



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.

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)

Chief Elected Official

Chief Administrative Officer

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