



## REQUEST FOR DECISION

**Department: Legislative Services**

**Submitted by: Bonnie Stearns**

**SUBJECT: Adoption of the March 14<sup>th</sup>, 2022 Regular Council Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the March 14<sup>th</sup>, 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 Mar. 14, 2022, minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the March 14<sup>th</sup>, 2022, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on March 21 with changes identified and made at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the March 14<sup>th</sup>, 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 & 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 28<sup>th</sup>, 2022 Regular Council Meeting for the Town of Penhold**



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CAO

# Town of Penhold



## REGULAR MEETING MINUTES

March 14<sup>th</sup>, 2022  
Town Council Chambers

**Deputy Mayor:**

Mike Walsh

**Councillors:**

Shawn Hamm  
Shaun Kranenborg  
Tyrone Muller

**Virtual Participation:**

Mayor Yargeau  
Councillor Cunningham  
Councillor Denson

**Staff**

Rick Binnendyk, CAO  
Bonnie Stearns, Leg Asst

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

**2022-088**

**Councillor Muller moved** that Deputy Mayor Walsh chair the meeting due to Mayor Yargeau being out of town.

**CARRIED UNANIMOUSLY**

Councillor Denson signed in at 6:01 pm.

**1. CALL TO ORDER - Mayor**

**1.1. Additions & Deletions to Agenda**

**2022-089**

**Councillor Kranenborg moved** to accept additions as presented.

**CARRIED UNANIMOUSLY**

**Addition:**

7.3 Request for Decision Template

**1.2. Adoption of the Agenda**

**2022-090**

**Councillor Muller moved** to accept the March 14<sup>th</sup>, 2022 Regular Council meeting agenda as amended.

**CARRIED UNANIMOUSLY**

**1.2 Adoption of the March 14<sup>th</sup>, 2022 Regular Council Agenda**

**2. ADOPTION OF PREVIOUS MINUTES**

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**2.1. Adoption of the February 28<sup>th</sup>, 2022 Regular Council Meeting Minutes as provided.**

**2022-091**

**Councillor Hamm moved** to accept the Regular Council meeting minutes for February 28<sup>th</sup>, 2022 as presented.

**CARRIED UNANIMOUSLY**

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

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**2022-092**

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

**CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

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**5. PRESENTATIONS & DELEGATIONS**

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**6. REPORTS**

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**6.1. Financial**

**6.1. a. Investment Statement for the month ending January 31<sup>st</sup>, 2022**

**2022-093**

**Mayor Yargeau moved** to accept the Investment Statement for the month ending January 31<sup>st</sup>, 2022 as presented.

**CARRIED UNANIMOUSLY**

**6.1. b. Monthly Bank Reconciliation Statement for the month ending January 31<sup>st</sup>, 2022**

**2022-094**

**Councillor Hamm moved** to accept the Monthly Bank Reconciliation for month ending January 31<sup>st</sup>, 2022 as presented.

**CARRIED UNANIMOUSLY**

**6.1. c. Monthly Accounts for Online Payments and Payments from February 23 – March 9, 2022**

**2022-095**

**Councillor Muller moved** to accept the monthly accounts for Online Payment and Payments from February 23 – March 9, 2022.

**CARRIED UNANIMOUSLY**

**6.2 CAO Report – Rick Binnendyk**

- Distributed in Council Package

**2022-096**

**Councillor Cunningham moved** to accept the CAO’s monthly report as information.

**CARRIED UNANIMOUSLY**

**6.3 Multiplex Manager – Michael Szewczuk**

- Distributed in Council Package

**2022-097**

**Councillor Cunningham moved** to accept the Multiplex Manager’s monthly report as information.

**CARRIED UNANIMOUSLY**

**6.4 Fire Department – Sean Pendergast**

**2022-098**

**Councillor Denson moved** to accept the Fire Department’s monthly report as information.

**CARRIED UNANIMOUSLY**

**6.5 Public Works – Nancy McAteer**

**2022-099**

**Councillor Muller moved** to accept the Public Work’s monthly report as information.

**CARRIED UNANIMOUSLY**

**7. NEW BUSINESS**

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**7.1 Community HUB Concept Plan**

**2022-100**

**Councillor Cunningham moved** that Council direct Administration to proceed with the tendering for the Community Hub project and ball diamond; not to exceed the budgeted project amount.

**CARRIED UNANIMOUSLY**

**7.2 Concession Lease**

**2022-101**

**Councillor Muller moved** that Council approves Administration to enter into a two year lease with Grace Alyse Sweets.

**CARRIED UNANIMOUSLY**

**7.3 Request for Decision Template**

**2022-102**

**Councillor Kranenborg moved** that Council approve moving forward with the new RFD template with identified changes.

**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 – Letter of Resignation**

**2022-103**

**Councillor Cunningham moved** that Council accept the official resignation of Jeff Einhorn, CCSC as information.

**CARRIED UNANIMOUSLY**

**9.2 Central Combative Sports Commission – 2021 Annual Report to the Town of Penhold**

**2022-104**

**Councillor Denson moved** that Council receives the Central Combative Sports Commission 2021 Annual Report for information.

**CARRIED UNANIMOUSLY**

**9.3 Jan. 31, 2022 Innisfail / Penhold Council Engagement Minutes**

**2022-105**

**Councillor Hamm moved** that Council receives the Jan. 31, 2022 Innisfail / Penhold Council Engagement minutes for information.

**CARRIED UNANIMOUSLY**

**2022-106**

**Mayor Yargeau moved** that Council direct Administration to draft a letter from Mayor's Barclay and Yargeau to Red Deer County to encourage regional collaboration.

**CARRIED UNANIMOUSLY**

**10. BYLAW(s)**

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**11. CORRESPONDENCE and INFORMATION**

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**11.1 General Correspondence**

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**2022-107**

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

**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.

**2022-108**

Councillor Kranenborg moved that Council accept the reports as presented.

**CARRIED UNANIMOUSLY**

**13. QUESTIONS from the GALLERY**

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**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2022-109**

Councillor Muller moved to adjourn the Council Meeting at 6:58 pm.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CAO**



## REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

**SUBJECT: E-ticketing Update**

### **RECOMMENDATION:**

That Council accepts Mr. Pendergast's presentation as information.

**AND FURTHER** that a letter be sent to Minister of Justice, copied to the Solicitor General, and Premier asking for clarity on their decision to cancel the program.

### **CAO COMMENTS:**

A very disappointing process in decision making and concern for the lack of working with municipalities.

### **SUPPORTING DOCUMENTS**

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

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

- It already takes months for cases to be heard in court so the delay will continue to grow with the cancellation of this program.
- A great deal of CPO's time is required to prepare for in-court appearances and requires time away from their day to day responsibilities.

### **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:**

We are accountable to the residents of Penhold and when mandated to purchase capital equipment to support a provincial program, only to have the program cancelled, with little information is not an effective use of taxpayers' money.

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

Creating an accurate and efficient process for issuing and ensuring compliance when issuing tickets.

### **RESPONSE OPTIONS:**

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

### **PREFERRED STRATEGY:**

A concerted effort by multiple municipalities may see the province change their mind.

### **IMPLICATIONS OF RECOMMENDATION:**

Penhold expressing concern with what appears to be poor decision making, lack of government communication and the increased expenses deferred to municipalities.

Perhaps a review of the decision to address the problem and keep updated ticketing processes in place.

**GENERAL:**

In 2020 the Legislative Assembly of Alberta passed Bill 21 the "Provincial Administrative Penalties Act". This bill included the Justice Transformation Initiative (JTI) which would turn various Traffic Safety Act infractions into administrative penalties. The JTI mandated that by December of 2021 all agencies will be required to implement an e-ticketing solution; any physical tickets submitted to the province will not be accepted.

