

VILLAGE OF DONALDA
Regular Council Meeting,
July 15, 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 June 17, 2025

3. DELEGATIONS

N/A

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. Strategic Planning Session – Open House

5. VILLAGE BUSINESS

5.1. Policy Review – Employee Credit Card and/or Fuel Card Use (New)

5.2. Policy Review – Health and Safety (New)

5.3. Policy Review – Violence and Harassment Policy (New)

5.4. Policy Review – Worker Orientation (New)

5.5. Policy Review - Incident Investigation (New)

5.6. Financial Reports

5.6.1. Operating Budget Period Ending June 30, 2025

5.6.2. Balance Sheet Period Ending June 30, 2025

5.6.3. Cheque Register Period June 30, 2025

5.6.4. Bank Reconciliation Period Ending June 30, 2025

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Bill 49: Public Safety and Emergency Services Statutes Amendment Act

6.2. Alberta Counsel Grant Opportunities

6.2.1. Grant Opportunities August 1-7, 2025

6.2.2. Grant Opportunities August 8-15, 2025

6.2.3. Funding Opportunity Briefing Paper – Advancing Accessibility Standards Research

6.3. Donalda & District Community Promotion Society – Financial Assistance Request

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. August 19, 2025
- 10.2. September 16, 2025

11. **ADJOURNMENT**



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.*



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 15, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Employee Credit Card and/or Fuel Card Use
Agenda Number	5.1 Village Business

Background/Proposal

Currently, the Village of Donalda utilizes employee credit cards and fuel cards primarily for operational expenses related to municipal functions, including but not limited to travel, supplies, and equipment fuel. However, the lack of a structured policy governing the use of these cards has led to several operational challenges, such as:

- Ambiguity in Permitted Expenses: Employees often find themselves uncertain about what constitutes an appropriate charge on these cards, leading to inconsistent practices.
- Inadequate Oversight: Without diligent monitoring, there is an increased risk of unauthorized transactions or errors that could impact budgetary control.
- Potential for Misuse: The absence of accountability structures may result in misuse of funds, whether intentional or inadvertent, which could jeopardize the Village's financial integrity

Implementing this policy is crucial for enhancing the Village's financial stewardship. By establishing clear guidelines, we can foster an environment of accountability and proactive management of municipal resources. The proposed policy will help safeguard against potential misuse, thereby protecting taxpayer interests. Furthermore, clear protocols will empower employees to make necessary purchases efficiently while maintaining oversight. This balance between autonomy and accountability is essential for fiscal integrity.

Discussion/Options/Benefits/Disadvantages

To mitigate these risks, a comprehensive policy has been drafted, which includes the following critical components:

1. Purpose of Use: The policy will explicitly outline the objectives for which employee credit cards and fuel cards may be utilized, emphasizing that they are to be used exclusively for official Village-related expenses.
2. Authorization Process: The policy will specify which positions within the organization have the authority to utilize these cards, establishing a clear chain of command and responsibility.

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.

3. **Required Documentation:** Employees will be mandated to submit detailed receipts and a brief description of each transaction to substantiate their purchases. This will promote transparency and serve as a record for financial audits.
4. **Spending Limits:** To ensure responsible spending, the policy will set clear limits on transaction amounts and define categories of expenditures that are acceptable or prohibited (e.g., personal expenses, entertainment).
5. **Monitoring and Accountability Measures:** The policy will delineate the procedures for regular review of transactions, including who is responsible for oversight. This could involve monthly reconciliations and audits to confirm compliance and investigate any discrepancies promptly.
6. **Consequences for Non-Compliance:** The policy will outline the repercussions for employees who misuse their cards or fail to adhere to the policy, including potential disciplinary action and the revocation of card privileges.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Council is respectfully requested to approve the proposed employee credit card and fuel card usage policy to enhance financial oversight and accountability within the Village of Donalda.

Implementation/Communication

Upon receiving Council approval, the policy will be circulated to all employees, accompanied by an informative session to ensure understanding and compliance. Additionally, it will be incorporated into the Village's existing administrative procedures to formalize its implementation.

Target Decision Date

July 15, 2025

Attachments

Draft Policy for Employee Credit Card and Fuel Card Use

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 Policies

Policy Number:

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Employee Use of Village Credit Cards and/or Fuel Cards

The purpose of this policy is to establish guidelines for the use of credit and fuel cards issued to employees of the Village of Donalda. The objective is to ensure that these cards are used responsibly, transparently, and solely for official municipal business-related expenses.

Scope

This policy applies to all employees of the Village of Donalda who have been issued credit or fuel cards for work-related purposes.

Definitions

- **Credit Card:** A card issued by the Village that allows employees to borrow funds for official expenses, subject to predetermined limits and terms.
- **Fuel Card:** A card issued by the Village specifically for purchasing fuel for Village-owned vehicles and equipment.
- **Authorized Expenses:** Expenses that have been pre-approved by a supervisor or designated authority, or that fall within the scope of allowable expenses as defined in this policy.

Authorized Use

Employees may use credit and fuel cards for:

Official Travel Expenses: Expenses related to travel, such as transportation, lodging, and meals, when pre-approved by the Chief Administrative Officer (CAO).

Fuel Purchases: Fuel for Village-owned vehicles or equipment, including maintenance and service fees.

Supplies and Materials: Necessary supplies or materials required for conducting Village business, provided they are pre-approved.

Prohibited Use

The following uses are strictly prohibited:

- Personal expenses or any purchases not directly related to Village business.
- Non-approved or unauthorized expenses.
- Cash advances or withdrawals.
- Gifts or gratuities.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Authorization Process

1. Prior to making any purchases using Village credit and fuel cards, employees must obtain authorization from the Chief Administrative Officer (CAO).
2. Employees will submit a purchase request detailing the intended expense and its purpose.
3. Chief Administrative Officer (CAO) will review and either approve or deny the request based on eligibility criteria set forth in this policy.

Documentation Requirements

Employees must provide detailed documentation for all transactions, including:

- Original receipts for purchases made using credit or fuel cards.
- A brief explanation of the expense and how it aligns with Village operations.
- Any additional documentation requested by the Chief Administrative Officer (CAO) for validation.

Reporting and Reconciliation

1. Employees must submit their receipts and documentation to the Finance Department within five (5) business days of the transaction.
2. The Finance Department will conduct monthly reconciliations of credit and fuel card transactions to ensure accuracy and compliance with this policy.

Security and Safeguarding

Employees are responsible for safeguarding their assigned credit and fuel cards. The following measures should be taken:

1. Cards must be kept in a secure location and not shared with others.
2. Immediate reporting of any lost or stolen cards to the Chief Administrative Officer (CAO) and the Finance Department is mandatory.

Consequences of Misuse

Violations of this policy may result in disciplinary action, up to and including termination of employment. Misuse includes but is not limited to:

- Unauthorized transactions.
- Failure to provide required documentation.
- Deliberate falsification of receipts or expenditure reports.



Village of Donalda

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

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

Policy Review and Amendments

This policy will be reviewed by the Village Council to ensure compliance with regulations and best practices. Amendments to the policy may be made as needed and will be communicated to all employees.

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

Acknowledgment of Employee Use of Village-Owned Credit and Fuel Cards

Employee Name: _____

Position: _____

Date: _____

I, the undersigned employee of the Village of Donalda, acknowledge that I have received, read, and understood the Policy on Employee Use of Credit and Fuel Cards. I agree to comply with the guidelines and responsibilities outlined in the policy regarding the appropriate use of Village-owned credit and fuel cards.

I understand that these cards are to be used solely for authorized business-related expenses associated with my duties as an employee of the Village of Donalda. I acknowledge the following key points regarding my use of these cards:

1. **Authorized Use:** I will use the credit and fuel cards only for official Village business expenses that have been pre-approved by my supervisor.
2. **Prohibited Use:** I will not use the cards for personal expenses, non-approved purchases, or any other unauthorized activities.
3. **Documentation:** I am responsible for maintaining accurate records of all transactions, including obtaining and submitting receipts for all purchases made with the cards.
4. **Reporting Lost or Stolen Cards:** I will promptly report any lost or stolen credit or fuel cards to the Chief Administrative Officer (CAO) and the Finance Department.
5. **Consequences of Misuse:** I understand that any violation of this policy may result in disciplinary action, up to and including termination of my employment, as well as potential legal consequences.

I further acknowledge that this acknowledgment will be placed in my personnel file and that failure to comply with the Village's policy may result in repercussions as stated.

Employee Signature: _____

Date: _____



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 15, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Health and Safety
Agenda Number	5.2 Village Business

Background/Proposal

The significance of health and safety in our workplace remains paramount in our increasingly dynamic environment. As the Village of Donalda evolves and expands its community services, it is critical to implement a robust and well-defined Health and Safety Policy that articulates our commitment to safeguarding the welfare of our employees and residents. Without such a policy in place, the Village exposes itself to increased risks associated with workplace accidents, injuries, and health hazards, which can profoundly impact our operational efficiency and community trust.

The implementation of a formal Health and Safety Policy is not merely a regulatory requirement; it is a pivotal step toward nurturing a culture of safety and accountability. By laying down clear and comprehensive guidelines, we empower our employees to feel secure and valued while contributing positively to our community. Furthermore, a robust health and safety framework protects the Village from potential liabilities, enhances productivity, and demonstrates our unwavering commitment to the health and wellbeing of those we serve.

Discussion/Options/Benefits/Disadvantages

To address this vital necessity, a comprehensive Health and Safety Policy has been meticulously developed. This policy encompasses essential elements that reflect our dedication to creating a safe haven for all individuals who engage with our municipal functions. Key components include:

1. **Purpose:** Crafting a supportive and secure work atmosphere that not only minimizes risks but actively promotes the physical and mental health of our workforce.
2. **Scope:** The policy is designed to encompass all employees, contractors, and visitors within Village facilities and work sites, ensuring comprehensive coverage.
3. **Responsibilities:** Clearly delineating the roles and responsibilities of management, supervisors, and employees reinforces accountability for health and safety. This includes:
 - a. Council's commitment to provide essential resources for health and safety training and initiatives.
 - b. Chief Administrative Officer (CAO) duties to actively enforce safety protocols and conduct systematic safety inspections to ensure compliance.

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.

- c. Employees' obligations to adhere to established safety measures, promptly report hazards, and engage in training opportunities.
4. Training and Education: The policy underscores the importance of continuous health and safety training, equipping employees with the knowledge and skills necessary to recognize, assess, and manage workplace hazards effectively.
5. Hazard Identification and Risk Assessment: The establishment of a clear and accessible system for reporting hazards will be vital, accompanied by regular risk assessments and safety audits that not only enhance safety but also foster a culture of vigilance.
6. Emergency Procedures: Detailed emergency response guidelines ensure that employees are well-prepared to act swiftly and effectively during various emergency situations, including fires, medical crises, or severe weather events.
7. Reporting and Investigation: The policy will incorporate a streamlined process for reporting incidents and near-misses, along with a thorough investigation protocol designed to identify root causes and implement preventative measures.
8. Review and Continuous Improvement: The policy will include provisions for regular reviews to assess its overall effectiveness, integrating feedback from employees and results from safety audits to promote a culture of continuous improvement.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Council is respectfully urged to approve the proposed Health and Safety Policy for the Village of Donalda, reinforcing our commitment to fostering a secure and supportive environment for all.

Implementation/Communication

Upon the Council's approval, the policy will be disseminated to all employees, accompanied by engaging training sessions to ensure comprehensive understanding and adherence to the new protocols.

Target Decision Date

July 15, 2025

Attachments

Draft Health and Safety Policy Document

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 Policies

Policy Number: 16

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Health and Safety

The Village of Donalda is committed to ensuring the health and safety of all residents, visitors, and employees. This policy outlines our dedication to creating a safe environment and providing a framework for promoting health and safety standards throughout the community.

Scope

This policy applies to all employees, contractors, volunteers, and visitors within the Village of Donalda. It encompasses all aspects of health and safety, including but not limited to, workplace safety, public health guidelines, emergency preparedness, and incident reporting.

Responsibilities

- Village Council: The Village Council is responsible for establishing and endorsing health and safety policies and ensuring adequate resources for their implementation.
- Chief Administrative Officer (CAO): The Chief Administrative Officer or designate will oversee the enforcement of this policy, conduct regular safety audits, and provide training and resources to staff and the community.
- Employees: All village employees are expected to adhere to established health and safety protocols, report hazards or incidents, and participate in safety training programs.
- Residents and Visitors: All individuals in the village are encouraged to follow safety guidelines, report unsafe conditions, and engage in practices that promote community health and safety.

Health and Safety Principles

1. Risk Assessment: The village will conduct regular risk assessments to identify potential hazards and implement appropriate control measures to mitigate risks.
2. Training and Education: Ongoing training will be provided to all employees and volunteers to ensure awareness of health and safety practices, including emergency response procedures.
3. Incident Reporting: All incidents, accidents, and near-misses must be reported to the Health and Safety Officer immediately. An investigation will be conducted to determine causes and implement corrective actions.
4. Emergency Preparedness: The village will develop and maintain an emergency response plan to address potential emergencies such as natural disasters, medical emergencies, and other critical situations.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Health and Wellness Programs

The Village of Donalda will promote health and wellness initiatives, including:

- Health education campaigns encourage healthy lifestyles and preventive care.
- Support for mental health resources and employee assistance programs.

Compliance

All personnel are required to comply with this policy and relevant health and safety regulations. Non-compliance may result in disciplinary action.

Policy Review and Updates

This policy will be reviewed annually or as required by changes in regulations or village operations. Community input will be considered during the review process.

Communication

This policy will be communicated to all employees and made available to residents and visitors through the Village's official website and other community resources.

Acknowledgment and Agreement

All employees are required to sign an acknowledgment form indicating that they have read, understood, and agree to comply with the Health and Safety Policy of the Village of Donalda.

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

Employee Acknowledgment and Agreement

Health and Safety Policy of the Village of Donalda

Employee Name: _____

Employee Position: _____

Date: _____

I acknowledge that I have received, read, and understood the Health and Safety Policy of the Village of Donalda. I agree to comply with the policies, procedures, and practices outlined in the document to promote a safe and healthy work environment for myself, my coworkers, and the community. I understand that:

- The Village of Donalda is committed to ensuring the health and safety of all employees and residents, and I play a vital role in achieving this commitment.
- I am required to report any hazards, incidents, or unsafe conditions to the Chief Administrative Officer (CAO) or designate promptly.
- Participation in training sessions related to health and safety is mandatory, and I am encouraged to engage actively in ongoing health and wellness initiatives.
- Failure to comply with the health and safety policies may result in disciplinary action, up to and including termination of employment.
- The Health and Safety Policy will be reviewed periodically, and I will be informed of any updates or changes.

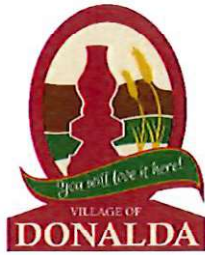
By signing this acknowledgment, I confirm my commitment to uphold the health and safety standards established by the Village of Donalda and contribute to a safe working environment.

Employee Signature: _____

Date: _____

Please return the signed acknowledgment form to the Chief Administrative Officer (CAO) or designate.

Thank you for your cooperation in promoting a safe and healthy workplace.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 15, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Violence and Harassment Policy
Agenda Number	5.3 Village Business

Background/Proposal

Creating a workplace that is free from violence and harassment is not only a legal obligation but also a moral imperative for any organization that values its employees and serves its community. Recent discussions and feedback from employees have highlighted an urgent need for the Village of Donalda to establish a formal Violence and Harassment Policy to protect our workforce from any form of violence or harassment in the workplace.

The introduction of a Violence and Harassment Policy is crucial for establishing and maintaining a safe workplace culture within the Village of Donalda. This policy serves as a commitment to protecting the dignity and safety of all employees, while also promoting an environment where everyone feels empowered to perform their duties without fear. Furthermore, adopting this policy aligns with legal obligations under workplace safety laws and enhances the Village's reputation as a responsible employer and community leader.

Discussion/Options/Benefits/Disadvantages

This proposed policy is designed to address a broad range of workplace safety issues, including physical violence, verbal abuse, bullying, discrimination, and harassment based on any protected characteristic as defined by law. By implementing this policy, the Village seeks to foster a culture of respect and dignity, ensuring that all employees can perform their duties without fear of intimidation or harm.

The key components of the proposed Violence and Harassment Policy include:

1. **Purpose:** The policy will outline the Village's commitment to maintaining a safe work environment free from violence and harassment, reinforcing that such behaviors will not be tolerated.
2. **Scope:** The policy will apply to all employees, volunteers, contractors, and any individuals who interact with the Village in a professional capacity.
3. **Definition of Violence and Harassment:** Clear definitions will be provided for all forms of violence and harassment, ensuring that all employees understand what constitutes unacceptable behavior.

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.

4. Reporting Procedures: The policy will establish straightforward steps for employees to report incidents of violence or harassment, ensuring that all reports are handled promptly, confidentially, and with a focus on the welfare of the individuals involved.
5. Investigation Process: A clear and fair investigation process will be outlined, detailing how complaints will be addressed and ensuring that all individuals involved are treated with respect and dignity.
6. Support for Affected Employees: The policy will include provisions for support services for individuals who experience violence or harassment, such as counseling services or employee assistance programs.
7. Training and Education: The policy will mandate training for all employees to foster awareness and understanding of violence and harassment issues, promoting a proactive approach to prevention.
8. Consequences for Violations: The policy will specify disciplinary actions for individuals who violate the policy, reinforcing the seriousness with which the Village treats acts of violence and harassment.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Council is respectfully requested to approve the proposed Violence and Harassment Policy to promote a safe and healthy working environment for all employees and residents of the Village of Donalda.

Implementation/Communication

Upon Council's approval, the policy will be communicated to all employees, supplemented by training sessions to ensure clarity and compliance. Additionally, ongoing assessments will be conducted to evaluate the policy's effectiveness and to make necessary adjustments in response to feedback.

Target Decision Date

July 15, 2025

Attachments

Draft Violence and Harassment Policy Document

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:

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Violence and Harassment Policy

The Village of Donalda is committed to providing a safe and respectful environment for all employees and community members. This policy aims to prevent and address any incidents of violence and harassment, ensuring that all individuals can work and interact without fear of harm or discrimination.

Scope

This policy applies to all employees, volunteers, contractors, visitors, and members of the public within the Village of Donalda's premises and during all official village activities, whether on or off-site.

Definition of Violence and Harassment

- Violence: Any act of physical aggression, intimidation, or threat that causes harm or creates a risk of harm to an individual. This includes, but is not limited to, hitting, pushing, and other forms of physical assault.
- Harassment: Unwanted and unwelcome behavior that demeans, humiliates, or threatens an individual. This includes verbal abuse, bullying, intimidation, sexual harassment, and any discriminatory behavior based on race, gender, religion, ethnicity, disability, or other characteristics.

Policy Statement

The Village of Donalda:

- Does not tolerate any form of violence or harassment in the workplace or during any work-related activities.
- Expects all employees to treat each other with respect and dignity.
- Encourages a culture of reporting incidents of violence and harassment without fear of retaliation.

Responsibilities

- Employees:
 - Comply with this policy and contribute to a safe working environment.
 - Report any incidents of violence or harassment to supervisors or designated personnel immediately.
- Chief Administrative Officer (CAO):
 - Promote a culture of respect and safety in the workplace.
 - Act promptly and effectively in response to any reported incidents.
 - Ensure that all reports are investigated confidentially and thoroughly.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Reporting Procedures

Employees who experience or witness acts of violence or harassment are encouraged to follow these steps:

1. **Report the Incident:** Report the incident to the Chief Administrative Officer (CAO) or designate as soon as possible.
2. **Document the Details:** Provide detailed information about the incident, including date, time, location, individuals involved, and any witnesses.
3. **Investigation:** The Village will conduct a prompt and thorough investigation into any reported incidents. All parties involved will be treated fairly and confidentially.

Consequences of Violations

Any employee found to have engaged in violence or harassment will face disciplinary action, up to and including termination of employment. Victims of such actions will also be supported throughout the investigation process.

Support and Resources

The Village of Donalda provides resources and support for employees affected by violence or harassment. This may include counseling services, access to human resources, and referrals to community support organizations.

Policy Review and Updates

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with legal requirements.

Communication

This policy will be communicated to all employees and made available on the Village's official website and through other community resources.

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

Employee Acknowledgment Agreement

Violence and Harassment Policy of the Village of Donalda

Employee Name: _____

Employee Position: _____

Date: _____

I, the undersigned, acknowledge that I have received, read, and understood the Violence and Harassment Policy of the Village of Donalda. I am aware of the definitions of violence and harassment, as well as the responsibilities outlined in the policy. I agree to the following:

1. I will comply with the Violence and Harassment Policy and contribute to a safe and respectful workplace for all employees, volunteers, and community members.
2. I will report any incidents of violence or harassment that I experience or witness, using the procedures outlined in the policy.
3. I understand that retaliation against individuals who report incidents of violence or harassment or who participate in investigations is strictly prohibited.
4. I understand that failure to comply with the Violence and Harassment Policy may result in disciplinary action, up to and including termination of employment.
5. I acknowledge that the Village of Donalda is committed to providing support and resources for individuals affected by violence or harassment and that I can access these resources whenever necessary.

By signing this acknowledgment, I confirm my commitment to uphold the standards set forth in the Violence and Harassment Policy of the Village of Donalda.

Employee Signature: _____

Date: _____

Thank you for your cooperation in creating a safe and respectful work environment.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 15, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Worker Orientation
Agenda Number	5.4 Village Business

Background/Proposal

As the Village of Donalda continues to grow and evolve, the importance of a well-defined orientation process for new employees cannot be overstated. A successful orientation program is essential for ensuring that new hires feel welcomed, informed, and adequately prepared to fulfill their roles within the organization.

Currently, the Village lacks a formalized Worker Orientation Policy, which has resulted in varying experiences for new employees during their onboarding. A consistent and effective orientation process is crucial for enhancing employee retention, reducing turnover, and ensuring compliance with safety and operational protocols from day one.

The introduction of a formal Worker Orientation Policy is crucial for the ongoing success of the Village of Donalda as it strives to create a welcoming and supportive environment for all employees. By approving this policy, the Council will reinforce its commitment to employee engagement, retention, and organizational effectiveness.

Discussion/Options/Benefits/Disadvantages

The proposed Worker Orientation Policy addresses these issues by outlining a thorough orientation framework that includes the following key components:

1. **Objective:** The policy will articulate the purpose of the orientation program, which is to familiarize new employees with the Village's culture, values, expectations, and operational procedures.
2. **Scope:** This policy applies to all new employees joining the Village in any capacity, including full-time, part-time, and temporary roles.
3. **Orientation Content:** The policy will provide an outline of the essential topics to be covered during the orientation process, including:
 - a. Overview of the Village's mission, values, and organizational structure
 - b. Introduction to key personnel and departments
 - c. Review of employee responsibilities, policies, and procedures
 - d. Health and safety protocols and training
 - e. Employee benefits and resources available
4. **Duration and Schedule:** The policy will specify the duration of the orientation program and the scheduling of various sessions, ensuring that all new hires receive consistent training and information.

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.

5. **Mentorship and Support:** The policy will emphasize the importance of assigning a mentor or buddy to each new employee, facilitating their transition and encouraging questions and interactions during the initial weeks.
6. **Feedback and Evaluation:** The policy will include mechanisms for gathering feedback from new employees regarding their orientation experience, allowing for continual improvement of the program.
7. **Compliance:** The orientation program will ensure that all employees receive necessary training on compliance matters, including workplace safety regulations and ethical conduct.

