

VILLAGE OF DONALDA
Regular Council Meeting,
June 17, 2025
Council Chambers
5001 Main Street, Donalda
AGENDA

CALL TO ORDER – MAYOR

1. AGENDA

1.1. Additions and Amendments

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council May 20, 2025

3. DELEGATIONS

N/A

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. Strategic Planning Session – Open House

5. VILLAGE BUSINESS

5.1. Water Utility Pricing for Non-Profit Organizations

5.2. Policy Review – Expenses – Reimbursement of Business Expenses

5.3. Policy Review – Expenses – Reimbursement of Travel and Meeting Expenses

5.4. Policy Review – Computer Use

5.5. Financial Reports

5.5.1. Operating Budget Period Ending May 31, 2025

5.5.2. Balance Sheet Period Ending May 31, 2025

5.5.3. Cheque Register Period May 31, 2025

5.5.4. Bank Reconciliation Period Ending May 31, 2025

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Rural Municipalities of Alberta – Police Funding Model Review

6.2. Alberta Municipalities of Alberta – Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

7.3. Chief Administrative Officer

7.4. Public Works Department

8. GALLERY

9. CLOSED MEETING OF COUNCIL

10. NEXT MEETINGS

10.1. July 15, 2025

10.2. August 19, 2025

11. ADJOURNMENT



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday, May 20, 2025
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, May 20, 2025, at the Village Complex in Council Chambers.

Mayor: Shaleah Fox
Deputy Mayor: Phil Menecola
Councillor: Vacant
Staff: CAO Melanie Veale

CALL TO ORDER

Mayor Fox called the meeting to order at 7:00 pm.

1. AGENDA

1.1. Additions and Amendments

MOVED by P. Menecola to accept the agenda with the additions and amendments:

Item 9 be amended for Gallery
Item 10 be amended for Next Meetings
Item 11 be amended for Adjournment

CARRIED (83-25)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council April 15, 2025

MOVED by P. Menecola to accept the agenda with the additions and amendments:

Formatting of motions of council be updated to reflect each item to which the motion refers to.

CARRIED (84-25)

3. DELEGATIONS

N/A

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. 2025 Property Tax Bylaw (Bylaw 760-25)

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

MOVED by P. Menecola that the 2025 Property Tax Bylaw 760-25 be given second reading.

CARRIED (85-25)

MOVED by P. Menecola that the 2025 Property Tax Bylaw 760-25 be considered for third reading.

CARRIED (86-25)

MOVED by P. Menecola that the 2025 Property Tax Bylaw 760-25 be read for third and final time.

CARRIED (87-25)

5. VILLAGE BUSINESS

5.1. Proclamation of Seniors' Week

MOVED by P. Menecola for Mayor Fox to make the declaration of Seniors' Week.

CARRIED (88-25)

5.2. Stettler Canada Parade Invitation

MOVED by P. Menecola for Administration to RSVP for the Stettler Canada Parade Invitation on behalf of Mayor Fox.

CARRIED (89-25)

5.3. Financial Reports

5.3.1. Operating Budget Period Ending April 30, 2025

5.3.2. Balance Sheet Period Ending April 30, 2025

5.3.3. Cheque Register Period April 30, 2025

5.3.4. Bank Reconciliation Period Ending April 30, 2025

MOVED by P. Menecola to accept the financial reports as presented.

CARRIED (90-25)

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Alberta Day 2025 – Expression of Interest

6.2. Alberta Municipal Affairs – Local Government Fiscal Framework Allocations

6.3. Alberta Counsel – Grant Opportunities June 1 – 7, 2025

6.4. Alberta Counsel – Grant Opportunities June 8 – 15, 2025

6.5. County of Stettler – Doctor Recruitment Expense on Tax Notices

6.6. Electoral Boundaries Commission

MOVED by P. Menecola to accept the informational items and correspondence as provided.

CARRIED (91-25)

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

7. **COMMITTEE AND STAFF REPORTS**

- 7.1. Mayor
- 7.2. Deputy Mayor
- 7.3. Chief Administrative Officer
- 7.4. Public Works Department

MOVED by P. Menecola to accept the committee and staff reports as presented.

CARRIED (92-25)

8. **CLOSED MEETING OF COUNCIL**

- 8.1. FOIPPA Section 18(1)(b) Personnel
 - 8.1.1. CAO Employment Agreement

MOVED by P. Menecola that council move to closed session at 7:51 pm to discuss the CAO employment agreement.

CARRIED (93-25)

MOVED by P. Menecola that council return to open meeting at 8:04 pm.

CARRIED (94-25)

8:05 pm – meeting recessed to allow return of public.

8:15 pm – meeting resumed with public present.

MOVED by P. Menecola to execute the employment agreement between the Village of Donalda and CAO to enable the CAO to commence their role with the agreed-upon terms.

CARRIED (95-25)

9. **NEXT MEETINGS**

- 9.1. June 17, 2025
- 9.2. July 15, 2025

10. **ADJOURNMENT**

MOVED by S. Fox to adjourn the meeting at 8:31 pm.

CARRIED (96-25)

Chief Elected Official

Chief Administrative Officer

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



Request for Decision	
Meeting	Council
Meeting Date	June 17, 2025
Originated By	Melanie Veale CAO
Decision Title	Strategic Planning Session – Open House
Agenda Number	4.1 Business Arising From Previous Meetings

Background / Proposal

To foster a vibrant and inclusive community within the Village of Donalda, I am proposing the organization of a Strategic Planning Event. This initiative aims to bring together a diverse group of participants, including residents, representatives from local non-profit organizations, and other key stakeholders. The primary objective of this event is to create a platform for open dialogue and collaboration, ensuring that community priorities and aspirations for the future are identified and addressed.

The Village of Donalda thrives on active community participation, and this event will serve as a vital opportunity to enhance engagement among residents, allowing their voices to be heard in shaping the strategic direction of our municipality.

Discussion/Options/Benefits/Disadvantages

1. Encourage Community Engagement: Create an inviting atmosphere where residents can freely share their thoughts, ideas, and concerns related to community development, service delivery, and quality of life. We aim to facilitate discussions that draw upon the unique perspectives of various community members.
2. Collect Constructive Feedback: Through structured activities, including surveys and workshops, we will gather meaningful input on existing and proposed initiatives, policies, and programs that impact residents, helping us better align our objectives with community needs.
3. Collaborative Visioning: Guide participants in crafting a shared vision for the Village's future, focusing on key areas such as economic development, public safety, environmental sustainability, and community health.

Proposed Event Details:

Date:
Time:
Location:
Estimated Attendance:
Format:

Costs/Source of Funding

n/a

Applicable Legislation

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

n/a

Recommended Action

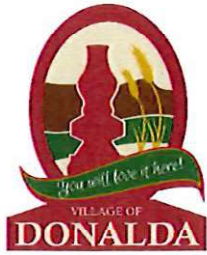
Council meets with members of the community and other stakeholders to define a bold vision and create a plan to define where our Village is going and how we will review and adapt our strategy development.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

June 17,2025



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	June 17, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy for Water Utility Pricing for Non-Profit Organizations
Agenda Number	5.1 Village Business

Background/Proposal

The Village of Donalda proudly recognizes the vital contributions of non-profit organizations in uplifting our community. These entities are beacons of hope, dedicated to providing essential services that enrich the lives of our residents.

To further empower these outstanding organizations, we propose a transformative policy that establishes a special schedule of water utility pricing for qualifying non-profits. This initiative embodies our commitment to nurturing community spirit and responsible water stewardship.

Discussion/Options/Benefits/Disadvantages

1. Purpose: The policy aims to provide non-profit organizations within the Village of Donalda with access to reduced water utility rates, thereby alleviating financial burdens and promoting effective resource management.
2. Eligibility Criteria: Non-profits must demonstrate their status as community-benefiting entities, complying with local and federal regulations, and exhibit responsible water use.
3. Application Process: Organizations will be required to submit a detailed application, including documentation to verify non-profit status and the impact of their programs on the community.
4. Pricing Structure: The policy will outline a reduced pricing schedule for qualified organizations, ensuring that tailored solutions can be offered based on specific community service needs.
5. Renewal and Reporting: Non-profit organizations may be subject to an annual renewal process to maintain eligibility, along with reporting requirements to evaluate community impact and water usage.

Costs/Source of Funding

1-41-400 Water Sales

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

Applicable Legislation

Recommended Action

The Administration recommends:

Review the proposed policy document (attached).

Consider adopting the policy to be implemented.

Implementation/Communication

The Administration will proceed upon Council's request.

Target Decision Date

June 17, 2025

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



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Policy Category: Office Policy

Policy Number: 18

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Schedule of Water Utility Pricing for Non-Profit Organizations

This policy is established to outline the criteria, application process, and benefits for non-profit organizations seeking to qualify for a preferential schedule of water utility pricing. This initiative aims to support non-profits in their crucial roles within the Village of Donalda ensuring they can sustainably provide essential services while promoting efficient water usage. The water utility pricing policy for non-profit organizations in the Village of Donalda demonstrates our commitment to supporting community initiatives and fostering responsible resource management. We encourage eligible non-profits to apply for this program, which aims to maximize their impact while efficiently managing water resources that contribute to the well-being of the Village of Donalda.

Eligibility Criteria:

1. Non-Profit Status: Organizations must be recognized as non-profit entities under applicable Canadian federal or provincial legislation, such as registered charities with the Canada Revenue Agency (CRA) or compliant with the Alberta Societies Act. Documentation verifying this status must be included in the application.

2. Community Benefit Requirement: To qualify, organizations must illustrate how their programs or services provide significant benefits to the Village of Donalda. Acceptable examples include educational programs, health initiatives, social services, community development projects, and environmental conservation efforts specifically addressing local needs.

3. Compliance with Regulations: Eligible organizations must comply with all relevant municipal bylaws, provincial regulations, and federal laws concerning water usage and environmental stewardship. This includes adherence to the Village of Donalda's water usage policies.

Application Process:

1. Submission of Application: Non-profit organizations interested in accessing the special pricing must complete and submit an application form that details their mission, objectives, and intended use of water within their operations. The application should provide a summary of past or intended community impacts.

2. Required Documentation: Along with the application, applicants must include essential documentation to prove their non-profit status, such as: - Tax-exempt status letters from the CRA - Recent financial statements - Organizational bylaws - Evidence of community engagement, which may include case studies or testimonials demonstrating the organization's contributions to Donalda.



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Organizations that are approved will benefit from a considerably reduced rate on water utility services. This pricing structure is designed to lessen operational costs while encouraging responsible resource use. Specific details regarding discounts will be provided upon approval and may vary depending on the organization's projected water consumption needs.

Disqualification Provisions: Organizations may be disqualified from receiving the special pricing if they misuse water resources or lose their non-profit status. The Village of Donalda reserves the right to conduct audits to ensure compliance with all terms of this policy.

Chief Administrative Officer

Chief Elected Official



Village of Donalda

PO Box 160
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Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Application for Special Schedule of Water Utility Pricing for Non-Profit Organizations in the Village of Donalda

Instructions: Please complete this application form in full and submit it along with the required documentation to the Village of Donalda's municipal office. Incomplete applications may delay the review process.

Section 1: Organization Information

1. Organization Name: _____

2. Address: _____

3. Contact Person:

Name: _____

Title: _____

Phone: _____

Email: _____

4. Organization Registration Number: (if applicable)

5. Type of Non-Profit: ☐ Registered Charity - ☐ Community Organization - ☐ Social Enterprise - ☐ Other
(please specify): _____

Section 2: Mission and Programs

1. Brief Description of Your Mission:

2. List of Services/Programs Offered:

3. How do your services benefit the Village of Donalda? (Use specific examples):



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Section 3: Water Usage

1. Estimated Monthly Water Usage (in cubic meters or liters):

2. Describe the intended use of water in your operations:

Section 5: Acknowledgment and Signature

I, the undersigned, hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false information may result in disqualification from the special pricing program. I also agree to comply with all municipal regulations regarding water usage.

Name: _____

Position: _____

Signature: _____

Date: _____

Submission Information:

Please submit this completed application form and supporting documentation to:

Village of Donalda
5001 Main Street
Donalda, AB T0B 1H0
assistantcao@village.donalda.ab.ca
403-883-2345

Application Review Process: Your application will be reviewed by the Chief Administrative Officer (CAO) or designate. You will receive a notification regarding the status of your application within 30 days of the decision.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	June 17, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Reimbursement of Expenses - Business
Agenda Number	5.2 Village Business

Background/Proposal

In order to promote transparency, accountability, and fiscal responsibility in the management of public funds, an updated Policy on Reimbursement of Expenses to Employees has been developed for the Village of Donalda. This policy establishes clear guidelines for the reimbursement of expenses incurred by employees while conducting official business for the Village.

Key updates in the policy include comprehensive definitions of reimbursable and non-reimbursable expenses, enhanced approval processes, and requirements for documentation to ensure consistency and compliance with all municipal regulations. The revisions aim to facilitate a smoother reimbursement process while ensuring responsible use of taxpayer resources.

Discussion/Options/Benefits/Disadvantages

1. Clear Definitions: The policy provides clear definitions of reimbursable expenses, including travel costs, meals, accommodations, and miscellaneous expenses to ensure clarity for all employees.
2. Approval Process: A streamlined pre-approval process has been established, requiring all expense claims to receive authorization from supervisors prior to incurring expenses.
3. Documentation Requirements: The policy includes updated guidelines on required documentation, ensuring that all claims are accompanied by appropriate receipts and explanations for incurred expenses.
4. Review of Claims: Procedures for the review and approval of expense claims have been outlined to ensure timely processing and accountability.
5. Non-Reimbursable Expenses: A comprehensive list of non-reimbursable expenses has been added to prevent misunderstandings and ensure compliance.

Costs/Source of Funding

n/a

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

Applicable Legislation

n/a

Recommended Action

The Administration recommends:

Review the proposed policy document (attached).

Discuss and provide feedback.

Approve the policy for implementation.

Implementation/Communication

The Administration will proceed upon Council's request.

Target Decision Date

June 17, 2025



Village of Donalda

PO Box 160
5001 Main Street
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Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Policy Category: Expenses

Policy Number: 1

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: REIMBURSEMENT OF EXPENSES - BUSINESS

The purpose of this policy is to establish clear guidelines for the reimbursement of expenses incurred by employees while conducting business on behalf of the municipality. This policy aims to ensure accountability, transparency, and fiscal responsibility in the management of public funds.

This policy applies to all employees of the Village of Donalda who incur expenses directly related to their official duties.

Reimbursable Expenses:

The following expenses may be eligible for reimbursement, provided they are pre-approved and supported by appropriate documentation:

1. **Travel Expenses:** Costs related to travel for official village business, including mileage, public transportation, and parking fees.
2. **Meals:** Reasonable meal expenses incurred during business travel or official meetings, subject to established per diem limits.
3. **Supplies and Materials:** Costs for office supplies, materials, or equipment necessary for carrying out official duties.
4. **Registration Fees:** Expenses related to attending conferences, workshops, or training sessions that are directly related to municipal business.
5. **Other Expenses:** Any other expenses deemed necessary for the effective operation of the Village, subject to prior approval.

Approval Process:

1. **Pre-Approval Requirement:** All expenses must receive prior approval from the appropriate supervisor or department head before being incurred.
2. **Submission of Claims:** Employees must submit a completed reimbursement claim form along with all necessary supporting documentation, including original receipts, within three (3) months of the expense being incurred.

Documentation:

All reimbursement requests must include:
A completed reimbursement claim form.
Original receipts detailing the nature and amount of each expense.
A brief explanation of the business purpose for each expense.



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Reimbursement Limits:

1. Mileage Reimbursement: Mileage will be reimbursed at the current rate established by the Canada Revenue Agency (CRA) or as defined by the Village of Donalda.
2. Meal Expenses: Meal reimbursements may be subject to a maximum per diem limit as established by the Village of Donalda. Receipts must reflect individual items ordered and should not exceed the set limits.
3. Other Expenditures: Reimbursement limits for specific types of expenses will be reviewed and adjusted periodically to align with municipal budgetary constraints.

Review and Approval:

1. Reimbursement claims will be reviewed by the Chief Administrative Officer (CAO) prior to payment.
2. Expenses incurred by the CAO will be approved by the Mayor or, in their absence, the Deputy Mayor.
3. Under no circumstances will an expense account be approved by the person to whom the expenses are owed.

Non-Reimbursable Expenses:

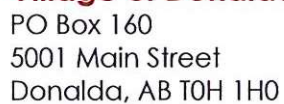
The following expenses will not be reimbursed:

1. Personal expenses unrelated to official duties.
2. Alcoholic beverages.
3. Fines or penalties incurred while conducting municipal business.
4. Any expense deemed excessive or unreasonable based on this policy.

Adhering to this reimbursement policy will promote transparent and prudent financial practices within the Village of Donalda. Employees and officials are encouraged to familiarize themselves with these guidelines to ensure compliance and facilitate timely reimbursements.

Chief Administrative Officer

Chief Elected Official



Fx: (403) 883-2022

Contact Information: _____



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Certification:

I hereby certify that the above expenses were incurred in relation to official duties conducted on behalf of the Village of Donalda, and that I have included all relevant receipts.

Employee: _____

Date: _____

Approval:

This claim has been reviewed and approved for payment.

Chief Administrative Officer | Elected Official: _____

Signature: _____

Date: _____

Submission Instructions:

Please submit this completed Expense Claim Form along with all supporting receipts to the Chief Administrative Officer within three (3) months of the date of expense.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	June 17, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Reimbursement of Expenses - Business
Agenda Number	5.3 Village Business

Background/Proposal

To enhance transparency, accountability, and responsible financial management, a Proposed Office Policy on Reimbursement of Expenses for Elected Officials has been developed for the Village of Donalda. This policy aims to establish clear guidelines for reimbursable expenses incurred by elected officials while performing their official duties.

The proposed policy outlines the types of expenses eligible for reimbursement, the required approval processes, and the necessary documentation to facilitate timely payments. These guidelines are designed to ensure that the Village effectively manages resources while supporting elected officials in their roles.

Discussion/Options/Benefits/Disadvantages

1. Reimbursable Expenses: The policy specifies which expenses can be reimbursed, including travel, meals, accommodations, and conference registration fees directly related to official business.
2. Approval Procedures: A mandatory pre-approval process for all expenses has been implemented, requiring elected officials to obtain authorization from the Mayor or designated representative prior to incurring costs.
3. Documentation Requirements: Detailed requirements for submitting reimbursement requests are outlined, including the necessity for original receipts and a brief explanation of the business purpose for each expense.
4. Non-Reimbursable Expenses: A clear list of non-reimbursable expenses is provided to prevent misunderstandings and ensure compliance, including personal expenses and any costs deemed excessive.
5. Review and Accountability: The policy establishes a protocol for the review and approval of expense claims to ensure accountability and adherence to the policy guidelines.

Costs/Source of Funding

n/a

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

Applicable Legislation

n/a

Recommended Action

The Administration recommends:

Review the proposed policy document (attached).

Discuss and provide feedback.

Approve the policy for implementation.

Implementation/Communication

The Administration will proceed upon Council's request.

Target Decision Date

June 17, 2025

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Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Policy Category: Expenses

Policy Number: 2

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: REIMBURSEMENT OF EXPENSES – TRAVEL AND MEETINGS

This policy establishes clear guidelines for the reimbursement of travel and meeting expenses incurred by members of the Council of the Village of Donalda while performing official duties. It aims to ensure transparency, accountability, and fiscal responsibility in the management of public funds.

This policy applies to all elected officials and appointed members of the Council of the Village of Donalda when traveling or attending meetings related to their official roles.

Reimbursable Expenses:

The following expenses may be eligible for reimbursement, provided they are pre-approved and supported by appropriate documentation:

1. **Travel Expenses:** Costs related to travel for official village business, including mileage, public transportation, and parking fees.
2. **Meals:** Reasonable meal expenses incurred during business travel or official meetings, subject to established per diem limits.
3. **Supplies and Materials:** Costs for office supplies, materials, or equipment necessary for carrying out official duties.
4. **Registration Fees:** Expenses related to attending conferences, workshops, or training sessions that are directly related to municipal business.
5. **Other Expenses:** Any other expenses deemed necessary for the effective operation of the Village, subject to prior approval.

Approval Process:

1. **Pre-Approval Requirement:** All expenses must receive prior approval from the appropriate supervisor or department head before being incurred.
2. **Submission of Claims:** Employees must submit a completed reimbursement claim form along with all necessary supporting documentation, including original receipts, within 30 days of the expense being incurred.

Documentation:

All reimbursement requests must include:
A completed reimbursement claim form.
Original receipts detailing the nature and amount of each expense.
A brief explanation of the business purpose for each expense.



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Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Reimbursement Limits:

1. Mileage Reimbursement: Mileage will be reimbursed at the current rate established by the Canada Revenue Agency (CRA) or as defined by the Village of Donalda.
2. Meal Expenses: Meal reimbursements may be subject to a maximum per diem limit as established by the Village of Donalda. Receipts must reflect individual items ordered and should not exceed the set limits.
3. Other Expenditures: Reimbursement limits for specific types of expenses will be reviewed and adjusted periodically to align with municipal budgetary constraints.

Review and Approval:

1. Council will establish the rates for meetings (Council, Committee, Conferences etc.) at the annual Organization Meeting.
2. Setting the dates for the future meetings of Council at the annual organization meeting shall be considered authority for Councilors to attend these meetings.
3. Appointment to the various Committees and Commissions required for the effective management of the Village shall be considered authority for Councilors to attend these meetings.
4. Attendance at all other functions shall be approved PRIOR to the attendance at these events.
5. Staff are not entitled to expenses for attending Council meetings.
6. All travel expense accounts must be approved by the Chief Administrative Officer (CAO) prior to payment.
7. Travel expenses incurred by the CAO will be approved by the Mayor or, in their absence, the Deputy Mayor.
8. Under no circumstances will a travel expense account be approved by the person to whom the expenses are owed.

Non-Reimbursable Expenses:

The following expenses will not be reimbursed:

1. Personal expenses unrelated to official duties.
2. Alcoholic beverages.
3. Fines or penalties incurred while conducting municipal business.
4. Any expense deemed excessive or unreasonable based on this policy.

Adhering to this reimbursement policy will promote transparent and prudent financial practices within the Village of Donalda. Officials are encouraged to familiarize themselves with these guidelines to ensure compliance and facilitate timely reimbursements.

Chief Administrative Officer

Chief Elected Official

Expense Claim Form for Village of Donalda Business

Official Information:

Name: _____

Position: _____

Department: _____

Contact Information: _____

VILLAGE OF DONALDA						
COUNCIL EXPENSES						
Date of Expense	Purpose Description of Expense	Travel	Meal	Hotel	GST	Total
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	TOTALS	\$	\$	\$	\$	\$



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Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Certification:

I hereby certify that the above expenses were incurred in relation to official duties conducted on behalf of the Village of Donalda, and that I have included all relevant receipts.

Elected Official: _____

Date: _____

Approval:

This claim has been reviewed and approved for payment.

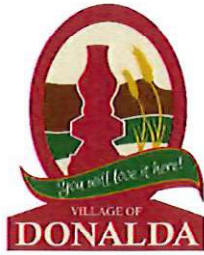
Chief Administrative Officer: _____

Signature: _____

Date: _____

Submission Instructions:

Please submit this completed Expense Claim Form along with all supporting receipts to the Chief Administration Officer for processing.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	June 17, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Computer Use
Agenda Number	5.4 Village Business

Background/Proposal

As part of our ongoing commitment to maintain a secure and efficient workplace, an updated Computer Use Policy has been developed for the Village of Donalda. This policy aims to provide clear guidelines for the acceptable and responsible use of computer and information technology resources by all employees and authorized users.

The updated policy addresses essential aspects such as acceptable use, prohibited activities, data security, and monitoring practices. It reflects our adherence to legal standards and best practices in information security while ensuring that users understand their responsibilities and the consequences of policy violations.

Discussion/Options/Benefits/Disadvantages

1. Clarification of Acceptable Use: The policy clearly defines acceptable use, emphasizing business-related activities and restrictions on personal use.
2. Enhanced Data Security Measures: Guidelines for protecting sensitive information and maintaining system integrity have been strengthened, including measures for password management and secure access.
3. Prohibited Activities: The policy now provides a more detailed list of prohibited activities, ensuring that all users understand unacceptable behaviors that could jeopardize the Village's IT resources.
4. Monitoring and Privacy Statement: A section on monitoring has been included to inform users that computer usage may be monitored to ensure compliance with the policy, reinforcing the importance of responsible use.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

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

Recommended Action

The Administration recommends:

Review the proposed policy document (attached).

Discuss and provide feedback.

Approve the policy for implementation.

Implementation/Communication

The Administration will proceed upon Council's request.

Target Decision Date

June 17, 2025

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



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Policy Category: Office

Policy Number: 4

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: COMPUTER USE

This policy applies to all employees, council members, and authorized users of computer and information technology resources owned or operated by the Village of Donalda.

Acceptable Use:

1. **Business Use:** Computers and IT resources provided by the Village are primarily for official business purposes. Personal use should be kept to a minimum and should not interfere with work responsibilities.
2. **Compliance with Laws:** All users must comply with applicable federal, provincial, and local laws, regulations, and Village policies while using computer resources. This includes laws related to intellectual property, privacy, and data protection.
3. **Data Security:** Users must take appropriate measures to protect sensitive and confidential information. This includes using strong passwords, logging off when not in use, and not sharing access credentials with unauthorized individuals.
4. **Software Usage:** Only licensed software approved by the Village's IT department may be installed or used on Village computers. Users must not install unauthorized or pirated software.
5. **Internet Usage:** Internet access is provided to support the work of the Village. Users should avoid visiting inappropriate websites or engaging in online activities that could harm the Village's reputation or security.
6. **Email Communication:** Village email accounts should be used for business communication. Personal use should be limited. Users must be cautious when opening attachments or links from unknown sources to avoid phishing and malware threats.

Prohibited Use:

1. **Unauthorized Access:** Users must not attempt to gain unauthorized access to any computer system, network, or data, including Village systems or external systems.
2. **Harassment and Discrimination:** Users must not use computer resources to engage in any form of harassment, discrimination, or inappropriate communication.
3. **Malicious Activities:** Users must not engage in activities that disrupt or damage computer systems, networks, or data, including using software intended for hacking or introducing viruses.



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4. Inappropriate Content: Accessing, downloading, or distributing offensive, obscene, or illegal material is strictly prohibited.

Monitoring:

The Village reserves the right to monitor computer use, including email and internet activities, to ensure compliance with this policy. Users should have no expectation of privacy while using Village computer resources.

Consequences of Violations:

Violations of this policy may result in disciplinary action, up to and including termination of employment or termination of access to Village resources. Users may also be held liable for any damages resulting from unauthorized or improper use.

Policy Review: This policy will be reviewed periodically to ensure it remains relevant and effective. Users are encouraged to provide feedback or suggestions for improvement.

Conclusion: By adhering to this computer use policy, employees and authorized users of the Village of Donalda can help maintain a secure, efficient, and productive work environment. All users are expected to familiarize themselves with these guidelines and conduct themselves accordingly.

Chief Administrative Officer

Chief Elected Official



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Computer Use Acknowledgment Form Village of Donalda Employee/Authorized User Information:

Name: _____
Position: _____
Department: _____
Date: _____

Acknowledgment Statement:

I, the undersigned, acknowledge that I have received, read, and understood the Village of Donalda's Computer Use Policy. I agree to comply with the guidelines set forth in this policy regarding the use of computer and information technology resources provided by the Village. I understand that violations of this policy may result in disciplinary action and/or termination of my access to Village resources.

I specifically acknowledge the following:

1. I will use the Village's computers and IT resources primarily for official business purposes and will limit personal use to what is acceptable under the policy.
2. I will comply with all applicable laws and regulations related to data protection, privacy, and intellectual property.
3. I will protect sensitive and confidential information, including using strong passwords and securing my login credentials.
4. I will not install unauthorized software or access inappropriate websites.
5. I will refrain from any actions that may disrupt or compromise the security of Village computer systems.
6. I understand that the Village reserves the right to monitor my computer use and that I have no expectation of privacy when using Village resources.

Signature: _____
Date: _____

For Chief Administration Officer Use:

Name: _____
Signature: _____
Date: _____

Please submit this completed form to the HR department after signing. Thank you for your cooperation!



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
GENERAL REVENUE							
1-00-100	Residential Taxes	0.00	167,623.34	100.00	0.00	(253,996.00)	(176,961.58)
1-00-101	ASFF - School Tax Requisition	0.00	0.00	0.00	0.00	(38,534.72)	(37,482.63)
1-00-102	Seniors Requisition	0.00	0.00	0.00	0.00	0.00	(6,394.51)
1-00-103	Designated Industrial Property Req.	0.00	0.00	0.00	0.00	0.00	(0.44)
1-00-110	Non-Residential Taxes	0.00	29,255.72	100.00	0.00	0.00	(30,351.17)
1-00-120	Linear Taxes	0.00	13,105.10	100.00	0.00	0.00	(13,105.10)
1-00-130	Franchise - ATCO	(3,459.61)	35,849.00	109.65	(3,459.61)	(31,250.00)	(30,362.74)
1-00-140	Franchise - Apex Utilities Inc.	(3,617.29)	26,000.00	113.91	(3,617.29)	(23,200.00)	(25,232.45)
1-00-200	Penalties & Costs on Taxes	0.00	14,000.00	100.00	0.00	(14,300.00)	(9,058.67)
1-00-210	Penalties Accounts Receivable	0.00	250.00	100.00	0.00	(150.00)	0.00
*	TOTAL GENERAL REVENUE	(7,076.90)	286,083.16	102.47	(7,076.90)	(361,430.72)	(328,949.29)
GRANTS & OTHER REVENUE							
1-00-751	Conditional Municipal - FCSS	0.00	7,882.00	100.00	0.00	(7,882.00)	(5,976.10)
1-00-845	Provincial Grant - MSI Operating	0.00	72,712.00	100.00	0.00	(72,712.00)	(72,712.00)
*	TOTAL GRANTS & OTHER REVENUE	0.00	80,594.00	100.00	0.00	(80,594.00)	(78,688.10)
ADMINISTRATIVE REVENUE							
1-12-266	Tax Recovery Fees	249.00	0.00	0.00	(3,486.00)	0.00	(5,264.00)
1-12-411	Photocopy, Fax, Sales, etc.	0.00	0.00	0.00	0.00	(30.00)	(15.00)
1-12-417	Tax Cert.Dev. Permits, etc.	(75.00)	500.00	115.00	0.00	(500.00)	(498.75)
1-12-418	Maintenance service revenue	0.00	500.00	100.00	0.00	(500.00)	0.00
1-12-419	Newsletter Ads	0.00	1,000.00	100.00	0.00	(500.00)	(345.00)
1-12-520	Licences	0.00	0.00	0.00	0.00	0.00	40.00
1-12-550	Investment Income - Bank Int.	0.00	25,000.00	100.00	0.00	(5,000.00)	(42,572.69)
1-12-561	Rental Revenue	0.00	5,000.00	100.00	0.00	(6,150.00)	(740.00)
1-12-590	Miscellaneous Admin. Revenue	(8.00)	1,500.00	100.53	(4.00)	(1,000.00)	(1,933.37)
*	TOTAL ADMINISTRATIVE REVENUE	166.00	33,500.00	99.50	(3,490.00)	(13,680.00)	(51,328.81)
EMERGENCY MANAGEMENT REVENUE							
1-23-410	Fire Charges	(3,886.19)	24,500.00	115.86	(1,937.43)	(24,500.00)	(22,538.01)
1-24-410	Emergency Management Service Revenue	(967.26)	6,000.00	116.12	(482.22)	(6,000.00)	(5,609.64)



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
* TOTAL EMERGENCY MANAGEMENT REV							
		(4,853.45)	30,500.00	115.91	(2,419.65)	(30,500.00)	(28,147.65)
BYLAW REVENUE							
1-21-530	Fines-Bylaw	0.00	3,000.00	100.00	0.00	0.00	0.00
1-26-520	Chicken License	0.00	75.00	100.00	0.00	(75.00)	(20.00)
1-26-521	Dog License	(151.50)	500.00	130.30	(31.50)	(900.00)	(348.79)
1-26-522	Cat License	(140.00)	200.00	170.00	0.00	(200.00)	(140.00)
1-26-523	Business License	0.00	200.00	100.00	0.00	(200.00)	(180.00)
* TOTAL BYLAW REVENUE		(291.50)	3,975.00	107.33	(31.50)	(1,375.00)	(688.79)
ROADS & STREETS REVENUE							
* TOTAL ROADS & STREETS REVENUE		0.00	0.00	0.00	0.00	0.00	0.00
WATER REVENUE							
1-41-400	Water Sales	(13,782.61)	92,000.00	114.98	(6,691.29)	(93,500.00)	(92,173.92)
1-41-401	Penalties - Water	0.00	700.00	100.00	0.00	(750.00)	(677.18)
1-41-414	Water On/Off Fee	0.00	300.00	100.00	0.00	(500.00)	(350.00)
1-41-416	Water Service Repairs	0.00	0.00	0.00	0.00	0.00	(128.00)
* TOTAL WATER REVENUE		(13,782.61)	93,000.00	114.82	(6,691.29)	(94,750.00)	(93,329.10)
SEWER REVENUE							
1-42-400	Sewer Services	(3,123.00)	18,200.00	117.15	(1,556.00)	(18,500.00)	(17,217.57)
* TOTAL SEWER REVENUE		(3,123.00)	18,200.00	117.16	(1,556.00)	(18,500.00)	(17,217.57)
WASTE REVENUE							
1-43-400	Garbage Fees	(7,186.30)	42,200.00	117.02	(3,581.20)	(43,500.00)	(40,692.98)
* TOTAL WASTE REVENUE		(7,186.30)	42,200.00	117.03	(3,581.20)	(43,500.00)	(40,692.98)
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	0.00	1,000.00	100.00	0.00	(1,500.00)	(200.00)
1-56-464	Sale of Cemetery Plots	0.00	500.00	100.00	0.00	(400.00)	(200.00)
1-56-466	Snow Removal Revenue	0.00	500.00	100.00	0.00	(500.00)	0.00
1-56-467	Interment Fee	0.00	1,200.00	100.00	0.00	(1,000.00)	(250.00)



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
TOTAL CEMETERY REVENUE							
*	TOTAL CEMETERY REVENUE	0.00	3,200.00	100.00	0.00	(3,400.00)	(650.00)
SALE OF LAND							
1-66-590	Sale of Land	0.00	6,300.00	100.00	0.00	0.00	0.00
*	TOTAL SALE OF LAND	0.00	6,300.00	100.00	0.00	0.00	0.00
PLANNING RESERVE							
1-66-910	Planning Reserve	0.00	16,000.00	100.00	0.00	0.00	0.00
*	TOTAL PLANNING RESERVE	0.00	16,000.00	100.00	0.00	0.00	0.00
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	0.00	700.00	100.00	0.00	(700.00)	0.00
*	TOTAL RECREATION REVENUE	0.00	700.00	100.00	0.00	(700.00)	0.00
CULTURE REVENUE							
1-74-770	Museum Agreement	0.00	6,500.00	100.00	0.00	(6,500.00)	(6,500.00)
1-74-771	Library Agreement	0.00	1,450.00	100.00	0.00	(1,450.00)	(1,445.00)
*	TOTAL CULTURE REVENUE	0.00	7,950.00	100.00	0.00	(7,950.00)	(7,945.00)
COUNCIL EXPENSE							
2-11-150	Council Meeting Pay	360.00	6,300.00	94.28	0.00	9,000.00	5,166.09
2-11-151	Council Supervision Pay	300.00	3,600.00	91.66	0.00	3,600.00	2,102.54
2-11-211	Travel & Subsistence	0.00	2,000.00	100.00	0.00	2,000.00	1,145.16
2-11-212	Legislative - Discretionary	177.50	300.00	40.83	0.00	500.00	96.49
*	TOTAL COUNCIL EXPENSE	837.50	12,200.00	93.14	0.00	15,100.00	8,510.28
ADMINISTRATION EXPENSE							
2-12-110	Salaries & Wages	19,955.00	133,120.00	85.00	7,947.50	200,000.00	239,465.47
2-12-111	Wages - Community Programming	0.00	0.00	0.00	0.00	12,600.00	0.00
2-12-130	Payroll Deductions	1,647.70	9,185.57	82.06	656.58	10,000.00	24,744.01
2-12-131	Vacation Pay	798.20	2,232.46	64.24	317.90	2,500.00	6,613.50
2-12-132	Payroll Benefits	0.00	1,000.00	100.00	0.00	1,500.00	4,219.93
2-12-152	Election & Census Fees	225.00	1,000.00	77.50	0.00	0.00	2,914.36



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
2-12-211	Travel & Subsistence	0.00	1,000.00	100.00	0.00	5,000.00	12,480.77
2-12-212	Course Fee Registration	149.00	2,000.00	92.55	0.00	2,500.00	3,447.14
2-12-216	Postage	670.60	1,650.00	59.35	0.00	2,500.00	1,853.13
2-12-217	Telephone	0.00	1,500.00	100.00	0.00	1,500.00	904.71
2-12-220	Advertising & Memberships	109.00	4,000.00	97.27	0.00	5,000.00	9,198.54
2-12-224	Land Title Fees	0.00	500.00	100.00	0.00	250.00	4.00
2-12-226	Tax Recovery Fees	0.00	200.00	100.00	0.00	0.00	5,704.00
2-12-230	Assessors Fees	0.00	5,650.00	100.00	0.00	5,000.00	5,266.08
2-12-231	Auditors Fees	0.00	10,000.00	100.00	0.00	10,000.00	8,650.00
2-12-232	Legal Fees	0.00	4,700.00	100.00	0.00	7,500.00	4,898.38
2-12-240	Bad Debts	0.00	2,000.00	100.00	0.00	4,000.00	0.00
2-12-250	Repairs & Maint. Contract	0.00	0.00	0.00	0.00	250.00	0.00
2-12-251	Repairs & Maintenance	0.00	800.00	100.00	0.00	0.00	105.85
2-12-252	Cleaning - Supplies & Labor	0.00	2,500.00	100.00	0.00	2,000.00	1,254.98
2-12-255	Other Contracted Services	0.00	1,000.00	100.00	0.00	20,000.00	21,014.32
2-12-270	Computer Expenses	655.12	750.00	12.65	0.00	1,000.00	780.77
2-12-271	Website Fees	0.00	1,300.00	100.00	0.00	1,000.00	1,674.34
2-12-274	Insurance & Bond	0.00	10,286.00	100.00	0.00	10,500.00	7,869.64
2-12-275	Workman's Compensation	0.00	2,775.00	100.00	0.00	3,000.00	4,216.88
2-12-277	Health & Safety	54.98	0.00	0.00	0.00	0.00	473.84
2-12-505	Photocopier Costs	381.56	4,000.00	90.46	190.78	4,500.00	3,971.97
2-12-510	General Office Supplies	196.81	2,500.00	92.12	0.00	3,000.00	4,798.23
2-12-540	Utilities - Heating	0.00	1,300.00	100.00	0.00	750.00	480.11
2-12-541	Utilities - Power	0.00	800.00	100.00	0.00	750.00	369.31
2-12-590	Miscellaneous	0.00	500.00	100.00	0.00	1,000.00	25.81
2-12-810	Bank Charges & Fees	346.85	2,100.00	83.48	163.91	2,500.00	3,063.21
2-12-920	AMORTIZATION	0.00	14,184.45	100.00	0.00	14,900.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	25,189.82	224,533.43	88.78	9,276.67	335,000.00	380,463.28
EMERGENCY MANAGEMENT EXPENSE							
2-23-410	Fire Service Agreement	0.00	25,000.00	100.00	0.00	25,000.00	0.00
*	TOTAL EMERGENCY MANAGEMENT EXP	0.00	25,000.00	100.00	0.00	25,000.00	0.00
BYLAW & RURAL POLICING EXPENSE							
2-26-751	Bylaw Enforcement	0.00	5,000.00	100.00	0.00	5,200.00	4,175.05
2-26-752	Rural Policing Expense	0.00	11,550.00	100.00	0.00	11,550.00	10,112.00
*	TOTAL BYLAW & RURAL POLICING E	0.00	16,550.00	100.00	0.00	16,750.00	14,287.05



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	7,234.80	57,750.00	87.47	2,269.80	12,500.00	14,560.61
2-32-111	Salaries - Shop Work Hours	2,355.75	28,500.00	91.73	2,235.75	12,000.00	12,995.30
2-32-130	Payroll Deductions	737.46	8,278.00	91.09	340.90	2,000.00	4,043.53
2-32-131	Vacation Pay	404.28	6,127.00	93.40	181.68	1,500.00	1,536.52
2-32-132	Payroll Benefits (Health Spending)	0.00	1,000.00	100.00	0.00	500.00	1,619.50
2-32-210	Travel	0.00	300.00	100.00	0.00	0.00	0.00
2-32-217	Maintenance Cell Phone	640.73	576.00	(11.23)	0.00	600.00	1,385.80
2-32-230	Engineering Fees	0.00	3,472.50	100.00	0.00	2,300.00	0.00
2-32-250	Road & Street Repairs	0.00	4,000.00	100.00	0.00	100.00	1,349.86
2-32-251	Equipment Repairs & Maint.	1,399.19	3,500.00	60.02	0.00	5,000.00	2,414.33
2-32-270	Contracted Services	0.00	1,000.00	100.00	0.00	3,000.00	2,715.00
2-32-271	Insurance Share	0.00	1,513.00	100.00	0.00	1,500.00	1,157.30
2-32-510	Small Equipment & Supplies	925.02	5,000.00	81.49	0.00	8,000.00	1,626.13
2-32-515	Equipment Rental	392.38	1,000.00	60.76	152.38	600.00	1,507.65
2-32-521	Gas & Diesel Fuel	0.00	7,500.00	100.00	0.00	5,000.00	4,748.03
2-32-530	Const. & Maint. Supplies	0.00	0.00	0.00	0.00	0.00	200.16
2-32-532	Gravel, Cold Mix & Sand	0.00	3,500.00	100.00	0.00	2,500.00	1,584.00
2-32-541	Street Lights	0.00	22,615.00	100.00	0.00	24,000.00	9,795.93
2-32-542	Shop Power	0.00	1,600.00	100.00	0.00	1,800.00	833.17
2-32-543	Shop Natural Gas	0.00	2,600.00	100.00	0.00	3,000.00	1,809.64
2-32-590	Miscellaneous	25.48	500.00	94.90	0.00	250.00	57.79
2-32-920	AMORTIZATION	0.00	29,008.57	100.00	0.00	44,500.00	0.00
*	TOTAL STREETS & ROADS EXPENSE	14,115.09	189,340.07	92.55	5,180.51	130,650.00	65,940.25
WATER EXPENSE							
2-41-110	Salaries - Water Related	781.50	8,100.00	90.35	301.50	2,400.00	6,695.50
2-41-130	Payroll Deductions	62.52	3,939.84	98.41	23.59	200.00	532.06
2-41-211	Travel & Subsistence	0.00	0.00	0.00	0.00	0.00	209.80
2-41-212	COURSE REGISTRATION FEES	450.00	0.00	0.00	0.00	0.00	657.14
2-41-215	Freight	0.00	50.00	100.00	0.00	50.00	0.00
2-41-250	Water Testing Supplies	0.00	0.00	0.00	0.00	0.00	343.00
2-41-251	Maintenance Supplies	0.00	250.00	100.00	0.00	1,000.00	14.54
2-41-265	Water Tower	0.00	0.00	0.00	0.00	0.00	69.99
2-41-270	Contracted Services	0.00	500.00	100.00	0.00	20,000.00	9,834.94
2-41-272	Computer/Software Expense	0.00	2,275.00	100.00	0.00	2,400.00	0.00
2-41-600	SMRWSC - Debenture Payments	0.00	6,500.00	100.00	0.00	6,200.00	6,156.79
2-41-601	SMRWSC - Water Consumption	0.00	46,000.00	100.00	0.00	54,000.00	41,333.57



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
2-41-920	AMORTIZATION	0.00	25,760.11	100.00	0.00	26,200.00	0.00
*	TOTAL WATER EXPENSE	1,294.02	93,374.95	98.61	325.09	112,450.00	65,847.33
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	0.00	775.90	100.00	0.00	100.00	476.00
2-42-130	Payroll Deductions	0.00	94.80	100.00	0.00	50.00	36.56
2-42-275	Contracted Services - Sewer	0.00	1,000.00	100.00	0.00	2,500.00	3,427.00
2-42-290	Lagoon Drainage Easement	0.00	0.00	0.00	0.00	100.00	0.00
2-42-920	AMORTIZATION	0.00	14,408.55	100.00	0.00	14,500.00	0.00
*	TOTAL SEWER EXPENSE	0.00	16,279.25	100.00	0.00	17,250.00	3,939.56
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	24.00	21.80	(10.09)	24.00	100.00	163.50
2-43-130	Payroll Deductions	1.89	2.66	28.94	1.89	50.00	11.40
2-43-270	Contracted Garbage Pickup	0.00	18,170.00	100.00	0.00	22,000.00	18,102.34
*	TOTAL WASTE REMOVAL EXPENSE	25.89	18,194.46	99.86	25.89	22,150.00	18,277.24
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	489.60	178.72	(173.94)	489.60	2,000.00	1,696.50
2-56-130	Payroll Deductions	38.65	21.83	(77.04)	38.65	150.00	107.47
2-56-270	Contracted Services	0.00	0.00	0.00	0.00	2,200.00	2,131.80
2-56-510	General Services & Supplies	0.00	600.00	100.00	0.00	500.00	0.00
*	TOTAL CEMETERY EXPENSE	528.25	800.55	34.01	528.25	4,850.00	3,935.77
FCSS EXPENSE							
2-62-111	FCSS - Postage	60.72	650.00	90.65	0.00	650.00	549.88
2-62-755	FCSS Programs	0.00	9,760.00	100.00	0.00	9,700.00	11,482.82
2-62-756	Community Programming	0.00	0.00	0.00	0.00	0.00	263.52
2-62-760	FCSS Membership Expenses	0.00	114.00	100.00	0.00	150.00	0.00
*	TOTAL FCSS EXPENSE	60.72	10,524.00	99.42	0.00	10,500.00	12,296.22
PLANNING EXPENSE							
2-66-762	Planning Services expenses	0.00	6,000.00	100.00	0.00	0.00	3,404.66
*	TOTAL PLANNING EXPENSE	0.00	6,000.00	100.00	0.00	0.00	3,404.66



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING May 31, 2025

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2025-Jun-13
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General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	February 2025 Actual	2024 Budget	2024 Actual
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintenance	0.00	500.00	100.00	0.00	0.00	163.41
*	TOTAL RENTAL BUILDING EXPENSE	0.00	500.00	100.00	0.00	0.00	163.41
RECREATION EXPENSE							
2-72-110	Salaries - Green Space Maintenance	489.60	12,165.97	95.97	489.60	6,200.00	9,588.50
2-72-130	Payroll Deductions	38.66	1,486.37	97.39	38.66	500.00	2,782.54
2-72-250	Parks - Contract Services	0.00	500.00	100.00	0.00	4,000.00	0.00
*	TOTAL RECREATION EXPENSE	528.26	14,152.34	96.27	528.26	10,700.00	12,371.04
CULTURAL EXPENSE							
2-74-110	Salaries - Culture Related	0.00	289.72	100.00	0.00	50.00	200.00
2-74-130	Payroll Deductions	0.00	35.15	100.00	0.00	0.00	23.35
2-74-232	Village Beautification	1,199.83	1,000.00	(19.98)	0.00	1,000.00	0.00
2-74-251	Repairs & Maintenance	0.00	1,000.00	100.00	0.00	500.00	0.00
2-74-271	Insurance	0.00	3,028.00	100.00	0.00	3,000.00	2,546.06
2-74-540	Utilities - Gas	0.00	2,500.00	100.00	0.00	2,000.00	974.77
2-74-541	Utilities - Power	0.00	3,600.00	100.00	0.00	3,500.00	1,674.34
2-74-770	Grants - Museum	0.00	5,400.00	100.00	0.00	5,400.00	5,400.00
2-74-771	Grants - Library	0.00	5,000.00	100.00	0.00	5,000.00	5,000.00
2-74-775	Parkland Reg. Library Req.	0.00	2,122.32	100.00	0.00	2,100.00	1,900.26
2-74-850	Canada Day Celebration	0.00	1,160.00	100.00	0.00	0.00	314.00
2-74-920	AMORTIZATION	0.00	806.54	100.00	0.00	900.00	0.00
*	TOTAL CULTURAL EXPENSE	1,199.83	25,941.73	95.37	0.00	23,450.00	18,032.78
REQUISITIONS							
2-80-741	Provincial Education - ASFF	0.00	38,534.72	100.00	0.00	37,588.00	18,581.86
2-80-751	Recreation Requisition County of Stettler	0.00	3,955.00	100.00	0.00	0.00	3,955.00
2-80-761	C.of Stettler Housing Auth	0.00	6,445.00	100.00	0.00	6,408.00	6,408.00
2-80-771	Stettler Waste Management Auth	0.00	16,272.00	100.00	0.00	16,300.00	17,176.00
*	TOTAL REQUISITIONS	0.00	65,206.72	100.00	0.00	60,296.00	46,120.86

