

**VILLAGE OF DONALDA**  
**Regular Council Meeting,**  
**August 19, 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 July 15, 2025

**3. DELEGATIONS**

N/A

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

4.1. Strategic Planning Session – Update

**5. VILLAGE BUSINESS**

5.1. Policy Review – Payroll Advances (New)

5.2. Policy Review – Green Burials Donalda Cemetery (New)

5.3. Policy Review – Handi Van (New)

5.4. Employee and Council Benefits

5.5. Financial Reports

5.5.1. Operating Budget Period Ending July 31, 2025

5.5.2. Balance Sheet Period Ending July 31, 2025

5.5.3. Cheque Register Period July 31, 2025

5.5.4. Bank Reconciliation Period Ending July 31, 2025

**6. INFORMATIONAL ITEMS & CORRESPONDENCE**

6.1. Alberta Municipal Affairs – Viability Review

6.2. Alberta Municipal Affairs – Canada Community Building Fund Allocation for 2025-26

6.3. Alberta Environment and Protected Areas – Donalda Waterworks System Inspection Report

6.4. Royal Canadian Mounted Police – Letter from the Commanding Officer Alberta

6.5. HHG Radio Introduction and Information

6.6. Alberta Counsel Grant Opportunities

6.6.1. Grant Opportunities August 16-23, 2025

6.6.2. Grant Opportunities August 24-31, 2025

6.6.3. Grant Opportunities September 8-14, 2025

6.6.4. Alberta Restorative Justice Grant Briefing Paper

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**

- 9.1. FOIPP Section 17: Harassment Matters

10. **NEXT MEETINGS**

- 10.1. September 16, 2025
- 10.2. October 21, 2025

11. **ADJOURNMENT**



**VILLAGE OF DONALDA**  
**Regular Meeting of the Council**  
**Tuesday, July 15, 2025**  
**7:00pm**  
**Council Chambers**  
**5001 Main Street, Donalda**  
**MINUTES**

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, July 15, 2025, at the Village Complex in Council Chambers.

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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: Administration to Draft an Employment Policy for Employee Advances.

**CARRIED (114-25)**

2. **PREVIOUS MINUTES**

2.1. Regular Meeting of Council June 17, 2025

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

**CARRIED (115-25)**

3. **DELEGATIONS**

N/A

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

4.1. Strategic Planning Session – Open House

MOVED by P. Menecola to accept the update as presented.

**CARRIED (116-25)**

*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.*

5. **VILLAGE BUSINESS**

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

MOVED by P. Menecola that the new policy for Employee Credit Card and/or Fuel Card Use be approved as written.

**CARRIED (117-25)**

5.2. Policy Review – Health and Safety (New)

MOVED by P. Menecola for an amendment to the section “Policy Review and Updates, shall read: “This policy will be reviewed as required by changes in regulations or village operations.”

**CARRIED (118-25)**

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

MOVED by P. Menecola for an amendment to the section “Policy Review and Updates”, shall read: “This policy will be updated as necessary to ensure its effectiveness and compliance with legal requirements”.

**CARRIED (119-25)**

5.4. Policy Review – Worker Orientation

MOVED by P. Menecola that the policy for Worker Orientation be approved as written.

**CARRIED (120-25)**

5.5. Policy Review – Incident Investigation (New)

MOVED by P. Menecola that the policy Incident Investigation be approved as written.

**CARRIED (121-25)**

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

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

**CARRIED (122-25)**

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

*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 to accept the informational items and correspondence as provided.

**CARRIED (123-25)**

**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 (124-25)**

**8. GALLERY**

**9. CLOSED MEETING OF COUNCIL**

- 9.1. Human Resources Policy

MOVED by P. Menecola that council move to closed session at 8:15 pm to discuss the proposed Human Resources Policy regarding Payroll Advances.

**CARRIED (125-25)**

MOVED by P. Menecola that council return to open meeting at 8:29 pm.

**CARRIED (126-25)**

8:29 pm – meeting recessed to allow return of public.

8:30 pm – meeting resumed with public present.

MOVED by P. Menecola that Administration draft a policy for Payroll Advances for presentation at the next regular meeting of council scheduled for August 19, 2025.

**CARRIED (127-25)**

**10. NEXT MEETINGS**

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

**11. ADJOURNMENT**

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

**CARRIED (128-25)**

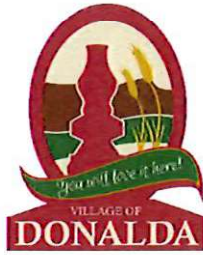
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Chief Elected Official

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Chief Administrative Officer

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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	August 19, 2025
Originated By	Melanie Veale CAO
Decision Title	Employment Policy – Payroll Advances
Agenda Number	5.1 Village Business

### **Background/Proposal**

Currently, there is no formal policy in place governing payroll advances. This may lead to inconsistent handling of requests, potential misunderstandings among employees, and varying interpretations by management. A clear and structured policy will standardize the process, ensuring fairness and transparency.

It has become necessary to consider implementing a formal policy regarding payroll advances. Providing payroll advances can assist employees in times of financial hardship and may contribute to improved overall morale and productivity.

### **Discussion/Options/Benefits/Disadvantages**

The following outlines the key aspects of the proposed payroll advance policy:

- **Eligibility:** Employees who have completed a probationary period will be eligible to request a payroll advance.
- **Advance Limits:** A maximum of 10% percent of the employee's net pay may be advanced.
- **Repayment Terms:** Advances must be repaid through payroll deductions within a specified period, typically 2-3 pay periods.
- **Request Process:** Employees must submit a written request for an advance to Chief Administrative Officer (CAO) for approval.
- **Approval Authority:** Approval for payroll advances will be at the discretion of the Chief Administrative Officer.

#### **Benefits of the Policy**

- Provides immediate financial relief to employees facing unexpected expenses.
- Enhances employee satisfaction and retention by showing empathy for their financial situations.
- Standardizes the process, ensuring accountability and consistency across the organization.

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### **Costs/Source of Funding**

While there may be a minor impact on cash flow, the proposed policy allows for recovery through payroll deductions, ensuring that the organization is not adversely affected.

### **Applicable Legislation**

n/a

### **Recommended Action**

The Council is respectfully requested to approve the proposed employee Payroll Advances 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**

August 18, 2025

### **Attachments**

Draft Policy for Payroll Advances

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## **Village of Donalda**

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

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

**Policy Category: Employment**

**Policy Number:**

**Date Approved by Council:**

**Date Reviewed and/or Amended by Council:**

### **Policy Name: Payroll Advances**

The purpose of this policy is to establish guidelines for the issuance of payroll advances to employees of the Village of Donalda. This policy aims to provide financial assistance in a manner that ensures fairness, transparency, and adherence to applicable regulations.

### **Scope**

This policy applies to all employees of the Village of Donalda who may request a payroll advance due to unforeseen financial circumstances.

### **Policy Statement**

The Village of Donalda recognizes that employees may occasionally face financial difficulties that could necessitate the need for a payroll advance. Such advances are intended to provide temporary relief and should be used responsibly.

### **Procedures:**

1. Eligibility for Payroll Advances:
  - To qualify for a payroll advance, employees must be in good standing with the Village and have completed a minimum period of employment as determined by the Village Council.
2. Application Process:
  - Employees must submit a written request for a payroll advance to the Chief Administrative Officer (CAO).
  - The request must include the reason for the advance, the amount requested, and any relevant supporting information.
3. Approval Process:
  - All requests for payroll advances will be reviewed and evaluated on a case-by-case basis.
  - The Chief Administrative Officer (CAO) will communicate the decision regarding the request in writing, detailing the terms of the advance if approved.
4. Advance Amount Limits:
  - The maximum amount available for payroll advances shall not exceed 10% of the employees' gross pay and will be subject to the available funds within the budget.
  - This would allow for manageable repayments while still providing some financial assistance during unforeseen circumstances.



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### **5. Repayment Terms:**

- Payroll advances must be repaid through payroll deductions over a period not exceeding three (3) pay periods.
- Employees must agree to the repayment terms before the advance is issued. Failure to adhere to these terms may result in further disciplinary actions.

### **Record Keeping**

Administration will maintain comprehensive records of all payroll advances granted, including the amount, reason for the advance, and repayment status.

### **Review and Amendments**

This policy will be amended as necessary to ensure compliance with regulations and to meet the needs of the Village and its employees.

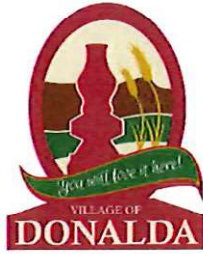
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**Chief Administrative Officer**

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**Chief Elected Official**





Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	August 19, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Green Burials Donalda Cemetery
Agenda Number	5.2 Village Business

## **Background/Proposal**

The topic of green burials has gained attention as an environmentally friendly alternative to traditional burial methods. However, after careful consideration of community values, cemetery management practices, and maintenance implications, there is a need to establish a clear policy regarding the acceptance of green burials at the Donalda Cemetery.

Currently, there is no formal policy regarding green burials in place at Donalda Cemetery. This lack of direction may lead to confusion among residents and inconsistencies in burial practices. To protect the integrity of the cemetery and ensure that community standards are upheld, a policy prohibiting green burials is necessary.

## **Discussion/Options/Benefits/Disadvantages**

The following outlines the key components of the proposed policy:

- **Policy Statement:** Green burials, defined as environmentally friendly burial practices that utilize biodegradable materials and avoid the use of chemical embalming, will not be permitted at the Donalda Cemetery.
- **Coffins and Caskets:** All burials must utilize traditional coffins or caskets composed of approved materials, in line with existing burial standards.
- **Embalming Requirements:** Chemical embalming is required for all burials to ensure preservation in accordance with health and safety regulations.
- **Grave Markers:** Traditional headstones and grave markers made of durable materials such as stone or concrete will be mandated, and alternative markers will not be allowed.
- **Consistency in Practices:** The policy aims to maintain uniformity in burial practices, ensuring that all interments comply with established community standards.

## **Benefits of the Policy**

- Provides clarity to residents regarding acceptable burial practices within the cemetery.
- Ensures the preservation of the cemetery's aesthetic and historical integrity.
- Aligns with community values supporting traditional burial methods.

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**Costs/Source of Funding**

n/a

**Applicable Legislation**

n/a

**Recommended Action**

The Council is respectfully requested to approve the proposed employee Green Burials Donalda Cemetery policy to prohibiting green burials at the Donalda Cemetery. This policy will formalize the guidelines for burial practices and protect the interests of the community.

**Implementation/Communication**

Upon receiving Council approval, the policy will be formally communicated to the community and incorporated into cemetery regulations. Informational materials will also be developed to ensure that all residents are aware of the new policy. Additionally, it will be incorporated into the Village's existing administrative procedures to formalize its implementation.

**Target Decision Date**

August 18, 2025

**Attachments**

Draft Policy for Green Burials Donalda Cemetery  
Green Burial Society of Canada – Certification Criteria  
Brief Description of the Practice of Green Burials

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Ph: (403) 883 - 2345  
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**Policy Category: Office**

**Policy Number:**

**Date Approved by Council:**

**Date Reviewed and/or Amended by Council:**

**Policy Name: Green Burials Donalda Cemetery**

This policy aims to establish clear guidelines that prohibit green burials in the Donalda Cemetery, ensuring that all burial practices align with the established cemetery standards and regulations.

### **Definition of Green Burials**

Green burials are defined as burial practices that involve environmentally friendly methods, such as the use of biodegradable materials for coffins or shrouds, natural landscaping, and the avoidance of embalming fluids.

### **Policy Statement**

The Village of Donalda Cemetery will not permit green burials within its grounds. All burials must adhere to traditional practices that comply with the established regulations and standards of the cemetery.

### **Regulations**

- **Coffins and Caskets:** All burials must utilize traditional coffins or caskets made from approved materials, such as wood, metal, or concrete. The use of biodegradable coffins or shrouds is prohibited.
- **Embalming:** Chemical embalming fluids are required for all burials, ensuring the preservation of the body in accordance with health and safety standards.
- **Grave Markers:** All grave markers and headstones must be made of durable materials such as stone or concrete. Natural or biodegradable markers will not be allowed.
- **Landscaping:** The cemetery landscaping will be maintained according to traditional practices, ensuring uniformity and adherence to community standards.

### **Designated Burial Areas**

All burial sites within the Donalda Cemetery must be designated for traditional burials only, as green burial areas will not be established or maintained.

### **Education and Awareness**

The Village of Donalda will provide information to residents regarding the prohibition of green burials and ensure understanding of the traditional burial practices required by the cemetery.

### **Amendments to Policy**

This policy may be reviewed periodically; however, any changes regarding the allowance of green burials will require careful consideration and community consultation.





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### **Conclusion**

The Village of Donalda Cemetery is committed to maintaining traditional burial practices that reflect the community's values and standards. This policy ensures a uniform approach to burials within the cemetery.

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Chief Administrative Officer

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Chief Elected Official



Green Burial Society of Canada  
Société Canadienne de l'Enterrement Vert

## CERTIFICATION CRITERIA

### INFORMATION FOR CEMETERY OPERATORS

The Green Burial Society of Canada offers certification of natural burial areas in two categories:

1. **Green Burial Cemetery:** a green burial area of a larger conventional cemetery
2. **Green Burial Conservation Cemetery:** a stand-alone green burial cemetery established to protect and conserve the land and restore natural habitat.

**The Green Burial Society of Canada acknowledges that all cemeteries in Canada are on Indigenous land.**

**Certification criteria:** These criteria are listed on the following three pages.

**GBSC Glossary of Terms:** Terminology used in the Certification Criteria and the Application Forms is defined in the Glossary at the end of this section.

**Provincial Governance:** As cemeteries are provincially governed, the GBSC recognizes that cemetery regulations differ by jurisdiction. We evaluate applications for certification by completeness and invite applicants to note any points specific to their jurisdiction that may affect their certification.

**Certification criteria:** These criteria are reviewed periodically by the GBSC. They may change with evolving environmental and other practices, standards and growing public awareness.

**Application Fee:** The one-time application fee covers GBSC time and resources to vet, set-up and administer the initial application process. An application fee must be paid for each cemetery seeking certification. The application fee is due upon submittal of the application.

**Renewal Fee:** Renewal fees are due each calendar year. The GBSC will send a renewal invoice in advance and issue a receipt for renewal fees paid. Upon renewal, the GBSC will email a certificate for the current year. All fees collected by the GBSC are used to cover the cost of operating the Society, which is a registered nonprofit organization. The GBSC uses all funds received solely to operate the Society and advance the GBSC's Goals and Purposes, notably, to promote green burial across Canada.

**Benefits of Certification:** Upon successful certification, cemeteries will receive:

- The right to use the terms "GBSC Certified Cemetery".
- Use of Green Burial Society of Canada's logos and web link for marketing their cemetery.
- National exposure through the posting of their site on the GBSC's map and through information about their site featured on the GBSC's website.
- Promotion of certified green burial areas through the GBSC's social media.
- Information about certified green burial areas being provided, as appropriate, to people who contact the GBSC for direction and advice about green burial.
- Opportunities to participate as hosts or sponsors of GBSC's events, including at the AGM.
- The right to vote for the GBSC Executive at each AGM.
- Access to periodic newsletters on issues and topics relevant to green burial.
- Mentorship from Board members.



Green Burial Society of Canada  
Société Canadienne de l'Enterrement Vert

## CERTIFICATION CRITERIA

### BASIC GREEN BURIAL CRITERIA:

The following five (5) criteria are the baseline criteria that any site must meet before it can claim to offer "Green" or "Natural" Burial and be eligible to apply for GBSC Certification of a site of any size.

1. **The BODY:** Remains for green burial must be in a natural state to permit natural, unimpeded decomposition. Arterial embalming, in any form, is not permitted. Medical implants may remain in place.
2. **The CONTAINER:** Remains for body burial must be enclosed in a fully biodegradable shroud, casket or other container. Ideally, the container will be made from locally sourced, sustainably produced materials that are free of nonorganic glues and/or fittings.
3. **The BURIAL:** Remains will be placed and buried directly into the earth. Use of any outer burial container, such as a rough-box, grave liner, or vault of any type is not permitted.
4. **The MEMORIAL:** Memorials may be communal or individual and are minimally intrusive in the landscape. Ideally, they would be made of locally sourced materials, such as stone or wood.
5. **The LAND:** The Cemetery chooses sound ecological practices on the land, and acts as a resource for green burial education in the community.





