

**VILLAGE OF DONALDA
REGULAR COUNCIL MEETING
MINUTES
Tuesday December 18, 2018**

The Regular Meeting of Donalda Village Council was held at 7:00 pm December 18, 2018
at the Village of Donalda Municipal Office with the following persons present:

Mayor: Dan Knudtson

Councillors: Paul McKay
Bruce Gartside
Leann Graham-GRA-Core Consulting

Staff: Chief Administrative Officer Jason Olson

CALL TO ORDER: Mayor Knudtson called the meeting to order at 7:00 p.m.

1. AGENDA

Motion by P. McKay that the Agenda of December 18, 2018, Village of Donalda Regular Council Meeting be approved as presented.

Carried (211-18)

2. Public Hearing for Bylaw #711-Village of Donalda Municipal Development Plan

Mayor Knudtson called public meeting to order @ 7:01 PM

Mayor Knudtson invited questions or comments from Council and proceeded to open the floor for open discussion from the public.

Mayor Knudtson called the public meeting to closing @ 7:08 PM

Motion by P. McKay to resume regular Council Meeting @ 7:09 PM

Carried (212-18)

3. Previous Minutes

1. Regular Council Meeting Minutes November 20, 2018

Motion by P. McKay that the minutes of the November 20, 2018 Regular Council Meeting be accepted with revisions. **Carried (213-18)**

2. Special Meeting of Council December 5, 2018

Motion by P. McKay that the minutes of the December 5, 2018, Special Meeting of Council be accepted as presented noting Councillor B. Gartside as absent.

Carried (214-18)

4. **DELEGATIONS:** Ms. Leann Graham GRA-CORE Consulting Presentation of Bylaw #714-Revision to Land Use Bylaw #625.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Ms. Leann Graham from GRA-CORE Consulting presented revised draft document of Village of Donalda Municipal Development Plan, Bylaw # 711 from November 20, 2018 Council meeting. Ms. Graham stayed in Council Chambers after presentation.

1. Bylaw #711-Village of Donalda Municipal Development Plan

Motion by B. Gartside to present Bylaw # 714 for second reading.

Carried (215-18)

Motion by P. McKay to present Bylaw #714 for third and final reading.

Carried (216-18)

Ms. Graham exited Council Chambers @ 7:23 PM.

2. Parkland Community Planning Services Subdivision Processing Advisory Services Agreement

Motion by B. Gartside to accept the services agreement as presented with administration to complete the agreement as required.

Carried (217-18)

6. VILLAGE BUSINESS

1. Revenue-Expenditure Report
2. Balance Sheet to Date
3. Tax and Utility Balances
4. Cheque Register to December 11, 2018

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

Carried (218-18)

5. 2019 Village of Donalda Interim Operating Budget

Motion B. Gartside to approve 2019 Interim Operating Budget until the 2019 Village of Donalda Operating Budget is approved.

Carried (219-18)

6. 2019 Village of Donalda Capital Budget

Motion by B. Gartside to approve 2019 Interim Capital Budget until the 2019 Village of Donalda Capital Budget is approved.

Carried (220-18)

7. Employment Policy-Statutory Holidays 2019

Motion by B. Gartside to update and approve Village of Donalda Employment Policy #6 to recognize Statutory Holidays and Village of Donalda Office closure dates for 2019.

Carried (221-18)

8. Resignation Retraction of Chief Administrative Officer

Motion by B. Gartside to accept correspondence as resignation retraction from Mr. Jason Olson to continue employment as Chief Administrative Officer for Village of Donalda, with current managerial contract terms extending past the December 31, 2018 expiration date.

Carried (222-18)

9. Bylaw #714- Revision to Land Use Bylaw #625

Motion P. McKay to present Bylaw #714 for first reading and schedule public hearing for January 15, 2018 Council Meeting.

Carried (223-18)

10. Stettler County Intermunicipal Development Plan Draft December 2018

Motion by P. McKay to accept for information the revised draft provided by Stettler County.

Carried (224-18)

11. Canadian Badlands Membership Invoice for 2019

Motion by B. Gartside provide payment for 2019 membership.

Carried (225-18)

6. INFORMATION/CORRESPONDENCE

1. Local Authority Emergency Management Regulation Changes by Alberta Government

Motion by P. McKay to accept for information.

Carried (226-18)

7. 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 (227-18)

8. NEXT MEETING DATE

1. Regular Meeting of Council January 15, 2019.

9. In Camera

10. ADJOURNMENT

Motion by D. Knudtson to adjourn meeting at 9:30 PM.

Carried (228-18)

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CAO Report to Council December 2018

Municipal Development Plan Bylaw #711-Ms. Leann Graham of GRA-Core Consulting has presented Bylaw #711 for draft review November 20, 2018 with public hearing scheduled for December 18, 2018 Council Meeting

Bylaw #714-Revision to Land Use Bylaw #625-Review of Municipal Development Plan Bylaw #711 brought forward changes desired by Council to adjust zoning on 2 parcels composing Donalda Lamp Park. Bylaw #714 has been prepared for first reading December 18, 2018

Village Computer System-December 5, 2018- Village computer system was compromised by a virus/malware that ultimately shut down all operations in Village office. Computer system upgrades have been approved to protect future attacks with a reputable computer services company. No personal information was removed from Village computer system.

Assessment Review Board Hearings December 5, 2018: Assessment Review Board hearings were held at Village Office with Central Alberta Assessment Review Board hosting board members to hear assessment complaints within the Village of Donalda. One residential and one non-residential property were presented to the board for review.

Stettler County Intermunicipal Development Plan: Draft Plan has been prepared and presented by Johan Van Der Bank of Stettler County at October Village of Donalda Council Meeting. Revisions have been made on draft document and Stettler County Council will co-host a public open house in January 2019 with Donalda Village Council to proceed to first reading as a Bylaw of the Village.

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.