The driving force of the JTI was to reduce the extreme pressure on the court systems by requiring administrative penalty recipients to pay their fine or file for review within 7 days. A file for review fee would apply. Once filed for review, an appointed adjudicator would electronically review the penalty with the recipient, thus removing the need for in-court appearance.

This system is expected to eliminate 500,000 in-person court appearances yearly in Alberta. The Town of Penhold purchased e-ticketing equipment in order to comply with the mandate at a cost of \$7,875 which included training, software, and hardware.

On March 22<sup>nd</sup>, 2022, agencies were informed that the JTI implementation is being scrapped. No reasonable excuse was given.

**ORGANIZATIONAL:**

Fire & Protective Services

**FOLLOW UP ACTION:**

If Council is in favour, a letter will be sent to the Minister of Justice, cc'd to Solicitor General as well as Premier of Alberta asking why this Initiative was scrapped; how they plan to alleviate the extreme pressure on the court system; and how they plan to repay municipalities, like the Town of Penhold, for the incurred costs of a system they no longer require.

**COMMUNICATION:**

Letter's will be sent out as well as a Media Release will be sent to all media stations.

**OTHER COMMENTS:**

**Presented at the March 28<sup>th</sup>, 2022 Regular Council Meeting for the Town of Penhold**



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CAO



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** Penhold Bullarama 2022 Event

**RECOMMENDATION:**

That Council support this item be tabled until the Apr. 11 Regular Council meeting to allow the group to submit appropriate paperwork required to host a special event.

**CAO COMMENTS:**

Setting up an event that may be considered high risk requires detailed information to ensure the safety of the participants and those around the area where the event is occurring. At the time of this submission there appears to be a total lack of required documentation. This organization is promoting the event as an approved event with sales prior to any approvals. This is concerning.

**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. This report is an extension of the CAO’s update report.

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):**

Ensuring the safety of participants, patrons, residents also wellbeing of the livestock.

**RESPONSE OPTIONS:**

1. Council receives the report as information.
2. Council defers back to Administration for more information.
3. Council set a time period to have all prevalent information to the town by a certain date prior to giving approval.

**PREFERRED STRATEGY:**

Based on presentation clarity.

**IMPLICATIONS OF RECOMMENDATION:**

Allowing the group to still attempt to have a function if they can clearly ensure the required information is in place.

**GENERAL:**

Administration was contacted by an A Night at the Ranch representative on Monday, Mar. 15 requesting an opportunity to present the Bullarama event to Council at its Mar. 28 Regular

Council meeting. Administration advised Mr. Iwanoczko that we required documents be completed: a Resident's Request to Council form, and Community Event Application. We received both documents on Mar. 16 however required additional information. At the time of this report, we have not received the requested information.

Promotion for the event went live on Mar. 15 through A Night at the Ranch Facebook page, shared on Penhold Happenings, and the Bull Riders Canada page, which included a poster with ticket sales to happen on Mar. 16.

The request for this event, as stated earlier, is being presented to Council at its Mar. 28 meeting for possible approval to hold an event.

**ORGANIZATIONAL:**

Legislative Services, Community Services, Fire & Protective Services, Public Works.

**FOLLOW UP ACTION:**

Determined on Council motion.

**COMMUNICATION:**

Council's decision will be made public through the Council Highlight document included in the April Reporter and posted to the website on Thursday, Mar. 31.

**OTHER COMMENTS:**

Presented at the March 28<sup>th</sup>, 2022 Regular Council Meeting for the Town of Penhold



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CAO

# Town of Penhold



## Resident's Request to Council

Last Name: Daines First Name: Kyle  
Address: Box 23 site 16 RR#1 Didsbury AB T0M0W0  
Phone Number: 403-598-0311 Date: March 16, 2022

Request of Council: Municiple Support

Asking for sponsorship support and any  
required cooperation from a municiple planning stand point.  
(permits, traffic etc.)

