

Town of Penhold



REQUEST FOR DECISION

July 15th, 2019

TITLE: Adoption of the June 24th, 2019 Regular Council Meeting Minutes.

RECOMMENDATIONS:

That Council adopts the June 24th, 2019 Regular Council Meeting Minutes as presented.

LEGISLATIVE AUTHORITY:

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 (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'

BACKGROUND:

The minutes presented are the unapproved record of the June 24th, 2019 Regular Council Meeting and are presented for adoption, or adoption as amended, by the Council.

ALTERNATIVES:

That Council defers the June 24th, 2019 Regular Council Meeting minutes to Administration for further information.

COMMUNICATION / RETENTION:

Copies of the approved minutes are signed and stored in a secure area;
AND FURTHER posted on the Town of Penhold website for public interest.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Bonnie Stearns, Legislative Assistant

CAO

Town of Penhold



REGULAR MEETING MINUTES

June 24th, 2019
Town Council Chambers

Deputy Mayor:

Mike Yargeau

Councillors:

Ken Denson
Shawn Hamm
Shaun Kranenborg

Sharolyn Sanchez
Mike Walsh

Guests:

Kristine Jean, Innisfail Province

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Leg Asst

Absent:

Tyrone Muller

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

1. ADDITIONS to the AGENDA

1.1 Addition & Deletions to Agenda

1.2 Adoption of the Agenda

2019-234

Councillor Hamm moved to accept the June 24th, 2019 Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. MINUTES

2.1. Adoption of the June 10th, 2019 Regular Council Meeting Minutes as provided.

2019-235

Councillor Sanchez moved to accept the Regular Council meeting minutes for June 10th, 2019 as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2019-236

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. DELEGATIONS /PRESENTATIONS

5.1 Recognition of Rick Binnendyk's 30 Years as a Senior Level Civil Servant

- Rick is one of nine people in all of Canada to receive this award
- CAMA's Long Service Recognition Awards Program recognizes and celebrates CAMA members' dedication to public service and municipal management.
- These awards are based on the number of years of full-time, paid employment in municipal government in a management capacity (a Chief Administrative Officer or reporting directly to a Chief Administrative Officer).
- They are granted at ten years and given in five year increments and presented each Spring.
- The Special Long Standing CAO Service Award is presented to any CAMA member that has been in the position of Chief Administrative Officer or City Manager for twenty-five years or more and who has been a member of CAMA for at least ten years.

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Payments and Online Payments from June 5 - 19, 2019

2019-237

Councillor Walsh moved to accept the Monthly Accounts for Online Payments from June 5 - 19, 2019 as presented.

CARRIED UNANIMOUSLY

6.2. CAO Report – Rick Binnendyk

2019-238

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

CARRIED UNANIMOUSLY

2019-239

Councillor Sanchez moves that Council directs administration to look into the eradication of the gopher issue on the south end of Town and report back at the next Council meeting.

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

2019-240

Councillor Hamm moved to accept the Community Services' monthly report as information.
CARRIED UNANIMOUSLY

6.4 Planning & Development Officer – Kristina Schmidt

2019-241

Councillor Sanchez moved to accept the Planning & Development Officer's monthly report as information.
CARRIED UNANIMOUSLY

6.5 Community Peace Officers – Trish Willis

2019-242

Councillor Walsh moved to accept the Community Peace Officers' monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 RV Park Cancellation Policy 2019

2019-243

Councillor Denson moved that Council approve the following be added to the current cancellation policy for the Penhold RV Park:
"For group bookings of six (6) or more sites, a non-refundable deposit of 20% will be required".
CARRIED UNANIMOUSLY

7.2 Cancellation of the Regular Council Meetings on July 8 and August 12, 2019

2019-244

Councillor Hamm moved that Council approve the cancellation of both the July 8 and August 12, 2019 Regular Council Meetings as presented.
CARRIED UNANIMOUSLY

8. OUTSTANDING

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

9.1 Parkland Community Planning Services (PCPS) Review Engagement Report and Financial Statements

2019-245

Councillor Walsh moved that Council receives the PCPS Review Engagement Report and Financial Statements as of March 31, 2019 as information.
CARRIED UNANIMOUSLY

9.2 Central Alberta Regional Assessment Review Board June 2019 Newsletter

2019-246

Councillor Sanchez moved that Council receives the Central Alberta Regional Assessment Review Board June 2019 Newsletter as information.

CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2019-247

Councillor Sanchez moved that Council recognize the Centenary of the Canadian Institute of Planners and extend our good wishes to its members on that occasion and support their continued contributions to municipal land use planning in the future.

CARRIED UNANIMOUSLY

2019-248

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE REPORTS

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

13. QUESTIONS from the GALLERY

14. CLOSED SESSION

15. ADJOURNMENT

2019-249

Councillor Sanchez moved to adjourn Council Meeting at 6:42pm.

CARRIED UNANIMOUSLY

Mayor

CAO

1 Town of Penhold



REQUEST FOR DECISION

July 22nd, 2019

TITLE: CAO's Council Report

RECOMMENDATIONS:

That Council accepts the CAO's report as information.

LEGISLATIVE AUTHORITY:

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

BACKGROUND:

This report is presented to keep Town Council informed and up to date on significant programs and tasks being worked on by the CAO since the last Council Meeting.

COUNCIL ITEMS: Gopher Control - in package

AUMA President's Summer Tour is scheduled to come to Penhold on Aug. 6th from 2:30 pm – 3:00 pm

Discovery Night – Conversation Café with Council: Aug. 21 from 6:00 pm – 8:00 pm

Blanket Exercise Sept. 18th: 5:30 pm pizza is served; exercise begins at 6:00 pm

PLANNING/PROJECTS:

- Planning documents in review:
 - Intermunicipal Collaboration Framework (ICF's): We have not heard anything further from the County on these items.
 - The local Library has identified they have been asked for detailed information to send back to the County on programs and usage.
 - There is no further information on the new Condenser for possible financial assistance.
- Census: We have finalized this Project. An RFD is in this package providing the census numbers/responses.
- HawkrIDGE Developments: We have developed and sent a promissory note form for the Developers to sign off. This was sent out for their acceptance and signatures prior to Council review.
- Community TIES: working on a draft land purchase agreement with the Society.
- The Solar Power Project: construction work is in progress. Thank you to Bonnie and Michael for setting up the photo opportunity and promoting this launch.
- Critters Corner: The playground equipment has arrived. We are working with Bettenson Gravel to do the ground prep.

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- We had some discussion and a further meeting with Darren, RD County IT Specialist. They have bid out the fiber connectivity to Canadian Fiber Optics to run fiber to the interchange. They were inquiring as to where they could tie into our building. This project is anticipated in September. This will allow the Town new opportunities with dark fiber installed within the complex.
- Annex lands: We have reviewed and proposed possible servicing within the new annexed land parcels.
- Melcor Developments: We have forwarded information in preparation of a new development Agreement for the next housing phase.

ADMINISTRATIVE ITEMS:

- We are looking at a new payroll system. Once the internal review has been completed a formal request may be forthcoming.
- Summer Programs are in full swing and running with great response from our community.
- TAXES: 2019 Tax Penalties at run time was \$14,327.04; which included 55 Manufactured Homes and 159 other accounts. 2018 was at \$17,536; 2017 -\$17,295.
- We have one assessment change to a Commercial business and this has been reissued. Another commercial has chosen to appeal their assessment. We await to see if this directive proceeds.
- With tax season comes many questions on payments and penalties and total nonrelated matters.
- Attended the Brownlee Social in Calgary evening July 4th, and Atco invitation on July 5th. Both events were well attended and allowed for connecting with other communities.
- Met with representatives from Laebon, Gord and Steve Bontje July 8th to discuss their concern over the Town's policy in dealing with unsitely parcels. They focused on Town policies and in the end, we suggested a written response on how they plan to address in the future. It was noted that at the end of the week there was little done on the parcels.
- Big thank you to staff and Council representatives who helped out at the Canada Day Festival. Good Food, Good Friends, Good Time by all.
- We have received information from Shaw to consider possible hard cable connectivity for the future industrial area. In review of the numbers it does not suggest a viable option at this time.
- We have been contacted by AUMA if we are interested in participating with a number of other communities in asset management cohort program. We will be obtaining further information on the program details in the near future.
- RV Site: The washhouse construction continues to come back. There are still several outstanding larger accounts. We met with an investigative team querying on the project owner and manager. We have forwarded information as requested.
- We have been working with legal counsel in drafting several agreements together. Promissory note (asphalt work) and Community TIES land agreement.
- Chinook's Edge School Division: A meeting has been set for August 29th at 2:30 pm to discuss next steps.
- We have a meeting on July 30th with City of Red Deer Administrative staff to discuss enhanced Policing Services. This is part of a recent RFP to evaluate policing options.
- Attended Tagish Appreciation Event July 10th
- We wish the best to Doug Cobbs and Mike Shevalier on their new jobs in Rocky.

PENDING APPROVALS:

- ICIP funding for trail development remains on hold until after the provincial budget is announced
- SRDWWC letter on waste line within Waskasoo Ave.

UPCOMING:

- Playground Project will be kicking into play.
- Strat Planning document updates future directive
- July 30th City of Red Deer
- Holidays From July 31st to Monday August 12 Return

COMMUNICATION METHOD:

- Meant for Council updates on business and service provided in Town
- Posted to the Website
- Discussed with staff for direction and clarity

STAFF CAPACITY:

This report has taken 2+ hours to compile the data and prepare the report.

ALTERNATIVES:

1. That Council accepts the CAO's Report for July 22nd, 2019 as information and requests additional information.
2. That Council defers receiving the CAO's Report for July 22nd, 2019 for information and requests additional information.

Presented at the July 22nd, Regular Council Meeting for the Town of Penhold

Respectfully submitted by: Rick Binnendyk, CAO



CAO

Town of Penhold



REQUEST FOR DECISION

July 16th, 2019

TITLE: Community Services Report

RECOMMENDATIONS:

That Council accepts the Community Services Department report as information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

FCSS Coordinator:

- The ‘Are you Prepared? Emergency Preparedness’ info session on July 16th in the Library went well. There were 7 in attendance, 9 in total including Library staff that sat in and received kits. Tina Colberg – Red Deer County Emergency Management Officer gave a great presentation and provided the group with knowledgeable information on how to prepare their own emergency kits and other pointers on how to plan for a disaster (for example, getting to know your neighbours so that if possible, you can work together. Or writing down phone numbers and addresses in the case your phone’s battery dies).
- CSAB meetings resume on August 15th
- Working on summer programming & planning for the fall – August will be a fun and busy month with Shakespeare in the Park – Comedy of Errors play on August 11th, Pop-Up Clothing Shop on August 17th and Discovery Night on August 21st. All of these events are currently being advertised via social media, Reporter and paper posters/handouts. I am hoping for a good turnout at all of these activities.
- *The Multiplex will be the hosting site for a youth conference on September 20th; Engaging YOUth Conference 2019. This free conference is the FCSS Regional Project for 2019. Amanda and I are on the working committee and are part of organizing and planning this project. We are very excited to be part of such a beneficial event for our local youth. This will be a busy day for our department as a couple hundred youth from Penhold, Springbrook, West Red Deer County, Bowden, Elnora, Delburne and Red Deer should be in the Multiplex for the conference.

Family Resource Coordinator:

- As part of West Red Deer County Early Years Coalition we worked together to create 200 camp kits to be distributed through campgrounds and other avenues throughout

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our coalition area. These kits are filled with developmental activity suggestions that children can do while out camping and all the items needed for the activities.

- Attended Strong Voices Together Conference in Okotoks. This conference brought leading edge research and resources to service providers to learn more about the prevention of gender based and family violence.

Penhold Youth Club:

PYC numbers averaged for the month of June:

Mondays: 3 (Grades 10-12)

Tuesdays: 15 (Grades 7-9)

Wednesdays: 27 (Grades 4-6)

Thursday: 13 (Grades 7-9)

Friday school: 18 (Grades 7-9)

- Youth Advisory Committee Year End Trip: YAC went to Momo's for sushi, played some virtual reality and watched a movie on June 15th. The youth had a great time. YAC is done until October.
- PYC West Ed Trip for Grades 4-6 on June 28th - we had 35 youth on the trip. The youth had a blast.
- Summer PYC trips (20 spots available for each trip and free for any youth registered in the PYC program in grades 4-9)
 - July 2nd: Movie Theater - We had 9 youth attend the field trip. We watched Detective Pikachu and enjoyed some treats.
 - July 16th: Gull Lake - We have a full bus (20 youth) coming on the Gull Lake trip. If inclement weather – trip will be to Innisfail pool.
 - August 20th: Kraay Family Farm - We currently have 16 youth signed up for this field trip.
- "Ride the Bus" (August 7th): We are planning to take the 2A South Regional Transit to Bower Mall. We will allow some time for the youth to do some back to school shopping and a Mall Wide Scavenger Hunt.
- "Smash Bro Tournament" (August 13th): We will be hosting the Tournament at Memorial Hall for ages 12-17 from 6-9pm.

Communications & Events:

- The Canada Day Celebration was a great success. Approximately 500 people came to Lincoln Street Rec to celebrate Canada's 152nd Birthday. The 300 cupcakes we ordered from IGA lasted until the end and the Fire Dept. BBQ served over 600 hot dogs. The event came in a little under budget because we had left over hotdogs from other events so we didn't have to purchase as many.
- The next major event is Fall Festival, Sept 6th-8th. As of today we have 17 vendors for the Craft Beer, Wine & Spirits Festival and 4 parade registrations. Dignitary invites have gone out to neighbouring communities as well as MPs and MLAs for our area, RSVP deadline is August 31, 2019. As of today Devin & Earl Dreeshan will both be attending

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the parade and Earl Dreeshan will be attending the BBQ after the parade. The parade marshal this year will be Ed MacPherson and the parade theme will be "Share Your Light – a salute to volunteers."

- I am also beginning to work on the Halloween Spooktacular and Community Christmas
- Website photos are still a work in progress but Peter Fuzessery has a very detailed list of all the places in Penhold we would like photos of to ensure we have high quality photos for the website and any other times we need photos. Peter is uploading the photos to the Penhold Events Gallery on his website, www.moonlightcanada.com as he completes them. The website design company has access to these photos.
- Social media accounts, especially Facebook, have been getting lots of traffic locally. The comments and shares from the community are generally positive and these accounts are working well to keep the community engaged with the Town.
- The Reporter is going to be distributed to a few more local businesses in an effort to get more copies going home with residents. There were several copies left over at IGA & Sugar by Tracy in June and July so these are being re-allocated to the additional commercial locations.