Approval of the Worker Orientation Policy will establish a systematic approach for welcoming new employees to the Village of Donalda, contributing to a more cohesive and productive workforce. By providing a structured orientation experience, we can enhance employee engagement and job satisfaction, leading to improved morale and retention rates.

Moreover, equipping new hires with the necessary knowledge and tools from the outset will promote adherence to safety standards and operational protocols, further minimizing risks and fostering a culture of safety.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Council is kindly requested to approve the proposed Worker Orientation Policy for the Village of Donalda, contributing to a positive start for all new employees in our community.

Implementation/Communication

Upon receiving Council approval, the policy will be disseminated to all current and new employees, and orientation training sessions will be scheduled to ensure full implementation.

Target Decision Date

July 15, 2025

Attachments

Draft Worker Orientation Policy Document

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:

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Worker Orientation

The purpose of this Worker Orientation Policy is to ensure that all new employees receive comprehensive training and information regarding their roles, responsibilities, and the policies of the Village of Donalda. An effective orientation program will help new workers acclimate to the workplace, understand safety procedures, and promote a positive work environment.

Scope

This policy applies to all newly hired employees of the Village of Donalda. It outlines the necessary components of the orientation process and the responsibilities of both supervisors and employees.

Orientation Program Components

The orientation program will include, but not be limited to, the following components:

- Welcome and Introduction
- Introduction to the Village Council and key staff members.
- Overview of the Village's mission, vision, and values.
- Employment Policies and Procedures
- Review of employee handbook, policies, and relevant guidelines.
- Explanation of employment terms, benefits, and payroll procedures.
- Health and Safety Training
 - Overview of the Village's Health and Safety Policy.
 - Emergency procedures, including fire evacuation and first aid.
 - Identification of workplace hazards and reporting procedures.
- Role-Specific Training
 - Explanation of job duties and responsibilities.
 - Introduction to tools, equipment, and resources relevant to the position.
- Workplace Culture
 - Discussion of workplace expectations, teamwork, and communication.
 - Overview of available resources for professional development and support.

Responsibilities

- Supervisor Responsibilities:
 - Ensure the orientation program is conducted within the first week of employment.
 - Provide necessary materials and resources for training.
 - Assess the employee's understanding of the information presented.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

- Employee Responsibilities:
 - Actively participate in all orientation activities.
 - Ask questions and seek clarification on any topics that are unclear.
 - Complete any required training modules or assessments following the orientation.

Orientation Record

To ensure accountability and track participation, an Orientation Record will be maintained for each new employee. The record will include dates of orientation, components covered, and signatures of the supervisor and employee.

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

Worker Orientation Record

Worker's name:

Date of orientation:

Date of hire:

Supervisor's name:

Orientation topics covered	Yes	No
Site orientation		
Rights of workers: <ul style="list-style-type: none">• Right to know• Right to participate• Right to refuse		
Work site party responsibilities		
Health and safety committee or representative contact information provided		
Employer's health and safety policies		
Violence and harassment prevention plan		
How to report violence or harassment		
Review of hazards and controls		
How to report unsafe/unhealthy conditions and other health and safety concerns		
How to report incidents		
Review the emergency response plan		
Location of fire exit(s) and fire extinguisher(s)		
How to get first aid treatment		
Location of first aid kit(s) and supplies		
Ergonomics		
WHMIS training (if applicable)		
Safety data sheet locations (if applicable)		
Use of personal protective equipment (if applicable)		
(List any other topics relevant to the work site.)		

Written work procedures:



Village of Donalda

PO Box 160

5001 Main Street

Donalda, AB T0H 1H0

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Employee Acknowledgment:

I acknowledge that I have participated in the orientation program as outlined above and understand my responsibilities as an employee of the Village of Donalda.

Employee Signature: _____

Date: _____



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 15, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Incident Investigation
Agenda Number	5.5 Village Business

Background/Proposal

Incident investigation is a critical component of workplace safety and risk management. In the Village of Donalda, we recognize the importance of not only responding to incidents but also thoroughly investigating them to identify root causes and prevent recurrence. Currently, there is no formalized policy in place to guide the investigation of incidents, which can lead to inconsistent practices and missed opportunities for improvement.

The approval of an Incident Investigation Policy represents a critical step towards enhancing the Village of Donalda's commitment to safety and accountability. By creating a structured investigation process, we can identify risks before they escalate, promote a culture of reporting, and implement effective solutions that protect employees and the community.

This policy not only complies with legal obligations but also demonstrates a proactive approach to safety management. An effective incident investigation policy has the potential to reduce incident rates, lower costs associated with injuries, and improve overall workplace morale by ensuring employees feel valued and protected.

Discussion/Options/Benefits/Disadvantages

The proposed Incident Investigation Policy aims to create a structured framework for handling incidents, including accidents, injuries, near misses, and property damage. By implementing this policy, we aim to enhance our safety culture, improve communication, and foster accountability among employees. The key components of the proposed policy include:

1. **Purpose:** This section will outline the objectives of conducting thorough investigations, including preventing future incidents and ensuring compliance with safety regulations.
2. **Scope:** The policy will apply to all incidents occurring in any Village facility or during any Village activity, covering employees, contractors, and visitors.
3. **Definitions:** Clear definitions will be provided for terms like "incident," "near miss," and "investigation," ensuring that all employees understand the concepts and their significance.
4. **Responsibilities:** The policy will delineate the roles of management, supervisors, and employees in the incident investigation process, specifying who is responsible for initiating investigations, conducting inquiries, and implementing corrective actions.

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.

5. Investigation Process: Detailed procedures will be outlined for conducting investigations, including steps such as:
 - a. Reporting the incident promptly
 - b. Collecting evidence and statements from witnesses
 - c. Analyzing the information to determine root causes
 - d. Developing recommendations for corrective actions to prevent recurrence
6. Documentation: The policy will emphasize the importance of thorough documentation throughout the investigation process, including maintaining detailed records of findings and actions taken.
7. Corrective Actions: A procedure for implementing and tracking corrective actions will be established, ensuring that identified issues are addressed effectively and in a timely manner.
8. Training and Awareness: The policy will include provisions for training employees on their responsibilities regarding incident reporting and investigation, fostering a proactive approach to safety.
9. Review and Continuous Improvement: The policy will incorporate mechanisms for reviewing investigation outcomes and utilizing lessons learned to continually improve safety practices and policies.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Council is respectfully requested to approve the proposed Incident Investigation Policy for the Village of Donalda, affirming our commitment to safety and accountability within our community.

Implementation/Communication

Upon receiving Council approval, the policy will be communicated to all employees, and training sessions will be organized to ensure a thorough understanding of the investigation processes and responsibilities.

Target Decision Date

July 15, 2025

Attachments

Draft Incident Investigation Policy Document

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:

Date Approved by Council:

Date Reviewed and/or Amended by Council:

Policy Name: Incident Investigation

The purpose of this Incident Investigation Policy is to establish clear procedures for investigating incidents, accidents, and near misses that occur within the Village of Donalda. The goal is to identify root causes, prevent future occurrences, and promote a culture of safety and accountability.

Scope

This policy applies to all employees, volunteers, and contractors of the Village of Donalda. It encompasses all incidents that occur on Village property or during Village-sponsored events and activities.

Definitions

- **Incident:** An occurrence that disrupts normal operations, which may or may not result in injury or damage but has the potential to cause harm.
- **Accident:** An incident that results in injury, illness, property damage, or environmental harm.
- **Near Miss:** An event that could have resulted in an accident but did not, due to fortunate circumstances or timely intervention.

Policy Statement

The Village of Donalda is committed to ensuring a safe environment for all employees and community members. This policy establishes a consistent approach for investigating incidents to enhance safety measures, facilitate reporting, and implement corrective actions.

Responsibilities

- **Supervisor/Manager:** Responsible for initiating the investigation of incidents and ensuring that all relevant processes are followed. They will also compile reports and track actions taken.
- **Chief Administrative Officer (CAO):** Responsible for overseeing the investigation process, reviewing findings, and providing guidance on reporting and corrective actions. They will ensure that investigations are conducted impartially and effectively.
- **Employees:** Responsible for reporting any incidents, accidents, or near misses promptly. They are expected to cooperate during the investigation process and provide accurate information.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Incident Reporting Procedures

- **Immediate Reporting:** Employees must report any incident, including near misses, to the Chief Administrative Officer or designate.
- **Documentation:** A written incident report must be completed within 24 hours of the occurrence. This report should include details such as:
 - Date, time, and location of the incident
 - Names of individuals involved and any witnesses
 - A description of what occurred
 - Any immediate corrective actions taken

Investigation Initiation

The manager or supervisor will initiate an investigation within 48 hours of receiving the report.

Investigation Process

1. **Gather Evidence:** Collect relevant data, including witness statements, photographs, and any applicable records (e.g., maintenance logs or safety data sheets).
2. **Identify Root Causes:** Analyze the information to identify contributing factors and root causes of the incident.
3. **Develop Recommendations:** Create actionable recommendations to prevent future incidents, which may include safety training, procedural changes, or equipment modifications.
4. **Prepare Investigation Report:** Document findings and recommendations in an investigation report. This report will be shared with relevant parties, including affected employees and council.
5. **Implementation and Follow-up:** Ensure that agreed-upon corrective actions are implemented and assess their effectiveness through follow-up evaluations.

Confidentiality

All incident investigations will be conducted with confidentiality to protect the privacy of all individuals involved. Information will be shared only with those directly involved in the investigation or enforcement of corrective actions.

Review and Continuous Improvement

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements. Continuous feedback will be sought from employees to improve safety practices and incident response.



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Communication

This policy will be communicated to all employees upon hiring and made available on the Village's official website. Regular training will be provided regarding incident reporting and investigation.

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

Incident Investigation Form

Village of Donalda

Incident Report No.: _____

Date of Report: _____

Incident Details

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Type of Incident:

☐ Accident

☐ Near Miss

☐ Property Damage

☐ Other: _____

Description of Incident

Please provide a detailed description of the incident, including what happened, the events leading up to the incident, and any immediate actions taken:

Individuals Involved

Name of Involved Person(s):

1. _____
2. _____
3. _____

Job Title/Role of Involved Person(s):

1. _____
2. _____
3. _____

Contact Information of Involved Person(s):

1. _____
2. _____
3. _____



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Witnesses

Name of Witnesses:

1. _____
2. _____
3. _____

Contact Information of Witnesses:

1. _____
2. _____
3. _____

Investigation Process

Investigator Name: _____

Investigator Position: _____

Date Investigation Started: _____

Evidence Collected:

- ☐ Photographs
- ☐ Videos
- ☐ Equipment Logs
- ☐ Witness Statements
- ☐ Other: _____

Analysis of Causes

Please identify the immediate cause(s) of the incident and any underlying factors contributing to the incident:

Immediate Causes: _____

Contributing Factors: _____

Recommendations for Improvement

Please provide recommendations to prevent the recurrence of the incident:

Action Plan

Actions to be Taken: _____

Responsible Person(s): _____

Target Completion Date: _____



Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

Follow-Up

Date of Follow-Up Evaluation: _____

Results of Follow-Up Evaluation:

Signatures

Investigator Signature: _____

Date: _____

Supervisor/Manager Signature: _____

Date: _____

Employee(s) Involved Signature(s):

1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____

Please submit the completed form to the Chief Administrative Officer or designated administrator for review and filing.



VILLAGE OF DONALDA

For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
GENERAL REVENUE							
1-00-100	Residential Taxes	(183,434.31)	167,623.34	209.43	119.67	(253,996.00)	(176,961.58)
1-00-101	ASFF - School Tax Requisition	(37,039.73)	0.00	0.00	(252.14)	(38,534.72)	(37,482.63)
1-00-102	Seniors Requisition	(6,328.58)	0.00	0.00	(45.02)	0.00	(6,394.51)
1-00-103	Designated Industrial Property Req.	(0.43)	0.00	0.00	0.00	0.00	(0.44)
1-00-110	Non-Residential Taxes	(30,590.96)	29,255.72	204.55	0.00	0.00	(30,351.17)
1-00-120	Linear Taxes	(13,105.10)	13,105.10	200.00	0.00	0.00	(13,105.10)
1-00-130	Franchise - ATCO	(15,281.76)	35,849.00	142.62	(2,722.16)	(31,250.00)	(30,362.74)
1-00-140	Franchise - Apex Utilities Inc.	(13,816.82)	26,000.00	153.14	(2,095.65)	(23,200.00)	(25,232.45)
1-00-200	Penalties & Costs on Taxes	100.19	14,000.00	99.28	100.19	(14,300.00)	(9,058.67)
1-00-210	Penalties Accounts Receivable	0.00	250.00	100.00	0.00	(150.00)	0.00
1-00-990	Attorney General Fines & Costs	(1,400.00)	0.00	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(300,897.50)	286,083.16	205.18	(4,895.11)	(361,430.72)	(328,949.29)
GRANTS & OTHER REVENUE							
1-00-751	Conditional Municipal - FCSS	(3,984.07)	7,882.00	150.54	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	(3,984.07)	80,594.00	104.94	0.00	(80,594.00)	(78,688.10)
ADMINISTRATIVE REVENUE							
1-12-266	Tax Recovery Fees	664.00	0.00	0.00	0.00	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.	(425.00)	500.00	185.00	(150.00)	(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	(145.00)	1,000.00	114.50	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	(82.37)	1,500.00	105.49	(4.00)	(1,000.00)	(1,933.37)
*	TOTAL ADMINISTRATIVE REVENUE	11.63	33,500.00	99.97	(154.00)	(13,680.00)	(51,328.81)
EMERGENCY MANAGEMENT REVENUE							
1-23-410	Fire Charges	(12,061.16)	24,500.00	149.22	(2,028.07)	(24,500.00)	(22,538.01)
1-24-410	Emergency Management Service Revenue	(3,001.98)	6,000.00	150.03	(504.78)	(6,000.00)	(5,609.64)



VILLAGE OF DONALDA
For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
* TOTAL EMERGENCY MANAGEMENT REV		(15,063.14)	30,500.00	149.39	(2,532.85)	(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	(251.50)	500.00	150.30	0.00	(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	(360.00)	200.00	280.00	0.00	(200.00)	(180.00)
* TOTAL BYLAW REVENUE		(751.50)	3,975.00	118.91	0.00	(1,375.00)	(688.79)
ROADS & STREETS REVENUE							
1-32-560	Equipment Revenue	(190.48)	0.00	0.00	0.00	0.00	0.00
* TOTAL ROADS & STREETS REVENUE		(190.48)	0.00	0.00	0.00	0.00	0.00
WATER REVENUE							
1-41-400	Water Sales	(41,170.46)	92,000.00	144.75	(8,701.45)	(93,500.00)	(92,173.92)
1-41-401	Penalties - Water	357.98	700.00	48.86	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		(40,812.48)	93,000.00	143.88	(8,701.45)	(94,750.00)	(93,329.10)
SEWER REVENUE							
1-42-400	Sewer Services	(9,330.87)	18,200.00	151.26	(1,567.00)	(18,500.00)	(17,217.57)
* TOTAL SEWER REVENUE		(9,330.87)	18,200.00	151.27	(1,567.00)	(18,500.00)	(17,217.57)
WASTE REVENUE							
1-43-400	Garbage Fees	(21,883.15)	42,200.00	151.85	(3,663.40)	(43,500.00)	(40,692.98)
* TOTAL WASTE REVENUE		(21,883.15)	42,200.00	151.86	(3,663.40)	(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



VILLAGE OF DONALDA
For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
1-56-467	Interment Fee	0.00	1,200.00	100.00	0.00	(1,000.00)	(250.00)
*	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	(6,200.00)	6,300.00	198.41	0.00	0.00	0.00
*	TOTAL SALE OF LAND	(6,200.00)	6,300.00	198.41	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	(1,445.00)	(1,445.00)
*	TOTAL CULTURE REVENUE	0.00	7,950.00	100.00	0.00	(7,945.00)	(7,945.00)
COUNCIL EXPENSE							
2-11-150	Council Meeting Pay	3,722.29	6,300.00	40.91	800.00	9,000.00	5,166.09
2-11-151	Council Supervision Pay	1,204.97	3,600.00	66.52	0.00	3,600.00	2,102.54
2-11-211	Travel & Subsistence	169.74	2,000.00	91.51	0.00	2,000.00	1,145.16
2-11-212	Legislative - Discretionary	212.50	300.00	29.16	0.00	500.00	96.49
*	TOTAL COUNCIL EXPENSE	5,309.50	12,200.00	56.48	800.00	15,100.00	8,510.28
ADMINISTRATION EXPENSE							
2-12-110	Salaries & Wages	70,808.00	133,120.00	46.80	12,907.50	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	5,712.86	9,185.57	37.80	1,033.26	10,000.00	24,744.01
2-12-131	Vacation Pay	2,809.92	2,232.46	(25.86)	516.30	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



VILLAGE OF DONALDA
For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
2-12-152	Election & Census Fees	1,087.30	1,000.00	(8.73)	0.00	0.00	2,914.36
2-12-211	Travel & Subsistence	272.33	1,000.00	72.76	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	1,914.64	1,650.00	(16.03)	1,224.08	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	5,065.81	4,000.00	(26.64)	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	504.00	200.00	(152.00)	504.00	0.00	5,704.00
2-12-230	Assessors Fees	3,041.45	5,650.00	46.16	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	4,657.25	4,700.00	0.90	1,798.00	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	778.61	2,500.00	68.85	0.00	2,000.00	1,254.98
2-12-255	Other Contracted Services	10,651.77	1,000.00	(965.17)	1,059.36	20,000.00	21,014.32
2-12-256	Contracted Services - CAO	(472.40)	0.00	0.00	0.00	0.00	0.00
2-12-270	Computer Expenses	1,167.27	750.00	(55.63)	168.00	1,000.00	780.77
2-12-271	Website Fees	689.91	1,300.00	46.93	300.31	1,000.00	1,674.34
2-12-274	Insurance & Bond	12,459.00	10,286.00	(21.12)	12,459.00	10,500.00	7,869.64
2-12-275	Workman's Compensation	5,608.09	2,775.00	(102.09)	1,627.67	3,000.00	4,216.88
2-12-277	Health & Safety	8,857.97	0.00	0.00	0.00	0.00	473.84
2-12-505	Photocopier Costs	3,402.81	4,000.00	14.92	226.58	4,500.00	3,971.97
2-12-510	General Office Supplies	3,346.47	2,500.00	(33.85)	699.68	3,000.00	4,798.23
2-12-540	Utilities - Heating	3,635.08	1,300.00	(179.62)	176.40	750.00	480.11
2-12-541	Utilities - Power	3,857.35	800.00	(382.16)	284.54	750.00	369.31
2-12-590	Miscellaneous	3,000.00	500.00	(500.00)	0.00	1,000.00	25.81
2-12-810	Bank Charges & Fees	1,014.86	2,100.00	51.67	213.85	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	154,019.35	224,533.48	31.40	35,198.53	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	3,117.90	5,000.00	37.64	390.00	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



VILLAGE OF DONALDA
For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
* TOTAL BYLAW & RURAL POLICING E		3,117.90	16,550.00	81.16	390.00	16,750.00	14,287.05
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	18,173.55	57,750.00	68.53	4,194.75	12,500.00	14,550.61
2-32-111	Salaries - Shop Work Hours	17,920.50	28,500.00	37.12	1,770.75	12,000.00	12,995.30
2-32-130	Payroll Deductions	2,842.11	8,278.00	65.66	477.11	2,000.00	4,043.53
2-32-131	Vacation Pay	2,018.79	6,127.00	67.05	443.76	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	1,949.45	576.00	(238.44)	388.46	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	3,065.83	4,000.00	23.35	2,459.99	100.00	1,349.86
2-32-251	Equipment Repairs & Maint.	3,222.58	3,500.00	7.92	309.09	5,000.00	2,414.33
2-32-252	Sidewalk & Curb Repairs	2,184.37	0.00	0.00	1,269.37	0.00	0.00
2-32-270	Contracted Services	3,305.00	1,000.00	(230.50)	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	34,216.73	5,000.00	(584.33)	26,747.53	8,000.00	1,626.13
2-32-515	Equipment Rental	724.76	1,000.00	27.52	20.00	600.00	1,507.65
2-32-521	Gas & Diesel Fuel	7,203.24	7,500.00	3.95	3,638.09	5,000.00	4,748.03
2-32-530	Const. & Maint. Supplies	28.62	0.00	0.00	0.00	0.00	200.16
2-32-532	Gravel, Cold Mix & Sand	3,948.60	3,500.00	(12.81)	1,897.80	2,500.00	1,584.00
2-32-541	Street Lights	26,054.56	22,615.00	(15.20)	2,120.34	24,000.00	9,795.93
2-32-542	Shop Power	2,348.81	1,600.00	(46.80)	210.36	1,800.00	833.17
2-32-543	Shop Natural Gas	3,390.90	2,600.00	(30.41)	142.45	3,000.00	1,809.64
2-32-590	Miscellaneous	117.44	500.00	76.51	3.37	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		132,715.84	189,340.07	29.91	46,093.22	130,650.00	65,940.25
WATER EXPENSE							
2-41-110	Salaries - Water Related	4,387.50	8,100.00	45.83	1,026.00	2,400.00	6,695.50
2-41-130	Payroll Deductions	351.00	3,939.84	91.09	82.72	200.00	532.06
2-41-211	Travel & Subsistence	105.00	0.00	0.00	105.00	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	59.99
2-41-270	Contracted Services	462.00	500.00	7.60	0.00	20,000.00	9,834.94



VILLAGE OF DONALDA

For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
2-41-272	Computer/Software Expense	158.00	2,275.00	93.05	0.00	2,400.00	0.00
2-41-600	SMRWSC - Debuture Payments	6,129.24	6,500.00	5.70	2,109.07	6,200.00	6,156.79
2-41-601	SMRWSC - Water Consumption	26,331.17	46,000.00	42.75	4,409.55	54,000.00	41,333.57
2-41-920	AMORTIZATION	0.00	25,760.11	100.00	0.00	26,200.00	0.00
*	TOTAL WATER EXPENSE	38,373.91	93,374.95	58.90	7,732.34	112,450.00	65,847.33
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	1,180.50	775.90	(52.14)	360.00	100.00	476.00
2-42-130	Payroll Deductions	93.87	94.80	0.98	28.46	50.00	36.56
2-42-275	Contracted Services - Sewer	6,000.00	1,000.00	(500.00)	0.00	2,500.00	3,427.00
2-42-290	Lagoon Drainage Easement	200.00	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	7,474.37	16,279.25	54.09	388.46	17,250.00	3,939.56
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	540.00	21.80	(2,377.06)	28.50	100.00	183.50
2-43-130	Payroll Deductions	43.03	2.66	(1,517.66)	2.27	50.00	11.40
2-43-251	Repairs & Maintenance	85.98	0.00	0.00	0.00	0.00	0.00
2-43-270	Contracted Garbage Pickup	8,298.44	18,170.00	54.32	1,640.20	22,000.00	18,102.34
*	TOTAL WASTE REMOVAL EXPENSE	8,967.45	18,194.46	50.71	1,670.97	22,150.00	18,277.24
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	1,770.60	178.72	(890.71)	475.50	2,000.00	1,696.50
2-56-130	Payroll Deductions	139.91	21.83	(540.90)	37.82	150.00	107.47
2-56-270	Contracted Services	300.00	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	2,210.51	800.55	(176.12)	513.32	4,850.00	3,935.77
FCSS EXPENSE							
2-62-111	FCSS - Postage	121.44	650.00	81.31	0.00	650.00	549.88
2-62-755	FCSS Programs	582.28	9,760.00	94.03	210.72	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	703.72	10,524.00	93.31	210.72	10,500.00	12,296.22



VILLAGE OF DONALDA

For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
PLANNING EXPENSE							
2-66-762	Planning Services expenses	7,146.20	6,000.00	(19.10)	0.00	0.00	3,404.66
*	TOTAL PLANNING EXPENSE	7,146.20	6,000.00	(19.10)	0.00	0.00	3,404.66
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintenance	607.94	500.00	(21.58)	31.92	0.00	163.41
*	TOTAL RENTAL BUILDING EXPENSE	607.94	500.00	(21.59)	31.92	0.00	163.41
RECREATION EXPENSE							
2-72-110	Salaries - Green Space Maintenance	8,774.85	12,165.97	27.87	3,238.50	6,200.00	9,588.50
2-72-130	Payroll Deductions	695.43	1,486.37	53.21	257.85	500.00	2,782.54
2-72-250	Parks - Contract Services	4,068.00	500.00	(713.60)	0.00	4,000.00	0.00
*	TOTAL RECREATION EXPENSE	13,538.28	14,152.34	4.34	3,496.35	10,700.00	12,371.04
CULTURAL EXPENSE							
2-74-110	Salaries - Culture Related	378.00	289.72	(30.47)	0.00	50.00	200.00
2-74-130	Payroll Deductions	30.03	35.15	14.56	0.00	0.00	23.35
2-74-232	Village Beautification	1,658.89	1,000.00	(65.88)	33.00	1,000.00	0.00
2-74-251	Repairs & Maintenance	815.94	1,000.00	18.40	0.00	500.00	0.00
2-74-252	Miscellaneous	7.73	0.00	0.00	0.00	0.00	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	2,979.81	3,600.00	17.22	184.59	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.	2,217.06	2,122.32	(4.46)	0.00	2,100.00	1,900.26
2-74-850	Canada Day Celebration	196.90	1,160.00	83.02	196.90	0.00	314.00
2-74-920	AMORTIZATION	0.00	806.54	100.00	0.00	900.00	0.00
*	TOTAL CULTURAL EXPENSE	8,284.36	25,941.73	68.07	414.49	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	6,178.00	6,445.00	4.14	0.00	6,408.00	6,408.00



VILLAGE OF DONALDA
For the Period Ending June 30, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	June 2025 Actual	2024 Budget	2024 Actual
2-80-771	Stettler Waste Management Auth	4,407.00	16,272.00	72.91	0.00	16,300.00	17,176.00
*	TOTAL REQUISITIONS	10,585.00	65,206.72	83.77	0.00	60,296.00	46,120.86

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 1

Balance Sheet Report

2025-Jul-11
3:23:45PM

All Funds

Description		2025 June	YTD Balance	2024 Closing Balance
Assets Asset Operating				
	Total	0.00	(141,187.37)	(141,187.37)
Accounts Receivable				
	Total Accounts Receivable	(122,491.95)	505,436.55	396,363.85
Bank				
	Total Bank	20,008.92	391,398.80	553,556.71
Fixed Assets				
	Total Fixed Assets	0.00	2,614,680.08	2,570,680.08
Other Assets				
	Total Other Assets	0.00	29,390.72	29,390.72
Other Current Liability				
	Total Other Current Liability	0.00	(2,572.90)	(2,572.90)
	Total Asset Operating	(102,483.03)	3,397,145.88	3,406,231.09
	Total Assets	(102,483.03)	3,397,145.88	3,406,231.09
Liabilities Liability Capital				
	Total	(4,724.67)	(329,661.01)	(323,040.09)
Accounts Payable				
	Total Accounts Payable	31,957.51	(16,142.72)	(39,353.88)
Other Current Liability				
	Total Other Current Liability	(176.32)	(3,070,501.76)	(3,069,043.96)
	Total Liability Capital	27,056.52	(3,416,305.49)	(3,431,437.93)
	Total Liabilities	27,056.52	(3,416,305.49)	(3,431,437.93)
	Current Year Surplus/Deficit	(75,426.51)	(19,159.61)	0.00
	Total Liabilities	(102,483.03)	3,397,145.88	0.00

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 2

Cheque Listing For Council

2025-Jul-11
3:26:07PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250164	2025-06-03		MAY062025	2025 MAY-CREDIT CARD CHARG	2,229.61	2,229.61
20250165	2025-06-03		20250531 20250532	2025 MAY 31- PAYROLL DEDUCT 2025 MAY 29-30 MISSED PATRICI	3,618.70 57.97	3,676.67
20250166	2025-06-03		2025DONATION	AS PER MOTION IN COUNCIL-SF	3,000.00	3,000.00
20250167	2025-06-03		0000376434	2025 APRIL-WASTE REMOVAL FC	1,722.21	1,722.21
20250168	2025-06-03		001-596521	2025-PUBLIC WORKS SAFETY EI	1,517.73	1,517.73
20250169	2025-06-03		2024 2025	CONTRACT AGREEMENT-TO RU CONTRACT AGREEMENT-TO RU	100.00 100.00	200.00
20250170	2025-06-03		0631	2025 JET/FLUSH/VAC VILLAGE S	6,300.00	6,300.00
20250171	2025-06-03		42955 674575	OFFICE-END OF CONTRACT OF 2025-APRIL PHOTOCOPIES	(170.09) 271.50	101.41
20250172	2025-06-03		205638	2025 APRIL SECURITY MONITOR	88.67	88.67
20250173	2025-06-03		5889	PUBLIC WORKS- HARDENER FO	48.93	48.93
20250174	2025-06-03		20250501A	2025-APRIL REG PATROL	290.00	290.00
20250175	2025-06-03		SMRWSC00412	2025 APRIL WATER CONSUMPTI	4,793.32	4,793.32
20250176	2025-06-03		AN6552 AN6995 AN7380	PUBLIC WORKS- ROOF UNDERL PUBLIC WORKS-PRIMER/FIRETF PUBLIC WORKS-SHOP SUPPLIE	90.29 77.99 18.62	186.90
20250177	2025-06-03		141082	PUBLIC WORKS- AUTO CUTTER	50.39	50.39
20250178	2025-06-03		10021659 10021727	PUBLIC WORKS- EQUIPMENT RE PUBLIC WORKS- BUCKET OF NA	40.93 30.71	71.64
20250179	2025-06-03		MAY122025	2025 MAY DESIGN & PRINT DON.	150.00	150.00
20250180	2025-06-03		10606 10607	2025-MAY TECHNICAL SUPPORT 2025-ANNUAL MICROSOFT 365 A	485.60 294.84	780.44
20250181	2025-06-03		116092548	PUBLIC WORKS - APRIL FUEL US	567.85	567.85
20250182	2025-06-03		05331	PUBLIC WORKS-FIRE BREAK ML	6,945.75	6,945.75
20250183	2025-06-03		13012	2025 MONTHLY WEB HOSTING	81.25	81.25
20250184	2025-06-03		2623 2625 2633	PUBLIC WORKS- ROAD GRAVEL PUBLIC WORKS- ROAD CRUSH PUBLIC WORKS-GRAVEL TRUCK	530.46 1,591.38 636.13	2,757.97
20250185	2025-06-03		20250521 30A 31A	PUBLIC WORKS-BBQ CLEANING 2025 APRIL JANITORIAL SERVI 2025 MAY JANITORIAL CLEANIN	28.00 150.00 150.00	328.00
20250186	2025-06-04		W29555	PUBLIC WORKS- EQUIPMENT AM	26,046.92	26,046.92
20250187	2025-06-11		25-1059023	2025MAY-POWER & GAS-OFFICE	3,313.13	3,313.13
20250188	2025-06-11		12602	CROSSWALK STENCILS-MAPLE	744.97	744.97
20250189	2025-06-11		0000381522	2025 MAY- RESIDENTIAL WASTE	1,722.21	1,722.21
20250190	2025-06-11		679479	OFFICE-MAY2025 RENTAL OF NE	703.78	703.78
20250191	2025-06-11		20250609	CANADA DAY SUPPLIES FOR TO	206.74	206.74
20250192	2025-06-11		10199	2025 APRIL MONTHLY NETWORK	485.60	485.60
20250193	2025-06-12					1,405.90
20250194	2025-06-12					2,533.66
20250195	2025-06-12					1,861.59
20250196	2025-06-12					1,190.24



VILLAGE OF DONALDA

Page 2 of 2

Cheque Listing For Council

2025-Jul-11

3:26:07PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250197	2025-06-12					2,008.36
20250198	2025-06-12		20250615	PAYROLL TAX DEDUCTIONS	3,550.93	3,550.93
20250199	2025-06-16					200.00
20250200	2025-06-19					600.00
20250201	2025-06-19					600.00
20250202	2025-06-26		47404 48289	2025 VILLAGE AUTO/BUILDING II 2006 PONTIAC UPLANDER VAN I	12,135.00 324.00	12,459.00
20250203	2025-06-26		2025JUNE05	2025 MAY CREDIT CARD CHARG	2,504.69	2,504.69
20250204	2025-06-26		70185533	OFFICE SUPPLIES & PUBLIC WC	268.08	268.08
20250205	2025-06-26		4832 4866	PUBLIC WORKS- MIXED FUEL FC PUBLIC WORKS- OIL AND OIL FIL	75.73 97.58	173.31
20250206	2025-06-26		001-600408	PUBLIC WORKS-GEAR OIL	8.08	8.08
20250207	2025-06-26		60959 60960	LEGAL ADVICE FOR MAYOR-EX I LEGAL ADVICE FOR CAO-EX EM	162.75 1,725.15	1,887.90
20250208	2025-06-26		913	2025JAN-JUNE ASSESSMENT SE	2,848.13	2,848.13
20250209	2025-06-26		684053	FINANCE CHARGE	8.60	8.60
20250210	2025-06-26		SMRWSC00401 SMRWSC00415	2025 JUNE-PHASE 1 BILLING 2025 MAY WATER CONSUMPTIO	2,109.07 4,409.55	6,518.62
20250211	2025-06-26		141376	PUBLIC WORKS BRUSHCUTTER	558.27	558.27
20250212	2025-06-26		10023307	PUBLIC WORKS- TOOLS FOR SH	623.09	623.09
20250213	2025-06-26		2025APRIL 2025MAY	2025 APRIL OFFICE PHONES 2025 MAY OFFICE PHONES	118.16 116.47	234.63
20250214	2025-06-26		05312025	2025 MAY FUEL SALES	295.53	295.53
20250215	2025-06-26		16224700 16228493 16228493A	PUBLIC WORK- PAINT FOR CRO: PUBLIC WORKS- CROSSWALK L PUBLIC WORKS- CROSSWALK S	1,075.69 311.90 311.90	1,699.49
20250216	2025-06-26		2663	PUBLIC WORKS-GRAVEL	1,992.69	1,992.69
20250217	2025-06-26		28184285	2025 JUN- WCB INSTALLMENT	1,627.67	1,627.67
20250218	2025-06-30					1,375.08
20250219	2025-06-30					2,953.49
20250220	2025-06-30					2,005.24
20250221	2025-06-30					1,262.12
20250222	2025-06-30					2,041.69
20250223	2025-06-30		JUNE2025	KMS FOR TRAVEL TO CASCADE	105.00	105.00

Total 126,513.17

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending June 30, 2025

Consolidated Account Statement	Balance on June 30, 2025, 2025
Public Sector Tax Account - Tax Recovery Surplus Roll 354	21,522.80
Public Sector Operating Account	135,758.96
Public Sector Reserve Account	83.45
Public Sector Savings - Grant Funds	276,875.52
Public Sector Savings - Tax Recovery Surplus Roll 332	8,336.76
Public Sector Savings - MSI Capital Account	354,611.71
Public Sector Savings - Gas Tax Fund (GTF) Account	5,658.63
Total:	\$802,847.83

Note: Public Sector Tax Account - Tax Recovery Surplus Roll 354 - Balance of \$21,522.80 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.



