



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT: Adoption of the March 11, 2024 Regular Council Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the Mar. 11, 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 Mar. 11, 2024 minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the Mar. 11, 2024 regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on Mar. 19 with no changes indicated at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the Mar. 11, 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 March 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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March 11<sup>th</sup>, 2024  
Town Council Chambers

**Deputy Mayor:**

Mike Yargeau

**Councillors:**

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

**Guests:**

Josephine Michaluk, Resident

Chris & Lori Wolfe, Resident

Ann & Len Bilyk, Resident

Jean Orchison, Resident

**Staff:**

Rick Binnendyk, CAO

Bonnie Stearns, Exec

Asst.

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

**1. CALL TO ORDER - Mayor**

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**1.2. Adoption of the Agenda**

**2024-079**

Councillor Hamm moved to accept the March 11, 2024, Regular Council meeting agenda as provided.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF PREVIOUS MINUTES**

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**2.1. Adoption of the February 26, 2024 Regular Council Meeting Minutes**

**2024-080**

Councillor Denson moved to accept the February 26, 2024 Regular Council meeting minutes as presented.

**CARRIED UNANIMOUSLY**

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

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#### **2024-081**

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

**CARRIED UNANIMOUSLY**

### **4. PUBLIC HEARING**

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

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### **6. REPORTS**

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#### **6.1. Financial**

**6.1. a. Monthly Accounts for Online Payments and Payments from Feb. 21 – Mar. 6, 2024**

#### **2024-082**

**Councillor Kranenborg moved** that Council receives the Monthly Accounts for Online Payments Feb. 21 – Mar. 6, 2024 as presented.

**CARRIED UNANIMOUSLY**

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

- Distributed in Council Package

#### **2024-083**

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

**CARRIED UNANIMOUSLY**

#### **6.3 Multiplex – Michael Szewczuk**

- Distributed in Council Package

#### **2024-084**

**Councillor Cunningham moved** to accept the Multiplex Managers monthly report as information.

**CARRIED UNANIMOUSLY**

#### **6.4 Public Works – Brandon Kowalchuk**

- Distributed in Council Package

#### **2024-085**

**Councillor Galisky moved** to accept the Public Works monthly report as information.

**CARRIED UNANIMOUSLY**

## **7. NEW BUSINESS**

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### **7.1 FCM Board Nomination**

**2024-086**

**Councillor Muller moved** that Council endorses Mayor Mike Yargeau to stand for election on FCM's Table Officers, Third Vice-President for the period starting June 2024 and ending June 2025;

**AND FURTHER** that a maximum budget of \$2,000 be allocated for the campaign.

**CARRIED UNANIMOUSLY**

## **8. OUTSTANDING BUSINESS**

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

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#### **9.1 Central Combative Sports Commission – 2023 Annual Report to the Town of Penhold**

**2024-087**

**Councillor Cunningham moved** that Council accepts the Central Combative Sports Commission 2023 Annual Report as presented.

**CARRIED UNANIMOUSLY**

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

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#### **10.1 Bylaw 820/2024 Development and Subdivision Authorities Bylaw – 1<sup>st</sup> Reading**

**2024-088**

**Councillor Denson moved** that Council move to give first reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.

**CARRIED UNANIMOUSLY**

#### **10.2 Bylaw 821/2024 Borrowing Bylaw – 1<sup>st</sup>, 2<sup>nd</sup>, and possible 3<sup>rd</sup> Reading**

**2024-089**

**Councillor Cunningham moved** that Council move to give first reading of Bylaw 821/2024 being the Borrowing Bylaw.

**CARRIED UNANIMOUSLY**

**2024-090**

**Councillor Kranenborg moved** that Council move to give second reading of Bylaw 821/2024 being the Borrowing Bylaw.

**CARRIED UNANIMOUSLY**

**2024-091**

**Councillor Galisky moved** that Council move to proceed with the third reading of Bylaw 821/2024 being the Borrowing Bylaw.

**CARRIED UNANIMOUSLY**

**2024-092**

**Councillor Hamm moved** that Council move to give third and final reading of Bylaw 821/2024 being the Borrowing Bylaw.

**CARRIED UNANIMOUSLY**

**11. CORRESPONDENCE and INFORMATION**

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**11.1 General Correspondence**

**2024-093**

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

**CARRIED UNANIMOUSLY**

**2024-094**

**Councillor Galisky moved** that Council direct Administration to submit a resolution to FCM regarding Federal infrastructure funding not keeping pace with population growth; **AND FURTHER** it be sent to MP Dreesen and Federal Minister Sean Fraser, Minister of Housing, Infrastructure and Communities.

**CARRIED UNANIMOUSLY**

**12. COUNCIL ROUND TABLE – Information no action**

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

**2024-095**

**Councillor Denson moved** that Council accepts the reports as information.

**CARRIED UNANIMOUSLY**

**13. QUESTIONS from the GALLERY**

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Questions and discussions were had.

**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2024-096**

**Councillor Muller moved** to adjourn Council Meeting at 7:05 pm.

**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:**

CAO Review

**Projects:**

**Schools:**

- Krawford Construction has begun with the dirt work for the new school. Detailed drawings have been received from the contractor requesting approvals. Our office has forwarded the drawings to Alberta Environment for their review and comments.

- There has been further discussion regarding the TIA reporting. We have suggested to consider using CastleGlen's data to help speed up the report.
- Permits have been pulled and IJD is finalizing their reviews.
- The question was posed in regard to the school soccer pitch being available this year. It has been decided this pitch will not be available for the 2024 season.
- We have been in several discussions with the IDP team in the finalizing of their report. We have raised some concerns as to staying in scope of the project. A senior managers' meeting has been scheduled for Friday to discuss and decide the direction of the net zero analysis.
- A notice from Municipal Affairs was received in regard to LGFF operating. All funding must be used in the year the funds have been given out. We requested clarity and have been advised this relates specifically to the operating side and not the capital funding.

#### **Active Transportation Fund:**

- Our team needs to do a final update for costing to determine the scope for 2024. This is being worked on in conjunction with our financial statements.

#### **Administration:**

- We are looking to have a draft 2024 budget ready for the last council meeting in April. Once the Auditors have finalized our financials, we will proceed with the final taxation rates for 2024.
- The town's auditors were in March 4<sup>th</sup> - 6<sup>th</sup>. We are still sending info as requested making ready for our financial overview for 2023.
- We questioned Alberta Municipal Affairs re: Asset Retirement Obligation (ARO) requirements. They responded and advised this change for ARO requirements was developed by the Public Sector Accounting Board (PSAB), and that Municipal Affairs had no role in their development or adoption.
- Continue working with the 2024 Planning Committee for the Local Government Administration Association (LGAA) Conference.
- CastleGlenn Consultants continue to work on the updated Master Transportation Plan Addendum Study. This project has been extended to July of this year. AT has committed to funding this addendum.
- The Hwy 42 and 2A roundabout tender closes March 29<sup>th</sup>. Our office has received several queries mostly tied to traffic diversion during construction.
- Work continues with PCPS on the Municipal Development Plan and Intermunicipal Development planning documents.
- It has come to our attention that there is an out-of-country Combative Sports Association coming to Alberta. We have posed the question to our Provincial realms if they are aware of this and if so, are they registered?
- Held an MPC meeting March 12<sup>th</sup> to deal with a new home base business and new home rear yard setback.
- Have a meeting with Melcor representative to go over development items coming up this coming year. The list appears to be growing.

- Appreciated the opportunity to attend the Alberta Munis Leadership sessions. Great opportunity to reconnect with counterparts and elected officials from around the province. Some key notes:
  - Drought status Alberta Environment and allocations for water.
  - Fostering Respect: Mayor of Coutts spoke very emotionally about what started to happen and how it escalated in their community. Focus was the need to bring civil discussion back into our everyday lives.
  - It was great to hear from a large contingent of Ministries and what they are doing. I was impressed with the focus but more so on the collaboration that appeared to be occurring between departments.

**Economic Development:**

- A CAEP Delegation Summit in Olds update is anticipated for March 25<sup>th</sup>.
- Our office sent out information to an immigration group in Ottawa that found Penhold through the Alberta Advantage Immigration Program (AAIP) (Rural Entrepreneur Stream)

**Census:**

- Five staff have been trained as Administrators for the upcoming census.
- Census website will go live early next week.
- Letters will be mailed out next week with a second flood of letters being mailed early-May ONLY to those residences not yet completed.
- Phone calls will begin May 15 and door knockers distributed if unable to make contact by phone.
- Draws for \$50 gift cards from local business of choice, for online completion will occur Apr. 30, May 15, May 30

**FOLLOW UP ACTION/UPCOMING:**

- Job tasks/expectations discussion with managers
- PCPS updates on long term planning documents
- CastleGlenn amendment for the Master Transportation Plan.
- March 28<sup>th</sup> Emergency Management tabletop exercise
- Meeting with Chinooks Edge School Board – April 30<sup>th</sup>

**COMMUNICATION:**

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

**OTHER COMMENTS:**

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

  
\_\_\_\_\_  
CAO

## REQUEST FOR DECISION



**Department:** Community Services

**Submitted by:** Jennifer Blaylock

**SUBJECT:** Community Services Report

**RECOMMENDATION:** That Council accepts the Community Services Department report as information.

**CAO COMMENTS:**

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

**FOLLOW-UP:**

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):**

**RESPONSE OPTIONS:**

Council defers back to administration for more information.

**PREFERRED STRATEGY:**

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

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:** March report

**FCSS Coordinator & FCSS Community Worker**

- Playgroup attendance February: Feb. 14 - 36 participants (26 children), Feb. 28 – 27 participants (21 children).
- The Family Law presentation on March 5 brought out 11 participants for the presentation and 16 for the Ask-A-Lawyer portion, some of which strayed from the presentation. The Ask-A-Lawyer portion will be offered in Penhold again in the fall due to the need for this information/service.

- Charity Check Stop information has gone out to the groups who are part of Community Services Advisory Board.
- Lego Club's spring session has started this month. We have 13 participants from grades 1-3 joining in on the fun this session.
- Craft Club is launching this month. Currently there are eight participants registered. This program is for those that the Lego Club may not appear to be of interest. This is to respond to the need for unparented programs in grades 1-3.
- February's postponed Family Play Day in partnership with the library had 70 people in attendance, including 21 families joining in for the Bluey Party fun.
- March's Science themed Daddy & Me Play Day had 16 participants including four families come out. Although the attendance was lower, there was a family new to town that had a chance to connect with another family from the area about places to check out this summer and more.
- Due to no registration the Vaping Workshop was cancelled. After trying to offer it at two different times of the year it will not be offered again but FCSS will be looking at how to get resources out to families on the topic.
- The Mayor's Youth Recognition Award nominations opened on March 15<sup>th</sup> and will be collected until April 15<sup>th</sup>.

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

- PYC average attendance February:  
Grades 4-6: 17  
Grades 7-12: 17  
  
Community of participants:  
Penhold – 198  
Red Deer County – 83  
Blackfalds - 2
- The second "Teen Night" was a huge success with 20 youth participating in the grade 9-12 group.
- PYC Family Time on February 3<sup>rd</sup> had 14 people attend (6 families). We even had a new family check out the program and meet staff.
- Hockey Tournament on February 9<sup>th</sup>- 11<sup>th</sup> raised \$520.85 for the PYC Spring field trips.
- PYC has Smile Cookie Campaign again this year and the dates are April 29 – May 5.

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

- Next Community Event:  
Easter Eggstravaganza – Saturday March 23 10:00 a.m. – 12:00 p.m. Multiplex Gymnasium  
Wagon Rides, cookie decorating, crafts, Easter Bunny photos, face painting and more. To ensure finances aren't a barrier for the community to attend this event, there will not be an admission fee this year.

- **Penhold Cares Campaign**

The inaugural Penhold Cares campaign was a success in the fact that it helped increase awareness and bring donors to the Red Deer Donor Centre to give blood.

The results for the 2024 Penhold Cares Campaign were:

1. Red Deer: 148
2. Zone 2 (East of QEII, North of HWY 42): 99
3. Zone 1 (West of QEII, North of HWY 42) 83
4. Penhold: 51
5. Zone 4 (East of QEII, South of Hwy 42): 35
6. Zone 3 (West of QEII, South of HWY 592): 32

There was a total of 1055 units of blood collected at the Red Deer Donor Centre in February which is 86% of what was needed to keep up with hospital demand.

