



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the April 25th, 2022 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the April 25th, 2022 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE: Following MGA requirements

DESIRED OUTCOME(S):

That the Apr. 25th, 2022, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the April 25th, 2022, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on April 29th with changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Apr. 25th, 2022, 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 May 9th, 2022 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

April 25th, 2022
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Mike Walsh

Guests:

Jo Michaluk, Resident

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Leg Asst

Trish Willis, Corporate

Services Manager

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

1. ADDITIONS to the AGENDA

1.2 Adoption of the Agenda

2022-146

Councillor Hamm moved to accept the April 25th, 2022 Regular Council meeting agenda as amended.

- Proceed with First reading only of Bylaw 808/2022 Tax Rate & Minimum Tax Bylaw.

CARRIED UNANIMOUSLY

2. MINUTES

2.1. Adoption of the April 11th, 2022 Regular Council Meeting Minutes as provided.

2022-147

Councillor Cunningham moved to accept the Regular Council meeting minutes for April 11th, 2022 as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2022-148

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Federation of Canadian Municipalities (FCM) Membership 2022-2023

2022-149

Councillor Walsh moved that Council direct Administration to renew the Federation of Canadian Municipalities (FCM) membership for 2022-2023.

CARRIED UNANIMOUSLY

6.1. b. Monthly Accounts for Payments and Online Payments from Apr. 6 - 20, 2022

2022-150

Councillor Muller moved to accept the Monthly Accounts for Payments and Online Payments from Apr. 6 - 20, 2022 as presented.

CARRIED UNANIMOUSLY

6.1. c. 5-Year Capital Budget

2022-151

Councillor Walsh moved that Council accept the 5-Year Capital Budget as presented.

CARRIED UNANIMOUSLY

6.2. CAO Report – Rick Binnendyk

- Distributed in Council Package

2022-152

Councillor Cunningham moved that a letter be sent to Solicitor General expressing concern in the ability to obtain training for Peace Officers through their department.

CARRIED UNANIMOUSLY

2022-153

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

CARRIED UNANIMOUSLY

6.3 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2022-154

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

CARRIED UNANIMOUSLY

6.4 Community Services Report – Jennifer Blaylock

- Distributed in Council Package

2022-155

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Manager of Fire & Protective Services Appointments

2022-156

Councillor Denson moved that Council accepts the CAO's report pertaining to the appointments for the Manager of Fire & Protective Services in accordance with the local bylaws, and provincial enactments.

CARRIED UNANIMOUSLY

7.2 New Meeting Room Furniture

2022-157

Councillor Denson moved that Council approve to move forward to purchase new tables and chairs to accommodate future meetings within the Multiplex meeting rooms in the amount of \$33,771;

AND FURTHER that these funds come from the Multiplex Reserves being a non-budgeted item.

CARRIED

7.3 Regional Multiplex Concession Lease

2022-158

Councillor Kranenborg moved that Council approve Administration to proceed with negotiating a one year lease with Dan Lachance of "D's Beans" for use of the Concession space in the Penhold Regional Multiplex.

CARRIED UNANIMOUSLY

8. OUTSTANDING

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

10. BYLAW(s)

10.1 Bylaw 808/2022 Tax Rate & Minimum Tax Bylaw – 1st Reading

2022-159

Councillor Muller moved that Council gives first reading to Bylaw 808/2022 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2022-160

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE REPORTS

2022-161

Councillor Cunningham moved that Administration send letters of appreciation to Mr. Mike Dodman and Ms. Karen Thompson for their volunteer service on the Penhold Museum Board.

CARRIED UNANIMOUSLY

2022-162

Councillor Cunningham moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

- request to post backyard pool information to the website.

14. CLOSED SESSION

15. ADJOURNMENT

2022-163

Councillor Muller moved to adjourn Council Meeting at 7:04 pm.

CARRIED UNANIMOUSLY

Mayor

CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

RECOMMENDATION Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

1. Council receives the report as information.
2. Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – Over the Easter break we had our Ice Plant service provider come out and deal with a small leak on our Ammonia system. We didn't want to wait until the ice was out, and we had a chance to shut everything down while the building was closed so we took the time to get the work done right away.