Work Plan & Upcoming Special Dates:

July 1st: Canada Day event (Carrie)

July 2nd: PYC Movie Theatre trip (Amanda)

July 16th: Emergency Preparedness session in the Library (Jen)

July 16th: PYC Gull Lake trip (Amanda)

July 22nd: Splash in the Park (Jamie & Coalition)

August 11th: Shakespeare in the Park – The Comedy of Errors (Jen)

August 17th: Pop-Up Clothing Shop (Jen)

August 20th: PYC Kraay Family Farm trip (Amanda)

August 21st: Discovery Night (Jen & Jamie)

September 20th: Engaging YOUth Conference – FCSS Regional Project hosted at the Penhold Multiplex

ALTERNATIVES:

Council defers back to administration for more information.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared By: Jennifer Blaylock, FCSS Coordinator



CAO

Engaging YOUTH Conference Save the Date

Free
Admission

Grade 8-12
Students

Friday Sept 20, 2019
9:00am-3:30pm

Penhold Multiplex

Join us to:

Learn about volunteering in your community

Be inspired by great youth speakers

Connect with other youth and have fun!

For conference details and registration:

<https://engagingyouthconference2019.eventbrite.ca>



Town of Penhold



REQUEST FOR DECISION

July 12, 2019

TITLE: Planning & Development Officer Report

RECOMMENDATION:

That Council accepts the Planning and Development department report as information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

The attached report is presented to keep Council informed of the projects being worked on by the Planning & Development Officer for the month of **JUNE**.

Current planning focuses include:

- On-going issuance of building and development permits:
 - 3 permits for basement developments;
 - 1 permit for a commercial tenant improvement;
 - 3 permits for garage developments;
 - 1 grading permit;
 - 1 permit for the installation of solar panels.
- 2 Compliance Letters were issued;
- Completing monthly reports using Vadim for building permits;
- Completing reports for Stats Canada;
- Completing the Safety Codes remittance report (quarterly);
- Advertising the permit listing, approvals and updates in the monthly Reporter and on the Town's website;
- Completing the Planning and Development monthly report for Council;
- Continue to work with Nutrien Ag Solutions to resolve the service road and culvert issue as there is a need for significant repairs;
- Submission for the proposed fertilizer building have been received and are being reviewed; Grading and foundation construction has begun;

Long-range planning focuses include:

- The Municipal Development Plan (MDP) steering committee has met a number of times in June and have begun the review of the MDP and proposed revisions of the plan;
- Waiting for follow-up from Evolve Surface Strategies (Rogers Communication Tower in the south east corner of NW 31-26-27-4);

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- No update as of May 29, 2019 as to the start of construction;
- Continue to work with PCPS on the proposed Oxford Landing Outline Plan amendment and Land Use Bylaw amendment for Halifax Close by Stantec & Melcor; Formal submission for the Land Use Bylaw amendment has been received and the proposal is being reviewed.

Economic Development Opportunities:

- Continued conversations with landowners and small businesses to promote the Town.

Business Licenses:

- Review and processing of new business license applications;
 - 8 business licenses were issued;

Building Permit Totals			
JUNE 2018 vs. JUNE 2019			
Permits Issued		2018	2019
1. RESIDENTIAL PERMITS FOR MONTH ENDING			
A. SINGLE FAMILY DWELLINGS	0	\$ 485,000.00	\$ -
B. DUPLEXS	0	\$ -	\$ -
C. MULTI-FAMILY UNITS	0	\$ -	\$ -
D. MANUFACTURED HOMES	0	\$ -	\$ -
E. GARAGE/SHED/DECK/ADDITIONS	7	\$ 84,900.00	\$ 115,797.00
TOTAL	7	\$ 569,900.00	\$ 115,797.00
2. COMMERCIAL PERMITS	1	\$ -	\$ 65,000.00
3. INSTITUTIONAL PERMITS	0	\$ -	\$ -
4. INDUSTRIAL PERMITS	0	\$ -	\$ -
<hr/>			
ALL BUILDING PERMITS FOR MONTH ENDING	8	\$ 569,900.00	\$ 180,797.00
ALL BUILDING PERMITS YEAR TO DATE	33	\$ 4,973,659.00	\$ 7,818,650.00

2019 Permit Summary Units to Date (JUNE)			
	# Permits	Year to Date Units	Dollar Value
Single Family Homes	5	5	\$ 1,340,853.00
Duplex	0	0	\$ -
Multi-Family	0	0	\$ -
Secondary Suites	1	1	\$ -
Manufactured Home	0	0	\$ -
Additions/garage/deck	22	0	\$ 298,397.00
Commercial	3	0	\$ 179,400.00
Institutional	0	0	\$ -
Industrial	1	0	\$ 6,000,000.00
Misc. Permits (HBB/Var)	9	0	\$ -
Misc. Permits (N/A)	7	0	\$ -
TOTAL	48	6	\$ 7,818,650.00

STRATEGIC PLAN (CATEGORY):

#3 Growth & Development

COMMUNICATION METHOD:

- N/A

ALTERNATIVES:

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

Presented at the July22, 2019 Regular Council Meeting for the Town of Penhold

Prepared By: Kristina Schmidt, Planner and Development Officer



CAO

Town of Penhold

REQUEST FOR DECISION



July 17th, 2019

TITLE: Community Peace Officers' Report

RECOMMENDATION:

That Council accepts the Community Peace Officers' report as information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

The intent of this report is to keep Council updated on the projects and services that are being done by the Peace Officers.

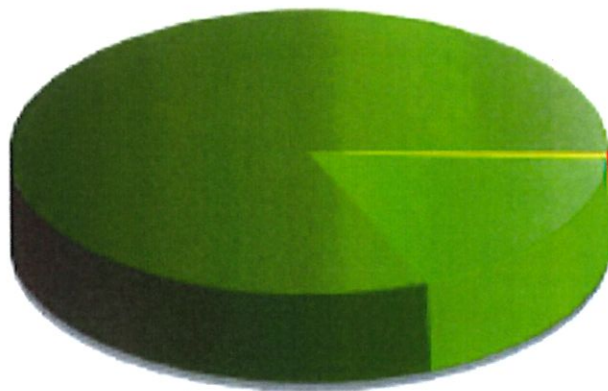
COMMUNITY INFORMATION:





Traffic Sign:

From June 7th to 18th the speed sign was installed on Hawkridge Boulevard where the speed limit in the playground zone is 30 km/hr. The graph below shows that when travelling towards the sign, 81.53 % of traffic travelled at or below 30 km/hr. When travelling away from the sign, the number dropped to 71.16% of motorists remaining below 30 km/hr.

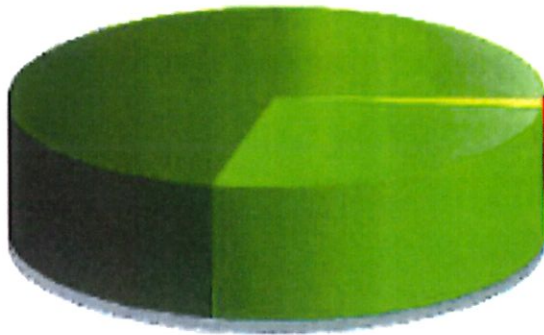
HAWKRIDGE BOULEVARD

Ingoing vehicles



	<= 30 Km/h : 2825 - (81.53 %)
	31 - 40 Km/h : 609 - (17.58 %)
	41 - 50 Km/h : 28 - (0.81 %)
	51 - 60 Km/h : 3 - (0.09 %)

Outgoing vehicles

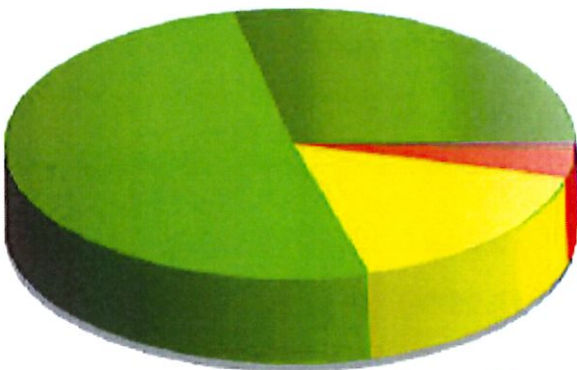


■	<= 30 Km/h :	2374 - (71.16 %)
■	31 - 40 Km/h :	894 - (26.80 %)
■	41 - 50 Km/h :	61 - (1.83 %)
■	51 - 60 Km/h :	6 - (0.18 %)

From June 26th to July 8th, the speed sign was moved to Waskasoo Avenue facing Southbound. The graph below shows that when travelling towards the sign, 79.23 % of traffic travelled at or below 40 km/hr. When travelling away from the sign, the number dropped to 75.07 % of motorists remaining below 40 km/hr.

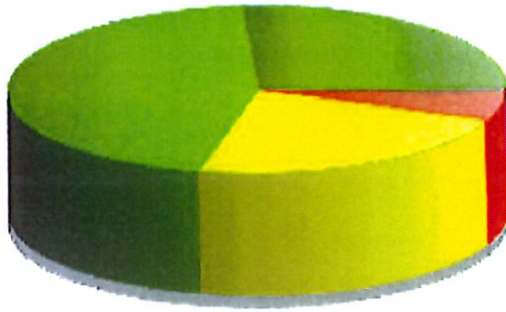
WASKASOO AVENUE SOUTHBOUND

Ingoing vehicles



■	<= 30 Km/h :	1838 - (28.39 %)
■	31 - 40 Km/h :	3291 - (50.84 %)
■	41 - 50 Km/h :	1075 - (16.61 %)
■	51 - 60 Km/h :	211 - (3.26 %)
■	61 - 70 Km/h :	41 - (0.63 %)
■	71 - 80 Km/h (et +):	17 - (0.26 %)

Outgoing vehicles



■	<= 30 Km/h : 1547 - (26.11 %)
■	31 - 40 Km/h : 2667 - (45.01 %)
■	41 - 50 Km/h : 1339 - (22.60 %)
■	51 - 60 Km/h : 311 - (5.25 %)
■	61 - 70 Km/h : 45 - (0.76 %)
■	71 - 80 Km/h (et +) : 16 - (0.27 %)

All tickets generated by the Community Peace Officers provide money to the province, money to the Victim Assistance Fund and money to the municipality. The table reflects the fees paid to date in 2019.

Month	Infractions Issued		Combined	Provincial Fine Retention	Victim Assistance Fund	From Alberta Justice
	Municipal	Provincial				
January	1,500.00	9,720.00	11,220.00	2,259.00	1,250.00	7,711.00
February	1,364.06	10,003.08	11,367.14	2,273.43	1,136.71	7,957.00
March	1,532.00	8,049.00	9,581.00	1,870.00	1,033.00	6,678.00
April	1159.24	8,501.12	9,660.36	1,932.07	966.04	6,762.25
May	1,000.00	8,617.76	9,617.76	2,000.00	1,104.00	6,513.76
June	875.00	7,318.00	8,193.00	1,691.00	941.00	5,561.00
July	1,325.00	10,310.67	11,635.67	2,263.00	1328.00	8,044.67
August			0.00			0.00
September			0.00			0.00
October			0.00			0.00
November			0.00			0.00
December			0.00			0.00
TOTAL	8,755.30	62,519.63	71,274.93	14,288.50	7758.75,	49,227.68

COMMUNITY INVOLVEMENT:

The Peace Officers are currently enforcing unsightly properties.

Other officer assists this month include traffic control for the fire department for accidents and fire calls and the RCMP for a variety of calls.

STRATEGIC PLAN (CATEGORY):

- Provide enforcement services to the community

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- Follow the Alberta Traffic Safety Plan 2019 – July will focus on Impaired Driving. The focus for August will be distracted driving.

COMMUNICATION METHOD:

Information item to Council, continuous regular meetings with Corporate Services Manager and staff meetings.

ALTERNATIVES:

1. Council defers back to Administration for more information.

Presented at the July 22nd Council Meeting for the Town of Penhold

Prepared By: Tricia Willis, Corporate Services Manager



CAO

Town of Penhold



REQUEST FOR DECISION

July 22nd, 2019

TITLE: Multiplex Manager's Report

RECOMMENDATION:

That Council accepts the Multiplex Manager's report as information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

Multiplex – June was a pretty slow month around the Multiplex, we had one large event in the arena this year, and it was the Innisfail Bumper to Bumper customer Appreciation event. This is the first year they held the event here and we hope to see them again next year.

With June being fairly slow for us in terms of bookings, we have taken the time to strip and paint some of the doors in the facility, paint some of the walls, refinish the floors, do a deep clean of the showers and many other smaller tasks that we have a hard time doing with a building full of people.

Our new Adiabatic condenser showed up early and was getting installed before we thought it would. As of this Council meeting we should be making ice already with it and we are pretty excited to see it in action.

We are still waiting to hear from the Municipal Climate Change Action Centre (MCCAC) on what our funding, if any, will look like for the LED retrofit project.

The Solar panel project is underway and moving along quite smoothly.

Fitness Centre –

	2018	2019
Membership sales	\$9,673	\$10,130.00
Tanning		\$400.00
Track/Kids Gym	\$369	\$208.00
Drop-in Gym	\$240	\$237.00
Total	\$10,282.00	\$10,975.00

The Fitness Centre saw 17 new and returning members.

The Fitness Centre issued 11 fobs to members.

Honouring the Past ~ Challenging the Future

Kids Drop in Gym held weekday mornings saw 242 children in the month of June 2019. Pickle ball saw 138 participants.

Youth Smart Start session ran in June with 1 new youth signed up.

Fitness Classes currently running include Zumba, Yoga, Strong, Stacked and Spin. A total of 35 classes were offered in June with all of them running with 140 participants.

Penhold Fitness Centre has a total of 4170 members. Active members fluctuate as memberships offered include automatic payment and at counter payment.

The Fitness Track is currently being utilized by the Seniors Group in the Town of Penhold. We have received 67 names that can use the track as part of their Seniors Centre Membership.