Green Burial Society of Canada  
Société Canadienne de l'Enterrement Vert

## CERTIFICATION CRITERIA

### CATEGORY 1: Green Burial Cemetery

In addition to meeting all the **BASIC GREEN BURIAL CRITERIA** above, a cemetery eligible to be certified as a **Green Burial Cemetery** with burial areas for green burial only, or green burial plus cremated remains, and fulfills at least **ELEVEN (11)** of the following 15 criteria:

- Individual graves are opened at a depth of up to 1.2 metres. Note: Double depth graves may be permitted where demand is high, and density is desirable to achieve more sustainable land use.
- Memorials are made of locally sourced materials, such as stone or wood.
- Cremated remains are buried directly in the earth, without an outer container.
- Family/public participation in green burial ceremonies are encouraged, such as the infilling of graves if allowed.
- Family/public participation in land and grave maintenance, such as selecting native plants for graves, planting native plants on graves, etc. when or where possible.
- Seed or plant starts (not sod), and plants native to the area are to be used for grave restoration.
- Supplemental watering is done only as needed to establish or to maintain plants during dry spells. Watering is done by hand rather than by an in-ground irrigation system.
- Pesticides are not used anywhere within the green burial area.
- Only organic fertilizers and soil amendments are used in the green burial area.
- Replanting is based on an ecological restoration plan to return the land to the original natural habitat.
- Electric or alternative fuel vehicles and/or tools are used in the cemetery.
- The cemetery commits to ongoing, site-wide ecologically sound initiatives, such as recycling and composting.
- The cemetery commits to supporting habitat restoration by planting and/or protecting native plants that contribute to habitat creation on-site and/or off-site, by supporting local habitat restoration projects.
- The cemetery accurately reflects green burial principles and GBSC certification standards.
- Where permitted by local regulations and/or supported by historic practice, grave re-use or time-limited grave leases are encouraged to achieve sustainable land use.

**APPLICATION FEE: \$450**

**ANNUAL RENEWAL (due at AGM): \$200 for 10 or fewer burials; \$300 for more than 10 burials annually.**



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## CERTIFICATION CRITERIA

### **CATEGORY 2: Green Burial Conservation Cemetery**

In addition to meeting all the **BASIC GREEN BURIAL CRITERIA** above, a cemetery eligible to be certified as a **Green Burial Conservation Cemetery** is a cemetery used for green burial only, or green burial plus cremated remains, and fulfills at least SEVENTEEN (17) of the following 20 criteria:

- Individual burials are opened at a depth of 1.2m (or less).
- Group memorial markers only.
- Memorials are made of locally sourced materials, such as stone or wood.
- Cremated remains are buried directly in the earth, without an outer container.
- Scattered cremated remains are amended with compost or soil.
- Family/public participation in green burial ceremonies are encouraged, such as the infilling of graves if allowed.
- Family/public participation in land and grave maintenance, such as selecting native plants for graves, planting native plants on graves, etc when or where possible.
- Seed or plant starts (not sod) native to the area are to be used for grave restoration.
- Supplemental watering is done only as needed to establish or to maintain plants during dry spells. Watering is done by hand rather than by an in-ground irrigation system.
- No pesticides are used anywhere on the land.
- Only organic fertilizers and soil amendments are used in the green burial area.
- The cemetery has completed a baseline environmental assessment.
- Replanting is based on an ecological restoration plan to return the land to the original natural habitat.
- Environmentally sensitive areas are identified, and burials are limited there.
- Burial density does not interfere with the natural habitat, which may limit a cemetery to 300 or fewer burials per acre; density can be greater with buffer acreage surrounding.
- Electric or alternative fuel vehicles and/or tools are used in the cemetery.
- The cemetery commits to ongoing, site-wide ecologically sound initiatives, such as recycling and composting.
- The cemetery commits to supporting habitat restoration by planting and/or protecting native plants that contribute to habitat creation on-site and/or off-site, by supporting local habitat restoration projects.
- A conservation covenant is placed on the land title.
- The cemetery accurately reflects green burial principles and GBSC certification standards.

**APPLICATION FEE: \$450**

**ANNUAL RENEWAL (due at AGM): \$150**





**Village of Donalda**

5001 Main Street, Donalda, AB T0B 1H0

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Green burials refer to the practice of burying individuals in a manner that minimizes environmental impact. This includes the use of biodegradable materials, natural landscapes, and avoidance of toxic substances.

**Green Burial Practices**

- **Coffins and Caskets:** Only biodegradable coffins or shrouds made from natural materials (such as wood, bamboo, or organic cotton) shall be utilized. The use of caskets made from non-biodegradable materials is prohibited.
- **Embalming:** The use of chemical embalming fluids is discouraged. Families may choose a natural method of preservation, however, embalming is strictly regulated.
- **Grave Markers:** Grave markers must be made of natural or biodegradable materials. Traditional headstones made of stone or concrete will not be permitted in designated green burial areas.
- **Landscaping:** Green burial areas will maintain a natural landscape, allowing for native plants and flora to flourish. Families are encouraged to refrain from planting non-native species.
- **Require designated and specific sections within the cemetery for green burials,** clearly marked and separated from traditional burial sites. These areas are to be managed to preserve their ecological integrity.

The objective of green burials is to return the body to the earth in a manner that supports the environment, avoiding practices such as using concrete vaults and metal caskets that impede natural decomposition.

In Alberta, regulations regarding green burials may vary by municipality and cemetery. Some jurisdictions have established specific areas within their cemeteries that are designated for green burials, while others may have restrictions on certain practices. There are only four (4) burial grounds in the Province of Alberta.

*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	August 19, 2025
Originated By	Melanie Veale CAO
Decision Title	Office Policy – Use of Village Owned Handi Van
Agenda Number	5.3 Village Business

## **Background/Proposal**

The Village of Donalda owns a Handi Van that is currently available for transportation of individuals with special needs and seniors within our community. This proposal aims to formalize the use, guidelines, and management of the Handi Van to enhance accessibility and provide necessary transportation options for our residents.

This proposal seeks to enhance the utility of the Village-owned Handi Van while providing essential transportation services to our residents. By adopting a formal policy, we will ensure responsible management and maximum community benefit from this vital resource.

## **Discussion/Options/Benefits/Disadvantages**

### **Objectives:**

- **Accessibility:** To provide reliable and safe transportation for individuals with special needs and seniors, facilitating their ability to attend medical appointments, social events, and community activities.
- **Community Engagement:** To promote inclusivity within our community by ensuring all residents have access to necessary services and opportunities.
- **Resource Management:** To establish a structured rental process that ensures the Handi Van is used effectively and remains in good condition.

### **Proposed Policy Essentials**

- **Eligibility:** All residents of the Village of Donalda with special needs or seniors aged 60 and older may use the Handi Van.
- **Rental Process:** Reservations must be made in advance, and a rental contract is required. Users must provide verification of a medical appointment to qualify for waived charges.
- **Driver Requirements:** All drivers must have a valid driver's license and undergo a pre-trip inspection of the vehicle.
- **Use Restrictions:** The Handi Van will not be used for commercial purposes and is not insured for travel outside of Alberta.

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### **Costs/Source of Funding**

A nominal fee will be established for the use of the Handi Van, with provisions for financial assistance based on need. This will help cover maintenance costs while allowing for a subsidized service to those who qualify.

### **Applicable Legislation**

n/a

### **Recommended Action**

The Council is respectfully requested to approve the proposed policy for the use of the Handi Van, authorizing the necessary steps to implement the outlined process and guidelines.

### **Implementation/Communication**

Upon receiving Council approval, Administration will take the necessary steps to implement the outlined process and guidelines. Additionally, it will be incorporated into the Village's existing administrative procedures to formalize its implementation.

### **Target Decision Date**

August 18, 2025

### **Attachments**

Draft Policy for Village of Donalda Handi Bus Rental  
Town of Hanna Handi Van Brochure

*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: Village of Donalda Handi Bus Rental

This policy aims to ensure that all individuals with special needs, as well as seniors, in the Village of Donalda have access to reliable and safe transportation, promoting inclusivity and connection within our vibrant community.

This policy applies to all residents of the Village of Donalda, regardless of age, who require assistance with transportation due to special needs, mobility challenges, or age-related issues.

### Eligibility

- Special Needs Requirement: Users must have a special need or mobility challenge that requires assistance with transportation.
- Residency: Users must be residents of the Village of Donalda.
- Seniors: Seniors aged 60 and older are also eligible for the Handi Van service.

### Service Availability

Hours of Operation: The Handi Van will be available from 9:00 am to 4:00 pm Monday through Thursday, facilitating journeys for individuals in need.

### Booking Process:

1. Reservations must be made at least 48 hours in advance by calling the Village of Donalda Administrative Office at 403-883-2345.
2. A rental contract will be required for the use of the Handi Van, and the driver must provide a valid driver's license.
3. Verification of a medical appointment may be required to qualify for having all charges waived.
4. In emergencies or last-minute needs, we will strive to accommodate requests as resources allow.

### Usage Guidelines

- Capacity: The Handi Van has a limited capacity, making advance booking essential for ensuring availability.
- Accompaniment: Individuals may bring one caregiver or companion free of charge, with additional companions accommodated based on availability for a nominal fee.
- Cancellation Policy: A minimum of 24 hours' notice is required for cancellations, fostering respect for others' needs.
- Conduct: All users are expected to conduct themselves with respect. Disruptive behavior may lead to suspension of service.



## Village of Donalda

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5001 Main Street  
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Ph: (403) 883 - 2345

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### Accessibility

The Handi Van is equipped to transport individuals with disabilities and mobility issues, ensuring a safe and comfortable means of transportation for all users.

### Fees

- **Cost:** A nominal fee of \$5.00 per trip will be charged, promoting access to this vital service.
- **Subsidies:** Limited financial assistance may be available for those unable to afford the fee. Inquiries should be directed to the Chief Administrative Officer (CAO).

### Restrictions

The Handi Van cannot be used for commercial purposes and is not insured for travel outside of Alberta.

### Safety Measures

- **Seatbelts:** All passengers must wear seatbelts during their ride, ensuring safety for everyone.
- **COVID-19 Protocols:** Users are encouraged to follow public health guidelines, including wearing masks and practicing good hygiene.

### Liability

The Village of Donalda shall not be liable for any injuries or damages incurred during the use of the Handi Van, except as required by law.

### Review and Amendments

This policy will be reviewed and updated as needed, reflecting the evolving needs of our community.

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Chief Administrative Officer

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Chief Elected Official



## **Village of Donalda**

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

### **Village of Donalda Handi Van Rental Contract**

This Rental Contract ("Contract") is made effective as of [Insert Date], by and between the Village of Donalda ("Owner") and [Insert Renter's Name] ("Renter").

The Owner hereby rents to the Renter the Handi Van owned by the Village of Donalda for transportation of individuals with special needs or seniors, with the understanding that the Renter has read and agrees to the terms herein.

#### **1. Rental Details**

- a. Vehicle Description: Village of Donalda Handi Van
- b. Rental Period: From [Insert Start Date and Time] to [Insert End Date and Time]
- c. Pickup Location: [Insert Pickup Location]
- d. Drop-off Location: [Insert Drop-off Location]

#### **2. Eligibility**

The Renter confirms they meet eligibility requirements as outlined in the Handi Van Policy for Individuals with Special Needs and Seniors, including:

- a. Being a resident of the Village of Donalda.
- b. Ensuring the vehicle will be used for personal, non-commercial purposes only.

#### **3. Fees**

- a. The Renter agrees to pay a nominal fee of \$5.00 per trip.
- b. The Renter may submit verification of a medical appointment to waive charges in accordance with the policy.

#### **4. Responsibilities of the Renter**

- a. The Renter agrees to complete a pre-rental inspection with the driver and to report any issues or damages noted.
- b. The Renter shall ensure that all passengers use seatbelts during the trip and adhere to safety protocols.
- c. The Renter shall provide a valid driver's license to the driver of the Handi Van.

#### **5. Insurance and Liability**

- a. The Village of Donalda provides insurance for the Handi Van during the rental period.
- b. The Renter agrees that the Village of Donalda shall not be liable for any injuries or damages incurred during the use of the Handi Van, except as required by law.

#### **6. Restrictions**

- a. The Renter acknowledges that the Handi Van is not insured for travel outside of Alberta and agrees not to operate the vehicle beyond this geographical limit.
- b. The Renter agrees the Handi Van cannot be used for commercial purposes.





## Village of Donalda

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

Ph: (403) 883 - 2345  
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7. Cancellation Policy

Cancellations must be made at least 24 hours in advance. Failure to cancel will result in future booking restrictions.

8. Conduct

The Renter agrees to ensure respectful conduct while using the Handi Van. Disruptive behavior may result in immediate termination of rental privileges.

9. Governing Law

This Contract shall be governed by the laws of the Province of Alberta.

IN WITNESS WHEREOF, the parties hereto have executed this Rental Contract as of the date first above written.

Signature of Renter: \_\_\_\_\_

Printed Name: [Insert Name]

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

Signature of Owner/Representative: \_\_\_\_\_

Printed Name: [Insert Name]

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



## Village of Donalda

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

Ph: (403) 883 - 2345

Fx: (403) 883 - 2022

### Village of Donalda Handi Van Pre-Trip and Post-Trip Vehicle Inspection Report

#### Vehicle Information

Vehicle Type: Handi Van

Vehicle ID/License Plate: [Insert ID/License Plate]

Inspection Date: [Insert Date]

Inspected By: [Insert Inspector's Name]

Time of Inspection: [Insert Time]

#### Pre-Trip Inspection Checklist

##### Exterior Inspection

Body Condition:

☐ No visible dents or scratches

☐ Clean and clear from debris

Tires:

☐ Adequate tread depth

☐ Proper inflation

Lights:

☐ Headlights operational

☐ Tail lights operational

☐ Turn signals operational

Mirrors:

☐ Adjusted properly

☐ No cracks or damage

##### Interior Inspection

Seats:

☐ Secure and in good condition

Seatbelts:

☐ All functional and accessible

Accessibility Features:

☐ Ramps/lifts operational

☐ Securement devices functioning properly

Emissions and Dash Indicators:

☐ No warning lights displayed on the dashboard

First Aid Kit:

☐ Present and fully stocked

##### Fluid Levels

Oil:

☐ Adequate level

Coolant:

☐ Adequate level

Windshield Washer Fluid:

☐ Adequate level



## Village of Donalda

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

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

Comments and Observations:

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### Post-Trip Inspection Checklist

#### Exterior Condition:

☐ No new dents, scratches, or damage

Tires:

☐ No visible damage, wear, or flat tires

Lights:

☐ All lights operational and functioning properly

#### Interior Condition

Seats:

☐ No damage or soiling

Seatbelts:

☐ All seatbelts operational and in good condition

Cleanliness:

☐ Vehicle is clean and free of trash

#### Fuel Level

Fuel Indicator:

☐ Refueled (if applicable)

☐ Current fuel level: [Insert Level]

Comments and Observations:

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Signature of Inspector: \_\_\_\_\_

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

## FREQUENTLY ASKED QUESTIONS

**Q: Do I need a special license to rent/drive the Handi-Van?**

**A:** A valid Class 5 Drivers license is all that is required.

**Q: How many passengers can the Handi-Van hold?**

**A:** The Handi-Van has seating for the driver and one passenger in the front row. There is space for two wheelchairs in the second row.

**Q: Can I park in a disabled parking stall if I am driving the Handi-Van?**

**A:** Yes. The Handi-Van is equipped with a parking placard for disabled parking stalls.

**Q: Can the Handi-Van accommodate different styles of wheelchairs?**

**A:** Yes. The Handi-Van is configured to hold multiple types of wheelchairs.

**Q: Does the Handi-Van have a lift or ramp?**

**A:** Yes. The Handi-Van is equipped with a simple manual ramp that allows access from ground level (see photo under Contact Information).