Our solar panels continue to produce power back to the grid. However the inverters are not reporting the power generated to our data network. We are having issues with the communication of two of the inverters. It just means that we aren't able to track how much power we are producing accurately. We are still looking for a solution and hope to have more accurate numbers soon.

Fitness –

	April 2021	April 2022
MEMBERSHIP SALES	\$3,145.26	\$9,599.75
DROP-INS	\$11.00	\$380.00
TRAINING	\$684.51	\$2,020.50
TANNING	\$76.00	\$419.25
DROP IN GYM	--	\$724.00
TOTAL REVENUE	\$3,916.77	\$13,143.50

A total of 33 fobs were issued for 24 hour members.

The Fitness Centre had **44** new or returning members for the month of April!

The fitness classes offered were Booty Barre, IN the Zone, Freedom Flow Yoga, Zumba, Burn & Turn Spin, HIIT Happens, Pump it Up, TRX, Step, and Peaceful Yoga. Classes have continued to pick up significantly through the month of March. Julie started a 6 week yoga challenge for both her day time classes and her evening classes. This challenge started in April and will run until the end of May.

Drop-in gym times have been fairly consistent. Pickleball wrapped up in the month of April as users will start to move outdoors for this activity. Pickleball will resume in the fall. Kid’s Gym continues to be a valuable time for play for our younger community members and basketball drop-ins have seen a nice uptick in users. For the months of May and June we have added a drop-in Badminton time to add some variety to our schedule.

Julie has continued on with her Personal Training and continues to see new faces. Denver Daines has some new individuals begin training with him this month. Lauren signed the personal training contract and has had her first client set up sessions with her.

	April 2022	Totals 2022
Penhold Sr Track Users	30	355
Kids Gym Activities (mornings)	180	452
Staff Fitness Usage	25	120
Penhold Fire Dept	45	185
Pickle Ball	88	315

The above chart will now be used for tracking information for 2022 year.

ORGANIZATIONAL:

FOLLOW UP ACTION:

Emailed Lisa regarding the price of the soccer fields that they were paying for the season. Found out they were going to pay the full price. We then re-issued the invoice with the 15%

local user discount to the Penhold Minor Soccer Association. Then had a conversation with Kevin Clark regarding a request for a further discount. During the conversation, I requested the organizations Not-For-Profit number, received that and was able to give them 50% off the field rental rates instead.

COMMUNICATION:

OTHER COMMENTS:

Received notification May 3rd from AUMA advising us that our Electric Vehicle Charging Program Funding application was approved in the amount of \$120,000. We will begin work with the Program Lead once funding agreement has been signed off by both parties. In order to stay within the \$120,000 budget, we may need to change the location of the Level 3 charger to reduce cost of conduit.

Presented at the May 9th, 2022 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Nancy McAteer

SUBJECT: Council Report

Date: May 9th ,2022

RECOMMENDATION:

That Council accepts the Public Works report as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

- 1.Council receives the report as information
2. Council defers back to administration for more information

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

- Crosswalk at Community Ties – Safety concern, typically sidewalks are placed at intersections, snow storage site in winter-heavy truck traffic, parking concerns (crosswalk would eliminate some residential parking on Lincoln Street, already concerns from residents with rec area parking, current crosswalk 100 m to the west, area identified for future trail on south side of Lincoln St.

- Crosswalk 2a at Tranquility Park – There is currently a marked crosswalk at this location maintained by transportation. The Town had previously installed a crosswalk light and was told to remove it by transportation as permission had not been received
- Fleming/Windsor alley drainage – ongoing issue, properties on Windsor Ave are significantly lower than the alley, one of the primary functions of alley's is for overland drainage, alley has previously been re-built, Public Works has lowered the curb to better accommodate drainage, alley will be graded and maintained once dry enough.
- Fleming Ave sidewalk – sidewalk is currently standard width, may appear narrower as there is a blvd and no curb abutting sidewalk, resident may consider edging grass to expose more of the sidewalk and trim hedges. This walk is evaluated yearly for safety and replacement based on a rating system. approx. cost to remove and replace \$60,000 - \$100,000 depending on market pricing.
- Asphalt repair on Robinson – site will be repaired when the rest of the road work in town is done, could be done earlier but with significantly increased cost for mobilization, gravel will be monitored until repair work is done
- The issues with garbage collection at the time identified have been resolved. E360 has no current concerns.

