TOWN OF PENHOLD – AGENDA

ORGANIZATIONAL MEETING
Monday October 26, 2026
(following the Regular Council Meeting)
Penhold Regional Multiplex, Town Council Chambers

1. **CALL TO ORDER – Mayor**

2. **ADOPTION OF THE AGENDA**

3. **DEPUTY MAYORS –** (currently every eight months) approved Nov. 3rd, 2025
   - November 2025 – June 2026: Councillor Teresa Cunningham
   - July 2026 – February 2027: Councillor Ken Denson
   - March 2027 – October 2027: Councillor Cameron Galisky
   - November 2027 – June 2028: Councillor Shaun Kranenborg
   - July 2028 – February 2029: Councillor Tyrone Muller
   - March 2029 – October 2029: Councillor Kathy Sitter

- Motion required to continue with the rotation order of Deputy Mayors as approved at the Nov. 3, 2025 Organizational Meeting.

4. **DATE, TIME AND LOCATION OF REGULAR COUNCIL MEETINGS**

- Motion required (currently held 2nd and 4th Monday of each month) (6:00 pm start) **AND FURTHER; should** the Council Meeting fall on a statutory Holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

5. **DATE, TIME AND LOCATION OF WORKSHOP MEETINGS**
   - Motion required (Workshops to be held pre-Regular Council meeting start).

6. **SIGNING AUTHORITIES**
   5.1 Currently Mayor Yargeau, Councillor Cunningham and Councillor Denson have signing authority.

7. **TOWN AUDITOR: Pivitol Chartered Professional Accountants**

8. **APPOINTMENT OF COUNCIL MEMBERS TO AUTHORITIES, BOARDS, COMMISSIONS AND COMMITTEES**

   Government & Legislative Departments:

   - **Emergency & Protective Services:**

     - Emergency Management Advisory Committee (suggested all members of Council)

- 2026/2027: all members of Council

- Restorative Justice: (monthly meetings)
  - 2026/2027:

- **Environmental Services:**
  - South Red Deer Regional Waste Water Commission (SRDRWWC): (monthly meetings)
    - 2026/2027: ; Alternate –
  - Central Alberta Regional Waste Management Commission:
    - 2026/2027: ; Alternate –

- **Planning & Development:**
  - Municipal Planning Commission (MPC)(3 council members; 2 members at large; chair and vice chair)
    - 2026/2027 – 1._____ , 2_____, ; Alternate –
    - 2026/2027 - Chair; Vice Chair
    - 2026/2027 – Members at Large: Kyle VandenBrink, Jarod Payot
  - Parkland Community Planning Services (PCPS)
    - 2026/2027: ; Alternate -
  - Inter-municipal Relations
    - 2026/2027:
  - Licensing Appeal Board (3 members)
    - 2026/2027:

- **Economic Development:**
  - Community Futures Central Alberta
    - 2026/2027:

- **Public Health & Welfare:**
  - Parkland Foundation, no alternate required
    - 2026/2027:
  - Community Services Advisory Board (1 member; 1 alternate)
    - 2026/2027: ; Alternate –
  - Red Deer & District Family and Community Support Services (FCSS)
    - 2026/2027: ; Alternate -
  - Penhold Fall Festival
    - 2026/2027: ; Alternate –

- Penhold District Museum
  - 2026/2027: ; Alternate –
- Seniors Drop-in Centre (last Thursday @ 2:00 pm)
  - 2026/2027: ; Alternate –
- Central Alberta Combative Sports Commission
  - 2026/2027: ; Alternate –
- Combative Sports in Alberta
  - 2026/2027:
- Penhold Community Leaders Society – Dog Park Committee
  - 2026/2027:
- Memorial Hall Committee
  - 2026/2027:

Library Services:

- Parkland Regional Library System (PRLS) – no alternate required
  - 2026/2027:
- Penhold and District Library – no alternate required
  - 2026/2027:

- **School Liaison:**
  - Jessie Duncan School:
    - 2026/2027: ; Alternate –
  - Penhold Waskasoo Middle School:
    - 2026/2027: ; Alternate –
  - Penhold Crossing High School:
    - 2026/2027: ; Alternate -

****The Mayor sits ex-officio on all Boards and Committees.**

9. ITEMS OF BUSINESS

8.1 Review of Travel Allowances

10. ADJOURNMENT

TOWN OF PENHOLD

ADMINISTRATION

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DATE: **October 26, 2026**
TO: **Town Council**
FROM: **Rick Binnendyk, CAO**
RE: **Review of Travel Allowances**

BACKGROUND:
The latest changes to travel allowances were made on Nov. 3, 2025, at the Organizational meeting. In review of the website it appears there has been an increase for travel allowances effective April 1, 2026.

CAO COMMENTS:
In review of allowances there is now a provision being suggested that without receipts, claims may be made up to a maximum of $65. We are finding a number of communities are moving away from receipts being required for meal allowances. To cater to this thinking there is a provision for no receipts. The town, however, still wishes to have receipts provided for meal allowances.

CANADA REVENUE AGENCY: (CRA)
Mileage:
The automobile allowance rate, effective April 1, 2026, is currently $0.73 per kilometer.

Employees may claim parking expenses up to $15.00 without a receipt; over $15.00 with a receipt, while using their personal vehicle on government business.

Meals:
With receipts, employees may claim the cost of the meal plus GST and a maximum 20% gratuity on the meal cost.

Effective April 1, 2026, with receipts, employees can claim an allowance of $29.50 for breakfast, $30.05 for lunch and $61.70 for dinner when meals are purchased for a total of $121.25. These allowance totals include all taxes.

Claims for meals apply to employees traveling on government business when the departure is earlier than, or the return time is later than: 7:30 a.m. for breakfast, 1:00 p.m. for lunch; or 6:30 p.m. for dinner.

Accommodation:
With receipts, employees traveling on government business may claim the actual cost of the room and applicable taxes. Employees should request government rates.

Without receipts, employees may claim an accommodation allowance of $50.00 per night.

Incidental Travel Expenses:
A personal expense allowance of $25.00 inside Canada for each 24-hour period of travel.

TOWN OF PENHOLD ALLOWANCES:

Present (approved Nov. 3 '25)	**Proposed (as per CRA)**
Mileage: Mileage fees - $0.72 per kilometer	**Mileage:** Mileage fees - $0.73 per kilometer
Meal Allowances: * Breakfast $28.40 * Lunch $27.40 * Dinner $57.70 * Maximum daily allowance for $113.50 * Where possible meals are to have receipts * Overnight stay at friends $50.00 * Incidental travel expenses: $17.50 daily	**Meal Allowances:** * Breakfast $29.50 * Lunch $30.05 * Dinner $61.70 * Maximum daily allowance for $121.25 - Receipts required * Maximum without receipts: - Breakfast $23 Lunch $23 Dinner $23 *Overnight stay at friends $50.00 *Incidental travel expenses: $25.00 daily
Roundtrip mileage fee to Red Deer or Innisfail - $22.00	Roundtrip mileage fee to Red Deer or Innisfail - $22.00

RECOMMENDATION:
That Council approves the new allowance and mileage fees as proposed.