Funds for the Handi-Van were generously donated in honour of:

Fred & Hattie Schmitz  
and  
Clifford Wall

## TOWN OF HANNA



302 - 2nd Avenue West  
Box 430  
Hanna, AB  
T0J 1P0

Phone: 403-854-4433  
Fax: 403-854-2772  
Email: [admin@hanna.ca](mailto:admin@hanna.ca)  
[hanna.ca](http://hanna.ca)



JANUARY 2021

## COMMUNITY SERVICES HANDI-VAN



403-854-4433





## ABOUT THE HANDI-VAN

### Handi-Van Policy:

The Town of Hanna maintains a Handi-Van equipped to transport individuals with accessibility issues who cannot use regular transportation with dignity because of a disability. A disability is a physical or cognitive condition that affects a person's movements, senses, or activities. Many people have disabilities like difficulty walking, seeing or hearing, or learning, processing and remembering information.

### Handi-Van History:

The Town of Hanna received a donation from Ruby Catharine Schmitz in June of 2004 to acquire a Handi-Van for use by persons with disabilities or accessibility issues and be signed "In Honour of Fred & Hattie Schmitz". Additional funds were donated by The Clifford Wall Foundation to ensure the Handi-Van would be available to provide transportation for individuals who are visually impaired.

Town Council purchased a 2006 Chevrolet Uplander and had it modified for wheelchair access, giving broader use for all Hanna residents with disability or accessibility issues.

## RENTING THE HANDI-VAN

The Handi-Van is maintained for use by persons with accessibility issues or disabilities.

### Fees:

\$15.00 / Day + \$0.15 / km + GST

Day Rate and Mileage are waived for Medical Appointment travel.

In either case, the user is responsible to ensure the Handi-Van is returned clean and with a full fuel tank at the renter's expense.

### To Rent:

- Contact the Town office to reserve the Handi-Van for a specific date and time.
- Fill out the rental contract form (available at the office or online at [Hanna.ca/forms](http://Hanna.ca/forms))
- The driver must provide a valid Driver's License to be copied and kept on file when the keys to the Handi-Van are picked up at the Town Office.

Verification of a medical appointment may be required to qualify to have the daily fee and per kilometre charge waived. The Confirmation of Medical Appointment form is provided with the rental contract.

The Handi-Van cannot be used for commercial purposes and is not insured for travel out of Alberta.

## CONTACT INFORMATION



For more information about the Handi-Van, please contact the Town Office at 403-854-4433 or visit [hanna.ca](http://hanna.ca).







Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	August 19, 2025
Originated By	Melanie Veale CAO
Decision Title	Employee and Council Benefits
Agenda Number	5.4 Village Business

## **Background/Proposal**

In our ongoing commitment to fostering a healthy and vibrant workforce, the Village of Donalda recognizes the necessity of implementing a structured and comprehensive health and wellness benefits program. Health and wellness are crucial components that contribute not only to the personal well-being of our employees and council members but also to the overall productivity and morale within our organization. As such, it is imperative that we provide robust support systems that can address both physical and mental health needs.

Currently, the Village lacks a formal health and wellness benefits program, which has led to inconsistencies in health support for our employees and council members. Anecdotal feedback suggests that many staff members seek assistance with health-related needs but do not have adequate resources available. Implementing a cohesive benefits program will ensure that all employees and council members have access to essential health resources, promoting a culture of well-being and fulfillment within the workplace.

The establishment of a Health and Wellness Benefits Program is a significant step forward for the Village of Donalda. By prioritizing the health and wellness of our employees and council members, we demonstrate our unwavering commitment to building a supportive and resilient community. Your endorsement of this proposal will empower us to take meaningful action toward creating a healthier, happier workplace for all.

## **Discussion/Options/Benefits/Disadvantages**

The proposed health and wellness benefits program will include a comprehensive suite of offerings designed to meet the diverse health needs of employees and council members:

- **Comprehensive Health Insurance:** Employees and council members will receive health insurance coverage that encompasses medical, dental, and vision care. This package will include preventive care services, such as annual check-ups and vaccinations, ensuring that our workforce remains healthy.
- **Mental Health Support Services:** Understanding the importance of mental health, this program will provide access to a range of mental health resources, including confidential counseling services, employee assistance programs (EAP), and workshops focused on stress management, resilience training, and mental health awareness.

*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.*

- **Paid Time Off for Wellness:** We propose the introduction of two (2) additional paid days off each year specifically allocated for wellness activities. This initiative will empower employees to prioritize their health by engaging in activities such as routine medical appointments, preventative check-ups, or personal wellness days without the burden of lost income.

### Benefits of the Program

The establishment of this comprehensive health and wellness benefits program is expected to yield significant advantages for both employees and the Village as a whole, including:

- Enhanced morale and job satisfaction, leading to a more motivated and engaged workforce.
- Reduced absenteeism and turnover rates, contributing to a more stable work environment.
- Increased productivity and efficiency resulting from a healthy, well-supported workforce.
- A positive workplace culture that promotes camaraderie and respect among colleagues.

### Costs/Source of Funding

While there may be initial investment costs associated with implementing this comprehensive benefits program, it is important to view these costs as an investment in our most valuable resource—our workforce. A detailed financial analysis will outline projected expenses.

### Applicable Legislation

n/a

### Recommended Action

The Council is respectfully requested to approve the proposal for a Health and Wellness Benefits Program for the employees and council members of the Village of Donalda. By doing so, we will affirm our commitment to the well-being of our community and set a precedent for a healthier and more supportive work environment.

### Implementation/Communication

Upon obtaining Council approval, we will collaborate with health benefits providers to finalize the details of the program. The program's offerings will be effectively communicated to all employees and council members, with informational sessions scheduled to ensure full understanding and participation. Additionally, it will be incorporated into the Village's existing administrative procedures to formalize its implementation.

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### **Target Decision Date**

August 18, 2025

### **Attachments**

Canoe Benefits Proposal  
AB Munis Benefits Proposal

*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 Donaldda

June 23, 2025



# OUR REACH



[1]

[5]



[2]

[6]



[3]

[7]



[4]

[8]



[9]



[10]

[11]

[12]

# DISCLAIMER

PRIVATE AND CONFIDENTIAL. This document has been prepared by Canoe Benefits for the sole purpose and exclusive use of the contracting parties contemplated herein. Due to the confidential nature of this material, Canoe Benefits requests that this document and its contents not be disclosed or divulged to any other party without the express written consent of Canoe Benefits.

This report is based on data and information provided, which we have assumed to be accurate and complete. While we reviewed the information for overall reasonableness and consistency, we did not audit or independently verify it. Where data was unavailable, reasonable estimates were used. We are unaware of any errors or omissions in the data that would significantly impact our calculations. The results in this report are directly linked to the accuracy and completeness of the underlying information. Any material inaccuracies or incomplete information could lead to findings that do not align with the report's intended purpose and may necessitate revisions. Additionally, actual experience and outcomes may differ from our projections, and the presence of unrounded numbers does not indicate exact precision.







# UNDERSTANDING PREMIUM RATES

## Pooled Benefits Overview

### 1. What is Pooling?

Group life and LTD benefits in Canada use a pooled model, where insurers spread risk across multiple policyholders.

### 2. Risk Management

Pooling minimizes premium fluctuations by sharing high-claim risks across insured groups, with the insurer assuming primary risk.

### 3. Rate Determination

Premiums are based on demographic factors (age, gender, salary, occupation, location) to reflect risk accurately.

### 4. Benefits

This community-rated approach ensures premium stability and long-term sustainability for group insurance plans.



# UNDERSTANDING PREMIUM RATES

## Experience-Rated Benefits Overview

### 1. Premium Determination

Premiums for benefits like short-term disability, health, and dental coverage are based on a group's actual claims history.

### 2. Standard Practice

Experience-rating ensures fair, affordable rates, as supported by CLHIA guidelines.

### 3. Rate Calculation

Insurers combine past claims data with future trends (e.g., medical inflation and usage changes) for balanced rates.

### 4. Benefits

This method ensures stable, competitive, and sustainable premiums, supporting fair pricing and long-term group benefits.



**Total Premium Costs (Monthly)**  
**Total Premium Costs (Annually)**  
**Annual Difference**  
**Overall Ranking Based on Premium Costs**

**Rounding applies / Premium Ranking: lowest to highest**

# Marketing Analysis Alternates

2025 Marketing - Rate Comparison Village of Donalda						
Benefit	Volume/Lives	Canada Life Alternate	Desjardins Alternate	Equitable Alternate	Manulife Alternate	GroupSource Alternate
Life Insurance	All 552,000	0.720	0.378	0.317	0.456	0.340
	Total	\$397	\$209	\$175	\$420	\$423
Accidental Death & Dismemberment	All 552,000	0.050	0.043	0.051	0.066	0.050
	Total	\$28	\$24	\$28	\$5	\$5
Dependent Life	All 3	3.570	2.880	4.590	3.098	3.410
	Total	\$11	\$10	\$14	\$9	\$12
Long Term Disability	All 15,289	5.550	3.201	3.438	2.656	2.656
	Total	\$849	\$489	\$526	\$406	\$406
Pooled Premium Ranking		\$1,284	\$732	\$743	\$840	\$846
		5	4	3	2	1
Short Term Absence	All 3,240	0.830	0.745	0.730	0.905	0.669
	Total	\$269	\$241	\$237	\$293	\$217
Health	Single 2	76.09	95.00	66.97	117.77	57.19
	Family 3	\$152	\$190	\$134	\$236	\$114
	Total 5	145.52	218.52	184.17	205.68	139.57
		\$437	\$656	\$553	\$617	\$419
		\$589	\$846	\$686	\$853	\$533
Out of Country	Single 2	Included in above charge	Included in above charge	Included in above charge	Included in above charge	Included in above charge
	Family 3					
	Total 5					
Dental	Single 2	26.91	37.26	51.85	40.38	45.30
	Family 3	\$54	\$131	\$104	\$81	\$91
	Total 5	68.26	93.16	142.60	205.68	113.22
		\$259	\$354	\$532	\$698	\$430
Employee Family Assistance / EMS	5	Included in above charge	Included in above charge	Included in above charge	Included in above charge	Included in above charge
Medical Second Opinion	5	Included in above charge	Included in above charge	Included in above charge	Included in above charge	Included in above charge
Virtual Health Care/ Fleeing BotterNow	5	Included in above charge	Included in above charge	Included in above charge	Included in above charge	Included in above charge
	Total	\$0	\$0	\$0	\$0	\$0
Experience Premium		\$1,116	\$1,441	\$1,454	\$1,844	\$1,180
Experience Premium Ranking		1	3	4	5	2
Total Premium Costs (Monthly)		\$2,401	\$2,173	\$2,197	\$2,684	\$2,026
Total Premium Costs (Annually)		\$28,807	\$26,076	\$26,364	\$32,204	\$24,313
Overall Ranking Based on Premium Costs		4	2	3	5	1

Rounding applies / Premium Ranking: lowest to highest

# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	Group Source
General Information					
Renewal Date	TBD	TBD	TBD	TBD	TBD
Funding Model	Insured	Insured	Insured	Insured	Insured
Classes	Class A: All Regular Employee's	Class A: All Regular Employee's	Class A: All Regular Employee's	Class A: All Regular Employee's	Class A: All Regular Employee's
Eligibility Requirement	Must work at 20 hours per a week	Must work at 20 hours per a week	Must work at 20 hours per a week	Must work at 20 hours per a week	Must work at 20 hours per a week
Waiting Period	TBD	TBD	TBD	TBD	TBD
Dependent Definition	Adult: Legally married or cohabiting for 12 consecutive months Child: up to age 21; under age 25, full-time student attending an accredited college, post secondary	Adult: Legally married or cohabiting for 12 consecutive months Child: up to age 21; under age 25, full-time student attending an accredited college, post secondary	Adult: Legally married or cohabiting for 12 consecutive months Child: up to age 21; under age 25, full-time student attending an accredited college, post secondary	Adult: Legally married or cohabiting for 12 consecutive months Child: up to age 21; under age 25, full-time student attending an accredited college, post secondary	Adult: Legally married or cohabiting for 12 consecutive months Child: up to age 21; under age 25, full-time student attending an accredited college, post secondary
Definition of Earnings	Regular Earnings	Regular Earnings	Regular Earnings	Regular Earnings	Regular Earnings



# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	GroupSource
<b>Life and AD&amp;D</b>					
Eligible Classes	All	All	All	All	All
Benefit Schedule	2x annual income	2x annual income	2x annual income	2x annual income	2x annual income
Non-Evidence Limit	\$250,000 / Alternate: \$50,000	\$175,000 / Alternate: \$50,000	\$150,000 / Alternate: \$50,000	\$250,000 / \$50,000 Alternate	\$136,000 / \$50,000 Alternate
Overall Maximum	\$400,000 / Alternate: \$50,000	\$500,000 / Alternate: \$50,000	\$500,000 / Alternate: \$50,000	\$400,000 / \$50,000 Alternate	\$500,000/ \$50,000 Alternate
Benefit Reduction Clause	Reduces to 50% at age 65	Reduces to 50% at age 65 and 50% at the reduced amount at age 70	Reduces to 50% at age 65 and 50% at the reduced amount at age 70	Reduces to 50% at age 65 and 50% at 50% at the reduced amount at age further reduces to a maximum of \$50,000 at age 70	Reduces to 50% at age 65 and
Waiver of Premium	Yes	Yes	Yes	Yes	Yes
Termination Age	Age 71	Age 75 or Retirement	Age 70	Age 71	Age 75 or Retirement
<b>Dependent Life</b>					
Eligible Classes	All	All	All	All	All
Benefit Amount	\$15,000 (spouse) / \$7,500 (child) Alternate: \$10,000 (spouse) / \$5,000 (child)	\$15,000 (spouse) / \$7,500 (child) Alternate: \$10,000 (spouse) / \$5,000 (child)	\$15,000 (spouse) / \$7,500 (child) Alternate: \$10,000 (spouse) / \$5,000 (child)	\$15,000 (spouse) / \$7,500 (child) Alternate: \$10,000 (spouse) / \$5,000 (child)	\$15,000 (spouse) / \$7,500 (child) Alternate: \$10,000 (spouse) / \$5,000 (child)
Waiver of Premium	Yes	Yes		Yes	Yes
Termination Age	Age 71	Age 75 or Retirement	Age 70	Age 75 or Retirement	Age 75 or Retirement

# Plan Design Deviations

Benefit	Canada Life	Dejardins	Equitable	Manulife	GroupSource
Disability Coverage					
Short Term Disability					
Eligible Classes	All	All	All	All	All
Benefit Schedule	75% of weekly earnings / Alternate: 66.67% of weekly earnings	75% of weekly earnings / Alternate: 66.67% of weekly earnings	75% of weekly earnings / Alternate: 66.67% of weekly earnings	75% of weekly earnings / Alternate: 66.67% of weekly earnings	75% of weekly earnings / Alternate: 66.67% of weekly earnings
Benefit Period	17 weeks	17 weeks	17 weeks	17 weeks	17 weeks
Elimination Period	Accident: 1 day / Hospitalization: 1 day / Sickmess: 7 days	Accident: 1 day / Hospitalization: 1 day / Sickmess: 7 days	Accident: 1 day / Hospitalization: 1 day / Sickmess: 7 days	Accident: 1 day / Hospitalization: 1 day / Sickmess: 7 days	Accident: 1 day / Hospitalization: 1 day / Sickmess: 7 days
Tax Status	Taxable / Alternate: Non-taxable	Taxable / Alternate: Non-taxable	Taxable / Alternate: Non-taxable	Taxable / Alternate: Non-taxable	Taxable / Alternate: Non-taxable
Non-Evidence Limit	\$1,000	n/a	n/a	n/a	\$660 / Alternate: \$650
Overall Maximum	\$1,039	\$695	\$695	\$695	\$1,500
Waiver of Premium	Yes	Yes	Yes	Yes	Yes
Termination Age	Age 65	Age 65	Age 65	Age 65	Age 65
Long Term Disability					
Eligible Classes	All	All	All	All	All
Own Occupation Clause	Own Occupation	Own Occupation	Own Occupation	Own Occupation	Own Occupation
Benefit Schedule	66.67% of monthly earnings	66.67% of monthly earnings	66.67% of monthly earnings	66.67% of monthly earnings	66.67% of monthly earnings
Elimination Period	120 days	119 days	119 days	119 days	119 days
Tax Status	Non-taxable	Non-taxable	Non-taxable	Non-taxable	Non-taxable
Non-Evidence Limit	\$3,400	\$3,500	\$3,000	\$3,200	\$3,200
Overall Maximum	\$4,500	\$12,000	\$4,500	\$8,000	\$8,000
Pre-Existing Clause	90 days prior to effective date and 1 year after effective date	90 days prior to effective date and 1 year after effective date	90 days prior to effective date and 1 year after effective date	90 days prior to effective date and 1 year after effective date	90 days prior to effective date and 1 year after effective date
Survivor Benefit	No	No	No	Yes, 3 months	Yes, 3 months
Termination Age	Age 65	Age 65	Age 65	Age 65	Age 65



# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	GroupSource
Extended Health Care					
Eligible Classes	All	All	All	All	All
Benefit Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
Reimbursement Levels	Drugs - Pay Direct: 100% / <b>Alternate: 80%</b> / Paramedical Practitioners: 100% / <b>Alternate: 80%</b> / Other medical supplies: 100%	Drugs - Pay Direct: 100% / <b>Alternate: 80%</b> / Paramedical Practitioners: 100% / <b>Alternate: 80%</b> / Other medical supplies: 100%	Drugs - Pay Direct: 100% / <b>Alternate: 80%</b> / Paramedical Practitioners: 100% / <b>Alternate: 80%</b> / Other medical supplies: 100%	Drugs - Pay Direct: 100% / <b>Alternate: 80%</b> / Paramedical Practitioners: 100% / <b>Alternate: 80%</b> / Other medical supplies: 100%	Drugs - Pay Direct: 100% / <b>Alternate: 80%</b> / Paramedical Practitioners: 100% / <b>Alternate: 80%</b> / Other medical supplies: 100%
Dispensing Fee	Nil	Reasonable & Customary	Nil	Nil	Nil
Lifetime Maximums	Speech Aids: \$1,000 / Gender Affirmation: \$15,000 / Smoking Cessation Aids: \$500	Gender Affirmation: \$10,000 / Fertility drugs and treatment: \$5,000 / Surrogacy drugs & treatment: \$5,000 / Smoking Cessation Aids: \$600 / Drugs for obesity: reasonable & customary / Mental Health & Support: \$80 per day; \$2,500 maximum	None	Fertility drugs and treatment: \$2,400 Smoking: \$300 / Drugs for obesity: 100%	Fertility drugs and treatment: \$2,400 Smoking: \$300 / Drugs for obesity: 100%
Overall Maximum	Unlimited / <b>Alternate: \$5,000</b>	Unlimited / <b>Alternate: \$5,000</b>	Unlimited / <b>Alternate: \$5,000</b>	Unlimited / <b>Alternate: \$5,000</b>	Unlimited / <b>Alternate: \$5,000</b>
Vaccines	Yes	Yes	Yes	Yes	Yes
Out of Country Maximum	Unlimited	\$5,000,000	\$500,000	\$500,000	\$2,000,000
Trip Duration	60 days	180 days	90 days	90 days	90 days
Hospital	Semi-Private	Semi-Private	Semi-Private	Semi-Private	Semi-Private
Convalescent Care / Rehabilitation Centre	180 days	\$40 per day for 180 days; lifetime maximum	\$40 per day for 180 days; lifetime maximum	180 days	180 days
Palliative Care	-	\$40 per day for 60 days; lifetime maximum	-	-	-
Eye Exams - Reasonable & Customary	Adult: 24 months / Child: 12 months	Adult: 24 months / Child: 12 months (reasonable & customary)	Adult: 24 months / Child: 12 months (reasonable & customary)	Adult: 24 months / Child: 12 months (reasonable & customary)	Not included
Vision Care	Adult: \$250; every 24 months / Child: \$250; every 12 months	Adult: \$250; every 24 months / Child: \$250; every 12 months	Adult: \$250; every 24 months / Child: \$250; every 12 months	Adult: \$250; every 24 months / Child: \$250; every 12 months	Adult: \$250 per 24 months / Child: <b>Alternate: No vision</b>
Private Duty Nursing	\$10,000; per year	\$10,000; lifetime maximum	\$10,000; per year	\$10,000; per year	\$10,000; per year
Hearing Aids	\$700 every 5 years	\$700 every 5 years	\$500; every 5 years	\$500; every 5 years	\$500; every 5 years



# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	GroupSource
Extended Health Care					
CGM & Supplies	Breast Prosthesis: One per affected breast; every 3 years Compression Hose/Surgical Stockings: \$250 Extremity pumps: \$1,000; lifetime maximum	Breast Prosthesis: One per affected breast; every 3 years Compression Hose/Surgical Stockings: \$250 Extremity pumps: \$1,000; lifetime maximum	Breast Prosthesis: One per affected breast; every 3 years Compression Hose/Surgical Stockings: \$250 Extremity pumps: \$1,000; lifetime maximum	Breast Prosthesis: One per affected breast; every 3 years Compression Hose/Surgical Stockings: \$250 Extremity pumps: \$1,000; lifetime maximum	Breast Prosthesis: One per affected breast; every 3 years Compression Hose/Surgical Stockings: \$250 Extremity pumps: \$1,000; lifetime maximum
Wigs & Hair pieces: \$200; lifetime maximum	Wigs & Hair pieces: \$200; lifetime maximum	Wigs & Hair pieces: \$200; lifetime maximum	Wigs & Hair pieces: \$200; lifetime maximum	Wigs & Hair pieces: \$200; lifetime maximum	Wigs & Hair pieces: \$200; lifetime maximum
Diabetic Supplies	Diabetic Supplies	Diabetic Supplies	Diabetic Supplies	Diabetic Supplies	Diabetic Supplies
Diagnostic Services	Diagnostic Services	Diagnostic Services	Diagnostic Services	Diagnostic Services	Diagnostic Services
Glucometer: \$175, every 48 months	Glucometer: \$175, every 48 months	Glucometer: \$175, every 48 months	Glucometer: \$175, every 48 months	Glucometer: \$175, every 48 months	Glucometer: \$175, every 48 months
Orthotics: \$350	Orthotics: \$350	Orthotics: \$350	Orthotics: \$350	Orthotics: \$350	Orthotics: \$350
Orthopedic shoes: included in Orthotic's	Orthopedic shoes: included in Orthotic's	Orthopedic shoes: included in Orthotic's	Orthopedic shoes: included in Orthotic's	Orthopedic shoes: included in Orthotic's	Orthopedic shoes: included in Orthotic's
Prosthetic appliances & Myoelectric Prosthesis	Prosthetic appliances & Myoelectric Prosthesis	Prosthetic appliances & Myoelectric Prosthesis	Prosthetic appliances & Myoelectric Prosthesis	Prosthetic appliances & Myoelectric Prosthesis	Prosthetic appliances & Myoelectric Prosthesis
Surgical Brassieres: 2 per year	Surgical Brassieres: 2 per year	Surgical Brassieres: 2 per year	Surgical Brassieres: 2 per year	Surgical Brassieres: 2 per year	Surgical Brassieres: 2 per year
Prosthetic appliances & Myoelectric prosthetic	Prosthetic appliances & Myoelectric prosthetic	Prosthetic appliances & Myoelectric prosthetic	Prosthetic appliances & Myoelectric prosthetic	Prosthetic appliances & Myoelectric prosthetic	Prosthetic appliances & Myoelectric prosthetic
Stumps socks: 6 pairs per year	Stumps socks: 6 pairs per year	Stumps socks: 6 pairs per year	Stumps socks: 6 pairs per year	Stumps socks: 6 pairs per year	Stumps socks: 6 pairs per year
TENS machine: \$500, lifetime maximum	TENS machine: \$500, lifetime maximum	TENS machine: \$500, lifetime maximum	TENS machine: \$500, lifetime maximum	TENS machine: \$500, lifetime maximum	TENS machine: \$500, lifetime maximum
Viscosupplementation: 3 injections per knee	Viscosupplementation: 3 injections per knee	Viscosupplementation: 3 injections per knee	Viscosupplementation: 3 injections per knee	Viscosupplementation: 3 injections per knee	Viscosupplementation: 3 injections per knee

# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	GroupSource
<b>Extended Health Care</b>					
Paramedical Practitioners - Reasonable & Customary	\$750 per practitioner, per benefit year, except Psychologist: \$1,500	\$750 per practitioner, per benefit year, except Psychologist: \$1,500	\$750 per practitioner, per benefit year, except Psychologist: \$1,500	\$750 per practitioner, per benefit year, except Psychologist: \$1,500	\$750 per practitioner, per benefit year, except Psychologist: \$1,500
Alternate: \$300 maximum, per practitioner	Chiropractor	Chiropractor	Chiropractor	Chiropractor	Chiropractor
Alternate: \$750 maximum, Psychologist, Social Worker	Dietician	Dietician	Dietician	Dietician	Dietician
	Physiotherapist	Physiotherapist	Physiotherapist	Physiotherapist	Physiotherapist
	Podiatrist/Chiropracist	Podiatrist/Chiropracist	Podiatrist/Chiropracist	Podiatrist/Chiropracist	Podiatrist/Chiropracist
	Psychologist, Social Worker, Psychotherapist, Counsellor; \$1,500	Psychologist, Social Worker, Psychotherapist, Counsellor; \$1,500	Psychologist, Social Worker, Psychotherapist, Counsellor; \$1,500	Psychologist, Social Worker, Psychotherapist, Counsellor; \$1,500	Psychologist, Social Worker, Psychotherapist, Counsellor; \$1,500
	Speech Therapist	Speech Therapist	Speech Therapist	Speech Therapist	Speech Therapist
	Osteopath	Osteopath	Osteopath	Osteopath	Osteopath
	Naturopath	Naturopath	Naturopath	Naturopath	Naturopath
	Massage Therapist	Massage Therapist	Massage Therapist	Massage Therapist	Massage Therapist
	Acupuncture	Acupuncture	Acupuncture	Acupuncture	Acupuncture
	Audiologist	Audiologist	Audiologist	Audiologist	Audiologist
	Occupational Therapist	Occupational Therapist	Occupational Therapist	Occupational Therapist	Occupational Therapist
<b>Other Professional Services</b>					
	Teladoc Medical Experts & Consult	Employee Family Assistance Program	Employee Family Assistance Program	Employee Family Assistance Program	Employee Family Assistance Program
	Virtual Health Services	Medical Second Opinion	Medical Second Opinion	Medical Second Opinion Digital Pharmacy	Medical Second Opinion Digital Pharmacy
Survivor Benefit	Yes / Alternate: No	Yes, 24 months Retirement	Yes, 24 months Retirement	Yes, 24 months Retirement	Yes, 24 months Retirement
Termination Age	n/a		Age 70	Age 75 or Retirement	Age 75 or Retirement



# Plan Design Deviations

Benefit	Canada Life	Desjardins	Equitable	Manulife	GroupSource
<b>Dental Care</b>					
Eligible Classes	All	All	All	All	All
Benefit Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
Fee Guide	Current place of residence fee guide	Current place of residence fee guide	Current place of residence fee guide	Current place of residence fee guide	Current place of residence fee guide
Reimbursement Levels	Basic: 100% / Major: 50% / Ordonotics: 50%; children only	Basic: 100% / Major: 50% Alternate: Basic: 80%	Basic: 100% / Major: 50%	Basic: 100% / Major: 50% / Orthonotics: 50%	Basic: 100% / Major: 50% Alternate: 80%
Annual Maximums	\$1,500; basic & major; combined / Alternate: \$1,000	\$1,500; basic & major; combined / Alternate: \$1,000	\$1,500; basic & major; combined / Alternate: \$1,000	\$1,500; basic & major; combined / Alternate: \$1,000	\$1,500; basic & major; combined Alternate: \$1,000; basic & major combined
Recall Period	2 per year	6 months	6 months	6 months	6 months
Fluoride	-	6 months	6 months	6 months	6 months
Scaling Units	10 units	12 units	12 units	12 units	12 units
Survivor Benefit	Yes	Yes	Yes	Yes	Yes
Termination Age	n/a	Retirement	Retirement	Retirement	Age 75



# Deviations

Benefit	Alberta Municipalities (Current)	MyHSA
Health Spending Account		
Credit	\$500, annually	\$500, annually
Carry Forward	Yes; 1 year	Yes; 1 year
Grace Period	-	-

Benefit	MYHSA			
Health Spending Account				
No. of Employees: 35	50%	60%	70%	100%
Employees	\$17,500	\$21,000	\$24,500	\$35,000
Administration Fee - 9.0%	\$1,575	\$1,890	\$2,205	\$3,150
Total Yearly Cost	\$19,705	\$22,890	\$26,705	\$38,150

# UNLIMITED HR & EMPLOYMENT LAW SUPPORT

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- Employment standards charts.
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- Employee communications and job descriptions.
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QUESTIONS?



# OUR PARTNERS





# VILLAGE OF DONALDA

## OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 2025 Actual	2024 Budget	2024 Actual
<strong>GENERAL REVENUE</strong>							
1-00-100	Residential Taxes	(183,842.84)	(167,623.34)	(9.67)	(408.53)	(253,996.00)	(176,961.58)
1-00-101	ASFF - School Tax Requisition	(37,294.31)	0.00	0.00	(254.58)	(38,534.72)	(37,482.63)
1-00-102	Seniors Requisition	(6,365.01)	0.00	0.00	(36.43)	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	(31,809.05)	(29,255.72)	(8.72)	(1,218.09)	0.00	(30,351.17)
1-00-120	Linear Taxes	(13,105.10)	(13,105.10)	0.00	0.00	0.00	(13,105.10)
1-00-130	Franchise - ATCO	(17,816.08)	(35,849.00)	50.30	(2,534.32)	(31,250.00)	(30,362.74)
1-00-140	Franchise - Apex Utilities Inc.	(15,396.02)	(26,000.00)	40.78	(1,579.20)	(23,200.00)	(25,232.45)
1-00-200	Penalties & Costs on Taxes	100.19	(14,000.00)	100.71	0.00	(14,300.00)	(9,058.67)
1-00-210	Penalties Accounts Receivable	0.00	(250.00)	100.00	0.00	(150.00)	0.00
1-00-990	Attorney General Fines & Costs	(1,400.00)	0.00	0.00	0.00	0.00	0.00
* TOTAL GENERAL REVENUE		(306,928.65)	(286,083.16)	(7.29)	(6,031.15)	(361,430.72)	(328,949.29)
<strong>GRANTS &amp; OTHER REVENUE</strong>							
1-00-751	Conditional Municipal - FCSS	(5,976.10)	(7,882.00)	24.18	(1,992.03)	(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		(5,976.10)	(80,594.00)	92.58	(1,992.03)	(80,594.00)	(78,688.10)
<strong>ADMINISTRATIVE REVENUE</strong>							
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)	15.00	0.00	(500.00)	(498.75)
1-12-418	Maintenance service revenue	0.00	(500.00)	100.00	0.00	(500.00)	0.00
1-12-419	Newsletter Ads	(360.00)	(1,000.00)	64.00	(215.00)	(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	(740.00)	(5,000.00)	85.20	(740.00)	(6,150.00)	(740.00)
1-12-590	Miscellaneous Admin. Revenue	(86.37)	(1,500.00)	94.24	(4.00)	(1,000.00)	(1,933.37)
* TOTAL ADMINISTRATIVE REVENUE		(947.37)	(33,500.00)	97.17	(959.00)	(13,680.00)	(51,328.81)
<strong>EMERGENCY MANAGEMENT REVENUE</strong>							
1-23-410	Fire Charges	(14,100.56)	(24,500.00)	42.44	(2,039.40)	(24,500.00)	(22,538.01)
1-24-410	Emergency Management Service Revenue	(3,509.58)	(6,000.00)	41.50	(507.60)	(6,000.00)	(5,609.64)



