

VILLAGE OF DONALDA
Organizational Meeting of Council,
November 3, 2025
Council Chambers
5001 Main Street, Donalda
AGENDA

1. ADOPTION OF THE AGENDA

- 1.1. Agenda for November 3, 2025

2. OFFICIAL OATH OF OFFICE

- 2.1. Official Oath of Office – Swearing in Ceremony
 2.2. Commissioner of Oaths – Act and Regulations

3. ORIENTATION AND TRAINING FOR ELECTED OFFICIALS

- 3.1. Mandatory Training for Elected Officials
 3.2. Municipal Government Act (MGA)
 3.3. Council Procedural Bylaw 765-24 – General Duties of Councillors and Chief Elected
 Official Guidelines of Conduct
 3.4. Robert’s Rules of Order & Parliamentary Procedure Motions Guide

4. SETTING OF REGULAR MEETING DATES, TIME AND PLACE

- 4.1. 2025 – 2026 Proposed Meeting Schedule

5. APPOINTMENT OF CHIEF ELECTED OFFICIAL AND DEPUTY CHIEF ELECTED OFFICIAL

- 5.1. Appointment of Mayor
 5.2. Appointment of Deputy Mayor

6. COUNCIL REMUNERATION AND COMPENSATION

- 6.1. Payment to Council Members for Duties Performed

7. APPOINTMENT OF FINANCIAL AUDITOR

- 7.1. Financial Auditor Appointment for 2026

8. VILLAGE BOARD APPOINTMENTS (VERBAL OVERVIEW)

8.1. Village Boards

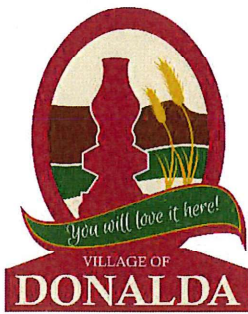
- Donalda Infrastructure Committee
- Donalda Risk Management Committee
- Donalda Weed Inspector
- FCSS Board
- Municipal Planning Committee

- Village of Donalda Emergency Management for Regional Emergency Management Committee

8.2. Outside Boards

- CAEP Representation
- County of Stettler Housing Authority
- County of Stettler Regional Recreation Board
- Destination Stettler
- Donalda and District Museum Society
- East Central Alberta Heritage Society
- Parkland Community Planning
- Parkland Regional and Donalda Municipal Library Board
- RCMP Community Consultative Group
- Red Deer Municipal River Users Group
- Shirley McClellan Regional Waste Management Authority
- Stettler Regional Fire Advisory Committee
- Stettler Regional Waste Management Authority

9. ADJOURNMENT



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Official Oath of Office
Agenda Number	2.1 Official Oath of Office – Swearing in Ceremony

Background/Proposal

An Oath of Office is a public official's promise, before assuming office, to meet the position's obligations and duties. A Councillor, Chief Elected Official, Deputy and Acting CEO may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

Discussion/Options/Benefits/Disadvantages

Before taking part in your first council meeting or performing any council duties, elected officials are required to make and subscribe to the official oath. By oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected.

MGA - Division 3 - Duties, Titles and Oaths of Councillors 153 MGA- Division 3 - Taking of Oath 156

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

That Council move to affirm their commitment to the responsibilities of their role.

Implementation/Communication

The Administration will publish an announcement recognizing the new members and their official status, allowing the community to welcome them into their new role.

Target Decision Date

November 3, 2025

ATTACHMENT:

- Oaths of Office Act
- Oath of Office - Elected Officials

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.



Province of Alberta

OATHS OF OFFICE ACT

Revised Statutes of Alberta 2000
Chapter O-1

Current as of November 16, 2022

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

OATHS OF OFFICE ACT

Chapter O-1

HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Oath of allegiance

1(1) When by a statute of Alberta a person is required to take an
oath of allegiance it shall be taken in the following form:

I, _____, swear that I will be faithful and bear true
allegiance to His Majesty King Charles the Third, His heirs
and successors, according to law.

So help me God.

(2) Where the name of His Majesty King Charles the Third is
expressed in the form, the name of the Sovereign at the time that
the oath is taken shall be substituted therefor if different.

RSA 2000 cO-1 s1; AR 217/2022

Official oath

2 When by a statute of Alberta a person is required to take an
official oath on

- (a) being appointed to an office other than that of judge or
justice of the peace, or
- (b) being admitted to a profession or calling,

the oath shall be taken in the following form:

I, _____, swear that I will diligently, faithfully
and to the best of my ability execute according to law the
office of _____.

So help me God.

RSA 1980 cO-1 s2

Judicial oath

3 When by a statute of Alberta a person is required to take a judicial oath on being appointed as a judge or as a justice of the peace, the oath shall be taken in the following form:

I, _____, swear that I will honestly and faithfully
and to the best of my ability exercise the powers and duties
of a _____

So help me God.

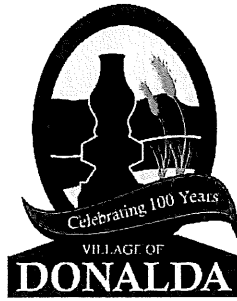
RSA 1980 cO-1 s3

Solemn affirmation

4(1) A person who is required by a statute of Alberta to take an oath prescribed by this Act may make a solemn affirmation instead of taking the oath.

(2) When on the administering of an oath prescribed by this Act the person about to take the oath is permitted by law to make a solemn affirmation instead of taking an oath, the person may make a solemn affirmation in the prescribed form of the oath, substituting the words “solemnly affirm” for the word “swear”, and omitting the words “So help me God”.

RSA 2000 cO-1 s4;2014 c13 s8



Village of Donalda

Province of Alberta

OFFICIAL OATH OF OFFICE

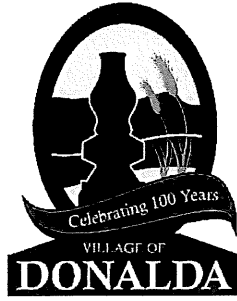
I, **Shaleah Fox**, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for the Village of Donalda.

Signature

Dated this **23rd** day of **October, 2025** at the Village of Donalda in the Province of Alberta.

Witness

Melanie Veale
Chief Administrative Officer
Village of Donalda



Village of Donalda

Province of Alberta

OFFICIAL OATH OF OFFICE

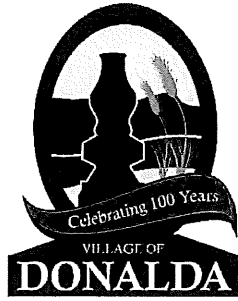
I, **Phil Menecola**, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for the Village of Donalda.

Signature

Dated this **23rd** day of **October, 2025** at the Village of Donalda in the Province of Alberta.

Witness

Melanie Veale
Chief Administrative Officer
Village of Donalda



Village of Donalda

Province of Alberta

OFFICIAL OATH OF OFFICE

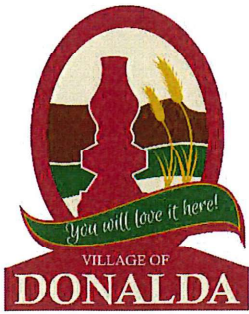
I, **Tanya Metcalfe**, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for the Village of Donalda.

Signature

Dated this **23rd** day of **October, 2025** at the Village of Donalda in the Province of Alberta.

Witness

Melanie Veale
Chief Administrative Officer
Village of Donalda



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Official Oath of Office
Agenda Number	2.2 Commissioner of Oaths

Background/Proposal

In Alberta, municipal council members are automatically commissioners for oaths by virtue of their office. This authority is granted under Alberta's Commissioners for Oaths Act, not the Municipal Government Act (MGA).

By law, a member of an Alberta municipal council has the authority to:

- Administer oaths
- Take and receive affidavits
- Take and receive declarations and affirmations

This is an "ex officio" designation, meaning the person holds the power to act as a commissioner for oaths because of their status as a councillor.

A council member acting as a commissioner can perform these duties for use within Alberta, even if the oath, affidavit, or declaration is taken outside the province.

When a councillor acts in this capacity, they must legibly print or stamp their name and the words "A Commissioner for Oaths in and for Alberta" next to their signature. They do not need to use a seal.

Discussion/Options/Benefits/Disadvantages

1. Not a Notary Public: A commissioner for oaths cannot perform the duties of a Notary Public, such as certifying true copies of documents.
2. Cannot commission for a spouse: A commissioner for oaths should not take an oath, affirmation, or declaration from their spouse to avoid potential legal issues in court.
3. Professional conduct: Councillors must adhere to a code of conduct and not commission documents that are false, incomplete, or misleading.

Costs/Source of Funding

Operating Expense

Applicable Legislation

n/a

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

Recommended Action

That Council move to affirm their commitment to the responsibilities of their role.

Implementation/Communication

The Administration will publish an announcement recognizing the new members and their official status, allowing the community to welcome them into their new role.

Target Decision Date

November 3, 2025

ATTACHMENT:

- Information and Instructions for Commissioners for Oaths



**INFORMATION
AND
INSTRUCTIONS
For
Commissioners for Oaths**

This guide is prepared to assist commissioners for oaths. It is not legal advice. If you are in need of legal advice, please consult a lawyer. If anything in this booklet is inconsistent with the *Notaries and Commissioners Act* or the *Commissioners for Oaths Regulation*, the act and regulation govern.

December 2024

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Definitions

Affidavit

A written statement formally confirmed by swearing an oath or affirming before a competent authority, such as a commissioner for oaths. Affidavits are often used as evidence in court. Affidavits can only be used when a statute or regulation authorizes the use of an affidavit.

Affirmation

A solemn statement that is not religious, confirming that a statement is true. It has the same effect as an oath.

Attest

To affirm the truth of a statement or bear witness to something.

Deponent

A person who gives evidence in writing. The person who makes an affidavit is the deponent.

Exhibit

Evidence in the form of records or other documents that are meant to support a person's affidavit. Exhibits are frequently found annexed, or attached to, affidavits.