Summer Fun registrations commenced and Camp is FULL. We have two Summer Camp Leaders busy preparing for Camp starting in July 2019. A Registration night was held to answer questions. There were only three openings and two were filled that night.

ALTERNATIVES:

Council defers back to Administration for more information.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared By: Michael Szewczuk, Multiplex Manager



CAO

Town of Penhold



REQUEST FOR DECISION

July 8th, 2019

TITLE: Fire Department Monthly Report

RECOMMENDATIONS:

That Council receives the Fire Department June 2019 Monthly Report for information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

The attached report is presented to keep the Council informed and up to date on significant components of the project and tasks being worked on by our Fire Department.

Monthly report for June 2019:

Operations:

- There were 16 calls this month: 9 were for Medical, 3 were a fire alarm, 3 were fires and 1 was a mutual aid to assist the Province. There are 33 members on the qualified list: 1 Fire Chief, 1 Deputy Fire Chief, 1 Assistant Fire Chief EMS, 2 Captains, 3 Lieutenants, 21 Fire Fighters, 4 Probationary Fire Fighters, 1 on our prospects list and 3 Cadets. 4 are on leave of absence for work or maternity.
- We again responded, at the request of the Office of the Fire Commissioner, to High Level on Tuesday, June 18 with a tender and 2 firefighters. The firefighters were re-deployed to LaCrete on June 20 and de-mobilized on June 27. We did a crew change on June 23.
- We did some promotions, Sean Pendergast to Deputy Fire Chief, Shawn Flight and Josh Wilson to Fire Captains, Gord Meek, Jamie Southwell and Max Johnston to Fire Lieutenants.

Training:

- | | |
|-----------|------------|
| • June 5 | 24 members |
| • June 12 | 28 members |
| • June 19 | 16 members |
| • June 26 | 19 members |

Honouring the Past ~ Challenging the Future

Fire Prevention:

We attended the soccer windup on June 26 to spray the players and attended Penhold Elementary School on June 27 to spray the kids. We did a plans review for a new Dangerous Goods storage building.

Maintenance:

We repaired a radiator hose on the tender.

Notes: There were 13 shifts worked in June. The rescue truck we purchased is waiting for more paperwork from the City we purchased it from and will be shipped to Rocky Mountain Phoenix July 22. Our Honour Guard attended the Line of Duty Deaths (LODD) memorial service in Lacombe for a retired Lacombe County Fire Chief with 7 members. We had in excess of 30 sets of old Self Contained Breathing Apparatus (SCBA) donated to us from CWC in Sylvan Lake (estimated value \$45,000) to use as spares and training. We traded 7 of them for a portable hydraulic rescue tool and 2 brand new rescue struts (estimated value \$5,000). The Firefighters Association purchased 30 lengths of 150mm 15M high volume hydrant hose (estimated value \$15,000). We had 40 disposable razors donated to us from Gillette. We had a celebratory family BBQ with attendance from Town Council and Administration (thank you).

Focus for July 2019;

- Canada Day BBQ
- Continue pumping training
- Continue blue card command training
- Rescue truck

ALTERNATIVES:

1. That Council receives the Fire Department Report for information and requests additional information.
2. That Council tables the Fire Department Report and requests additional information.

Presented at the Regular Council Meeting on June 10th, 2019, for the Town of Penhold
Prepared by: Jim Pendergast, Fire Chief



CAO

Town of Penhold



REQUEST FOR DECISION

July 22nd, 2019

TITLE: Public Works Monthly Report

RECOMMENDATIONS:

That Council accepts Public Works, Nancy McAteer's report as information.

LEGISLATIVE AUTHORITY:

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.

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS: RFD for gopher control included in agenda.

BACKGROUND:

WATER – There was one water meter installed in a new residence in June. Water meters were read the week of June 10/19. The controller on well #2 faulted and had to be replaced, the well is back in service. Work has been completed on the annual valve exercising program. The annual maintenance of the chlorination equipment has been completed. Due to the wet conditions; as of June 30/19 water production is down 2% overall and the amount of water billed for is 7% lower than at this time in 2018.

SEWER – A SRDRWC Operations meeting was held on July 11/19. The new operations team has been meeting on a regular basis. A tour of the system and meeting of the entire operations team was held on June 20/19. The new operations team took over operations on July 8/19. Staff is being brought up to date on operations during the turnover and changes are being worked on to optimize operations of the system. With the addition of the extra systems, the daily time required has exceeded our expectations. Recruitment for a temporary operator is in progress. There were 136 credit card users and 38 tokens used for the Sani dump during June. There are still issues with users propping open the foot valve. As of June 30/19, sewer flows were up 3% from the same time in 2018.

TRANSPORTATION – Street sweeping is being done on an as needed basis. Maintenance work continues to be done in alleys as weather conditions permit. Work is continuing on pothole repairs and crack filling. Curb painting has been started. The list of road repairs has been provided to the contractor. Sidewalk inspections have been completed and the list for repairs has been provided to the contractor. Upgrading the gravel road on RR280 is being planned and timeline is dependent on availability of the contractor.

Honouring the Past ~ Challenging the Future

STORM – The storm grates and catch basins are cleaned before and after rain events when possible. The sump pumps in the Town buildings are checked on a regular basis.

PARKS & RECREATION – Tree pruning is ongoing. The locations of the two north fountains were switched due to one of the pumps continually plugging off; some electrical changes had to be made to accommodate the changes. Grass cutting and weed trimming are ongoing. The ball diamond is dragged and lined on game days. The activator for the Splash Park was vandalized and had to be replaced; the new part has been received and installed. Public Works assisted Penhold School with the planting of some trees. The new gator has been purchased and received. There has been a significant amount of vandalism at the rink shelter; the Peace Officers have been asked to patrol the area when possible. Public Works installed the additional soccer goal posts for the Penhold Soccer Association. The park furniture has been inspected and repaired as necessary. Public Works picked up the bikes for the Bike Roadeo. The picnic tables at the Multiplex have been re-installed. Herbicide spraying is being done. Some of the dead trees around Town have been removed. The 2005 Kubota mower has been sold. The playground equipment for Critter's Corner has been delivered; we are still waiting for the contractor to build the access lane and playground base. The wet weather has put the contractor behind; work is expected to be complete before the end of July. Gopher control is ongoing, RFD as requested is included in the agenda.

RV PARK – There were 42 bookings in June and as of July 15/19 there are 49 bookings for the month of July. On the weekend of July 12-14/19, there were 35 sites occupied. There is still some rehab work to be completed at the site of the fire. The electrical box has to be replaced and has been ordered.

MEMORIAL HALL – The Hall is booked for two events in July.

GARBAGE – Detailed information on the cleanup will be provided once it has been received.

FIRE DEPT – Nothing to report.

STAFF – Nothing to report.

ALTERNATIVES:

Council defers back to administration for more information

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Nancy McAteer, Public Works Manager



CAO

Town of Penhold



REQUEST FOR DECISION

June 19th, 2019

TITLE: Junction 42 Lift Station Design/Impact Plan

RECOMMENDATION:

That the Town proceed with a request to Red Deer County to place the Lift Station one meter deeper in depth at an additional costing of \$50,000.

LEGISLATIVE AUTHORITY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 3 (b) To provide services, facilities or other thing that, in the opinion of council, are necessary or desirable for all or a part of the community.

BACKGROUND:

Red Deer County is moving forward to place a sanitary system to Highway 2 and 42 interchange. With the recent announcement there will be a substantial demand for sanitary service from the new developments. This lift station will be within the Town of Penhold boundaries. The intent is to build for the current and future needs of serving Red Deer County's area and the Town's 2 quarter sections directly north of highway #42 and 275. The recommendation will allow most of the area to be developed except for the northwest quarter 6. Everything on the west side of Waskasoo Creek will move towards Waskasoo Avenue area in future servicing.

The diagram shows the area to the east of the red line will be serviceable with no change to the lift station. The blue line shows a deeper lift station capability and picks up the lands adjacent to highway #42 west of the red line.

The additional cost with the deeper lift station and piping is estimated at a \$50,000 contribution by the Town. We can take the funds from Transportation Deferred Account. There is currently \$276,181 within this account. We are doing landscaping along Waskasoo Ave @ \$46,000 and road access with parking for an additional est. \$35,000. Estimated Cost of the lift station is \$2.5 million. Time in relation to the development is critical to move forward quickly to be able to serve the interchange.

We are currently in discussion for several agreements.

1. Utility right of ways in our jurisdiction
2. Lift station inside Town jurisdiction (Alberta Environment implications to this)
3. Operations/ownership of the system
4. Future development tie-ins

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This Directive has long term implications for future development within the respective areas.

ALTERNATIVES:

1. Further negotiations with the County on responsibilities for areas prior to moving forward.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

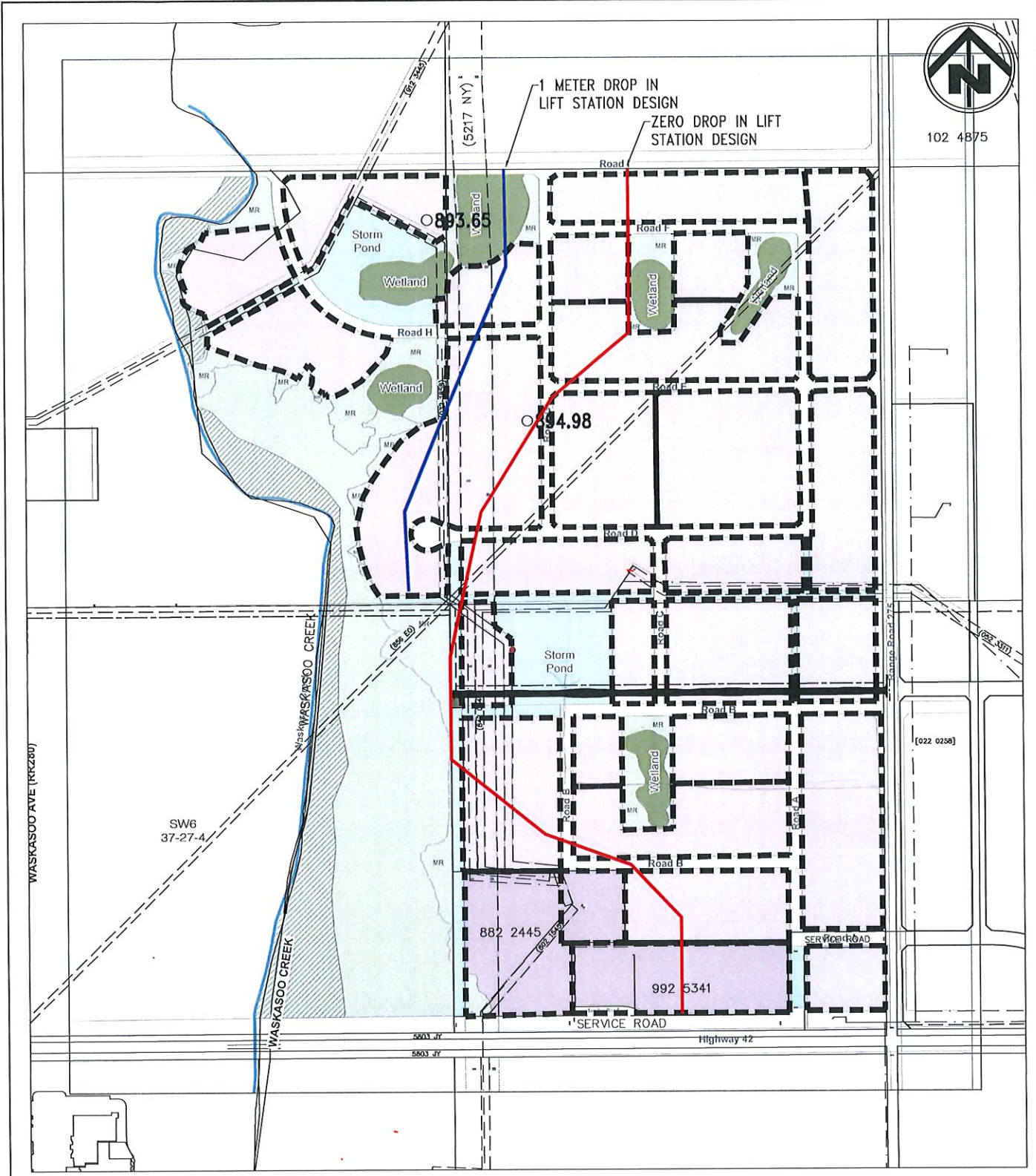
Prepared By: Rick Binnendyk, CAO



CAO



102 4875



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Consulting Engineers

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RED DEER, AB T4N 1L1
Ph: (403) 346-7710
E-mail: admin@tagish-engineering.com

Client
TOWN OF PENHOLD
Project
**JUNCTION 42
OFFSITE SERVICING**

Drawing
**LIFT STATION
DESIGN IMPACT
PLAN**

Scale: 1:10,000
Drawn: JI
Designed: JP
Checked: GS
Approved: JP

Date: July 2019
Project No.: TPN-00
Dwg File: RDC2461_Penhold Upsizing_4JUL2019

Drawing No.
1/1

Town of Penhold



REQUEST FOR DECISION

July 15th, 2019

TITLE: Municipal Census - 2019

RECOMMENDATIONS:

Administration recommends that Town Council accepts the Municipal Census – 2019 results for information.

LEGISLATIVE AUTHORITY:

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”.

BACKGROUND:

The Town of Penhold conducted a census during the period of April 1 – June 30, 2019. Our enumerator went to every incomplete house in Town; in many cases on two separate occasions attempting to gather information. At the second call a letter was left at each home asking them to connect with the Town.

We had our staff do follow up phone calls and some further door to door enumerating. For any homes unaccounted for information was substantiated by either the neighbour or Town staff. In this case only the confirmed number of residents was recorded for census purposes; not the gender, age, etc.

The newly counted population for the Town of Penhold is:

	2019 (as of April 1, 2019)	2016 (as of May 10, 2016)	2019 v. 2016
Population	3563	3277	8.7%
Dwellings	1386	1286	7.8%

Households who chose not to or were unable to respond online were encouraged to contact the Town Office or were visited by an enumerator who collected information electronically using an iPad. The different response rates were as follows:

	2018	% rate
Online Collection	667	48.1%
Door-to-Door Collection	387	27.9%
Delivery of reminder letters and Administration Collection	332	24%
No. of Dwellings	1386	

Honouring the Past ~ Challenging the Future

Administration is pleased with the outcome and was able to substantiate 99% of the total residents in Town.

