

**VILLAGE OF DONALDA**  
**REGULAR COUNCIL MEETING**  
**MINUTES**  
**Tuesday, January 17, 2017**

The Regular Meeting of Donalda Village Council was held at 7:00 p.m. January 17, 2017, at the Donalda/Red Willow Regional Fire Hall with the following persons present:

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Mayor: Dan Knudtson

Councilors: D.Paul McKay  
Bruce Gartside

Staff: Chief Administrative Officer Anna Volk  
Public Works Foreman Frank Sutton

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

A. **AGENDA:**

Moved by Deputy Mayor McKay, that the Agenda of the January 17, 2017, Village of Donalda Regular Council Meeting be approved as presented. **Carried (01-17).**

B. **MINUTES**

It was moved by Councilor Gartside that the minutes of the December 20, 2016 regular council meeting be accepted as presented. **Carried (02-17).**

C. **DELEGATIONS**

Mayor Knudtson first introduced the new Sergeant of the Bashaw RCMP Mr. Bruce Holliday to all those in attendance. Srg. Holliday gave a brief introduction of himself and the history of his career. He also touched on his plan for his detachment moving forward.

Brenda Stepp – Battle River Rural Crime Watch – Ms. Stepp informed the Council that the newly formed Donalda Neighborhood Watch was now adopted under the Battle River Rural Crime Watch. She spoke of their activities to date and is seeking support from the Village in terms of placing signage on the entrances to the Village, as well as assistance on introduction packages and photocopying. She noted that they are working to hold future seminars to educate residents on how they can be involved and strategies to keep their property safe.

Mayor Knudtson thanked both Srg. Holliday and Ms. Stepp for attending the meeting and proceeded on with agenda of the evening.

**D. BUSINESS**

1. Financial Statements were reviewed and it was moved by Deputy Mayor McKay to accept for information the Financial Statements for December 2016. All in favor. **Carried (03-17).**
2. County of Stettler - Fire Quality Management Plan – CAO presented that Fire Quality Management Plan for the approval of Council. This plan was tabled at the December meeting for review by the Donalda Fire Chief Frank Sutton. With no issues being brought forward it was moved by Councilor Gartside to accept the Fire Quality Management Plan as presented. All in favor. **Carried (04-17).**
3. Donalda Municipal Library Budget – The 2017 budget for the Donalda Municipal Library was presented to Council, after some discussion it was moved by Councilor Gartside to accept the budget as presented and to approve the requested \$7,000 appropriation from the Village. All in favor. **Carried (05-17).**
4. Muniware – CAO spoke of the existing contract with Muniware which includes a clause that all municipal employees registered with Muniware must partake in some training delivered by Muniware either via the internet or by a trainer. After some discussion it was moved by Councilor Gartside that a Muniware trainer come to the Village officer to deliver a ½ day session of training for office staff. All in favor. **Carried (06-17).**
5. Village of Donalda Beautification – Mayor Knudtson spoke of the need to develop a policy that covers exactly who is in charge of the purchasing, planting and maintenance of the Village’s flowers in the spring/summer months as this is an ongoing issue every year. After much discussion it was decided that the CAO develop a policy in this regard and that this topic be tabled until the next council meeting.
6. Office Policy 2016 - CAO presented an amended Office Policy 2016 for the review of Council. It was decided by Council that the names of any staff be removed, and that clause #8. be amended to read “The Village Foreman or his assistant will shovel the 2 sidewalks leading from the street to the Village Complex Main Doors, including the steps and landing and peripheral walks. Deicer will also be applied as needed.”

It was then moved by Councilor Gartside that Office Policy 2016 be accepted as amended. All in favor. **Carried (07-17).**

7. Office Policy #6 - Utility Hook-up, Billing and Disconnection Policy – CAO presented this amended policy for the review of council. After much discussion and debate it was decided that council look into shutting water off on accounts that are more than 60 days delinquent and require that full payment is required to avoid disconnection and restore water service. CAO took note of the desired changes and will draft amended policy for next council meeting

E. **INFORMATION/CORRESPONDENCE**

- CAEP – Central Alberta Regional Broadband Preparedness Project

Council reviewed the documents presented for information. Deputy Mayor McKay moved that this information be accepted as presented. **Carried (08-17).**

F. **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 Public Works Foreman and CAO also provided reports on activities since the last Council meeting.

G. **GALLERY TIME**

Discussion centered on Village snow removal methods. The amount of unregistered vehicles in the Village was also brought about and the Srg. from the Bashaw RCMP also addressed this issue.

Mayor Knudtson thanked the gallery for sharing their concerns and for attending.

It was moved by Councilor Gartside that the Council move to the in camera portion of the meeting at 8:23pm.

Deputy Mayor McKay moved to come out the in camera portion of the meeting at 9:00pm.

Councilor Gartside moved to extend the meeting an additional ½ hour at 9:00pm.

Deputy Mayor McKay moved to go back to the in camera portion of the meeting at 9:00pm.

Deputy Mayor McKay moved to come out of the in camera portion of the meeting at 9:27pm.

Deputy Mayor McKay moved to pay Byron Norman for the preparation of the skating rink. All in favor. **Carried. (09-17).**

H. **ADJOURN**

Being that agenda matters were concluded, a motion by Mayor Knudston to adjourn the meeting was **carried (10-17)** and the meeting adjourned at 9:30pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER