

**VILLAGE OF DONALDA**  
**Regular Council Meeting, June 16, 2020**  
**To Be Held at Donalda Municipal Office, Main Street Donalda, 10:00 am**  
**To be broadcast through ZOOM**  
**Regular Meeting Agenda**

**Call to Order-Mayor Gartside**

**1. AGENDA**

1. Additions and/or Amendments

**2. PREVIOUS MINUTES**

1. Regular Council Meeting Minutes May 19, 2020

**3. Delegations**

1. Donalda and District Museum – Internet Access
2. Donalda and District Museum – AB Prairie Steam Tours Ticket Request
3. Mr. Rick Kotz
4. Mr. Chad Whiteside
5. Mr. & Mrs. Derek and Judy Williams (Discussion Closed Meeting of Council #1)

**4. Business Arising from Previous Meeting**

**5. VILLAGE BUSINESS**

1. Revenue and Expenditure Report up to April 30, 2020
2. Balance Sheet up to April 30, 2020
3. Trial Balances up to May 12, 2020
4. Cheque Register up to April 30, 2020
5. Adopt Intermunicipal Development Framework
6. Water Shut Off

**6. INFORMATIONAL ITEMS**

1. PRL 2019 Return on Investment

**7. COMMITTEE AND STAFF REPORTS**

1. Mayor
2. Deputy Mayor
3. Councilor
4. Public Works
5. CAO Report

**8. CLOSED MEETING OF COUNCIL**

1. FOIP Regulation 18(1)(b)

**9. NEXT MEETING**

July 21, 2020 at 10:00 am

## 10. ADJOURNMENT

**VILLAGE OF DONALDA**  
**REGULAR COUNCIL MEETING**  
**MINUTES**  
**Tuesday, May 19, 2020**

The Regular Meeting of Donalda Village Council was held at 10:00 am Tuesday, May 19, 2020, using ZOOM the following persons present:

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Mayor: Bruce Gartside

Councilors: Paul McKay  
Rick Nelson

Staff: Chief Administrative Officer Kristie Vallet

Public: Neil Renneberg – Select Engineering  
Brain King – Brian King Professional Corporation  
Dan Knutson

**CALL TO ORDER:** Mayor Gartside called the meeting to order at 10:01 am.

**1. AGENDA**

Motioned by P. McKay to accept the agenda with the addition of 4.3 Status of Village Mower and Use on Hiking Trail, 4.4 Main Street Washrooms, 5.6 Olsen Street Leak, 8.1 Closed Session of Council FOIP Regulation 17(1)-Harmful to Personal Privacy

**Carried (99-20)**

**2. PREVIOUS MINUTES**

1. Regular Council Meeting Minutes May 5, 2020

Motioned by P. McKay that the minutes of the May 5, 2020 Regular Council Meeting be accepted as presented.

**Carried (100-20)**

**3. DELEGATIONS**

No delegations

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Select Engineering CC Replacement Tenders

Motioned by R. Nelson to proceed with 60 CC replacements and replace or rehabilitate all out of service fire hydrants in 2020, awarding the contract to Forestburg Transit Mix accepting their tender as submitted.

**Carried (101-20)**

**2. Sidewalk Replacement Project**

Motioned by R. Nelson to instruct Select Engineering to tender out the South Side of Main Street Sidewalk and Road Surface Replacement with a maximum budget of \$205,000 MSI Capital Funding.

**Carried (102-20)**

**3. Status of Village Mower and Use on Hiking Trails**

Confirmation by CAO Vallet that members of Council are covered under the Village of Donald's AMSC insurance policy to use the Village equipment as a volunteer.

**5. VILLAGE BUSINESS**

**1. Direct Fill to Standpipe**

Motioned by P. McKay to accept the information presented by Neil Renneberg – Select Engineering for information only.

**Carried (103-20)**

**2. Revenue and Expenditure Report up to April 30, 2020**

**3. Balance Sheet up to April 30, 2020**

**4. Trial Balance up to May 12, 2020**

**5. Cheque Register up to April 30, 2020**

Motioned by P. McKay to accept the financial reports as presented.

**Carried (104-20)**

**6. Olsen Street Leak**

Determined leak was sump pump discharge

**6. INFORMATION/CORRESPONDENCE**

No Information or Correspondence

**7. COMMITTEE REPORTS**

**1. Mayor**

**2. Deputy Mayor**

**3. Councilors**

**4. Public Works**



5. CAO Report

Motion by P. McKay to accept committee reports as presented.

**Carried (105-20)**

**8. CLOSED MEETING OF COUNCIL**

Motion by P. McKay to move session to a Closed Meeting of Council at 12:10 pm.

**Carried (106-20)**

Motioned by P. McKay to return to the Regular Meeting of Council at 12:30 pm.

**Carried (107-20)**

**10. NEXT MEETING DATE**

Regular Meeting of Council June 16, 2020 at 10:00 am via ZOOM.

**11. ADJOURNMENT**

Motion by B. Gartside to adjourn meeting at 12:31 pm

**Carried (108-20)**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





## *The Donalda & District Museum*

3.1

May 29, 2020

Kristie Vallet, CAO  
Donalda Village office

Dear Kristie:

The Donalda Museum is continually having internet interruptions, as we currently are connected to the Library Wi-Fi. We certainly cannot operate without a strong internet signal and unfortunately we do not have the funds to set up our own internet account.

We are requesting that the Village consider allowing the Museum to access their Wi-Fi. This is a matter of urgency as we cannot operate without internet.

If there is any more information required please contact Marlene at (403)-883-2381.

Thank you for your consideration in this matter.

Regards,

Marlene Conibear

Treasurer

Donalda and District Museum Society

Ph: 403-883-2100

Box 179, Donalda, AB, Canada

info@donaldamuseum.com www.donaldamuseum.com







*The Donalda & District Museum*

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3.2

May 29, 2020

Kristie Vallet, CAO  
Donalda Village office

Dear Kristie:

Paul McKay has brought it to our attention that the village office has train tickets that are not being used. We were wondering if it would be possible for us to acquire a couple of tickets to use at our fundraisers, thank you for your consideration.

Regards,

Donalda and District Museum Society

Ph: 403-883-2100

Box 179, Donalda, AB, Canada

info@donaldamuseum.com www.donaldamuseum.com



# VILLAGE OF DONALDA

## 2020 Operating Budget



General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
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### GENERAL REVENUE

1-00-100	Residential Taxes	(177,224.05)	(177,224.05)	(191,156.20)	(188,536.00)
1-00-110	Non-Residential Taxes	(25,846.40)	(29,417.00)	(31,539.55)	(29,417.00)
1-00-120	Linear Taxes	(12,900.83)	12,900.83	(13,305.17)	(10,994.00)
1-00-130	Franchise - ATCO	(3,639.92)	(11,100.00)	(8,874.39)	(9,000.00)
1-00-140	Franchise - Alta Gas	(8,077.61)	19,958.76	(18,883.53)	(18,000.00)
1-00-150	Payment in Lieu - Federal	0.00	0.00	0.00	0.00
1-00-160	Minimum Tax Revenue	(25,352.77)	(25,352.77)	0.00	0.00
1-00-170	County of Stettler Housing Authority	0.00	0.00	0.00	0.00
1-00-200	Penalties & Costs on Taxes	(11,485.86)	(15,000.00)	(15,053.52)	(15,000.00)
		<u>(264,527.44)</u>	<u>(225,234.23)</u>	<u>(278,812.36)</u>	<u>(270,947.00)</u>
* TOTAL GENERAL REVENUE					

### TOTAL GRANTS & OTHER REVENUE

1-00-720	Grant-Stettler County-Donalda Library	0.00	0.00	0.00	(4,000.00)
1-00-740	Municipal Sponsorship Program	0.00	0.00	(646.00)	0.00
1-00-751	Conditional Municipal - FCSS	(3,192.00)	(7,625.00)	(7,625.00)	(7,625.00)
1-00-831	Debtenture Interest Rebate	0.00	0.00	0.00	0.00
1-00-840	Conditional Collaborative Grant - Prov	0.00	0.00	0.00	0.00
1-00-841	Conditional Grant - Federal	0.00	1,100.00	(1,100.00)	1,100.00
1-00-845	PROVINCIAL GRANT OPERATING	0.00	(36,662.00)	(38,757.00)	(39,917.00)
1-00-850	Unconditional Grant - Prov.	0.00	0.00	0.00	0.00
1-00-990	Attorney General Fines & Costs	0.00	0.00	(787.00)	0.00
1-00-111	STEP GRANT	0.00	0.00	0.00	0.00
		<u>(3,192.00)</u>	<u>(43,187.00)</u>	<u>(48,915.00)</u>	<u>(50,442.00)</u>
* TOTAL TOTAL GRANTS & OTHER REV					

### ADMINISTRATION REVENUE

1-12-220	Advertising Rebates	0.00	0.00	0.00	0.00
1-12-240	Bad Debt Recovery	0.00	0.00	0.00	0.00
1-12-400	Sale of Goods	0.00	0.00	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(90.05)	(150.00)	(102.35)	(150.00)
1-12-415	WCB Rebate	0.00	0.00	0.00	0.00
1-12-416	Insurance Rebates	0.00	0.00	(203.90)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(50.00)	(100.00)	(110.00)	(500.00)
1-12-418	Maintenance service revenue	0.00	(500.00)	(600.00)	(100.00)
1-12-419	Newsletter Ads	(525.00)	(500.00)	(646.72)	(850.00)

5.1



# VILLAGE OF DONALDA

## 2020 Operating Budget

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-12-520	Licences	(60.00)	(150.00)	(190.00)	(350.00)
1-21-530	Fines	(483.40)	(100.00)	(99.00)	(160.00)
1-12-532	Gravel & Sand Sales	0.00	0.00	0.00	0.00
1-12-550	Investment Income - Bank Int.	(10.00)	(100.00)	(10,191.20)	(100.00)
1-12-561	Rental Revenue-Donalda Museum	(8,043.26)	(7,500.00)	(10,539.27)	(7,500.00)
1-12-590	Miscellaneous Admin. Revenue	(491.20)	(5.00)	4.76	(3,000.00)
1-12-662	Donations Specific Funds	0.00	0.00	0.00	0.00
1-12-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-12-940	Contribution From Capital	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION REVENUE	(9,752.91)	(9,105.00)	(22,677.68)	(12,710.00)
<b>FIRE REVENUE</b>					
1-23-413	Fire - Donations	0.00	0.00	0.00	0.00
1-23-840	Provincial Grant - Capital	0.00	0.00	0.00	0.00
1-23-930	Gain (loss) on sale - TCA	0.00	0.00	0.00	0.00
1-23-410	Fire Charges	(3,514.42)	(25,000.00)	0.00	0.00
*	TOTAL FIRE REVENUE	(3,514.42)	(25,000.00)	0.00	0.00
<b>DISASTER &amp; EMERG. REVENUE</b>					
1-24-410	Emergency Management Service Revenue	(702.52)	(5,000.00)	0.00	0.00
*	TOTAL DISASTER & EMERG. REVENUE	(702.52)	(5,000.00)	0.00	0.00
<b>ROADS &amp; STREETS REVENUE</b>					
1-32-931	GAIN (LOSS) - SALE OF TCA	0.00	0.00	0.00	0.00
1-32-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-32-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-32-995	SIP Funds	0.00	0.00	0.00	0.00
1-32-560	Equipment Revenue	0.00	0.00	0.00	0.00
1-32-830	Fed. Infrastructure Funds	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00
1-32-930	Contrib. From Operating Func.	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS REVENUE	0.00	0.00	0.00	0.00
<b>WATER REVENUE</b>					
1-41-400	Water Sales	(35,756.68)	(38,600.00)	(38,653.00)	(85,000.00)
1-41-401	Penalties - Water	(262.20)	(750.00)	(965.31)	(2,500.00)





# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-41-414	Water On/Off Fee	0.00	(250.00)	(250.00)	(750.00)
1-41-416	Water Service Repairs	0.00	(10.00)	9.20	0.00
1-41-590	AMW&WW Partnership	0.00	0.00	0.00	0.00
1-41-830	Capital Grant Federal	0.00	0.00	(6,959.00)	0.00
1-41-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-41-840	Conditional Grant - Provincial	0.00	0.00	0.00	0.00
1-41-841	Conditional Grant - Federal	0.00	0.00	0.00	0.00
1-41-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-41-940	Transfer From Capital	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		(36,018.88)	(89,610.00)	(96,818.11)	(88,250.00)
SEWER REVENUE					
1-42-400	Sewer Services	(7,626.00)	(18,400.00)	(18,417.53)	(17,500.00)
1-42-401	Penalties - Sewer Services	0.00	0.00	0.00	0.00
1-42-590	ABW&WW Partnership Funds	0.00	0.00	0.00	0.00
1-42-830	Federal Grant - Capital	0.00	0.00	0.00	0.00
1-42-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-42-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-42-990	Transfer From Surplus	0.00	0.00	0.00	0.00
* TOTAL SEWER REVENUE		(7,626.00)	(18,400.00)	(18,417.53)	(17,500.00)
WASTE REVENUE					
1-43-400	Garbage Fees	(17,468.00)	(42,644.00)	(38,326.20)	(37,000.00)
1-43-401	Penalties - Garbage Fees	0.00	0.00	0.00	0.00
1-43-590	Other Revenue - Own Sources	0.00	0.00	0.00	0.00
1-43-910	Transfer From Reserves	0.00	0.00	0.00	0.00
* TOTAL WASTE REVENUE		(17,468.00)	(42,644.00)	(38,326.20)	(37,000.00)
CEMETERY REVENUE					
1-56-464	Sale of Cemetery Plots	0.00	(500.00)	(690.48)	(700.00)
1-56-465	Plot Excavation Revenue	(700.00)	(1,000.00)	(1,700.00)	(700.00)
1-56-466	Snow Removal Revenue	(209.52)	0.00	0.00	0.00
1-56-550	Investment Income	0.00	0.00	0.00	0.00
1-56-590	Donations	0.00	0.00	0.00	0.00
1-56-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-56-467	PERPETUAL CARE	0.00	0.00	(200.00)	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
* TOTAL CEMETERY REVENUE		(909.52)	(1,500.00)	(2,590.48)	(1,400.00)
SALE OF LAND					
1-66-590	Sale of Land	0.00	0.00	0.00	0.00
* TOTAL SALE OF LAND		0.00	0.00	0.00	0.00
RECREATION REVENUE					
1-72-550	Investment Income	0.00	0.00	0.00	0.00
1-72-561	Recreation Rentals	0.00	0.00	0.00	0.00
1-72-590	Other revenues - Donations	0.00	0.00	0.00	0.00
1-72-850	Government Grants	0.00	(800.00)	0.00	(800.00)
1-72-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-72-941	Campground User Fees	0.00	0.00	0.00	0.00
1-72-984	Campground Operational Grant	0.00	0.00	0.00	0.00
1-72-990	Transfer From Surplus	0.00	0.00	0.00	0.00
* TOTAL RECREATION REVENUE		0.00	(800.00)	0.00	(800.00)
CULTURE REVENUE					
1-74-550	Return on Investments	0.00	0.00	0.00	0.00
1-74-592	Creamery Donations	0.00	0.00	0.00	0.00
1-74-595	Canada Day Donations	0.00	0.00	0.00	0.00
1-74-835	FEDERAL GRANT OPERATING	0.00	(1,100.00)	0.00	(1,100.00)
1-74-840	Conditional Grant - Provincial	0.00	0.00	0.00	0.00
1-74-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-74-860	Grants From Local Boards	0.00	0.00	0.00	0.00
1-74-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-74-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
* TOTAL CULTURE REVENUE		0.00	(1,100.00)	0.00	(1,100.00)
** TOTAL REVENUE		(343,711.69)	(461,580.23)	(506,557.36)	(480,149.00)





# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
<b>COUNCIL EXPENSE</b>					
2-11-150	Council Meeting Pay	2,945.22	8,000.00	8,225.49	9,000.00
2-11-151	Council Supervision Pay	1,202.18	3,600.00	3,121.58	3,600.00
2-11-211	Travel & Subsistence	537.16	1,000.00	1,542.84	1,000.00
2-11-212	Legislative - Discretionary	39.05	0.00	0.00	0.00
2-11-271	Council Insurance	0.00	0.00	0.00	0.00
* TOTAL COUNCIL EXPENSE		4,723.61	12,600.00	12,889.91	13,600.00
<b>ADMINISTRATION EXPENSE</b>					
2-12-110	Salaries & Wages	6,135.94	24,000.00	22,791.95	24,000.00
2-12-111	Labour - STEP	0.00	0.00	0.00	0.00
2-12-130	Payroll Benefits	393.43	1,700.00	1,545.00	1,500.00
2-12-131	Holiday Pay	247.22	900.00	871.99	800.00
2-12-150	Meeting Pay	0.00	0.00	0.00	0.00
2-12-152	Election & Census Fees	0.00	0.00	0.00	0.00
2-12-211	Travel & Subsistence	1,026.74	2,100.00	775.33	250.00
2-12-212	Course Fee Registration	1,000.00	2,000.00	1,446.76	1,000.00
2-12-216	Postage	1,631.99	3,200.00	3,027.86	2,200.00
2-12-217	Telephone	629.93	2,300.00	2,183.44	3,500.00
2-12-220	Advertising & Memberships	1,964.19	2,750.00	2,725.42	2,000.00
2-12-224	Land Title Fees	80.00	190.00	173.50	250.00
2-12-230	Assessors Fees	2,822.04	5,500.00	5,382.28	6,000.00
2-12-231	Auditors Fees	(500.00)	8,200.00	11,700.00	8,200.00
2-12-232	Legal Fees	0.00	2,000.00	14,055.48	7,000.00
2-12-240	Bad Debts	120.00	1,500.00	1,490.61	1,500.00
2-12-250	Repairs & Maint. Contract	200.00	200.00	188.86	400.00
2-12-251	Repairs & Maintenance	2,627.55	2,500.00	2,978.94	1,500.00
2-12-252	Cleaning - Supplies & Labor	750.00	2,500.00	2,530.50	2,200.00
2-12-255	Other Contracted Services	10,607.64	14,950.00	8,372.18	7,000.00
2-12-256	Contracted Services - CAO	19,000.00	50,400.00	44,650.00	45,600.00
2-12-270	Computer Expenses	965.41	1,000.00	6,806.36	3,500.00
2-12-271	Website Fees	209.52	650.00	628.56	350.00
2-12-274	Insurance & Bond	8,432.15	8,500.00	8,168.45	9,000.00
2-12-275	Workman's Compensation	0.00	1,200.00	1,039.64	1,500.00
2-12-276	Disaster Services	5,000.00	500.00	0.00	500.00
2-12-505	Photocopier Costs	1,565.96	4,300.00	4,224.22	3,200.00
2-12-510	General Office Supplies	817.89	1,500.00	1,329.84	1,600.00
2-12-540	Utilities - Heating	169.71	950.00	931.59	800.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-12-541	Utilities - Power	366.92	2,000.00	1,886.75	1,600.00
2-12-590	Miscellaneous	(73.22)	100.00	540.22	100.00
2-12-762	Contributions to Capital	0.00	0.00	0.00	0.00
2-12-771	Donations	0.00	0.00	0.00	0.00
2-12-810	Bank Charges & Fees	729.47	2,100.00	2,077.86	850.00
2-12-831	Debtenture Interest Admin. Bldg	0.00	0.00	0.00	0.00
2-12-832	Debtenture Principle Admin Bldg	0.00	0.00	0.00	0.00
2-12-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-12-920	AMORTIZATION	0.00	0.00	7,830.53	0.00
*	TOTAL ADMINISTRATION EXPENSE	66,920.48	149,690.00	162,334.12	137,900.00
DISASTER & EMERGENCY EXPENSE					
2-23-700	FIRE SERVICE AGREEMENT	(5,000.00)	30,000.00	30,000.00	25,000.00
*	TOTAL DISASTER & EMERGENCY EXP	(5,000.00)	30,000.00	30,000.00	25,000.00
FIRE EXPENSES					
2-23-271	Fire - Insurance & Licence	0.00	0.00	0.00	0.00
2-23-520	Fire Hall - Janitorial	0.00	0.00	0.00	0.00
2-23-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-23-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-23-931	Gain (loss) on TCA	0.00	0.00	0.00	0.00
*	TOTAL FIRE EXPENSES	0.00	0.00	0.00	0.00
BYLAW ENFORCEMENT EXP					
2-26-751	Bylaw Enforcement	150.00	1,000.00	1,925.00	1,000.00
2-26-752	Rural Policing Expense	0.00	3,860.00	0.00	0.00
*	TOTAL BYLAW ENFORCEMENT EXP	150.00	4,860.00	1,925.00	1,000.00
STREETS & ROADS EXPENSE					
2-32-110	Salaries	2,782.30	8,500.00	8,384.61	8,700.00
2-32-111	Salaries - Equip. Rep. & Shop	1,315.40	2,500.00	2,443.00	2,900.00
2-32-112	Wages - STEP Program	0.00	0.00	0.00	0.00
2-32-130	Payroll Deductions	273.14	1,050.00	747.00	850.00
2-32-131	Holiday Pay	351.30	1,050.00	1,034.14	800.00
2-32-210	Travel	0.00	300.00	0.00	300.00
2-32-212	Course Registration Fees	0.00	0.00	0.00	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget



General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-32-215	Freight	0.00	0.00	0.00	0.00
2-32-217	Maintenance Cell Phone	291.88	775.00	1,039.02	600.00
2-32-230	Engineering Fees	0.00	2,000.00	0.00	2,000.00
2-32-250	Road & Street Repairs	0.00	3,200.00	3,120.00	3,000.00
2-32-251	Equipment Repairs & Maint.	537.16	3,000.00	2,365.69	4,000.00
2-32-252	Sidewalk & Curb Repairs	0.00	0.00	0.00	0.00
2-32-255	Snow Ploughing - Salaries	0.00	0.00	0.00	0.00
2-32-270	Contracted Services	18.00	3,075.00	3,008.37	1,000.00
2-32-271	Insurance Share	1,240.02	1,500.00	1,256.44	3,700.00
2-32-931	Gain (loss) on disposal of TCA	0.00	0.00	0.00	0.00
2-32-150	Meeting Pay - Public Works	0.00	0.00	0.00	0.00
2-32-510	Small Equipment & Supplies	627.52	2,000.00	4,216.39	1,000.00
2-32-515	Equipment Rental	0.00	500.00	0.00	500.00
2-32-520	Shop Telephone	0.00	1,300.00	0.00	1,300.00
2-32-521	Gas & Diesel Fuel	845.41	1,000.00	(50.49)	2,300.00
2-32-530	Const. & Maint. Supplies	0.00	200.00	85.08	250.00
2-32-532	Gravel, Cold Mix & Sand	0.00	3,450.00	749.69	3,000.00
2-32-541	Street Lights	7,524.89	31,000.00	16,036.71	13,850.00
2-32-542	Shop Power	558.46	2,000.00	1,801.39	2,000.00
2-32-543	Shop Natural Gas	1,157.95	2,500.00	2,271.21	1,700.00
2-32-590	Miscellaneous	196.35	300.00	0.00	300.00
2-32-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-32-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-32-920	AMORTIZATION	0.00	0.00	52,632.28	0.00
* TOTAL STREETS & ROADS EXPENSE		17,719.78	71,200.00	101,140.53	54,050.00
WATER EXPENSE					
COURSE REGISTRATION FEES					
2-41-212	Freight	0.00	0.00	0.00	0.00
2-41-215	Stationery & Postage	0.00	0.00	0.00	0.00
2-41-216	Telephone Expense	0.00	0.00	0.00	0.00
2-41-217	Engineering Fees	0.00	0.00	0.00	0.00
2-41-230	Water Testing Supplies	0.00	0.00	0.00	0.00
2-41-250	Maintenance Supplies	256.00	1,000.00	1,022.93	500.00
2-41-251	Water Wells	0.00	0.00	0.00	0.00
2-41-260	Water Tower	0.00	0.00	0.00	0.00
2-41-265	Contracted Services	8,998.15	26,000.00	18,189.92	35,000.00
2-41-270	Insurance	0.00	1,300.00	0.00	1,300.00
2-41-271	Well Easement	0.00	0.00	0.00	0.00
2-41-290					



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-41-500	Office Supplies	0.00	0.00	0.00	0.00
2-41-510	Chlorine	0.00	0.00	0.00	0.00
2-41-521	Vehicle Fuel	0.00	0.00	0.00	0.00
2-41-541	Utilities - Power	0.00	0.00	0.00	0.00
2-41-590	Certification Expenses	0.00	0.00	0.00	0.00
2-41-600	SMRWSC - Debuture Payments	2,859.94	6,500.00	8,952.98	11,000.00
2-41-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-41-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-41-920	AMORTIZATION	0.00	0.00	21,831.24	0.00
2-41-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
2-41-601	SMRWSC - Water Consumption	11,873.42	45,000.00	44,374.99	37,500.00
2-41-110	Salaries	1,258.92	4,500.00	4,561.22	5,000.00
2-41-130	Payroll Benefits	86.02	300.00	276.12	375.00
2-41-211	Travel & Subsistence	0.00	0.00	0.00	0.00
* TOTAL WATER EXPENSE		25,332.45	84,600.00	99,209.40	90,675.00
SEWER EXPENSE					
2-42-110	Salaries	1,722.58	5,220.00	5,183.72	5,220.00
2-42-130	Payroll Deductions	96.75	375.00	360.34	375.00
2-42-212	Course Fee Registration	0.00	0.00	0.00	0.00
2-42-250	Purchased Repairs & Maint.	1,450.00	1,000.00	23,747.10	4,000.00
2-42-251	Lagoon Cleaning & Maintenance	0.00	200.00	190.30	2,000.00
2-42-270	Sewer General Services	0.00	0.00	0.00	0.00
2-42-275	Contracted Services - Sewer	0.00	1,500.00	0.00	1,500.00
2-42-290	Lagoon Drainage Easement	0.00	100.00	0.00	100.00
2-42-510	Goods & Supplies	0.00	250.00	0.00	250.00
2-42-590	Miscellaneous	0.00	0.00	0.00	0.00
2-42-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-42-765	Wastewater Compliance Testing	0.00	0.00	0.00	0.00
2-42-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	0.00	14,408.55	0.00
2-42-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
* TOTAL SEWER EXPENSE		3,269.33	8,645.00	43,890.01	13,445.00
WASTE REMOVAL EXPENSES					
2-43-110	Salaries	139.88	500.00	488.60	600.00
2-43-130	Payroll Benefits	9.56	50.00	33.95	100.00
2-43-251	Repairs & Maintenance	0.00	400.00	375.14	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget



General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-43-270	Contracted Garbage Pickup	6,733.79	24,750.00	21,508.91	20,000.00
2-43-522	Garbage Site Restoration	0.00	0.00	0.00	0.00
2-43-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-43-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-43-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-43-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
* TOTAL WASTE REMOVAL EXPENSES		6,883.23	25,700.00	22,406.60	20,700.00
<b>CEMETERY EXPENSE</b>					
2-56-110	Salaries	179.88	500.00	488.60	600.00
2-56-130	Payroll Benefits	10.44	40.00	33.95	100.00
2-56-510	General Services & Supplies	0.00	1,775.00	525.00	500.00
2-56-762	Transfer to capital	0.00	0.00	0.00	0.00
2-56-910	Transfer to Reserves	0.00	0.00	0.00	0.00
* TOTAL CEMETERY EXPENSE		190.32	2,315.00	1,047.55	1,200.00
<b>FCSS EXPENSE</b>					
2-62-110	FCSS - Program Labour	0.00	0.00	0.00	0.00
2-62-111	FCSS - Postage	260.63	725.00	697.61	850.00
2-62-130	Payroll Benefits	0.00	0.00	0.00	0.00
2-62-211	Travel & Subsistence	0.00	0.00	0.00	0.00
2-62-590	Transfer to capital	0.00	0.00	0.00	0.00
2-62-750	FCSS - Photo Copy Expense	0.00	0.00	220.00	0.00
2-62-755	FCSS Programs	1,131.32	8,806.00	9,289.13	8,700.00
2-62-760	FCSS Management Expenses	0.00	0.00	(228.86)	0.00
2-62-770	Library Grant - closed	0.00	0.00	0.00	0.00
2-62-772	Children's Summer Reading Prog	0.00	0.00	0.00	0.00
2-62-780	Seniors Funding - MSI	0.00	0.00	0.00	0.00
2-62-800	Affordable Housing (NOT FCSS)	0.00	0.00	0.00	0.00
2-62-801	Affordable Housing Labour	0.00	0.00	0.00	0.00
2-62-910	Transfer to Reserves	0.00	0.00	0.00	0.00
* TOTAL FCSS EXPENSE		1,391.95	9,531.00	9,977.88	9,550.00
<b>PLANNING EXPENSE</b>					
2-66-762	Planning Services expenses	0.00	0.00	0.00	0.00
2-66-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-66-911	Purchase of Land	0.00	0.00	0.00	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
* TOTAL PLANNING EXPENSE		0.00	0.00	0.00	0.00
RECREATION EXPENSE					
2-72-271	Insurance	0.00	0.00	0.00	0.00
2-72-510	Parks - Supplies	0.00	150.00	0.00	150.00
2-72-539	Parks - Fuel Costs	0.00	0.00	0.00	0.00
2-72-541	Utilities - Power	0.00	200.00	0.00	200.00
2-72-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-72-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-72-770	Grants - Other Organizations	0.00	0.00	0.00	0.00
2-72-110	Salaries	699.40	2,500.00	2,443.00	2,900.00
2-72-130	Payroll Benefits	47.79	175.00	169.75	250.00
2-72-250	Parks - Contract Services	0.00	4,000.00	4,000.00	3,500.00
2-72-270	General Services	0.00	0.00	0.00	0.00
* TOTAL RECREATION EXPENSE		747.19	7,025.00	6,612.75	7,000.00
CULTURE EXPENSE					
2-74-110	Salaries	699.40	2,500.00	2,443.00	2,900.00
2-74-130	Payroll Benefits	47.80	175.00	169.61	250.00
2-74-220	Advertising	0.00	0.00	0.00	0.00
2-74-225	Memberships	0.00	0.00	0.00	0.00
2-74-230	PUBLIC RELATIONS	0.00	0.00	0.00	0.00
2-74-232	VILLAGE BEAUTIFICATION	0.00	1,000.00	634.70	1,000.00
2-74-251	Repairs & Maintenance	0.00	500.00	0.00	500.00
2-74-252	Miscellaneous	0.00	0.00	0.00	0.00
2-74-271	Insurance	2,728.05	2,750.00	2,541.17	4,000.00
2-74-505	Photocopier Costs	0.00	0.00	0.00	0.00
2-74-510	Website	0.00	0.00	0.00	0.00
2-74-540	Utilities - Gas	344.56	2,000.00	1,891.46	1,600.00
2-74-541	Utilities - Power	1,566.63	6,000.00	5,548.79	4,900.00
2-74-542	Utilities - Telephone Library	0.00	0.00	0.00	0.00
2-74-761	Historic & Main Street Project	0.00	0.00	0.00	0.00
2-74-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-74-770	Grants - Museum	0.00	5,400.00	5,800.00	5,000.00
2-74-771	Grants - Library	0.00	5,000.00	6,000.00	6,000.00
2-74-772	Grants - Stettler County Library Grant	0.00	0.00	0.00	0.00
2-74-775	Parkland Reg. Library Req.	936.22	2,000.00	1,874.49	2,100.00
2-74-831	Debenture Interest - Museum	0.00	0.00	0.00	0.00





# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-74-832	Debuture Principle - Museum	0.00	0.00	0.00	0.00
2-74-850	Canada Day Celebration	0.00	1,100.00	2,200.00	1,100.00
2-74-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-74-920	AMORTIZATION	0.00	0.00	806.54	0.00
* TOTAL CULTURE EXPENSE		6,322.66	28,425.00	29,909.76	29,350.00
REQUISITIONS					
2-80-741	Provincial Education - ASFF	9,409.64	37,638.54	37,638.54	35,000.00
2-80-742	Ambulance Authority	0.00	0.00	0.00	0.00
2-80-743	FIRE DISPATCH SERVICES REQUISITION	0.00	0.00	0.00	0.00
2-80-751	Recreation Requisition County of Stettler	3,832.50	3,835.00	3,285.00	3,300.00
2-80-761	C.of Stettler Housing Auth	6,002.00	6,002.00	5,830.00	5,830.00
2-80-771	Stettler Waste Management Auth	3,558.75	14,396.64	14,396.64	15,000.00
* TOTAL REQUISITIONS		22,802.89	61,872.18	61,150.18	59,130.00
** TOTAL EXPENSES		151,453.89	496,463.18	582,493.69	462,600.00
*** SURPLUS/DEFICIT		(192,257.80)	34,882.95	75,936.33	(17,549.00)

\*\*\* End of Report \*\*\*





# VILLAGE OF DONALDA

## Balance Sheet Report

### All Funds

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5.2

		2020	2019
		May	Closing
Description	YTD Balance	Balance	Balance
<b>Assets</b>	<b>Asset Operating</b>		
Taxes Receivable-Arrears	(1,703.32)	18,581.18	28,701.19
Allowance for uncollectible taxes	0.00	0.00	0.00
Pre Paid Property Taxes	0.00	3,993.80	3,993.80
Buildings - Accumulated Amortization	0.00	(197,635.42)	(197,635.42)
Machinery - Accumulated Amortization	0.00	(113,023.24)	(113,023.24)
Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
Vehicles - Accumulated Amortization	0.00	(31,291.20)	(31,291.20)
Equipment Under Capital Lease	0.00	0.00	0.00
Curbing & Sidewalks	0.00	0.00	0.00
Roads - Accumulated Amortization	0.00	(1,307,203.18)	(1,307,203.18)
Curbing & Sidewalks	0.00	0.00	0.00
Water System	0.00	1,125,563.24	1,125,563.24
Water System - Accumulated Amortization	0.00	(259,504.87)	(259,504.87)
Wastewater System	0.00	881,656.71	881,656.71
Wastewater - Accumulated Amortization	0.00	(274,937.06)	(274,937.06)
Cultural & Historical Accumulated Amort	0.00	0.00	0.00
<b>Total</b>	<b>(1,703.32)</b>	<b>(153,800.04)</b>	<b>(143,680.03)</b>
<b>Accounts Receivable</b>			
Provincial Operating Grant	0.00	0.00	0.00
Museum Agreement	0.00	0.00	0.00
Library Agreement	0.00	0.00	0.00
Canadian Heritage -Canada Day	0.00	0.00	0.00
TOTAL TAXES RECEIVABLE	0.00	0.00	0.00
Taxes Receivable	220,816.93	253,344.45	31,297.05
Property Acquired Tax Rec'able	0.00	0.00	0.00
GST Receivable	1,112.89	4,295.98	13,095.01
Rounding Account	0.00	(0.01)	0.00
Receivable From Other Government	0.00	386,877.00	386,877.00
Accounts Receivable - Year End	0.00	4,888.63	4,888.63
Utilities Receivable	1,190.20	70.20	16,394.12
WSG Receivable	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>223,120.02</b>	<b>649,476.25</b>	<b>452,551.81</b>
<b>Bank</b>			
ATB - Term/GIC Investments	0.00	0.00	0.00
Petty Cash	0.00	70.00	70.00
Cash on Hand	0.00	230.00	230.00
Fire Department Cash	0.00	0.00	0.00
Treasury Branch	(12,758.96)	428,748.14	446,169.82
Fire Department Account	0.00	0.00	0.00
G.I.C. Cemetery	0.00	0.00	0.00
Cemetery Account	0.00	0.00	0.00
G.I.C. Creamery	0.00	0.00	0.00
Creamery Account	0.00	0.00	0.00
<b>Total Bank</b>	<b>(12,758.96)</b>	<b>429,048.14</b>	<b>446,469.82</b>
<b>Fixed Assets</b>			
Buildings	0.00	298,539.09	298,539.09
Machinery	0.00	138,819.42	138,819.42
Land For Own Gov't Uses	0.00	15,928.81	15,928.81
Vehicles - Cost	0.00	34,768.00	34,768.00
Roads	0.00	1,399,034.97	1,399,034.97
Land Held for Resale	0.00	18,472.91	18,472.91





# VILLAGE OF DONALDA

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## Balance Sheet Report

2020-Jun-9

5:04:49PM

### All Funds

		2020	YTD	2019
Description		May	Balance	Closing Balance
Other Assets	Cultural & Historical	0.00	0.00	0.00
	Total Fixed Assets	0.00	1,905,563.20	1,905,563.20
	Accrued Interest	0.00	(2,221.65)	0.00
	Other Assets-Prepaid Expenses	0.00	0.00	0.00
	Tax Recovery TB	0.00	18,247.05	18,247.05
	Community Enhancement	0.00	0.00	0.00
	Total Other Assets	0.00	16,025.40	18,247.05
	Total Asset Operating	208,657.74	2,846,312.95	2,679,151.85
	Total Assets	208,657.74	2,846,312.95	2,679,151.85
<b>Liabilities</b>				
Liability Capital				
Accounts Receivable				
Clearing Account		0.00	0.00	0.00
Total Accounts Receivable		0.00	0.00	0.00
Total Liability Capital		0.00	0.00	0.00
<b>Liabilities</b>				
Liability Operating				
Pre Paid Property Taxes		0.00	(3,993.80)	(3,993.80)
Revenue Canada Payable		(537.20)	899.23	1,369.85
Holiday Pay Payable		0.00	(15.60)	0.00
AMSC (Health Benefits)		0.00	0.00	0.00
Banked Time Payable		0.00	0.00	0.00
Total		(537.20)	(3,110.17)	(2,623.95)
Accounts Payable				
Trade Accounts Payable		(2,942.76)	(2,942.76)	0.00
Total Accounts Payable		(2,942.76)	(2,942.76)	0.00
Other Current Liability				
GST charged on sales		0.00	0.00	0.00
Operating Surplus \ Deficit(-)		0.00	(86,519.23)	(86,519.23)
Equity in Capital Assets		0.00	(1,710,715.27)	(1,710,715.27)
Debenture - Admin. Building		0.00	0.00	0.00
Accrued Audit Fees		0.00	0.00	(28,400.38)
Deferred Other Revenues		0.00	0.00	0.00
TAX RECOVERY SURPLUS		0.00	(17,805.41)	(17,805.41)
Allow. for Doubtful Accounts		0.00	0.00	0.00
Capital Reserves		0.00	0.00	0.00
General Admin. Reserves		0.00	0.00	0.00
The Lamp Fund		0.00	0.00	0.00
Requisition Overlevy		0.00	0.00	0.00
Capital Lease Obligation		0.00	0.00	0.00
Accrued Debenture Interest		0.00	0.00	0.00
Deferred Grant Revenues		0.00	0.00	0.00
Administered Trust Liabilities		0.00	(848,596.00)	(848,596.00)
Fire Reserve		0.00	0.00	0.00
Insurance Reserve		0.00	(13,000.00)	(13,000.00)
Roads & Streets Reserve		0.00	0.00	0.00
Deferred Utility Revenues		0.00	(5,000.00)	(5,000.00)
Utility Deposits		0.00	0.00	0.00
Deposits Held in Trust		30.00	(1,800.00)	(1,890.00)
Water Reserve		0.00	0.00	0.00
Sewer Reserve		0.00	0.00	0.00



# VILLAGE OF DONALDA

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## Balance Sheet Report

2020-Jun-9

5:04:49PM

### All Funds

Description	2020	YTD	2019
	May	Balance	Closing Balance
Garbage Reserve	0.00	0.00	0.00
Water Metering	0.00	0.00	0.00
Cemetery Reserve	0.00	0.00	0.00
Cemetery Survey Reserve	0.00	0.00	0.00
Recreation & Parks Reserve	0.00	0.00	0.00
Debenture - Museum	0.00	0.00	0.00
Creamery Reserve	0.00	0.00	0.00
Operating Reserve	0.00	0.00	0.00
Total Other Current Liability	30.00	(2,683,435.91)	(2,711,926.29)
Total Liability Operating	(3,449.96)	(2,689,488.84)	(2,714,550.24)
Total Liabilities	(3,449.96)	(2,689,488.84)	(2,714,550.24)
Current Year Surplus/Deficit	205,207.78	156,824.11	0.00
Total Liabilities	208,657.74	2,846,312.95	0.00

\*\*\* End of Report \*\*\*







**VILLAGE OF DONALDA**  
**Utilities Trial Balance (All Balances)**  
Trial Balance As Of 2020-06-10

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2020-Jun-10  
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Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	4,615.78	3-41-271	10,324.67
Overdue 1	2,428.70		
Overdue 2	1,977.13		
Overdue 3	1,303.06		
Overdue 4	0.00		
Outstanding	<u>10,324.67</u>	Totals	<u>10,324.67</u>
		Total GL	10,324.67
		Total SL	10,324.67
		Proof	<u>0.00</u>

\*\*\* End of Report \*\*\*





# VILLAGE DONALDA

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-06-10

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	241,324.05	Local Improvement Levy			0.00			
		Additional Tax Levy	0.00	Accumulated Penalty			11,448.82			
				Outstanding Penalty			10,584.86			
		Sub Ledger	General Ledger							
		Current	209,434.19							
		1 Year	27,443.28			3-00-211	244,895.95			
		2 Years	18,084.34			3-00-212	18,501.18			
		3 Years	8,435.32			Totals	263,397.13			
		Over 3	0.00							
		Outstanding	263,397.13							
		Total GL					263,397.13			
		Total SL					263,397.13			
		Proof					0.00			

\*\*\* End of Report \*\*\*







# VILLAGE OF DONALDA

## Cheque Listing For Council

5.4

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2020-Jun-9  
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200141	2020-05-01	HILLESTAD, JOHN	202005011	PAYMENT CREDIT BALANCE PAID	30.00	30.00
20200142	2020-05-05	COUNTY OF STETTTLER HOUSING	2020-REQ06	PAYMENT SENIORS HOUSING REQ.	6,002.00	6,002.00
20200143	2020-05-05	OK TIRE BASHAW	1627	PAYMENT TIRE CHANGEOVER	105.87	105.87
20200144	2020-05-05	OLD MACDONALD KENNELS, ANIMAL SERVICES	10642	PAYMENT MACH ANIMAL SERVICES	52.50	52.50
20200145	2020-05-05	TRINUS TECHNOLOGIES	R52787-27749	PAYMENT MONTHLY AGREEMENT	295.47	295.47
20200146	2020-05-05	TRINUS TECHNOLOGIES	R52047-27615	PAYMENT REMOTE IN SETUP	14.70	14.70
20200147	2020-05-13	ATB FINANCIAL MASTERCARD	146007 17799 BashawGrocerie Farm Supply Lite Postage Zoom	PAYMENT SECURTY MONITORING MASTER LOCK WATER 2 X4 S LITE POSTAGE ZOOM SUBSCRIPTION	93.40 20.99 17.01 12.45 68.61 20.00	232.46
20200148	2020-05-13	BASHAW HOME HARDWARE	30277 30344 30383	PAYMENT EAVESTROUGH REPAIRS ELECTRICAL SUPPLIES SMALL TOOLS - SHOP	95.99 41.67 92.95	230.61
20200149	2020-05-13	Bjoern, Niels	780378	PAYMENT MECHANICAL INSPECTION DEX1	341.25	341.25
20200150	2020-05-13	Environmental 360 Solutions (Alberta) Ltd.	17577	PAYMENT APRIL WASTE REMOVAL	1,733.55	1,733.55
20200151	2020-05-13	VITAL EFFECT	6803	PAYMENT MAY WEB HOSTING	55.00	55.00
20200152	2020-05-13	WOODY'S AUTO STETTTLER	612-674359	PAYMENT HAND SANITIZER	85.97	85.97
20200153	2020-05-13	AMSC INSURANCE SERVICES LTD.	36256	PAYMENT INSURANCE ANNUAL	12,400.22	12,400.22
20200154	2020-05-26	BENOIT, ANDREA L				
20200155	2020-05-26	ALBERTA ONE CALL CORPORATION	15891	PAYMENT ONE CALL SERVICE	6.30	6.30
20200156	2020-05-26	ATB FINANCIAL MASTERCARD	04-06-2020 04-07-2020 04-14-2020 05-11-20 05-11-2020 05-26-2020	PAYMENT CAR WASH PAIN SUPPLIES GENERAL OFFICE SUPPLIES LIGHTING COMPLEX LEXAN BARRIER-COUNTER CANVA SUBSCRIPTION	17.15 233.65 114.32 147.44 268.28 155.88	936.72
20200157	2020-05-26	AUMA	20-1033320	PAYMENT ARPIL UTILITY	3,180.24	3,180.24
20200158	2020-05-26	COUNTY OF STETTTLER NO.6	4028	PAYMENT WATER OPERATOR CONTRACT-	715.31	715.31
20200159	2020-05-26	DIGITAL CONNECTION OFFICE SYSTEMS	257427	PAYMENT COPIER USAGE	309.38	309.38
20200160	2020-05-26	Digital Postage on Call	04-14-2020 05-25-2020	PAYMENT POSTAGE POSTAGE FEES	200.00 500.00	700.00
20200161	2020-05-26	KODOO MOBILE		PAYMENT		127.94



# VILLAGE OF DONALDA

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## Cheque Listing For Council

2020-Jun-9  
5:02:34PM

### Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200161	2020-05-26	KODOO MOBILE	APRIL 16, 2020 MAY 16-2020	MARCH-APRIL PW CELL PHONE PW CELL PHONE APRIL-MAY	63.97 63.97	127.94
20200162	2020-05-26	MUNICIPAL INFORMATION SYSTEMS INC.	20200365 20200485	PAYMENT TRAINING TAX NOTICES JUNE SUPPORT	315.00 421.69	736.69
20200163	2020-05-26	MUNICIPAL PROPERTY CONSULTANTS (2009) L	897	PAYMENT ASSESSMENT SERVICES JAN-JL	2,963.14	2,963.14
20200164	2020-05-26	QUADIENT CANADA LTD.	2496440	PAYMENT POSTAGE MACHINE CONTRACT	111.67	111.67
20200165	2020-05-26	SELECT ENGINEERING CONSULTANTS LTD.	2005-0058 2005-0059	PAYMENT SIDEWALK IMPROVEMENTS CC TENDER, REVIEW, RECOMM	923.53 1,424.81	2,348.34
20200166	2020-05-26	SHIRLEY McCLELLAN REGIONAL WATER SERV	001249 001254 001262	PAYMENT CONSUMPTION DEBUNTURES MARCH PHASE 1 JUNE BILLING	3,333.20 736.41 2,123.53	6,193.14
20200167	2020-05-26	TELUS COMMUNICATIONS INC.	05-11-2020	PAYMENT TELUS LAND LINE	661.43	661.43
20200168	2020-05-26	TOP SHOT CONCRETE INC.	3004	PAYMENT LAGOON PLUG	1,522.50	1,522.50
20200169	2020-05-26	TRINUS TECHNOLOGIES	R51738-27423	PAYMENT MONTHLY SUPPPORT -APRIL	281.06	281.06
20200170	2020-05-26	Vallet, Kristie	05.2020 05-27-2020	PAYMENT MAY MANAGERIAL CAO MILEAGE BANK DEPOSITS MAY	3,990.00 145.60	4,135.60
20200171	2020-05-26	WELLS FARGO EQUIPMENT FIN CO	5006889809	PAYMENT COPIER CONTRACT APRIL	162.60	162.60
20200172	2020-05-26	WELLS, JENNIFER	11 12	PAYMENT MAY JANITORIAL PAINTING FOYER	150.00 360.00	510.00

**Total 48,293.80**

\*\*\* End of Report \*\*\*



## REQUEST FOR DECISION

### RE: Adopt Intermunicipal Collaboration Framework

#### Issue

An Intermunicipal Collaboration Framework with the County of Stettler has been created and is being presented to Council for consideration.

#### Recommendation

That Council passes the resolution contained in Schedule A thereby adopting the Village of Donalda and County of Stettler Intermunicipal Collaboration Framework.

#### General

The Intermunicipal Collaboration Framework (ICF) is mandatory under the Municipal Government Act and must be established between the County and each municipality that shares a boundary with the County. The purpose of the ICF is to document processes used by two municipalities to coordinate the design, delivery and funding of services that may be used by residents of both municipalities. It is meant to foster stewardship and efficient use of resources (funding, facilities, volunteer base, etc.).

The ICF documents the relationship that has developed between the County and the Village over many years as neighbours and partners in many services. It begins by inventorying the services that are currently delivered through a shared approach. It then provides tools and guidance on how to manage the relationship in the future. This includes such items as a standing committee to coordinate efforts and negotiate new and updated arrangements for sharing services. It also includes processes for putting forward proposals and, if necessary, working through any areas of disagreement.

Highlights of each ICF include:

- No set term for the framework – this form of agreement must be in place at all times; formal review is scheduled for every four years but an earlier or later review can occur if agreed to by both councils;
- Cross reference to the Intermunicipal Development Plan which is a mandatory companion document of the ICF;
- Creation of the Intermunicipal Collaboration Committee (ICC) made up of the Mayor, Reeve and the two Chief Administrative Officers as the main group for discussions and negotiations of issues and responsible for making recommendations to the two councils;
- A process for each council to put forward ideas for discussion such as new services or new capital projects and principles for assessing these proposals;
- A dispute resolution process with graduated steps starting at open discussion moving to mediation then moving to arbitration if necessary;
- Parameters for the contents of new agreements under the ICF or the update of existing agreements; and
- An implementation schedule to guide the ICC and councils in the first few years following adoption of the ICF on areas of mutual interest for new services and updates to existing service arrangements.

While the ICF involves only two parties, the process to create the ICF was undertaken collectively in the hopes of creating a common set of protocols to be used by the County and its urban neighbours. The preparation of the ICFs started in December 2019 with a survey of existing agreements between the County and each urban municipalities. From there, a draft ICF document was created and reviewed by County, Village and Summer Village staff in two rounds of review and edit. Finally, the draft ICFs were reviewed through a Joint Council workshop.

## **Financial**

The ICF does not alter any existing funding framework, nor commit the County or the Village to any specific funding formula or amount of funding moving forward. As existing and new agreements are updated or created new funding arrangements may be established and existing arrangements may change based on the discussions between the parties to the new or updated agreement.

## **Policy/Legislation**

Part 17.2 of the Municipal Government Act outlines the requirement to have an ICF between municipalities that have common boundaries. It also outlines the mandatory contents. A framework must be in place by April 1, 2020; however, this deadline has been extended to April 1, 2021 in response to the Covid-19 pandemic.

The ICF that has been created meets the requirements of the legislation and can be adopted before the April 1, 2021 deadline.

## **Implementation/Communication**

The ICF takes effect once both the County of Stettler and the Village have adopted it by resolution. Work on the first items in the ICF implementation schedule should begin in 2020. As of the date this report was prepared, the expected schedule for adoption of the ICFs between the County and the Villages and Summer Villages is as follows:

June 16 – Village of Donalda will have the ICF on their agenda

June 12, 19, 26 or July 3 – Summer Village of White Sands will have the ICF on their agenda (depends on the date selected for a possible special meeting)

June 25 – Village of Big Valley will have the ICF on their agenda

July 8 – County of Stettler will have all four ICFs on their agenda

July 14 – Summer Village of Rochon Sands will have the ICF on their agenda



## **Schedule A: Resolution for Village of Donalda and County of Stettler Intermunicipal Collaboration Framework**

**WHEREAS** the County of Stettler and the Village of Donalda acknowledge that advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

**WHEREAS** the County of Stettler and the Village of Donalda are committed to working cooperatively to meet future challenges and capitalize on future opportunities; and

**WHEREAS** the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

**WHEREAS** the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

**WHEREAS** the County of Stettler and the Village of Donalda have negotiated and mutually prepared an Intermunicipal Collaboration Framework, in accordance with the Municipal Government Act, and intended to be a master agreement from which a number of subsequent agreements flow;

**NOW THEREFORE**, Council of the Village of Donalda, duly assembled, resolves:

That the document titled "Village of Donalda and County of Stettler Intermunicipal Collaboration Framework" dated April 2020 is adopted.





**VILLAGE OF  
DONALDA and  
COUNTY OF  
STETTLER**



**INTERMUNICIPAL  
COLLABORATION  
FRAMEWORK**

**APRIL 2020**



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VILLAGE OF  
DONALDA and  
COUNTY OF  
STETTER

INTERMUNICIPAL  
COLLABORATION  
FRAMEWORK

APRIL 2020





## VILLAGE OF DONALDA COUNCIL RESOLUTION

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**WHEREAS** the County of Stettler and the Village of Donalda acknowledge that advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

**WHEREAS** the County of Stettler and the Village of Donalda are committed to working cooperatively to meet future challenges and capitalize on future opportunities; and

**WHEREAS** the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

**WHEREAS** the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

**WHEREAS** the County of Stettler and the Village of Donalda have negotiated and mutually prepared an Intermunicipal Collaboration Framework, in accordance with the Municipal Government Act, and intended to be a master agreement from which a number of subsequent agreements flow;

**NOW THEREFORE**, Council of the Village of Donalda, duly assembled, resolves:

That the document titled "Village of Donalda and County of Stettler Intermunicipal Collaboration Framework" dated April 2020 is adopted.

Resolution No.: \_\_\_\_\_

Date Passed: \_\_\_\_\_

**COUNTY OF STETTLER  
COUNCIL RESOLUTION**

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**WHEREAS** the County of Stettler and the Village of Donalda acknowledge that advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

**WHEREAS** the County of Stettler and the Village of Donalda are committed to working cooperatively to meet future challenges and capitalize on future opportunities; and

**WHEREAS** the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

**WHEREAS** the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

**WHEREAS** the County of Stettler and the Village of Donalda have negotiated and mutually prepared an Intermunicipal Collaboration Framework, in accordance with the Municipal Government Act, and intended to be a master agreement from which a number of subsequent agreements flow;

**NOW THEREFORE**, Council of the County of Stettler, duly assembled, resolves:

That the document titled "Village of Donalda and County of Stettler Intermunicipal Collaboration Framework" dated April 2020 is adopted.

Resolution No.: \_\_\_\_\_

Date Passed: \_\_\_\_\_

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## **PART A: INTRODUCTION**

### **1.0 Background**

- 1.1 The County of Stettler and the Village of Donalda have a long standing track record of working together on common issues and interests. There are many positive examples of shared service arrangements in place between the two municipalities. There is also additional opportunity for cooperation and collaboration in the future.

### **2.0 Purpose of Framework**

- 2.1 The purpose of this Framework, and agreements that flow from it, is to better serve ratepayers and provide a high quality of life to the residents of the Village of Donalda and the County of Stettler by ensuring that programs and services are effectively, efficiently and economically delivered and are reasonably available to them.
- 2.2 More specifically this Framework sets out the broad parameters of how the Village of Donalda and the County of Stettler will:
- (a) Provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
  - (b) Steward scarce resources efficiently in providing local services; and
  - (c) Ensure that the Village of Donalda and the County contribute funding to services that benefit their residents.

## **PART B: ADMINISTRATIVE PROVISIONS**

### **3.0 Definitions**

In this Framework, unless the context provides otherwise, the following words or phrases will have the following meanings:

“Act” means the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended from time to time;

“Calendar day” means any one of the seven days in a week;

“Capital” means those non-financial tangible assets having significant value and physical substance that are used in the supply of goods and services related to that asset; and have a useful economic life greater than one year, are to be used on a continuing basis and are not for sale in the ordinary course of operations;

“Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of either the Village of Donalda or the County of Stettler as the case or context may require;

“Chief Elected Official” or “CEO” means the Mayor of the Village of Donalda or the Reeve of the County of Stettler as the case or context may require;

"Consensus" means "we can live with it; are comfortable with the result; and will own it when we take it to our Councils;"

"County" means the County of Stettler;

"Initiating party" means a party who gives notice of a dispute under this framework;

"Intermunicipal" means a service, agency, decision, plan or action undertaken or created by one or more municipalities on a cooperative basis;

"Intermunicipal Collaboration Committee" or "ICC" means the committee of municipal representatives established under this Framework;"

"Intermunicipal Collaboration Framework" or "Framework" means a document describing the sharing of services between one or more municipalities and prepared in accordance with the Act;

"Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

"Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties;

"Party" means a municipality that creates a framework with one or more other municipalities;

"Representative" means a person selected by a party who holds a senior position with the party, and has authority to negotiate for or settle a dispute on behalf of the party;

"Service" includes any program, facility or infrastructure necessary to provide a service;

"Village" means the Village of Donalda.

#### **4.0 Term and Review of Framework**

4.1 This Framework will have force and effect as of the date of passing of resolutions by the Village of Donalda and the County of Stettler adopting the Framework document.

4.2 This Framework is a permanent agreement in accordance with the Act and has no expiration date.

4.3 The Village and the County will review this Framework at least every 4 years from the date that this Framework is adopted. An earlier or more frequent review or a later or less frequent review may be undertaken if agreed upon by the Village and the County.



- 4.4 If either the Village or the County determines that the adopted Framework does not serve their interests, or if both municipalities determine that the adopted Framework does not serve their interests, a replacement Framework will be created in accordance with the Act. Until such time as the replacement Framework is ready for adoption and has been formally adopted, the current Framework remains in effect.

## **5.0 Process to Amend the Framework**

- 5.1 If either the Village or the County wishes to amend this Framework, the party seeking the amendment must give written notice to the other party. Upon receiving written notice, both parties must, within 30 days, meet to discuss (a) the proposed amendments and (b) a process to follow to consider the amendments.
- 5.2 A proposal to amend this Framework must be provided in written form and must clearly identify:
- (a) The nature of the issue(s) or concern(s) giving rise to the need for an amendment; and
  - (b) The nature and reasoning behind the specific amendment(s) being proposed.

## **6.0 Relation of Framework to Other Agreements and Bylaws**

- 6.1 Where there is a conflict or inconsistency between a bylaw and this Framework or an agreement between the Village and the County and this Framework, this Framework prevails to the extent of the conflict or inconsistency.
- 6.2 If there is a conflict or inconsistency between this Framework and any existing agreement between the Village and the County, the Framework must either address the conflict or inconsistency or the Village and County must alter or rescind the agreement.
- 6.3 Where there is a need to amend an agreement to maintain consistency with this Framework and the agreement includes one or more municipalities that are not signatories of this Framework, the other municipalities will be consulted and involved in the process to amend the agreement.
- 6.4 The Village and the County agree to amend their bylaws, where necessary, to ensure consistency between each bylaw and this Framework within two (2) years of the date that the resolution adopting this Framework is passed. The Land Use Bylaw of each municipality is not subject to this requirement.
- 6.5 The Village and the County agree to amend their agreements, where necessary, to ensure consistency between each agreement and this Framework within six (6) years of the date that this Framework is adopted.

## **7.0 Relation of Framework to Intermunicipal Development Plan**

- 7.1 The Village and the County have adopted an Intermunicipal Development Plan in accordance with the Act through the passing of Bylaw No. 715 and Bylaw No. 1610-19 respectively. The Village of Donalda - County of Stettler Intermunicipal Development Plan is a stand-alone document available under separate cover.

## **8.0 Indemnification**

- 8.1 The Village of Donalda will indemnify and hold harmless the County of Stettler, its employees, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the County of Stettler, its employees, or agents in the performance and implementation of this Framework.
- 8.2 The County of Stettler will indemnify and hold harmless the Village of Donalda, its employees, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Village of Donalda, its employees, or agents in the performance and implementation of this Framework.

## **9.0 Written Notices**

- 9.1 All and any required written notices in the performance and implementation of this Framework will be directed to the CAO of each municipality using the mailing address for the respective municipal office as shown below:

Village of Donalda  
Box 160 (5001 Main St.)  
Donalda, AB  
T0B 1H0

County of Stettler  
Box 1270 (6602 – 44 Av.)  
Stettler, AB  
T0C 2L0

Email notification to the CAO of each municipality may also be used to provide written notices required or described in this Framework.



## **PART C: GOVERNANCE AND PROCESS PROVISIONS**

### **10.0 Intermunicipal Collaboration Committee (ICC)**

- 10.1 The Intermunicipal Collaboration Committee (ICC) is hereby established to give expanded focus to intermunicipal opportunities and considerations between the Village and the County.

### **11.0 Functions of the ICC**

- 11.1 The ICC has the following primary functions:
- (a) Identify new service areas or opportunities involving the Village and the County;
  - (b) Address intermunicipal opportunities that arise on an as needed basis where no existing structure or committee exists to deal with the matter;
  - (c) Prioritize activity and develop appropriate measures, processes and sub-committees to address areas under consideration;
  - (d) Address areas where intermunicipal differences in need of resolution may arise; and
  - (f) Serve as the principal negotiating committee for new or updated agreements under this Framework.

### **12.0 Composition of the ICC**

- 12.1 The ICC will be composed of the Mayor or their designate, the Reeve or their designate and the CAOs from each municipality or their designate.
- 12.2 Quorum of the ICC will consist of one Council member from each municipality and their respective CAO attending each agreed upon meeting.
- 12.3 Other administration or staff or consultants or officials not assigned to the ICC may attend as a resource person as determined by the CAOs for their respective staff.

### **13.0 ICC Meetings**

- 13.1 Meetings of the ICC shall be considered in-camera to encourage and facilitate frank and open discussion.
- 13.2 Members of Council assigned to ICC or attending ICC meetings and their CAOs and designated staff, may consult or caucus as needed with other Council members and staff. This includes sharing of confidential information to facilitate internal consultations in preparation for ICC meetings.
- 13.3 Meetings of the ICC, specific to this Framework, will be held at least once per calendar year with recognition that more frequent meetings will need to be added as opportunities arise and issues are developed.

- 13.4 The annual meeting will be scheduled to enable the following core agenda items to be addressed:
- (a) Summaries and updates on progress on issues to date;
  - (b) Inventorying and priority setting for matters to be addressed; and
  - (c) Discussions of any outstanding matters.
- 13.5 Any additional meetings that may be required to address specific matters will be scheduled at times that are mutually agreed upon.

#### **14.0 ICC Decision Making Authority and Process**

- 14.1 The ICC is a recommendation making committee that interacts with and advises the two Councils on decisions. Recommendations to Councils will occur when the ICC members have consensus on how they wish to advise Councils on a given issue. This may include:
- (a) Recommendations on options for proceeding;
  - (b) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
  - (c) Advising on moving to the Dispute Resolution process to resolve the issue.
- 14.2 These recommendations or advisements may be delivered to Councils by:
- (a) A joint council meeting;
  - (b) A joint presentation to individual councils;
  - (c) A joint written submission agreed to by the ICC for delivery to individual councils; or
  - (d) A combination of the above.

