

VILLAGE OF DONALDA
Regular Council Meeting
June 18, 2024
Council Chambers
5001 Main Street, Donalda
MINUTES

Mayor Shaleah Fox
Deputy Mayor Heather Briscoe
Councillor Dan Knudtson

Staff Interim CAO Kevin Bridges
Administrative Assistant Heather Dahl

Members of Public

Patrick Simser	Sally Peters	Esther Bowey
Frank Sutton	Bob Halseth	Derek Williams
Doug Booker	Heather Taylor	Gary Sutton
Tanya Metcalfe	Rick Bowey	Jen Wells

The meeting was called to order by Mayor S Fox at 6:59 pm.

1. AGENDA

The administration requested the following additions to the agenda:

- 2 letters from the County be added as items 4.2 and 4.3.
- Letter of Support for the Donalda Museum as item 5.7
- Development Permit for Ryan Gibson as item 5.8
- Opportunity to meet Minister McIver at fall convention as item 6.2
- Canada Community Building Fund update from Minister McIver as item 6.3

Mayor Fox requested that a personnel matter be added as item 9.2

Moved by D. Knudson that the agenda be approved as amended.

Carried Unanimously (86-24)

2. PREVIOUS MINUTES

- Organizational Council Meeting May 28, 2024
- Regular Meeting of Council Minutes May 28, 2024

Moved by H. Briscoe that the minutes of the May 28, 2024, Organizational meeting and regular meeting be approved as presented.

Carried Unanimously (87-24)

3. DELEGATIONS

1. Patrick Simser, President of Promotions Society – Informing the Village that Promotions Society will no longer maintain the trail. Mr. Simser will send a

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letter to the Ag Society informing them that the Promotions Society will no longer maintain the trail and suggest the Ag Society take responsibility. Mr. Simser stated Promotions cannot financially afford the liability insurance premium or maintenance costs and does not have adequate volunteers to complete the maintenance. Promotions Society will still promote the trail.

2. Bob Halseth, Village Resident –7119 Lee Avenue. Mr. Halseth has requested that the Village allow the extension of a culvert of approximately 20' in the road ditch to allow for off-street parking as there is a ditch on both sides of his corner lot. Mr. Halseth suggested the Village supply the culvert and he will supply the labour. 7116 Lawson Street - Mr. Halseth requested permission to install a fence to enclose a 15' wide utility lot into his yard. Mr. Halseth is currently mowing the utility lot. Mr. Halseth will remove the fence if the Village needs to gain access to the utility line. A shed is already on the utility lot. Mr. Halseth is asking for an agreement between himself and the Village.
 - Council indicated these requests need additional discussion.

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

1. February 14, 2024 Water Reservoir Open House cost summary. Mayor Fox read the report and provided Mr. Simser with a copy.
2. The Utility Monitoring Agreement was extended to August 16, 2024 to allow time to hire and train the Public Works Foreman.
3. Fire Services Agreement – The current agreement with the County of Stettler has been extended to March 31, 2025.

Moved by H. Briscoe that the County of Stettler be requested to provide a copy of the draft Fire Services Agreement along with a summary of proposed costs to be paid by the Village and that the County be advised the Village would like to schedule a meeting to discuss the agreement in early October.

Carried Unanimously (88-24)

5. **VILLAGE BUSINESS**

H. Briscoe declared a pecuniary interest due to a family relationship in agenda item 5.1 Public Works Foreman and left council chambers at 7:30 pm

1. Public Works Foreman – Should the administration proceed to interview and hire a public works foreman or stop temporarily while a policy governing relatives in employment is developed? A relative of a member of the council has applied for the position. No legislation governs this and Municipal Affairs has no guidelines or recommendations. There needs to be a policy in the future. Choose the person that is most qualified to do the job.

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Moved by D. Knudson that administration proceed to interview and hire a public works foreman from the applications already received.

Carried Unanimously (89-24)

H. Briscoe returned to the meeting at 7:39 pm.

2. Local Government Fiscal Framework capital and operating grant agreements, ten (10) year agreement to be signed by the council.

Moved by D. Knudson that the Local Government Fiscal Framework capital agreement and operating agreement be approved and execution authorized.