There was a challenge issued by Mayor Yargeau to all area municipalities to see which one had the highest percentage of staff donating blood during the Penhold Cares Campaign. This was won by the Village of Clive with 80% of their staff donating.

The winner was determined by percentage of staff donating and the Village of Clive was presented with a trophy to display in their municipal office until next year's campaign; they had 80% of their staff donate. The Town of Penhold had 11% of staff who advised they donated, and 57% of council. As a result of the Penhold Cares challenge, Town of Sylvan Lake, and Lacombe County both have set up Partners for Life Teams with Canadian Blood Services and the Village of Alix also got involved and had 38% of their staff donate in February.

#### **Communications:**

A campaign is planned for large scale promotion of the 2024 census through all mediums available.

- Penhold Reporter March, April, May & June issues
- Utility Bill insert March, April, May, and June editions.
- Page developed on Town website.
- Notice with information and link to webpage on the Town's homepage.
- E-News sent with information to everyone signed up for emails when the census starts.
- Facebook posts developed and scheduled.
- Instagram posts developed and scheduled.
- X (formerly twitter) posts planned but cannot be scheduled.

#### **Work Plan & Upcoming Special Dates:**

March 23: Easter Eggstravaganza

March 25, April 8 & 22: Lego Club

March 26: Craft at the Drop In Centre

April 3, 10, 24: Playgroup

April 14-20: National Volunteer Week  
April 15: Craft Club  
April 15-16: PYC Wakefest  
April 16: Tech Tips for Older Adults & Seniors  
April 20: Family Play Day  
April 27: Home Alone Course  
April 29 - May 5: Smile Cookie Campaign (proceeds go to PYC)  
May 6-10: Youth Week  
May 6-10: Mental Health Week  
May 23: PYC Bottle Drive

**ORGANIZATIONAL:** n/a

**FOLLOW UP ACTION:** n/a

**COMMUNICATION:** n/a

**OTHER COMMENTS:** n/a

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



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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 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):**

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

**RESPONSE OPTIONS:**

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

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Information & possible direction

**GENERAL:**

**FIRE DEPARTMENT**

**Operations:**

- There were 11 emergency calls in February: 8 EMS, 3 Alarms
- We have 31 qualified members: 1 Chief, 2 Deputy Chiefs, 2 Captains, 5 Lieutenants, 17 Firefighters, 3 probationary firefighters.
- 14 Futures on Fire Cadets.

**Training:**

- NFPA 1001 level 1 Standard for Professional Firefighting course is in progress.

**Fire Prevention:**

- Fire inspections are ongoing. 6 inspections completed in 2024.

**Maintenance:**

- Brush 1 is winterized for the season and will undergo some refurbishment through the Volunteer Firefighters Association. Side cabinets have been manufactured, some parts have been replaced, and the skid (pump section) has been reworked to make it more efficient. Lighting packages and electronics are being installed now. Nearing completion.
- Engine 1 went in for its annual inspection with minor repairs needed (small coolant leak, small air pod leak, both fixed)

**Notes:**

- We are transitioning from Active 911 to First Due. This transition will allow the responding app to integrate with pre-plans on buildings and add asset management to the same software as response. All in one software for easier administration. Implementation is ongoing.
- We have once again received training funding from the GOA for \$8,741.00

**Events:**

- We did one Girl Guides troop tour in March.

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

- We are entering into a MOU with Lacombe Police for a one-month free trial of police monitoring for the community Peace Officers while on duty to trial how it will work and complete some training on the programs used (iNet, CPIC).

**Enforcement:**

- 30 citations were issued in February: 7 warnings, 7 parking tickets, 3 invalid registration tickets and 13 other tickets.

**Speed:**

The speed sign was placed on Highway 2A in February:

Serial # 304112

Street: 2A Southbound

Speed Limit: 50 KPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Feb 13	2424	796	33%	85	9	4	1:30p	395	35	5	60	48.1
Feb 14	2459	754	31%	73	9	1	1:00p	364	26	4	58	47.9
Feb 15	2402	680	28%	54	2	1	4:45p	312	19	1	58	47.1
Feb 16	2459	759	31%	68	4	1	2:15p	364	21	2	58	47.9
Feb 17	2118	772	36%	70	3	2	2:30p	365	23	6	60	48.6
Feb 18	1901	673	35%	77	4	0	3:45p	335	24	3	60	48.6
Feb 19	1827	683	37%	81	9	2	3:15p	337	30	3	60	48.6
Feb 20	2409	776	32%	59	1	0	2:30p	355	21	2	58	48
Feb 21	2417	734	30%	63	7	0	3:45p	341	34	1	58	48
Feb 22	2416	775	32%	64	4	0	1:00p	371	25	0	60	48.2
Feb 23	2490	782	31%	72	3	0	4:45p	339	15	0	58	48
Feb 24	2193	743	34%	70	6	1	3:45p	337	25	5	60	48.2
Feb 25	1981	647	33%	48	2	1	5:15p	275	15	2	58	46.2
Feb 26	2719	434	16%	41	1	0	5:00p	239	16	1	56	40.4

**Animal Control:**

- The CPO team continues to respond to animal control and has been issuing warnings and fines. There is a renewed focus on off-leash dog use near schools and playgrounds.

**Emergency Management:**

- Preparing for the annual municipal review with AEMA on March 26th.
- The Red Deer Regional Emergency Management Partnership was officially signed by all eight municipalities further developing our strategic prevention and planning for emergency management.
- A functional exercise is being planned for March of 2025 as a regional partnership.
- A tabletop disaster exercise is being planned for March 28th of 2024 for Penhold.

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

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



CAO



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT: Penhold & District Public Library  
– Dec. 31, 2023 Financial Statement**

**RECOMMENDATION:**

That Council accepts the Penhold & District Public Library Dec. 31, 2023 Financial Statement documents 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 Library requires Council’s acceptance of their Financial Statements and must provide a motion in order to complete the 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:**

Advise Library of Council's decision.

**COMMUNICATION:**

**OTHER COMMENTS:**

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

  
\_\_\_\_\_  
CAO



Box 675  
Penhold, Alberta  
T0M 1R0  
penholdlibrary@prl.ab.ca  
403-886-2636

Town of Penhold  
Box 10  
Penhold, Alta.  
T0M 1R0

March 12, 2024

Mayor Yargeau and Town Council;

Town of Penhold Library Board is submitting our 2023 Financial Statement that was completed by RSM Canada LLP, Kevin Fergusson.

This past year we received increase funding from the Province and Red Deer County which left us with surplus funds to build into our community. Our plan is to use the funds in the next two years to enhance the experiences shared in our library through resources and programs. We are passionate about community and about making our space connective.

Respectfully,

A handwritten signature in blue ink that reads "Myra Binnendyk". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Myra Binnendyk  
Library Manager

Attachments:  
2023 Final Financial Package



# Penhold & District Public Library

Final Package  
For the Year Ended December 31, 2023



February 20, 2024

Myra Binnendyk  
Penhold & District Public Library  
PO Box 675  
Penhold, Alberta  
T0M 1R0

**RSM Canada LLP**

546 Laura Avenue  
Red Deer County, AB T4E 0A5

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F: +1 (403) 347 3766

[www.rsmcanada.com](http://www.rsmcanada.com)

Dear Myra Binnendyk:

We are pleased to enclose herewith paper copies of the following documents for **Penhold & District Public Library** for the year **December 31, 2023**:

- Compilation financial information (Appendix A);
- Adjusting journal entries, trial balance and reclassifying entries (Appendix B).

If there is any further information which you require, please do not hesitate to contact us.

Yours very truly,

*RSM Canada LLP*

Kevin Fergusson  
Senior Director

KJF/rjs

Enclosures

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

## Appendix A

### Compilation financial information





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## COMPILATION ENGAGEMENT REPORT

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### To the Management of the Penhold & District Public Library

On the basis of information provided by management, we have compiled the statement of financial position of the Penhold & District Public Library as at December 31, 2023, the statements of changes in net assets and operations for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Red Deer County, Alberta

February 20, 2024

*RSM Canada LLP*

Chartered Professional Accountants

**PENHOLD & DISTRICT  
PUBLIC LIBRARY**

**Compilation Engagement Report and  
Financial Information**

**December 31, 2023**

**PENHOLD & DISTRICT PUBLIC LIBRARY**  
**Statement of Financial Position**  
**As at December 31, 2023**

	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Cash	\$ 117,912	\$ 104,445
Term deposit	51,360	45,000
Goods and Services Tax receivable	<u>988</u>	<u>1,849</u>
	<u>\$ 170,260</u>	<u>\$ 151,294</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accruals	\$ 8,277	\$ 5,069
Deferred revenue	<u>9,558</u>	<u>14,946</u>
	<u>17,835</u>	<u>20,015</u>
<b>NET ASSETS</b>		
Unrestricted	101,065	124,112
Capital projects reserve	<u>51,360</u>	<u>7,167</u>
	<u>152,425</u>	<u>131,279</u>
	<u>\$ 170,260</u>	<u>\$ 151,294</u>

**PENHOLD & DISTRICT PUBLIC LIBRARY**  
**Statement of Changes in Net Assets**  
**Year ended December 31, 2023**

	Unrestricted	Capital Projects Reserve	Total 2023	Total 2022
<b>Balance, beginning of year</b>	\$ 124,112	\$ 7,167	\$ 131,279	\$ 132,417
Excess (deficiency) of revenues over expenditures	21,146	-	21,146	(1,138)
Transfer to reserve	<u>(44,193)</u>	<u>44,193</u>	<u>-</u>	<u>-</u>
<b>Balance, end of year</b>	<b><u>\$ 101,065</u></b>	<b><u>\$ 51,360</u></b>	<b><u>\$ 152,425</u></b>	<b><u>\$ 131,279</u></b>

# PENHOLD & DISTRICT PUBLIC LIBRARY

## Statement of Operations

Year ended December 31, 2023

	2023 Actual	2023 Budget	2022 Actual
<b>Revenues</b>			
Municipal funding	\$ 180,910	\$ 180,910	\$ 159,116
Red Deer County funding	30,322	14,358	14,358
Provincial funding	28,953	16,650	16,650
Chinook's Edge School Division	21,318	25,080	24,940
Grant revenue	9,400	12,800	18,063
Operating revenue	6,339	1,625	2,175
Memberships	4,714	3,500	4,989
Fines	720	250	424
Donations and fundraising	676	500	722
	<u>283,352</u>	<u>255,673</u>	<u>241,437</u>
<b>Expenditures</b>			
Wages and benefits	194,600	213,113	194,078
Books and periodicals	17,368	5,560	16,661
Repairs and maintenance	11,537	2,000	2,901
Office	9,297	7,300	7,506
TD Summer Reading Award	8,000	8,000	-
Programming	7,093	7,000	5,364
Equipment	3,309	2,000	4,384
Janitorial	3,116	5,200	3,060
Professional fees	2,415	2,500	2,363
Printing and copying	2,393	-	2,184
Advertising and promotion	1,875	2,000	3,127
GST expense	798	-	631
Workshops and mileage	405	1,000	316
	<u>262,206</u>	<u>255,673</u>	<u>242,575</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>\$ 21,146</u>	<u>\$ -</u>	<u>\$ (1,138)</u>

# **PENHOLD & DISTRICT PUBLIC LIBRARY**

**Note to the Financial Information**

**December 31, 2023**

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## **1. Basis of Accounting**

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The basis of accounting applied in the preparation the financial statement of Penhold & District Public Library is on the historical cost basis, reflecting cash transactions with the additions of:

- ◆ Term deposit recorded at cost plus accrued interest
- ◆ Accounts payable and accruals
- ◆ Deferred revenue recorded over term of agreement



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** 2024 RCMP Annual Performance Plan (APP) &  
Acknowledgement of Consultation Letter

**RECOMMENDATION:**

That Council approves the 2024 RCMP Annual Performance Plan as presented;  
**AND FURTHER** that Administration provides the RCMP updates on the community's responsiveness to the APP.

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 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 continues to work with RCMP to ensure Penhold continues to be a safe place to call home.

**RESPONSE OPTIONS:**

Council defers the APP back to Administration for additional information.

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Outlines RCMP's commitment to Penhold.

**GENERAL:**

When appointed as head of the Innisfail RCMP Detachment, Staff Sergeant Ihme committed to having a strong presence in Penhold. This was achieved by holding town meetings, having an RCMP presence at town events, and regular patrols throughout the community.