Detail Summary: Penhold Bullarama - Community Event

- CBR Bull Riding to be held in Penhold

May 14<sup>th</sup>, 2022.

Kyle Daines

Signature

May 16, 2022

Date

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_  
To go to: Bonnie Stearns - bstearns@townofpenhold.ca

Mail      Fax  
Email    Hand Delivered

Action Taken:

\_\_\_\_\_  
Action completed by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Completion date

## Bonnie Stearns

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**From:** Gillian Grant <gillian@c5rodeo.com>  
**Sent:** March 16, 2022 2:21 PM  
**To:** Carrie Black  
**Cc:** Bonnie Stearns; kyle daines; Drew Iwanoczko  
**Subject:** Penhold Bullarama  
**Attachments:** PENHOLD BULLARAMA 2022.pdf; NIGHT AT THE RANCH (1).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Afternoon,

Please see attached forms and Sponsorship Package for your review 🙏

We are also already working with AHS/AGLC/Penhold Fire to ensure all appropriate steps are taken place. We do have security for the event hired as well.

Please let me know if there are any further questions you have.

Thank-you,





## Community Event Application

### Applicant Information:

Name of group hosting event: A Night at the Ranch

Address:

Postal Code:

Contact Name (& position if applicable): Gillian Grant, Secretary

Contact Phone (main): 5872261040

Alternate:

Email address: gillian@c5rodeo.com

Mailing address: Box 23 Site 16 RR1 Didsbury

Postal Code: T0M 0W0

### Community Event Information

Name of Event: Penhold Bullarama

Location:

Proposed Date: May 14th

Proposed Time (start – end): 5:00 PM - 10:00 PM

Proposed set-up start time: May 9th TBD Proposed takedown end time: May 15th 8:00 AM

Number of attendees anticipated (including staff / volunteers): 500

Description of event (attach map of area outlining layout of event):

Outdoor Bull Riding Event - See Map Attached

### Stages, Tents, Bouncy Houses, Fences, Port-A-Potties and other structures:

If you are planning to use or install any structures / services please describe sizes and quantities.

Fences, Portable Steel Arena for Bull Riding, Bleachers, 10 Porta-Potties

Please list COVID-19 Protocols established for your event ensuring your event complies with AHS Provincial Health Guidelines:

N/A

**Community Event Information:**

1. Community Event Applications must be submitted to the Town of Penhold for approval a minimum of one (1) month in advance of the proposed event date.
2. If approval is given, the applicant must submit the following information to the Town of Penhold at least 10 days prior to the event:
  - a. Proof of \$2,000,000 liability insurance covering the date and times on the permit application which also names Town of Penhold as an additional insured.
3. The applicant shall comply with all applicable Town of Penhold Bylaws. (Eg. Community Standards Bylaw)
4. All signage related to the event must comply with Town of Penhold bylaws.
5. The applicant is required to supply garbage / recycling cans as required and remove of all garbage following event.
6. The applicant or designate must remain onsite until the conclusion of the event.
7. The applicant is responsible to ensure adequate first-aid services are available.
8. The applicant is responsible for ensuring complete clean-up of the area following the event.
9. Alcohol is not permitted at any time on any public property unless otherwise approved in accordance with Town of Penhold policies. If alcohol is consumed, the applicant must abide by AGLC regulations.
10. Failure to comply with the above conditions could result in approval being revoked, denial of future applications and / or prosecution for breach of Town of Penhold Bylaws.

I / We hereby apply for permission to host a special event within the Town of Penhold as detailed in this application. I / We understand submission for this form constitutes an application only and the event may not commence until approval is issued. The applicant waives the right to bring any claim against the Town of Penhold and its officers, agents or employees for any matter arising out of, or in connection to, the event.