# VILLAGE OF DONALDA

## OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 2025 Actual	2024 Budget	2024 Actual
* TOTAL EMERGENCY MANAGEMENT REV		(17,610.14)	(30,500.00)	42.26	(2,547.00)	(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)	49.70	0.00	(900.00)	(348.79)
1-26-522	Cat License	(140.00)	(200.00)	30.00	0.00	(200.00)	(140.00)
1-26-523	Business License	(360.00)	(200.00)	(80.00)	0.00	(200.00)	(180.00)
* TOTAL BYLAW REVENUE		(751.50)	(3,975.00)	81.09	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	(49,532.17)	(92,000.00)	46.16	(8,361.71)	(93,500.00)	(92,173.92)
1-41-401	Penalties - Water	357.98	(700.00)	151.14	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		(49,174.19)	(93,000.00)	47.12	(8,361.71)	(94,750.00)	(93,329.10)
SEWER REVENUE							
1-42-400	Sewer Services	(10,897.87)	(18,200.00)	40.12	(1,567.00)	(18,500.00)	(17,217.57)
* TOTAL SEWER REVENUE		(10,897.87)	(18,200.00)	40.12	(1,567.00)	(18,500.00)	(17,217.57)
WASTE REVENUE							
1-43-400	Garbage Fees	(25,557.45)	(42,200.00)	39.43	(3,674.30)	(43,500.00)	(40,692.98)
* TOTAL WASTE REVENUE		(25,557.45)	(42,200.00)	39.44	(3,674.30)	(43,500.00)	(40,692.98)
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	(200.00)	(1,000.00)	80.00	(200.00)	(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

## OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 2025 Actual	2024 Budget	2024 Actual
1-56-467	Interment Fee	(500.00)	(1,200.00)	58.33	(500.00)	(1,000.00)	(250.00)
*	TOTAL CEMETERY REVENUE	(700.00)	(3,200.00)	78.13	(700.00)	(3,400.00)	(650.00)
SALE OF LAND							
1-66-590	Sale of Land	(6,200.00)	(6,300.00)	1.58	0.00	0.00	0.00
*	TOTAL SALE OF LAND	(6,200.00)	(6,300.00)	1.59	0.00	0.00	0.00
PLANNING RESERVE							
1-66-910	Planning Reserve	0.00	(16,000.00)	100.00	0.00	0.00	0.00
*	TOTAL PLANNING RESERVE	0.00	(16,000.00)	100.00	0.00	0.00	0.00
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	0.00	(700.00)	100.00	0.00	(700.00)	0.00
*	TOTAL RECREATION REVENUE	0.00	(700.00)	100.00	0.00	(700.00)	0.00
CULTURE REVENUE							
1-74-770	Museum Agreement	0.00	(6,500.00)	100.00	0.00	(6,500.00)	(6,500.00)
1-74-771	Library Agreement	0.00	(1,450.00)	100.00	0.00	(1,450.00)	(1,445.00)
*	TOTAL CULTURE REVENUE	0.00	(7,950.00)	100.00	0.00	(7,950.00)	(7,945.00)
COUNCIL EXPENSE							
2-11-150	Council Meeting Pay	3,676.85	6,300.00	41.63	(45.44)	9,000.00	5,166.09
2-11-151	Council Supervision Pay	2,169.04	3,600.00	39.74	964.07	3,600.00	2,102.54
2-11-211	Travel & Subsistence	422.94	2,000.00	78.85	253.20	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	6,481.33	12,200.00	46.87	1,171.83	15,100.00	8,510.28
ADMINISTRATION EXPENSE							
2-12-110	Salaries & Wages	84,468.00	133,120.00	36.54	13,660.00	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	6,808.37	9,185.57	25.87	1,095.51	10,000.00	24,744.01
2-12-131	Vacation Pay	3,345.12	2,232.46	(49.84)	535.20	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

OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 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	316.03	1,000.00	68.39	43.70	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)	0.00	1,500.00	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	5,122.95	4,000.00	(28.07)	57.14	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)	0.00	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	0.00	7,500.00	4,898.38
2-12-240	Bad Debts	0.00	2,000.00	100.00	0.00	4,000.00	0.00
2-12-250	Repairs & Maint. Contract	0.00	0.00	0.00	0.00	250.00	0.00
2-12-251	Repairs & Maintenance	0.00	800.00	100.00	0.00	0.00	105.85
2-12-252	Cleaning - Supplies & Labor	1,078.61	2,500.00	56.85	300.00	2,000.00	1,254.98
2-12-255	Other Contracted Services	11,711.13	1,000.00	(1,071.11)	1,059.36	20,000.00	21,014.32
2-12-256	Contracted Services - CAO	(427.40)	0.00	0.00	45.00	0.00	0.00
2-12-270	Computer Expenses	1,545.23	750.00	(106.03)	377.96	1,000.00	780.77
2-12-271	Website Fees	785.39	1,300.00	39.58	95.48	1,000.00	1,674.34
2-12-274	Insurance & Bond	12,543.00	10,286.00	(21.94)	84.00	10,500.00	7,869.64
2-12-275	Workman's Compensation	11,216.18	2,775.00	(304.18)	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	3,577.91	4,000.00	10.55	175.10	4,500.00	3,971.97
2-12-510	General Office Supplies	3,821.50	2,500.00	(52.86)	475.03	3,000.00	4,798.23
2-12-540	Utilities - Heating	3,765.77	1,300.00	(189.67)	130.69	750.00	480.11
2-12-541	Utilities - Power	4,200.83	800.00	(425.10)	343.48	750.00	369.31
2-12-590	Miscellaneous	3,035.65	500.00	(507.13)	35.65	1,000.00	25.81
2-12-810	Bank Charges & Fees	1,232.41	2,100.00	41.31	217.55	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		178,358.29	224,533.48	20.56	20,358.52	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	3,296.90	5,000.00	34.06	179.00	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

## OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 2025 Actual	2024 Budget	2024 Actual
* TOTAL BYLAW & RURAL POLICING E		3,296.90	16,550.00	80.08	179.00	16,750.00	14,287.05
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	20,071.80	57,750.00	65.24	1,898.25	12,500.00	14,560.61
2-32-111	Salaries - Shop Work Hours	19,461.00	28,500.00	31.71	1,540.50	12,000.00	12,995.30
2-32-130	Payroll Deductions	3,109.20	8,278.00	62.44	267.09	2,000.00	4,043.53
2-32-131	Vacation Pay	2,358.09	6,127.00	61.51	339.30	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	2,225.31	576.00	(286.33)	275.86	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	0.00	100.00	1,349.86
2-32-251	Equipment Repairs & Maint.	3,449.04	3,500.00	1.45	226.46	5,000.00	2,414.33
2-32-252	Sidewalk & Curb Repairs	2,184.37	0.00	0.00	0.00	0.00	0.00
2-32-270	Contracted Services	4,185.00	1,000.00	(318.50)	880.00	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	34,514.38	5,000.00	(590.28)	297.65	8,000.00	1,626.13
2-32-515	Equipment Rental	744.76	1,000.00	25.52	20.00	600.00	1,507.65
2-32-521	Gas & Diesel Fuel	10,916.23	7,500.00	(45.54)	3,712.99	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	4,086.30	3,500.00	(16.75)	137.70	2,500.00	1,584.00
2-32-541	Street Lights	28,037.04	22,615.00	(23.97)	1,982.48	24,000.00	9,795.93
2-32-542	Shop Power	2,540.90	1,600.00	(58.80)	192.09	1,800.00	833.17
2-32-543	Shop Natural Gas	3,493.95	2,600.00	(34.38)	103.05	3,000.00	1,809.64
2-32-590	Miscellaneous	141.26	500.00	71.74	23.82	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		144,613.08	189,340.07	23.62	11,897.24	130,650.00	65,940.25
WATER EXPENSE							
2-41-110	Salaries - Water Related	5,185.50	8,100.00	35.98	798.00	2,400.00	6,695.50
2-41-130	Payroll Deductions	415.67	3,939.84	89.44	64.67	200.00	532.06
2-41-211	Travel & Subsistence	105.00	0.00	0.00	0.00	0.00	209.80
2-41-212	COURSE REGISTRATION FEES	1,107.14	0.00	0.00	657.14	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	5,753.58	250.00	(2,201.43)	5,753.58	1,000.00	14.54
2-41-265	Water Tower	0.00	0.00	0.00	0.00	0.00	69.99
2-41-270	Contracted Services	718.50	500.00	(43.70)	256.50	20,000.00	9,834.94





VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 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 - Debenture Payments	6,129.24	6,500.00	5.70	0.00	6,200.00	6,156.79
2-41-601	SMRWSC - Water Consumption	31,550.92	46,000.00	31.41	5,219.75	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	51,123.55	93,374.95	45.25	12,749.64	112,450.00	65,847.33
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	1,266.00	775.90	(63.16)	85.50	100.00	476.00
2-42-130	Payroll Deductions	100.81	94.80	(6.33)	6.94	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	7,566.81	16,279.25	53.52	92.44	17,250.00	3,939.56
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	897.75	21.80	(4,018.11)	357.75	100.00	163.50
2-43-130	Payroll Deductions	71.77	2.66	(2,598.12)	28.74	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	14,337.52	18,170.00	21.09	6,039.08	22,000.00	18,102.34
*	TOTAL WASTE REMOVAL EXPENSE	15,393.02	18,194.46	15.40	6,425.57	22,150.00	18,277.24
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	2,454.60	178.72	(1,273.43)	684.00	2,000.00	1,696.50
2-56-130	Payroll Deductions	194.87	21.83	(792.67)	54.96	150.00	107.47
2-56-270	Contracted Services	400.00	0.00	0.00	100.00	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	3,049.47	800.55	(280.92)	838.96	4,850.00	3,935.77
FCSS EXPENSE							
2-62-111	FCSS - Postage	193.00	650.00	70.30	71.56	650.00	549.88
2-62-755	FCSS Programs	732.28	9,760.00	92.49	150.00	9,700.00	11,482.82
2-62-756	Community Programming	0.00	0.00	0.00	0.00	0.00	263.52
2-62-760	FCSS Membership Expenses	0.00	114.00	100.00	0.00	150.00	0.00
*	TOTAL FCSS EXPENSE	925.28	10,524.00	91.21	221.56	10,500.00	12,296.22



VILLAGE OF DONALDA

OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 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	734.87	500.00	(46.97)	126.93	0.00	163.41
*	TOTAL RENTAL BUILDING EXPENSE	734.87	500.00	(46.97)	126.93	0.00	163.41
RECREATION EXPENSE							
2-72-110	Salaries - Green Space Maintenance	13,561.35	12,165.97	(11.46)	4,786.50	6,200.00	9,588.50
2-72-130	Payroll Deductions	1,078.42	1,486.37	27.44	382.99	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	18,707.77	14,152.34	(32.19)	5,169.49	10,700.00	12,371.04
CULTURAL EXPENSE							
2-74-110	Salaries - Culture Related	618.00	289.72	(113.30)	240.00	50.00	200.00
2-74-130	Payroll Deductions	49.29	35.15	(40.22)	19.26	0.00	23.35
2-74-232	Village Beautification	2,278.48	1,000.00	(127.84)	619.59	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	3,155.71	3,600.00	12.34	175.90	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	0.00	0.00	314.00
2-74-920	AMORTIZATION	0.00	806.54	100.00	0.00	900.00	0.00
*	TOTAL CULTURAL EXPENSE	9,339.11	25,941.73	64.00	1,054.75	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

## OPERATING BUDGET PERIOD ENDING JULY 31, 2025

General Ledger	Description	2025 YTD Actual	2025 Budget	2025 Budget Remaining %	July 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

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## Balance Sheet Report

2025-Aug-15  
3:32:42PM

### Operating Only

Description	2025		2024
	July	YTD Balance	Closing Balance
<b>Assets</b>			
<b>Asset Operating</b>			
Federal Grant - Heritage Canada	0.00	(2,400.00)	(2,400.00)
Allowance for uncollectible taxes	0.00	0.00	0.00
Pre Paid Property Taxes	0.00	3,268.66	3,268.66
GST REBATE/RETURN FILED	0.00	54.58	54.58
ATB - Reserve Account	0.00	81.77	81.77
GRANT FUNDS ACCOUNT 2278	0.00	321,632.93	321,632.93
Buildings - Accumulated Amortization	0.00	(248,423.92)	(248,423.92)
Machinery - Accumulated Amortization	0.00	(85,870.91)	(85,870.91)
Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
Vehicles - Accumulated Amortization	0.00	(44,068.00)	(44,068.00)
Equipment Under Capital Lease	0.00	0.00	0.00
Curbing & Sidewalks	0.00	0.00	0.00
Roads - Accumulated Amortization	0.00	(1,390,206.14)	(1,390,206.14)
Curbing & Sidewalks	0.00	(214,973.00)	(214,973.00)
Water System	0.00	1,327,773.11	1,327,773.11
Water System - Accumulated Amortization	0.00	(357,141.90)	(357,141.90)
Wastewater System	0.00	881,656.71	881,656.71
Wastewater - Accumulated Amortization	0.00	(332,571.26)	(332,571.26)
Cultural & Historical Accumulated Amort	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>(141,187.37)</b>	<b>(141,187.37)</b>
<b>Accounts Receivable</b>			
TOTAL TAXES RECEIVABLE	0.00	(99.81)	(99.81)
Taxes Receivable	(59,353.85)	174,261.03	122,189.72
Taxes Receivable-Arrears	(4,607.85)	(38,112.95)	(26,886.09)
GST Receivable	796.81	20,015.31	8,616.50
Rounding Account	(0.02)	0.07	0.08
Clearing Account	0.00	0.00	0.00
Trade Accounts Receivable	1,181.25	(310.02)	(939.81)
Receivable From Other Government	0.00	262,604.00	262,604.00
Accounts Receivable - Year End	0.00	0.00	0.00
Utilities Receivable	(1,188.41)	23,797.36	30,879.26
WSG Receivable	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>(63,172.07)</b>	<b>442,154.99</b>	<b>396,363.85</b>
<b>Bank</b>			
ATB - Term/GIC Investments	0.00	0.00	0.00
Petty Cash	0.00	70.00	70.00
Cash on Hand	0.00	230.00	230.00
ATB MUSH Operating (Chequing) - 8524	13,524.24	46,320.01	198,824.61
ATB MSI Capital - 3779	0.00	348,847.15	348,847.15
ATB GTF - 7179	0.00	5,584.95	5,584.95
<b>Total Bank</b>	<b>13,524.24</b>	<b>401,052.11</b>	<b>553,556.71</b>
<b>Fixed Assets</b>			
Buildings	0.00	497,187.72	497,187.72
Machinery	0.00	249,340.65	205,340.65
Land For Own Gov't Uses	0.00	15,928.81	15,928.81
Vehicles - Cost	0.00	50,268.00	50,268.00
Roads	0.00	1,793,404.90	1,793,404.90
Land Held for Resale	0.00	8,550.00	8,550.00
Cultural & Historical	0.00	0.00	0.00
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>2,614,680.08</b>	<b>2,570,680.08</b>
<b>Other Assets</b>			



# VILLAGE OF DONALDA

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## Balance Sheet Report

2025-Aug-15

3:32:42PM

### Operating Only

Description	2025	YTD	2024
	July	Balance	Closing Balance
Accrued Interest	0.00	0.00	0.00
Other Assets-Prepaid Expenses	0.00	0.00	0.00
Other Assets - Co-op Equity	0.00	190.71	190.71
Tax Recovery Roll 354 - July 26, 2025	0.00	21,061.22	21,061.22
Tax Recovery Roll 332 Sep 26, 2023	0.00	8,138.79	8,138.79
Total Other Assets	0.00	29,390.72	29,390.72
Other Current Liability			
ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	(2,572.90)	(2,572.90)
Total Other Current Liability	0.00	(2,572.90)	(2,572.90)
Total Asset Operating	(49,647.83)	3,343,517.63	3,406,231.09
Total Assets	(49,647.83)	3,343,517.63	3,406,231.09
Current Year Surplus/Deficit	(49,647.83)	3,343,517.63	0.00
Total Liabilities	(49,647.83)	3,343,517.63	0.00