Based on community feedback and moving forward, Staff Sergeant Ihme has developed an Annual Performance Plan (APP) which outlines the 2024-2025 Community Priority issues:

1. Traffic Safety – Proactive Traffic Enforcement
2. Crime Reduction – Property & Drug Crime
3. Police / Community Relations – Visibility of Police

**ORGANIZATIONAL:**

**FINANCIAL:**

There is no financial implication to the Town.

**FOLLOW UP ACTION:**

As per Council's direction.

**COMMUNICATION:**

**OTHER COMMENTS:**

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



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CAO

**From:** Ihme, Ian (RCMP/GRC) <[ian.IHME@rcmp-grc.gc.ca](mailto:ian.IHME@rcmp-grc.gc.ca)>  
**Sent:** Tuesday, March 19, 2024 11:10 AM  
**To:** Richard Binnendyk <[rbinnendyk@townofpenhold.ca](mailto:rbinnendyk@townofpenhold.ca)>  
**Cc:** Sean Pendergast <[spendergast@townofpenhold.ca](mailto:spendergast@townofpenhold.ca)>  
**Subject:** 2024 APP and community consultation letter

Good Morning Rick,

Based on the feedback I have received I am looking to set the priorities for our APP.

I have attached the community acknowledgement letter for Mayor Yargeau's signature.

If Mayor and Council have any questions please let me know.

The attached letter only lists the priorities but below are the initiatives with some commentary and what it is or why it has been added:

**Crime Reduction:**

**Non police car patrols (foot/Bike/Quad/Boat):** This initiative was well received in the town of Innisfail. People took notice and I think it helps alleviate some of the issues regarding perception of safety and visibility of the police.

**Priority Offender checks:** This should always be a priority as these are our problem people that commit most of the crime.

**Priority Property checks:** Same as above but problem residences and areas. Last year we had a few chronic drug houses, the blue bird and the zoo. We could add centennial park to this list as well as any new spots that are proposed by the councils or citizens.

**Dedicated Rural Patrols:** a complaint from rural citizens is that we spend so much of our time in Innisfail and not in the county. Foot and bike patrols are not effective for such a large area. This is a dual focus initiative that targets perception of crime and visibility of the police. While we already do rural patrols this will also act as an accountability and tracking mechanism.

**Warrant Round Up:** Dedicate days of arrest warrant round ups with extra staff and support staff. We would call in extra support from plain clothes units in Red Deer and the district Crime reduction Units.

**Increased visibility of the police:**

**Member attendance at community events:** we have had this as an initiative the last couple years and it has worked well. Getting out and being active in the community is important to me and I believe appreciated by the communities.

**Town Halls:** town halls are a priority for the RCMP and I believe those that come out to them are appreciative of hearing information first hand from the police and then getting to ask questions.

**Positive Youth Tickets:** We brought this back as an initiative last year with the youth and it was well received and should continue.

**Rural School Visits:** We continually have a strong presence in the Innisfail schools with Cst Nelson. We have rarely been connecting with students in Penhold or Spruceview. I would assign other members as liaisons to the Rural schools.

**Traffic Safety:**

**Traffic operations Town:** checkstops are a dual purpose initiative, traffic safety and visibility of the police. The vast majority of Checkstops were in Innisfail (70%+). Which is why splitting the initiative to track that they are being done in and out of town.

**Traffic Operations Rural:** As above

**Provincial Violation tickets:** Tracking of all traffic related enforcement including written warnings.

Thanks

Ian

***S/Sgt Ian Ihme  
Detachment Commander  
Innisfail Detachment  
4904 45<sup>th</sup> Avenue Innisfail AB  
403-227-3342***



Collator Code : K3237

Fiscal Year: 2024 - 2025

Innisfail Detachment

**District / Detachment Information - Renseignements sur le district ou le détachement**

Fiscal Year - Année financière: 2024 - 2025

RCMP COST CENTRE STANDARD HIERARCHY

C

BATTLE RIVER DISTRICT

INNISFAIL

Innisfail Provincial

Innisfail Detachment

**Community Name(s) - Nom(s) de la(des) collectivité(s)**

1. Penhold

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

**Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité**

1. Traffic Safety - Proactive Traffic Enforcement
2. Crime Reduction - Property & Drug Crime
3. Police / Community Relations - Visibility of police

**District / Detachment Commander - Chef de district / détachement**

Ian Ihme

District / Detachment Commander

Signature - Signature

Date

**Community Representative - Représentant(e) de la collectivité**

Mayor Mike Yargeau

Name - Nom

Signature - Signature

Date



## REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

**SUBJECT:** Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw

**RECOMMENDATION:**

1. That Council move to give second reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.
2. That Council move to proceed with third reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.
3. That Council move to give third and final reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

*Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 17 Division 3 Section 623, a Council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.*

**STRATEGIC RELEVANCE:**

Council approves the Bylaw as presented.

**DESIRED OUTCOME(S):**

Keep our Bylaws current by re-visiting every five years.

**RESPONSE OPTIONS:**

That Council defers giving first reading to Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw for further discussion.

**PREFERRED STRATEGY:**

Approve the Bylaw and bring it back next meeting for 2<sup>nd</sup> & possible 3<sup>rd</sup> reading.

**IMPLICATIONS OF RECOMMENDATION:**

Accepts the change as presented.

**GENERAL:**

Council gave 1<sup>st</sup> Reading to Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw at its Mar. 11 Regular Meeting.

The change has been made to reflect all decisions must be made in an open meeting and as per Council's direction, there will continue to be three council representatives on MPC along with two residents.

No other changes were made.

**ORGANIZATIONAL:**

Administration

**FINANCIAL:**

There is no financial implication with the amended bylaw.

**FOLLOW-UP ACTION:**

**COMMUNICATION:**

None

**OTHER COMMENTS:**

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



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CAO

TOWN OF PENHOLD  
BYLAW NO. 820/2024

DEVELOPMENT AND SUBDIVISION AUTHORITIES BYLAW

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A Bylaw of the Town of Penhold, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of Development Authority, Subdivision Authority and a Municipal Planning Commission in the Town of Penhold.

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**WHEREAS**, Section 623 of the Municipal Government Act, as amended, provide that Council by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.

**WHEREAS** Section 624 of the Municipal Government Act, as amended, provide that Council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.