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 2

Balance Sheet Report

2025-Jun-13
3:22:25PM

Operating Only

Description	2025		2024
	May	YTD Balance	Closing Balance
Assets			
Asset Operating			
Federal Grant - Heritage Canada	0.00	(2,400.00)	(2,400.00)
Allowance for uncollectible taxes	0.00	0.00	0.00
Pre Paid Property Taxes	0.00	3,268.66	3,268.66
GST REBATE/RETURN FILED	0.00	54.58	54.58
ATB - Reserve Account	0.00	81.77	81.77
GRANT FUNDS ACCOUNT 2278	0.00	321,632.93	321,632.93
Buildings - Accumulated Amortization	0.00	(248,423.92)	(248,423.92)
Machinery - Accumulated Amortization	0.00	(85,870.91)	(85,870.91)
Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
Vehicles - Accumulated Amortization	0.00	(44,068.00)	(44,068.00)
Equipment Under Capital Lease	0.00	0.00	0.00
Curbing & Sidewalks	0.00	0.00	0.00
Roads - Accumulated Amortization	0.00	(1,390,206.14)	(1,390,206.14)
Curbing & Sidewalks	0.00	(214,973.00)	(214,973.00)
Water System	0.00	1,327,773.11	1,327,773.11
Water System - Accumulated Amortization	0.00	(357,141.90)	(357,141.90)
Wastewater System	0.00	881,656.71	881,656.71
Wastewater - Accumulated Amortization	0.00	(332,571.26)	(332,571.26)
Cultural & Historical Accumulated Amort	0.00	0.00	0.00
Total	0.00	(141,187.37)	(141,187.37)
Accounts Receivable			
TOTAL TAXES RECEIVABLE	0.00	(99.81)	(99.81)
Taxes Receivable	263,399.08	352,866.57	122,189.72
Taxes Receivable-Arrears	0.00	(32,629.49)	(26,886.09)
GST Receivable	3,296.48	16,865.51	8,616.50
Rounding Account	0.01	0.08	0.08
Clearing Account	0.00	0.00	0.00
Trade Accounts Receivable	40.00	(1,425.02)	(939.81)
Receivable From Other Government	0.00	262,604.00	262,604.00
Accounts Receivable - Year End	0.00	0.00	0.00
Utilities Receivable	(2,126.02)	23,546.66	30,879.26
WSG Receivable	0.00	0.00	0.00
Total Accounts Receivable	264,609.55	621,728.50	396,363.85
Bank			
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
ATB MUSH Operating (Chequing) - 8524	(93,923.14)	16,657.78	198,824.61
ATB MSI Capital - 3779	0.00	348,847.15	348,847.15
ATB GTF - 7179	0.00	5,584.95	5,584.95
Total Bank	(93,923.14)	371,389.88	553,556.71
Fixed Assets			
Buildings	0.00	497,187.72	497,187.72
Machinery	0.00	249,340.65	205,340.65
Land For Own Gov't Uses	0.00	15,928.81	15,928.81
Vehicles - Cost	0.00	50,268.00	50,268.00
Roads	0.00	1,793,404.90	1,793,404.90
Land Held for Resale	0.00	8,550.00	8,550.00
Cultural & Historical	0.00	0.00	0.00
Total Fixed Assets	0.00	2,614,680.08	2,570,680.08
Other Assets			



VILLAGE OF DONALDA

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Balance Sheet Report

2025-Jun-13

3:22:25PM

Operating Only

Description	2025	YTD	2024
	May	Balance	Closing Balance
Accrued Interest	0.00	0.00	0.00
Other Assets-Prepaid Expenses	0.00	0.00	0.00
Other Assets - Co-op Equity	0.00	190.71	190.71
Tax Recovery Roll 354 - July 26, 2025	0.00	21,061.22	21,061.22
Tax Recovery Roll 332 Sep 26, 2023	0.00	8,138.79	8,138.79
Total Other Assets	0.00	29,390.72	29,390.72
Other Current Liability			
ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	(2,572.90)	(2,572.90)
Total Other Current Liability	0.00	(2,572.90)	(2,572.90)
Total Asset Operating	170,686.41	3,493,428.91	3,406,231.09
Total Assets	170,686.41	3,493,428.91	3,406,231.09
Current Year Surplus/Deficit	170,686.41	3,493,428.91	0.00
Total Liabilities	170,686.41	3,493,428.91	0.00

*** End of Report ***



VILLAGE OF DONALDA

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Cheque Listing For Council

2025-Jun-13
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250119	2025-05-01					250.00
20250120	2025-05-06		24-1054223	2024-JUNE POWER AND GAS CC	2,877.17	34,350.13
			24-1054810	2024-JULY OFFICE/STREET/PUB	3,109.91	
			24-1055167	2024-AUG POWER & GAS FOR O	3,067.79	
			24-1055635	2024-POWER & GAS FOR OFFICI	3,090.04	
			24-1056112	2024 OCT POWER & GAS FOR OI	3,194.25	
			24-1056592	2024 NOV POWER&GAS; OFFICE	3,365.79	
			25-1057029	2024DEC-POWER&GAS FOR TOI	3,831.71	
			25-1057547	2025 POWER&GAS FOR OFFICE/	4,416.24	
			25-1058043	2025 POWER&GAS FOR OFFICE/	3,955.26	
			25-1058545	2025 POWER&GAS FOR OFFICE/	3,441.97	
20250121	2025-05-06		2024AUG08	STATEMENT- AUG08- SEPT06 20	877.23	14,922.02
			2024DEC06	STATEMENT NOV07- DEC06 2024	647.81	
			2024OCT05	STATEMENT- OCT05-NOV06 2024	1,667.11	
			2024SEPT07	STATEMENT- SEPT07- OCT04 20	2,320.29	
			2025 MAR06	STATEMENT- FEB07- MAR06 202	1,900.40	
			2025APRIL04	STATEMENT- MAR07- APRIL04 20	2,962.56	
			2025FEB06	STATEMENT JAN08-FEB06 2025	2,262.35	
			2025JAN07	STATEMENT DEC.07 2024-JAN.07	2,084.92	
20250122	2025-05-06		AB340686	OFFICE SUPPLIES	99.72	99.72
20250123	2025-05-06		308339410	SOFTWARE MAINTENANCE & SL	630.00	630.00
20250124	2025-05-06		0000366382A	2025 MARCH RESIDENTIAL WAS	1,756.31	1,756.31
20250125	2025-05-06		204355	MARCH 2025 SECURITY MONITC	52.45	823.62
			204553	APRIL 2025 SECURITY MONITOR	88.67	
			204588	SECURITY PANEL REPLACEMEN	682.50	
20250126	2025-05-06		11184	ANIMAL SERVICES FEB/2025	89.30	89.30
20250127	2025-05-06		20250401A	MARCH 2025 RURAL PATROL	290.00	290.00
20250128	2025-05-06		10021139	PUBLIC WORKS-SAW & RECHAR	366.43	366.43
20250129	2025-05-06		SWM0004983	2025 WASTE REQUISITION- FIRS	4,407.00	4,407.00
20250130	2025-05-06		41	2025 JANUARY JANITORIAL	150.00	578.49
			42A	2025 FEBRUARY JANITORIAL	150.00	
			43A	2025 MARCH JANITORIAL	150.00	
			JAN2025	2025 PURCHASES FOR PUBLIC I	128.49	
20250131	2025-05-07		20250115	2025-JAN 15 PAYROLL DEDUCTI	2,407.33	22,868.18
			20250131	2025-JAN 16-31 PAYROLL DEDUC	2,928.90	
			20250214	2025-FEB 1-14 PAYROLL DEDUC	1,246.97	
			20250228	2025-FEB 15-28 PAYROLL DEDUC	2,143.92	
			20250314	2025-MARCH 01-14 PAYROLL DE	3,102.68	
			20250331	2025-MARCH 15-31 PAYROLL DE	3,513.61	
			20250331Q	2025-JAN/FEB/MARCH COUNCIL	34.52	
			20250415	2025-APRIL 01-15 PAYROLL DEDI	3,425.63	
			20250430	2025-APRIL 16-30 PAYROLL DEDI	4,064.62	
20250132	2025-05-07		2024NOV18	2024 QUARTERLY WCB PAYMEN	1,068.19	5,048.61
			2025MARCH18	2025 FIRST QUARTER WCB PAYI	3,980.42	
20250133	2025-05-14					1,128.63
20250134	2025-05-14					2,530.56
20250135	2025-05-14					2,043.40
20250136	2025-05-14					1,169.70
20250137	2025-05-14					2,030.60
20250138	2025-05-20		25-1058545A	2025 APRIL POWER & GAS, OFFI	3,441.97	3,441.97
20250139	2025-05-20		20250515	2025 MAY 01-15 PAYROLL TAX P/	3,523.52	3,523.52
20250140	2025-05-20		AB367299	OFFICE SUPPLIES	159.61	159.61



VILLAGE OF DONALDA

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Cheque Listing For Council

2025-Jun-13
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250141	2025-05-20		INV-2533	2025 DONALDA BUSINESS GUIDI	165.00	165.00
20250142	2025-05-20		4654 4683	PUBLIC WORKS- SCRAPER BOX PUBLIC WORKS-BOX BLADE SH/	3,245.13 119.70	3,364.83
20250143	2025-05-20		001-596203	PUBLIC WORKS-BACK UP ALARI	59.51	59.51
20250144	2025-05-20		P04292 P08378	2024 PUBLIC WORKS PARTS FO 2024 PUBLIC WORKS- OIL FOR C	132.63 180.56	313.19
20250145	2025-05-20		60459	REVIEW OF TERMINATION OF VI	1,108.80	1,108.80
20250146	2025-05-20		672585	OFFICE PRINTER RENTAL- APRI	170.09	170.09
20250147	2025-05-20		203293 203374	2025 MARCH SECURITY MONITC 2025 MARCH SECURITY MONITC	80.80 52.45	133.25
20250148	2025-05-20		11185	2025 MARCH ANIMAL SERVICES	93.77	93.77
20250149	2025-05-20		2025	2025 MEMBERSHIP FEES	1,250.00	1,250.00
20250150	2025-05-20		BYELECTION2F	BY ELECTION WORK	225.00	225.00
20250151	2025-05-20		SMRWSC00403	WATER CONSUMPTION	4,839.33	4,839.33
20250152	2025-05-20		32917S	PUBLIC WORKS-BUSHINGS FOR	20.71	20.71
20250153	2025-05-20		AN6186	PAINT FOR PLAYGROUND	97.74	97.74
20250154	2025-05-20		22004	HIGH SPEED INTERNET	82.95	82.95
20250155	2025-05-20		DEC312024 FEB282025 JAN312025 MAR312025 NOV302024 OCT312024	2024 DEC- OFFICE PHONE LINE 2025 FEB- OFFICE PHONE LINE 2025 JAN- OFFICE PHONE LINE 2025 MARCH- OFFICE PHONE LI 2024 NOV- TOWN PHONE LINE 2024 OFFICE PHONE LINE	123.24 165.96 123.52 113.39 116.72 113.24	756.07
20250156	2025-05-20		116037577	PUBLIC WORKS-FUEL FOR WOR	143.17	143.17
20250157	2025-05-20					500.00
20250158	2025-05-29					1,393.25
20250159	2025-05-29					2,785.56
20250160	2025-05-29					1,995.66
20250161	2025-05-29					1,005.40
20250162	2025-05-29					1,863.10
20250163	2025-05-30					446.83

Total 125,321.01

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending May 31, 2025

Consolidated Account Statement	Balance on May 31, 2025, 2025
Public Sector Tax Account - Tax Recovery Surplus Roll 354	21,468.98
Public Sector Operating Account	48,950.07
Public Sector Reserve Account	83.24
Public Sector Savings - Grant Funds	326,136.09
Public Sector Savings - Tax Recovery Surplus Roll 332	8,314.89
Public Sector Savings - MSI Capital Account	353,731.35
Public Sector Savings - Gas Tax Fund (GTF) Account	5,643.79
Total:	\$764,328.41

Note: Public Sector Tax Account - Tax Recovery Surplus Roll 354 - Balance of \$21,249.24 meets the criteria for the Village to claim the full amount and utilize the amount within the operating budget.