#### **15.0 Processes for Intermunicipal Cooperation**

- 15.1 Matters to be addressed by ICC may be identified through discussions at ICC meetings or from:
- (a) One or more Council's request;
  - (b) CAOs or Administrations addressing matters through staff discussions or experiences;
  - (c) Other intermunicipal or regional committees' suggestions and requests; or
  - (d) The implementation schedule that forms part of this Framework.
- 15.2 Once a matter has been identified, it will be brought to the attention of one or both of the CAOs. If required, the CAO will determine if the matter is intermunicipal in nature and if so contact the other CAO. The CAOs may decide to:
- (a) Send the matter to the ICC (the default option is to send the matter to ICC should any indecision or uncertainties exist among the CAOs);
  - (b) Address the matter at an administrative or operational level if appropriate;
  - (c) Gather more information; or
  - (d) Purposefully put the matter aside for a defined period of time.
- 15.3 Regardless of what action is decided upon to address an emerging issue by the CAOs, if the matter is intermunicipal in nature it will be described along with the resulting action taken and reported on at the next ICC meeting.



- 15.4 If a matter is sent to the ICC, the CAOs are jointly responsible for structuring the information necessary, arranging the agenda and facilitating the proceedings for the ICC to consider the matter.

## **16.0 Dispute Resolution**

- 16.1 The Village and the County recognize the need for common understanding about how to address conflicts or disputes when either party is of the opinion that an obligation under this Framework may have been breached or matters arise where differences of opinion over actions or services need to be worked out.
- 16.2 If a Council member, administrator or any staff person from the Village or the County thinks an obligation under this Framework has been “breached”, the matter should be brought to the attention of their CAO. The CAO will then investigate it and, if it appears that a breach occurred, the matter will be brought to the attention of the other municipality’s CAO. Once that has happened, the matter may be resolved directly between the municipalities through informal problem solving discussions between the CAOs and, if needed, informal discussions at a meeting of the ICC.
- 16.3 Similarly, differences of opinion may occur outside a “breach” of an agreement. These may include divergent expectations in delivery of a joint service, a variance in how a committee or board wishes to proceed or any circumstance that may adversely affect or disrupt a service or relationship(s) between the municipalities. If the problem identified is not resolved through informal discussions, the municipalities agree to address it using the dispute resolution process outlined in Appendix A.

## **PART D: CURRENT SHARED SERVICES**

### **17.0 Introduction and Scope**

- 17.1 The MGA requires the Framework to address current shared services provided by the municipalities that benefit residents of both municipalities. This is based on the conditions at the time that the Framework was originally prepared.
- 17.2 Appendix B describes the services that the County and Village deliver on an intermunicipal basis as the best means of delivering these services at the point in time when this Framework was prepared.



## **PART E: FUTURE INTERMUNICIPAL SERVICES**

### **18.0 Introduction**

- 18.1 The Village and the County recognize that their relationship is an ongoing one and there will be adjustments and changes over time. This includes the possibility of expanding the number and types of services that are delivered on an intermunicipal or shared basis where mutually beneficial. As the Framework is a living document, this section provides additional guidance and parameters to assist future decision makers manage ongoing discussions and interactions between the Village and the County.

### **19.0 Principles for determining when a Municipal Service should be shared**

- 19.1 The list of principles provided below is a guide for future decisions around when a municipal service should be provided on a shared basis between the Village and County. The principles speak to broad intent and offer a means of assessing proposals and directing efforts and resources to areas of mutual interest and likely consensus.

- 19.2 The Village and the County agree that a municipal service should be considered for a shared service delivery arrangement where:

- Principle 1: It fits the vision, strategic directions or identified needs and priorities of the partnering municipalities and the service can be equitably accessed, managed, and funded.
- Principle 2: The goals and objectives of the service can be clearly defined and set out for all partners and there is a consensus on the way the service will be operated.
- Principle 3: It offers mutual benefit through cost savings, the ability to provide efficiencies, or a higher level of service using the same amount of resources.
- Principle 4: It enhances the quality of life of County and Village residents by providing an acceptable level of service, reflecting current industry standards and practices, and provides a service that is needed or desired by the community over the long term.

### **20.0 Proposals for New Shared Services**

- 20.1 Either the Village or the County may put forward a proposal for a new shared service at any point in time. The proposal must be in writing and must be submitted to the other municipality's CAO. The proposal will then be placed on the next available ICC meeting agenda.
- 20.2 A proposal for a new shared service must include:
- (a) A brief description of the nature of the service and initial concepts for service delivery;
  - (b) A rationale for proposing that the service be shared and/or commenced;

- (c) The relation of the proposal to the principles described this Framework; and
- (d) The proposed timing and priority for reviewing the proposal in relation to the implementation schedule forming part of this Framework.

20.3 A proposal for a new shared service should be shared with the other municipality as early as possible and prior to detailed work by the party making the proposal on the design and costing of the proposed service. This is to enable early input by both potential partners in the details of the proposed service.

## **21.0 Proposals for New Capital Projects**

21.1 The Village and the County agree to share their capital plans with one another.

21.2 Either municipality may invite the other to participate in a capital project. Either municipality may choose to participate or choose not to participate in a proposed capital project.

21.3 Either municipality may put forward a proposal for a new shared capital project or canvas the other municipality for their interest in participating in a shared capital project at any point in time. While a verbal discussion may be used as a starting point, the proposal must be in writing and must occur as early as possible in the initial development of the idea for the project.

21.4 If the Village and the County agree to participate in a joint capital project, the following items should be addressed in a written memorandum of understanding/agreement:

- (a) The mechanisms and processes that will be used to share decision making and information on the project from the initial concept and design stage through to management of construction contract;
- (b) The way decision making authority will be shared in relation to the contribution being made by each municipality; and
- (c) The terms and conditions for sharing costs for design work, project management and construction costs.

## **22.0 Parameters for the Content of Agreements**

22.1 Once a decision has been made to share a service, the Village and County have agreed that a formal agreement will be created.

22.2 The Village and County have agreed to the set of parameters listed below for the items and matters that should be addressed in all future agreements involving the sharing of services. These parameters will be applied as new agreements are created and as existing agreements are updated.



22.3 A service that is shared between the Village and County should be governed by an agreement that:

- Parameter 1: Sets out a clear vision of what the service is intended to achieve and identifies a clear mission and mandate on how the vision will be realized and how the service will be operated.
- Parameter 2: Considers differing needs, pressures and service level expectations based on the location of the service facility, ease of access by potential users, and the critical mass of population needed to provide the service in an economical manner.
- Parameter 3: Is able to adapt over time to changing needs of residents, broad societal, environmental and economic influences, regulatory changes and evolving examples of best practices.
- Parameter 4: Clearly communicates actual and projected financial details and has a clear funding formula that provides an equitable means of establishing financial contributions of each partner.
- Parameter 5: Emphasizes ongoing sharing of information around priorities and expectations and provides opportunities for early input and participation by all partners in key decisions.
- Parameter 6: Sets out a governance structure that suits the nature of the service, with well-defined roles and responsibilities, to enable decisions to be made in the interest of the broad community and achieve the most effective means of delivering the service.
- Parameter 7: Provides a dispute resolution process and a mechanism for amicably parting ways and distributing liabilities and assets should a decision be made to stop sharing a service.

## **23.0 Future Funding Arrangements**

23.1 The Village and County agree that there is no one funding model that meets the needs of every service that may be shared between them. Further, it is agreed that the identification of a funding model is an explicit part of the future, more detailed exploration of any shared service arrangement. In some cases there may be grant resources available and in other cases the funding mechanism may be laid out in applicable legislation.

## PART F: IMPLEMENTATION

- 24.1 The accompanying table describes follow up work that is required to implement this Framework over the coming years. It includes the expected review and update of existing agreements, the mandatory review and update of bylaws and agreements to be consistent with this Framework, the priority for review of new shared service arrangements.
- 24.2 The target years provided in the accompanying table are meant as a guide for the general order of working through the shared priorities of the Village and County. The length of time needed to address individual items will vary from one to another. Items that take more than a year to discuss may require adjustment of the target dates.
- 24.3 The new service arrangements contained in the accompanying table are based on the Village and County priorities as of the date that this Framework was adopted. The order may be adjusted where mutually agreed by the Village and County without formally amending this Framework. Further, other parties/partners' priorities and other emerging opportunities may require adjustments to the target dates and order in which items are addressed.

Target Year(s)	Activities to Occur
2020/2021	<ul style="list-style-type: none"><li>• <i>Fire Services Agreement</i> - review of operating and capital funding and governance provisions and general update</li><li>• <i>Emergency Management Agreement</i> - overall review and update of all aspects</li><li>• <i>Assessment and Review Board</i> - exploration of shared approach and new agreement if deemed feasible</li></ul>
2022	<ul style="list-style-type: none"><li>• <i>Solid Waste Management Services</i> - review of current agreement and exploration of recycling services</li><li>• <i>Bylaws</i> - each municipality updates bylaws as needed to be consistent with ICF</li></ul>
2023	<ul style="list-style-type: none"><li>• <i>Ambulance Services Agreement</i> - review of agreement and updated AHS contract</li><li>• <i>Access Road Agreement</i> - create agreement addressing responsibilities for shared access road(s)</li></ul>
2024	<ul style="list-style-type: none"><li>• <i>Bylaw Enforcement and Policing</i> - exploration of shared approach and new agreement(s) if deemed feasible</li><li>• <i>Intermunicipal Collaboration Framework</i> - scheduled review and update as needed</li></ul>
2025	<ul style="list-style-type: none"><li>• <i>Current Agreements</i> - review and update of agreements that have come due for review/renewal</li></ul>



- 24.4 The CAOs will be responsible for coordinating the activities required for implementation of this Framework. This may include:
- (a) Creating an annual work plan with the ICC and Village and County Councils;
  - (b) Undertaking preliminary work or research needed to assist the discussion of the scheduled activities/items;
  - (c) Arranging the availability of resources to undertake the discussion of each item;
  - (d) Suggesting adjustments to the order and priorities; or
  - (e) A combination of the above.

## **APPENDIX A: Dispute Resolution Process**

### **Step 1: Notice of Dispute**

1. When either Village Council or County Council believes there is a dispute under this Framework and wishes to engage in dispute resolution, the party alleging the dispute must give written notice of the matter(s) under dispute to the other party's CAO.
2. During a dispute in respect of any aspect of this Framework, the parties must continue to perform their obligations under this Framework.

