



Town of Penhold

ORGANIZATIONAL MEETING MINUTES

October 28th, 2024
Council Chambers

Mayor:

Mayor Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shawn Hamm
Shaun Kranenborg
Tyrone Muller

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Legislative Asst

Mayor called the meeting to order at 6:52 pm.

2. Adoption of the Agenda

2024-01

Councillor Galisky moved to approve the 2024 Organizational Agenda as presented.
CARRIED UNANIMOUSLY

3. Deputy Mayor

Deputy Mayors

July 2024 – February 2025: Councillor Denson
March 2025 – October 2025: Councillor Cunningham

2024-02

Councillor Denson moved that Council accepts Councillor Denson as the Deputy Mayor from July 1st, 2024 to February 28th, 2025.
CARRIED UNANIMOUSLY

4. Date, Time and Location of Regular Council Meetings

2024-03

Councillor Hamm 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. Signing Authority

2024-04

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

CARRIED UNANIMOUSLY

6. Town Auditor: BDO Canada LLP – Red Deer Accountants Contract

2024-05

Councillor Muller moved that Council approves Pivotal Chartered Professional Accountants as the Town Auditor, as outlined in motion 2024-271 of the Sept. 9, 2024 Regular Council meeting minutes.

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

Government & Legislative Departments:

Administration:

- Council Staff Events:
 - 2024/2025 – Councillor Denson; Alternate – Mayor Yargeau

2024-06

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

CARRIED UNANIMOUSLY

Emergency & Protective Services:

Restorative Justice:

- 2024/2025 – Councillor Kranenborg

2024-07

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

CARRIED UNANIMOUSLY

Environmental Services:

South Red Deer Regional Waste Water Commission:

- 2024/2025 – Councillor Muller; Alternate – Mayor Yargeau

Central Alberta Regional Waste Management Commission:

- 2024/2025 – Mayor Yargeau; Alternate – Councillor Muller

2024-08

Councillor Hamm 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)

- 2024/2025 – Councillors Muller, Kranenborg, Galisky; Alternate – Councillor Hamm
- 2024/2025 – Chair Councillor Muller; Vice Chair Councillor Kranenborg
- 2024/2025 – Members at Large: Kyle VandenBrink;

Parkland Community Planning Services (PCPS)

- 2024/2025 – Councillor Cunningham ; Alternate – Mayor Yargeau

Inter-municipal Relations

- 2024/2025 – Mayor Yargeau and Councillors Denson and Hamm

2024-09

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

CARRIED UNANIMOUSLY

2024-10

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

CARRIED UNANIMOUSLY

2024-11

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

CARRIED UNANIMOUSLY

2024-12

Councillor Kranenborg moved that Council appoints Kyle VandenBrink as Public Representative to the Municipal Planning Commission for the 2024-2025 year.

CARRIED UNANIMOUSLY

2024-13

Councillor Galisky moved that Council direct Administration to continue to advertise for a second Public Representative to the Municipal Planning Commission for the 2024-2025 year.

CARRIED UNANIMOUSLY

Economic Development:

- Central Alberta Economic Partnership
 - 2024/2025 – Councillor Galisky; Alternate – Councillor Hamm
- Community Futures Central Alberta
 - 2024/2025 – Mayor Yargeau

2024-14

Councillor Muller moved that Council approves the Council Members as appointed above.
CARRIED UNANIMOUSLY

Public Health & Welfare:

- Parkland Foundation
 - 2024/2025 – Councillor Denson; Alternate – Councillor Cunningham
- Community Services Advisory Board – Bylaw 676/12 (2 members)
 - 2024/2025 – Councillor Muller; Alternate – Councillor Kranenborg
- Red Deer & District Family and Community Support Services (FCSS)
 - 2024/2025 – Councillor Galisky; Alternate – Councillor Muller
- Penhold Fall Festival
 - 2024/2025 – Mayor Yargeau; Alternate – Councillor Hamm
- Penhold District Museum
 - 2024/2025 – Councillor Cunningham; Alternate – Councillor Denson
- Seniors Drop-in Centre (last Thursday @ 2:00pm)
 - 2024/2025 – Councillor Denson; Alternate – Councillor Cunningham
- Central Alberta Combative Sports Commission
 - 2024/2025 – Councillor Kranenborg; Alternate – Councillor Galisky
- Combative Sports in Alberta
 - 2024/2025 – Councillor Kranenborg

2024-15

Councillor Hamm moved that Council approves the Council Members as appointed above.
CARRIED UNANIMOUSLY

Library Services:

- Parkland Regional Library System (PRLS)
 - 2024/2025 – Councillor Cunningham

2024-16

Councillor Muller moved that Councillor Cunningham will serve on the Parkland Regional Library System (PRLS) Board for the 2024/2025 term.

CARRIED UNANIMOUSLY

- Penhold and District Library
 - 2024/2025 – Councillor Cunningham

2024-17

Councillor Galisky moved that Council approves Councillor Cunningham be appointed as above.

CARRIED UNANIMOUSLY

School Liaison:

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

2024-18

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

CARRIED UNANIMOUSLY

8. Items of Business

8.1 Review of Travel Allowances

2024-19

Councillor Muller moved that the travel allowances be approved as presented, and effective November 1, 2024.

CARRIED UNANIMOUSLY

9. Adjournment

2024-20

Councillor Muller moved to adjourn the 2024 Organizational meeting at 7:10 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



ADMINISTRATION

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DATE: October 28, 2024
TO: Town Council
FROM: Rick Binnendyk, CAO
RE: Review of Travel Allowances

BACKGROUND:

The latest changes to travel allowances were made on October 28, 2024, at the Organizational meeting. In review of the website it appears there has been an increase for travel allowances effective April 1, 2025.

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 March 6, 2025, is currently \$0.72 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, 2025, with receipts, employees can claim an allowance of \$28.40 for breakfast, \$27.40 for lunch and \$57.70 for dinner when meals are purchased for a total of \$113.50. 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 \$17.50 inside Canada for each 24-hour period of travel.

TOWN OF PENHOLD ALLOWANCES:**Present (approved Oct. '24)****Mileage:**

Mileage fees - \$0.70 per kilometer

Meal Allowances:

- * Breakfast \$24.90
- * Lunch \$25.20
- * Dinner \$61.85
- * Maximum daily allowance for \$111.95
- * Where possible meals are to have receipts
- * Overnight stay at friends \$50.00
- * Incidental travel expenses: \$17.50 daily

Roundtrip mileage fee to Red Deer or
Innisfail - \$22.00

Proposed (as per CRA)**Mileage:**

Mileage fees - \$0.72 per kilometer

Meal Allowances:

- * Breakfast \$28.40
- * Lunch \$27.40
- * Dinner \$57.70
- * Maximum daily allowance for \$113.50
 - Receipts required
- * Maximum without receipts:
 - Breakfast \$15 Lunch \$20 Dinner \$30
- * Overnight stay at friends \$50.00
- * Incidental travel expenses: \$17.50 daily

Roundtrip mileage fee to Red Deer or
Innisfail - \$22.00

RECOMMENDATION:

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