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



# VILLAGE OF DONALDA

Page 1 of 2

## Cheque Listing For Council

2025-Aug-15  
2:55:17PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250224	2025-07-10					840.00
20250225	2025-07-10					61.37
20250226	2025-07-10		REPL-20250146 REPL-20250146	Replacement Cheque Replacement Cheque	170.09	170.09
20250227	2025-07-10		25-1059570	2025 VILLAGE POWER AND GAS	3,274.61	3,274.61
20250228	2025-07-10		2025JULY07	2025 JUNE CREDIT CARD	1,696.24	1,696.24
20250229	2025-07-10		77901	PUBLIC WORKS-COLD MIX TO F	201.29	201.29
20250230	2025-07-10		2025-REQ06-JU	2025 REQUISITION- 3RD QUARTI	1,508.50	1,508.50
20250231	2025-07-10		731253000340 731257000018	PUBLIC WORKS-RISER RINGS F SERVICE CHARGES FOR LATE P	1,782.46 35.65	1,818.11
20250232	2025-07-10		0000384146	2025 JUNE GARBAGE PICKUP	1,713.68	1,713.68
20250233	2025-07-10		APRIL-JUNE202	KMS FOR TRAVEL FOR COUNCIL	253.20	253.20
20250234	2025-07-10		031439	PUBLIC WORKS-HYDAULIC SUP	153.20	153.20
20250235	2025-07-10		4916 4917 4939	PUBLIC WORKS-REPAIRS AND M PUBLIC WORKS-EDGER/ TRENC PUBLIC WORKS-PREMIX FUEL/C	65.69 525.00 132.69	723.38
20250236	2025-07-10		690677	2025 JUNE MONTHLY CONTRAC	237.91	237.91
20250237	2025-07-10		11208 11209	2025 APRIL ANIMAL SERVICES 2025 MAY ANIMAL SERVICES	93.98 89.50	183.48
20250238	2025-07-10		250099	2025-3RD QUARTER REQUISITIC	581.98	581.98
20250239	2025-07-10		20250601	2025 MAY VILLAGE PATROL AND	390.00	390.00
20250240	2025-07-10		SWM0005143	2025 Q2 WASTE REQUISITION	4,407.00	4,407.00
20250241	2025-07-10		2025,JUNE	2025 JUNE BILLING FOR DONALI	150.00	150.00
20250242	2025-07-10		924985157	PUBLIC WORKS- FUEL FOR SHC	3,408.92	3,408.92
20250243	2025-07-10		16313319	PUBLIC WORKS- PAINT FOR CRC	1,800.31	1,800.31
20250244	2025-07-10		13082	2025 JUNE- MONTHLY WEB HOS	81.25	81.25
20250245	2025-07-10		206495 206693 207540	2025 JUNE SECURITY MONITOR 2025 JUNE SECURITY MONITOR 2025 JULY OFFICE SECURITY	52.45 88.67 52.45	193.57
20250246	2025-07-10		SMRWSC00417	2025 JUNE WATER CONSUMPTIC	5,219.75	5,219.75
20250247	2025-07-10		10941	2025 JUNE MONTHLY BILLING	485.60	485.60
20250248	2025-07-15					1,601.01
20250249	2025-07-15					3,014.95
20250250	2025-07-15					2,659.66
20250251	2025-07-15					939.56
20250252	2025-07-15					2,106.54
20250253	2025-07-15		78008	PUBLIC WORKS-COLD MIX TO R	144.59	144.59
20250254	2025-07-15		20250616 20250715	CRA-PAYROLL FOR JUNE 16-30 ; PAYROLL- JULY 01-15 2025	4,008.57 4,053.56	8,062.13
20250255	2025-07-15		JULY14 JULY15	MENTOR- SCHOOL FEES/ TEST I PAYROLL FOR MENTOR- WATER	375.00 256.50	631.50
20250256	2025-07-15		2025JUNE	PUBLIC WORKS-HANDLE FOR W	55.82	55.82
20250257	2025-07-15		2025JUNE	OFFICE PHONES	116.39	116.39





# VILLAGE OF DONALDA

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## Cheque Listing For Council

2025-Aug-15  
2:55:17PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250258	2025-07-29		119816	PUBLIC WORKS-METERS AND FI	4,258.80	4,258.80
20250259	2025-07-29		25-1060087	2025JUNE-VILLAGE POWER ANI	3,074.07	3,074.07
20250260	2025-07-29		7	OFFICE-ACCOUNTING HELP TO	295.00	295.00
20250261	2025-07-29		AB624332 AB628793	OFFICE SUPPLIES- COLORED P/ OFFICE SUPPLIES-PROJECT BO	24.09 255.14	279.23
20250262	2025-07-29		JULY2025	WATER MENTOR- SMALL WASTE	315.00	315.00
20250263	2025-07-29		4997 5010	PUBLIC WORKS- HI LIFT BLADE I PUBLIC WORKS-RETURN & PUR	133.88 (34.74)	99.14
20250264	2025-07-29		001-600874 001-601688 001-602680	PUBLIC WORKS-RETURN OF BR PUBLIC WORKS-SHOP SUPPLIE: PUBLIC WORKS-LUBE,AIR FILTE	(233.29) 57.70 181.96	6.37
20250265	2025-07-29		0662	HYDROVAC NEEDED FOR BURIE	924.00	924.00
20250266	2025-07-29		20531	PUBLIC WORKS- WEED KILLER I	70.00	70.00
20250267	2025-07-29		207731	2025 JULY OFFICE SECURITY MC	88.67	88.67
20250268	2025-07-29		2025JULY	2025 JULY DONALDA LITE DESIG	150.00	150.00
20250269	2025-07-29		123012	CEMETERY- BOBCAT & AUGER T	105.00	105.00
20250270	2025-07-29		11253	2025 JULY-MONTHLY COMPUTEF	485.60	485.60
20250271	2025-07-29		2025JUNE	PUBLIC WORKS- FUEL FOR TRU	3,712.99	3,712.99
20250272	2025-07-29		13157	2025 JULY-WEBHOSTING AND SI	81.25	81.25
20250273	2025-07-29		072025348 2025JUNE JULY2025	REGISTRATION FOR HANDY VAN OFFICE-2025 JUNE JANITORIAL OFFICE- JANITORIAL FOR JULY ;	84.00 150.00 150.00	384.00
20250279	2025-07-31					1,542.02
20250280	2025-07-31					2,916.99
20250281	2025-07-31					1,584.83
20250282	2025-07-31					350.98
20250283	2025-07-31					2,271.73
20250284	2025-07-31		20250731	2025 JULY 16-31 EMPLOYEE PAY	3,243.86	3,243.86

**Total 75,125.12**

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



## Village of Donalda - Village Business, Financial Reports

### Summary of Accounts Period Ending July 31, 2025

Consolidated Account Statement	Balance on July 31, 2025, 2025
Public Sector Tax Account - Tax Recovery Surplus Roll 354	21,578.55
Public Sector Operating Account	147,881.59
Public Sector Reserve Account	83.67
Public Sector Savings - Grant Funds	277,628.01
Public Sector Savings - Tax Recovery Surplus Roll 332	8,359.42
Public Sector Savings - MSI Capital Account	355,625.61
Public Sector Savings - Gas Tax Fund (GTF) Account	5,674.01
<b>Total:</b>	<b>\$816,830.86</b>

**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.*



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR118635

July 30, 2025

Her Worship Shaleagh Fox  
Mayor  
Village of Donalda  
PO Box 160  
Donalda AB T0B 1H0

Dear Mayor Fox and Council:

Thank you for your participation and cooperation during the viability screening conducted by my ministry. I am pleased to provide you with an update and my decision regarding next steps.

As indicated in a letter from former Minister McIver, the viability screening was used to assess whether a full viability review would be appropriate, or if other actions or supports would more effectively address the concerns facing your community. My ministry has now interviewed all members of council and administration and has reviewed the municipality's audited financial statements and other ministry and publicly available records.

After careful consideration, I have decided a viability review of the village is the most appropriate course of action. A viability review is a process to help municipalities determine their ability to continue as a municipality or develop a plan leading to viability. This process will provide a transparent means for village residents and property owners to understand circumstances within the community, and to explore the options and solutions that may exist. More information regarding the viability review process is available at [www.alberta.ca/viability-reviews-for-municipalities](http://www.alberta.ca/viability-reviews-for-municipalities).

I expect the work supporting the viability review will be initiated this summer through an infrastructure audit for the village. Aside from some related information gathering, the rest of the viability review, including important public information and engagement sessions, will be deferred until after the October 2025 municipal general election. This will ensure the viability review does not overlap with nominations and the election period.

Municipal Affairs will lead the development of the viability review report, working closely with the village council, administration, and the County of Stettler for input and advice. The viability review report will examine the village's governance, administration, services, and finances, and will outline options for how the community can best move forward. The review will also identify how governance, finances, infrastructure, and services would change if the village were to dissolve and become part of the County of Stettler.

.../2



A viability review typically takes 12 to 18 months to complete. Once complete, the viability review report will be shared with all residents and property owners. A vote of the village electors on the question of dissolution will be part of this process and will be conducted after the report is distributed to residents and property owners.

Pursuant to the *Municipal Government Act*, I am bound to follow the results of the elector vote. Should the vote result be in favour of remaining a municipality, I may make an order for village council to take actions to improve the viability of the municipality. Should the vote be in favour of dissolving the municipality, I must recommend the village's dissolution to Cabinet.

During the viability review, residents will be notified of project updates on the Municipal Affairs website at [www.alberta.ca/viability-reviews-for-municipalities](http://www.alberta.ca/viability-reviews-for-municipalities). My ministry will work with your chief administrative officer to obtain a mailing list for village residents and property owners to inform them of my decision and next steps.

I recognize council may also have questions regarding the viability review process. The ministry would be pleased to provide more information through a presentation at a council meeting.

Should you have any questions, please contact Sharlene Brown, Municipal Viability Advisor, at 780-422-0212, or at [sharlene.brown@gov.ab.ca](mailto:sharlene.brown@gov.ab.ca).

Sincerely,



Dan Williams, ECA  
Minister of Municipal Affairs

cc: Jonah Mozeson, Deputy Minister, Municipal Affairs  
Melanie Veale, Chief Administrative Officer, Village of Donalda  
Gary Sandberg, Assistant Deputy Minister, Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR119711

August 8, 2025

Her Worship Shaleah Fox  
Mayor  
Village of Donalda  
PO Box 160  
Donalda AB T0B 1H0

Dear Mayor Fox:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Village of Donalda, your 2025 CCBF allocation is \$63,726.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA  
Minister of Municipal Affairs

cc: Melanie Veale, Chief Administrative Officer, Village of Donalda

July 29, 2025

Registration:00354961

Donalda Waterworks System  
Box 160, 5001 Main Street  
Donalda, AB T0B 1H0

**Re: Donalda (#00354961) Waterworks System Inspection Report**

Environment and Protected Areas conducted an inspection of the Village of Donalda waterworks system on May 27, 2025. This letter and attached Inspection Report are to advise you of the results. The inspection was conducted to assess compliance with the requirements of your approval/registration, under the authority of the Environmental Protection and Enhancement Act, associated Regulations and Codes of Practices. The inspection was conducted with waterworks operator Jen Wells.

The inspection is divided into Health, Operational and Administrative Risk Assessment sections. Each section is scored independently and requires every question to score a 3 or higher to pass. Each question is based on a rating between one and four with one being the lowest rating and four being the highest. A rating of either a one or two on any question will assess a risk for that section.

The deficiencies identified in the attached report may be considered a contravention if documentation cannot be submitted to address the issues noted in the comments sections 8 and 26 of the inspection report. As per Section 5.1.4, Table 5-2 of the *Code of Practice for a Waterworks Systems Consisting Solely of a Water Distribution System* (COP), the sampling frequency of Lead has not been met. Additionally, As per Section 7.1.5 and 7.1.7 of the COP, the registration holder shall submit monthly and annual reports to the Department.

If documentation is unavailable to satisfy the COP requirements this would be considered a contravention and must be reported as such to the Environmental Hotline at 1-800-222-6514.

In order to gain assurance that the noted issue is addressed, please provide a plan, in writing by **September 2, 2025**, the actions proposed and/or taken to remedy.

Ensure the results of this inspection are shared with all operators of the waterworks system.

You should take all necessary steps to comply with all terms and conditions of your registration. Should you have any questions, please contact me at (403) 340-7746 or [nicole.lundberg@gov.ab.ca](mailto:nicole.lundberg@gov.ab.ca)



Regards,

Nicole Lundberg  
Environmental Protection Officer, Inspector  
Alberta Environment and Protected Areas

Enclosure

cc: Jesse Skwaruk, Drinking Water Operations Specialist,  
Alberta Environment and Protected Areas  
Julian Huang, Approvals Engineer, Alberta Environment and Protected Areas

## EPA Waterworks RBI

Health Risk: **Health Risk**

Operational Risk: **PASS**

Administrative Risk: **Administrative Risk**

**Water Works System Name:**  
Donalda Waterworks System

**Authorization #:**  
354961

**Approval Holder:**  
Village of Donalda

**Approval Expiry Date:**

**Plant Class Type:**  
Distribution System

**Plant Classification Level:**  
Water Treatment: N/A

Water Distribution: WD Level 1

### FACILITY

**Mailing Address:**  
Box 160, 5001 Main Street

**Email Address:**  
assistantcao@village.donalda.ab.ca mailto: donaldapublicworks@gmail.com

**Town:**  
Village of Donalda

**Province:**  
AB

**Postal Code:**  
T0B 1H0

**Facility Contact Number:**  
587-966-8165

**Emergency Contact Number:**  
403-741-6468

**Facility Location GPS:**  
Latitude:  
Longitude:

**Diversion Location GPS:**  
Latitude:  
Longitude:

**Water Diversion License No:**

**Source:**  
Shirley McLellan Regional Water  
System

**Population Served:**  
230

**Daily Peak Flows (m3):**

**Daily Average Flows (m3):**

**Number of Connections:**  
136

### OPERATOR AND INSPECTOR

**Operator's Certification Level: (Interviewed Only)**

**Operator's Name:**  
Jen Wells

**Operator Contact Information:**  
587.966.8165

**Operator Company Name:**  
Village of Donalda

**Operator Treatment Certification  
Level:**  
N/A

**Water Distribution Certification Level:**  
N/A

**Inspector's Name:**  
Nicole.Lundberg

**Facility District:**  
Red Deer

**Date and Time of Inspection:**  
6/27/2025 1:00 PM

**Date of Previous Inspection/Audit:**  
1/5/2023

**Year Data Reviewed:**  
May 13, 2025

## GENERAL CONDITIONS

- A. Are there any Short-Term Approval Conditions? No
- B. What are the Short Term Approval Condition required due dates?
- C. Have these Short Term Approval Conditions been achieved?
- D. Have there been any changes to the waterworks system since the last AEP inspection?

## INSPECTION SUMMARY COMMENTS

### Health Risk Assessment

1. Are chlorine residual and contact time (CT) ratio requirements met entering the distribution system at the point where CT is calculated? This question applies to all waterworks facilities that have chlorine residual and contact time limits (for either Giardia and/or viruses) specified in their authorization.

- ☒ N/A
- ☐ 1. Unreported failure to achieve authorization limits.
- ☐ 2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).
- ☐ 3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.
- ☐ 4. Meets chlorine residuals at or below 2.0mg/L as per "Guidelines for Canadian Drinking Water Quality: Guideline Technical Document" chlorine.

2. Are treated water turbidity limits and cumulative minutes met after each filter train upstream of the clearwell?

- ☒ N/A
- ☐ 1. Unreported failure to achieve authorization limits.
- ☐ 2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).



3. Meets authorization limits for the monitoring required or if a turbidity contravention is reported the incident response resolved the issue.

4. Waterworks system has been upgraded to include either filter shutdowns, filter to waste cycles or filter backwash which are programed to automatically occur before any turbidity limit exceedances can result. Alarms to alert the certified operator(s) are in place and system shutdowns are tested annually to ensure they are functioning. Waterworks system also did not exceed the authorization limit triggering cumulative minute monitoring.

3. Are UV disinfection authorization requirements met (typically includes UV reactor flow limits, UV transmittance (%T) limits and UV dose limits)?