Bill 49: Public Safety and Emergency Services Statutes Amendment Act

RMA Member Resource

May 2025

Bill 49

Bill 49: the *Public Safety and Emergency Services Statutes Amendment Act, 2025* makes significant changes to the *Police Act* and the *Emergency Management Act*, both with impacts on RMA members.

This member resource is intended to serve as a combination summary and analysis of the changes made to both Acts through Bill 49. The document provides an overview of what the changes to each Act mean, how they relate to current RMA advocacy work, and guiding questions that members can ask to ensure that their concerns with these changes are being addressed at the provincial level.

Police Act Changes

Introduction

Legislative amendments to enable the creation of the IAPS. Bill 49 allows for the establishment of a Crown corporation to form the IAPS and deliver police services independent of the government. Municipalities will also now have the option of receiving policing services directly from the IAPS instead of through the RCMP or other means currently outlined in the *Police Act*.

From 2020 to 2022, RMA was involved in engagements with the GOA regarding the creation of the Alberta Provincial Police Service (APPS). Throughout these engagements, RMA maintained that the creation of the APPS should not take place unless a detailed feasibility study proves that such an approach will reduce provincial and municipal policing costs and enhance service levels across the province. RMA released [multiple resources](#) for members to utilize in their advocacy on this issue that are at least partially relevant to the potential impacts of Bill 49. There appears to be many parallels between the APPS and the proposed IAPS that RMA intends to unpack in this document and through further analysis.

In Fall 2024, RMA members passed [Resolution 12-24F: Accountability in the Establishment of an Independent Agency Police Service in Alberta](#). This resolution calls for the GOA to be transparent in the costs associated with the creation of an IAPS, as well as a breakdown of costs borne by municipalities through the Police Funding Model. It also clearly states that an IAPS should not be introduced until there is substantive consultation and quantifiable significant majority support from municipalities and Albertans-at-large. RMA is committed to ensuring that members' concerns with the IAPS are heard.

Bill 49 enables the Minister or Cabinet to take significant steps forward in forming the IAPS, especially in relation to its governance structure and resourcing. However, it provides little clarity as to what those steps will be or how the IAPS will be structured, because the majority of the power to next steps are conferred on the Minister and Cabinet in the form of regulation-making authority, rather than concrete legislative requirements to be worked towards. The summary/analysis below is focused on what RMA learned from reviewing Bill 49. While some definitive next steps are visible in Bill 49, much of what we learned is that risks and a lack of clarity remain related to implementation and the extent to which the direction of the IAPS will be based on public input and transparency.

Bill 49: What we Learned

Police Act Change or Amendment	What we Learned	Analysis
<p>(2) Section 4 is amended</p> <p>(a) in subsection (2) by adding the following after clause (d):</p> <p>(e) enter into an agreement for the provision of municipal policing services under section 33.75.</p> <p>...</p> <p>33.75 The council of a municipality referred to in section 4(2) or (5) may enter into an agreement with an independent agency police service for the provision of policing services specifically for the municipality.</p>	<p>This section clarifies that all municipalities in the province will be eligible to enter into a policing agreement with the IAPS.</p>	<p>This is significant because it lays out the direction that the Government of Alberta aims to take with the implementation of the IAPS. It clarifies that regardless of municipal type or size, any municipality will have an opportunity to receive policing services from the IAPS.</p>
<p>33.4(4) An independent agency police service shall be, subject to section 33.94(2), under the general direction of the Minister in matters respecting the provision of policing services to all or any part of Alberta and in matters respecting any additional purposes prescribed for the purpose of subsection (1).</p>	<p>The IAPS may provide services to all or any part of Alberta, not just municipalities that request the service.</p>	<p>This amendment allows for the possibility that the IAPS may take on a greater role than just a locally-contracted policing service for municipalities. This is concerning, especially considering that the details of this section are to be determined by regulations.</p> <p>Based on RMA's interpretation of changes, this could hypothetically result in the IAPS taking a larger role in specialized provincewide policing responsibilities currently conducted by the RCMP. It could also allow the IAPS to have a police presence in municipalities regardless of whether they have an agreement with the IAPS as a contracted partner.</p> <p>The Minister has described the IAPS as operating arms-length from government. However, this section indicates that the Minister will assume "general direction" over the IAPS in relation to "provision of</p>

Police Act Change or Amendment	What we Learned	Analysis
		<p>policing services.” Both terms are very broad and open to interpretation. While other sections of the <i>Police Act</i> are amended to limit the Minister’s power, the language in this section requires significantly more clarity.</p>
<p>33.73(1) An independent agency police service shall prepare budgets and fiscal updates and submit them to the Minister in accordance with the regulations.</p> <p>(2) The Minister shall review a budget submitted under subsection (1) and, subject to an annual appropriation from the Legislature, allocate funds to the independent agency police service that submitted the budget.</p> <p>(3) The independent agency police service that submitted the budget shall disburse the funds allocated by the Minister.</p>	<p>All IAPS are responsible for preparing budgets and fiscal updates to be reviewed by the Minister. The Minister will then allocate funds to the IAPS, pending the allocation of funds in the provincial budget.</p>	<p>Section 33.79(2) (a-c), which was added to the <i>Police Act</i> in 2024, was repealed through Bill 49. These sections conferred responsibility on an IPAB advisory board to review the budget for IAPS.</p> <p>The repealing of ss. 33.79(2)(a-c) combined with the addition of ss. 33.73(1-3) essentially transfer financial oversight of the IAPS from an oversight board to the Minister.</p> <p>There is no information available as to why this change was made, especially considering that the IAPS is not yet in place, so the effectiveness of the oversight board reviewing IAPS budgets has not yet been tested. As explained more below, Bill 49 also reduces the size of the oversight board. In combination, these Bill 49 changes appear to be eroding the arms-length nature of the IAPS before the service has even been developed.</p>
<p>33.76(1) A council that has entered into an agreement for the provision of municipal policing services under section 33.75 shall establish an independent agency police service policing committee in accordance with the regulations.</p> <p>(2) An independent agency police service policing committee shall</p>	<p>Municipalities that choose to enter in an agreement to receive policing service through the IAPS must establish a policing committee. The duties and functions of these policing committees are yet to be determined through the regulations.</p>	<p>The powers, duties, and functions of the IAPS policing committees are to be determined through the regulations, making no further information available at this time. However, there are questions about how the IAPS policing committees will work alongside other policing committees, such as the Provincial Police Advisory Board currently required to represent municipalities</p>

Police Act Change or Amendment	What we Learned	Analysis
<p>have the powers and perform the duties and functions set out in the regulations.</p>		<p>that receive policing services through the Provincial Police Services Agreement.</p> <p>RMA was, and continues to be, a strong advocate for enhanced local input into policing, preferably in the form of policing committees. Instead, communities serviced under Provincial Police Service Agreements will be represented by the Provincial Police Advisory Board – a fifteen-person board that will likely lack the ability to reflect the needs of all the communities that it is meant to serve.</p> <p>RMA supports any opportunity for local input into policing, but these initiatives should be a universal expectation for all policing services in the province to be accountable to. It is unclear why they are being implemented as mandatory for IAPS-delivered policing, but have been removed completely from the <i>Police Act</i> for RCMP-delivered policing.</p>
<p>33.8(1) The Independent Agency Police Service Oversight Board is established, consisting of the Deputy Minister of Public Safety and Emergency Services and 8 other members appointed by the Minister in accordance with the regulations.</p> <p>AMENDMENT: Section 33.8(1) is amended by striking out “8” and substituting “up to 8”.</p>	<p>The oversight board will consist of the Deputy Minister of Alberta Public Safety and Emergency Services and up to eight other members as appointed by the Minister. The oversight board will oversee the policing services provided by IAPS, including additional duties and responsibilities laid out in the regulations.</p>	<p>Bill 49 makes a point of ensuring that the IAPS is an arms-length agency from the government. However, the Minister is in charge of appointing members to the oversight board and the only legislatively-directed role is filled by the Deputy Minister of Alberta Public Safety and Emergency Services.</p> <p>Amending s. 33.8(1) to allow the Minister to appoint “up to 8” board members technically allows the Minister to appoint only the Deputy Minister to the oversight board.</p>

Police Act Change or Amendment	What we Learned	Analysis
		<p>Given that the IAPS will appear to play a provincewide function, it is unclear of why the Minister would want to decrease the number of people appointed to the oversight board. From RMA's perspective, allowing such flexibility in the number of oversight board members risks allowing for politicization of the board and could reduce the extent to which the board represents the interests of the communities serviced by the IAPS. While limiting the board to only the DM of Public Safety and Emergency Services is unlikely, it is technically allowable based on this amendment.</p>
<p>33.94(2) The Minister shall not</p> <ul style="list-style-type: none"> (a) perform the powers, duties or functions of the Oversight Board, (b) provide direction to any member of an independent agency police service, including to the chief, (c) provide any direction, policy, priority, strategy or plan respecting <ul style="list-style-type: none"> (i) specific investigations, (ii) the conduct of specific operations, (iii) the discipline of any specific member of an independent agency police service, (iv) the day to day administration of an independent agency police service, or 	<p>This section clarifies the limits on the Minister's role in directing the operations of the IAPS.</p>	<p>RMA supports the inclusion of s. 33.94(2) as it clarifies that the Minister may not be involved in specific operational or strategic decisions related to police operations.</p> <p>However, RMA would argue that this section is only necessary because other Bill 49 amendments and existing <i>Police Act</i> provisions added in 2024 already blur the line between the Minister's authority and the role of the oversight board and IAPS chief. For example, s. 33.94(1) now states the following:</p> <p>33.94(1) Subject to subsection (2), the Minister shall</p> <ul style="list-style-type: none"> (a) develop policies and priorities for independent agency police services, (b) provide general directions to the Oversight Board regarding the

Police Act Change or Amendment	What we Learned	Analysis
<p>(v) any other matters prescribed in the regulations,</p> <p>or</p> <p>(d) provide any direction, policy, priority, strategy or plan that</p> <p>(i) requires a member of an independent agency police service to do anything or refrain from doing anything that is inconsistent with the member's duties under this Act, or</p> <p>(ii) prohibits a member of an independent agency police service from collecting information for the purpose of investigating an offence or assisting with the prosecution of an offence.</p>		<p>operations of independent agency police services, and</p> <p>(c) perform additional duties and functions provided for in the regulations for the purposes of this Part.</p> <p>RMA is concerned that empowering the Minister to develop policies and priorities could undermine or erode the intended arm's-length relationship between the Minister and the IAPS, especially as neither term appears to be defined. A more consistent and transparent approach would be to define high-level priorities in the legislation and place responsibility on the oversight board (which has Minister representation) to translate these into specific policy direction.</p>
<p>Regulation-making authority (s. 33.95)</p>	<p>Bill 49 lays out many areas of IAPS operations and governance that will be determined through regulations. The rows below highlight some of the most significant areas of regulation-making authority.</p>	<p>The list of regulation-making authority is excessive. Regulations do not have to go through the legislative process to be passed, and therefore could be implemented or amended with limited consultation or transparency.</p> <p>It appears that nearly every detail of how the government will direct the IAPS to operate is through regulation, or even less clearly, through policies to be developed by the Minister.</p>
<p>33.95 The Lieutenant Governor in Council may make regulations</p> <p>(b) prescribing additional purposes for the purpose of section 33.4(1);</p>	<p>This section allows Cabinet to make a regulation expanding the scope of the IAPS beyond contract policing in specific municipalities.</p>	<p>Expanding the scope of the IAPS could have huge impacts on finances, governance, operations, and capacity. It is concerning that there is not more accountability to Albertans, other policing service providers, municipalities, or the IAPS itself prior to expanding its scope</p>