WATER -- There were no new water meters installed in April. Water meters were read April 14/22. Water consumption is down 1% from this time last year. A small leak in the internal plumbing at reservoir #1 has been repaired.

The remaining meter heads were changed out in April. The meter head replacement project is now 100 % complete.

SEWER – As of March 31/22; sewer flows were down 2% from the same time last year.

SRDRWC – There was an SRD Operations Safety meeting held on April 12/22. Public Works staff spent 239 hours working on the system in April and there were four after hour's callouts. The generators at all the stations have had their bi-annual maintenance and testing completed. The manholes on Leva Avenue in Gasoline Alley have been inspected. Work is continuing on the rest of the manhole inspections and lid replacement; there are more than 110 manholes in the portion of the system that the Town of Penhold operates.

TRANSPORTATION – Intersections were scraped after snow falls. Some maintenance has been done on equipment and vehicles including; the replacement of a water pump, idler pulley and hoses on the street sweeper and the repair of a hydraulic hose on a backhoe. The street sweeper has been prepped for the season and the spring street sweeping has started. The 3 ton truck has been taken in for its annual inspection. The snow fence has been removed for the east side of Waskasoo Avenue. Some of the usable black dirt has been hauled for future use from the new Public Works location. Alley grading and maintenance is underway. The truck permit parking signs have been removed from Windsor Avenue. Some pothole repair work has started. The work on the Public Works lot development is tentatively scheduled to begin in May.

STORM – Drainage work that included pumping and catch basin thawing continued into April with the low overnight temperatures and unsettled weather conditions.

PARKS & RECREATION – Pathways were cleared of snow as needed.

The fencing has been removed from the dugouts at the ball diamond and the graffiti has been removed. The regular ball diamond users will begin in May as well as the regular soccer field users.

The fountain at Tranquility Park has been installed. Repairs have been made to the north fountain and it will be installed in the coming weeks.

Cleanup has started around Town in the ditches and green spaces.

The stumps from the cut trees have been grinded on Windsor Avenue. Pruning is ongoing.

The tender package for the Community Hub project is now available and will close May 19/22.

RV PARK – The RV Park has been prepped for the season. Opening day is May 6/22.

MEMORIAL HALL – There is one booking in May. Some minor maintenance issues have been looked after.

GARBAGE – The yard waste bins are now in place for use. Spring Cleanup will be held May 27th to June 6th/22.

ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the May 9th, 2022 Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Hockey Canada Exhibition Game

RECOMMENDATION:

That Council allow Administration to negotiate a contract with Hockey Canada for an Exhibition game on July 29th, 2022;

AND FURTHER that \$7,000.00 be taken from the Arena's Special Events budget.

CAO COMMENTS:

This event is one that does not return a profit to the community. It has been identified as a great marketing tool promoting Penhold and providing entertainment for Penhold and area. This game will be in competition to another game occurring in Red Deer at the same time. Discussing this with Multiplex Manager there still remains details yet to come for this event.

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

This is an unbudgeted item. There is money available within the Special Events budget. \$ 7,500 of which \$ 250 have already been committed

RELEVANT POLICY:

Promoting Penhold in unique ways

STRATEGIC RELEVANCE:

Council expressed their desire to host this type of event whenever possible.

DESIRED OUTCOME(S):

Hosting a quality event showcasing Penhold and what we have to offer.

RESPONSE OPTIONS:

1. Request for More Information
2. Allow Administration to Enter into an Agreement with Hockey Canada
3. Not allow Administration to enter into an Agreement with Hockey Canada

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

This will require assistance from staff from other departments as we did last time. We have attached the follow-up from the last game hosted in Penhold.

GENERAL:

BACKGROUND:

One Monday May 2, 2022, we received a call from Hockey Canada requesting an ice time on July 29th, 2022. We talked with our users and Hockey Canada and made room for an Exhibition game that evening. The potential game lineups that day are; Switzerland vs. Germany, Sweden vs. Czech Republic, and USA vs. Slovakia.

Last time we hosted a Hockey Canada Exhibition game, it cost us \$5,000.00 for the rights to host the game, and we spent around another \$1,000.00 on promotional materials. Also, Hockey Canada received their ice time at no cost for the duration of their stay in our arena. With all those costs, we received the net revenue from the ticket sales to help offset costs. We anticipate the costs for this game should be pretty close to the costs of the last game we hosted in 2018.

More details to come, hopefully they will be presented at this Council meeting, however we wanted to get the information to Council as soon as possible.

ORGANIZATIONAL:

To pull off a game like this, multiple people from multiple departments will be needed and utilized for the event.

FOLLOW UP ACTION:

Connect with user groups, Hockey Canada and staff as more details become available.

COMMUNICATION:

Once we have the logistics figured, we'll promote the game, in partnership with Hockey Canada, through our social media.

OTHER COMMENTS:

Due to having to move around multiple user groups, who utilize our ice on a regular basis, any free tickets to the event have been spoken for to help placate users and protect future revenue streams.

Presented at the May 9th, 2022 Regular Council Meeting for the Town of Penhold



CAO



PENHOLD REGIONAL MULTIPLEX

1 Waskasoo Avenue
P.O. Box 10
Penhold, AB T0M 1R0

PHONE: 403.886.3264

FAX: 403.886.4039

EMAIL: michaels@townofpenhold.ca

www.townofpenhold.ca

According to the ticket scanner, there were 272 tickets scanned into the system on the day of the game. Of that we gave out approximately 101 tickets to various groups, partners, and promotions. But, with volunteers, as well as other people that didn't have tickets but were let into the arena to either watch the game or work it, we probably had another 40 people bringing our numbers for attendance up to roughly 312.

For our expenses, they totalled roughly **XXXXXXXX**, with the breakdown as follows:

The Hockey Canada Fee	\$5000.00
Pre-Game Party	\$840.00
Security	\$541.80
Radio Advertising and promo gear	\$3003.86
Devine's catering for VIP boxes, teams pre and post-game meals	\$592.20
Liquor (this number will decrease in two weeks)	<u>\$993.20</u>
Total	

The revenue isn't 100% settled yet as we are still waiting on the reconciliation from Hockey Canada on the electronic tickets sold for the event. But we can guess the total of the sold being 171 at \$25 a piece should put us at \$4275.00 for our ticket revenue. The other money we made from liquor sales, the 50/50 draw, VIP Box Auction, and popcorn donations were all given to the 4 community groups that came to help us out on the day.

The Fire Department, Critters Corner, Museum, and the Optimist Club each received \$328.20, for a total of \$1312.80.

In the future, I would try to partner more with the community businesses to try and get them to sell tickets for us. Also, I would probably advertise a "save the date" for the game as soon as we know the game is going to happen. I would raffle off the VIP boxes, but maybe request scout contact info from Hockey Canada to try and get them interested and in a bidding war. I would probably request a week with the Cup rather than just a few days so that we can showcase it at local businesses as well.

Overall, aside from the deficit this event caused us, I feel that it was well received in the community and overall, a success.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

**SUBJECT: Penhold & District Public Library
– Dec. 31, 2021 Financial Statement**

RECOMMENDATION:

That Council accepts the Penhold & District Public Library Dec. 31, 2021 Financial Statement documents as information.

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 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 May 9th, 2022 Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be the initials 'MA' or similar, positioned above a horizontal line.

CAO

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

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

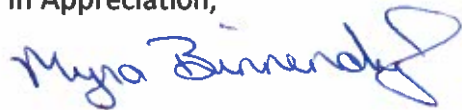
April 28, 2022

ATTENTION: Mayor Yargeau and Town Council

Town of Penhold Library Board is submitting our 2021 Financial Statement to Town Council, reviewed by Kevin Fergusson of RSM Alberta LLP. Our 2022 budget presented to council indicates that surplus funds from 2021 will balance our 2022 budget. This year we also moved funds to a GIC which will assist us with future projects, giving us the prepared advantage when applying for grant funds.

We appreciate the support of Town Council and the opportunity to contribute to the building a strong Penhold Community.