● N/A

1. Unreported failure to achieve authorization limits.

2. Reported failure to achieve authorization limit and appropriate follow-up actions were not taken by the operator(s) to resolve the issue.

3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.

4. Meets authorization limits at all times and the waterworks has not utilized the 1% in a month or 2% in a day for all UV parameters. The waterworks system has alarms and shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system.

4. Is the operator's certification (includes back-up operators) appropriate for the facilities authorization?

N/A

1. Operator(s) is under certified with no supervision (or back-up) by an appropriately certified operator.

2. Operator(s) is under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators Certification Guidelines.

● 3. Certified Operator(s) in charge is certified to the level of the facility and meets the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines. Attending Operator(s) can be under certified but working under the direction of a certified operator(s) in charge.

4. For each level of certified operator(s) required by the authorization an equivalent number of certified operators must be available as back up.

Operator (Jen Wells) is uncertified and is working under the following certified operators;

Randy Chmelnik #3108 WT2 WD2 Exp. December 31, 2025

Reece Stefanik #4938 WT1 WD2 Exp. December 31, 2027

5. Are chlorine residual (secondary disinfection in the distribution system) limits met?

N/A

1. Unreported failure to achieve authorization limit.

2. Reported failure to achieve authorization limit but appropriate follow up actions were not taken by the operator(s).

3. Meets authorization limits at all times or if a contravention was reported the incident response resolved the issue.

● 4. Meets chlorine residuals at or below 2.0mg/L as per "Guidelines for Canadian Drinking Water Quality: Guideline Technical Document" chlorine or below 3.0mg/L total chlorine.

May 26, 2025: 0.84 mg/l Total at 6003 Foster Street.

January 2023 - December 2023: 0.55 - 1.99 mg/l Cl Total

6. Are the total coliforms and E. coli (TC/EC) limits set in the authorization being met?

N/A

1. Bacteriological sample results have shown the presence of TC/EC and no further follow-up actions were taken.

2. Bacteriological sample results have shown the presence of TC/EC and the authorization holder did not follow the Communication And Action Protocol For Failed Bacteriological Results In Drinking Water when dealing with unsatisfactory initial sample results or resamples have shown the presence of TC/EC.

3. All bacteriological samples collected were absent for TC/EC or if any samples were present for TC/EC the Communication And Action Protocol For Failed Bacteriological Results In Drinking Water was followed and all resample results were absent for TC/EC.

4. All bacteriological sampling were absent for TC/EC and no resamples were required.

Four (4) to seven (7) BacT Samples are collected each month which meets minimum requirement of one (1) BacT sample per month as required as per the population and the length of the line.

BacTs are taken from several locations which are representative of the system.

7. Were emergency situations (such as failure to meet chlorine/ozone residual limits, contact times, ultra violet disinfection limits, membrane log reduction credits, turbidity limits, bacteriological quality requirements, loss of positive pressure, etc.) dealt with as required by the authorization or legislation? Definition: an emergency is defined as a situation where one or more of the treatment or disinfection barriers (coagulation, filtration, chlorine, ozone or UV) fail, an exceedance of the treated water quality limits specified in the approval/COP or an issue in the water distribution system that has or may impact potable water quality (i.e. reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply). This includes when a Boil Water Advisory or Water Use Advisory has been issued by Alberta Health Services.

N/A

1. Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.

2. Some emergency actions taken, but not as required or within the appropriate timelines.

3. Appropriate emergency actions taken as required and reported in a complete and timely manner.

4. No emergency actions were necessary or where emergency actions were required the Drinking Water Safety Plan and Operations Program were reviewed and/or revised to reflect the lessons learned from the emergency.

Since 2019 there have not been any emergencies reported.



8. Does treated water meet the limits for "Guidelines for Canadian Drinking Water Quality" (GCDWQ) based on the sampling required for the facility?

N/A

1. One or more parameters exceed the Maximum Acceptable Concentration (MAC) or all MAC sampling data is incomplete.

2. All MAC requirements were met except disinfection by-products or some of the above parameters were missed.

3. All MAC requirements are met for the parameters required to be tested or if a MAC exceedance occurs the appropriate remedial actions were taken to deal with the exceedance.

4. All MAC and Aesthetic Objective (AO) requirements are met. (Note: For a water distribution system to achieve a (4) rating additional sampling is required by the registration holder or the most recent sample results from their treated water supplier are to be obtained and provided to EPA).

THMs were sampled in January 2023 (winter) 0.0441 mg/l and August 2023 (summer) 0.112 mg/l, the average of both samples were w/in GLs (0.07805 mg/l). Required to be sampled next in 2026 (summer and winter). As per Section 5.1.6.(b) of the COP.

Lead sampling is required annually as per Table 5-2 of the COP. Sampling was not conducted in 2023 or 2024.

\*\*Ensure that all THM and Lead laboratory results are provided in annual reports.

9. Have all health risk contraventions been reported as required?

N/A

1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.

2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required).

3. Contraventions reported immediately with complete written reports that resulted in the resolution of the health risk or no health risk contraventions occurred.

4. In addition to the requirements of point 3 above, health risk contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

## HEALTH RISK ASSESSMENT: Health Risk

### Operational Risk Assessment

10. Is the monitoring equipment (portable, bench top, and continuous on-line meters) used to verify compliance properly maintained and calibrated? If continuous UV disinfection is being used, is there a plan to deal with UV sensor(maintenance/calibration)? Definition: a qualified person is an instrumentation technician, a representative of the manufacturer of the instrument(s) or an operator certified to the level of the waterworks.

- ☐ N/A
- ☐ 1. Equipment maintenance, calibration or accuracy checks are not being completed.
- ☐ 2. Some equipment maintenance, calibration or accuracy checks being completed but supporting documentation is incomplete or unavailable.
- ☒ 3. Annual calibration on meters utilized for compliance monitoring have been completed by a qualified person with supporting documentation available and monthly verification checks (i.e. using primary or secondary standards) and accuracy checks (i.e. handheld/continuous comparisons) are completed with supporting documentation.
- ☐ 4. In addition to the requirements of point 3 above, verification checks (i.e. using primary or secondary standards) and accuracy checks (i.e. handheld/continuous comparisons) are performed on a weekly basis and supporting documents are available. The UV reference sensor is calibrated as per manufactures recommendations.

Calibrations were completed as required with certificates readily available in March 2025 by Cleartech, in order to ensure accuracy calibrations are required to be conducted as per the manufacture standards.

Secondary gel standards expired in February 2022 and are used for monthly for accuracy verification. Ensure that new secondary gel standards are order as soon as possible.

11. Is the data being submitted to EPA being reviewed/validated as per the authorization? All continuous monitoring equipment including turbidity, chlorine meter readings, flow rates, volumes, UV Intensity/dose and transmittance readings, etc., must be validated to ensure

- ☐ N/A
- ☐ 1. Operator(s) are not doing any data review or validation.

that the data results reflect the actual quality of the water being sampled. Examples of erroneous data results are when air bubbles in the turbidity meter affect the readings or when reduced/increased sample flow through the chlorine residual analyzer or turbidity meter changes the readings. A data validation program should also include an established protocol to compare continuous analyzer results with those of another representative sample and with tolerance limits established for how far apart the comparison readings shall be. Examples where comparable grab sample results are easily attainable include chlorine residuals, filter turbidity and UVT transmittance.

2. Operator(s) are doing some data review or validation but data errors were submitted in the annual report, e-reporting, etc.

3. Operator(s) have reviewed and validated all data submitted to EPA in annual report and e-reporting site.

4. In addition to the requirements of point 3 above, operator(s) have a documented data validation or data review program in place and all operators are following that program.

12. Were treated water sample(s) taken as required, for all listed parameters at the required frequency and location and analyzed by a lab that is accredited to ISO/IEC 17025 standard for the parameters (accrediting bodies are CALA (Canadian Association for Laboratory Accreditation) or Standards Council of Canada)?

N/A

1. Samples were not taken.

2. Samples were taken but did not meet the frequency requirements, the required authorization sample location or include all the required parameters.

3. All samples were taken at the frequency and location required by the authorization. Samples were analyzed for the required parameters by an accredited lab and analytical results were reviewed/understood by the approval holder with any exceedance of the Maximum Acceptable Concentration values immediately reported to EPA.

4. In addition to the requirements of point 3 above, all applicable parameters with maximum acceptable concentrations (MAC) and aesthetic objectives (AO) are being trended to show if water quality is changing over time (To show if any of the parameters tested are increasing/decreasing from historical values).



13. Are treated water UV disinfection monitoring requirements being met?

● N/A

1. UV disinfection monitoring not conducted.

2. Some UV disinfection monitoring conducted but not as required by the authorization. Reported failure to meet UV disinfection monitoring requirements and appropriate follow up actions were not taken (reason for missed monitoring root cause has not been corrected).

3. Required UV disinfection monitoring conducted as described in the authorization.

4. Continuous UV disinfection monitoring with data recording, limit alarms, system shut-downs in place to notify the operator(s) when limits are not met.

14. Are monitoring requirements met for filtered turbidity and cumulative minutes (entering clearwell reservoir)?

● N/A

1. Filtered turbidity monitoring not conducted.

2. Some filter turbidity monitoring conducted but not as required by the authorization. Failure of the continuous turbidity monitoring system so that water production occurred with limited turbidity monitoring (i.e grab samples).

3. Continuous turbidity monitoring and cumulative minute monitoring meets the requirements of the authorization.

4. Individual filter continuous monitoring with data recording, limit alarms and system shut-downs in place to notify the operator(s) when limits are not met.

15. Are treated water chlorine residual monitoring (entering distribution system at the point where CT's have been achieved) authorization requirements met?

● N/A

1. Chlorine residual monitoring not conducted.
2. Some chlorine residual monitoring conducted but not with adequate frequency.
3. Continuous chlorine residual monitoring conducted or meets authorization requirements.
4. Continuous chlorine residual monitoring is conducted with data trending, limit alarms and operator call-outs in place to notify the operator when limits are not met.

16. Are treated water chlorine residual monitoring (in the distribution system) authorization requirements met?

● N/A

1. Chlorine residual monitoring frequency not met.
2. Some distribution system chlorine residual monitoring is conducted but does not meet the authorization sampling frequency and/or samples not being taken at random locations throughout the distribution system.
- 3. Required authorization distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.
4. Additional daily distribution system chlorine residual monitoring is routinely conducted, with excellent representative coverage of the entire system. Definition: additional daily monitoring means that chlorine residuals are monitored, one or more days, per week than what is required by the authorization.

Online continuous monitoring and call out alarms are in place and are managed by the commission.

17. Are limits and monitoring requirements being met for fluoride, manganese, iron, pH, or any other additional monitoring required in the authorization?

● N/A

1. No monitoring conducted and/or unreported authorization limit failure occurred.

2. Some monitoring conducted but not with adequate frequency and/or if a reported authorization limit failure occurred the incident response failed to resolve the issue.

3. All authorization monitoring conducted and limits met or if a contravention is reported the incident response resolved the issue.

4. In addition to the requirements of point 3 above, the authorization holder is sending samples to an accredited lab for comparison analysis and if adding or removing fluoride has optimized fluoride levels between 0.6 mg/L and 0.8 mg/L.

18. Is the monitoring frequency (based on the most current population) being met for treated water bacteriological sampling in the distribution system as specified by the authorization and the "Guidelines for Canadian Drinking Water Quality (GCDWQ)?

● N/A

1. Bacteriological monitoring not conducted.

2. Some bacteriological monitoring conducted but does not meet the authorization, the GCDWQ, the Potable Water Regulation for sampling frequency and/or samples not being taken at random locations throughout the distribution system.

3. Bacteriological monitoring conducted in the distribution system consists of evenly spaced samples collected throughout the distribution system as specified over the required monitoring period. All bacteriological samples are collected and submitted properly with no repeat samples required as a result of operator sampling errors.

4. In addition to the requirements of point 3 above, additional monthly bacteriological monitoring is conducted in each month of the year in the distribution system, in conjunction with chlorine residual and turbidity monitoring. Re-samples and samples collected after repairs have been made in the distribution system are not counted for the purposes of additional compliance monitoring. The system operator is following the Bacteriological Quality Monitoring Plan as set out in their Operations Program (i.e. where, when and how to sample).



Chlorine residuals are monitored via continuous monitoring, as well as sampled routinely when BacTs are collected and 3 days per week in distribution at random locations throughout the distribution system.

19. Are the chemicals used at the water treatment plant (includes both direct and indirect additives) listed and used as specified by NSF Standard 60, or otherwise authorized by the Director.?

● N/A

1. Not all of the chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.

2. All of the chemicals used at the facility are authorized, but the chemical feed dosage exceeds the dosage specified as the Maximum Use Limit (specified in NSF Standard 60) or the limits set out in a Letter of Authorization (LOA) issued by the Director.

3. All of the chemicals used at the facility are authorized and the chemical feed dosages do not exceed the dosage specified as the Maximum Use Limit (MUL) or the LOA limits.

4. In addition to the requirements of point 3 above, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place around the chemical storage area and current SDS records are kept on site. Operator(s) is aware of the Maximum Use Limits for all the chemicals added to the water supply.

20. Are waste streams that are being released from the waterworks system meeting the authorization requirements. In addition to the approval waste stream requirements other waste streams may include on-line analyzers, back-wash water, filter to waste, sanitary waste, etc)?

● N/A

1. All waste streams being released from the water plant do not meet authorization requirements.

2. Some waste streams being released from the water plant do not meet the authorization requirements.

● 3. All waste streams being released from the water plant meet the authorization requirements.

4. Waste streams are being recycled/reused or being sent to an authorized waste water treatment facility.

21. Are water volumes measured?

N/A

- 1. No measuring of water volumes.
- 2. Some water volumes measured but not as required by the authorization.
- ☒ 3. Water volume measured as required by the authorization.
- 4. Water volumes measured, including backwash/filter to waste volumes (or calculated) and a full water distribution system metering program is in place. A water audit is conducted and a program is in place to address water losses that occur throughout the waterworks system.

Influent and effluent water are metered and documented as part of a balancing program.

22. Does raw water infrastructure (wells, pumps, intakes, raw water ponds, etc) have protection measures in place and being maintained or inspected? (Examples of protection measures may include fencing, shelter, locks, barricades, security systems). (Examples of maintenance or inspections of raw water infrastructure include - a documented maintenance program is in place, documented schedule for inspection or cleaning of infrastructure/equipment).

N/A

- 1. Raw water infrastructure does not have protection measures or no records indicating maintenance or inspection have occurred.
- 2. Raw water infrastructure has insufficient protection measures or has an irregular maintenance or inspection program in place.
- ☒ 3. Raw water infrastructure has sufficient protection measures in place with a regular documented maintenance or inspection program to identify and address risks.
- 4. In addition to the requirements of point 3 above, a documented preventative maintenance program is in place and any risks are being addressed.

23. Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality? Preventative maintenance program includes: a protocol that outlines when/how valves are to be exercised (annual exercising is recommended), a protocol for the scouring of water mains by high velocity unidirectional flushing, pigging of water mains or by other means, inspection/cleaning of clearwells/reservoirs, installation/inspection of backflow preventers (EPA Standards require backflow preventers at the entry into the waterworks system or at a truck fill station), a cross connection control program, a protocol for the return to service of a water main that has been repaired or for a newly installed water main.

N/A

1. No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir(s). Backflow preventers or air gaps are not installed on truck fill.

2. Distribution system and treated water reservoir maintenance program developed but cannot provide evidence it is being carried out or the system has had water main breaks occur each year resulting in a widespread loss of positive pressure and interruption of key water services.

3. Distribution system and treated water reservoir maintenance program in place with evidence supporting that it is being carried out. Cross connection (connections with a wastewater system, a storm water system or another unapproved waterworks system) have been identified and actions are being taken to minimize the risk(s). Return to service protocol in place for new and repaired water mains and evidence it is being followed.

4. A full preventative maintenance program is in place that includes the requirements of point 3 as well as the completion of the following: a documented uni-directional flushing program, water valves to isolate water lines for repairs are located and exercised to ensure they are operational, documentation of a water main and valve replacement schedule and future life expectancy is completed. The water distribution system infrastructure has the ability to maintain service to the rest of the community, and minimize disruption to consumers, while repairs are conducted on isolated sections (i.e. looped water lines to allow water to be distributed from multiple directions).