### **Step 2: Negotiation**

3. Within 14 calendar days after the notice of dispute is given, each party must appoint representatives to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each party will identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives will work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the parties will also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council ratification of any resolution that is proposed.
5. Representatives will negotiate in good faith and will work together, combining their resources, originality and expertise to find solutions. Representatives will attempt to craft a solution to the identified issue(s) by seeking to advance the interests of both parties rather than simply advancing their individual positions. Representatives will fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.
6. Representatives will seek to:
  - (a) Clearly articulate their interests and the interests of their party;
  - (b) Understand the interests of other negotiators whether or not they are in agreement with them; and,
  - (c) Identify solutions that meet the interests of the other party as well as those of their own.

### **Step 3: "Cooling Off" or "Reflection" Period**

7. In the event that negotiation does not successfully resolve the dispute, there will be a "cooling off/reflection" period of 14 days before moving to the Mediation step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through negotiations. During this 14 day period the parties will not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

#### **Step 4: Mediation**

8. If the dispute cannot be resolved through negotiations, the representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation.
9. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts. The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
10. The mediator will be responsible for the governance of the mediation process. The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
11. All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
12. If a resolution is reached through mediation, the mediator will provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each council.

#### **Step 5: “Cooling Off” or “Reflection” Period**

13. In the event that Mediation does not successfully resolve the dispute, there will be a “cooling off/reflection” period of 14 days before moving to the Arbitration step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through mediation. During this 14 day period the parties will not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

#### **Step 6: Appointment of Arbitrator**

14. The representatives must appoint an arbitrator. If the representatives can agree upon a mutually acceptable arbitrator, arbitration will proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each party will produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration will proceed using that arbitrator.
15. If the representatives cannot agree on an arbitrator, the initiating party must forward a request to the Minister to appoint an arbitrator.
16. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.



### **Step 7: Arbitration Process**

17. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures will be the same as those in Division 2 of Part 17.2 of the Act.
18. The arbitrator must resolve the dispute within 365 calendar days from the date that the arbitrator was chosen.
19. If an order of the arbitrator is silent as to costs, a party may apply to the arbitrator within 30 calendar days of receiving the order for a separate order respecting costs.
20. Subject to an order of the arbitrator or an agreement by the parties, the costs of the arbitrator and arbitration process must be paid on a proportional basis by the municipalities that are parties to this Framework.
21. Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.



## **APPENDIX B: Current Shared Services**

This Appendix provides a list of the services provided on an intermunicipal basis between the Village of Donalda and the County of Stettler as of December 2019 through an existing agreement. The full, executed copy of the agreement for each service should be consulted for the precise nature of the arrangement between the two municipalities and other applicable parties to each agreement.

### **Water Services**

Donalda and the County of Stettler are members of the Shirley McClellan Regional Water Services Commission (SMRWSC), which supplies water to member municipalities in the region. The SMRWSC is regulated under the Municipal Government Act and is operated by its own staff and governed by a board comprised of members from participating municipalities. Furthermore, the commission functions under its own legislative and internal policies and procedures, including a separate dispute resolution mechanism.

### **Fire Services**

Donalda and the County of Stettler are members of the Stettler Regional Fire Department (SRFD) and participate in SRFD Advisory Committee meetings. Donalda pays a requisition for fire services under the May 2011 Fire Agreement. The requisition covers a portion of equipment, building, training costs, apparatus, and salaries for Fire Chief/Deputy Fire Chief, to ensure operations of the SRFD. Donalda also pays on a per call basis for responses within Village boundaries.

### **Regional Recreation Services**

Donalda and the County of Stettler participate in the County of Stettler Regional Recreation Board under the October 2004 agreement. The Board provides advice on recreation policies, the development of proposed recreation facilities, the maintenance and operation of existing facilities and any changes to recreation lands and may hire a Recreation Supervisor to assist the Board. The County provides financial administration services to the Board and annual operating funding is through requisition contributions on a per capita basis.

### **Solid Waste Management Services**

Donalda and the County of Stettler are members of the Stettler Waste Management Authority created under the July 2012 agreement between participating municipalities. The Authority is responsible for the construction, ownership, maintenance, management, operation and use of a regional solid waste management and disposal system consisting of transfer sites and a solid waste landfill. The County of Stettler and Town of Stettler are the lead partners for providing the Authority CAO. Funding is through requisition contributions for annual operating costs and capital expenditures based on an allocation formula weighted by a combination of population and developed/undeveloped property within the geographic area of operation.

**Library Services**

Donalda and the County of Stettler are members of the Parkland Regional Library which shares a collection of library resources and materials between various participating municipalities through their local libraries, provides central inventory and cataloguing services, provides library programs, and provides administrative advice and training to local libraries. Parkland Regional Library operates with its own staff. Funding is through requisition contributions for annual operating costs and capital expenditures on a per capita basis.

**Ambulance Services**

Donalda and the County of Stettler are members of the Stettler District Ambulance Association. The Association is a society created for the purposes of constructing, owning, managing, maintaining, operating and using an ambulance system. The Association has its own staff for administration and day-to-day operations. Funding is through a contract for services with Alberta Health Services, fee for services, and requisition contributions for annual operating costs and capital expenditures based on an allocation formula weighted by a combination of population and developed/undeveloped property within the geographic area of operation.

**Cemetery Services**

Donalda operates a cemetery and the County of Stettler operates several cemeteries. The cemeteries are available to residents of the Village and County. There is no formal agreement regarding the cemeteries and each operates on a fee for internment basis.

**Regional Emergency Management Services**

Donalda and the County of Stettler are participants in the Stettler Regional Emergency Management Agency (SREMA) Framework. The framework enables the sharing of a Regional Director of Emergency Management and pooling of resources in the event of a region wide emergency or a request for assistance by one of the participating municipalities.

**Seniors' Housing Services**

Donalda and the County are partners in the County of Stettler Housing Authority which operates seniors' lodges, facilities and housing units in Stettler, Big Valley and Donalda. The Authority has its own staff for administration and day-to-day operations. The services are funded through rents paid by tenants and the annual operating deficit is funded by the participating municipalities as directed by Provincial regulation.



**Village of Donalda  
Request for Decision (RFD)**

**Meeting:** REGULAR MEETING  
**Meeting Date:** June 16, 2020  
**Originated by:** Kristie Vallet-Chief Administrative Officer  
**Decision Title:** Water Shut Off  
**Agenda Number:** 5.6 Village Business

**Background Information:** Due to COVID 19 Council has deferred utility penalties until Dec 31, 2020. Bylaw 726 section 4.3(a) instructs the shut-off of water being supplied to consumers after 60 days in arrears.

**Discussion/Options/Benefits:**

Clear definition is needed regarding water shut offs. Is shut offs to continue as per Bylaw 726 or does Council wish to defer shut offs until Dec 31, 2020?

**Source of Funding/Estimated Costs**

N/A

**Recommended Options:**

**Motion brought by Council:**







## 2019 Return on Investment for Village of Donalda

Village of Donalda membership levy to Parkland Regional Library = \$1,806.75

(Based on official 2019 population of 219 x \$8.25 requisition amount)

### Direct financial return to Donalda Public Library

2019 materials allotment	\$247.47
2019 allotment from county population <sup>1</sup>	\$624.89
	<b>\$872.36</b>

### Technology Savings to Donalda Public Library

Computers for library use	\$0.00
Software & licensing	\$1,943.75
SuperNet connection	\$6,042.00
	<b>\$7,985.75</b>

### Resource Sharing Savings to Donalda Public Library

1,119 items borrowed from other libraries <sup>2</sup>	\$12,946.83
312 digital items borrowed from PRL <sup>3</sup>	\$14,040.00
	<b>\$26,986.83</b>

### Total Savings from Technology & Resource Sharing <sup>4</sup>

**\$34,972.58**

**Total financial benefits to Donalda Public Library      \$35,844.94**

## Village of Donalda Return on Investment \$1= \$19.84

Donalda Public Library averaged a 37% discount on books purchased through PRL

<sup>1</sup> Stettler County assigned a rural population of 553 to Village of Donalda

<sup>2</sup> With bulk purchasing, PRL's average purchase price for library books was \$11.57

<sup>3</sup> PRL paid an average price of \$45 each for eBooks and eAudiobooks

<sup>4</sup> Value of items Donalda Public Library did not have to purchase to meet patron needs

*Strong Libraries, Strong Communities*

### **With PRL membership, Village of Donalda residents gain:**

- Access to the 650,000 items in the collective PRL collection
- Free access to 7,000+ eBooks, 9,500 eAudiobooks, 72 eMagazine subscriptions, eComics and shared eBooks from 4 other regional libraries
- Free access to subscription online resources Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, and Grant Connect; Press Reader international newspaper and magazine collection, Pronunciator language learning software, and Alberta eBooks collection
- Free broadband internet connection (SuperNet) and free wi-fi
- Access to library collections across Alberta and Canada

### **With PRL membership, Donalda Public Library has access to:**

- Province-wide resource sharing, including interlibrary lending and onsite borrowing at libraries across Alberta, to meet patron needs
- SuperNet connection paid for by the Government of Alberta
- The database that manages library borrowers and materials (Integrated Library System)
- The online library catalogue providing public access to library resources and personal account management
- The library's free managed website
- Free delivery of materials weekly or twice weekly
- Free library supplies including library cards
- 37% bulk discount on library books purchased through Parkland
- Free cataloguing and shelf-ready processing of purchased and donated library material
- Access to digital content, including books, audio, magazines, newspapers, comics, and subscription databases
- Shared regional specialty collections including
  - large print books
  - audio books
  - program Kits (storytime, maker activities, coding, gaming, virtual reality)
  - technology equipment & promotional items
- Access to national library collections for the blind and print-disabled
- Free computer, network, and website support
- Free professional library expertise (consulting service) and access to regional knowledge sharing
- Free training for library staff and trustees

*Strong Libraries, Strong Communities*



#### June 16, 2020 CAO Report

- Municipal Office re-opened to the public June 8 with protective measures in place. Barrier at window as well washrooms with no public access. Awaiting a hand sanitizer station currently on back order to sit at the main entrance
- Data Entry Clerk position filled. Start date June 10, 2020. Will primarily be working remotely once trained
- Unsuccessful with Canada Summer Jobs applications
- "Pay Simply" added to Village Website accepting credit cards as a form of payment. No fees for the village, 2.5% passes on to the user.
- Utilizing casual help to fulfil the mowing need
- Planters completed by Echo Glen Gardens
- Gravel Project completed. Six loads of gravel in total
- Grader tuned up the streets and back alleys in town
- Donalda Agriculture Society has chosen not to enter into a dust control agreement in the 2020 calendar year. Asking the Village to consider the partnership for 2021 budget
- Select Engineering currently working on tenders for presentation to Council in relation to our 2020 Main Street Improvement Project
- Flusher truck scheduled for June 15<sup>th</sup>
- Orientation on Village equipment completed with all casual help
- Unsightly letters send in relation to yard maintenance.