Police Act Change or Amendment	What we Learned	Analysis
<p>33.95 The Lieutenant Governor in Council may make regulations</p> <p>(c) respecting any matters that the Lieutenant Governor in Council considers necessary or advisable for the establishment and operation of an independent agency police service as a corporation or for the winding up of the affairs of an independent agency police service, including</p> <p>(iii) respecting the size and composition of the board of directors of an independent agency police service;</p> <p>(iv) respecting the appointment of members of the board of directors of an independent agency police service, eligibility and qualifications for membership, the terms of office of members, the termination and disqualification of members, the filling of vacancies and the remuneration and expenses payable to members,</p> <p>(v) respecting the designation of a chair and vice-chair of the board of directors of an independent agency police service,</p> <p>(vi) respecting the powers of the board of directors of an independent agency police service, including regulations respecting the ability of the board of directors to delegate those powers</p>	<p>This section empowers Cabinet to develop regulations related to the formation, composition, and powers of an IAPS board of directors.</p>	<p>Aside from this reference in the regulation-making section, there is no mention of a board of directors anywhere in the legislation.</p> <p>It is unclear where this idea came from or what the intent of having such a board would be, especially considering the legislative requirement for the formation of an oversight board. Given the openness of the regulation-making authority, it is possible that a board of directors could provide direction that undermines or contradicts the oversight board.</p> <p>RMA's interpretation is that the inclusion of a board of directors appears to add unnecessary governance complexity to an already-complex entity. The legislation itself should clearly explain the role of the oversight board and board of directors and how they are expected to co-exist. This appears to be absent from Bill 49 and the <i>Police Act</i>.</p>
<p>33.95 The Lieutenant Governor in Council may make regulations</p>	<p>These sections allow Cabinet to make regulations providing more details on the formation, scope, powers, and remuneration of</p>	<p>It is unclear why the requirement for policing committees is one of the few details solidified in the legislation, but any details regarding</p>

Police Act Change or Amendment	What we Learned	Analysis
<p>(i) respecting the establishment of independent agency police service policing committees;</p> <p>(j) governing the powers, duties and functions of independent agency police service policing committees;</p> <p>(k) respecting the payment of remuneration, gratuities and allowances to members of independent agency police service policing committees under section 33.76(4).</p>	<p>police committees in communities policed by the IAPS.</p>	<p>their powers, etc. will be addressed through regulation. RMA will expect that any further action on developing the role of policing committees, as well as how to best address associated costs, will be undertaken based on engagement with municipal stakeholders.</p>

Unanswered Questions

Below is a list of questions that RMA has posed to the Minister of Public Safety and Emergency Services regarding the implementation of the IAPS. Please use these questions as you see fit during your municipality's own conversations with the Ministry.

- ♦ What is the rationale for the creation of the IAPS?
- ♦ How will oversight of the IAPS work alongside/interact with the newly formed Provincial Police Advisory Board (PPAB)?
- ♦ What training requirements will the officers of the new policing agency be required to obtain? Will this training be standardized across the province? What will be the cost of this training?
- ♦ How will the IAPS ensure that there are increased service levels and enhanced local input from communities?
- ♦ How will the presence of the IPAS in small municipalities impact the Police Funding Model and municipal obligations to contribute to RCMP contract policing under the Provincial Police Services Agreement?
- ♦ Many of the questions RMA has about the IAPS will be worked out in the regulations. How will the creation of these regulations be approached and how will stakeholders be engaged?
- ♦ Will the Government of Alberta meaningfully engagement with municipalities and Albertans at large during the creation of the regulations and other details related to the implementation of the IAPS?
- ♦ How will the IAPS be impacted by recruitment challenges that are currently affecting other policing services?
- ♦ How will the IAPS work alongside other police services in the province?
- ♦ How will the cost of the IAPS be determined given that the size of the IAPS is dependent on the level of municipal uptake and the scope of responsibilities as determined by the Minister?
- ♦ How will service levels of the IAPS be determined and managed?

- ♦ How will the Government of Alberta ensure that the transition to the IAPS in communities does not negatively impact service in that area?
- ♦ How will the RCMP and IAPS work together to support proper governance and local input within the communities that they serve?
- ♦ Why were municipalities not consulted on this issue prior to the introduction of the legislation?
- ♦ What up-front capital and long-term operational costs would be associated with creating and maintaining the IAPS?
- ♦ Will funding of IAPS mean reduced funding for other public safety initiatives?
- ♦ Where will officers of the new policing agency be based? How will need be determined? Will RCMP detachments serve as hubs for this new agency?
- ♦ What training requirements will the officers of the IAPS be required to obtain? Will this training be standardized across the province? What will be the cost of this training?

Next Steps

For IAPS to contribute to enhanced community safety, it is imperative that local input is prioritized and that service levels are increased for a lower cost to municipalities. The following challenges continue to be top of mind for RMA as the Government of Alberta moves forward with the implementation of the IAPS. RMA is committed to holding the Government of Alberta accountable on these issues and will keep members informed of any future developments in these areas.

Resourcing Challenges

The Minister has indicated that staffing shortages and delayed response times in rural areas are key reasons for creating the IAPS. However, recruitment and retention of police officers is a challenge, not only throughout the province, but nationwide. Unfortunately, there has been a lack of transparency regarding the current state of policing in Alberta. Without reputable or consistent data being made available to understand the status of policing in the province, there is no evidence to show that a new policing agency would remedy this issue. The resource challenges being faced right now may even be exacerbated if a new policing agency was introduced in the province, because the creation of the IAPS will open new positions without changing the need for officers to fulfill the duties of the Alberta Sheriffs, RCMP, and Community Peace Officers. No information has been released regarding how these challenges will be addressed by creating an IAPS.

Cost Challenges

Budget 2025-26 included an increase in funding for Alberta Sheriffs, but did not reference the IAPS. Without the allocation of funds for this new policing agency, it is unclear how the GOA will approach its implementation or when this transition may be underway. There are concerns that the future budget allocation for the creation of the IAPS may take away funding for other key public safety initiatives, or that municipalities will be expected to take on a disproportionate cost burden for IAPS service delivery.

The IAPS will not be an inexpensive endeavor to pursue. It is important to consider the costs associated with the implementation of a new policy agency. There must be a costed platform associated with the IAPS that is transparent, data driven, and not at a higher cost to municipalities.

Another pressing concern about how the IAPS will work in practice is the effects it will have on the Police Funding Model (PFM). The PFM redistributes responsibility for a portion of frontline policing costs from the Government of Alberta to municipalities that receive policing services through the Provincial Police Service Agreement (PPSA). The PFM is set to expire on March 31, 2026, following an extension of the regulation. Engagements related to the renewal of the regulation are expected to begin sometime this year, but there is no further information on if, how, or when these engagements may occur. Adding a new policing agency will have several impacts on the current PFM, especially considering that the resources needed to effectively manage all other provincial policing costs will not simply just “go away” should some municipalities choose to adopt the IAPS in their community.

Input Challenges

There was no consultation with communities or community members on whether they support the IAPS, or in relation to funding, governance, service delivery, or other operational considerations. RMA members were clear that engagement is necessary to ensure that the IAPS is the correct path for the safety and security of Albertans. It is essential that engagement is pursued, and that relevant data is shared before moving forward with such a transformative new policing agency. Without this information, it remains unclear how or to what extent the IAPS will be effective or solve any existing challenges.

Emergency Management Act Changes

Introduction

If passed, Bill 49 would amend the *Emergency Management Act* (EMA), the legislation that outlines the powers and processes available to the Government of Alberta and local governments to respond to emergencies like floods, wildfires or pandemics. According to the Minister, the changes are intended to strengthen community preparedness and disaster response and recovery, while ensuring an appropriate balance between emergency powers and individual rights.

If passed, amendments will:

- ◆ Add a new preamble to the Act emphasizing Alberta's commitment to respecting individual and property rights during emergencies.
- ◆ Update the legislated definition of "emergency" to make it clear emergencies are sudden and temporary events, ensuring emergency powers are only used when necessary.
- ◆ Require the Minister of Public Safety and Emergency Services to consult with the Premier, Cabinet or a Cabinet committee before exercising provincial emergency powers, unless immediate action is required.
- ◆ Require the Minister of Public Safety and Emergency Services or the local authority leading the local response to publish details of all relevant orders as soon as practicable using any method necessary to inform those most affected.

Analysis

Bill 49 does not remove the ability of a municipality to declare a state of local emergency for themselves; the local authority still only needs to report to the Minister upon declaring a state of local emergency. Despite this, there are a number of provisions in Bill 49 that will impact RMA members. Below is an analysis of the relevant changes made in Bill 49.

Previous Status	Amended Status	RMA Summary/Analysis
N/A	<p>Preamble</p> <p>WHEREAS emergencies require the prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;</p> <p>WHEREAS the Government of Alberta and local authorities must be vested with sufficient powers to meet emergencies; and</p> <p>WHEREAS the Government of Alberta and local authorities</p>	<p>The preamble attempts to balance the need for government to respond to emergencies through special powers, and the ability of individuals to make decisions for themselves.</p> <p>RMA is not opposed to recognizing this balance in the Act, but it is important to acknowledge that unique powers and controls are often required during emergencies to protect private life and property.</p>

Previous Status	Amended Status	RMA Summary/Analysis
	must have regard to individual rights and freedoms in the exercise of powers under this Act to meet emergencies.	
Section 1(1)(f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;	Section 1(1)(f) "emergency" means a sudden and temporary event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;	This limits the application of the EMA to events that are unpredictable or occur for a limited duration. What constitutes "sudden" is not defined, and it is unclear if the EMA would be activated only during events that are spontaneous, or if there is an acceptable time limit before an event to which the EMA may be activated. The way in which this definition is interpreted could have significant impacts in terms of the ability of a municipality to exercise emergency powers, so further clarity is crucial.
<p>6 The Lieutenant Governor in Council may make regulations</p> <p>...</p> <p>(c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;</p> <p>(c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations</p> <p>(i) prescribing or describing the measures to be taken to reduce or mitigate potential flood</p>	<p>6(1) The Lieutenant Governor in Council may make regulations</p> <p>...</p> <p>(c) governing the assessment of damage or loss caused by a disaster and the provision of financial or other assistance for the damage or loss;</p> <p>(c.1) respecting the provision of financial or other assistance in connection with measures taken to reduce or mitigate potential hazards, including regulations</p> <p>(i) respecting the measures to be taken to reduce or mitigate potential hazards that are eligible for the provision of</p>	<p>This EMA amendment would allow funding through a broader array of tools, from simple compensation for damages suffered during an "emergency" under the EMA, to compensation for the damage, funding assistance to rebuild lost and damaged structures, and the implementation of prevention measures for eligible hazards.</p> <p>The amendments as they currently exist appear to lay the groundwork for the development and implementation of emergency response plans, hazard mitigation, and compensation for damage resulting from a declared emergency; they do not, however, provide direct funding for these measures.</p>

