

VILLAGE OF DONALDA
REGULAR COUNCIL MEETING
MINUTES
Tuesday January 15, 2019

The Regular Meeting of Donalda Village Council was held at 7:00 p.m. January 15, 2019, at the Donalda Village Office Council Chambers with the following persons present:

Mayor: Dan Knudtson

Councillors: Paul McKay
Bruce Gartside

Staff: Chief Administrative Officer Jason Olson

CALL TO ORDER: Mayor Knudtson called the meeting to order at 7:03 p.m.

1. AGENDA

Moved by P. McKay that the Agenda January 15, 2019, Village of Donalda Regular Council Meeting be approved as presented. **Carried (001-19)**

2. PUBLIC HEARING FOR BYLAW #714-REVISION TO LAND USE BYLAW #625

Mayor Knudtson called to order public hearing for Bylaw #714 @ 7:01 PM for public input/discussion. Mayor Knudtson invited Council members for input/discussion. Public hearing was called to close @ 7:03 PM.

3. PREVIOUS MINUTES

Moved by P. McKay that the minutes of the December 18, 2018 Regular Council Meeting be accepted. **Carried (002-19)**

4. DELEGATIONS

5. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Bylaw #714 Revision to Land Use Bylaw #625

Moved by B. Gartside to present Bylaw #714 for second reading. **Carried (003-19)**

Moved by P. McKay to present Bylaw #714 third and final reading. **Carried (004-19)**

6. VILLAGE BUSINESS

1. Revenue-Expenditure Report
2. Balance Sheet to Date
3. Tax and Utility Balances
4. Cheque Register to January 7, 2019

Moved by P. McKay to accept all financial reports for information.

5. Donalda Library 2019 Requisitions-Motion by P. McKay to confirm Donalda Library funding for 2019 in the amount of \$6000 as part of Village of Donalda 2019 Operating Budget. **Carried (005-19)**
6. Donalda Library Board Appointments-Motion by P. McKay to accept Donalda Library Appointments as recommended by Donalda Library Board as presented. **Carried (006-19)**
7. Payable Dates for 2019 Taxes-Motion by P. McKay for the Village of Donalda 2019 property taxes become due the 1st business day of July, being July 2, 2019. **Carried (007-19)**
8. Stettler Regional Emergency Management Director of Emergency Management Designation-Motion by B. Gartside as the Village of Donalda hereby appoints Mr Lee Hardman as the Director of Emergency Management; and Mr. Clint Sime and Mr. Chad Jackson as Deputy Directors of Emergency Management to the Stettler Regional Emergency Management Agency on behalf of the Village of Donalda **Carried (008-19)**
9. Water Billing Cycle -motion by P. McKay to accept administration report regarding December 2018 utility billing cycle. **Carried (009-19)**
10. Design Works Engineering-Village Office Building Envelope Inspection Report-motion by P. McKay to accept report as information. **Carried (010-19)**

7. INFORMATION/CORRESPONDENCE

1. Alberta Municipal Affairs MSI Funding
2. City of Red Deer Assessment Review Board Invoice
3. Bagshaw Electric Invoice for Christmas Lights Installation

Motion by P. McKay to accept reports as information. **Carried (011-19)**

8. COMMITTEE REPORTS

1. Mayor Knudtson, Deputy Mayor McKay and Councilor Gartside provided verbal reports of their committee and other meetings since the last meeting of Council.
2. The CAO Report is attached to the minutes of the meeting.

Motion by P. McKay to accept committee reports as presented (**Carried 012-19**)

Motion by B. Gartside to convene meeting in camera at 9:37 PM (**Carried 013-19**)

9. IN CAMERA

1. Legal-CAO Contract under Section 18(1)(b) of the Freedom and Information and Protection of Privacy Regulation 186/2008

Motion by P. McKay to convene meeting back to regular session at 9:45 PM **Carried (014-19)**

NEXT MEETING DATE

1. Regular Meeting of Council February 19, 2019.

10. ADJOURNMENT

Motion by D. Knudtson to adjourn meeting at 9:46 PM **Carried (015-19)**

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Assistant CAO Resignation: Assistant CAO has filed letter of resignation as of January 31, 2019 with advertising for the position to start immediately

Bylaw #714-Revision to Land Use Bylaw #625- Bylaw #714 has been prepared for second and final reading January 15, 2019

Village Computer System-January 2019- Village computer system has been slow to regain all functions and software programs including water meter reading software to resume normal billing functions. Hardware upgrades are expected before the end of January 2019.

2019 Operating and Multi-Year Capital Budgets: Budgets will be presented for Council review and discussion early 2019.

Year End Financials 2018: Calendar year end is approaching and year end procedures and preparation for audit functions will begin start of 2019.

Municipal Affairs Municipal Accountability Program (MAP): Administration has been contacted by Municipal Affairs staff to begin the MAP program early (February/March) 2019 at the Village of Donalda offices.

Tax Penalties for January 2019: Tax penalties for outstanding taxes have been applied for January 1, 2019.

Water Billing Outstanding Balances: Outstanding arrears balances for water billing as of January 1, 2019 has been added to the tax roll of properties as part of cost recovery process