



Town of Penhold

ORGANIZATIONAL MEETING MINUTES

November 3rd, 2025
Council Chambers

Mayor:

Mayor Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller
Kathy Sitter

Guests:

Lori Wolfe
Ann Bilyk
Jo Michaluk
Jean Orchison
Jessica Frisby

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Executive Asst.

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

2. Adoption of the Agenda

2025-01

Councillor Cunningham moved to approve the 2025 Organizational Agenda as presented.
CARRIED UNANIMOUSLY

3. Deputy Mayor

Deputy Mayors

- 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

2025-02

Councillor Galisky moved that Council appoint Councillor Cunningham as Deputy Mayor from Nov. 2025 to June 2026 as above.

CARRIED UNANIMOUSLY

4. Date, Time and Location of Regular Council Meetings

2025-03

Councillor Kranenborg moved that the Regular Council Meetings begin at 6:00 pm and that the meetings be the 2nd & 4th Mondays of each month;

AND FURTHER that should the Council Meeting fall on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

CARRIED UNANIMOUSLY

5. Date, Time and Location of Workshop Meetings

2025-04

Councillor Sitter moved that the Workshop Meetings begin at 5:00 pm and that the meetings be pre-Regular Council meetings of each month;

AND FURTHER that should the Council Meeting fall on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

CARRIED UNANIMOUSLY

6. Signing Authority

2025-05

Councillor Sitter moved that Council approve Mayor Yargeau, Councillor Cunningham and Councillor Denson continue to have signing authority for the Town.

CARRIED UNANIMOUSLY

7. Town Auditor: Pivotal Chartered Professional Accountants

2025-06

Councillor Denson moved that Council approves Pivotal Chartered Professional Accountants as the Town Auditor.

CARRIED UNANIMOUSLY

8. Appointment of Council Members to Authorities, Boards, Commissions & Committees

Government & Legislative Departments:

Emergency Management Advisory Committee

- 2025/2026 – all members of Council

Emergency & Protective Services:

Restorative Justice:

- 2025/2026 – Councillor Kranenborg

2025-07

Councillor Galisky moved that Council approves the Council member as appointed above.

CARRIED UNANIMOUSLY

Environmental Services:

South Red Deer Regional Waste Water Commission:

- 2025/2026 – Councillor Muller; Alternate – Mayor Yargeau

Central Alberta Regional Waste Management Commission:

- 2024/2025 – Councillor Denson

2025-08

Councillor Denson moved that Council approves the Council members as appointed above.

CARRIED UNANIMOUSLY

Planning & Development:

Municipal Planning Commission (3 council members; 2 members at large; chair and vice chair)

- 2025/2026 – Councillors Muller, Kranenborg, Sitter
- 2025/2026 – Chair Councillor Muller; Vice Chair Councillor Kranenborg
- 2025/2026 – Members at Large: Kyle VandenBrink, and Jarod Payot

Parkland Community Planning Services (PCPS)

- 2025/2026 – Councillor Cunningham ; Alternate – Cameron Galisky

Inter-municipal Relations

- 2025/2026 – Mayor Yargeau and Councillors Cunningham and Galisky

Licensing Appeal Board (3 members)

- 2025/2026 – Councillors Kranenborg, Denson and Muller

2025-09

Councillor Sitter moved that Council approves the Planning and Development areas as presented.

CARRIED UNANIMOUSLY

2025-10

Council appoints Councillor Muller as Chair of the 2024-2025 Municipal Planning Commission as presented.

CARRIED UNANIMOUSLY

2025-11

Council appoints Councillor Kranenborg as Vice-Chair of the 2024-2025 Municipal Planning Commission as presented.

CARRIED UNANIMOUSLY

2025-12

Council appoints Kyle VandenBrink as Public Representative to the Municipal Planning Commission for the 2025-2026 year.

CARRIED UNANIMOUSLY

2025-13

Council appoints Jarod Payot as Public Representative to the Municipal Planning Commission for the 2025-2026 year.

CARRIED UNANIMOUSLY

Motions 2025-10 to 2025-13 were approved within Motion 2025-09.

Economic Development:

Community Futures Central Alberta

- 2025/2026 – Councillor Kathy Sitter

2025-14

Councillor Muller moved that Councillor Sitter be appointed to act on behalf of Penhold within Community Futures Central Alberta.

CARRIED UNANIMOUSLY

Public Health & Welfare:

Parkland Foundation

- 2025/2026 – Councillor Denson

- Community Services Advisory Board – Bylaw 676/12 (2 members)
 - 2025/2026 – Councillor Sitter; Alternate – Councillor Cunningham
- Red Deer & District Family and Community Support Services (FCSS)
 - 2025/2026 – Councillor Galisky; Alternate – Councillor Muller
- Penhold Fall Festival
 - 2025/2026 – Councillor Sitter; Alternate – Mayor Yargeau
- Penhold District Museum
 - 2025/2026 – Councillor Cunningham; Alternate – Councillor Kranenborg
- Seniors Drop-in Centre (last Thursday @ 2:00pm)
 - 2025/2026 – Councillor Denson; Alternate – Councillor Sitter
- Central Alberta Combative Sports Commission
 - 2025/2026 – Councillor Kranenborg; Alternate – Councillor Galisky
- Combative Sports in Alberta
 - 2025/2026 – Councillor Kranenborg

2025-15

Councillor Sitter moved that Council approves the Council Members as appointed above.

CARRIED UNANIMOUSLY

Library Services:

- Parkland Regional Library System (PRLS)
 - 2025/2026 – Councillor Cunningham

2025-16

Councillor Kranenborg moved that Councillor Cunningham will serve on the Parkland Regional Library System (PRLS) Board for the 2025/2026 term.

CARRIED UNANIMOUSLY

- Penhold and District Library
 - 2025/2026 – Councillor Cunningham

2025-17

Councillor Kranenborg moved that Council approves Councillor Cunningham be appointed on the Penhold and District Library Board.

CARRIED UNANIMOUSLY

School Liaison:

- Jessie Duncan School
 - 2024/2025 – Councillor Kranenborg; Alternate – Councillor Cunningham
- Penhold Waskasoo Middle School
 - 2024/2025 – Councillor Galisky ; Alternate – Councillor Sitter
- Penhold Crossing High School
 - 2024/2025 – Councillor Muller; Alternate – Councillor Denson

2025-18

Councillor Muller moved that Council approves the Council Members as appointed to the School Parents Advisory Councils.

CARRIED UNANIMOUSLY

8. Items of Business

8.1 Review of Travel Allowances

2025-19

Councillor Denson moved that the travel allowances be approved as presented, and effective November 1, 2025.

CARRIED UNANIMOUSLY

9. Adjournment

2025-20

Councillor Muller moved to adjourn the 2025 Organizational meeting at 6:20 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO