

VILLAGE OF DONALDA
Regular Council Meeting, December 19, 2023, at 10:00 a.m.
Council Chambers
5001 Main Street, Donalda
Regular Meeting Agenda

Call to Order- Mayor Doug Booker

1. AGENDA

1. Additions and Amendments

2. PREVIOUS MINUTES

1. Regular Meeting of the Council November 21, 2023

3. DELEGATIONS

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. VILLAGE BUSINESS

1. 2023 Operating Budget up to November 30, 2023
2. Balance Sheet November 2023
3. Trial Balances Utility & Tax up to December 12, 2023
4. Cheque Register – up to November 30, 2023
5. Bank Reconciliation – November 2023- MUSH, MSI, CCBF, Reserve
6. 2024 Interim Budget -Operating and Capital
7. Policy Review – Public Works Policy #1 – Snow Removal
8. Draft Land Use Bylaw – Timeline
9. 2023 Capital Projects Summary

6. INFORMATIONAL ITEMS & CORRESPONDENCE

7. COMMITTEE AND STAFF REPORTS

1. Mayor
2. Deputy Mayor
3. Councilor
4. CAO

8. CLOSED SESSION OF COUNCIL

1. FOIPPA Section 18(1)(b) – Personnel

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

- Review CAO Employment Agreement
- Employee Relations

9. NEXT MEETING

January 23, 2023

10. ADJOURNMENT

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

VILLAGE OF DONALDA
Regular Council Meeting
Minutes
November 21, 2023

The Regular Meeting of Donalda Village Council was held at 10:00 a.m. Tuesday, September 19, 2023, at the Village Complex in Council Chambers.

Mayor:	Doug Booker
Deputy Mayor:	Richard Nelson
Councillor:	Derek Williams
 Staff:	 Acting CAO Chappell Benoit
 Members of the Public:	 Sharyn Kenner Heather Briscoe

Call to Order- Mayor Doug Booker at 10:00 a.m.

1. **AGENDA**

1. MOVED by D. Williams to accept the November 21, 2023 Agenda as presented.

Carried Unanimously (256-23)

2. **PREVIOUS MINUTES**

1. Regular Meeting of the Council September 19, 2023

Due to the Delegation portion being omitted from the September 19 minutes:

MOVED by R. Nelson to rescind motion 223-23; MOVED by D. Williams to accept the September 19, 2023, Regular Meeting of the Council Minutes as presented.

Carried Unanimously (257-23)

MOVED by R. Nelson to accept the September 19, 2023, Regular Meeting of the Council Minutes as amended to include:

resolution # 257-23 - amend motion to read MOVED by R. Nelson

3. Delegation

3.1 County Fire

- Fire Service Agreement

MOVED by R. Nelson to extend the County of Stettler Fire Service Agreement exit date to June 30, 2024, from December 31, 2023.

Carried Unanimously (202A-23)

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

Carried Unanimously (258-23)

1. Regular Meeting of the Council October 17, 2023

MOVED by R. Nelson to accept the October 17, 2023, Regular Meeting of the Council as presented.

Carried Unanimously (259-23)

2. Village of Donalda Organization Meeting Minutes October 17, 2023

MOVED by R. Nelson to accept the September 19, 2023, Regular Meeting of the Council Minutes as amended to change 4.17 to Red Deer River Municipal Users Group.

Carried Unanimously (260-23)

3. DELEGATIONS

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. VILLAGE BUSINESS

1. 2023 Operating Budget up to October 31, 2023
2. Balance Sheet October 2023
3. Trial Balances Utility & Tax up to November 7, 2023
4. Cheque Register – up to October 31, 2023
5. Bank Reconciliation – September & October 2023- MUSH, MSI, CCBF, Reserve

MOVED by R. Nelson to accept the November Financial 5.1-5.5 reports as presented.

Carried Unanimously (261-23)

6. Letter of Support – Addition of a Traffic Offences Date – Stettler Court

MOVED by D. Williams that the Village of Donalda provides a letter of support adding a Traffic Offence Court Date in Stettler Court.

Carried Unanimously (262-23)

7. Stettler Information Referral Centre – Request for Funding

MOVED by D. Williams to decline the Stettler Information and Referral Centre's request for a financial contribution to support its Community Navigator Program.

Carried Unanimously (263-23)

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

8. Regular Meeting of the Council - Removal of Gallery Time from the Agenda

MOVED by D. Booker to indefinitely remove Gallery Time from the Monthly Council Agenda.

Carried Unanimously (264-23)

6. INFORMATIONAL ITEMS & CORRESPONDENCE

1. Honorable Mike Ellis – Minister of Public Safety and Emergency Services – Joint Emergency Management Advisory Committee
2. RCMP Current Stats - Sergeant Cleveland

MOVED by D. Williams to add Informational Items and Correspondence items numbered 6.1 and 6.2 to the November Council Minutes.

Carried Unanimously (265-23)

7. COMMITTEE AND STAFF REPORTS

1. Mayor
2. Deputy Mayor
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MOVED by R. Nelson to accept the Committee and Staff Reports as presented.

Carried Unanimously (266-23)

8. CLOSED SESSION OF COUNCIL

1. FOIPPA Section 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body
 - Parkland Community Planning Services 2024-2027 Service Contract

MOVED by R. Nelson to enter into a Closed Session of the Council at 10:55 a.m.

Carried Unanimously (267-23)

MOVED by D. Booker to exit the Closed Session of the Council at 11:01 a.m.

Carried Unanimously (268-23)

MOVED by R. Nelson to renew the Village of Donalda's Service Contract with Parkland Community Planning Services for 2024 through December 31, 2027, committing to Tier Two in the Rate Schedule provided by Parkland Community Planning Services.

Carried Unanimously (269-23)

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

9. NEXT MEETING

December 19, 2023

10. ADJOURNMENT

MOVED by D. Booker to Adjourn the meeting at 11:03 a.m.

Carried Unanimously (270-23)

In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

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VILLAGE OF JONALDA

2023 Operating Budget

For the Period Ending November 30, 2023

General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
GENERAL REVENUE						
1-00-100	Residential Taxes	(167,623.31)	(167,623.34)	0.00	(201,760.88)	(200,543.88)
1-00-101	ASFF - School Tax Requisition	(38,524.74)	(38,534.72)	0.02	0.00	0.00
1-00-102	Seniors Requisition	(6,444.52)	(6,445.00)	0.00	0.00	0.00
1-00-103	Designated Industrial Property Req.	(41.64)	(41.64)	0.00	0.00	0.00
1-00-110	Non-Residential Taxes	(29,255.71)	(29,255.72)	0.00	(32,985.91)	(32,831.91)
1-00-120	Linear Taxes	(13,105.10)	(13,105.10)	0.00	(14,179.15)	(14,179.15)
1-00-130	Franchise - ATCO	(25,962.49)	(31,414.56)	17.35	(29,557.28)	(23,170.29)
1-00-140	Franchise - Apex Utilities Inc.	(18,709.04)	(31,433.00)	40.47	(21,898.89)	(24,351.46)
1-00-200	Penalties & Costs on Taxes	(14,284.40)	(15,000.00)	4.77	(15,479.10)	(18,500.00)
1-00-210	Penalties Accounts Receivable	(67.59)	(250.00)	72.96	(251.50)	(150.00)
1-32-510	Insurance Proceeds	0.00	0.00	0.00	(2,887.69)	0.00
* TOTAL GENERAL REVENUE		(314,018.54)	(333,103.08)	5.73	(319,000.40)	(313,726.69)
TOTAL GRANTS & OTHER REVENUE						
1-00-111	Canada Summer Jobs	0.00	0.00	0.00	0.00	(8,960.00)
1-00-751	Conditional Municipal - FCSS	(7,882.34)	(7,625.00)	(3.37)	(7,787.00)	(7,625.00)
1-00-845	Provincial Grant - MSI Operating	(72,712.00)	(72,712.00)	0.00	(36,356.00)	(36,356.00)
1-00-855	Grants - Other	(52,650.00)	(52,650.00)	0.00	(440.00)	0.00
1-00-856	Donations/Sponsorships	(2,950.00)	(5,000.00)	41.00	(4,688.70)	0.00
* TOTAL TOTAL GRANTS & OTHER REV		(136,194.34)	(137,987.00)	1.30	(49,271.70)	(52,941.00)
ADMINISTRATION REVENUE						
1-12-266	Tax Recovery Fees	(8,240.75)	0.00	0.00	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(26.00)	0.00	0.00	(12.00)	(50.00)
1-12-417	Tax Cert. / Dev. Permits, etc.	(735.00)	(1,000.00)	26.50	(1,294.50)	(600.00)
1-12-418	Maintenance service revenue	(501.00)	(1,200.00)	58.25	(1,150.00)	(700.00)
1-12-419	Newsletter Ads	(435.50)	(250.00)	(74.20)	(320.00)	(1,000.00)
1-12-550	Investment Income - Bank Int.	(36,714.78)	(8,000.00)	(358.93)	(17,499.39)	(6,300.00)
1-12-561	Rental Revenue	(5,253.48)	(5,000.00)	(5.06)	(4,969.27)	(5,840.00)
1-12-590	Miscellaneous Admin. Revenue	(4,323.68)	(2,050.00)	(110.91)	(1,580.32)	0.00
* TOTAL ADMINISTRATION REVENUE		(56,230.19)	(17,500.00)	(221.32)	(26,825.48)	(14,490.00)
EMERGENCY MANAGEMENT REVENUE						

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
1-23-410	Fire Charges	(22,438.70)	(25,200.00)	10.95	(25,151.69)	(25,000.00)
1-24-410	Emergency Management Service Revenue	(5,485.92)	(6,150.00)	10.79	(5,039.22)	(5,000.00)
*	TOTAL EMERGENCY MANAGEMENT REV	(27,924.62)	(31,350.00)	10.93	(30,190.91)	(30,000.00)
BYLAW REVENUE						
1-21-530	Fines-Bylaw	(210.00)	0.00	0.00	0.00	(200.00)
1-26-520	Chicken License	(75.00)	(55.00)	(36.36)	(55.00)	0.00
1-26-521	Dog License	(909.40)	(460.00)	(97.69)	(495.00)	(290.00)
1-26-522	Cat License	(170.00)	(170.00)	0.00	(170.00)	(120.00)
1-26-523	Business License	(210.00)	(120.00)	(75.00)	21.02	(120.00)
*	TOTAL BYLAW REVENUE	(1,574.40)	(805.00)	(95.58)	(698.98)	(730.00)
ROADS & STREETS REVENUE						
1-32-830	Fed. Infrastructure Funds	0.00	0.00	0.00	(134,686.00)	0.00
*	TOTAL ROADS & STREETS REVENUE	0.00	0.00	0.00	(134,686.00)	0.00
WATER REVENUE						
1-41-400	Water Sales	(86,983.15)	(92,000.00)	5.45	(92,238.23)	(95,800.00)
1-41-401	Penalties - Water	(964.68)	(700.00)	(37.81)	(714.42)	(840.00)
1-41-414	Water On/Off Fee	(550.00)	(300.00)	(83.33)	(100.00)	(550.00)
1-41-416	Water Service Repairs	0.00	(100.00)	100.00	(37.00)	(350.00)
1-41-840	Conditional Grant - Provincial	0.00	0.00	0.00	(12,563.00)	0.00
*	TOTAL WATER REVENUE	(88,497.83)	(93,100.00)	4.94	(105,652.65)	(97,540.00)
SEWER REVENUE						
1-42-400	Sewer Services	(16,887.94)	(18,200.00)	7.20	(18,220.13)	(19,030.00)
*	TOTAL SEWER REVENUE	(16,887.94)	(18,200.00)	7.21	(18,220.13)	(19,030.00)
WASTE REVENUE						
1-43-400	Garbage Fees	(39,905.56)	(42,200.00)	5.43	(42,185.13)	(41,837.98)
*	TOTAL WASTE REVENUE	(39,905.56)	(42,200.00)	5.44	(42,185.13)	(41,837.98)
CEMETERY REVENUE						

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
1-56-463	Perpetual Care Fee	(1,400.00)	(1,000.00)	(40.00)	(1,945.72)	(200.00)
1-56-464	Sale of Cemetery Plots	(400.00)	(500.00)	20.00	(580.00)	(600.00)
1-56-466	Snow Removal Revenue	(1,200.00)	0.00	0.00	0.00	0.00
1-56-467	Interment Fee	(2,047.50)	(1,200.00)	(70.62)	(1,810.00)	0.00
1-56-468	Monument Deposit Fee	330.00	(800.00)	141.25	(900.00)	0.00
*	TOTAL CEMETERY REVENUE	(4,717.50)	(3,500.00)	(34.79)	(5,235.72)	(800.00)
	SALE OF LAND					
1-66-590	Sale of Land	(7,783.96)	0.00	0.00	(57,654.50)	0.00
*	TOTAL SALE OF LAND	(7,783.96)	0.00	0.00	(57,654.50)	0.00
	PLANNING REVENUE					
1-66-910	Planning Reserve	(16,000.00)	(16,000.00)	0.00	0.00	0.00
*	TOTAL PLANNING REVENUE	(16,000.00)	(16,000.00)	0.00	0.00	0.00
	RECREATION REVENUE					
1-72-850	Government Grants - Recreation	(700.57)	(626.00)	(11.91)	(626.00)	(626.00)
*	TOTAL RECREATION REVENUE	(700.57)	(626.00)	(11.91)	(626.00)	(626.00)
	CULTURAL REVENUE					
1-74-770	Museum Agreement	(6,500.00)	(6,500.00)	0.00	(6,500.00)	(6,500.00)
1-74-771	Library Agreement	(1,445.00)	(1,445.00)	0.68	(1,445.00)	(1,500.00)
1-74-850	Federal Grant - Heritage Canada	(2,400.00)	(1,160.00)	(106.89)	0.00	0.00
*	TOTAL CULTURAL REVENUE	(10,345.00)	(9,115.00)	(13.49)	(7,945.00)	(8,000.00)
**	TOTAL REVENUE	(720,780.45)	(703,486.08)	(2.46)	(798,192.60)	(579,721.67)
	COUNCIL EXPENSE					
2-11-150	Council Meeting Pay	7,140.00	6,300.00	(13.33)	6,090.00	9,000.00
2-11-151	Council Supervision Pay	2,700.00	3,600.00	25.00	4,110.00	3,600.00
2-11-211	Travel & Subsistence	1,439.35	2,000.00	28.03	1,939.69	2,000.00
2-11-212	Legislative - Discretionary	335.98	300.00	(11.99)	612.75	120.00
*	TOTAL COUNCIL EXPENSE	11,615.33	12,200.00	4.79	12,752.44	14,720.00

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
ADMINISTRATION EXPENSE						
2-12-110	Salaries & Wages	105,660.25	123,338.50	14.31	38,030.38	29,500.00
2-12-111	Wages - Community Programming	11,001.00	12,684.00	13.26	10,633.66	17,920.00
2-12-130	Payroll Deductions	8,782.92	9,185.57	4.38	4,260.15	3,090.28
2-12-131	Vacation Pay	2,006.05	2,232.46	10.14	1,373.82	1,518.40
2-12-132	Payroll Benefits	1,496.87	1,000.00	(49.68)	0.00	0.00
2-12-211	Travel & Subsistence	4,904.54	4,000.00	(22.61)	2,844.40	2,000.00
2-12-212	Course Fee Registration	2,735.00	3,000.00	8.83	1,550.80	1,500.00
2-12-216	Postage	2,175.67	1,650.00	(31.85)	4,046.62	2,800.00
2-12-217	Telephone	1,229.76	1,500.00	18.01	1,609.73	1,600.00
2-12-220	Advertising & Memberships	5,384.94	5,500.00	2.09	4,638.48	4,520.00
2-12-224	Land Title Fees	102.00	500.00	79.60	781.60	150.00
2-12-226	Tax Recovery Fees	7,119.00	200.00	(3,459.50)	(270.00)	200.00
2-12-230	Assessors Fees	4,882.50	5,650.00	13.58	5,614.42	5,400.00
2-12-231	Auditors Fees	1,400.00	8,650.00	83.81	8,250.00	8,250.00
2-12-232	Legal Fees	13,229.48	4,748.87	(178.58)	5,531.46	3,000.00
2-12-240	Bad Debts	38.56	2,000.00	98.07	3,176.23	4,000.00
2-12-250	Repairs & Maint. Contract	0.00	800.00	100.00	117.38	1,284.60
2-12-251	Repairs & Maintenance	14.34	800.00	98.20	677.19	3,000.00
2-12-252	Cleaning - Supplies & Labor	1,837.77	2,500.00	26.48	2,525.96	2,500.00
2-12-255	Other Contracted Services	20,155.59	16,635.00	(21.16)	18,204.34	17,000.00
2-12-256	Contracted Services - CAO	6,678.00	0.00	0.00	80,452.64	75,600.00
2-12-270	Computer Expenses	914.76	750.00	(21.96)	1,197.23	1,000.00
2-12-271	Website Fees	648.83	1,300.00	50.09	1,224.85	900.00
2-12-274	Insurance & Bond	10,285.68	10,286.00	0.00	8,754.78	8,754.78
2-12-275	Workman's Compensation	2,764.65	2,775.00	0.37	2,819.63	2,587.20
2-12-505	Photocopier Costs	3,781.96	4,000.00	5.45	4,013.26	3,258.00
2-12-510	General Office Supplies	2,681.23	2,500.00	(7.24)	2,876.15	3,700.00
2-12-540	Utilities - Heating	416.53	1,300.00	67.95	1,883.35	1,200.00
2-12-541	Utilities - Power	476.02	800.00	40.49	657.78	1,500.00
2-12-590	Miscellaneous	563.34	500.00	(12.66)	157.70	250.00
2-12-810	Bank Charges & Fees	1,986.02	2,100.00	5.42	2,261.00	2,593.94
2-12-920	AMORTIZATION	0.00	14,184.45	100.00	14,184.45	8,635.83
*	TOTAL ADMINISTRATION EXPENSE	225,373.26	247,069.85	8.78	234,079.44	219,213.03
EMERGENCY MANAGEMENT EXPENSE						
2-23-410	Fire Service Agreement	0.00	25,000.00	100.00	25,000.00	25,000.00
2-24-410	Emergency Management Agreement	0.00	6,000.00	100.00	5,989.59	5,000.00

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



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* TOTAL EMERGENCY MANAGEMENT EXP		0.00	31,000.00	100.00	30,989.59	30,000.00
BYLAW & RURAL POLICING EXPENSE						
2-26-751	Bylaw Enforcement	4,340.00	5,000.00	13.20	5,885.00	4,080.00
2-26-752	Rural Policing Expense	7,695.00	11,550.00	33.37	5,562.00	7,335.00
* TOTAL BYLAW & RURAL POLICING E		12,035.00	16,550.00	27.28	11,447.00	11,415.00
STREETS & ROADS EXPENSE						
2-32-110	Salaries - Roads & Streets	10,786.00	18,052.80	40.25	17,903.75	13,163.48
2-32-111	Salaries - Shop Work Hours	10,707.50	7,473.51	(43.27)	6,896.80	9,262.48
2-32-112	Wages - Casual Employee	0.00	0.00	0.00	562.50	0.00
2-32-130	Payroll Deductions	1,639.13	3,098.97	47.10	1,754.84	1,678.19
2-32-131	Vacation Pay	1,496.90	2,454.96	39.02	1,385.90	1,328.56
2-32-132	Payroll Benefits (Health Spending)	381.37	500.00	23.72	0.00	0.00
2-32-210	Travel	0.00	300.00	100.00	299.87	100.00
2-32-217	Maintenance Cell Phone	477.79	576.00	17.05	545.10	579.00
2-32-230	Engineering Fees	2,301.09	3,472.50	33.73	3,190.00	5,000.00
2-32-250	Road & Street Repairs	101.25	4,000.00	97.46	4,103.43	400.00
2-32-251	Equipment Repairs & Maint.	5,439.24	3,500.00	(55.40)	1,602.41	2,500.00
2-32-270	Contracted Services	2,819.50	6,000.00	53.00	7,398.99	5,500.00
2-32-271	Insurance Share	1,512.60	1,513.00	0.02	1,287.46	1,287.46
2-32-510	Small Equipment & Supplies	7,778.72	5,000.00	(55.57)	12,196.99	6,845.00
2-32-515	Equipment Rental	617.32	1,000.00	38.26	1,255.83	500.00
2-32-521	Gas & Diesel Fuel	4,394.36	7,500.00	41.40	6,788.64	3,000.00
2-32-530	Const. & Maint. Supplies	0.00	500.00	100.00	515.62	0.00
2-32-532	Gravel, Cold Mix & Sand	2,101.40	3,500.00	39.96	2,673.85	1,500.00
2-32-541	Street Lights	19,574.16	22,615.00	13.44	22,772.02	19,500.00
2-32-542	Shop Power	1,227.78	1,600.00	23.26	1,667.86	2,000.00
2-32-543	Shop Natural Gas	2,228.29	2,600.00	14.29	2,975.39	2,500.00
2-32-590	Miscellaneous	0.00	500.00	100.00	292.86	0.00
2-32-920	AMORTIZATION	0.00	29,008.57	100.00	29,008.57	27,385.75
* TOTAL STREETS & ROADS EXPENSE		75,584.40	124,765.31	39.42	127,078.68	104,029.92
WATER EXPENSE						
2-41-110	Salaries - Water Related	2,249.25	3,107.97	27.62	3,231.31	2,065.66
2-41-130	Payroll Deductions	171.89	379.72	54.73	203.68	141.01
2-41-215	Freight	0.00	50.00	100.00	26.25	0.00

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
2-41-251	Maintenance Supplies	985.00	250.00	(294.00)	0.00	500.00
2-41-270	Contracted Services	20,015.59	19,500.00	(2.64)	19,968.07	18,000.00
2-41-272	Computer/Software Expense	2,375.00	2,275.00	(4.39)	2,275.00	2,275.00
2-41-600	SMRWSC - Debenture Payments	6,191.85	6,500.00	4.74	6,209.90	7,500.00
2-41-601	SMRWSC - Water Consumption	46,412.77	46,000.00	(0.89)	50,944.83	41,457.79
2-41-920	AMORTIZATION	0.00	25,760.11	100.00	25,760.11	25,022.20
*	TOTAL WATER EXPENSE	78,401.35	103,822.80	24.49	108,619.15	96,961.66
SEWER EXPENSE						
2-42-110	Salaries - Sewer Related	85.50	775.90	88.98	807.70	201.53
2-42-130	Payroll Deductions	6.71	94.80	92.92	59.93	15.00
2-42-250	Purchased Repairs & Maint.	0.00	0.00	0.00	0.00	1,000.00
2-42-275	Contracted Services - Sewer	1,040.00	2,500.00	58.40	2,585.51	800.00
2-42-722	Sewer Reserves	0.00	36,000.00	100.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	14,408.55	100.00	14,408.55	14,408.55
*	TOTAL SEWER EXPENSE	1,132.21	53,779.25	97.89	17,861.69	16,425.08
WASTE REMOVAL EXPENSE						
2-43-110	Salaries - Garbage Related	99.75	21.80	(357.56)	23.45	167.94
2-43-130	Payroll Deductions	8.07	2.66	(203.38)	1.56	15.00
2-43-270	Contracted Garbage Pickup	15,911.66	18,170.00	12.42	22,604.45	18,800.00
*	TOTAL WASTE REMOVAL EXPENSE	16,019.48	18,194.46	11.95	22,629.46	18,982.94
CEMETERY EXPENSE						
2-56-110	Salaries - Cemetery	2,282.00	178.72	(1,176.85)	187.45	383.86
2-56-130	Payroll Deductions	136.67	21.83	(526.06)	13.73	25.00
2-56-270	Contracted Services	2,295.16	0.00	0.00	2,840.00	0.00
2-56-510	General Services & Supplies	450.00	600.00	25.00	594.72	1,100.00
*	TOTAL CEMETERY EXPENSE	5,163.83	800.55	(545.04)	3,635.90	1,508.86
FCSS EXPENSE						
2-62-111	FCSS - Postage	576.93	650.00	11.24	670.77	775.00
2-62-755	FCSS Programs	1,862.13	9,760.00	80.92	12,791.51	14,560.00
2-62-756	Community Programming	37,786.56	35,000.00	(7.96)	5,222.76	0.00
2-62-760	FCSS Membership Expenses	114.00	114.00	0.00	114.00	114.00

VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023



General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
*	TOTAL FCSS EXPENSE	40,339.62	45,524.00	11.39	18,799.04	15,449.00
PLANNING EXPENSE						
2-66-762	Planning Services expenses	22,571.07	24,530.00	7.98	9,043.14	24,015.00
2-66-911	Purchase of Land	0.00	0.00	0.00	4,152.53	4,000.00
*	TOTAL PLANNING EXPENSE	22,571.07	24,530.00	7.99	13,195.67	28,015.00
RENTAL BUILDING EXPENSE						
2-69-110	Salaries - Rental Space Maintenance	798.29	1,525.65	47.67	1,586.90	2,930.60
*	TOTAL RENTAL BUILDING EXPENSE	798.29	1,525.65	47.68	1,586.90	2,930.60
RECREATION EXPENSE						
2-72-110	Salaries - Green Space Maintenance	6,210.25	12,165.97	48.95	12,657.63	7,535.70
2-72-111	Wages - Casual Employee	0.00	0.00	0.00	0.00	0.00
2-72-130	Payroll Deductions	430.84	1,486.37	71.01	512.81	558.46
2-72-250	Parks - Contract Services	4,082.90	1,500.00	(172.19)	1,636.10	2,058.00
*	TOTAL RECREATION EXPENSE	10,723.99	15,152.34	29.23	14,806.54	10,152.16
CULTURAL EXPENSE						
2-74-110	Salaries - Culture Related	57.00	289.72	80.32	301.24	100.76
2-74-111	Wages - Casual Employee	0.00	0.00	0.00	0.00	0.00
2-74-130	Payroll Deductions	4.44	35.15	87.36	20.58	10.00
2-74-232	Village Beautification	927.50	800.00	(15.93)	550.75	1,200.00
2-74-251	Repairs & Maintenance	2,557.27	2,750.00	7.00	15.00	1,000.00
2-74-252	Miscellaneous	0.00	0.00	0.00	408.76	0.00
2-74-271	Insurance	3,028.40	3,028.00	(0.01)	2,560.31	2,832.43
2-74-540	Utilities - Gas	1,526.01	2,500.00	38.95	3,143.35	1,900.00
2-74-541	Utilities - Power	2,470.60	3,600.00	31.37	3,882.23	5,200.00
2-74-770	Grants - Museum	5,400.00	5,400.00	0.00	5,400.00	5,400.00
2-74-771	Grants - Library	5,000.00	5,000.00	0.00	5,000.00	5,000.00
2-74-775	Parkland Reg. Library Req.	2,021.25	2,122.32	4.76	1,838.25	1,832.25
2-74-850	Canada Day Celebration	0.00	1,160.00	100.00	1,160.00	1,100.00
2-74-920	AMORTIZATION	0.00	806.54	100.00	806.54	806.53
*	TOTAL CULTURAL EXPENSE	22,992.47	27,491.73	16.37	25,087.01	26,381.97



VILLAGE OF DONALDA

2023 Operating Budget

For the Period Ending November 30, 2023

General Ledger	Description	2023 YTD Actual	2023 Budget	2023 Budget Remaining %	2022 Actual	2022 Budget
REQUISITIONS						
2-80-741	Provincial Education - ASFF	28,568.12	38,534.72	25.86	38,090.83	36,720.24
2-80-751	Recreation Requisition County of Stettler	3,955.00	3,955.00	0.00	3,955.00	3,955.00
2-80-761	C.of Stettler Housing Auth	6,445.00	6,445.00	0.00	6,454.00	6,454.00
2-80-771	Stettler Waste Management Auth	12,151.47	16,272.00	25.32	11,169.00	14,892.00
*	TOTAL REQUISITIONS	51,119.59	65,206.72	21.60	59,668.83	62,021.24
**	TOTAL EXPENSE	573,869.89	787,612.66	27.14	702,237.34	658,206.46

*** End of Report ***



VILLAGE OF DONALDA

Balance Sheet Report

2023-Dec-11

5:06:35PM

Operating Only

General Ledger	Description	2023		2022
		November	YTD Balance	Closing Balance
Assets				
Asset Operating				
1-74-850	Federal Grant - Heritage Canada	0.00	(2,400.00)	0.00
3-00-213	Allowance for uncollectible taxes	0.00	0.00	0.00
3-00-214	Pre Paid Property Taxes	0.00	6,324.13	6,324.13
3-00-249	GST REBATE/RETURN FILED	0.00	(19,416.32)	0.00
3-12-124	ATB - Reserve Account	0.00	77.54	0.00
3-12-125	GRANT FUNDS ACCOUNT 2278	(16,494.56)	303,680.97	0.00
3-12-720	Buildings - Accumulated Amortization	0.00	(231,732.64)	(231,732.64)
3-12-730	Machinery - Accumulated Amortization	0.00	(133,232.32)	(133,232.32)
3-12-735	Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
3-12-750	Vehicles - Accumulated Amortization	0.00	(40,968.00)	(40,968.00)
3-12-760	Equipment Under Capital Lease	0.00	0.00	0.00
3-32-620	Curbing & Sidewalks	0.00	0.00	0.00
3-32-710	Roads - Accumulated Amortization	0.00	(1,364,109.87)	(1,364,109.87)
3-32-720	Curbing & Sidewalks	0.00	0.00	0.00
3-41-610	Water System	0.00	1,308,357.90	1,308,357.90
3-41-710	Water System - Accumulated Amortization	0.00	(332,075.37)	(332,075.37)
3-42-610	Wastewater System	0.00	881,656.71	881,656.71
3-42-710	Wastewater - Accumulated Amortization	0.00	(318,162.71)	(318,162.71)
3-74-720	Cultural & Historical Accumulated Amort	0.00	0.00	0.00
	Total	(16,494.56)	58,000.02	(223,942.17)
Accounts Receivable				
3-00-210	TOTAL TAXES RECEIVABLE	0.00	0.00	0.00
3-00-211	Taxes Receivable	(15,816.50)	7,614.71	34,175.04
3-00-212	Taxes Receivable-Arrears	(8,933.62)	56,926.05	15,491.60
3-00-247	GST Receivable	3,081.54	45,169.18	22,058.08
3-00-250	Rounding Account	0.00	(0.04)	0.00
3-00-260	Clearing Account	0.00	(717.82)	0.00
3-00-270	Trade Accounts Receivable	0.00	3,159.84	1,115.25
3-00-271	Receivable From Other Government	0.00	366,983.00	366,983.00
3-00-272	Accounts Receivable - Year End	0.00	0.00	5,323.87
3-41-271	Utilities Receivable	1,071.65	21,353.17	14,616.48
3-41-272	WSG Receivable	0.00	0.00	0.00
	Total Accounts Receivable	(20,596.93)	500,488.09	459,763.32
Bank				
3-00-320	ATB - Term/GIC Investments	0.00	0.00	0.00
3-12-110	Petty Cash	0.00	70.00	70.00
3-12-111	Cash on Hand	0.00	230.00	230.00
3-12-121	ATB MUSH Operating (Chequing) - 8524	5,572.62	233,052.00	169,001.51
3-12-122	ATB MSI Capital - 3779	(22,336.63)	427,716.79	435,592.95
3-12-123	ATB GTF - 7179	0.00	5,265.42	17,260.61
	Total Bank	(16,764.01)	666,334.21	622,155.07
Fixed Assets				
3-12-620	Buildings	0.00	428,134.23	428,134.23
3-12-630	Machinery	0.00	148,694.42	148,694.42
3-12-640	Land For Own Gov't Uses	0.00	15,928.81	15,928.81
3-12-650	Vehicles - Cost	0.00	50,268.00	50,268.00
3-31-710	Roads	0.00	1,705,868.40	1,705,868.40
3-66-710	Land Held for Resale	0.00	8,550.00	8,550.00
3-74-630	Cultural & Historical	0.00	0.00	0.00
	Total Fixed Assets	0.00	2,357,443.86	2,357,443.86
Other Assets				



VILLAGE OF DONALDA

Balance Sheet Report

2023-Dec-11

5:06:35PM

Operating Only

General Ledger	Description	2023		2022
		November	YTD Balance	Closing Balance
3-12-280	Accrued Interest	0.00	(2,527.35)	0.00
3-12-412	Other Assets-Prepaid Expenses	0.00	0.00	0.00
3-12-510	Tax Recovery TB	0.00	19,120.34	19,120.34
3-12-511	Tax Recovery MUSH 2	0.00	0.00	0.00
	Total Other Assets	0.00	16,592.99	19,120.34
Other Current Liability				
3-41-273	ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	0.00	0.00
	Total Other Current Liability	0.00	0.00	0.00
	Total Asset Operating	(53,855.50)	3,598,859.17	3,234,540.42
	Total Assets	(53,855.50)	3,598,859.17	3,234,540.42
	Current Year Surplus/Deficit	(53,855.50)	3,598,859.17	0.00
	Total Liabilities	(53,855.50)	3,598,859.17	0.00

*** End of Report ***

VILLAGE OF DONALDA

Cheque Listing For Council

2023-Dec-11
5:08:27PM



Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230544	2023-11-07	A-1 SUPPLY - DIV. OF 983145 ALBERTA LTD.	50-127997	PAYMENT GLUE TO FIX OFFICE DESK	11.91	11.91
20230545	2023-11-07	ALBERTA COUNSEL LTD.	2661	PAYMENT FUNDING DEVELOPMENT	525.00	525.00
20230546	2023-11-07	ATB FINANCIAL MASTERCARD	Nov 6 2023	PAYMENT POSTAGE, KEYS, ADOBE	169.05	169.05
20230547	2023-11-07	EAST CENTRAL ALBERTA REVIEW	15643	PAYMENT AD - APEX FRANCHISE FEES	343.48	343.48
20230548	2023-11-07	KANTRAX CONTRACTORS LTD	HB8912-23003 HB8959-23003 HB8960-23003 HB8961-23003 HB8962-23003	PAYMENT ACCESSIBILITY CONCRETE - HC ACCESSIBILITY CONCRETE - HC ACCESSIBILITY CONCRETE - HC ACCESSIBILITY CONCRETE - HC ACCESSIBILITY CONCRETE - HC	3,212.21 3,111.68 1,515.68 499.80 133.88	8,473.25
20230549	2023-11-07	MUNISIGHT LTD, Attn: Munisight ltd. Accounts Rec	INV308306426	PAYMENT UTILITY REFORMATTING	924.00	924.00
20230550	2023-11-07	Nutec Electro Tel	186856 186952	PAYMENT SECURITY MONITORIG OFFICE SECURITY MONITORING SHOP	80.80 52.45	133.25
20230551	2023-11-07	RECEIVER GENERAL	20220857 20220858	PAYMENT PAYROLL REMITTANCE PAYROLL REMITTANCE	1,874.68 2,061.72	3,936.40
20230552	2023-11-07	Rogers	2713355807	PAYMENT PW CELL PHONE	50.35	50.35
20230553	2023-11-07	SIRROM WIRING and ELECRITICAL SERVICES LT	17522	PAYMENT ACCESSIBILITY GRANT - ELECTI	16,801.51	16,801.51
20230554	2023-11-07	Vallet, Kristie	Oct 30 Mil	PAYMENT MILEAGE - MATTI TRAINING	203.11	203.11
20230555	2023-11-07	VITAL EFFECT	11363	PAYMENT NOV WEB AND EMAIL HOSTING	68.13	68.13
20230556	2023-11-14	ACCU-FLO METER SERVICE LTD.	111187	PAYMENT UTILITY METER READER PARTS	1,034.25	1,034.25
20230557	2023-11-14	BASHAW HOME HARDWARE	37371	PAYMENT PW SUPPLIES	53.72	53.72
20230558	2023-11-14	Corspraying	2338	PAYMENT WEED SPRAYING	1,679.52	1,679.52
20230559	2023-11-14	EMBER GRAPHICS	7814	PAYMENT DECALS FOR NEW TRACTOR	116.87	116.87
20230560	2023-11-14	HALF DIAMOND	39106 39107 39120 39532 39904 40026	PAYMENT REFUND ON RETURNED FUEL N CENTRE PULL PAPER TOWEL AN TIRE CHUCK 1/4" CUT OFF WHEI PW SUPPLIES HOSE BARB PW GLOVES	(170.89) 56.33 21.27 88.31 3.15 58.25	56.42
20230561	2023-11-14	LIDSTONE & COMPANY BARRISTERS AND SOLI	50905 50906 50907 50908	PAYMENT LEGAL - OMBUDSMAN COMPLAI LEGAL - SEWAGE LAGOON LEGAL - BELL LEGAL - SALE OF 7108 LAWSON	1,081.50 897.75 96.08 498.25	2,573.58
20230562	2023-11-14	Next Gen Automation	537375	PAYMENT PHOTOCOPIER COSTS OCT	225.00	225.00
20230563	2023-11-14	QUADIENT CANADA LTD.		PAYMENT		111.67



VILLAGE OF DONALDA

Cheque Listing For Council

2023-Dec-11
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Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230563	2023-11-14	QUADIENT CANADA LTD.	2653169	POSTAGE MACHING CONTRACT	111.67	111.67
20230564	2023-11-14	RAMSTAD, CHAD	HS Nov 2023	PAYMENT HEALTH SPENDING	126.18	126.18
20230565	2023-11-14	SIMONIN LAW	5295	PAYMENT REFUND 1/2 TAX CERT	26.25	26.25
20230566	2023-11-14	STETTLER ROYAL CANADIAN LEGION , BRANCH	Nov 2023	PAYMENT DONATION	20.00	20.00
20230567	2023-11-14	WELLS, JENNIFER	Nov 7	PAYMENT REPAYMENT FOR REPLACING M	13.62	13.62
20230568	2023-11-14	RAMSTAD, CHAD				
20230569	2023-11-14	Vallet, Kristie A				
20230570	2023-11-14	CHAPPELL BENOIT, HOLLY R				
20230571	2023-11-14	Bachman, Bobbi L				
20230572	2023-11-21	C C WELDING & TIRE	235713	PAYMENT PW TRUCK TIRES	1,142.40	1,142.40
20230573	2023-11-21	CANOE PROCUREMENT GROUP OF CANADA	AB190285 RMA010031	PAYMENT PRINTED WINDOW ENVELOPES RMA MEMBERSHIP	164.85 204.75	369.60
20230574	2023-11-21	CHAPPELL BENOIT, HOLLY	NOV 21	PAYMENT MILEAGE OCT 24-NOV 24	218.40	218.40
20230575	2023-11-21	COUNTY OF STETTLER NO.6	COS009679	PAYMENT UTILITY MONITORING AND MILE.	1,362.48	1,362.48
20230576	2023-11-21	Environmental 360 Solutions (Alberta) Ltd.	RD0000279067	PAYMENT OCTOBER RESIDENTIAL WASTE	1,697.42	1,697.42
20230577	2023-11-21	FISHER HILL TREE COMPANY	NOV 16, 2023	PAYMENT TREE TRIMMING	2,520.00	2,520.00
20230578	2023-11-21	Forestburg Transit Mix	11960 11963	PAYMENT MSI CURB STOP PROJECT MSI CURB STOP PROJECT	3,927.00 4,505.55	8,432.55
20230579	2023-11-21	OLD MACDONALD KENNELS, ANIMAL SERVICES	11018	PAYMENT ANIMAL CONTROL SEPTEMBER	78.75	78.75
20230580	2023-11-21	PARKLAND COMMUNITY PLANNING SERVICES	22140	PAYMENT CONSULTATION - 2 ACRE PARCE	187.50	187.50
20230581	2023-11-21	SHIRLEY McCLELLAN REGIONAL WATER SERVI	SMRWSC00325	PAYMENT OCTOBER WATER CONSUMPTIC	4,254.75	4,254.75
20230582	2023-11-21	STETTLER HOME HARDWARE	135456	PAYMENT PW SUPPLIES	50.05	50.05
20230583	2023-11-21	TELUS COMMUNICATIONS INC.	NOV 20	PAYMENT OFFICE PHONE	116.39	116.39
20230584	2023-11-21	UFA	115052504 913155710	PAYMENT FUEL BULK FUEL	120.07 812.52	932.59
20230585	2023-11-28	ATB FINANCIAL MASTERCARD	Nov 27, 2023	PAYMENT PW SUPPLIES, POSTAGE, ADOB	94.90	94.90
20230586	2023-11-28	AUMA	231049014	PAYMENT OCT AUMA PAYMENT	2,844.31	2,844.31
20230587	2023-11-28	CHAPPELL BENOIT, HOLLY	Nov 27	PAYMENT MILEAGE	139.31	139.31
20230588	2023-11-28	Forestburg Transit Mix	11976	PAYMENT WASHED SAND	698.25	698.25



VILLAGE OF DONALDA

Cheque Listing For Council

2023-Dec-11
5:08:27PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230589	2023-11-28	JIM RENSCHLER CONSTRUCTION LTD.		PAYMENT		7,065.45
			2505	ACCESIBILITY - BACK RAMP RAI	5,880.00	
			2506	ACCESSIBILITY - BACK RAIL RAI	1,185.45	
20230590	2023-11-28	JOHN DEERE FINANCIAL		PAYMENT		91.08
			P95179	PW SUPPLIES	91.08	
20230591	2023-11-28	MUNICIPAL PROPERTY CONSULTANTS (2009) L		PAYMENT		2,563.31
			905	JULY-DECEMBER ASSESSMENT	2,563.31	
20230592	2023-11-28	RAMSTAD, CHAD		PAYMENT		255.19
			HS Nov 21	HEALTH SPENDING	255.19	
20230593	2023-11-28	TRINUS TECHNOLOGIES		PAYMENT		485.60
			5153	DECEMBER CYBER SECURITY	485.60	
20230594	2023-11-28	WELLS, JENNIFER		PAYMENT		150.00
			23	NOVEMBER JANITORIAL	150.00	
20230595	2023-11-28	RAMSTAD, CHAD				
20230596	2023-11-28	Vallet, Kristie A				
20230597	2023-11-28	CHAPPELL BENOIT, HOLLY R				
20230598	2023-11-28	WELLS, JENNIFER D				
20230599	2023-11-28	Bachman, Bobbi L				

Total 84,745.56

*** End of Report ***



VILLAGE OF DONALDA
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2023-12-11

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	5,840.00	3-41-271	16,856.37
Overdue 1	4,606.77		
Overdue 2	2,417.69		
Overdue 3	1,780.26		
Overdue 4	2,211.65		
Outstanding	16,856.37	Totals	16,856.37
		Total GL	16,856.37
		Total SL	16,856.37
		Proof	0.00

*** End of Report ***



VILLAGE OF DONALDA

Tax Trial Balance (Full Listing)

Trial Balance As Of 2023-12-11

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Local Improvement Levy	1 Year	2 Years	3 Years	Over 3
		Tax Levy	254,257.94		Local Improvement Levy		0.00		
		Additional Tax Levy	0.00		Accumulated Penalty		14,210.69		
					Outstanding Penalty		7,323.30		
		Sub Ledger		General Ledger					
		Current	40,307.56						
		1 Year	11,750.72		3-00-211		3,705.89		
		2 Years	2,884.48		3-00-212		52,595.01		
		3 Years	1,358.14		Totals		<u>56,300.90</u>		
		Over 3	0.00						
		Outstanding	<u>56,300.90</u>						
					Total GL		56,300.90		
					Total SL		56,300.90		
					Proof		<u>0.00</u>		

*** End of Report ***



VILLAGE OF DONALDA

Accounts Payable Bank Reconciliation

2023-Dec-12
9:38:20AM

November Balance Shown on Bank Statement

253,326.85

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
OTHER DEPOSIT	10087	2023-11-30	394.71
RBC DEPOSIT	10087	2023-11-30	60.91
ATB DEPOSIT	10088	2023-11-30	218.94
RBC DEPOSIT	10088	2023-11-30	169.68
SCOTIABANK DEPOSIT	10088	2023-11-30	89.00
TD DEPOSIT	10088	2023-11-30	112.16
Total Deposits Outstanding			1,045.40
			Sub Total
			1,045.40
			254,372.25

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
BJOERN, MARCUS	20230448	2023-09-11	75.00
NORMAN, BYRON R	20230540	2023-10-31	
KANTRAX CONTRACTORS LTD	20230548	2023-11-07	8,473.25
BASHAW HOME HARDWARE	20230557	2023-11-14	53.72
SIMONIN LAW	20230565	2023-11-14	26.25
Bachman, Bobbi L	20230571	2023-11-14	
OLD MACDONALD KENNELS, AI	20230579	2023-11-21	78.75
PARKLAND COMMUNITY PLANN	20230580	2023-11-21	187.50
Forestburg Transit Mix	20230588	2023-11-28	698.25
JIM RENSCHLER CONSTRUCTI	20230589	2023-11-28	7,065.45
MUNICIPAL PROPERTY CONSU	20230591	2023-11-28	2,563.31
TRINUS TECHNOLOGIES	20230593	2023-11-28	485.60
Bachman, Bobbi L	20230599	2023-11-28	
Total Outstanding Cheques			20,575.87
			(20,575.87)

And Adjustments

Your Bank Balance Should Be	233,796.38
Your Reconciled Bank Balance Is	233,796.38
Difference	0.00

*** End of Report ***

Signature on File

BANK RECONCILIATION

Nov-23

Account Description: ATB Financial - MSI Capital
GL Account Number: 3-12-122
Bank Account Number: 747-*****3779

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$	429,722.78
Add:		
Deposits in Transit (Outstanding Deposits)	\$	-
Less:		
Cheques Issued Not Cleared (Outstanding Cheques)	\$	-
Other:		
Bank Adjustments	\$	-
Adjusted Balance per Bank Statement	\$	429,722.78

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$	450,053.42
Add:		
Total Debits	\$	2,005.99
Less:		
Total Credits	(-\$	22,336.63)
Other:		
Ledger Adjustments	\$	-
Adjusted Balance per General Ledger	\$	429,722.78
Balance per General Ledger (number from MuniWare GL)	\$	429,722.78

Adjusted Balance per Bank Statement matches Balance per GL?	\$	-	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$	-	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$	-	RECONCILED

Signature on File

Prepared By: _____
Assistant CAO Holly Chappell Benoit

Date: December 12, 2023

BANK RECONCILIATION

Nov-23

Account Description: ATB Financial - CCBF Account
GL Account Number: 3-12-123
Bank Account Number: 747-*****7179

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$	5,289.01
Add:		
Deposits in Transit (Outstanding Deposits)	\$	-
Less:		
Cheques Issued Not Cleared (Outstanding Cheques)	\$	-
Other:		
Bank Adjustments	\$	-
Adjusted Balance per Bank Statement	\$	5,289.01

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$	5,265.42
Add:		
Total Debits	\$	23.59
Less:		
Total Credits	\$	-
Other:		
Ledger Adjustments	\$	-
Adjusted Balance per General Ledger	\$	5,289.01

Balance per General Ledger (number from MuniWare GL) **5,289.01**

Adjusted Balance per Bank Statement matches Balance per GL?	\$	-	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$	-	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$	-	RECONCILED

Signature on File

Prepared By: _____
Assistant CAO Holly Chappell Benoit

Date: December 12, 2023

BANK RECONCILIATION

Nov-23

Account Description: ATB Financial - Reserve Account
GL Account Number: 3-12-124
Bank Account Number: 747-*****9279

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$	77.88
Add:		
Deposits in Transit (Outstanding Deposits)	\$	-
Less:		
Cheques Issued Not Cleared (Outstanding Cheques)	\$	-
Other:		
Bank Adjustments	\$	-
Adjusted Balance per Bank Statement	\$	77.88

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$	77.54
Add:		
Total Debits	\$	0.34
Less:		
Total Credits	\$	-
Other:		
Ledger Adjustments	\$	-
Adjusted Balance per General Ledger	\$	77.88

Balance per General Ledger (number from MuniWare GL) **77.88**

Adjusted Balance per Bank Statement matches Balance per GL?	\$	-	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$	-	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$	-	RECONCILED

Signature on File

Prepared By: _____
Assistant CAO Holly Chappell Benoit

Date: December 12, 2023

BANK RECONCILIATION

Nov-23

Account Description: ATB Financial - Grant Account
GL Account Number: 3-12-125
Bank Account Number: 747-*****2278

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$	305,107.79
Add:		
Deposits in Transit (Outstanding Deposits)	\$	-
Less:		
Cheques Issued Not Cleared (Outstanding Cheques)	\$	-
Other:		
Bank Adjustments	\$	-
Adjusted Balance per Bank Statement	\$	305,107.79

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$	320,175.53
Add:		
Total Debits	\$	2,226.89
Less:		
Total Credits	(-\$	17,294.63)
Other:		
Ledger Adjustments	\$	-
Adjusted Balance per General Ledger	\$	305,107.79

Balance per General Ledger (number from MuniWare GL) 305,107.79

Adjusted Balance per Bank Statement matches Balance per GL?	\$	-	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$	-	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$	-	RECONCILED

Signature on File

Prepared By: _____
Assistant CAO Holly Chappell Benoit

Date: December 12, 2023



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 19, 2023
Originated By	CAO Kristie Vallet
Decision Title	Interim Operating & Capital Budget - 2024
Agenda Number	5.6

Background/Proposal

Municipal Budgets run from January – December. An Operating and Capital budget must be passed annually. Budgeting takes place in the first quarter of the calendar year. To allow for the approval of expenditures before the new calendar year’s budget is passed, the Council adopts an interim budget before the end of the year. An interim cease to have effect when the operating budget for that calendar year is adopted.

Discussion/Options/Benefits/Disadvantages

To adopt the 2023 Operating & Capital Budgets as the 2024 Interim Operating & Capital Budget.

Costs/Source of Funding

N/A

Applicable Legislation

MGA – Adoption of Operating Budget Section 242(2)

MGA – Adoption of a Capital Budget Section 245

Recommended Action

The Administration recommends adopting 2023 Operating & Capital Budgets as the 2024 Interim Operating & Capital Budget.

MOVED by _____ to adopt the 2023 Operating and Capital Budget as the Interim 2024 Operating and Capital Budget.

Implementation/Communication

The Administration will proceed upon the Council’s request.

Target Decision Date

December 19, 2023

GENERAL LEDGER	DESCRIPTION	2022 BUDGET	2022 ACTUALS	2023 BUDGET
GENERAL REVENUE				
1-00-100	Residential Taxes		\$ 139,691.43	\$ 167,623.34
1-00-110	Non-Residential Taxes		\$ 22,629.45	\$ 29,255.72
1-00-120	Linear Taxes		\$ 11,324.42	\$ 13,105.10
1-00-130	Franchise - ATCO	\$ 23,170.29	\$ 28,176.73	\$ 31,414.56
1-00-140	Franchise - Apex Utilities Inc.	\$ 24,351.46	\$ 21,670.47	\$ 31,433.00
1-00-160	Minimum Tax Revenue	\$ 31,259.63	\$ 31,259.63	\$ -
1-00-200	Penalties & Costs on Taxes	\$ 18,500.00	\$ 15,479.10	\$ 15,000.00
1-32-510	Insurance Proceeds			
1-32-520	Sale of Assets			
1-41-510	Insurance Proceeds			
	TOTAL GENERAL REVENUE	\$ 97,281.38	\$ 270,231.23	\$ 287,831.72
GRANTS & OTHER REVENUE				
1-00-111	Canada Summer Jobs	\$ 8,960.00	\$ -	\$ -
1-00-740	Municipal Sponsorship Program			
1-00-751	Conditional Municipal - FCSS	\$ 7,625.00	\$ 7,787.00	\$ 7,625.00
1-00-841	Conditional Grant - Federal			
1-00-845	Provincial Grant - MSI Operating	\$ 36,356.00	\$ 36,356.00	\$ 72,712.00
1-00-855	Grants- Other	\$ -	\$ 440.00	\$ 52,650.00
1-00-856	Donations/Sponsorship	\$ -	\$ 4,688.70	\$ 5,000.00
1-12-840	PROVINCIAL GRANT - CAPITAL			
1-12-845	Provincial Grant			
	TOTAL GRANTS & OTHER REVENUE	\$ 52,941.00	\$ 49,271.70	\$ 137,987.00
ADMINISTRATION REVENUE				
1-12-411	Photocopy, Fax, Sales, etc.	\$ 50.00	\$ 12.00	\$ -
1-12-417	Tax Cert. Dev. Permits, etc.	\$ 600.00	\$ 1,294.50	\$ 1,000.00
1-12-418	Maintenance service revenue	\$ 700.00	\$ 1,150.00	\$ 1,200.00
1-12-419	Newsletter Ads	\$ 1,000.00	\$ 320.00	\$ 250.00
1-12-550	Investment Income - Bank Int.	\$ 6,300.00	\$ 17,499.00	\$ 8,000.00
1-12-561	Rental Revenue	\$ 5,840.00	\$ 4,969.27	\$ 5,000.00
1-12-751	FCSS Management Revenue			
1-12-590	Miscellaneous Admin. Revenue	\$ -	\$ 1,580.32	\$ 2,050.00
1-00-210	Penalties Accounts Receivable	\$ 150.00	\$ 251.50	\$ 250.00
	TOTAL ADMINISTRATION REVENUE	\$ 14,640.00	\$ 27,076.59	\$ 17,750.00
EMERGENCY MANAGEMENT REVENUE				
1-23-410	Fire Charges	\$ 25,000.00	\$ 25,151.69	\$ 25,200.00
1-24-410	Emergency Management Service Revenue	\$ 5,000.00	\$ 5,039.22	\$ 6,150.00
	TOTAL EMERGENCY MANAGEMENT	\$ 30,000.00	\$ 30,190.91	\$ 31,350.00
BYLAW REVENUE				
1-21-530	Fines-Bylaw	\$ 200.00	\$ -	\$ -
1-26-520	Chicken License	\$ -	\$ 55.00	\$ 55.00
1-26-521	Dog License	\$ 290.00	\$ 495.00	\$ 460.00
1-26-522	Cat License	\$ 120.00	\$ 170.00	\$ 170.00
1-26-523	Business License	\$ 120.00	\$ 21.02	\$ 120.00
	TOTAL BYLAW REVENUE	\$ 730.00	\$ 698.98	\$ 805.00

		TOTAL REVENUE \$	365,126.36 \$	545,931.04 \$	658,464.72 \$
COUNCIL EXPENSE					
2-11-150	Council Meeting Pay	\$	9,000.00 \$	6,090.00 \$	6,300.00 \$
2-11-151	Council Supervision Pay	\$	3,600.00 \$	4,110.00 \$	3,600.00 \$
2-11-211	Travel & Subsistence	\$	2,000.00 \$	1,939.69 \$	2,000.00 \$
2-11-212	Legislative - Discretionary	\$	120.00 \$	537.75 \$	300.00 \$
	TOTAL COUNCIL EXPENSE	\$	14,720.00 \$	12,677.44 \$	12,200.00 \$
ADMINISTRATION EXPENSE					
2-12-110	Salaries & Wages	\$	29,500.00 \$	38,030.38 \$	123,338.50 \$
2-12-111	Wages - Community Programming	\$	17,920.00 \$	10,633.66 \$	12,684.00 \$
2-12-130	Payroll Deductions	\$	3,090.28 \$	3,925.87 \$	9,185.57 \$
2-12-131	Vacation Pay	\$	1,518.40 \$	1,373.82 \$	2,232.46 \$
2-12-132	Payroll Benefits	\$	175.00 \$	- \$	1,000.00 \$
2-12-152	Election & Census Fees	\$	2,000.00 \$	2,844.40 \$	4,000.00 \$
2-12-211	Travel & Subsistence	\$	1,500.00 \$	1,550.80 \$	3,000.00 \$
2-12-212	Course Fee Registration	\$	2,800.00 \$	4,046.62 \$	1,650.00 \$
2-12-216	Postage	\$	1,600.00 \$	1,483.74 \$	1,500.00 \$
2-12-217	Telephone	\$	4,520.00 \$	4,638.48 \$	5,500.00 \$
2-12-220	Advertising & Memberships	\$	150.00 \$	711.00 \$	500.00 \$
2-12-224	Land Title Fees	\$	200.00 \$	270.00 \$	200.00 \$
2-12-226	Tax Recovery Fees	\$	5,400.00 \$	5,614.42 \$	5,650.00 \$
2-12-230	Assessors Fees	\$	8,250.00 \$	8,250.00 \$	8,650.00 \$
2-12-231	Auditors Fees	\$	3,000.00 \$	5,531.46 \$	4,748.87 \$
2-12-232	Legal Fees	\$	4,000.00 \$	281.87 \$	2,000.00 \$
2-12-240	Bad Debts	\$	1,284.60 \$	117.38 \$	800.00 \$
2-12-250	Repairs & Main. Contract	\$	3,000.00 \$	677.19 \$	800.00 \$
2-12-251	Repairs & Maintenance	\$	2,500.00 \$	2,525.96 \$	2,500.00 \$
2-12-252	Cleaning - Supplies & Labor	\$	17,000.00 \$	18,077.44 \$	16,635.00 \$
2-12-255	Other Contracted Services	\$	75,600.00 \$	80,452.00 \$	- \$
2-12-256	Contracted Services CAO	\$	1,000.00 \$	1,971.52 \$	750.00 \$
2-12-270	Computer Expenses	\$	900.00 \$	1,224.85 \$	1,300.00 \$
2-12-271	Website Fees	\$	8,754.78 \$	8,754.78 \$	10,286.00 \$
2-12-274	Insurance & Bond	\$	2,587.20 \$	2,819.63 \$	2,775.00 \$
2-12-275	Workman's Compensation	\$	3,258.00 \$	3,887.08 \$	4,000.00 \$
2-12-505	Photocopier Costs	\$	3,700.00 \$	2,876.15 \$	2,500.00 \$
2-12-510	General Office Supplies	\$	1,200.00 \$	1,223.00 \$	1,300.00 \$
2-12-540	Utilities - Heating	\$	1,500.00 \$	659.00 \$	800.00 \$
2-12-541	Utilities - Power	\$	250.00 \$	227.01 \$	500.00 \$
2-12-590	Miscellaneous	\$	- \$	- \$	- \$
2-12-751	Municipal FCSS Contribution	\$	2,593.94 \$	2,261.00 \$	2,100.00 \$
2-12-810	Bank Charges & Fees	\$	8,635.83 \$	8,700.00 \$	14,184.45 \$
2-12-920	AMORTIZATION	\$	219,388.03 \$	221,157.47 \$	247,069.85 \$
	TOTAL ADMINISTRATION EXPENSE	\$	219,388.03 \$	221,157.47 \$	247,069.85 \$
EMERGENCY MANAGEMENT EXPENSES					
2-23-410	Fire Service Agreement	\$	25,000.00 \$	25,000.00 \$	25,000.00 \$
2-24-410	Emergency Management Agreement	\$	5,000.00 \$	5,989.56 \$	6,000.00 \$