In Appreciation,



Myra Binnendyk
Library Manager

PENHOLD & DISTRICT PUBLIC LIBRARY



Notice to Reader and Financial Statements

December 31, 2021



RSM Alberta LLP
546 Laura Ave
Red Deer County, AB T4E 0A5
T +1 403 342 5541
F +1 403 347 3766

NOTICE TO READER

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, 2021, the statements of changes in net assets and operations for the year then ended, and note , which describes the basis of accounting applied in the preparation of the compiled 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

March 14, 2022

RSM ALBERTA LLP

Chartered Professional Accountants

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Financial Position

As at December 31, 2021

(Unaudited - see Notice to Reader)

	2021	2020
ASSETS		
Current assets		
Cash	\$ 127,707	\$ 87,836
Goods and Services Tax receivable	934	462
Term deposit	<u>20,000</u>	<u>20,000</u>
	<u>\$ 148,641</u>	<u>\$ 108,298</u>
LIABILITIES		
Current liabilities		
Accounts payable and accruals	\$ 1,268	\$ 5,058
Deferred revenue	<u>14,946</u>	<u>14,712</u>
	<u>16,214</u>	<u>19,770</u>
NET ASSETS		
Unrestricted	125,260	78,885
Restricted	<u>7,167</u>	<u>9,643</u>
	<u>132,427</u>	<u>88,528</u>
	<u>\$ 148,641</u>	<u>\$ 108,298</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Changes in Net Assets

Year ended December 31, 2021

(Unaudited - see Notice to Reader)

	Unrestricted	Restricted	Total 2021	Total 2020
Balance, beginning of year	\$ 81,361	\$ 7,167	\$ 88,528	\$ 44,839
Excess of revenues over expenditures	<u>43,899</u>	<u>-</u>	<u>43,899</u>	<u>43,689</u>
Balance, end of year	<u>\$ 125,260</u>	<u>\$ 7,167</u>	<u>\$ 132,427</u>	<u>\$ 88,528</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Operations

Year ended December 31, 2021

(Unaudited - see Notice to Reader)

	2021 Actual	2021 Budget	2020 Actual
Revenues			
Municipal funding	\$ 159,116	\$ 159,116	\$ 133,116
Chinook's Edge School Division	24,676	24,520	33,613
Provincial funding	16,650	16,650	16,650
Red Deer County funding	14,358	14,447	14,447
Grant revenue	9,406	15,526	13,832
Memberships	4,020	-	3,215
Operating revenue	681	1,865	1,351
Donations and fundraising	550	2,500	962
Fines	239	500	357
	<u>229,696</u>	<u>235,124</u>	<u>217,543</u>
Expenditures			
Wages and benefits	150,175	162,904	142,427
Books and periodicals	17,891	12,328	12,437
Office	5,078	7,950	5,910
Programming	3,709	6,000	4,023
Janitorial	1,857	7,904	1,710
Professional fees	1,776	1,750	1,691
Printing and copying	1,750	2,000	1,266
Repairs and maintenance	1,679	3,000	2,569
Advertising and promotion	663	1,200	646
Equipment	629	1,500	189
Workshops and mileage	590	-	45
Community Facility Enhancement Program	-	-	941
	<u>185,797</u>	<u>206,536</u>	<u>173,854</u>
Excess of revenues over expenditures	<u>\$ 43,899</u>	<u>\$ 28,588</u>	<u>\$ 43,689</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Note to the Financial Statements

December 31, 2021

(Unaudited - see Notice to Reader)

1. Basis of Accounting

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:

- Investments are recorded at cost
- Accounts payable and accruals
- Deferred revenue recorded over term of agreement



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 808/2022 Tax Rate and Minimum Tax Rate Bylaw

RECOMMENDATION:

That Council gives second reading to Bylaw 808/2022 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw.

That Council gives third and final reading to Bylaw 808/2022 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw.

CAO COMMENTS:

With the taxes remaining the same it is important to note that assessments do vary base on market sales over the past year. further they are aligned with the provincial assessment requirements that appear to vary over this past year.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

This Bylaw reflects a zero increase in taxation over the past year. With assessments going up the tax rate went down to ensure the total amount of taxation collection is the same as previous years.