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



Police Funding Model Review – Member Guide

May 2025

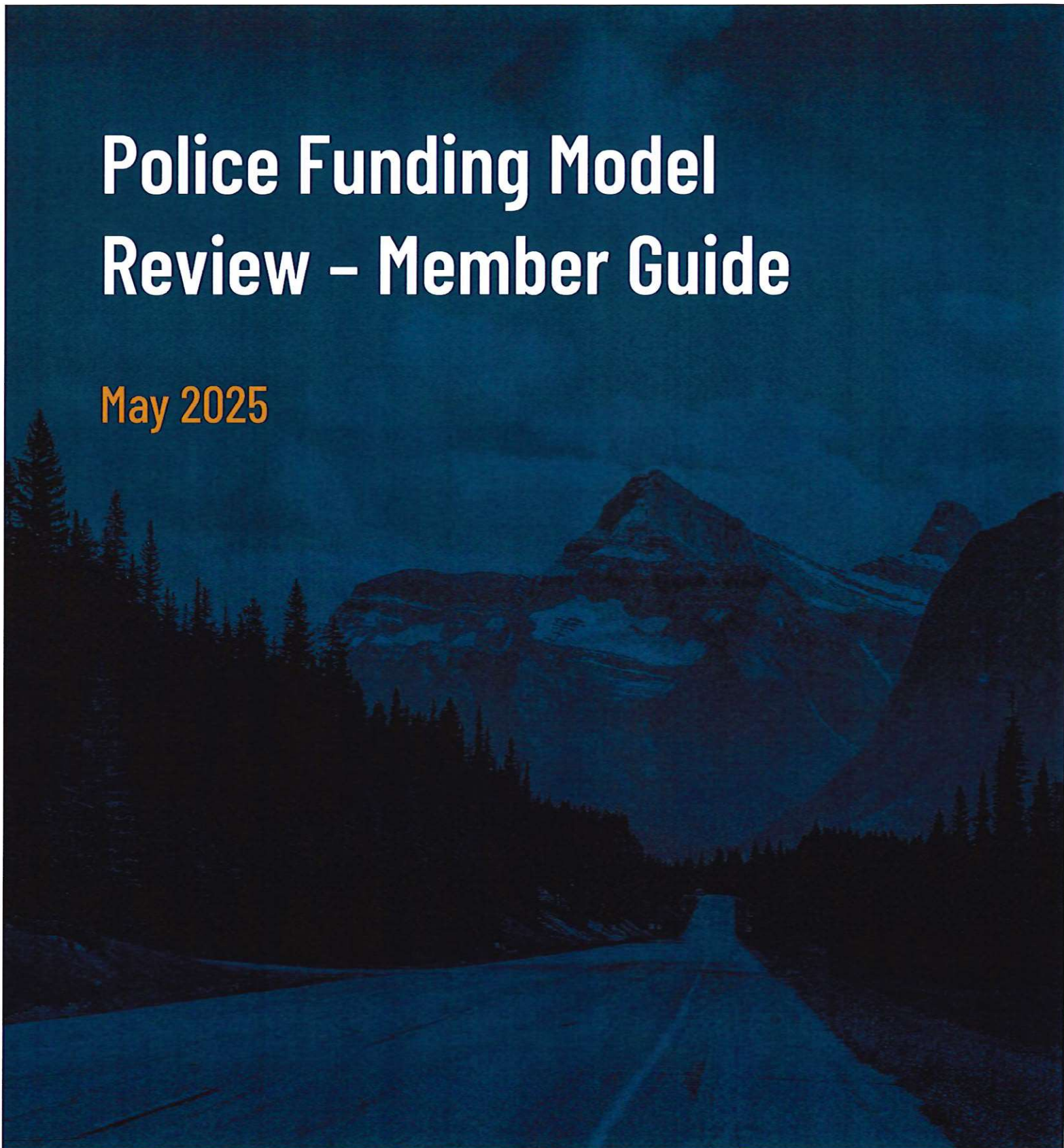


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Introduction

The Police Funding Model (PFM) was implemented by the Government of Alberta in 2020. It requires rural and small urban municipalities that receive police services under the Provincial Police Services Agreement (PPSA) to contribute a share of the total cost of the PPSA. Since its inception, RMA has advocated for changes to the PFM to address several critical deficiencies, including the following:

- ♦ The PFM is inequitable to rural municipalities, as many pay significantly more towards policing in comparison to urban neighbours despite similar or lower populations and a lower level of service.
- ♦ The PFM lacks any connection between cost contributions and service levels; in its current form, the PFM functions more as a download than a provincial/municipal partnership.
- ♦ The PFM contains no transparency or accountability provisions as to how municipal funds are spent or if/how they have contributed to improved policing service levels.

As the Police Funding Model Regulation, which establishes the PFM, expires in 2026, the Government of Alberta is engaging with municipal stakeholders on possible changes to the PFM model. According to the Government of Alberta, the intent of the review is to “identify potential changes to ensure the police funding model promotes long-term fairness, shared fiscal responsibility and sustainability.”

PFM – A Quick Overview

In January, 2025, RMA released a [detailed overview of the current PFM formula](#). At a high level, the intent of the PFM is to require municipalities that receive local policing under the Provincial Police Services Agreement (PPSA) to contribute to offset a portion of the Government of Alberta’s PPSA costs. The PFM formula and overall annual municipal allocation amounts are both established through the [Police Funding Regulation](#) (PFR). The PFR establishes the total annual amount required to be contributed by all PPSA municipalities as follows:

- ♦ 2020-21: \$23,250,000 (10% of province’s PPSA costs)
- ♦ 2021-22: \$34,900,000 (15% of province’s PPSA costs)
- ♦ 2022-23: \$46,500,000 (20% of province’s PPSA costs)
- ♦ 2023-24: \$69,800,000 (30% of province’s PPSA costs)
- ♦ 2024-25: \$69,800,000 (30% of province’s PPSA costs)
- ♦ 2025-26: \$69,800,000 (30% of province’s PPSA costs)

The PFR also establishes the specific method by which the contribution required of each of the 291 municipalities subject to the PFM (as of 2020) is determined. The contribution formula includes the following:

- ♦ Equalized assessment (50% weighting)
- ♦ Population (50% weighting)
- ♦ Shadow population (applied as subsidy)
- ♦ Crime Severity Index (applied as subsidy)
- ♦ Lack of detachment in municipality (applied as subsidy)

Together, equalized assessment and population are the primary determiners of the amount each municipality contributes to the PFM by being added together after they are each individually calculated. The other components - shadow population, CSI, and detachment subsidy, are considered “modifiers” intended to reduce how much a municipality pays if a large portion of the people who spend time in their community are not

taxpayers, if the CSI is higher than average, or if a detachment is not located in the municipality. Shadow population, CSI and the detachment subsidy are also individually calculated and added together. The total of all the modifiers is subtracted from the total equalized assessment and population calculation.

Review Process

At this point, there are minimal details available as to how the review process will proceed. It is RMA's understanding that municipalities will receive a survey, and that some sort of interviews or focus groups will proceed. When a survey or other guiding questions become available, RMA will provide further guidance to members if the questions posed warrant messaging different from what is included in this document.

Existing Resources

RMA has previously released several resources related to the PFM, including the following:

- ♦ [Original RMA Submission on Police Funding Model Engagement](#) (October 2019): provides an overview of RMA's original input on the proposed model and shows the link to issues that persist currently.
- ♦ ["What we Heard": Police Funding Model Member Survey](#) (October 2024): a summary of member perspectives on the PFM, including perceived value and linkage to service levels changes.
- ♦ [Police Funding Model member resource](#) (January 2025): a detailed overview of how the PFM contribution formula works currently as well as high level RMA priorities for change.

How to Use this Document

This document provides members with high-level guidance relating to key concerns with the current PFM and recommendations for change to better link the contribution formula to service level improvements, enhancements in local input, and accountability to municipalities that aligns with their financial investment in policing. RMA members are encouraged to utilize local examples of challenges in policing or community safety to help support the case for change. Members are encouraged to advocate for some or all recommendations in this document, as well as others that are local priorities. The more common messaging and ideas provided to government through the engagement process, the more likely it is that they will be implemented.

It is important to note that action on some of the recommendations below may render others unnecessary. For example, if the Government of Alberta proceeds with changes to the PFM contribution formula to shift to a focus on population density and crime severity as the primary allocation factors, recommended changes to existing subsidies built into the formula, and the subsidies themselves, may no longer be necessary. As it is currently unclear as to the scope of the changes being considered by the Government of Alberta, the guide includes recommendations that would represent fundamental changes to the formula as well as others that would have smaller, but still positive, impacts for rural municipalities.

Strategic Approach to Advocacy

As information has not yet been provided as to the scope and structure of the survey or interview/focus groups, it is unknown if or how the themes and recommendations below can be utilized for participation through those mechanisms. RMA suggests that members share their views on the PFM through multiple means:

- ♦ Participation in formal engagement: complete the survey and participate in interviews/focus groups to the greatest extent possible.

- ♦ Written submission to MNP and/or Minister of Public Safety and Emergency Services: a direct letter or similar submission emphasizing your perspectives on policing, public safety, and the PFM will ensure that information not suited to the survey and interview/focus group process will still be shared.
- ♦ Written submission or discussion with local MLAs: it is likely that MLAs have limited familiarity with the PFM and the engagement. Sharing concerns and priorities for change in this way may increase the likelihood of the rural municipal perspective being considered within government.
- ♦ Share opportunity to participate and PFM information with residents: the likely increase in PFM contributions in future years combined with the lack of connection between PFM costs and service levels mean that this issue is likely to resonate with residents. It is unclear whether the engagement will allow for public input, but if not, resident letters to the Minister or MLAs can be impactful.

Theme 1: Link the PFM to Service Levels

Overview

One of the primary justifications for the introduction of the PFM was the promise that it would lead to increased frontline policing services in Alberta's rural and small urban municipalities. However, many municipalities are now paying more for policing without seeing a corresponding improvement in service levels. In fact, since the PFM was developed in 2019, the police to civilian ratio in Alberta has actually decreased, as has the number of police officers per 100,000 people. RMA member survey responses support this broader provincial trend, as most respondents have not observed the increase in service levels that they were promised through the PFM.

The disconnect between funding contributions and service enhancements raises serious concerns about the effectiveness of the PFM in actually contributing to new rural positions and an overall increase in policing resources in rural Alberta. If rural and small urban municipalities are required to contribute more, they should see tangible benefits in their communities, including:

- ♦ More officers available to respond to calls
- ♦ Shorter police response times
- ♦ Reduced officer vacancies
- ♦ Greater visibility of law enforcement in rural areas

While some or all of these metrics could likely be used to monitor the effectiveness of the PFM moving forward, the key point is that without specific and measurable service level improvements, municipalities are essentially subsidizing provincial policing costs without receiving the direct benefits of enhanced service.

Key Data and Information

- ♦ From 2019 to 2023, the overall police to civilian ratio in Alberta has declined from 2.6 officers per 100,000 people to 2.2 officers per 100,000 people ([Stats Canada](#)).
- ♦ From 2019 to 2023, the total number of police officers in Alberta increase from 7,687 to 7,977. However, the amount actually decreased from 2022 to 2023 ([Stats Canada](#)).
- ♦ From 2019 to 2023, Alberta's authorized police officer strength increased from 7,888 to 8,213. Overall staffing was consistently 200-300 officers below the authorized strength level throughout these years ([Stats Canada](#)).
- ♦ RMA members reported a perceived slight decrease in local service levels during the PFM timeframe (2020 – 2024) ([RMA Member Survey Summary](#)).
- ♦ Among 22 municipalities that provided RMA with specific data on local vacancy rates, 236 of 314 (75.2%) of provincial positions within those municipalities were filled when the survey was completed ([RMA Member Survey Summary](#)).

Recommendations

- ▶ ***Recommendation 1: A defined portion of funds contributed through the PFM must be used to fund frontline positions serving the municipalities that contribute to the PFM***

Upon the launch of the PFM in 2020, the former Minister of Justice and Solicitor General and other GOA officials repeatedly stated that the PFM would directly lead to more "boots on the ground" in rural Alberta and directly

fund frontline policing positions in municipalities policed by the PPSA. Unfortunately, these public commitments have not been matched in practice, as RMA has learned from the RCMP that significant portions of PFM funding is used for specialized positions located in central areas such as Edmonton. While specialized positions certainly contribute to community safety across the province, they do not enhance day-to-day police presence in rural Alberta. More troublingly, RMA has also learned that portions of PFM funds are used to support general capital and operational costs for the RCMP.