Signature of Applicant:



Printed Name of Applicant / Position Held for Event

Gillian Grant, Secretary

Date of application submission:

March 16, 2022

For Office Use Only:

Date:

Decision:

Acceptable

Acceptable With Conditions

Declined

Conditions Required for this event to take place:

Public Works Manager Approval:

Chief Administrative Officer (or designate) Approval:





### A Night at the Ranch



1h · 🌐

We are excited to bring you a new event your way this May!

Tickets will be on sale in the upcoming days! Stay tuned for More info!

**PENHOLD BULLARAMA**

**BRC BULL RIDING  
BEER GARDENS  
AND MORE!**

**May 14, 2022**  
**PENHOLDER TAVERN**  
**PENHOLD, AB**

4

3 shares

Like

Comment

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## REQUEST FOR DECISION

**Department: Administration**

**Submitted by: Rick Binnendyk**

**SUBJECT: Council Update Report**

**RECOMMENDATION:**

That Council accept 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):**

Having an informed Council team.

**RESPONSE OPTIONS:**

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

**PREFERRED STRATEGY:**

- Having an informed Council Team
- To identify an area that may need additional focus for policy change

**IMPLICATIONS OF RECOMMENDATION:**

Information & possible direction

**GENERAL:**

**Projects:**

**DQ** – next week training will occur; opening is scheduled for mid-April. A grand opening date has not yet been confirmed.

**Car Wash** – there has been some discussion on the sani dump and how to measure the

contents flowing through the system. The contractor has not gotten back to the town on an acceptable measuring device at this time.

**School** – The parcel has been surveyed out and is now with PCPS for subdivision process. There is anticipation that Alberta Health and Alberta Environment will be signing off shortly.

**Healthy Communities (Community Hub)** – request for first payment has been made to the Federal Government. We have connected with Tagish Engineering to assist on the layouts, tender documents, and scheduling of the various tasks. This will provide consistency and ensure quality product delivery.

**Auditors** have completed the Town's financial review and connected with other areas that the town has been involved with over the past year; it appears that most areas are now complete. We have the Auditors scheduled for the Apr. 11<sup>th</sup> Regular Council meeting.

Met with Mr. Broks from Melcor to review potential opportunities, review projects and to reconnect.

#### **ORGANIZATIONAL:**

##### **Staffing:**

Further interviews have been scheduled for the CPO position.

We are reviewing appointment requirements for our new Manager of Fire & Protective Services, Sean Pendergast. These appointments will be brought to the Apr. 11<sup>th</sup> Regular Council meeting.

Introduced Mr. Pendergast to Staff Sergeant Matechuk and the new corporal replacement. In our discussion, we identified their presence in town is a great asset to our community.

##### **Administration:**

Thank you for forwarding possible granting opportunities. We are investigating these funding opportunities for Penhold.

I acted as a committee member to review the financial statements on behalf of the Local Government Administration Association.

Trish and I will be attending their upcoming conference April 6<sup>th</sup> to 8<sup>th</sup>.

Bonnie and I have connected with Mr. Paul Salvatore, who will be assisting us to formulate a strategy for economic development. Bonnie has been sending reams of documents and our focus is to find key strategies that will assist Penhold for our future development. Once we have a draft this will be presented to Council to determine key focuses for this coming year/s.

**FOLLOW UP ACTION:**

- Response to development inquiries
- Penhold intersection improvement study update – Mar 28<sup>th</sup>
- Continue with interviews - CPO position
- School site subdivision and required documentation
- Community Hub design work
- Melcor Follow-up on meeting
- Municipal Climate Change Action Centre (MCCAC) - Electric Vehicle Charger program grant application
- 2022 Minister's Awards for Public Library Excellence nomination
- Working on logistics for the Central Alberta Mayor's Group
- Red Deer County Recreation Agreement review – April 21<sup>st</sup>

**COMMUNICATION:**

This is meant to keep Council informed on towns activities

**OTHER COMMENTS:**

Presented at the March 14<sup>th</sup>, 2022, 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 \_\_\_

**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):**

This report is being submitted to keep Council informed of Community Services monthly tasks.