**WHEREAS** Section 626 of the Municipal Government Act, as amended, provide that Council must by bylaw establish a municipal planning commission to provide for the applicable matters described in section 145(b) and prescribe the functions and duties of the commission.

**WHEREAS** Section 63(1) of the Municipal Government Act, as amended, authorizes that Council of a Municipality to revise all or any of the bylaws of the Municipality

**WHEREAS** The Council of the Town of Penhold deems it necessary and expedient to repeal a bylaw of a provision of a bylaw that is inoperative, obsolete or expired

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

**1. Title:**

The title of this Bylaw is the "Development and Subdivision Authorities Bylaw".

**2. Definitions**

In this Bylaw:

- a) "Act" refers to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended from time to time.
- b) "Applicant" means the person who has served written notice of a land use plan, subdivision or development proposal.

- c) “Committee” means a Board, Committee, Commission or other body established by Council, relating to a specific Committee.
- d) “Council” means the Council of the Town of Penhold.
- e) “Council Representative” means a member of Council appointed annually to act as Council’s liaison to that committee and not as an advocate for the committee.
- f) “Development Officer” means the person appointed to the position; and
  - i. Serves as Development Authority to exercise development powers and duties on behalf of the municipality pursuant to Section 624 of the Act;
  - ii. Serves as Signing Authority on development matters pursuant to Section 210 of the Act.
- g) “Land Use Bylaw” means Bylaw No. 761/2018 and amendments thereto.
- h) “Member” means a Member of a Committee.
- i) “Municipal Planning Commission” means that body appointed by Council.
- j) “Municipality” means the Town of Penhold.
- k) “Public Representative” means a person appointed by Council who does not represent a specific organization.

### **3. Establishment of Development Authority**

The Development Authority of the Town of Penhold is:

- a) The person or persons appointed by resolution of Council as Development Officer pursuant to the Land Use Bylaw;
- b) The Municipal Planning Commission established by this Bylaw.

### **4. Establishment of Powers and Duties**

- a) The Authority has those powers and duties as set out in the Act, any regulations made thereunder and as further set out in the Land Use Bylaw and Part 3 of this Bylaw.
- b) The powers and duties of the Authority may be exercised by any one of the individuals appointed as Development Officer or by the Commission where so set out in the Land Use Bylaw and Part 3 of this Bylaw.

## **5. Establishment of Committees**

- a) Unless otherwise provided for in this Bylaw, Members are appointed by Council resolution.
- b) Where a Committee has a Council Representative, the Mayor may assign, for a specific period of time, an alternate Councillor to a Committee should the regular representative be unable to attend.

## **6. Proceedings**

- a) The proceedings and deliberations must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- b) When a meeting is closed to the public, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a closed meeting is confidential.
- c) Notwithstanding Section 4(a) and 4(b), the Municipal Planning Commission may deliberate in a closed meeting but must come into an open meeting to make a decision.
- d) When a meeting is open to the public, the Committee may, in its sole discretion, permit members of the public to address the Committee when it is deemed appropriate in the context of the business of the Committee.
- e) All discussions at a meeting of a Committee are directed through the Chairperson.
- f) In the event of absence or inability of the Chairman to preside at a Commission meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Commission, the Members present in constituting a quorum shall elect one of its member to act as Chairman.
- g) For any procedures not covered by Part 17 of the Act or by Bylaw of the Town, the Commission may establish procedures for the conduct of the meeting.

## **7. Quorum**

- a) A quorum of the Commission shall consist of three (3) voting Members of the Commission.

## **8. Voting**

- a) The majority vote of those Members present and voting constitutes the decision of any Committee unless otherwise specified in this Bylaw.
- b) Each Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this Bylaw.
- c) In the event of a tie vote, the matter before the Commission shall be deemed to be denied.

## **9. Conflict of Interest**

- a) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Commission, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
  - i. Declares that he or she has a conflict of interest; and
  - ii. Describes in general terms the nature of the conflict of interest.
- b) The Committee Secretary shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- c) A Member is deemed to have a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
  - i. He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
  - ii. In the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

## **10. Pecuniary Interest**

- a) The provisions of this Bylaw and the provisions of the *Municipal Government Act*, pursuant to Sections 169, 170 and 172 of the Act, regarding pecuniary interest apply to Members.
- b) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from all discussions, considerations and voting on the matter, provided that prior to doing so, the Member:
  - i. Declares that he or she has a pecuniary interest;

- ii. Describes in general terms the nature of the pecuniary interest; and
  - iii. Excuses himself/herself from the room in which the meeting is being held until all discussions, considerations and voting have been concluded on the matter.
- c) The Committee Secretary shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- d) If a Member fails to disclose pecuniary interest, that member is automatically disqualified from their position.

#### **11. The Municipal Planning Commission**

- a) The Municipal Planning Commission shall consist of five (5) Members as follows:
- i. Three (3) Councilors;
  - ii. Two (2) Public Representatives.
- b) Only Town residents are eligible to sit as a Public Representative on the Municipal Planning Commission.
- c) Council will also appoint one (1) Councillor, Mayor, or alternate person as an alternate Member of the Municipal Planning Commission, who, if the appointed Councillor is unable to participate in a meeting, will service in his/her place.
- d) A member of the Municipal Planning Commission shall not include:
- i. Development Officer,
  - ii. A member of the Subdivision and Development Appeal Board.
- e) The Development Officer shall serve as a non-voting advisor to the Municipal Planning Commission and may attend any or all meetings;
- f) Each member of the Municipal Planning Commission shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be for more than one (1) year.
- g) Notwithstanding Section 11(f), a person may be reappointed to the Municipal Planning Commission upon the expiration of that person's term.
- h) In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.

- i) If a Member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant and shall be replaced with a new representative through appointment by Council resolution.
- j) The Chairman and Vice-Chairman of the Municipal Planning Commission shall be appointed annually by Resolution of Council.
- k) The Municipal Planning Commission has responsibilities to the duties and authority as set out in the Land Use Bylaw and the Municipal Government Act including, but not limited to the following:
  - i. Act in an advisory role to Council on policy issues;
  - ii. Exercise all the powers and perform all the duties prescribed for it in the Municipal Government Act and Town Land Use Bylaw;
  - iii. Decide on all matters referred to it by the Development Officer.

## **12. Subdivision Authority**

- a) The Subdivision Authority of the Town of Penhold is Council.
- b) The Subdivision Authority has the powers and duties as set out in the Act and any regulations made thereunder.
- c) The signing authority for all subdivision related matters is the Director of Parkland Community Planning Services or his or her designate.
- d) When a registered instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority, provided:
  - i. The number of parcels does not increase;
  - ii. Municipal, school or environmental reserves are not compromised;
  - iii. Municipal roads and standards are not compromised;
  - iv. Such adjustments comply with municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.
- e) The Subdivision Authority is authorized to:
  - i. Extend the time within which a registerable instrument is required to be submitted to the Subdivision Authority for endorsement, and

- ii. Extend the time within which a registerable instrument is required to be submitted to the Registrar of Land Titles for registration, following endorsement.

**13. Commission Secretary**

- a) The position of Committee Secretary is hereby created, the duties of which shall be fulfilled by the Development Officer or by staff assigned to this position by the Chief Administrative Officer, but that person shall not have a vote.
- b) The Commission Secretary shall notify all members of the Commission of the arrangements for the holding of each meeting of the Commission, including notification of the meeting to all affected parties or persons.
- c) The Commission Secretary shall ensure that an agenda is prepared for each meeting of the Commission and, prior to each meeting, shall ensure the delivery or electronic transfer of a copy of the agenda to each member of the Commission.
- d) The Commission Secretary shall prepare, maintain and file written minutes of the proceedings at each meeting of the Commission.
- e) The Commission Secretary shall issue notices of decisions of the Commission to all affected parties or persons.
- f) The Commission Secretary shall conduct the correspondence of the Commission and ensure the Commission is provided with such duties as required.

14. Bylaw 760/2018 is rescinded in its entirety.

**Read a first time this 11<sup>th</sup> day of March, 2024**

**Read a second time this 25<sup>th</sup> day of March, 2024**

**Read a third time this <sup>th</sup> day of, 2024**

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Mayor

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Chief Administrative Officer



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Bonnie Stearns

**SUBJECT:** Council Correspondence

**RECOMMENDATION:**

That Council receives the correspondence for information as presented.

**CAO COMMENTS:**

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

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

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

**ATTACHED:**

- Mar. 20 letter from Minister of Municipal Affairs re: Provincial Education Requisition Credit Program Extension
- Mar. 20 Canadian Fallen Heroes Foundation - Penhold Memorial Project

**EMAIL:**

- Mar. 6 Municipal World re: Your Municipal World Daily for March 7, 2024
- Mar. 7 email forwarded by Rick re: Train issue in Penhold Alberta
- Mar. 8 FCM Communique re: Call to action: Combatting harassment on International Women's Day
- Mar. 8 Alberta Health Services re: Share your Insights | Developing a Collective Community Health Framework
- Mar. 11 Alberta Municipalities re: Alberta Municipalities' Friday News - March 8, 2024
- Mar. 11 Alberta Municipalities re: Requests for Decision at Municipal Leaders' Caucus
- Mar. 11 FCM Voice re: FCM Voice: Ending political harassment | FCM Board elections | Upcoming webinars | and more
- Mar. 18 Alberta Municipalities re: Alberta Municipalities' Friday News - March 15, 2024
- Mar. 18 FCM Communique re: FCM Voice: FCM's 2024 Trade Show | Join the GMF Council | E-learning series | and more
- Mar. 19 FCM Connect re: E-learning series on improving your building energy performance
- Mar. 20 Municipal World re: Your Municipal World Daily+ for March 20, 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 March 25<sup>th</sup>, 2024 Regular Council Meeting for the Town of Penhold



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CAO



ALBERTA  
MUNICIPAL AFFAIRS

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

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver  
Minister

## Bonnie Stearns

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**From:** Richard Binnendyk  
**Sent:** March 20, 2024 2:38 PM  
**To:** Bonnie Stearns  
**Subject:** FW: Canadian Fallen Heroes Foundation - Penhold Memorial Project  
**Attachments:** Penhold Alberta Memorial Project.pdf; CARDSTON ALBERTA Letter of Support.pdf

Council corr.

Rick Binnendyk  
**Chief Administrative Officer**

Town of Penhold  
403.886.3280 | [rbinnendyk@townofpenhold.ca](mailto:rbinnendyk@townofpenhold.ca)



*In the spirit of respect, reciprocity and truth, I honour and acknowledge that I am privileged to live, work and play on Treaty 7 territory. This territory is the ancestral and traditional territory of the Blackfoot Confederacy; Kainai, Piikani and Siksika as well as the Tsuut'ina and Stoney Nakoda nations and the Métis Nation of Alberta, Region 3. I acknowledge and show gratitude to the many First Nations, Métis and Inuit who have walked these lands before me, and those who continue to walk with me.*

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**From:** Toni Hall <[memorials@canadianfallenheroes.com](mailto:memorials@canadianfallenheroes.com)>  
**Sent:** Wednesday, March 20, 2024 12:46 PM  
**To:** Richard Binnendyk <[rbinnendyk@townofpenhold.ca](mailto:rbinnendyk@townofpenhold.ca)>  
**Subject:** Canadian Fallen Heroes Foundation - Penhold Memorial Project

Attn: Mayor and Council

Hi Rick, Thanks for your time today. I have attached our letter of request. I hope the council will want to have a collection of the local fallen heroes in town. Please call if you have any questions. I will await a picture of your relative who died in service. Just so you know, Cardston has the old style memorials. The new style is pictured in the letter. Thanks again.

Best Regards,

Toni Hall

403.453.1881

Canadian Fallen Heroes Foundation

[www.canadianfallenheroes.com](http://www.canadianfallenheroes.com)

# CARDSTON ALBERTA Letter of Support

From the desk of Alexis Buzzee, Cardston & District FCSS

"When we began working with the Canadian Fallen Heroes Foundation nearly four years ago we were eager to have a memorial completed for each one of the 68 names on our cenotaph. It has been a long journey for those of us involved and we are very happy to now have all of the memorials complete. Researching each of those 68 names was at times slow and difficult work but none of us would exchange the experience if given the choice. It is truly amazing when you start with only a name, and through a process of hard work and lucky breaks you end up piecing together the person behind the name. The project has been greatly supported by the Community with many individuals related to our Fallen Heroes stopping by to look at the memorials that are on display in our Town Council Chambers. We used various resources when gathering our information and without the people that put together local history books, archivists across Canada and over seas, family members and friends of the Fallen Heroes, we would not have been able to complete this project. The memorials play a pivotal role in our Remembrance Day Ceremonies, no longer are the names on the cenotaph the names of people whose stories have been slowly forgotten, because of this project each of the 68 fallen heroes stories will be remembered for generations to come."