Carried Unanimously (90-24)

3. Village Office Operations Policy, effective August 6, 2024. The Village Office will be open to the Public on Tuesday, Wednesday, and Thursday 9:00 to 16:00.

Moved by H. Briscoe that employment policy 7 be approved as presented.

Carried Unanimously (91-24)

4. Alberta Day Celebration Grant, Alberta Day annually on September 1. Government of Alberta funding to host local events. Submission deadline June 24. The council does not have additional funding for this event and does not have time to do an Expression of Interest to maybe be selected for funding. In the future the Museum, Promotions or the Library might be interested.

Moved by D. Knudson to defer consideration until next year.

Carried Unanimously (92-24)

5. Financial Reports
 - i. Operating Budget to May 31, 2024
 - ii. Balance Sheet Report to May 31, 2024
 - iii. Cheque Register May 1 to 31, 2024

Moved by S. Fox that Financial Reports 5.5i – 5.5iii be accepted as presented.

Carried Unanimously (93-24)

6. Bashaw Hometown Days
Bashaw will be hosting Bashaw Hometown Days August 24, 2024. Invitation was sent to participate in the parade.

Moved by D. Knudson to authorize participation in the Bashaw Hometown Days parade including the use of the Village vehicle for the parade.

Carried Unanimously (94-24)

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7. Letter of Support for the Donalda Museum for the Federal Legacy Fund for the Creamery Restoration.

Moved by D. Knudtson to authorize Mayor Fox to send a letter of support for the museum's application to the Canadian Heritage Legacy Fund for financial assistance to restore the Donalda Creamery and to confirm the Village will contribute up to 50 hours of in-kind labour for the project.

Carried Unanimously (95-24)

8. Development Permit – Ryan Gibson
Mr. Gibson wanted Council to approve his development permit so he could start the project. Mr. Gibson's application will require a variance to the Land Use By-Law.

Moved by H. Briscoe that administration be directed to process development permit application 2024-05 (4105 Wallace St) according to established procedures including, if necessary, referring the application to the Municipal Planning Commission.

Carried Unanimously (96-24)

6. INFORMATIONAL ITEMS & CORRESPONDENCE

1. Parkland Regional Library System
 - i. 2023 Return on Investment
2. MA Engagement Team – Meeting Request with Minister McIver
3. Canada Community Building Fund – Update

Moved by D. Knudtson to accept the informational items & correspondence 6.1-6.3 as information.

Carried Unanimously (97-24)

7. COMMITTEE AND STAFF REPORTS

1. Mayor Fox
2. Deputy Mayor Briscoe
3. Councilor Knudtson
4. Interim CAO

Moved by H. Briscoe to accept the Committee and staff reports as presented.

Carried Unanimously (98-24)

8. GALLERY

1. Tanya Metcalf – Kevin please speak louder.
2. Derek Williams – Congratulations to the council and asked about property taxes. Discussion on building permits ie: fences
3. Question about 2024 due date for property taxes – will be later than normal. Council plans to approve the 2024 budget in August.

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9. **CLOSED MEETING OF COUNCIL**

1. FOIPPA section 17 Disclosure harmful to personal privacy
 - i. Tax Arrears Agreement
2. Personnel Matter

Moved by S.Fox that this meeting be closed to the public at 8:50 pm pursuant to section 17 of the Freedom of Information and Protection of Privacy Act so that council can review and consider the proposed tax arrears agreement and a personnel matter.

Carried Unanimously (99-24)

Administration left the closed session at 9:05 pm and returned to the closed session at 9:19 pm.

Moved by H. Briscoe that the closed session of this meeting be adjourned and that the meeting revert to a meeting held in public at 9:21 pm.

Carried Unanimously (100-24)

Moved by S. Fox that the proposed tax arrears agreement, considered by council during the closed session of the meeting, be approved and execution authorized, provided it is first executed by the owner of the property.

Carried Unanimously (101-24)

10. **NEXT MEETINGS**

1. July 16, 2024
2. August 20, 2024

11. **ADJOURNMENT**

Moved by S. Fox that the meeting be adjourned at 9:23 pm.

Carried Unanimously (102-24)



Mayor



Chief Administrative Officer

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