**RESPONSE OPTIONS:**

1. Council receives the report as information
2. 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:**

Council is apprised of many activities and functions performed by the Community Services team.

**GENERAL:**

March report

**FCSS Coordinator & FCSS Community Worker**

- Playgroup January & February attendance: Jan. 12<sup>th</sup> (4 adults, 10 children), Jan. 26<sup>th</sup> (4 adults, 10 children), Feb. 2<sup>nd</sup> (6 adults, 18 children), Feb. 9<sup>th</sup> (5 adults, 13 children), Feb. 16<sup>th</sup> (6 adults, 14 children)
- Self-Defense Workshop: There were 6 participants (2 adults, 4 youth), in this workshop which was in partnership with Arashi-Do Penhold. Although numbers were a bit low for this session, it was the first program run since the end of REP. Feedback was positive;

the instructor said that all had a good time and fully participated. Comment from one of the participants: "This was an awesome class! Thank you so much!"

- Community Gardens are open for registration for the 2022 growing season
- Volunteer Week April 25<sup>th</sup> – 29<sup>th</sup> will be much the same as last year with gift cards and door prizes available to Penhold's volunteer groups, along with awareness, thank you's and recognition. We hope to plan a dinner with entertainment next year.
- Unfortunately due to no interest the Financial Literacy session with FSCA had to be cancelled.
- Lego Club spring session started in March. There are 11 children from grades 1-3 registered in the program.
- For March's Daddy & Me there were 13 people in attendance which included 4 dads, 2 moms and 7 children. Families were able to connect with each other doing space themed crafts and playing in the library.
- April Soup project: 'Be a Souper Neighbour!' More information to come.
- Mental Health Week May 2<sup>nd</sup> – 8<sup>th</sup> will include 'Let's Chalk About It,' mental health labels & bookmarks and other awareness initiatives during this week.

#### Mental Health Project timeline:

- April Soup – neighbour connecting project
- May 2-8: Mental Health Week activities and initiatives
- 2022: Training for community – Mental Health First Aid, Brain Sciences & Resilience and Trauma Informed Care Principles & other training
- 2022: Implement initiatives to provide supports for the areas of need identified from the facilitated community conversations.
- 2022: Community Mental Health assessment
- 2022: Other initiatives

#### Penhold Youth Club:

- PYC attendance in February 2022:  
YAC: 2  
Grades 7-12: 11  
Grades 7-9: 7  
Grades 4-6: 26
- Youth Week will be happening from May 9<sup>th</sup> – 13<sup>th</sup>
- With the increase of calls and questions through social media and emails about summer camps; staff are working on providing two weeks of summer kids camps ages 6-10 (July 11<sup>th</sup>- 15<sup>th</sup> and August 15<sup>th</sup>-19<sup>th</sup>); to help fill the need that has been expressed. Although the PYC staff will be running the camps this is not PYC program but a Town of Penhold program. More details will come in the coming weeks.

### **Communication & Events:**

- The next community event will be the Easter Eggstravaganza on Saturday April 9, 2022 from 10:00 a.m. until 12:00 noon in the Multiplex Gym. Admission will be \$5/person or \$10/family. There will be wagon rides, photos with the Easter Bunny, Easter activities, face painting, balloon artist and lots of fun!
- The Spring Fling-It! will be held Saturday May 28, 2021 10:00 a.m. – 3:00 p.m. in Multiplex Parking Lot. This will be held the same day as the Community Garage Sale and will include mobile shredding truck, PYC bottle drive, Food Bank donations, Bike Safety presentation from Family Resource Network, Anti-Theft License Plate Screws change over by Innisfail & District Victim Services and Food Trucks. The Public Works Community Clean-Up will be running at the same time as this event to encourage everyone to properly dispose of whatever they need to.