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Council approves the rate of taxation as presented.

DESIRED OUTCOME(S):

Authorize the setting of several rates of taxation to be levied against assessed property within the Municipality for the 2022 taxation year.

RESPONSE OPTIONS:

1. That Council defers giving second reading to Bylaw 808/2022 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw for further discussion.
2. That Council gives second reading to Bylaw 808/2022 but defers giving third reading as further discussion is required.

PREFERRED STRATEGY:

Finalize the Bylaw in order to ensure tax bills are sent out as soon as possible.

IMPLICATIONS OF RECOMMENDATION:

By giving second and third reading, Administration will be able to finalize the Bylaw with accurate numbers and proceed to generate the tax notices which are due June 30, 2022.

GENERAL:

Council gave first reading only of Bylaw 808/2022 Tax Rate and Minimum Tax Rate Bylaw at its Apr. 25, 2022 meeting in order to provide time for Red Deer County to determine their Mill Rates. Administration has updated the Bylaw to include Red Deer County's Mill Rate as per the Annexation Agreement between the Town of Penhold and Red Deer County, which indicates that the Town will charge the same rates as the County for those properties listed in the agreement.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on the accounts summary total.

FOLLOW UP ACTION:

Signing, filing of cheques and online account summaries.

COMMUNICATION:

Only to the vendor/payments

OTHER COMMENTS:

Presented at the May 9th, 2022 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 808/2022
TAX RATE & MINIMUM TAX BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, to authorize the setting of several rates of taxation to be levied against assessable property within the Municipality for the 2022 taxation year.

WHEREAS: the total levy requirements of the Town of Penhold as shown in the estimates for 2022 are as follows:

MUNICIPAL REVENUES:

• General Municipal Taxation	\$ 3,655,203
• Municipal Grants	1,963,125
• Various other municipal sources	<u>6,079,153</u>
GENERAL MUNICIPAL REVENUE	11,697,481

MUNICIPAL EXPENDITURES:

• Debenture Debt	\$ 309,896
• Requisitions	1,236,851
• Various other municipal purposes	<u>10,148,764</u>
GENERAL MUNICIPAL TOTAL	11,695,511

Budget Surplus	1,970
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WHEREAS THE REQUISITIONS ARE:

ALBERTA SCHOOL FOUNDATION FUND:

• Public – Residential & Farmland	\$ 926,491
• Public – Non-Residential	118,764
• Red Deer Opted-Out Jurisdictions – Residential & Farmland	38,516
• Red Deer Opted – Out Jurisdictions – Non-residential	0

PARKLAND FOUNDATION	7,651
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX	548
POLICING LEVY	138,183

ACCUMULATED REQUISITION TOTAL:	\$ 1,230,153
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WHEREAS: The Council of the Town of Penhold, Province of Alberta is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions: and

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

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

	ASSESSMENT	TAX RATE	TAX LEVY
Residential	321,654,230	8.426	2,851,627
New Residential Growth	8,239,520	8.426	69,426
Non-Residential	19,943,520	11.5	230,576
Farmland	141,150	11.5	3,500
Multifamily	2,222,850	8.426	54,229
Multifamily – MHP	5,459,860	11.5	62,788
Seniors’ Lodge	480,950	0	0
Vacant land – Residential	12,559,680	11.5	144,436
Vacant land – Non-Residential	1,324,560	11.5	16,940
Non-Res/ Linear	6,051,480	11.5	70,463
Machinery & Equipment	200,710	11.5	2,308
LAND ANNEXED FROM RED DEER COUNTY			
Residential	1,681,310	2.6816	7,767
Farmland	255,690	7.9460	2,527
Non-Residential	8,373,080	10.9465	107,881
Machinery & Equipment	2,385,390	10.9465	30,734
General Exempt	111,864,000		
TOTAL	519,576,330		3,655,203

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

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

Residential Property (occupied)	8.426 mills on the dollar
Non-Residential Property	11.5 mills on the dollar
Parkland Foundation	0.0188 mills on the dollar
Designated Industrial Property Requisition Levy	0.0766 mills on the dollar
Policing Levy	0.3502 mills on the dollar