		TOTAL FIRE SERVICE AGREEMENT \$	30,000.00 \$	30,989.56 \$	31,000.00
BYLAW ENFORCEMENT EXP					
2-26-751	Bylaw Enforcement	\$	4,080.00 \$	4,980.00 \$	5,000.00
2-26-752	Rural Policing Expense	\$	7,335.00 \$	5,952.00 \$	11,550.00
	TOTAL BYLAW ENFORCEMENT EXPENSE	\$	11,415.00 \$	10,932.00 \$	16,550.00
STREETS & ROADS EXPENSE					
2-32-110	Salaries	\$	13,163.48 \$	17,903.75 \$	18,052.80
2-32-111	Salaries - Shop Work Hours	\$	9,262.48 \$	6,896.80 \$	7,473.51
2-32-112	Wages - Summer Student	\$	- \$	562.50 \$	-
2-32-130	Payroll Deductions	\$	1,678.19 \$	1,754.84 \$	3,098.97
2-32-131	Vacation Pay	\$	1,328.56 \$	1,385.90 \$	2,454.96
2-32-132	Payroll Benefits	\$			500.00
2-32-210	Travel	\$	100.00 \$	299.87 \$	300.00
2-32-217	Maintenance Cell Phone	\$	579.00 \$	498.04 \$	576.00
2-32-230	Engineering Fees	\$	5,000.00 \$	3,190.00 \$	3,472.50
2-32-250	Road & Street Repairs	\$	400.00 \$	4,323.43 \$	4,000.00
2-32-251	Equipment Repairs & Maint.	\$	2,500.00 \$	1,602.41 \$	3,500.00
2-32-270	Contracted Services	\$	5,500.00 \$	7,398.99 \$	6,000.00
2-32-271	Insurance Share	\$	1,287.46 \$	1,287.46 \$	1,513.00
2-32-510	Small Equipment & Supplies	\$	6,845.00 \$	6,574.60 \$	5,000.00
2-32-515	Equipment Rental	\$	500.00 \$	1,255.83 \$	1,000.00
2-32-521	Gas & Diesel Fuel	\$	3,000.00 \$	6,788.64 \$	7,500.00
2-32-530	Const. & Maint. Supplies	\$		515.62 \$	500.00
2-32-532	Gravel, Cold Mix & Sand	\$	1,500.00 \$	2,673.85 \$	3,500.00
2-32-541	Street Lights	\$	19,500.00 \$	20,815.54 \$	22,615.00
2-32-542	Shop Power	\$	2,000.00 \$	1,599.79 \$	1,600.00
2-32-543	Shop Natural Gas	\$	2,500.00 \$	2,533.36 \$	2,600.00
2-32-590	Miscellaneous	\$		292.86 \$	500.00
2-32-920	AMORTIZATION	\$	27,385.75 \$	27,000.00 \$	29,008.57
	TOTAL STREETS & ROADS EXPENSE	\$	104,029.92 \$	117,154.08 \$	124,765.31
WATER EXPENSE					
2-41-110	Salaries - Water Related	\$	2,065.66 \$	3,231.31 \$	3,107.97
2-41-130	Payroll Deductions	\$	141.01 \$	203.68 \$	379.72
2-41-215	Freight	\$	- \$	26.25 \$	50.00
2-41-251	Maintenance Supplies	\$	500.00 \$	- \$	250.00
2-41-270	Contracted Services	\$	18,000.00 \$	18,473.87 \$	19,500.00
2-41-271	Insurance	\$	- \$	- \$	-
2-41-272	Computer/Software	\$	2,275.00 \$	2,275.00 \$	2,275.00
2-41-500	Office Supplies	\$		- \$	-
2-41-600	SMRWSC - Debenture Payments	\$	7,500.00 \$	6,209.90 \$	6,500.00
2-41-601	SMRWSC - Water Consumption	\$	41,457.79 \$	45,934.44 \$	46,000.00
2-41-920	AMORTIZATION	\$	25,022.20 \$	25,000.00 \$	25,760.11
	TOTAL WATER EXPENSE	\$	96,961.66 \$	101,354.45 \$	103,822.80
SEWER EXPENSE					
2-42-110	Salaries - Sewer Related	\$	201.53 \$	807.70 \$	775.90
2-42-130	Payroll Deductions	\$	15.00 \$	59.93 \$	94.80

2-42-250	Purchased Repairs & Maint.	\$	1,000.00	\$	-	\$	-
2-42-251	Lagoon Cleaning & Maintenance	\$		\$	-	\$	-
2-42-275	Contracted Services - Sewer	\$	800.00	\$	2,585.51	\$	2,500.00
2-42-290	Lagoon Drainage Easement	\$		\$	-	\$	
2-42-510	Goods & Supplies	\$		\$	-	\$	36,000.00
4-42-722	Sewer Reserves	\$		\$		\$	
2-42-920	AMORTIZATION	\$	14,408.55	\$	15,000.00	\$	14,408.55
	TOTAL SEWER EXPENSE	\$	16,425.08	\$	18,453.14	\$	53,779.25
	WASTE REMOVAL EXPENSES						
2-43-110	Salaries - Garbage Related	\$	167.94	\$	23.45	\$	21.80
2-43-130	Payroll Deductions	\$	15.00	\$	1.56	\$	2.66
2-43-251	Repairs & Maintenance	\$	-	\$	-	\$	-
2-43-270	Contracted Garbage Pickup	\$	18,800.00	\$	17,304.29	\$	18,170.00
	WASTE REMOVAL EXPENSE	\$	18,982.94	\$	17,329.30	\$	18,194.46
	CEMETERY EXPENSE						
2-56-110	Salaries - Cemetery	\$	383.86	\$	187.45	\$	178.72
2-56-130	Payroll Deductions	\$	25.00	\$	13.73	\$	21.83
2-56-270	Contracted Services	\$	-	\$	-	\$	-
2-56-510	General Services & Supplies	\$	1,100.00	\$	594.72	\$	600.00
	CEMETERY EXPENSE	\$	1,508.86	\$	795.90	\$	800.55
	COMMUNITY SERVICES						
2-62-111	FCSS - Postage	\$	775.00	\$	670.77	\$	650.00
2-62-755	FCSS Programs	\$	14,560.00	\$	12,791.51	\$	9,760.00
2-65-756	Community Programming	\$	-	\$	-	\$	35,000.00
2-62-760	FCSS Membership Expenses	\$	114.00	\$	114.00	\$	114.00
	FCSS EXPENSE	\$	15,449.00	\$	13,576.28	\$	45,524.00
	PLANNING EXPENSE						
2-66-762	Planning Services Expense	\$	24,015.00	\$	7,890.75	\$	24,530.00
2-66-911	Purchase of Land	\$	4,000.00	\$	4,152.53	\$	-
	TOTAL PLANNING SERVICES EXPENSE	\$	28,015.00	\$	12,043.28	\$	24,530.00
	RENTAL BUILDING EXPENSE						
2-69-110	Salaries - Rental Space Maintenance	\$	2,930.60	\$	1,586.90	\$	1,525.65
	TOTAL RENTAL BUILDING EXPENSE	\$	2,930.60	\$	1,586.90	\$	1,525.65
	PARKS & RECREATION EXPENSE						
2-72-110	Salaries - Green Space Maintenance	\$	7,535.70	\$	12,657.63	\$	12,165.97
2-72-111	Salary - Canada Summer Jobs	\$	-	\$	-	\$	-
2-72-130	Payroll Deductions	\$	558.46	\$	512.81	\$	1,486.37
2-72-250	Parks - Contract Services	\$	2,058.00	\$	1,636.10	\$	1,500.00
2-72-210	Insurance	\$	-	\$	-	\$	-
2-72-510	Parks - Supplies	\$	-	\$	-	\$	-
2-72-541	Utilities - Power	\$	-	\$	-	\$	-
	TOTAL RECREATION EXPENSE	\$	10,152.16	\$	14,806.54	\$	15,152.34

CULTURE EXPENSE									
2-74-110	Salaries - Culture Related	\$	100.76	\$	301.24	\$		\$	289.72
2-74-130	Payroll Deductions	\$	10.00	\$	20.58	\$		\$	35.15
2-74-232	Village Beautification	\$	1,200.00	\$	550.75	\$		\$	800.00
2-74-251	Repairs & Maintenance	\$	1,000.00	\$	15.00	\$		\$	2,750.00
2-74-252	Miscellaneous	\$	-	\$	230.00	\$		\$	-
2-74-271	Insurance	\$	2,832.43	\$	2,560.31	\$		\$	3,028.00
2-74-540	Utilities - Gas	\$	1,900.00	\$	2,483.00	\$		\$	2,500.00
2-74-541	Utilities - Power	\$	5,200.00	\$	3,520.16	\$		\$	3,600.00
2-74-770	Grants - Museum	\$	5,400.00	\$	5,400.00	\$		\$	5,400.00
2-74-771	Grants - Library	\$	5,000.00	\$	5,000.00	\$		\$	5,000.00
2-74-775	Parkland Reg. Library Req.	\$	1,832.25	\$	1,838.25	\$		\$	2,122.32
2-74-850	Canada Day Celebration	\$	1,100.00	\$	1,160.00	\$		\$	1,160.00
2-74-920	AMORTIZATION	\$	806.53	\$	810.00	\$		\$	806.54
	TOTAL CULTURE EXPENSE	\$	26,381.97	\$	23,889.29	\$		\$	27,491.73
	TOTAL EXPENSES INCL AMORTIZATION	\$	596,360.22	\$	596,745.63	\$		\$	722,405.94
REQUISITIONS									
2-80-741	Provincial Education - ASFF	\$	36,720.24	\$	38,090.83	\$		\$	38,534.72
2-80-751	Recreation Requestion County of Stettler	\$	3,955.00	\$	3,955.00	\$		\$	3,955.00
2-80-761	C.of Stettler Housing Auth	\$	6,454.00	\$	6,454.00	\$		\$	6,445.00
2-80-771	Stettler Waste Management Auth	\$	14,892.00	\$	14,892.00	\$		\$	16,272.00
	TOTAL REQUISITIONS EXPENSE	\$	62,021.24	\$	63,391.83	\$		\$	65,206.72
	TOTAL EXPENSES LESS ASFF & HOUSING	\$	615,207.22	\$	615,592.63	\$		\$	742,632.94
	TOTAL AMORTIZATION	\$	76,258.86	\$	76,510.00	\$		\$	84,168.22
	TOTAL Expenses Less ASFF, Housing & Amortization	\$	538,948.36	\$	539,082.63	\$		\$	658,464.72
	TOTAL REVENUE	\$		\$	545,931.04	\$		\$	658,464.72
	TOTAL EXPENSES	\$		\$	539,082.63	\$		\$	658,464.72



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 19, 2023
Originated By	CAO Kristie Vallet
Decision Title	Policy Review
Agenda Number	5.7 Village Business

Background/Proposal

The Village of Donalda creates policies to better assist with the understanding and implementing various components within the Village structure. The administration has reviewed all the active Village of Donalda Policies and continues to provide reviews for the Council's consideration of outdated policies.

Discussion/Options/Benefits/Disadvantages

Updating Village policies will benefit all staff members and keep documentation relevant.

Public Works Policy #1 – Snow Removal

- Outlines the parameters for snow removal on Village streets and sidewalks.

Costs/Source of Funding

N/A

Applicable Legislation

Recommended Action

The administration recommends adopting the recommendations for the Public Works Policy #1 – Snow Removal as presented.

MOVED BY _____ to adopt Public Works Policy #1 – Snow Removal as presented.

Implementation/Communication

The administration will proceed upon the Council's request.

Target Decision Date

December 19, 2023



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0B 1H0

Ph: 403.883.2345

Fx: 403.883.2022

OFFICE HOURS:
Mondays & Tuesdays
9am-4pm

Policy Category: PUBLIC WORKS POLICY

Policy Number: 1

Date Approved by Council: February 15, 2022

Date Reviewed and or Amended by Council: December 19, 2023

Policy Name: Snow Removal Policy

1. The Village of Donalda will remove "Highway" (as defined in the Village of Donalda's Traffic Bylaw 739-21) snow beginning after all snowfalls greater than 8cm or 3 inches when temperatures are in the negative (-).
2. The Village of Donalda will remove "Highway" snow as soon as possible when temperatures are 0 Degrees Celsius or higher to prevent icy conditions.
3. The Village of Donalda will remove "Sidewalk" snow after snowfall regardless of resulting in accumulation.
 - a) Village staff will de-ice and maintain the Village Complex, Library, and Skatepark at the discretion of Public Works staff.
4. After heavy snowfall accumulation, the Village will remove Priority 1 and 2 routes at a minimum. The staff appointed will be as described:
 - a) Mon – Tues & Thursday: Public Works Foreman and alternate staff as needed
 - b) Wed & Fri: Alternate staff
 - c) Sat-Sun: By the direction of the Public Works Foreman
5. Snow is removed according to the council-approved priority route; see Schedule "A."
 - a) Priorities 1 and 2 (Emergency Access & School Bus Route and Main Street) – will be cleared within 24 hours after the snow has stopped.
 - b) Priority 3 and 4 (Residential and All Back alleys) - as soon as possible after the snow has stopped.
6. Public Works staff will pile snow on the South or East side of roads when possible to help with snow drifting and accumulation.
7. Public Works staff will regularly inspect Alberta Avenue and Haviland Street for sidewalk snow removal as they have the most foot traffic to the school.
8. While public works will work to minimize snow piles in front of residential driveways, it is the responsibility of the property owners to clear private driveways and sidewalks.

- a) As per the Village of Donalda's Traffic Bylaw, all snow, ice, dirt, and other obstruction must be removed from the sidewalk within forty-eight (48) hours of such snow, ice, dirt, or other obstruction being deposited thereon. The Village of Donalda Bylaw Officer will work with the Village to inform property owners of their responsibility.
- b) ~~As per the Village of Donalda's Traffic Bylaw, after the expiration of forty-eight (48) hours aforesaid, remove and clear away all snow, ice, dirt, and other obstructions required to be removed and then charge the expenses thereof to the owner. In the event of non-payment within thirty (30) days of the fee, such costs shall be charged against the property as a special assessment to be recovered in a like manner as other taxes.~~



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 19, 2023
Originated By	CAO Kristie Vallet
Decision Title	Draft - Land Use Bylaw
Agenda Number	5.8

Background/Proposal

In April 2022, the Village of Donalda budgeted to allow for the creation of a revised, updated Land Use Bylaw to be completed by the Village’s planning firm, Parkland Community Planning Services. Within the Terms of Reference compiled by Parkland Community Planning, the Village was advised that it would take a Planner approximately 170 hours to complete the project for a total estimated cost of \$26,380.00. Like most municipalities with a population of less than 10,000 residents, the Village contracts the services of an independent planning firm to assist with revisions and recommendations of a Land Use Bylaw due to its technical nature requiring the expertise of a Municipal Planner with the educational basis to perform the task.

Municipalities with over 10,000 residents often employ an in-house planner as their operating budget allows this expense. The average annual earnings of an experienced Municipal Planner is approximately \$90,000 - \$110,000.

Parkland Community Planning, in collaboration with the Village Council, has created a DRAFT Land Use Bylaw that was available to residents for review before November 15, 2023, Open House at which residents could ask a representative from Parkland Community Planning questions about the DRAFT Land Use Bylaw. Fifteen residents attended the Open House, and many comments were noted through resident feedback forms. The next step in the Land Use Bylaw revision process would be to have a meeting between the Council and the planner from Parkland Community Planning Services to continue the revision of the FIRST DRAFT Land Use Bylaw to ensure that it best reflects the needs of the community and its residents.

While many residents have spoken to the Planner from Parkland Community Planning and the Administration at the Village Office and understand that the FIRST DRAFT Land Use Bylaw is just that, a draft, some residents believe the FIRST DRAFT Land Use Bylaw to be the final version of the Bylaw and believe there to be no opportunity to continue its revision with ongoing public consultation. The revision to a Land Use Bylaw allows for several opportunities for public consultation in creating a Final Draft to go to third reading before the Council for adoption.

To date, the Village of Donalda has incurred \$22,810 in expenses relating to the Land Use Bylaw and is on budget to complete the Bylaw within the original budget of \$26,380.

Discussion/Options/Benefits/Disadvantages

The Administration is seeking the recommendation of the Village Council on the next step in the Land Use Bylaw revision process.

Option 1 – Continue revising the FIRST DRAFT of the Land Use Bylaw revision while considering the feedback received from the public on the November 15, 2023 Open House.

Option 2 – Consult with Parkland Community Planning Services to create additional opportunities for public consultation before continuing with the FIRST DRAFT Land Use Bylaw revision.

Costs/Source of Funding

N/A

Applicable Legislation

MGA – Part 17 – Planning and Developing

Recommended Action

The Administration recommends tabling further revisions of the FIRST DRAFT Land Use Bylaw to allow for consultation with Parkland Community Planning Services, seeking additional opportunities for public consultation.

MOVED by _____ to table the Village of Donalds FIRST DRAFT Land Use Bylaw revisions to allow for consultation with Parkland Community Planning Services.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 19, 2023



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 19, 2023
Originated By	CAO Kristie Vallet
Decision Title	2023 Capital Project Summary
Agenda Number	5.9

Background/Proposal

The Administration is providing the Council with a summary of Capital Project expenses in 2023.

Project Date	Status	Budgeted Amount	2023 Expenses	Expense to Date
Curb Stop & Hydrant Replacements	In Progress	\$217,133	\$11,190	\$222,284
Village Complex Rehabilitation	In Progress	\$135,000	\$36,312	\$162,630
Tractor Replacement	Complete	\$95,000	\$95,422	\$94,422
Standpipe Temporary Remediation	In Progress	\$50,000	\$50,097	\$52,697
Sidewalks & Accessibility Ramps	In Progress	\$127,000	\$59,143	\$59,143

Discussion/Options/Benefits/Disadvantages

The Sidewalk & Accessibility Ramps will be completed in 2024. The Village Complex's main entrance, an accessibility curb, and a sidewalk panel with a drain are the last three sites to be completed.

Site	Estimated Cost
Village Complex Main Entrance	\$49,690
Main Street & Railway Ave. Accessibility Curb	\$3,380
Sidewalk panel with drain – Olson Street	\$1,000

Costs/Source of Funding

Approved Yes/No, Motion # _____

GL Code: _____

- Municipal Sustainability Initiative Capital Funding (Provincial)
- Federal Accessibility Grant

Applicable Legislation

MGA – Section 245 – Capital Budget

Recommended Action

The Administration recommends accepting the 2023 Capital Project Summary for information.

MOVED by _____ to accept the 2023 Capital Project Summary as presented by the Administration for information only.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 19, 2023



Chief Administrative Officer's Report

Submitted for December 19, 2023, Regular Meeting of Council

▪ **CAO Activities**

• **Day to Day**

- Meetings with ratepayers, public works staff, and municipal planning services
- Numerous phone and email communications follow up.
- Multiple contacts with Select Engineering Consultants Ltd. regarding capital projects.
- Preparation of Council Agenda and Package
- Review and updating of policies and bylaws.

▪ **Activity Report**

- Sirrom Wiring has installed a thermostat and digital monitoring system for the heaters in the boxes at the standpipe to prevent the temporary above-ground inlet from freezing.
- Finalization of sale of tax recovery properties and municipal-owned lots.
- Ongoing compilation of year-end material.
- Finalize the setup of pre-authorized debit for the monthly tax installment program.
- Mailed out reminders to ratepayers with any outstanding balances on their taxes.
- Participated in the Annual Emergency Management Tabletop Exercise in Stettler on December 13, 2023 with Assistant CAO Chappelle Benoit.
- Through the months of November and December CAO Vallet participated in numerous webinars as provided by Municipal Affairs for ongoing Municipal Administrator Training.

▪ **Upcoming Out-of-Office Days/Meetings**

- January 4, returning January 15. Assistant CAO Holly Chappell Benoit will be the Acting CAO in CAO Vallet's absence.