### **Policy Developed for Community Groups Fundraising at events**

- The Town of Penhold has developed a policy for community groups wanting to fundraise by selling things at community events. The reason for this is to ensure groups benefitting from the event attendees also help with the work of the event, not just like groups volunteering for an honorarium. This policy has been sent out to the Community Services Advisory Board to make sure all the local groups know they are welcome to be a part of events and what is expected and helps ensure all groups interested in being a part of Town events know what to expect from the Town as well as what is expected of their group.

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

April 4, 11 & 15: Lego Club

April 9: Easter Eggstravaganza event

April 23: Family Play Day w' the Library

April 25-29: Volunteer Appreciation Week

April 30: Home Alone Course

May 2-8: Mental Health Week

May 9-15: Youth Week

May 14: Downsizing & Moving Forward presentation w' the Library

June 18: Babysitter's Course

July TBD: Summer Play Days

July 11-15: Summer Kids Camp

August TBD: Summer Play Days

August 15-19: Summer Kids Camp

TBD: Walking group (Walk & Talk, Sip & Snack) – start date is weather dependent

### **ORGANIZATIONAL:**

Community Services

**FOLLOW UP ACTION:**

As directed by Council.

**COMMUNICATION:**

Through multiple social media forums, residents are kept up to date of happenings in Penhold.

**OTHER COMMENTS:**

**Presented at the March 28<sup>th</sup>, 2022 Regular Council Meeting for the Town of Penhold**

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

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CAO



## REQUEST FOR DECISION

**Department: Legislative Services**

**Submitted by: Bonnie Stearns**

**SUBJECT: FCM Board Nominations**

### **RECOMMENDATION:**

That Council endorses Mike Yargeau to stand for election on FCM's Board of Directors for the period starting June 2022 and ending June 2023.

### **CAO COMMENTS:**

Council, through the Town's Strategic Directives, have identified that we desire to have influence on higher levels of governance to further assist communities within central and all Alberta.

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

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

### **RELEVANT POLICY:**

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

### **STRATEGIC RELEVANCE:**

This member-elected body informs national policy priorities on behalf of cities and communities of all sizes. Board directors meet in person/hybrid three times per year, with some committee meetings in between.

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

- To ensure the Federal Government hears our community/provincial voice.
- Assist in recommending policy directives affecting municipalities to the Federal Government.

### **RESPONSE OPTIONS:**

1. That Council defers the FCM Board Nomination back to administration and requests additional information.
2. Choose not to participate.

### **PREFERRED STRATEGY:**

Position Penhold to champion local and regional priorities at the national level.

### **IMPLICATIONS OF RECOMMENDATION:**

All costs associated with participating on the FCM Board is covered by the Municipality.

**GENERAL:**

Having a voice with FCM's core issues – from affordable housing to rural economic growth, from social inclusion to climate resilience enables us to help champion change on a national scale.

**ORGANIZATIONAL:**

Administration will support this process when called upon.

**FINANCIAL:**

Will be determined should Penhold's Mayor get elected by the number of meetings and required travel.

**FOLLOW UP ACTION:**

Nomination process will need to be completed.

**COMMUNICATION:**

Notification to the residents will be sent once results are in.

**OTHER COMMENTS:**

Presented at the March 28<sup>th</sup>, 2022 Regular Council Meeting for the Town of Penhold



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CAO

**TOWN OF PENHOLD RESOLUTION – 2022**

**FEDERATION OF CANADIAN MUNICIPALITIES –  
ELECTION TO THE BOARD OF DIRECTORS**

**WHEREAS** the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

**WHEREAS** FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

**WHEREAS** FCM's hybrid Annual Conference and Trade Show will be held June 3 to 5, 2022, during which time the Annual General Meeting will be held, followed by the election of FCM's Board of Directors;

**BE IT RESOLVED** that Council of the Town of Penhold endorse Mike Yargeau to stand for election on FCM's Board of Directors for the period starting in June 2022 and ending June 2023; and

**BE IT FURTHER RESOLVED** that Council assumes all costs associated with Mike Yargeau attending FCM's Board of Directors meetings.