And as per Annexation Board Order 057/17, the annexed land from Red Deer County will be taxed at the County rates. As such, the properties are assessed in accordance with Red Deer County Bylaw 2021/5 which indicates that:

General Municipal – Non-Residential Property	10.9465 mills on the dollar
General Municipal – Residential Property	2.6816 mills on the dollar
General Municipal – Farmland Property	7.9460 mills on the dollar
Protective Services Levy	0.7500 mills on the dollar
Community Services Levy	0.7000 mills on the dollar
Policing Levy	0.1487 mills on the dollar
Seniors Housing Levy	0.0194 mills on the dollar

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

Town

Public – Residential & Farmland	2.56 mills on the dollar
Public – Non- Residential	3.672 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.56 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.672 mills on the dollar

County

Public – Residential & Farmland	2.6285 mills on the dollar
Public – Non- Residential	3.8809 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.6285 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.8809 mills on the dollar

3. The Minimum amount payable as property tax for general municipal purposes in 2022 shall be \$500.00
4. This Bylaw shall take effect on the date of the third and final reading.

Bylaw #801/2021 is hereby repealed upon the final passing of Bylaw #808/2022

READ a first time on the 25th day of April 2022

READ a second time on the 9th day of May 2022

READ a third and final time on the day of 2022

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 809/2022 Borrowing Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 804/2021 Borrowing Bylaw.
2. That Council move to give second reading of Bylaw 804/2021 Borrowing Bylaw.
3. That Council move to proceed with third reading of Bylaw 804/2021 Borrowing Bylaw.
4. That Council move to give third and final reading of Bylaw 804/2021 Borrowing 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 2 Section 7 – A Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

1. That Council defers giving first reading to Bylaw 809/2022 being the Town of Penhold Borrowing Bylaw for further discussion.

PREFERRED STRATEGY:

Approve the Bylaw and forward to our financial institution.

IMPLICATIONS OF RECOMMENDATION:

By giving all three readings, provides Administration the ability to notify our financial institution.

GENERAL:

The Town of Penhold's financial institution requests the Town pass a Borrowing Bylaw each year and forward a copy to the bank. Typically this is done close the end of the year for the following year. ATB has requested that we pass this Bylaw in the spring and forward a copy to

them for their records. The \$2,120,000 listed within this Bylaw is comprised of a \$2,000,000 overdraft and \$120,000 for 10 credit cards.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on the accounts summary total.

FOLLOW UP ACTION:

Signing, filing of cheques and online account summaries.

COMMUNICATION:

Only to the vendor/payments

OTHER COMMENTS:

Presented at the May 9th, 2022 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 809/2022

Borrowing Bylaw

This Bylaw being Bylaw No. 809/2022 of the Town of Penhold, in the Province of Alberta for the purpose of authorizing the Council of the Municipality to incur short term indebtedness by borrowing funds from time to time up to \$2,120,000.00 (Two Million, One Hundred and Twenty - Thousand Dollars) for the purpose of funding operation expenditures.

WHEREAS:

The Council of the Municipality has decided to issue a Bylaw pursuant to Section 256 of the *Municipal Government Act* to authorize the short term borrowing for operating expenditures when considered necessary to do so.

NOW, THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. That for the purpose of financing operating expenditures the Municipality borrow from Alberta Treasury Branch (ATB) up to the principal sum of \$2,120,000.00 (Two Million, One Hundred and Twenty-Thousand Dollars) repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate plus 4%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit and credit card limits repayable on demand and the Municipality is required to pay accrued interest monthly.
3. The proper officers of the Municipality are hereby authorized to:
 - a) to apply to ATB for the aforesaid loan to the Municipality and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b) As security for any money borrowed from ATB
 - i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, movable or immovable, now or hereafter owned by the Municipality or in which

the Municipality may have any interest, and or any other documents or contracts necessary to give or to furnish to ATB securities required by it.

4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Reserves, grants, and collection of property taxes and utility payments

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Municipality decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Municipality of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw replaces Bylaw 804/2021 and will come into effect on the date it is passed.

EFFECTIVE DATE:

This Bylaw shall come into force and effect following third and final reading.

READ a first time this 9th day of May, 2022

READ a second time this 9th day of May, 2022

READ a third time and finally passed this 9th day of May, 2022

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Apr. 22 Email from Town of Blackfalds re: Blackfalds Days Parade 2022

EMAIL:

- Apr. 21 Alberta Municipalities re: The Weekly – Participate in EPR-related virtual town halls
- Apr. 22 Alberta Municipalities re: Alberta Municipalities' Friday News - April 22, 2022
- Apr. 13 email from Alberta Municipalities re: The Weekly – City of Brooks' innovative approach to financing community broadband service
- Apr. 25 email from Michael Szewczuk re: Hockey Canada - Penhold Games
- Apr. 27 email from Rick re: outlining recreational amenities for Red Deer County
- Apr. 27 Alberta Municipalities re: The Weekly – Cyber threats (still) loom for municipalities
- Apr. 27 Municipal World Insider re: Mayor Dave Jaworsky: Saying goodbye to city hall opens up new possibilities | In this week's Municipal World Insider
- Apr. 28 email from Chinook's Edge re: Board eNews Apr. 28, 2022
- May 2 email from Gordon McIntosh re: Respectful Leadership Session this Friday

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:

Administration will be investigating the last few meters to determine why access has not been permitted.

Presented at the May 9th, 2022, Regular Council Meeting for the Town of Penhold



CAO

From: [Mandi Gerhardt](#)

Sent: Wednesday, April 20, 2022 10:02 AM

To: [Michael Yargeau](#)

Subject: Blackfalds Days Parade 2022

Good morning,

On behalf of the Town of Blackfalds, we would like to invite you to show your community spirit and participate in the parade portion of our Blackfalds Days celebration.

The parade will be held on **Saturday, June 18th at 11:00 a.m.**

Please see attached your Blackfalds Days Parade Invitation and the Parade Map.

Click here to fill out a [Blackfalds Days Parade Entry Form](#)!

Thank you,

Mandi Gerhardt

Community Services Administrative Assistant

[Town of Blackfalds](#)

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.6259

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system. Please consider the environment before printing this e-mail.

**Town of Blackfalds
Council 2021-2025**

Box 220
5018 Waghorn Street
Blackfalds, Alberta | T0M
0J0
Office: 403.885.4677
info@blackfalds.ca

Mayor Jamie Hoover
p. 403.755.7750
jhoover@blackfalds.ca

Councillor Marina Appel
p. 587.377.0307
mappel@blackfalds.ca

**Councillor Brenda
Dennis**
p. 403.340.9189
bdennis@blackfalds.ca

Councillor Jim Sands
p. 403.396.6535
jsands@blackfalds.ca

**Councillor Rebecca
Stendie**
p. 403.396.9730
rstendie@blackfalds.ca

Councillor Laura Svab
p. 403.391.9485
lsvab@blackfalds.ca

April 14, 2022

To Mayor Yargeau and Council & Staff:

Re: Blackfalds Days 2022 Parade Invitation

We would like to invite you to show your community spirit and participate in the parade portion of our Blackfalds Days celebration. The parade will be held on **Saturday, June 18 at 11:00 a.m.**

Important: Due to the size of our parade and to help alleviate the congestion at the site on parade day, all individuals or groups who wish to participate in our Blackfalds Days parade will be required to **Pre-Register**.

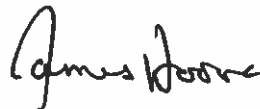
To enter our parade, please complete the entry form and return it to us by **May 20, 2022 – see attached map for directions to our marshalling site**. For more information or if you have any additional questions, please contact email events@blackfalds.ca.

To have your float or exhibit entered into the judging process, please arrive at the marshalling area at 9:00 a.m. **Judging will commence at 9:30 a.m.** If you do not wish to be judged, please arrive at the marshalling area by 10:00 a.m.

We thank you in advance for participating in our Blackfalds Days parade!

If you have any questions or concerns, please don't hesitate to contact me at 403.885.4677 or at jhoover@blackfalds.ca.

Sincerely,



Jamie Hoover
Mayor, Town of Blackfalds



BLACKFALDS DAYS 2022

Saturday, June 18
11:00AM