Budget information: Town staff, including the Public Works team, helped with the preparation, delivery and assistance in data collection. Staff time for this project is estimated at approx. 175 hrs.

The census was a budgeted item at \$10,000 for direct expenditures costing \$6,842.30 (not including staff hours). See table below:

Payable to:	Item	Cost	Total
Bonnie Stearns	Municipal Census Training – mileage to/from Airdrie	\$ 103.60	\$ 103.60
City of Airdrie	Application Service Provider and Software License Agreement	\$2,430.00	\$2,533.60
Neo-post	Postage	\$2,150.00	\$4,683.60
Staples	Supplies	\$ 78.72	\$4,762.32
Pizza Stop	thank you to staff for assistance in stuffing envelopes	\$ 114.00	\$4,876.32
Enumerator	Payroll	\$1,454.00	\$6,330.32
Innisfail Province	Advertising	\$ 463.00	\$6,793.32
Staples	Envelopes	\$ 48.98	\$6,842.30

COMMUNICATION METHOD:


The official census results will be provided to the local media and posted to the Town’s website. A formal submission will be made to Alberta Municipal Affairs upon Council’s acceptance of the census report.

ALTERNATIVES:

That Council defers the Municipal Census -2019 results back to administration and requests additional information.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Bonnie Stearns, Census Coordinator



CAO

Town of Penhold

REQUEST FOR DECISION



July 16, 2019

TITLE: Disposal of the Municipal Reserve Designation Lot 3MR, Block 8, Plan 922-2792

RECOMMENDATIONS:

1. Remove the Municipal Reserve designation from Lot 3MR, Block 8, Plan 922-2792: and
2. Authorize Administration to notify the Registrar of Land Titles of the decision to remove the Municipal Reserve designation from Lot 3MR, Block 8, Plan 922-2792.

LEGISLATIVE AUTHORITY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 674(1), Disposal of Municipal and School Reserve, Despite Section 70, if a council wishes to sell, lease or otherwise dispose municipal reserve or community services reserve...a public hearing must be held in accordance with section 230 and must be advertised in accordance with section 606...

BACKGROUND:

Lot 3MR, Block 8, Plan 922-2792 form part of the parcel of the subdivision that gave effect to the required Municipal Reserve dedication for the Park Place subdivision.

The attached proposed subject site layout map encompasses 0.15ha. The revised lot would be leased to the non-profit organizations known as Community TIES, with the remainder of Lot 3MR, Block 8, Plan 922-2792 forming the overall municipal reserve parcel once the subdivision comes into effect and the land exchange agreement between the Town and Red Deer County have been established and registered.

In order to transfer part of Lot 3MR, to Community TIES to create a parcel for their proposed day care facility development, the municipal designation must be removed. Section 674 of the Municipal Government Act requires a Council resolution to do this. Before Council passes the resolution, a public hearing must be advertised and held. The proposed changes to Lot 3MR and the public hearing will be advertised in accordance with Section 606 of the Municipal Government Act and the site will be posed in accordance with Section 674.

ALTERNATIVE:

1. Council table the matter and defers back to administration for more information.
2. Do not remove the Municipal Reserve designation from Lot 3MR.

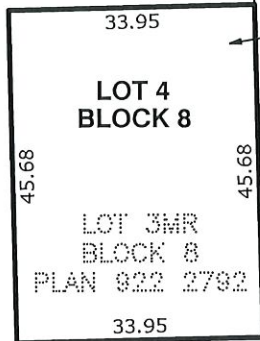
Presented at the July 22, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Kristina Schmidt, Planner & Development Officer

CAO

LINCOLN STREET

All that portion of Lot 3MR, Block 8, Plan 922 2792 lying within Subdivision Plan _____ and containing 0.155 ha. (0.38 Ac.) more or less Excepting thereout all mines and minerals.



LOT 2MR
BLOCK 8
PLAN 782 3419

REMAINDER
LOT 3MR
BLOCK 8
PLAN 922 2792

AREA B
DRAINAGE R/W
PLAN 912 2384


AREA C
STORM POND
PLAN 912 2384

LOT 18 PUL
BLOCK 13
PLAN 052 4185

**AREA REQUIRED FOR
RESERVE DISPOSAL
LOT 3MR, BLOCK 8, PLAN 922 2792
S.E. 1/4 SEC. 36-36-28-W4M
PENHOLD, ALBERTA**




LEGEND & NOTES

AREA TO BE REGISTERED IS OUTLINED THUS 
AND CONTAINS 0.155 ha. (0.38 Ac.)
DISTANCES ARE IN METRES AND DECIMALS THEREOF.

SCALE = 1: 1000



 Snell & Oslund Surveys (1979) Ltd. RED DEER, ALBERTA, Ph. 1-888-310-1255	DRAFTED BY: RB/F	DWG FILE NAME: 1391-005 APP
	CHECKED BY: DR	DATE: JULY 8, 2019

Town of Penhold

REQUEST FOR DECISION



July 22, 2019

TITLE: Gopher Control

RECOMMENDATION:

That Council receives the gopher control documents presented for information.

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

A motion was made by Council directing Administration to provide information on how to address concerns with gophers within the municipality. (Information on Richardson ground squirrels (gophers) as published by **Agri-Facts, Alberta Government** is attached.)

A proposal from Canex Pest Control Services is also attached.

The proposal to reduce the gopher population is for the sum of \$10,349.59. This is a non-budgeted item.

Consideration should be made to consider the effects that poison may have on the environment including the watershed and other mammals and birds. The proposal requires 6,000 lbs of poisoned bait. The Canex proposal is for gopher population reduction and not elimination. Gopher control was contracted to Greentech Environmental Solutions in the spring of 2019 and the fall of 2018 for the sum of \$2,500.00.

Mr. S. Klein from Orkin Canada Pest Control has offered to speak to Council on his knowledge of gophers and their control if requested.

STRATEGIC PLAN (CATEGORY):

To provide services, infrastructure and programs.

To upgrade Town facilities with a systematic and financially viable approach.

COMMUNICATION METHOD:

As directed.

STAFF CAPACITY:

Public Works Manager/ PW Admin

Research information for budget and methods of control for gophers.

ALTERNATIVES:

Council directs Administration to proceed with the Canex proposal.

Presented at the July 22, 2019 Regular Council Meeting for the Town of Penhold

Prepared By: Nancy McAteer, Public Works Manager



RM

CAO

AGRI-FACTS

Practical Information for Alberta's Agriculture Industry

Revised July 2012

Agdex 684-2

Managing Richardson's Ground Squirrels

The Richardson's ground squirrel is commonly called the prairie gopher, yellow gopher, flicker tail or picket pin. It was named after the naturalist John Richardson who first collected specimens of the rodent in the early 1820's.

Status and importance

Ground squirrels play an important role in the ecology of Alberta's wildlife. Ground squirrels are a major source of food for many predatory birds, mammals and reptiles. One species of raptor, the ferruginous hawk, depends almost entirely on ground squirrels to fledge their chicks. Similarly, many other species rely on ground squirrels as a major food source.

The population status of Richardson's ground squirrels varies from year to year but is generally rated as "not at risk." Richardson's ground squirrels are also unregulated, which means they can be lawfully shot, trapped or otherwise removed where permitted.

Life history

The Richardson's ground squirrel is a burrowing rodent found throughout most of the prairie and parkland regions of Alberta (Figure 1). It is the most common ground squirrel of the five species found in Alberta. The other species are Franklin's (bush gopher), Columbian, thirteen-lined and golden-mantled. The Richardson's ground squirrels are the most prevalent colony dwellers of the five species.



Figure 1. Richardson's ground squirrel

Richardson's ground squirrels spend the majority of their life underground. In their underground burrow system, they usually mate, raise their litters for the first 28 days and avoid predators (except weasels and badgers) and inclement weather (heat, cold and rain). They sleep underground from just before sunset until shortly after sunrise and hibernate for up to eight months in their burrows.

Each adult female owns at least one burrow system that has five to seven exits and two to five sleeping chambers, one of which is used for rearing young. Vacated burrow systems are soon taken over by dispersing Richardson's ground squirrels. Occasionally badgers, burrowing owls, foxes or coyotes may use ground squirrel burrows.

Reproduction

Both males and females are reproductively mature the year following their birth. Mating occurs only in spring, shortly after females emerge from hibernation. A female that fails to become pregnant or loses her embryos or infants is incapable of breeding again until the following year.

Females are fertile for only two to three hours on one afternoon on one day each year and will mate with several males during that time. Males also copulate with several females. Only one litter per female is produced each spring.

A litter of 6 to 8, with an equal number of males and females, is born underground after a 23-day gestation. At birth, the infants are naked, blind, helpless and totally dependent on their mother. At first emergence aboveground, when four weeks old, juveniles immediately begin eating solid food and rapidly become nutritionally independent of their mother.

Litter size often varies with the quality of vegetation available, averaging between five to six young on native pasture and expanding up to nine or ten on tame forage crops.

During June and July, most of the young ground squirrels seek new areas to establish colonies as far as 3 km away. Ground squirrels vigorously defend their burrows and foraging area from other ground squirrels.

Life span

Natural mortality among Richardson's ground squirrels is quite high, particularly in males. As a result, the sex ratio among adults is about four females for each male. Females live about four years (maximum six), on average, while males usually live only one year (maximum two to three).

The major cause of death is predation and starvation; only half the females and less than one fifth of the males born each year will reach adulthood.

Hibernation

Richardson's ground squirrels have evolved to escape the prolonged winter period by hibernating, a torpor-like state in which the body temperature drops while heart and respiration rates slow down dramatically.

To survive without food or water for periods exceeding 210 days, ground squirrels need to consume vast amounts of food high in energy to develop a reservoir of body fat. Adult males enter hibernation sometime in late July, females several weeks later followed by juveniles until freeze-up.

Each animal hibernates alone in a special chamber (called the hibernaculum) that it prepares up to four to six weeks in advance, but does not use until ready to hibernate. The

hibernaculum is sealed off with a soil plug. The only predator capable of getting into the hibernaculum is the badger.

Males emerge from hibernation from late February to mid-March while females come out about two weeks later.

Social behavior

Richardson's ground squirrels live in groups of closely related female kin. Females live their entire life in or near their birth site, but males of the year tend to disperse and leave their birth area after weaning.

As soon as the female is pregnant, she will not tolerate males, including her mate(s). Females will only tolerate their female relatives (i.e. mother, grandmother, daughters, etc.) and are aggressive to all other squirrels. Females recognize their kin throughout life, even after many months without contact during hibernation.

Each female rears her litter by herself with no assistance from male or female relatives. Males do not form any social associations, either with other males or with females.

Diet

Richardson's ground squirrels eat a wide variety of food. Most prefer succulent green vegetation such as grasses, forbs, young shrubs and seeds. Richardson's ground squirrels occasionally eat insects and scavenge road-killed ground squirrels, but they very rarely kill for food.

Little is known about the preferred natural diet of Richardson's ground squirrels, but the assumption is the relatively high nutrient and oil content of seeds helps in the deposition of fat necessary for hibernation. Richardson's ground squirrels are also known to store quantities of food in burrows. Males store seed in the hibernating chamber while females do not store seeds.

Weight

The body weight of Richardson's ground squirrels increases dramatically through the spring and summer months and can double during this period. Adult males weigh about 500 gm (1 lb) by fall and females about 350 gm (3/4 lb).

Ground squirrel damage

Damage caused by Richardson's ground squirrels ranges from causing an occasional headache for some to a significant loss of crop production to others.

The most common types of ground squirrel damage are crop loss through direct consumption and reduced production due to plant injury and trampling. In addition, downtime and repair costs due to damage to hay binds as well as physical injury to livestock with ground squirrel burrows and those of badgers are also major concerns.

Burrowing activity in green spaces such as ball diamonds, golf courses and cemeteries as well as the risk of an air strike because of large birds attracted by ground squirrels at airports are serious problems for urban managers.

Despite decades of conflicts with ground squirrels, the extent, causes and magnitude of ground squirrel damage have never been fully investigated. This information shortfall has greatly impeded the development of effective, long term control measures.

An in-depth analysis of the causative and associated dynamics of ground squirrel damage as well as a thorough understanding of the biology and behaviour of the animal are vital for the development of a sustainable, long term, affordable and appropriate management strategy.

Managing ground squirrels

The poison controversy

The most common control response to ground squirrel damage is to set out poisoned food-based baits. This approach has long been the recommended standard control since poisons are convenient to use and reasonably cheap, while the results are obvious and reasonably rapid.

However, studies have shown that for overall long term effect, food-based poisons are a poor choice. Control with this approach is only short term, and re-invasion usually occurs fairly quickly, so the poisoning process must be repeated.

In addition, poisoned baits are relatively restricted because they produce the best results during the short period at spring green-up. Consequently, poisons are not a good option during the heaviest demand in the summer when the young rodents have emerged aboveground. It has been demonstrated that repeat poisoning during the same season often results in bait shyness, where squirrels learn to avoid the poison.

Further, many of the acute poisons, such as strychnine, are under continuous scrutiny for human and environmental safety reasons, subjecting them to potential changes in

use-pattern restrictions. Such changes will inevitably result in reduced performance and reliability in the field. Therefore, it is imperative that all poison baits be used properly and in accordance with label instructions.

Integrated pest management model

Alberta Agriculture and Rural Development strives to seek permanent, pro-active solutions and strategies to manage ground squirrel damage. This approach includes the development of an integrated pest management (IPM) strategy for Richardson's ground squirrels.

Due to the continual concern for human and environmental safety, pesticides such as rodenticides (for the control of rodents) will face closer criticism and potential restrictions on their use. Inevitably, some of these products will be de-registered. Given this uncertain future, other management strategies need to be developed and put in place to provide effective alternative strategies to manage ground squirrel damage.

The IPM strategy consists of many components that include a wide variety of input considerations to produce an overall beneficial effect with minimal environmental effect and risk to human safety.

The greatest IPM benefit occurs when several techniques or strategies are used in conjunction and on a continuous basis. The IPM model is designed to produce long term, sustainable management of ground squirrel damage, and it requires a variety of inputs.

1. Assessing ground squirrel damage

One of the fundamentals for long term damage control is the assessment: what is the damage and what are the actual direct costs. This assessment includes downtime and time lost to repair equipment, crop production and yield loss, soil rehabilitation and weed control.

2. Monitoring ground squirrel numbers

A major building block for both assessing damage and developing long term management plans is estimating rodent numbers. This estimate also helps determine if, when, where and what type of management tool to employ when numbers reach certain levels.

For instance, a ground squirrel colony in a field may remain small for several years and not cause any appreciable damage, so the landholder may be tolerant and not use any controls. However this assessment cannot be done without regular and accurate monitoring. Monitoring, therefore, can save valuable time and effort that might be put into direct management efforts.

Conversely, when populations expand and disperse rapidly, the landholder should take remedial action because the population may have surpassed its economic threshold (the point at which it is cost effective to employ control methods).

There are several ways to estimate ground squirrel numbers. A popular monitoring technique is the combination of electronically recorded stress calls and visual counts where ground squirrels respond physically, vocally or both.

One aspect of this technique is to visually count the number of squirrels in a 100 m by 100 m area that respond to a hand-held imitation ground squirrel call. Within this area, 5 Richardson's ground squirrels counted prior to young emerging or 20 ground squirrels counted after emergence of young are considered heavy populations.

Another good technique for estimating ground squirrel numbers is to count the active mounds within 1 m as you walk 100 m. One active mound per 2 strides over 100 m is considered a heavy population.

The best method of estimating Richardson's ground squirrel densities is to live trap squirrels in a set area for one day and compare that number to previous capture numbers for the same area. This difference will indicate an increase or decrease in population numbers. Comparison of capture numbers needs to be done at the same time of the Richardson's ground squirrel cycle under similar weather conditions.

3. Forecasting ground squirrel numbers

Little or no information exists as to how and why ground squirrel numbers fluctuate and what triggers their dispersal. Such information would be helpful in assisting landholders to predict population changes and, in turn, determine what type of management strategy(s) should be implemented at any point. It is known that dry conditions magnify the fluctuations in Richardson's ground squirrel populations.

4. Action and economic thresholds

The **action threshold** is the population size of a colony of ground squirrels that will require remedial action to prevent any increase that could result in unacceptable economic loss.

The economic threshold is the population size of a colony that will require immediate management because the size is known to exceed the point where it will cause unacceptable economic loss to the landholder. One active mound per 4 strides or 20 per cent crop damage over 100 m is a concern for possible control measures.

Cultural Control

Humans came into conflict with several species of animals following the settlement and subsequent cultivation of the prairies. Although many animals were driven off the prairies, Richardson's ground squirrels survived despite early efforts at extermination. These ground squirrels are now found on almost all man-altered landscapes, from cultivated farmland to finely manicured golf courses throughout the animal's natural range.

Some research has been conducted on the effects of tall vegetation (over 30 cm) on ground squirrel movement. The data, while sketchy, indicates that squirrels avoid tall vegetation stands, preferring more open grass fields. This finding means that medium to high vegetation could be useful in preventing or slowing down ground squirrel invasion.

The use of raptor (hawk and owl) platforms, nest boxes and perches close to ground squirrel colonies will also help reduce their numbers and will limit colony growth and expansion. One platform per quarter section is adequate in areas of limited trees as raptors are quite territorial. Platforms need to be at least 10 feet high and having 2 big round bales standing on end has attracted raptors to nest.

Biological control measures

Natural attrition

Richardson's ground squirrels are prey for many ground and avian predators that include coyote, fox, badger, skunk, weasel, crow, magpie, raven, owls and most large birds of prey.

Many predators rely on ground squirrels as an intermediate food source while some, like the ferruginous hawk, depend almost entirely on this single food source to fledge their chicks.

Juvenile male squirrels make up most of the available food source for predators; up to half are lost to predation alone. Although females are also killed by predators, their mortality rate is somewhat lower than males due to their differences in territorial behaviour.

While natural attrition accounts for a good portion of ground squirrel mortality, the overall effect in reducing damage is not significant. Even so, encouraging natural predators onto or near ground squirrel colonies is worthwhile.

Retaining isolated patches and corridors of vegetation for ground nesting birds and mammals as well as erecting artificial platforms for aerial nesters will always help.

Promoting vegetation growth around or near watercourses, fencelines, sloughs and other natural locations will also encourage natural predators.

Fertility

Recent developments in the field of immuno-contraceptives have positive implications for managing ground squirrels. Where numbers are high, ground squirrel populations can be stabilized and controlled at or below action or economic thresholds through the use of contraception and sterilization technology.

Much work is still needed to develop this type of technology, but the concept of managing and maintaining ground squirrel populations through fertility agents has a promising future.

Lethal control

Four methods of lethal control are recognized:

- poison
- trapping
- fumigation
- shooting

Acute poisons

Read instructions carefully and always follow directions for use of all poisons. Only use registered control products.

The only two acute poisons registered for ground squirrels are strychnine alkaloid and zinc phosphide. These poisons are called acute (single dose poisons) because a lethal dose is available in a single meal.

Strychnine causes death by interfering with the central nervous system, resulting in muscle spasms that lead to respiratory failure and death.

Zinc phosphide causes death due to asphyxia from the production of phosphine gas (PH_3) in the victim's stomach. Zinc phosphide can be absorbed in small amounts through the skin, so rubber gloves should be worn when handling this bait.

Strychnine alkaloid (0.4 %) and zinc phosphide (2.0 %) are registered as restricted or commercial baits for ground squirrel control and have certain use restrictions. Check with the vendor for use restrictions before purchasing these products.

Carefully read and follow label directions. Poisoned grain must be placed below the ground surface within the entrance of the burrow or placed in a secure bait station. The prescribed amount of bait should be placed well

within each active burrow entrance. Burrows will usually have several entrances, so every opening need not be baited.

Baits must be set out and properly monitored; otherwise, ground squirrels may not consume a lethal amount and will only be temporarily poisoned and quickly recover. In such cases, ground squirrels will associate their illness with the bait and will avoid further food baits.

Always ensure that sufficient bait has been placed. The greatest success in poison baiting occurs during the first 24 hours and quickly tapers off. This tapering-off happens primarily because not every animal in the colony will seek, find and eat a lethal dose of the bait, and some may not have any desire to eat the bait at the time of discovery.

Repeated baiting with the same bait during the same year is generally unsuccessful. Therefore, baiting should be done thoroughly and correctly the first time.

Bait shyness can be prevented by pre-baiting, which means offering ground squirrels untreated grain, such as oats, for several days before baiting to get them used to the food bait. Pre-baiting ground squirrels to a "new" food improves the likelihood of their eating a lethal dose of poisoned bait. Studies have shown that pre-baiting often improves bait acceptance and, therefore, ground squirrel control. The major disadvantage to pre-baiting is the cost of labour and grain.

Only use fresh bait. Spoiled, dirty, contaminated or old bait will not be eaten by ground squirrels.

Anti-coagulant poisons

Rozol bait (chlorophacinone) is an anti-coagulant bait registered for the control of ground squirrels. It may be used in both agricultural and residential areas (with some restrictions – consult with the vendor). Anti-coagulants interfere with the clotting mechanism of the blood and cause a relatively painless death from internal bleeding two to four or more days after the bait is eaten.

Anti-coagulant poisons are prepared in several grain bait formats such as extruded pellet, paraffinized block or loose meal. These poisons are also available in a liquid concentrate for convenient mixing with grain.

For anti-coagulants to be effective, ground squirrels must consume more than one meal over a two- or three-day period. Thus, the control period is considerably longer than with acute poisons and, as such, more costly and time consuming. Also, ground squirrels will continue to consume bait (and damage crops) even after they have ingested a lethal dose. It is believed that anti-coagulant baits do not cause bait shyness.

One advantage to anti-coagulants is that they do not pose a significant risk to non-target animals that eat the bait or poisoned ground squirrels. However raptors and other predators that prefer live prey are attracted to the poisoned Richardson's ground squirrel for the three- to five-day period before the ground squirrel dies. This extended exposure to poisoned squirrels means that birds of prey and other predators are significantly at risk when humans use anti-coagulant poisons.

Bait stations

An alternative to hand baiting or spot baiting is a bait station. Most farm retailers carry a wide variety of commercially manufactured bait stations that are affordable, durable and work very well.

If using the "T" shape style bait station, it should be placed and properly secured (use wire) to a fence post to prevent stock from rubbing it and knocking it over.

Each station should contain about 500 g (1 lb) of bait. Bait stations should be checked daily to maintain an uninterrupted supply of bait for a few weeks or until feeding ceases. One bait station will expose rodents 50 to 100 m away to the bait.

A popular homemade bait station that works well is a 1.2 to 2 m length of PVC pipe, 10 to 15 cm in diameter. Like other bait stations, these stations should be well secured to the ground to prevent spillage.

PVC inverted-T anti-coagulant bait station

You can manufacture your own bait station using PVC tubing (see Figure 2). Use PVC pipe no smaller than 10 cm in diameter for ground squirrels. The "T" long, upright end, 60 to 75 cm, is where the bait is placed. Keep this end upright by securing it to a fence post, building, tree or metal stake, etc. After filling with bait, place a plastic cap on the end to keep moisture out.

Keep fresh bait in the station at all times during the control program.

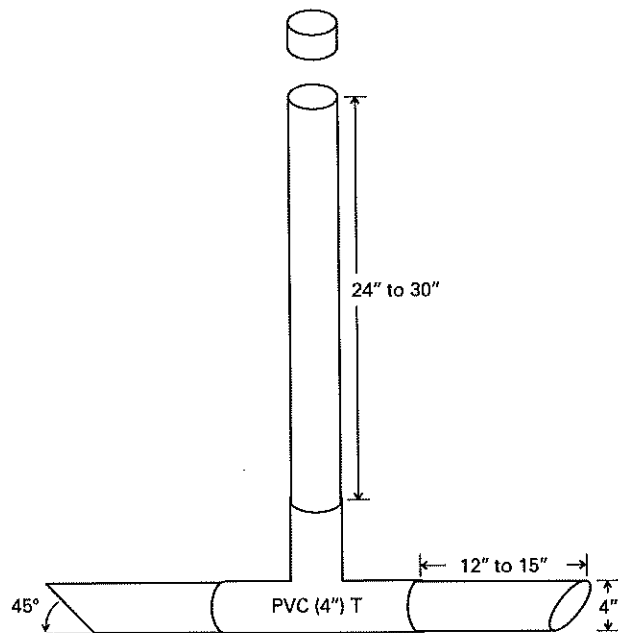


Figure 2. Commonly used inverted "T" ground squirrel bait station made of 10 cm PVC pipe – stake secures station in upright position

What bait and method should be used?

Bait type and method of use will be determined by the following considerations:

- human safety
- hazards to livestock, pets and non-target wildlife
- cost
- effectiveness of control
- appropriateness

All toxicants are potentially dangerous and should be handled with the utmost care to avoid accidental poisoning. Even though anti-coagulants are generally less hazardous than strychnine or zinc phosphide, they must be handled with care.

Most mammals and birds have a low tolerance to strychnine and zinc phosphide. Because these poisons act so quickly, they present a considerable risk to all life forms. The time from eating poison bait to sickness and death can be minutes, so speed is essential in the administration of first aid and the treatment of accidental consumption.

Rodents are more susceptible to anti-coagulant poisoning than many non-target animals, such as birds. Thus, anti-coagulants are a more appropriate control agent for Richardson's ground squirrels. The time from ingestion to death is usually three to five days for anti-coagulants,

which is sufficient time to provide proper medical attention to an accidentally poisoned pet or livestock animal.

Hazards to livestock, pets and wildlife depend almost entirely on the baiting technique. Non-target poisoning can occur by non-target animals eating the bait or eating animals that have been poisoned. Placing bait within the burrow will reduce the risk of non-target poisoning. As previously mentioned, bait stations offer a secure alternative to spot placement of bait.

Every day for a week after using poisons, conduct a thorough search to pick up dead ground squirrels. Always wear gloves and dispose of dead rodents properly (see product label).

Generally, the best time to use poison baits is just before vegetation begins to turn green in the spring, soon after males and females have emerged from hibernation. Poison baits are generally less effective during late spring and summer because ground squirrels do not readily consume grain at this time of year.

It is believed, however, that just before entering hibernation in late summer, squirrels may consume grain baits because of their dietary changes as they consume high energy foods, such as seeds, in preparation for hibernation.

Other control methods

Fumigants

Ground squirrels can be killed in their burrow systems by using one of several toxic gases called fumigants. However, fumigants are only effective if ground squirrels are present in their burrows, so fumigation should only be done early in the morning or late in the day or when the rodents are not aboveground (i.e. during cool, cloudy or rainy weather). Some fumigants work equally well during the day where ground squirrels have been seen entering their burrow.

Burrow fumigation has the advantage over other toxicants and trapping because fumigants are not linked to a specific behavioural response to achieve effective results. The downside, however, is that fumigants tend to be less selective than poison food baits. Like other control agents, fumigation is most effective soon after ground squirrels emerge from winter hibernation when their numbers are lowest.

Gas cartridges (sold as "Giant Destroyer" or "Woodchuck Bomb") are easy to use and are available from farm, hardware or horticultural retailers. Place the lit cartridge into the entrance of the main burrow. Then, with a shovel handle or your foot, quickly cover the burrow entrance

with soil or sod and tamp tight to seal in the fumigant. For best results, seal all auxiliary holes before placing the cartridge in the burrow entrance.

Fumigants work best when soil moisture is high because gas absorption and leakage are minimal in moist soils. In loose soil, place crumpled paper in the burrow after you toss in the gas cartridge. This method will prevent dirt from covering up the gas cartridge. Do not use pyrotechnic (burning) cartridges near buildings because high temperatures and open flame may cause fires.

Phostoxin (aluminum phosphide) produces a lethal gas through the slow sublimation process of the pellet similar to that of a mothball. The downside to this method is a longer fumigation time. Phostoxin produces an almost odourless phosphine gas that quickly enters the animal's bloodstream causing death by asphyxiation.

Due to the rapid action of aluminum phosphide, this product is most effective when used in the early evening after the squirrels have entered their burrows for the night. It is recommended that two or three pellets be placed within the main (most active) burrow entrance and quickly sealed with dirt. All nearby burrow holes do not need to be treated, but should be properly sealed with dirt. In dry soil conditions, add a piece of newspaper soaked in water to enhance gas production.

Rocon Concentrate Rodenticide is a recently developed control agent that causes death by asphyxia or drowning although it is listed as a fumigant. Rocon Concentrate is a quick expanding, soapy liquid that is introduced into the burrow from a pressurized tank through a hand-held wand. Rocon Concentrate quickly fills the entire burrow system causing the squirrels to either drown in the soapy foam or die from asphyxia.

Rocon Concentrate requires considerably more labour than other fumigants, but has excellent potential in urban areas such as residential green spaces because it contains no pesticides. Like other fumigants, Rocon Concentrate requires the same application strategy because the rodents must be present in the burrows where the product is used. Soft water or a water softener need to be used with Rocon as the detergent functions much better with soft water.

Carbon-monoxide gas from a gasoline vehicle is somewhat effective, but due to cost, its use is restricted to small areas or few rodents. Use a proper flexible gassing hose, place it deep into the burrow entrance and tamp soil around the hose to contain the gas. Seal up all holes with dirt, and gas the burrow for at least 30 minutes. Do not open holes for 24 hours.

Trapping

Although trapping is labour-intensive, it can be highly effective, particularly in small areas or where rodent

numbers are few. Trapping can be conducted any time of year, but the best results will be achieved soon after adult squirrels emerge from winter hibernation.

Always place leghold traps as deep within the burrow as possible to avoid capturing non-target animals such as birds, skunks or pets. Check traps regularly and quickly dispatch and dispose of captured squirrels.

Humane box or cage traps quickly capture ground squirrels unharmed for disposal. Be sure to place these traps on level ground so that they will not tip easily when the squirrel enters. Box traps do not require a food lure; however, when dealing with a small number of squirrels, a little peanut butter or nutmeat can be used to encourage Richardson's ground squirrels to enter the trap

Shooting

If local laws permit, shooting the ground squirrels with a .22 or varmint caliber rifle can provide good control where squirrel numbers are relatively low or the size of the infestation is small. This control method is more time-consuming but can be cost effective if recreational shooters can be employed. For safety and legal considerations, shooting is generally limited to rural, agricultural land far beyond acreage and suburban development areas.

Ground squirrels that are repeatedly shot at become hunter-shy quickly and will immediately disappear at the sight of a hunter. Rarely can one get close enough to use a pellet gun effectively, and the use of a shotgun is not recommended.

Other methods

Cultural

Once ground squirrels have been removed from a pasture or crop area, re-invasion can be reduced by cultivating their burrow systems. Crop rotation of an infested pasture is recommended.

Flammable and toxic chemicals

Flammable gases are not registered for ground squirrel control even though many have been touted as an effective method to kill ground squirrels. However, highly inflammable gases such as acetylene and propane pose a serious risk of injury or death to users and passers-by, and for these reasons, they should not be used.

Gas exploding devices or **anhydrous ammonia** or other toxic gases have not proven to be safe, reliable or effective. Studies have shown that introducing and igniting oxy-acetylene or propane/oxygen mixtures in ground squirrel burrows is not particularly effective on large-area operations.

Although no data exists on the effectiveness of anhydrous ammonia, there have been, at best, mixed results with its use. The cost, utility, practicality and labour are considered serious drawbacks to anhydrous ammonia fumigation.

The main concern with flammables and anhydrous ammonia is user and bystander safety. In fact, due to the high risk of chemical exposure, anhydrous ammonia suppliers refuse to sell their product for this control purpose.

Vacuum

Vacuum devices that suck rodents out of their burrows are regularly used in the United States for prairie dog control and may have application for ground squirrels in solid soil types. However, no reliable Alberta data exists at this time to confirm or deny the usefulness of this method of ground squirrel control.

Prepared by

Alberta Agriculture and Rural Development

For more information

Alberta Ag-Info Centre
Call toll free: 310-FARM (3276)

Website: www.agriculture.alberta.ca

CANEX PEST CONTROL SERVICES ***1-877-790-PEST (7378)***

INTEGRITY PEST MANAGEMENT SYSTEM

Prepared for

Town of Penhold

Attention: Rick Binnendyk

rbinnendyk@townofpenhold.ca

403.886.4567

Re: Richardson Ground Squirrels



By Michael Zborowsky
Operations Manager

Canex Pest Control Inc.

July 2, 2019

MISSION STATEMENT

“INNOVATIVE PEST SOLUTIONS USING TODAY’S TECHNOLOGY”

Canex Pest Control Inc. is a full service company that allows for dynamic growth. Canex, in its processes and activities, is committed to the pursuit of excellence. These actions are achieved by a co-operation of dedicated responsive employees and by using the latest pest control technology. Our commitment to safety and pride of workmanship allows Canex Pest Control to utilize a system that protects public health and the ecosystem.

Quality Assurance

Canex will provide our customers with the highest standards of service and continue to remain competitive in the market. This level is maintained by enhanced education on an ongoing basis. We acknowledge that the reasons behind the success of the past must be continuously fine-tuned and innovative to ensure success and profitability into the future.







ABOUT CANEX

Canex Pest Control Inc. is a 100% Canadian owned and operated business serving Calgary, Red Deer, and surrounding Alberta communities. We are committed to bringing your home or business the highest quality service in the industry. We are always working with you, on your schedule, to eradicate all pest problems. This has made Canex Pest Control what it is today. You will benefit from our continual improvements and advanced customer service. We maintain a membership with the following organizations:

Organizations	
Better business bureau of southern Alberta	
Canadian Pest Management Association	<p>CANADIAN PEST MANAGEMENT ASSOCIATION</p>  <p>ASSOCIATION CANADIENNE DE LA GESTION PARASITAIRE</p>
Pest Management Association of Alberta	
National Pest Management Association	 <p>NATIONAL PEST MANAGEMENT ASSOCIATION inc. <i>Protectors of Public Health and Property International</i></p>

CERTIFICATION MATRIX

We pride ourselves on our in-house training program, which includes a full time training officer. In addition to being licensed applicators, our technicians are also certified in the following:

Fly Abatement	
Core Pesticide Applications	
Landscape Pest Control	
Confined space entry	
Standard First Aid	
St Johns Ambulance CPR	

RESOURCES

Name	Title	Contact Information
Mr. Michael Zborowsky	Operations Manager	T.F. (877) 790-PEST(7378) Phone: (403) 668-0960 Email: mike.z@telus.net can-ex@telus.net Fax: (403) 668-1290
Mr. Jason Dreger	Chief Information Officer	
Ms. Nikki Brown	Quality Assurance	
Mr. Mike Roy	Senior Pest Management Professional	
Ms Lindy Oliver	Dispatch	

OUR SAFETY AND WORKPLACE POLICIES

We have many internal policies concerning safety and workplace procedures of which we would be pleased to share any of these with you if requested. Some of our policies are:

- Confined Entry Policy (in conjunction with Part X1 of the Canadian Occupational Safety and Health Regulators)
- Working alone Policy
- Fall Protection Policy
- Hazard assessment and Prevention Plans
- Environmental Policy
- Hanta Virus Clean-up Policy

HOURS OF SERVICE

1. Business hours are from 08:00am to 17:30pm Monday to Saturday.
2. All general service will be performed during these hours on a scheduled basis, formulated for each facility.
3. Response time for calls outside of general service required during normal working hours would be six (6) hours.
4. Response time for calls outside of normal working hours would be twelve (12) hours.

INSURANCE REQUIREMENTS

1. CPC currently carries a two (2) million commercial general liability policy. We would be pleased to provide written evidence upon acceptance of this proposal.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM

1. We would supply each location with all current Material Safety Data Sheets (MSDS) of products used at each facility.

RECORDS MANAGEMENT

1. Each service our Pest Management Technician would complete a detailed sanitation and activity report. This report would itemize pest control devices serviced, pest levels present, action taken, sanitation conditions, or habitat modification required by facility area.
2. The purpose of this is to have complete information on hand when needed to review history, ensure compliance, and evaluate results or the effectiveness of the programme.

PRODUCT AND SERVICE SPECIFICATIONS

1. All pesticides, materials and equipment are approved and registered by the Pest Control Products Act, Agriculture Canada. All application and use procedures by our Pest Management Technicians would be in accordance with federal and local ordinances.
2. Our Pest Management Professionals (PMPs) would perform service in such a manner that there would be no chemical contamination to stored materials, no foul or pungent odours, no poisonous chemicals positioned so as to create hazards to humans, and no carcasses that may be deemed offensive to humans.

STAFFING

1. All Canex Pest Management Technicians are required to wear approved uniforms and Canex photo identification badges, and will, where required, report to the Site Contact Department for security badges prior to work being performed. Wherever possible, Canex will assign two (2) staff members to each facility, with one designated as the main contact. In this way, continuity of service and familiarization of these sites are maintained.

RICHARDSON GROUND SQUIRRELS



2. Richardson ground squirrels are medium-sized, ground-dwelling mammals found on the prairies of North America. These rodents are called gophers throughout much of their geographic range, but other names such as prairie dogs, picket-pin, or flickertail are used in various parts of North America.

3. Ground squirrels, which are active by day, are true hibernators; they are also estivation mammals that sleep throughout the heat of summer. Adult males emerge out of their underground burrows in February and are seen to October. They only spend about one-sixth of their year above ground. Adult females, which come up in March, retire by early August. Young females go underground a month later. Juvenile males retire from late October, into November or even early December, if winter comes late, trying to gain extra weight, needed in competing with adult males for breeding rights next spring. While in hibernation, ground squirrels awaken about once every two weeks.
4. Mating takes place in March, soon after the females emerge. After a gestation period of only 22 days, she gives birth to litter of 3 to 11 young. The helpless newborns grow quickly and appear above ground for the first time when three weeks of age, near the beginning of May. A week later they are fully weaned, dieting on green vegetation, seeds, and insects.

SCOPE OF WORK WITH CONTROL MEASURES

As per our previous discussion regarding Richardson's ground squirrels, Canex Pest Control objective is to develop a custom long term integrated pest management program to eliminate, control, and evaluate sustainable systems on active Richardson ground squirrels in your areas of concern. The site evaluation started July 2nd and was completed July 15th as it took a couple of work tickets due to the high levels of the infestation and having poor weather conditions. Our strategy brings active populations well below tolerant levels and prevents injury trip fall liability in public areas.

Unfortunately once Richardson's ground squirrels have established the burrow systems, habitat modification (non pesticides) followed with rodenticides is required to keeping below economic thresholds. Controlling methods become challenging and difficult because removal of ground squirrels results in unoccupied burrows that are eventually re-occupied by other ground squirrels in surrounding farm lands. We have designed a grid map on high stress areas i.e. storm water ponds, tree hazards, pathways, town parks, and residential homes. The flagged areas should be treated, tilled, and levelled as deep as possible to destroy existing tunnels and entrances. Over 400 burrows were observed during the evaluation process. The tunnels systems are located at depths of 15-80 cm.

Our professional recommendations are as follows:

- On the initial visit:
 1. Individual treatment of active burrows (holes) or tunnel systems for the Richardson's ground squirrels which reduces the possibility of secondary poisoning and increases the degree of control.
 2. The high priority areas would be targeted using 15lbs of Gopher bait per hole.
 3. Install 30 secured with unique key tamper resistant bait stations to prevent children and non target animals.
 4. Setting up a border control strategy (Perimeter Trapline) to protect the water chamber systems using 2 dozen traps for 8 ha of hayland.

- On 1st follow up:
 5. Within 48 hours from initial we will rebait all tunnel systems with probe unit where bait has been consumed or removed.
 6. Remove and bury any bodies which are present above ground.
 - On 2nd follow up:
 7. To ensure zero tolerance technicians will backtrack these areas, retreating active burrows and filling in rodent burrows to reduce work place and public injury liability.
 - Trapline will be inspected a least once every two weeks for the first month or until maintained levels are achieved. Remove dead animals and reset the traps.
 - Inspection of the field will be preformed once a month in season.
- *A well- maintained trapline will intercept at least 75 % of all invading gophers*

FEE SCHEDULE

- The take down of the Richardson Ground Squirrels and Pocket Gophers would be **\$4630.13 plus G.S.T.**
- Filling in rodent burrows to reduce public and work place injury liability would be **\$3336.42 plus G.S.T.**
- The boarder control strategy program which includes up to 2 visits per month starting in Sept to Oct. The cost for this monthly program would be **\$945.10 plus G.S.T.**

Please Note: We will provide warning signs for public to be aware of service being performed at target areas.

We are also willing to work barter with sponsorship community long-term partnerships to help protect your **PROPERTY- PEOPLE- ENVIRONMENTS**. We as a small family business appreciate the opportunity you give to our team over the years!!!

Should you have any questions or concerns please feel free to call me Toll Free at 1.877.790.7378 or via direct cell @ 403.863.8727.

Yours truly,
Canex Pest Control Inc.

Michael Zborowsky,
Operations Manager

Town of Penhold



REQUEST FOR DECISION

June 19th, 2019

TITLE: Promissory Note with Hawkrigde Estates Developments Ltd.

RECOMMENDATION:

That the Town proceed with the development and paving of the identified roadway on the parcel located at Plan 1321985, Block 6, Lot 4.

LEGISLATIVE AUTHORITY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 3 (b) To provide services, facilities or other thing that, in the opinion of council, are necessary or desirable for all or a part of the community.

BACKGROUND:

Administration has received multiple calls regarding the lack of a paved road access in the Hawkrigde Boulevard business strip. Administration has been in contact with Hawkrigde Estates Developments Ltd. requesting that they complete this work as it was a development commitment. As of this report the work has not been completed therefore the Town has offered its assistance in the development and paving of an access road with the Developer reimbursing the Town for the cost.