This recommendation would ensure that contributing municipalities can directly trace how their funding contributions are used to contribute to an increased police presence within their municipalities. As outlined in sections below, it may be impractical that 100% of every municipality's contribution remain local, but a significant portion must. If the PFM is truly intended to represent a partnership between municipalities, the Government of Alberta and the RCMP, linkages between local contributions and local services must be clear and defined. Anything less will result in continuation of the PFM as a simple download.

► ***Recommendation 2: Municipal contribution rates must be directly linked to reaching and maintaining a defined level of service that meets local needs***

If the PFM transitions into a model in which most funds contributed by a municipality are earmarked for enhancing local service levels, this amount should, at least in part, be based on the cost of enhancing service to a defined level, and maintaining it at that level thereafter. In other words, municipalities should have a clear and up-to-date understanding of their current service levels, what is an adequate service level based on a specific methodology, and the path by which the Government of Alberta and RCMP will follow to use PFM funding to reach and maintain that level. This approach would greatly enhance PFM transparency and accountability, and would introduce a clear and measurable "local lens" into the process as municipalities can understand exactly how their contributions are being used. It would replace the current formula, which is highly arbitrary and based almost entirely on a municipality's financial capacity rather than service needs, with a model that actually drives towards specific benchmarks that are relevant at a local level.

► ***Recommendation 3: If vacant frontline positions cannot be filled, contributing municipalities should be refunded their PFM contribution proportional to the number of local vacancies.***

It is inexcusable that PFM contributions are currently being used for routine capital and operational needs. In conjunction with recommendation 2 above, if the RCMP is unable to utilize locally-contributed PFM funding to fill or maintain local positions, that funding should be refunded to the contributing municipality.

Theme 2: Redevelop the PFM Through a Rural Lens

Overview

Despite the fact that rural municipalities contribute the vast majority of funds collected through the PFM under the current formula, there are no components of the formula itself or requirements as to how the GOA/RCMP use the funds collected that recognizes unique challenges and costs associated with providing policing services in rural Alberta. In fact, many components of the formula are outright hostile to rural municipalities, either by treating them as a “piggy bank” with no recognition of their rural crime challenges, or by arbitrarily excluding them from receiving certain subsidies available to small urban municipalities.

As mentioned above, if the PFM is intended to formalize a partnership between PPSA municipalities, the Government of Alberta, and the RCMP for policing under the PPSA, contributing municipalities must understand how their contributions are being used and should not be arbitrarily required to contribute a disproportionate share of costs for reasons unrelated to the service they are receiving.

Key Data and Information

- ♦ RMA’s 69 rural municipal members have contributed 81% of the funds collected by the Government of Alberta under the PFM (data provided to RMA from Government of Alberta).
- ♦ RMA’s 69 rural municipal members comprise 73.4% of the population of all municipalities contributing to the PFM (data provided to RMA from Government of Alberta).
- ♦ The average RMA member contributed \$709,235 to the PFM in 2024-25 (data provided to RMA from Government of Alberta).
- ♦ The average of all contributing municipalities (rural and urban) was \$207,395 in 2024-25 (data provided to RMA from Government of Alberta).
- ♦ 100% of the 49 respondents to RMA’s member survey indicated that the PFM required them to respond to increased policing costs by making fiscal adjustments in other areas.
 - ◇ 59% indicated that they increased property tax rates.
 - ◇ 26.5% indicated that they decreased investment in other community services ([RMA Member Survey Summary](#)).

Recommendations

- ▶ ***Recommendation 4: Significantly reduce the weighting of or eliminate the use of equalized assessment in the PFM contribution formula***

Equalized assessment currently comprises 50% of the PFM formula. Equalized assessment is intended to reflect a municipality’s fiscal capacity. This assumption and heavy usage in the formula is problematic for two reasons:

- ♦ At a fundamental level, equalized assessment is an inaccurate measure for a municipality’s ability to pay for any service. Equalized assessment is intended to serve as a proxy for a municipality’s property tax base and overall level of revenue. However, this metric fails to consider that properties require infrastructure and services, and a larger assessment base typically equates to increased municipal costs to provide services.

Equalized assessment also does not directly translate into the amount of taxes collected. This varies significantly among municipalities based on their mill rates, as well as due to the fact that several provincial policy decisions in recent years have reduced the amount of taxes paid on oil and gas assets, as explained in RMA's [Below the Drill](#) campaign.

- ♦ Equalized assessment has virtually no linkage or connection to policing need, particularly in rural municipalities with the majority of the assessment base consists of non-residential properties. Weighing equalized assessment so heavily within the formula is a blatant download, as it is completely unrelated to the level of service required in a given community.

RMA's preferred approach would be to eliminate the use of equalized assessment from the PFM contribution formula moving forward. For a "people service" such as policing, its use is both inaccurate and illogical and simply downloads costs arbitrarily.

► ***Recommendation 5: Include population density as a factor within the PFM contribution formula***

The current formula weighs population and equalized assessment equally, with population serving as a proxy for the demand for service. In general, municipalities with higher populations are required to pay a larger portion of PFM costs. Rural municipalities have very low population densities, and relatively low populations when compared to all municipalities in the province. However, within the context of the PFM, rural municipalities are again penalized as they comprise most of the population base impacted by the PFM. This is primarily because the population of urban municipalities that receive policing under the PPSA is capped at 5,000, while no population cap exists for rural municipalities. As a result, the average population of an urban PPSA municipality is 919, while the average population of a rural PPSA municipality is 8,096. This results in a second disproportionate burden being placed on rural municipalities because the population indicator does not consider population density and the challenges of providing policing (or any service) across sparsely populated rural municipalities in comparison to densely populated urban municipalities. In other words, rural municipalities are paying a disproportionate share of PFM costs due to their larger share of population, with no consideration of how the characteristics or geography of the population impacts the level of policing service available or corresponding service costs.

In the RMA member survey, most respondents believed that the PFM formula could be improved by ensuring that the ratio of police officers is linked to municipal population. Further, 96% of respondents to the survey believe that the ratio of officers should be proportionate to the square kilometers of a municipality. These factors combined create the basis for a focus on population density as a primary measure for policing costs.

These findings highlight the need to consider the number of officers per square kilometer as a primary factor in the PFM formula. By doing so, the model would more accurately reflect the unique challenges faced by rural municipalities, which often encompass vast areas with low population densities. This adjustment could lead to a more equitable distribution of policing costs, alleviating the financial burden on sparsely populated regions.

It is no surprise that providing the same level of service in a large rural area and a condensed town is simply not possible. Although rural communities should not be expected to accept a lower level of service, there is a general understanding that a resident's location determines the level of service that they will receive. If the level of service is inherently lower, the cost of that service should also be lower. Under the current formula, the opposite is true.

Revising the PFM to prioritize population density over equalized assessment and total population would create a fairer system that acknowledges the distinctive characteristics of rural municipalities. This change would ensure

that policing costs are allocated in a manner that aligns with the actual needs of these communities and create a baseline service level that can be maintained through the PFM costs.

► ***Recommendation 6: Enhance support for tracking of shadow populations and expand eligibility to include more municipalities with temporary/non-resident populations***

Only two municipalities currently receive the shadow population subsidy, despite many municipalities across the province accommodating shadow populations to varying degrees. As shadow populations can be difficult to track and report, and fluctuate seasonally or year-to-year based on local conditions, this metric tends to advantage municipalities with greater capacity to track this information.

The shadow population subsidy should have enhanced tracking mechanisms implemented by the province and be expanded to include more municipalities with temporary or non-resident populations. By addressing the discrepancies with the current shadow population weighting in the PFM formula, municipalities can better direct costs for services to where it is needed most for the overall needs of the community.

► ***Recommendation 7: Utilize Crime Severity Index data to drive investment in service level enhancements in communities that most require them***

The Crime Severity Index (CSI) measures both the volume and severity of reported crimes in a municipality. Within the current contribution formula, the CSI is used to provide subsidies for municipalities with higher CSI rates. It is unclear why municipalities with higher CSI rates should receive a subsidy that reduces their PFM contributions, as these municipalities should presumably require a higher level of policing service. This is another example in which the current formula detaches cost contributions from service levels.

RMA member survey respondents rated crime severity and crime frequency as equally important considerations for changes to the PFM formula. Rather than using the CSI to reduce contributions from municipalities that likely require more policing resources, the CSI metric should be used to support investment in increased policing resources for high-crime rural municipalities.

One way to shift the use of CSI to contribute to enhanced service levels in high-need municipalities is by utilizing it as a core component of the formula. For example, one potential approach is to dedicate 75% of a municipality's PFM contribution to frontline policing in that municipality (as explained in recommendation 1), with the other 25% of all municipal contributions pooled and allotted to high-need municipalities based on CSI. While the specific methodology as to how best to allocate the 25% portion could be determined in the engagement process, this or a similar approach would balance a link between the need for local cost contributions to be used for local services with the reality that some communities may require higher levels of policing support to address especially high crime rates. It is crucial that this mechanism maintains an increased level of transparency related to what municipalities receive enhanced support and its impact on crime rates.

► ***Recommendation 8: If the formula continues to utilize a detachment subsidy, rural municipalities should be eligible for the subsidy***

Currently, the detachment subsidy provides a reduction in the required formula contribution for urban municipalities without a detachment within their boundaries. Despite the subsidy being one of the only components of the current contribution formula with a link to service levels (based on an assumption that a larger distance from a detachment equates to a lower level of service), rural municipalities are not eligible for the subsidy. There is no policy reason for this exclusion aside from an overall view of rural municipalities as the recipients of a download and if this subsidy remains in the formula, this exclusion should be removed.

Theme 3: Cost Contributions Should Equate to Input and Accountability

Overview

Local input into policing is an essential aspect of effective police governance. Most RMA member survey participants noted that they were able to provide input into policing through regular communication with their local detachments. However, respondents also indicated a need for significantly more accountability that PFM contributions will ensure a corresponding level of local input into policing. Respondents also identified that a local advisory board would be the preferred method of input into policing. For many years, RMA has advocated for changes to the *Police Act* to require local detachments to be more accountable to the municipalities that they serve. Unfortunately, recent legislative changes have done the opposite by removing the ability of municipalities that receive police services under the PPSA to form policing committees, and instead forming a single provincewide board to somehow represent their collective interests.

Starting on March 1, 2025, small and rural communities policed by the RCMP under the PPSA are represented by the Provincial Police Advisory Board (PPAB). The PPAB is intended to represent the interests and concerns of Albertans in these communities, support integrated safety planning, and liaise with Alberta's government, the RCMP, and municipalities to align policing priorities and resources to help address local concerns and challenges. However, the PPAB is only comprised of 15 members as appointed by the Minister of Public Safety and Emergency Services. There are many concerns regarding the PPAB's ability to adequately represent the needs of approximately 300 municipalities that receive policing through the PPSA, especially when it is unclear how appointments to the board have been determined.

While there are many reasons (mentioned throughout this document) as to why the current PFM is a download, the lack of municipal input into local policing priorities is likely the most blatant. Requiring municipalities to contribute to a larger portion of an escalating cost, while weakening their ability to seek accountability at the local level is disrespectful and unfair to municipalities and rural communities.

Recommendations

- ▶ ***Recommendation 9a: Amend the Police Act to empower municipalities policed under the PPSA to hold accountable local detachments for integrating local input into policing***

Even when formal policing committees could be formed under previous iterations of the *Police Act*, they were not widely used because they lacked any ability to hold detachments accountable for implementing or even considering input provided. Many members described policing committees as "personality-driven;" if a detachment commander saw value in working with the municipality, they were highly effective, but if another individual took over the detachment commander role and viewed the committee as unnecessary, there was no mechanism to require accountability, or even collaborative discussion.

- ▶ ***Recommendation 9b: Develop a dedicated funding mechanism to support municipal formation of policing committees***

RMA also heard from members that many municipalities were unable to form policing committees due to the costs associated with compensating committee members and associated administrative and capacity impacts. Given that municipalities now have no choice but to contribute to general policing costs through the PFM, many smaller municipalities are now even less likely to have the financial capacity to form a policing committee. In

conjunction with recommendation 9a above, the Government of Alberta should provide municipalities with financial support to create a level playing field in terms of opportunities for municipalities to provide local input into policing.