Previous Status	Amended Status	RMA Summary/Analysis
<p>hazards that are eligible for the reimbursement of costs, and</p> <p>(ii) governing the procedures applicable to and the proof required for the reimbursement of costs;</p> <p>(c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined pursuant to a disaster recovery program administered under the regulations;</p>	<p>financial or other assistance, and</p> <p>(ii) respecting the procedures applicable to and the proof required for the provision of financial or other assistance;</p> <p>(c.11) respecting the applicants to whom financial or other assistance may be provided, including establishing classes of applicants and providing differently for those classes;</p> <p>(c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined pursuant to a program for financial or other assistance administered under the regulations;</p> <p>(2) A regulation made under subsection (1)(c), (c.1), (c.11) or (d) may be made retroactive to the extent set out in the regulation and to a date not earlier than April 1, 2025.</p>	
<p>N/A – section added after section 18</p>	<p>18.1(1) Subject to subsection (2), before the Minister</p> <p>(a) exercises a power under section 19(1) or (1.1), including the exercise of those powers when the Minister makes an order under section 24(1.011), or</p> <p>(b) makes an order under section 19(7) or 24(1.015) to authorize the Managing Director or another person to exercise some or all of the powers given to the Minister</p>	<p>This section outlines the powers of the Minister in an emergency. This includes the authority to put into operation an emergency plan including the acquisition or entry onto personal property, prohibition of travel, ordering evacuation, coordination of supplies, removal of natural barriers, or conscription.</p> <p>This allows the Minister to assume control of any powers of local authorities in respect of an emergency.</p>

Previous Status	Amended Status	RMA Summary/Analysis
	<p>under section 19(1) or (1.1), the Minister must consult at least one of the Premier, the Executive Council or, if a Cabinet Committee has been appointed prior to the exercise of those powers or the making of those orders, the Cabinet Committee.</p> <p>(2) Subsection (1) does not apply if in the Minister's opinion immediate action is required to protect the safety, health or welfare of people or to limit damage to property or the environment.</p> <p>(3) Subsection (1) does not apply to the Managing Director or another person authorized by an order of the Minister under section 19(7) or 24(1.015) to exercise some or all of the powers given to the Minister under section 19(1) or (1.1).</p>	<p>This addition prohibits the execution of an order made by the Minister in respect of the above-mentioned powers without consulting either the Premier, Executive Counsel, or a relevant Cabinet Committee.</p> <p>The "duty to consult" as administered under this amendment is not extended to the local authorities. The Minister would not be required to consult the local authorities when putting an emergency plan into operation.</p> <p>This section is not applicable to intervention if that action is required to prevent immediate damage to people or the environment. Unlike the amendment to section 1(1) that was unclear as to what qualifies as "sudden and temporary," this amendment appears to apply to situations that are actively occurring or are immediately about to occur. It is likely that this power will be construed to be limited to natural disasters.</p> <p>RMA is also unclear as to the meaning of "consult" in s. 18.1(1)(b) and whether it requires any type of written confirmation from the consulted party or other verification that consultation took place.</p>
19(7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the	19(7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the	The Minister has many powers during an emergency, including the power to prohibit travel, restore essential facilities and distribute essential supplies, coordinate emergency medical services, order evacuations,

Previous Status	Amended Status	RMA Summary/Analysis
<p>powers given to the Minister under subsection (1) or (1.1).</p> <p>[sub-section (7.1) did not exist]</p>	<p>powers given to the Minister under subsection (1) or (1.1).</p> <p>(7.1) As soon as practicable after an order is made under subsection (1)(e), (f), (g) or (j), the Minister shall make the details of the order publicly available in any manner that the Minister considers is most likely to make the details of the order known to the majority of the population of the area affected by the contents of the order.</p>	<p>removal of livestock, and procure or fix prices of essential supplies within Alberta.</p> <p>This section requires the Minister to make the details about the above requirements known to the public in affected areas by any means necessary. This is likely a response to the perceived lack of information regarding emergency response and spending during the COVID-19 pandemic.</p>

Unanswered Questions

Below is a list of questions that RMA has posed to the Minister of Public Safety and Emergency Services regarding changes to the EMA. Please use these questions as you see fit during your municipality's own conversations with the Ministry.

- ♦ What will the impacts of greater provincial government involvement in emergency management be on municipalities, both logistically and financially? How will the Government of Alberta work with municipalities to understand and mitigate potential local impacts associated with the changes?
- ♦ How will the definition of "emergency" be applied to slow-moving, long-duration, or evolving events, such as extended wildfire seasons, long-term flooding, or persistent exposure to environmental hazards?
- ♦ How will the terms "sudden and temporary" be interpreted in practice?
- ♦ Who is accountable if an emergency declaration is rejected under the changed "emergency" definition and an event leads to significant injury, property damage, or loss of life?
- ♦ Will the amended definition of "emergency" impact eligibility for provincial support of funding tied to declared emergencies?
- ♦ Under what circumstances would the Minister consider overriding municipal authority during an emergency?
- ♦ How does the Ministry plan to balance centralized authority with the essential role of municipalities in coordinating local emergency response?

Have Questions?

Contact Policy Advisor Kallie Wischoff at kallie@RMAAlberta.com.



ALBERTA COUNSEL

Legal and Lobby Professionals

Ethical. Experienced. Effective.
www.AlbertaCounsel.com



Grant Opportunities
August 1-7, 2025

Grant Opportunities

August 1-7, 2025

SSHRC Connection Grants

The [SSHRC Connection Grants](#) are designed to support events and outreach activities that facilitate the exchange of knowledge about research in the social sciences and humanities.

- **General Eligibility:** Applications are open to Canadian post-secondary institutions, non-profit organizations based in Canada, and research affiliated with eligible institutions.
- **Maximum Funding:** Up to \$25,000 for most event-based projects. Up to \$50,000 may be awarded for projects involving higher-impact, longer-term outreach activities.
- **Deadline:** August 1, 2025 (contact us by July 18th to apply).

Lululemon Community Wellbeing Grant

The [Lululemon Community Wellbeing Grant](#) supports community-led non-profit organizations that advance physical, mental, and social well-being, particularly for populations most impacted by systemic inequity.

- **General Eligibility:** Applications are open to registered non-profit and charitable organizations.
- **Maximum Funding:** Organizations can apply for up to \$50,000 USD in operating support.
- **Deadline:** August 1, 2025 (contact us by July 18th to apply).

TELUS Canadian Community Board Grants

The [TELUS Canadian Community Board Grants](#) support local, grassroots community-based health and education programs that help youth reach their full potential.

- **General Eligibility:** Applications are open to Canadian registered charitable organizations or qualified donees that focus on health or education.
- **Maximum Funding:** Up to \$20,000 per year.
- **Deadline:** August 5, 2025 (contact us by July 22nd to apply).

Alberta Real Estate Foundation Investment Grants

The Alberta Real Estate Foundation (AREF) offers [Investment Grants](#) to support initiatives that advance education, research, law reform, and other activities related to the real estate industry in Alberta.

- **General Eligibility:** Applications are open to real estate industry organizations, post-secondary institutions, non-profits and charitable organizations, and local and regional governments.
- **Maximum Funding:** Up to \$250,000 per project.
- **Deadline:** August 5, 2025 (contact us by July 22nd to apply).

Indigenous Youth Roots – Small Projects

The Indigenous Youth Roots (IYR) [Small Project Funding Stream](#) offers grants to support Indigenous youth-led initiatives that promote community wellness, resilience, and engagement across Canada.

- **General Eligibility:** Projects must be led by at least 2 Indigenous youth aged 15-29 who are actively involved in project planning, implementation, and evaluation.
- **Maximum Funding:** Up to \$15,000 per project.
- **Deadline:** August 7, 2025 (contact us by July 24th to apply).

For more information, please contact Scott Ratch at grants@albertacounsel.com.

Last revised: July 2, 2025



ALBERTA COUNSEL

Legal and Lobby Professionals

Ethical. Experienced. Effective.
www.AlbertaCounsel.com



Grant Opportunities
August 8-15, 2025

Grant Opportunities

August 8-15, 2025

Advancing Accessibility Standards Research

The Government of Canada's [Advancing Accessibility Standards Research Program](#) funds research projects aimed at developing next-generation model accessibility standards within federal areas of responsibility. These projects should identify, remove, and prevent barriers to accessibility.

- **General Eligibility:** Applications are open to research or educational institutions (e.g., universities), non-profit organizations, Indigenous organizations, and provincial or territorial organizations (excluding provincial or territorial governments).
- **Maximum Funding:** Projects must be completed by March 31, 2029. Funding varies based on the project's duration:
 - Up to \$250,000 for 2026-2027.
 - Up to \$200,000 for 2027-2028.
 - Up to \$150,000 for 2028-2029.
- **Deadline:** August 15, 2025 (contact us by August 1st to apply).

For more information, please contact Scott Ratch at grants@albertacounsel.com.

Last revised: July 8, 2025



ALBERTA COUNSEL

Legal and Lobby Professionals

Ethical. Experienced. Effective.
www.AlbertaCounsel.com



**Funding Opportunity
Briefing Paper
Advancing Accessibility Standards Research**

Advancing Accessibility Standards Research

Overview

The [Advancing Accessibility Standards Research](#) program, administered by the Government of Canada, funds research projects that inform the development of next-generation accessibility standards within federal areas of responsibility. The program aims to identify, remove, and prevent barriers to accessibility and supports a national network of accessibility expertise.

Projects must align with the following program objectives:

- Engage a diverse range of individuals and organizations nationwide.
- Ensure that individuals with disabilities, along with other experts and organizations, are involved in all aspects of the research process.
- Identify and share research findings, information, best practices, and tools related to accessibility barriers and standards.

Eligibility Requirements

Canadian organizations that are legal entities and fall into one or more of the following categories are eligible to apply:

- Research or educational institutions (e.g. universities)
- Not-for-profit organizations
- Indigenous organizations, including bands, tribal councils, or other self-governing entities
- Provincial or territorial organizations (excluding provincial or territorial governments)

Maximum Funding Available

The project should start no earlier than April 2026 and must be completed by March 31, 2029. The total funding available depends on the duration of the project:

- **2026-2027 Fiscal Year:** Up to \$250,000
- **2027-2028 Fiscal Year:** Up to \$200,000
- **2028-2029 Fiscal Year:** Up to \$150,000

Note: A portion of the funding is reserved for smaller projects that request \$250,000 or less and have a duration of one year.

Matching Requirements

Applicants must demonstrate support from sources outside of Accessibility Standards Canada's funding. This includes both financial and non-financial contributions from the applicant organization, partners, and third parties.

- **If requesting \$100,000 or less per fiscal year:** At least one partner organization is required.
- **If requesting more than \$100,000 per fiscal year:** At least two partner organizations are required, one of which must be a national disability organization.

Note: Indigenous or national disability organizations applying must still partner with at least two other organizations but are not required to include a national disability organization among them.

[Application deadline: August 15, 2025 \(contact us by August 1st to apply\)](#)

Last revised: July 8, 2025



Village of Donalda

5001 Main Street, Donalda, AB T0B 1H0

Phone: 403.883.2345

Fax: 403.883.2022

July 9, 2025

Donalda & District Community Promotion Society
Heather Taylor - President
Donalda, AB T0B 1H0

Dear Mrs. Taylor,

I am pleased to inform you that your request for financial assistance submitted by the Donalda & District Community Promotion Society for the Canada Day Celebration 2025 has been approved in the amount of \$1500.00.

Canada Day festivities play a vital role in promoting community spirit, bringing residents together, and creating lasting memories. Your organization has consistently demonstrated tremendous dedication in organizing these events, and the free offerings were essential for ensuring that everyone could participate and enjoy the celebration.

Your efforts to foster community spirit and engagement through this and other events are commendable, and we are proud to support your initiatives.

Please feel free to reach out if you have any questions regarding the disbursement of the funds or if there's any additional support we can provide.

Thank you for your dedication to bringing joy and togetherness to the Village of Donalda.

Kind regards,

Melanie Veale
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.

cao@village.donalda.ab.ca

From: hmtmerch@syban.net
Sent: July 9, 2025 11:18 AM
To: cao@village.donalda.ab.ca
Subject: Donalda Canada Day Funding

Hi Melanie

On behalf of Donalda & District Community Promotion Society and as President, I am inquiring about any financial assistance the Village of Donalda may provide towards the free events we host and/or Fireworks on Canada Day 2025.

We, as a non-profit group, appreciate any assistance to be able to continue with free events for the public.

Thank you again for working with us and other groups to better Donalda.

Heather Taylor
President
hmtmerch@syban.net