ALTERNATIVES:

Council does not accept the recommendation and directs Administration to work with the Developer to have this completed.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared By: Rick Binnendyk, CAO

CAO

WHEREAS pursuant to its development commitments relating to Plan 1321985, Block 6, Lot 4, Excepting thereout all mine and minerals ("the Lands"), Hawkridge Estates Development Ltd. ("the Developer") was required to develop certain infrastructure, including the development and paving of certain roadway, notably 552 m2 extending from Hawkridge Boulevard, Town of Penhold, Alberta, more particularly outlined in red on the sketch attached hereto ("the Area");

WHEREAS by way of mutual agreement and for good and valuable consideration, the Town of Penhold (the Town") has agreed to develop and pave the Area, on the promise of Developer to costs associated with same, in the amount of \$22,312.00 plus interest in accordance with the Bank of Canada Prime Interest Rate as posted from time to time, upon the sale or subdivision, of the Lands, or by July 31, 2029, whichever event occurs first.

PROMISSORY NOTE

\$22,312.00 CDN

Date: July 15, 2019

Due Date: UPON THE SALE OR DEVELOPMENT OF THE LANDS, OR JULY 31, 2029, WHICHEVER SHALL OCCUR FIRST

FOR VALUE RECEIVED, including the undertaking to pave the Area and fresh consideration of ten (\$10.00) dollars, the receipt and sufficiency is acknowledged, **973081 ALBERTA LTD. (HAWKRIDGE ESTATES DEVELOPMENTS LTD.)** (the "Developer"), promises to pay to **THE TOWN OF PENHOLD** (the "Lender"), at the Town of Penhold, in the Province of Alberta, or such other place as the Lender may designate in writing, the sum of TWENTY-TWO THOUSAND, THREE HUNDRED AND TWELVE ----- 00/100 (\$22,312.00) DOLLARS, or so much thereof as shall from time to time remain unpaid (the "Principal Amount"). Interest shall accrue, starting January 1, 2020, at a rate of the Bank of Canada posted prime rate, from time to time, per annum, before and after default. All sums, both the Principal Amount and interest, shall become payable, in full, upon the sale, development of the Lands or July 31, 2029, whichever shall occur first, and within thirty (30) days of such sale, development or demand.

The undersigned may pay all or any part of the balance owing under this note at any time prior to the Due Date, without notice, bonus, or penalty.

It is further specifically acknowledged and agreed that this Promissory Note is a specific charge and encumbrance and may be secured by way of a Caveat registered in the South Alberta Land Titles Office, against the properties located in the Town of Penhold, in the Province of Alberta, legally described as follows:

PLAN 1321985

BLOCK 6

LOT 4

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 0.466 HECTARES (1.15 ACRES) MORE OR LESS

(the "Lands")

to secure the payment to the Town of all indebtedness outstanding pursuant to this Promissory Note, including all interest and costs, including but not restricted to solicitor and client costs on a solicitor and his own client full indemnity basis, of enforcing the security herein;

The Developer will not take any steps to challenge or remove such Caveat or Caveats so long as the charge herein created remains in effect;

That if there is a default made in the payment or the amount owing under the Promissory Note, the Town shall be entitled to exercise all the usual rights of a mortgagee including, without limiting the foregoing, the right to enter into possession of the Charged Lands and/or sell and dispose of the same;

This security shall not operate as a merger of any simple contract debt or in any way suspend payment of, prejudice or affect the rights, remedies and securities held by the Town for the payment thereof;

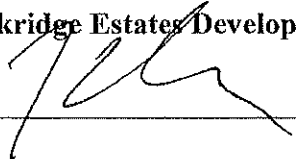
The undersigned hereby waives presentment for payment, protest, notice of protest, demand for payment and notice of non-payment. Notice given to, or security taken from or release of any security or composition or arrangement entered into with any party hereto shall not prejudice the rights of the holder to proceed against any other party.

Pursuant to Section 7 of the *Limitations Act*, as amended or similar limitation legislation, the Town of Penhold and the Developer acknowledges and agrees that the limitation period provided for in the *Limitations Act*, R.S.A. 2000, c.1-12, shall not commence to run until the property has been sold, developed, or the Due Date has passed.

The Promissory Note and the promise to pay the sum secured by it, is binding not only on the undersigned Developers, but also their trustees, affiliates, successors, and assigns.

Signed this 15 day of July, 2019.

Hawkrige Estates Development Ltd.

Per:  _____

Per:  _____

c/s

Town of Penhold



REQUEST FOR DECISION

July 16th, 2019

TITLE: South Red Deer Regional Wastewater Commission:
Minutes of Annual General Meeting of the Board on Apr. 26, 2019; and
Minutes of Regular Meeting of the Board on Apr. 26, 2019

RECOMMENDATION:

That Council accepts the Minutes of the AGM of the Board on Apr. 26, 2019 and the Minutes of the Regular Meeting of the Board on Apr. 26, 2019 as presented..

LEGISLATIVE AUTHORITY:

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.

BACKGROUND:

See attachment

ALTERNATIVES:

1. Council refer the matter back to Administration for additional information.

Presented at the: July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Rick Binnendyk, CAO

CAO



South Red Deer Regional Wastewater Commission

Minutes of the Annual General Meeting of the Board South Red Deer Regional Wastewater Commission Friday, April 26th, 2019 Red Deer County Meeting Room

Board Members Present:

Mike Walsh	Town of Penhold (Chair)
Jean Bota	Red Deer County (Vice Chair)
Wanda Blatz	Town of Olds
Danny Rieberger	Town of Innisfail
Robb Stuart	Town of Bowden
Not represented	Mountain View County

Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
Andy Treu	Red Deer County
Scott Chant	Town of Olds
John Van Doesburg	MVRWSC
Julie Oliver	MNP, LLP
Laura Allard	MNP, LLP

1.0 Call to Order:

Mike Walsh, Chair, called the Meeting to order at 9:00 A.M.

2.0 Adoption of Agenda

RES 19-146

Moved by Jean Bota

That the Agenda for the Annual General Meeting of April 26th, 2019 be adopted as presented.

Carried.

3.1 Chairman's Annual Report

Chairman Mike Walsh presented his annual report outlining highlights of 2018, and strategic initiatives and direction for 2019.

RES 19-147

Moved by Wanda Blatz

That the SRDRWC Board accept as information the Chairman's annual report.

Carried.

At the request of the auditors, the board went into closed session to discuss the confidential nature of a provision for a change in a liability.

RES 19-148

Moved by Wanda Blatz

That the SRDRWC Board move in camera at 9:03 am.

Carried.

The Board moved to Closed Session. John Van Doesburg, Andy Treu and Scott Chant left the meeting.

RES 19-149

Moved by Jean Bota

That the SRDRWC Board move out of camera at 9:08 am.

Carried.

The Board moved into Open Session, John Van Doesburg, Andy Treu and Scott Chant rejoined the meeting.

3.2 2018 Financial Statements

The Commission's independent auditors and the Chief Administrative Officer presented the 2018 Audited Financial Statements and notes to the board. Relevant changes to accounting standards were reviewed, as well as discussion of budget versus actual for all major revenue and expense categories.

3.3 2018 Audit Findings Report to the Board of Directors

The Commission's independent auditors reviewed the audit scope and highlighted relevant comments on findings of the audit. Following the audit findings report, the board moved in-camera to discuss the audit process with the audit team.

RES 19-150

Moved by Wanda Blatz

That the SRDRWC Board move in camera at 9:42 am.

Carried.

The Board moved to Closed Session. Michael Wuetherick, John Van Doesburg, Andy Treu and Scott Chant left the meeting.

RES 19-151

Moved by Robb Stuart

That the SRDRWC Board move out of camera at 9:48 am.

Carried.

The Board moved into Open Session, Michael Wuetherick, John Van Doesburg, Andy Treu and Scott Chant rejoined the meeting.

RES 19-152

Moved by Danny Rieberger

That the SRDRWC Board move to accept the 2018 Audited Financial Statements, subject to amended Note 17 as presented.

Carried.

RES 19-153

Moved by Wanda Blatz

That the SRDRWC Board move to accept the 2018 Audit Findings Report as presented.

Carried.

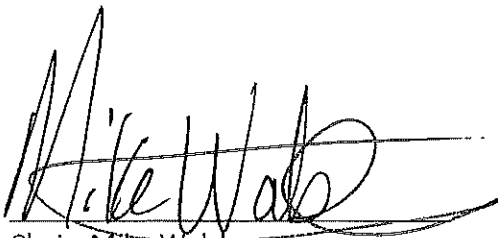
4.0 Adjournment

RES 19-154

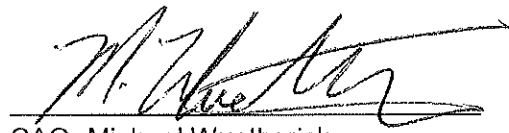
Moved by Jean Bota

That the Annual General Meeting be adjourned at 9:50 am.

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board South Red Deer Regional Wastewater Commission Friday, April 26th, 2019 Red Deer County Meeting Room

Board Members Present:

Mike Walsh	Town of Penhold (Chair)
Jean Bota	Red Deer County (Vice Chair)
Wanda Blatz	Town of Olds
Danny Rieberger	Town of Innisfail
Robb Stuart	Town of Bowden
Not represented	Mountain View County

Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
Andy Treu	Red Deer County
Scott Chant	Town of Olds
John Van Doesburg	MVRWSC
Stephan Weninger	Stantec
Don Munro	MPM Services

1.0 Call to Order:

Mike Walsh, Chair, called the Meeting to order at 9:50 A.M.

2.0 Adoption of Agenda

RES 19-155

Moved by Danny Rieberger

That the Agenda for the Regular Meeting of April 26th, 2019 be adopted as presented.
Carried.

3.0 Minutes

RES 19-156

Moved by Jean Bota

That the Regular Meeting Minutes of April 26th, 2019 be confirmed as presented.

Carried.

4.0 Business Arising from Previous Meetings

Administration presented an updated summary of business arising from previous meetings.

RES 19-157

Moved by Wanda Blatz

That the SRDRWC Board accept as information Administration's update on the business arising from previous meetings.

Carried.

5.0 Business

5.1 Transitional Approach to O&M Services

Administration presented an update on the provision of operating and maintenance services for July 2019. Scott Chant, Director of Operations for the Town of Olds discussed a proposal from the municipalities of Olds, Innisfail and Penhold to provide operations staff and resources to operate the regional lift stations. John Van Doesburg and Scott Chant provided the board with an overview of the historical context of the Town's operating the regional lift stations.

RES 19-158

Moved by Wanda Blatz

That the SRDRWC Board accept as information Administration's update on the provision of operating and maintenance services.

Carried.

RES 19-159

Moved by Jean Bota

That the SRDRWC Board direct Administration to engage Administrations in the Towns of Olds, Innisfail and Penhold regarding interim provision of operations services for SRDRWC.

Carried.

5.2 Operations and Project Manager's Update

John Van Doesburg provided an update on operations, and ongoing maintenance issues. CAO, Michael Wuetherick provided an update on the ongoing capital projects including Waskasoo line inspection, controls upgrade, and emergency replacement projects.

RES 19-160

Moved by Danny Rieberger

That the SRDRWC Board accept as information Administration's update on operations and project management update.

Carried.

John Van Doesburg left the meeting at 11:09 am.

5.3 Safety Policy and Development of Safety Program

Administration discussed a proposal from a safety consult to develop a comprehensive safety policy and manual for SRDRWC. With the expiration of the O&M contract with MVRWSC, SRDRWC will require its own safety policy and program.

RES 19-161

Moved by Wanda Blatz

That the SRDRWC Board authorize Administration to retain Dara Safety Inc. to prepare a Safety Policy and Manual for the Commission, including a budget provision for up to \$17,000 to complete the project.

Carried.

6.0 Reports

The Board received the following reports:

6.1 Chairman's Report

Chairman Mike Walsh informed the Board of an expression of interest from the Town of Sundre about consideration to connect to the SRDRWC via the Olds lift station.

RES 19-162

Moved by Wanda Blatz

That the SRDRWC Board direct the Chair, and Administration, to provide general information regarding the SRDRWC system with the Mayor of Sundre and meet with the Town of Sundre's council if requested.

Carried.

RES 19-163

Moved by Robb Stuart

That the SRDRWC Board accept as information the Chair's report.

Carried.

6.2 CAO's Report

RES 19-164

Moved by Jean Bota

That the SRDRWC Board accept as information the CAO's report.

Carried.

6.3 Financial and Other Reports to March 31st, 2019

RES 19-165

Moved by Robb Stuart

That the SRDRWC Board accept as information the CAO's financial and other reports as presented.

Carried.

7.0 Confidential Items

7.1 Board In-Camera Session

RES 19-166

Moved by Danny Rieberger

That the SRDRWC Board move in camera at 11:36 am.

Carried.

The Board moved to Closed Session. Michael Wuetherick, Andy Treu, Stephan Weninger and Don Munro left the meeting.

RES 19-167

Moved by Wanda Blatz

That the SRDRWC Board move out of camera at 11:46 am.

Carried.

The Board moved into Open Session, Michael Wuetherick rejoined the meeting.

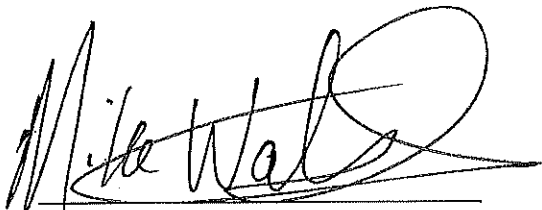
8.0 Adjournment

RES 19-168

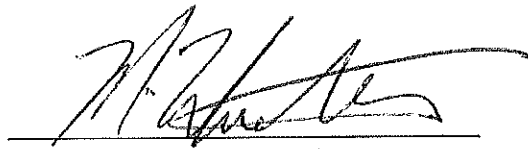
Moved by Jean Bota

That the Regular Meeting be adjourned at 11:48 am.

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick

Town of Penhold

REQUEST FOR DECISION



July 15th, 2019

TITLE: Amendment of the Oxford Landing Outline Plan and
First Reading of Bylaw 770/2019 to Amend Land Use Bylaw 757/2018

RECOMMENDATION:

1. That Council give First Reading to Bylaw 770/2019.
2. That Council set Monday August 26, 2019 at 5:30pm in Council Chambers as the date, time and place for a Public Hearing for Bylaw 770/2019.

LEGISLATIVE AUTHORITY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 640 as amended, authorizes the Council of a Municipality to enact a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality.