A bi-annual hydrant flushing and an annual valve exercising program is in place.



24. Have all operational risk contraventions been reported as required?

- ☐ N/A
- ☐ 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- ☐ 2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required).
- ☒ 3. Contraventions reported immediately with complete written reports that resulted in the resolution of the risk or no operational risk contraventions occurred.
- ☐ 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

## OPERATIONAL RISK ASSESSMENT: **PASS**

### Administrative Risk Assessment

25. Do operator(s) demonstrate awareness of applicable legislation as required in the operators' Code of Conduct (Authorization under the Code of Practice, the Potable Water Regulations (PWR) and EPA Standards and Guidelines?

- ☐ N/A
- ☐ 1. Authorization, PWR and Standards not immediately available and operator cannot demonstrate awareness of requirements.
- ☐ 2. Authorization, PWR and Standards are available, however operator is not aware of the requirements.
- ☒ 3. Authorization, PWR and Standards documents were available at the time of inspection and the operator is aware and following the requirements.
- ☐ 4. In addition to the requirements of (3) above, operators have completed and documented a review of the authorization, PWR and Standards on an annual basis.

The COP, Standards and guidelines, Failed BacT protocol and Potable Water Regulation are readily available at the plant.

26. Were reports (monthly and annual) properly compiled, retained and submitted according to the authorization?

N/A

1. No reports and no records are available.

☒ 2. Reports and records do not include all required information; either the monthly or annual report was incomplete. Required monthly e-reporting not completed.

3. Complete reports available as required. This includes the electronic submission of annual reports to the correct district address as specified by the EPA Report Submission Guidelines and if applicable monthly data is being submitted electronically to the EPA drinking water quality website.

4. In addition to all the requirements of (3) above, the annual report includes: a cover page, the name and approval/registration number of the waterworks facility, a list of all the operators currently working (or had worked) at the waterworks in that year, the date the annual report was submitted to EPA, the date(s) when the DWSP and operations program was updated and the signature of person in charge of the waterworks system.

Online monthly reporting is required. An account set up as BacTs are being entered by the lab, however, chlorine values have not been entered to date. All chlorine residuals are to be entered for 2025 by December 31, 2025 and must be keep up to date moving forward.

The 2018, 2020 and 2024 Annual reports have not been submitted to the Department.

27. Is the Operations Program completed as per the authorization.

N/A

1. Operations program not available.

2. Operations program available but not completed.

☒ 3. Operations program completed, updated as required by the authorization and available for review.

4. Operators complete annual reviews with sign off and are following the requirements of the operations program. If applicable, operators are reviewing the operations program when incidents occur and are making updates to the document as necessary.

The Operation manual was completed in 2018. It is recommended to add a sign off sheet to the binder to document reviews and updates.

28. Does the Drinking Water Safety Plan meet the requirements of the authorization?

N/A

1. Drinking Water Safety Plan not available for review.
2. Drinking Water Safety Plan available for review but not meeting all the requirements of the authorization.
- ☒ 3. Drinking water Safety Plan available for review and is being maintained and updated in response to any identified risk(s) and/or changes in the drinking water system.
4. Drinking Water Safety Plan is being reviewed at minimum once per year by the authorization holder and/or key identified personnel with documented sign off. Actions have been taken to address one or more key risks that have been identified (if applicable).

The DWSP was completed updated in 2023, it is recommended to add a sign off sheet to the binder to document reviews and updates.

29. For authorizations with upgrading requirements only - has the authorization holder completed the upgrade, or portions of the upgrade, in accordance with the authorization and met the deadlines set out by the authorization?

☒ N/A

1. Authorization holder has not started the upgrade.
2. Authorization holder has started the upgrade but has not completed it and has not received authorization for an extension.
3. Authorization holder has completed the upgrade or is in progress of completing the upgrade as required by the authorization.
4. Authorization holder has completed the upgrade and the upgraded portions are running as part of the plant and has been included in the operations program and the drinking water safety plan.

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30. Have all administrative risk contraventions been reported as required?

☐ N/A

☒ 1. Have had unreported contraventions or operator(s) failed to notice when contraventions occurred that should have been reported.

☐ 2. Contraventions reported but not as required (i.e. late reporting of contravention(s) or written reports not submitted or completed as required)

☐ 3. Contraventions reported immediately with complete written reports that resulted in the resolution of the risk or no administrative risk contraventions occurred.

☐ 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

Annual Report submission

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**ADMINISTRATIVE RISK ASSESSMENT: Administrative Risk**



Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

June 25, 2025

Her Worship Shaleah Fox  
Mayor  
Village of Donalda  
PO Box 160,  
Donalda, AB T0B 1H0

Dear Mayor Shaleah Fox:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

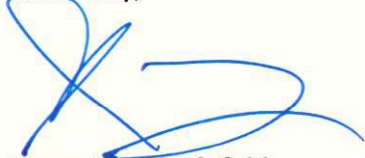
While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445



cao@village.donalda.ab.ca

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**From:** HHGRadio.com <kirk@9694203.brevosend.com>  
**Sent:** August 5, 2025 1:23 PM  
**To:** cao@village.donalda.ab.ca  
**Subject:** Partnering with Your Municipality to Reach and Engage Local Residents



My name is Kirk Cayer, founder of **HHGRadio.com**—an Alberta-based independent internet radio station dedicated to truth-based reporting, open conversation, and meaningful community connection.

We are reaching out to municipalities across the province with a sincere offer to **serve as a media partner**—one that genuinely works to amplify your council's voice and help keep your residents informed, engaged, and connected.

Our goal is to provide a platform where municipal leaders and administrators can:

**Share news and announcements** directly with the public

**Promote local events and initiatives**

**Encourage community participation** in important decisions

**Respond to resident concerns** in real time, when appropriate

And most importantly, be heard—clearly and without spin

We understand how important it is for residents to feel informed and included in the decisions affecting their communities. HHGRadio.com offers an opportunity to **bring local government closer to the people it serves**, through interviews, recurring updates, public service announcements, and live call-in options.

We would be honored to work with your communications or administrative team to develop a format that fits your goals—whether it's a monthly "State of the Community" interview, event promotion, or simply a space to explain council decisions in a more approachable way.

If this sounds like a good fit, we'd welcome the opportunity to speak further and explore how HHGRadio.com can support your municipality.

Thank you for your continued leadership in building strong Alberta communities.

Sincerely,

**Kirk Cayer**

Founder – HHGRadio.com

[www.hhgradio.com](http://www.hhgradio.com)

[ontheair@hhgradio.com](mailto:ontheair@hhgradio.com)



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**Grant Opportunities**  
**August 16-23, 2025**



## Grant Opportunities

August 16-23, 2025

### GMF Implementation Projects

The [Implementation Projects: Adaptation in Action](#) program offered by FCM provides funding to Canadian municipalities and their partners to implement on-the-ground climate adaptation solutions. This initiative aims to enhance community resilience to climate-related hazards through infrastructure improvements, nature-based solutions, and services that support vulnerable populations.

- **General Eligibility:** Applications are open to municipal governments and municipal partners, including municipally owned corporations, non-profit organizations and Indigenous communities.
- **Maximum Funding:** Up to \$1,000,000 per project.
- **Deadline:** August 19, 2025 (contact us by August 4<sup>th</sup> to apply).

For more information, please contact Scott Ratch at [grants@albertacounsel.com](mailto:grants@albertacounsel.com).

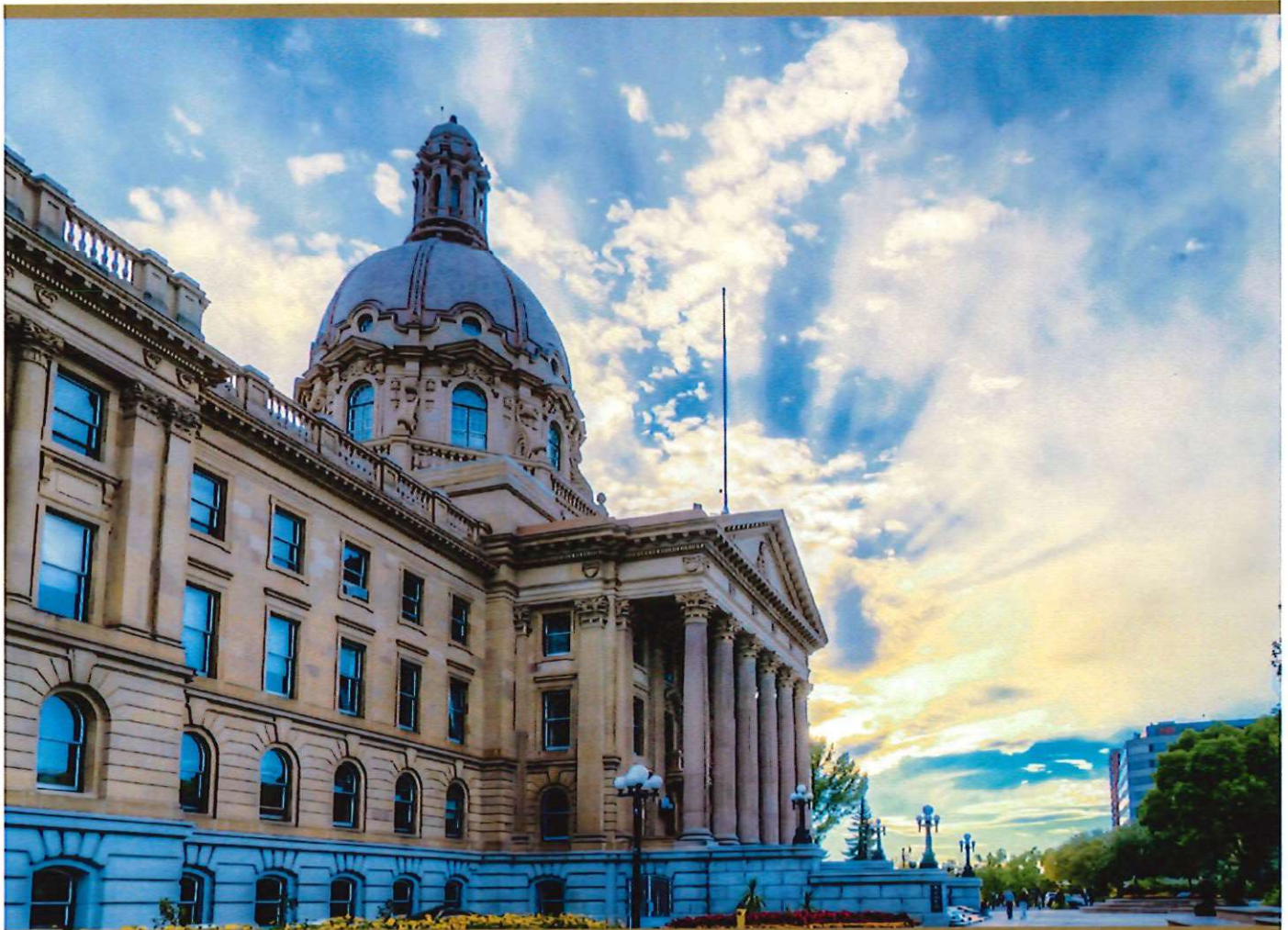
Last revised: July 15, 2025



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**Grant Opportunities**  
**August 24-31, 2025**

## Grant Opportunities

### August 24-31, 2025

#### UFA Foundation Rural Communities Grants

The [UFA Foundation Rural Communities Grant](#) supports capital projects within rural agricultural communities that enhance recreation, education, and culture. Funding can be used to develop/restore buildings or improve community spaces.

- **General Eligibility:** Applications are open to non-profit/community organizations based in agricultural regions served by UFA.
- **Maximum Funding:** Up to \$40,000 per project.
- **Deadline:** August 31, 2025 (contact us by August 17<sup>th</sup> to apply).

For more information, please contact Scott Ratch at [grants@albertacounsel.com](mailto:grants@albertacounsel.com).

Last revised: July 22, 2025





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Grant Opportunities  
September 8-14, 2025



## Grant Opportunities

### September 8-14, 2025

#### 2SLGBTQIA+ Beyond Belonging Grant

The [2SLGBTQIA+ Beyond Belonging Grant](#) offered by the City of Edmonton provides one-time funding to Edmonton-based non-profit organizations for initiatives that advance equity, safety, and inclusion for 2SLGBTQIA+ communities.

- **General Eligibility:** Applications are open to registered non-profit organizations based in Edmonton.
- **Maximum Funding:** Up to \$100,000 per project.
- **Deadline:** September 10, 2025 (contact us by August 27<sup>th</sup> to apply).

#### Reconciliation Action Grants

The [Reconciliation Action Grants](#) offered by The Blanket Fund support community-based activities, events, and initiatives that promote cultural revitalization and advance grassroots efforts toward reconciliation.

- **General Eligibility:** Applications are open to Indigenous individuals, grassroots communities, and Indigenous-led organizations across Canada.
- **Maximum Funding:** Up to \$15,000 in funding.
- **Deadline:** September 10, 2025 (contact us by August 27<sup>th</sup> to apply).

#### Innovation and Experimentation Program

The Canada Media Fund's [Innovation & Experimentation Program](#) provides financial support to Canadian companies developing cutting-edge interactive digital media, such as games, immersive experiences (VR/AR), and innovative software.

- **General Eligibility:** Applications are open to Canadian companies and organizations that develop interactive digital media.
- **Maximum Funding:** Covers up to 75% of eligible project costs, capped at \$1,500,000.
- **Deadline:** September 11, 2025 (contact us by August 28<sup>th</sup> to apply).

#### Positive Change Project

The [Aura Cacia Positive Change Project](#) supports organizations that help disadvantaged women and girls become more stable and self-sufficient.

- **General Eligibility:** Applications are open to registered non-profit and grassroots organizations based in Canada.
- **Maximum Funding:** Up to \$100,000 (USD) in funding.
- **Deadline:** September 12, 2025 (contact us by August 29<sup>th</sup> to apply).

## Future Focus Program

The [Future Focus Program](#) is a collaborative funding initiative by Calgary Arts Development, the Rosza Foundation, and the Calgary Foundation to support arts organizations in the Treaty 7 region as they navigate organizational changes and challenges.

- **General Eligibility:** Applications are open to non-profit organizations and registered charities that are arts-focused and operate within the Treaty 7 region (including Calgary and Red Deer).
- **Maximum Funding:** Varies based on each phase. Organizations may apply for more than one Investigation or Exploration Phase before seeking Implementation Phase Support:
  - Investigation Phase – up to \$5,000.
  - Exploration Phase – up to \$15,000.
  - Implementation Phase – up to \$25,000.
- **Deadline:** September 12, 2025 (contact us by August 29<sup>th</sup> to apply).

For more information, please contact Scott Ratch at [grants@albertacounsel.com](mailto:grants@albertacounsel.com).

Last revised: August 7, 2025





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**Funding Opportunity  
Briefing Paper  
Alberta Restorative Justice (ARJ) Grant**



# Alberta Restorative Justice (ARJ) Grant

## Funder: Government of Alberta

### Overview

The [Alberta Restorative Justice \(ARJ\) Grant](#) supports the delivery and expansion of direct restorative justice services across the province. This grant prioritizes established or ongoing programs. New programs in communities with a prior history of offering restorative justice programs may be considered.

Funding can be used to:

- Deliver direct restorative justice services, such as victim-offender mediation, conferencing, peacemaking or circles.
- Support wages, training, administrative costs, and operational needs tied to program delivery.

### Eligibility Requirements

Organizations must be based in Alberta and include one or more of the following:

- Registered non-profit organizations or charities in good standing.
- Community-based coalitions or networks with an incorporated fiscal agent.
- Municipal governments.
- Indigenous communities (including band and tribal councils).
- Youth justice committees that are not already funded by the ministry.

### Maximum Funding Available

- Up to \$50,000 per program for one year.

### Matching Requirements

- There are no matching requirements for this grant.

Application deadline: August 25, 2025

Last revised: July 29, 2025