- ***Recommendation 9c: Establish a legislative mechanism to ensure that the Provincial Police Advisory Board regularly engages with and shares information with local police committees***

If the above recommendations are implemented, it will be crucial that local police committees not only engage with detachments, but rather have a clear communication path with the new centralized PPAB. Under this mode, the PPAB may actually be a valuable entity to gather and combine various local concerns and ideas to inform provincewide strategic planning. However, this expectation and the mechanism by which it occurs must be formalized in legislation to ensure consistency as PPAB and local policing committee members change over time.

- ***Recommendation 10: Legislatively require that PPSA municipalities receive an annual report on local service levels and use of their PFM contributions***

The lack of transparency in PFM reporting makes it difficult for municipalities to objectively assess whether they are getting value for their contributions. If municipalities are paying more for policing, they should have clear evidence showing how those funds are enhancing safety and service levels.

As per RMA's PFM member survey, most rural municipalities have not seen noticeable service enhancements, leading to frustration over whether PFM contributions are making a difference in their communities. By adopting evidence-based, locally informed reporting, the Government of Alberta can improve trust, accountability, and the effectiveness of rural policing, ensuring that the PFM truly delivers on its promise of enhancing frontline law enforcement.

This approach will also allow for proper monitoring and evaluation of the PFM approach overall and should drive more informed updates in future years.

Other Recommendations

► ***Recommendation 11: The PFM must be redesigned in the context of an Independent Agency Police Service***

In spring 2025, the Government of Alberta passed Bill 49: [the Public Safety and Emergency Services Statutes Amendment Act, 2025](#). Bill 49 amends the *Police Act* to further empower the Minister of Public Safety and Emergency Services to form an independent police agency. When formed, this entity would exist as an additional police service delivery option for municipalities currently receiving policing under the PPSA.

While the addition of a second parallel provincial police service provider introduces a wide range of questions related to policing costs, governance, accountability, service level consistency, local input and other areas, it creates specific complexities in relation to the PFM. In particular, it is unclear how the PFM would be impacted if some municipalities choose to receive policing from a provincial agency. Would this result in their PFM contributions being transferred to the provincial agency? Would it result in reduced funding being directed to the RCMP? Would this reduction in funding lead to decreases in RCMP service levels? Would it require municipalities remaining in the PPSA to contribute more through the PFM to support continued RCMP services?

The PFM contribution formula must be designed in a way that protects municipalities from having their contribution requirements raised to offset possible lost contributions from municipalities that choose to no longer receive policing through the PPSA, and instead enter into a contract with the IAPS. The Minister has framed the introduction of the IAPS as another policing option for municipalities. If this is the case, its introduction must not harm or place undue pressure on municipalities that choose not to pursue this option. If the PFM's total contributor base shrinks as a result of the IAPS, the province must commit to offsetting the lost PFM revenue.

► ***Recommendation 12: The Municipal Government Act must be amended to designate the PFM levy as a requisition***

In Fall 2024, RMA members passed [Resolution 4-24F](#), calling for an amendment to the *Municipal Government Act* (MGA) to classify the PFM levy as a requisition. This resolution was driven by concerns over the transparency of PFM costs and the need for residents to be fully aware of their contributions toward policing services.

Currently, municipalities are required to pay into the PFM, but the funding is collected without clear visibility to residents on their property tax notices. By amending Section 326(1) of the MGA, municipalities would gain the authority to clearly list the PFM levy as a separate requisition on tax notices, ensuring that residents understand exactly how much they are contributing to provincial policing services.

Tell Your Story: Member Action

There has been a lack of clarity surrounding what PFM funds have been used for across the province. RMA's PFM survey provided a sense of the scope of rural municipality's experiences with the PFM. However, surveys do not provide the nuanced understanding needed to paint a full picture of the effects of the PFM on communities.

As mentioned in the Introduction, there is an opportunity for members to impact the direction of the engagement by emphasizing the local fiscal impacts of the PFM and the lack of connection to service level changes. Telling your story to government and the firm contracted to operate the engagement has the potential to shift the focus of this engagement from one framed as a provincewide program to one with unique and

significant local impacts in every rural community. In addition to the themes and recommendations above, RMA encourages members to utilize answers to the following questions as part of their local advocacy on this issue:

- ♦ How did your municipality pay for PFM costs?
- ♦ Was your municipality able to budget for the new PFM costs, or did it require changes to other spending? If so, what were those changes, and what effect did those changes have on your residents?
- ♦ How would you describe provincial police service levels in your municipality today compared to when the PFM was introduced?
- ♦ What is the impact of provincial police vacancies in your municipality?
- ♦ What could be done to improve provincial police vacancies?
- ♦ How did PFM costs impact your municipality's investment into other policing/public safety related services?
- ♦ How would your municipality like to see PFM accountability improved?
- ♦ How would your municipality like to see PFM accountability to rural municipalities improved?
- ♦ How would you describe your municipality's outlook on the PFM?

RMA encourages members to share their story regarding the cost of the PFM and the service levels of provincial policing that they are experiencing as a result of the PFM. These stories will show the GOA the true impact that the PFM has had on communities and their safety.

Next Steps

RMA is currently seeking details from MNP on specifics of the engagement process and will keep members informed as more is learned. Any specific questions or concerns can be sent to

AlbertaPoliceFundingModelReview@mnp.ca.

Please reach out to [RMA's Policy and Advocacy team](#) to discuss this document or a broader approach to advocacy on this issue.

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official



June 9, 2025

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Background

Through amendments to the *Municipal Government Act*, in April 2023, Albertans gained the ability to launch a petition to recall a municipal elected official from office. Based on concerns with how recall petitions were being used in some communities, Alberta Municipalities (ABmunis) sent a letter to Alberta Municipal Affairs in March 2024 recommending that the Government of Alberta create a regulation to prescribe further rules for recall petitions. At the time, our concerns focused on the:

- Lack of rules to prevent petition organizers from offering financial incentives to sign a petition,
- Lack of rules on fundraising for a recall petition, and
- No requirement for the petition organizer to submit the petition whether successful or not.

The Government of Alberta has not yet created a regulation but in spring 2024 it made one improvement to recall rules through Bill 20, the *Municipal Affairs Statements Amendment Act*, 2024. Bill 20 changed the rules so that the CAO is no longer responsible for validating a recall petition and the Minister is now responsible for that process.

ABmunis' Review of Recall Rules

Between October 2024 and February 2025, ABmunis conducted a broader review of all rules related to recall petitions and collected input from municipal representatives to explore opportunities for improvement. Input was collected from:

- Administrators from most of the nine municipalities that managed a recall petition(s) in 2023 or 2024.
- ABmunis' Municipal Governance Committee and Small Communities Committee.

Our review focused on four themes of issues:

1. Criteria to launch a recall petition
2. Eligible period to launch a recall petition
3. Activities during a recall petition
4. Number of signatures required to recall a municipal elected official

This review led to the development of the following recommendations that were approved by ABmunis' Board of Directors in February 2025.

Municipal Affairs' Upcoming Engagement on Recall

It is our understanding that Alberta Municipal Affairs plans to survey municipalities in the near future to collect input on possible improvements to recall rules. ABmunis is sharing this report with our members to help inform your participation in that survey.

Recall rules will also be a featured topic at our [Summer Municipal Leaders' Caucus](#) in June 2025. The input we collect will inform our final submission to Municipal Affairs' consultation.

Note

The rules for recalling a municipal elected official are prescribed in the *Municipal Government Act*. Alberta has a *Recall Act*, but that legislation only applies to Members of the Legislative Assembly (MLAs).

Criteria to Launch a Recall Petition

1. Should there be criteria to determine whether a recall petition may be launched?

Yes, there should be guardrails that prevent a resident from launching a recall petition for unjustified or spurious reasons. Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- Decisions of the current council, but the petition only targets the mayor or a minority group of the current council members.
- Differing political views.
- Personal grudge towards a member(s) of council.

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.

2. Should there be an independent body appointed to review and determine if there is reasonable justification for a recall petition to proceed?

Yes, an independent ethics commissioner should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity for education with the organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition. It would also provide an opportunity for an independent body to manage an informal resolution process for frivolous matters.

Recall petitions are costly to the municipality in terms of a drain on municipal administrative resources, the possible need to hire support for communications, legal support, and people to verify signatures on the petition. Recall petitions can also take councils off their focus on the larger community priorities. Therefore, having an independent body to verify that there is merit to the issue before the petition is authorized will save municipal governments time and costs.

Eligible Period to Launch a Petition

3. What should be the minimum time that passes after an election before a recall petition may be launched?

The waiting period after an election should be reduced from the current 18 months to 12 months. This would align with the rules for recall of MLAs and finds a balance where the elected official has sufficient time to perform on the job before being subject to a recall petition and also recognizing that 18 months is a long period in which an unethical councillor could cause damage for the municipal organization and community.

4. Should residents have the ability to launch a recall petition in the year of an election?

System without an Ethics Commissioner to oversee recall petitions

If the province maintains the current system where a recall petition may be launched for any reason, then recall petitions should not be allowed in an election year.

System with an Ethics Commissioner to oversee recall petitions

If the province creates a system with guardrails that define eligible criteria for a recall petition, then there may be some merit to allow recall petitions to proceed in an election year as the commissioner would ensure there is sufficient merit for the recall petition. However, if municipal staff continue to be responsible to

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official

manage recall petitions (instead of an ethics commissioner), then it could present significant capacity challenges for legislative staff to prepare for the general election while managing the signature verification of a recall petition and related petition activities.

Activities During a Recall Petition

5. What requirements should be placed on the petition organizer?

- Require the petition organizer to clearly state in writing the reasons for why the elected official should be recalled. The reasons should be stated on the petition application and visible on the petition forms that every signatory signs.
- The petition organizer must confirm that each person is an eligible voter in the municipality before allowing them to sign the petition.
- Require the petition organizer to submit the final list of signatures even if there is an insufficient number of signatures. This improves transparency for the community and may help repair a councillor's reputation if there is a low number of signatures.
- Requirement to abide by all municipal bylaws (e.g. use of lawn signs).
- The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

6. What activities should be banned during a recall petition?

- The ability to offer financial incentives to residents to sign a petition.
- The ability to change the reasons for the recall petition after signatures have been collected.
- Attempts to keep a copy of the petition and/or distributing/selling the personal contact information on the petition.
- Public comments by other members of the council (whether in favour of or opposed to the petition).
- Public statements by employees of the municipality.
- Collection of signatures through electronic means.
- Collection of signatures by groups unless they have been authorized by the petition organizer.

The MGA should define the penalty if any of the banned activities take place (e.g. the petition is deemed null and void).

7. How many days should a petition organizer have to collect the required number of signatures?

- Maintain the current period of 60 days.

8. Other matters related to activities of a recall petition

- To avoid the risk of a completed petition being declared invalid due to errors in the petition form, the Government of Alberta should create a template form that must be used by every petition organizer to collect signatures.
- Municipalities need more clarity on what is considered a verified signature.
- Review if the current 45-day period is a reasonable amount of time for a municipality to count and verify signatures if the signature threshold is in the hundreds of thousands.

Number of Signatures Required

9. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official (except for summer villages)?

ABmunis' has reviewed three different metrics that could be used as the threshold for the number of signatures required for a successful recall petition (excluding summer villages).

1. Percentage of eligible voters (**ABmunis' recommendation**)
2. Percentage of population (*current system*)
3. Percentage of people that voted in the last general election (*same as MLA recall*)

ABmunis' is recommending option 1, percentage of eligible voters because it is the option with the least complications and challenges.

Problems with percentage of population (current system)

- Unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and immigrants without citizenship).

Problems with percentage of people that voted in the last general election (same as MLA recall)

- If council was acclaimed, there is no voting data available. This is common as shown over the last three general elections dating back to 2013, between 26 per cent and 37 per cent of candidates were acclaimed.
- Referring to voter turnout numbers from previous elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.
- Voter turnout can be lower when there is no contest for the mayor's seat.

10. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official in a summer village?

The current criteria to recall an elected official of a summer village is to collect signatures equivalent to at least 50 per cent of the number of residences in the summer village.

Municipal Affairs has not yet indicated whether the rules for summer villages will be in scope for their current review. ABmunis notes unique challenges with the signature threshold for summer villages:

- Summer villages are not required to maintain a list of eligible voters.
- Population counts for a summer village only represents the number of permanent residents.
- Voter data is limited since almost half of summer village councils were acclaimed in the last general election.

If the threshold for summer villages is included in Municipal Affairs' current review, ABmunis will collaborate with the Association of Summer Villages of Alberta to provide input to the province.



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