# THE FALLEN SOLDIERS of Penhold, Alberta



**William Brothers**



**Arthur McAllister**



**Hector McDougall**

## LEST WE FORGET

Beaton, William

Brothers, William Matthews

Cooper, Earl Nelson

Domoney, Leslie Ira

Haise, John Keith

Jarvis, John Levi

McAllister, Arthur

McDougall, Hector George

Oldford, Leslie

Oldford, Leslie Adolphus

Quantz, Jacob Doan

Rodgers, William

*"At the going down of the sun and in the morning, we will remember them."*



# CANADIAN FALLEN HEROES

Alberta has a long history of military service and sacrifice. The provincial honour roll includes the names of over nine thousand fallen soldiers, sailors and airmen and women. They left their family, friends and plans for the future to serve. Many are buried overseas, at or near the place of their final battle and most were survived by their parents. **Their story must be told.** Founded in Alberta by retired military personnel in 2002, the Canadian Fallen Heroes Foundation has researched Alberta's military history in order to preserve their memory. Governed by a volunteer board of directors, **we tell their story.**

Penhold is one of 925 Alberta communities to lose a son or daughter in service and as such has been allocated a search designation IN MEMORIAM on our charity's website. Once researched and written, biographies for former residents will be placed here where they can be searched by name or collectively by searching the community. They are preserved here in a format preferred by today's youth to be shared with and utilized by schools and educators as part of Remembrance Day curriculum. May they serve to remind this and future generations that the freedom to pursue our dreams and aspirations was secured by a generation who sacrificed theirs.

***The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy. Martin Luther King, Jr.***

Oak framed and metal art Memorials commissioned by the Foundation also adorn the walls of Legions and public facilities throughout Alberta. Commissioned in honour of former residents, they are proudly displayed in over 100 communities. Memorials are printed on metal art panels measuring 12 x 18 inches. Images and biographies are infused onto an aluminum surface using dyes rather than traditional inks. The process provides outstanding image clarity and longevity. Memorial plaques are produced for those for whom a suitable photograph is available at a cost of \$300.00. Please consider commissioning a plaque for permanent display and to use as part of your Remembrance Day ceremonies.

The Canadian Fallen Heroes Foundation is a federally registered charity. Those supporting the project are acknowledged IN MEMORIAM adjacent the Penhold honour roll as follows:

Gold Sponsor \$1200.00

Silver Sponsor \$600.00

Bronze Sponsor \$300.00

Co-Sponsor \$150.00

***They shall grow not old, as we that are left grow old; Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning We will remember them. - Laurence Binyon.***

403.453.1881 email: [memorials@canadianfallenheroes.com](mailto:memorials@canadianfallenheroes.com)  
Canadian Fallen Heroes Foundation – 192 700 8 Ave. S.W. Calgary, AB - T2P 1H2  
Registered Charity No. 86563 9447 RR0001

# JACOB DOAN QUANTZ



Jacob 'Doan' Quantz was born February 12, 1894 at Maysville, Kentucky, United States of America. Quantz came to Canada with his parents in 1895, first settling in Ontario where his father studied veterinary medicine at the University of Guelph. The family moved west to join family already homesteading near Innisfail, Alberta and bought their own homestead in 1897 that they named The Jungle Farm. Single and a farmer by trade, Quantz enlisted at Red Deer, Alberta January 12, 1915. Overseas with the 12th Regiment, Canadian Mounted Rifles in October 1915, Quantz went on to serve with the Canadian Expeditionary Force attached to the 2nd Canadian Mounted Rifles as a Private during the First World War. Part of the 1st Canadian Mounted Rifles Brigade and re-designated the 2nd Canadian Mounted Rifles Battalion, it fought with the 8th Canadian Infantry Brigade, 3rd Canadian Division in early June 1916 in the Ypres Salient near Ypres, Belgium. While holding the high ground between Hooze and Zwarteleen against the German 4th Army, Private Jacob Doan Quantz died on June 3, 1916 after coming under heavy enemy attack and the release of chlorine gas over his trench. He is commemorated at the Menin Gate (Ypres) Memorial, Belgium. Eldest son of Jacob Daniel and Sophia Jane (nee Doan) Quantz of Penhold, Alberta; brother of Oscar Percival Quantz of Innisfail, Alberta; he was 22 years old. 'At the going down of the sun and in the morning, we will remember them.'

Commissioned by the Canadian Fallen Heroes Foundation

[www.canadianfallenheroes.com](http://www.canadianfallenheroes.com)

## HOMETOWN HEROES CAMPAIGN

FOR THOSE WHO HAVE GIVEN,  
AND THOSE WHO CONTINUE TO GIVE.



[www.coldlake.com](http://www.coldlake.com)

*Thank You  
to all the Canadians  
who have served our country*



[delowin.ca](http://delowin.ca)

P.O. Box 387  
Deloraine, MB R0M 0M0  
Tel: 204.747-2655  
Fax: 204.747.2927  
E-mail: [admin@delowin.ca](mailto:admin@delowin.ca)

TOWN OF  
**MOOSOMIN**

REMEMBERING AND HONORING  
OUR FALLEN HEROES



701 MAIN ST BOX 730  
MOOSOMIN, SK S0G 3N0  
306-435-3343

**Lest we forget  
for those brave  
who gave their lives  
so we could live ours**



**A place to put down roots**

Rural Municipality of Woodlands 57 Railway Avenue  
Woodlands MB R0C 3H0 204-383-5679

Digital PSA/Acknowledgement Ad Sizes  
Full Page 5.73 x 6.8 inches - 430 x 510 Pixels

Pre-designed ads and or component parts with instructions can be sent as a jpeg file.  
Email - [memorials@canadianfallenheroes.com](mailto:memorials@canadianfallenheroes.com).

# MEMORIAL DISPLAY



*High Prairie Legion*



*Moosomin Legion*



*Kerby Centre - Calgary*