



**VILLAGE OF DONALDA**  
**Regular Meeting of the Council**  
**Tuesday, June 17, 2025**  
**7:00pm**  
**Council Chambers**  
**5001 Main Street, Donalda**  
**MINUTES**

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, June 17, 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:

Donation request from Sharon Lutheran Evangelical Church for \$500.00 be added to Item 6.3, Informational Items & Correspondence

**CARRIED (97-25)**

**2. PREVIOUS MINUTES**

**2.1. Regular Meeting of Council May 20, 2025**

MOVED by P. Menecola to accept the previous regular meeting of council minutes be approved as presented.

**CARRIED (98-25)**

**3. DELEGATIONS**

N/A

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**4.1. Strategic Planning Session – Open House**

MOVED by P. Menecola to amend the time and date of the event to Saturday, July 19, 2025 from 1:00 pm to 4:00 pm.

**CARRIED (99-25)**

*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 Administration coordinate with the Donalda & District AG Society to secure the availability of the Donalda Community Hall, extend an invitation to all non-profit and societies to attend the event as well as verify with the Community Development Unit that the facilitator will be attending the event.

**CARRIED (100-25)**

MOVED by P. Menecola that Administration publish a questionnaire on the Village's official website as well as the Donalda Lite publication for feedback from the residents and shareholders of Donalda.

**CARRIED (101-25)**

## **5. VILLAGE BUSINESS**

### **5.1. Water Utility Pricing for Non-Profit Organizations**

MOVED by P. Menecola that the new policy for Water Utility Pricing for Non-Profit Organizations be approved as written.

**CARRIED (102-25)**

### **5.2. Policy Review – Expenses – Reimbursement of Business Expenses**

MOVED by P. Menecola for an amendment to the section “Approval Process”, point 1. Pre-Approval Requirement shall read: “All expenses must receive prior approval from the Chief Administrative Officer (CAO).”

**CARRIED (103-25)**

MOVED by P. Menecola for an amendment to the section “Documentation”, second point shall read “A completed reimbursement claim form included in this policy”.

**CARRIED (104-25)**

MOVED by P. Menecola for an amendment to the section “Reimbursement Limits”, point 1 shall read “Mileage Reimbursement: Mileage will be reimbursed at the current rate established by the Village of Donalda Council.

**CARRIED (105-25)**

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

MOVED by P. Menecola for an amendment to the section “Approval Process”, point 1. Pre-Approval Requirement shall read: “All expenses must receive prior approval from the Mayor or designate”.

**CARRIED (106-25)**

MOVED by P. Menecola for an amendment to the section “Documentation”, second point shall read “A completed reimbursement claim form included in this policy”.

**CARRIED (107-25)**

*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 for an amendment to the section  
“Reimbursement Limits”, point 1 shall read “Mileage Reimbursement:  
Mileage will be reimbursed at the current rate established by the Village  
of Donalda Council.

**CARRIED (108-25)**

**5.4. Policy Review – Computer Use**

MOVED by P. Menecola that the policy for Computer Use be approved as  
written.

**CARRIED (109-25)**

**5.5. Financial Reports**

- 5.5.1. Operating Budget Period Ending May 31, 2025 - Unavailable
- 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

MOVED by P. Menecola that the financial reports be accepted as presented.

**CARRIED (110-25)**

**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
- 6.3. Sharon Evangelical Lutheran Church – Request for Donation

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

**CARRIED (111-25)**

**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 (112-25)**

**8. GALLERY**

**9. CLOSED MEETING OF COUNCIL**

*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.*

10. **NEXT MEETINGS**

- 10.1. July 15, 2025
- 10.2. August 19, 2025

11. **ADJOURNMENT**

MOVED by S. Fox to adjourn the meeting at 8:32 pm.

**CARRIED (113-25)**

---

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.*