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 5 Division 9, section 191(1) the power to pass a bylaw... includes a power to amend... the bylaw.

BACKGROUND:

Melcor Developments Ltd is requesting changes to the Oxford Landing Outline Plan and the Land Use Bylaw to:

1. create a subdivision for row housing along Halifax Close and the south side of Oxford Boulevard under the Multiple Unit Residential District (R3);
2. change the size and designation of the commercial site at the corner of Waskasoo Avenue and Highway 42;
3. increase the area for Low Density Narrow Garage Lot Residential (R1-C) on Norseman Close;
4. increase the size of the local park in the southwest corner of Norseman Close;
5. provide municipal reserve for the trail along the west side of Waskasoo Avenue and north side of Highway 42 past the commercial site; and
6. adjust the lane patterns to provide lane access to all lots along Halifax Close.

Amendments to an approved outline plan require a resolution of Council to accept the proposed changes. A public hearing is not required; however, the outline plan describes the overall design of the future neighbourhood and provides the context for the requested change in designation under the Land Use Bylaw. For this reason, the outline plan amendments and the Land Use Bylaw amendment are being presented as a package.

The attached Oxford Landing Outline Plan dated “Amended 2019” contains the proposed amendments to the outline plan and shows what the plan would be like if all proposed amendments are approved by Council. Proposed changes in the plan’s text are highlighted in

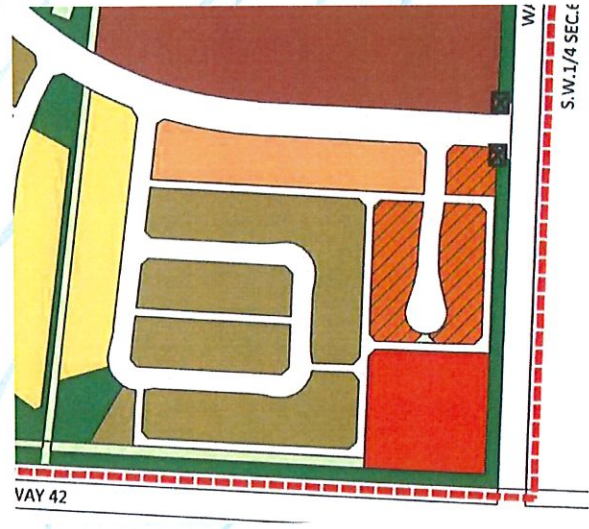
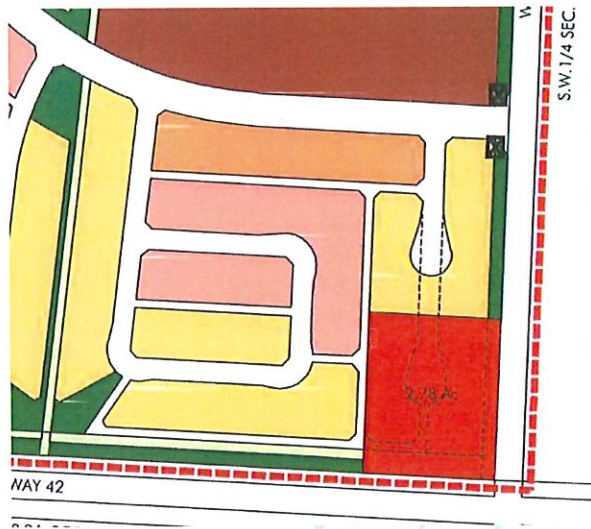
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yellow. Updated Figures (maps) have been provided reflecting the subdivision undertaken to date and the proposed changes in land uses, open space areas, and laneways. An updated phasing plan is provided.

The figures below show the differences between the concept plan of the approved outline plan and the proposed changes. All of the changes to the concept plan are located in the southeast corner of the Oxford Landing area to the south of Oxford Boulevard and east of the ATCO right of way.

Current Concept (Before)

Proposed Concept (After)



Legend for Current Concept

- Low Density Small Lot Residential District - R1A
- Low Density Narrow Lot Residential District - R1B
- Low Density Narrow Garage Lot Residential District - R1C
- General Residential District
- Multiple Unit Residential District - R3

- Manufactured Home Residential District - R5
- General Commercial District - C1
- Industrial/Business Service District - IB
- Municipal Reserve
- Public Utility Lot

Legend for Proposed Concept

- Low Density Small Lot Residential District - R1-A
- Low Density Narrow Lot Residential District - R1-B
- Low Density Narrow Lot with Garage District - R1-C
- General Residential District - R2 Duplex
- Multiple Unit Residential District - R3
- Multiple Unit Residential District - R3 Townhomes

- Manufactured Home Residential District - R5
- Highway Commercial District - C2
- Industrial/Business Service District - IB
- Municipal Reserve
- Outparcel (Regional Lift Station)
- Roadway/Lane

Bylaw 770/2019 proposes to change the Land Use Bylaw designation for part of the SE 1-37-28-4 from "Urban Reserve District (UR)" to "Multiple Unit Residential District (R3)" around Halifax Close. It also proposes changes to the minimum parcel area and minimum front yard

requirements to allow for smaller parcels and shorter front yards. This is in response to the creation of a cul-de-sac bulb at the south end of Halifax Close. The widest part of the cul-de-sac bulb does not allow for the same depth of lots.

In addition to the requested changes from Melcor Developments Ltd, Bylaw 770/2019 proposes to amend the R1-B District to re-insert the restriction on front driveways/access.

DISCUSSION:

Following first reading of Bylaw 770/2019, a Public Hearing is required prior to considering second reading. The proposed bylaw will be advertised in the Innisfail Province, and posted on the Town's website to allow for public input as part of the public hearing process. A copy of the proposed bylaw will be available for viewing at the Town Office. The Public Hearing is proposed to be set for August 26, 2019 at 5:30pm with second and third reading possibly following on that date.

The proposed amendments to the Oxford Landing Outline Plan will also be circulated for comments.

A more detailed report on the proposed amendments to the Outline Plan and Land Use Bylaw will be presented by Administration at the Public Hearing.

ALTERNATIVES:

1. Council defers back to Administration for more information.
2. Council does not give First Reading to Bylaw 770/2019.

Presented at the July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Craig Teal, RPP MCIP, Director, PCPS



CAO

Attachments:

1. Oxford Landing Outline Plan with Proposed Amendments dated "Amended 2019"
2. Bylaw Number 770/2019

TOWN OF PENHOLD
BYLAW NO. 770/2019

Being a Bylaw with the purpose to amend the Land Use Bylaw 757/2018 for the
Town of Penhold in the Province of Alberta.

WHEREAS: The *Municipal Government Act*, as amended, authorizes the Council of a Municipality to enact a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality; and

WHEREAS: The Council of the Town of Penhold deems it necessary and expedient to amend Land Use Bylaw No. 757/2018

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

1. Schedule A Land Use District Map is amended by CHANGING the designation of a portion of the SE 1-37-28-4 from "Urban Reserve District (UR)" to "Multiple Unit Residential District (R3)" as shown in the attached Schedule A of this bylaw.

2. Section 5.6 Multiple Unit Residential District (R3) is amended by ADDING the following under the Minimum Parcel Area sub-heading:

"Row housing fronting onto Halifax Close	155 m ² per interior unit parcel 205 m ² per end unit parcel"
---	--

3. Section 5.6 Multiple Unit Residential District (R3) is amended by REPLACING the existing text for the Minimum Front Yard sub-heading with the following:

"6.0m (20 ft.) except 5.0m (16 ft.) where the parcel fronts onto Halifax Close"

4. Section 5.3 Low Density Narrow Lot Residential District (R1-B) is amended by ADDING the following under the Other Requirements sub-heading:

"Front access to individual parcels will not be permitted. A minimum of 2 parking stalls must be provided on a parking pad located in the rear yard of the parcel."

Read a first time this 22nd day of July, 2019.

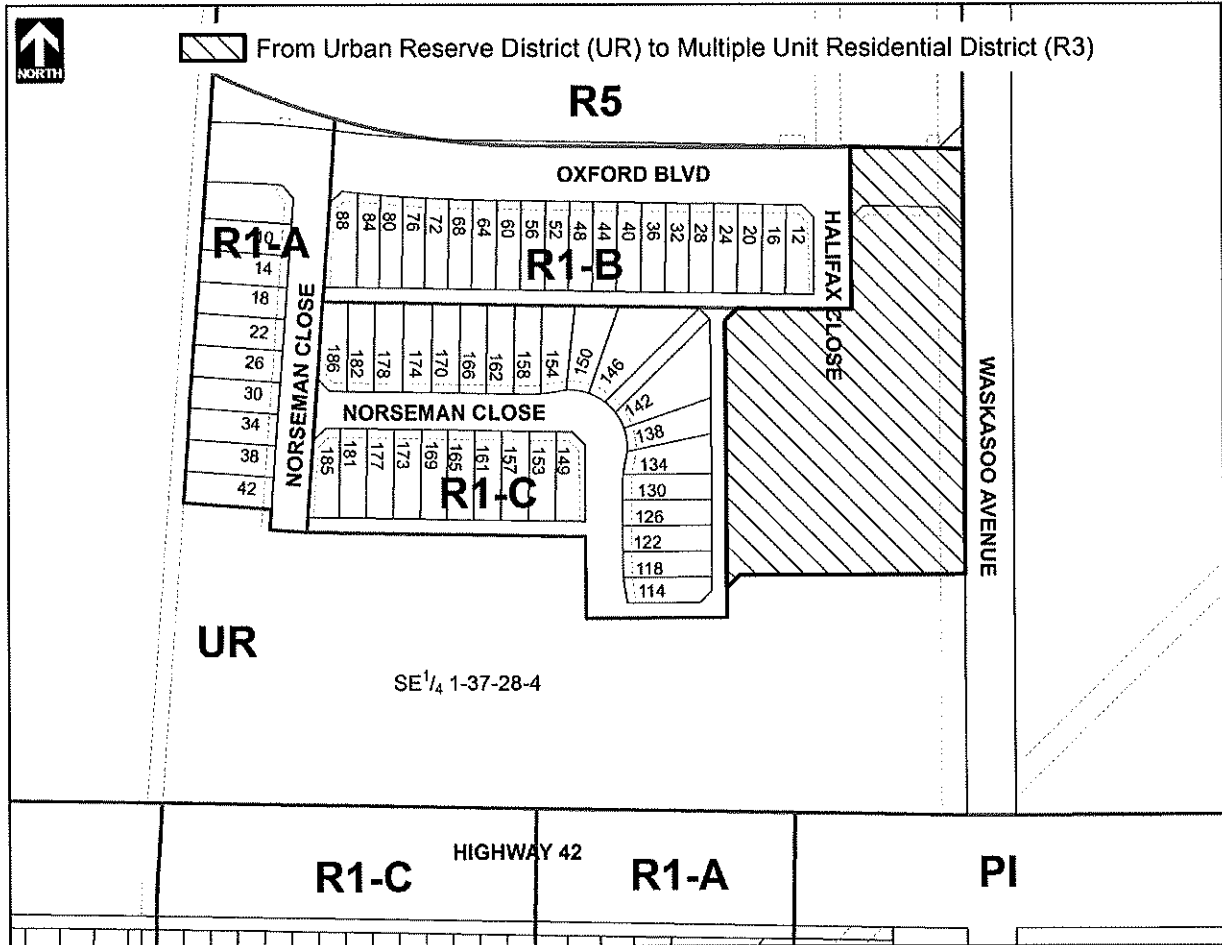
Read a second time this _____ day of August, 2019.

Read a third time and final time; and passed this _____ day of August, 2019.

Mayor

Chief Administrative Officer

SCHEDULE A – Bylaw Number 770/2019



Town of Penhold



REQUEST FOR DECISION

July 18th, 2019

TITLE: Council Correspondence

RECOMMENDATIONS:

That Council receives the correspondence for information as presented.

LEGISLATIVE AUTHORITY:

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”.

BACKGROUND:

The attached list is to keep Council informed and up-to-date on correspondence being received at the Town Office and to ensure that all email correspondence is being received by all Council members.

ATTACHED: none

EMAIL:

- June 21, 2019 FCM Communique: President's Corner | Gearing up for the big year ahead
- June 24, 2019 FCM Communique: FCM Voice: Canada's Parliament adjourns for the summer | National Indigenous Peoples Day | Ukraine Reform Conference | more
- June 24, 2019 Alberta Counsel: At A Glance - June 17 - 21
- June 21, 2019 Your Municipal World Daily for June 21, 2019
- June 26, 2019 PCPS: Draft minutes from June 20 AGM
- June 26, 2019 Email from Rick regarding condenser photos
- July 1, 2019 Central Alberta Economic Partnership Ltd.: The latest news from CAEP
- July 4, 2019 Email from Rick regarding Discovery Night & Emergency Preparedness posters
- July 7, 2019 Alberta Counsel: The NEWS from Alberta Counsel July 4
- July 5, 2019 Alberta Counsel: At A Glance - July 2 - 5, 2019
- July 8, 2019 AUMA Towns West Update
- July 9, 2019 Regional Economic Development Services Update - July 2019
- July 9, 2019 email from Carrie Black re: Canada Day thank you
- July 9, 2019 FCM Communique: FCM Voice: New federal strategies respond to FCM's recommendations | Ramping up our pre-election push | Toward Parity launches call for proposals | more
- July 11, 2019 Your Municipal World Daily for July 11, 2019

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- July 11, 2019 FCM Communique: Election 2019: It's go time
- July 13, 2019 email from Fire Chief re: vehicle fire in Penhold
- July 15, 2019 email from Rick re: Penhold Weekly Progress Update
- July 15, 2019 Alberta Counsel: At a Glance - July 8 - 12, 2019
- July 15, 2019 Your Municipal World Daily for July 12, 2019
- July 15, 2019 Catapult Entrepreneurs - Reminder: Newsletter July 11, 2019
- July 16, 2019 Your Municipal World Daily for July 16, 2019
- July 17, 2019 Your Municipal World Daily for July 17, 2019
- July 17, 2019 Alberta Counsel: The NEWS from Alberta Counsel - July 17, 2019

ALTERNATIVES:

That Council defers back to Administration and requests additional information.

Presented at the: July 22nd, 2019 Regular Council Meeting for the Town of Penhold

Prepared by: Bonnie Stearns, Legislative Assistant



CAO