**From:** [FCM Elections team](#)  
**Sent:** Tuesday, March 15, 2022 1:37 PM  
**To:** [Michael Yargeau](#)  
**Subject:** FCM Board nominations are open

[View email in browser](#)



March 15, 2022



# COMMUNIQUÉ



## FCM Board nominations are open

The nomination process is now open for those who wish to run for FCM's 2022-2023 Board of Directors. This member-elected body informs national policy priorities on behalf of cities and communities of all sizes, from coast to coast to coast. Board directors meet in person/hybrid three times per year, with some committee meetings in between.

This year, elections for FCM Board of Directors will take place during our Annual Conference and Trade Show, which runs from June 2-5, 2022, in Regina and online.

As always, we will work to deliver a transparent and secure process for our nearly 12,000 elected officials in member communities across the country. We want you to make your voice heard!

### The nomination process

Are you interested in championing local priorities at the national level? Put yourself forward as a candidate for a one-year term in a Director position, or even as a Table Officer. Visit [our website](#) to find more information about the commitment these positions require, the nomination and consent forms, as well as a sample resolution (which you'll need from your member municipality or Provincial/Territorial Municipal Association).

- [Table Officers' deadline for nomination forms: May 15](#)
- [Directors' deadline for consent forms: May 30](#)

Our updated [Elections Procedures](#) are also available online, and you can email [elections@fcm.ca](mailto:elections@fcm.ca) with any questions.

### The voting process

As a representative from an FCM member municipality, **you're automatically registered to vote in FCM's Board of Director elections when you register for our Annual Conference.** It's a straightforward way to attend the conference you love *and* participate in FCM's democratic process.

This year's elections will take place on June 5, whether you are attending in-person, or participating virtually. Registered delegates will vote first for the Table Officers, then for provincial Board Directors. Finally, and in accordance with our bylaws, we'll invite participants to ratify the list of elected and appointed candidates during our AGM.

### Who can run?

Any elected official of a member municipality in good standing is eligible to run as a candidate for either a Table Officer or a Director position. We encourage those who are deeply in touch with FCM's core issues—from affordable housing to rural economic growth, from social inclusion to climate resilience. If you're already invested in these issues in your own community, consider running so you can champion change on a national scale. We all benefit from a strong FCM Board that helps communities across Canada thrive.

FCM is committed to [Anti-Racism, equity and inclusion](#) and a safe and [harassment free](#) working environment.

We'll be in touch soon with more details about the election and the Annual Conference.

Until then, stay safe and healthy.

–The FCM Elections Team

24 Clarence Street  
Ottawa, Ontario K1N 5P3

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

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## 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 X Available X Nil    

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

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

**ATTACHED:** none

**EMAIL:**

- Mar. 11 email from CPO Butler re: New Meter System Installation - Fail to Provide Reasonable Access
- Mar. 11 Alberta Municipalities re: THE WEEKLY - Prompt Payment coming Aug. 2022
- Mar. 14 Alberta Municipalities re: Alberta Municipalities' Friday News - March 11, 2022
- Mar. 15 Alberta Municipalities re: Alberta Municipalities Energy Advisory Panel - Follow-up
- Mar. 16 email from Rick re: Red Deer Advocate article re: Community HUB
- Mar. 17 email from Rick re: Follow up - Sea Pacific Property
- Mar. 21 Alberta Municipalities re: Alberta Municipalities' Friday News - March 18 2022
- Mar. 23 Tourism Red Deer re: Tourism Red Deer - Annual General Meeting
- Mar. 24 email from Chinook's Edge re: Board eNews
- Mar. 24 email from Doug Griffiths re: 2022 Community Leaders Camp

**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 March 28<sup>th</sup>, 2022, Regular Council Meeting for the Town of Penhold**

  
\_\_\_\_\_  
CAO