Jurat

Describes when, where, and before whom an affidavit was sworn. The jurat appears at the end of the document and must be completed by the commissioner for oaths.

Oath

A solemn statement attesting to the truth of a statement to a Supreme Being or something sacred to the person taking the oath. The person making the oath considers it to be binding on their conscience.

Solemn Declaration

A promise to tell the truth that is used for statutory declarations.

Statutory Declaration

A formal declaration made in a prescribed form that has legal force similar to an oath or affidavit. Statutory declarations are used when no law authorizes the use of an affidavit.

The Role and Responsibilities of Commissioners for Oaths

Commissioners for oaths perform important functions in our society. They are expected to comply with the highest standards of behaviour as set out in the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. The regulation includes a Code of Conduct that is reproduced in this booklet.

What Commissioners for Oaths Can Do

Commissioners for oaths in the Province of Alberta can administer oaths and take and receive affidavits, affirmations and declarations in and for Alberta.

A person may be a commissioner for oaths by virtue of office (*ex officio*), as set out in the *Notaries and Commissioners Act*.

A Commissioner for oaths may also be appointed. A person may apply to be appointed as a commissioner for oaths if they:

- Are at least 18 years old, and
- Reside in Alberta or in the part of the City of Lloydminster that is located in Saskatchewan

The work of commissioners for oaths must be authorized by the *Notaries and Commissioners Act*. Section 19 of that Act provides that anyone who

acts as a commissioner for oaths without authorization can be liable for a fine of up to \$5,000.

Commissioners for oaths are not authorized to do types of work usually done by lawyers, such as conveyancing. The *Legal Profession Act* prohibits anyone who is not a lawyer or member of the Law Society of Alberta from practising law or from representing themselves as a lawyer. Anyone who performs the work of a lawyer when they are not authorized to do so contravenes these provisions and may be prosecuted.

Only judges and lawyers have the authority to:

- Witness or certify and attest deeds, contracts and commercial instruments
- Issue a certificate under the *Guarantees Acknowledgment Act*

Affidavits and Statutory Declarations

Affidavits are written statements that are formally confirmed by oath or affirmation. The deponent (person making the affidavit) must swear the oath or affirm before a person with the power to administer an oath or affirmation, such as a commissioner for oaths. An affidavit must be authorized by legislation (a statute or a regulation) which allows or requires the proof of certain facts by way of an affidavit.

Statutory declarations are another type of statement of facts, similar to affidavits. They are used when no statute or regulation authorizes the use of an affidavit. Statutory declarations are made pursuant to the *Canada Evidence Act* or the *Alberta Evidence Act*. A person making a statutory declaration must solemnly declare that those statements are true before a person with the power to administer solemn declarations.

Affidavits and statutory declarations are used to establish legal rights. If they are not properly made, problems can arise in establishing these rights. For an affidavit or statutory declaration to be legally valid the oath, affirmation or solemn declaration must be administered properly. If you are unsure about the format of an affidavit or statutory declaration, what it can be used for, or how to complete it, please consult a lawyer.

The importance of affidavits and statutory declarations is reflected in the *Criminal Code*. A person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.

A Commissioner for Oaths May be Called to Give Evidence

A commissioner for oaths may be called into court to establish that an oath, affirmation or solemn declaration was administered properly. To be prepared for this possibility, the commissioner for oaths must follow proper procedure every time.

Commissioners for oaths should establish a consistent procedure from which they do not deviate. This will assist you should you be called upon to testify, as you can indicate what procedure you consistently use even if you cannot recall that particular occasion.

Criminal Liability of a Commissioner for Oaths

The *Criminal Code* places a high degree of responsibility on persons who administer oaths, affirmations and declarations. Section 138 of the *Criminal Code* provides that anyone who signs an affidavit or statutory declaration representing that it was sworn or declared before them when it in fact was not is guilty of an offence and is liable to imprisonment for up to two years.

A Spouse's Oath, Affirmation or Declaration

Commissioners for oaths should not take their spouse's oath, affirmation or declaration. Sections of the *Canada Evidence Act* and the *Alberta Evidence Act* protect spouses from giving evidence against one another. If a commissioner for oaths takes their spouse's oath, affirmation or declaration, this can lead to problems in the proof of affidavits in court. It can also create problems in the prosecution of *Criminal Code* offences involving perjury and the swearing of false affidavits.

Taking Affidavits or Statutory Declarations

For all purposes for which an oath or an affirmation is required or permitted by law, a person may either take an oath or affirm. An oath and an affirmation are of the same force and effect.

A commissioner for oaths should ask if a person wishes to take an oath or an affirmation.

If a person wishes to take an oath, instructions on how to administer an oath are set out below:

How to Administer an Oath to a Person Making an Affidavit

An **oath** is a solemn statement attesting to the truth of a statement to a Supreme Being or something sacred to the person taking the oath. The oath should be administered in the following way:

1. Ensure that the words in the introduction to the affidavit read "make oath and say."
2. Ask the person appearing before you whether they are the individual named in the affidavit as the person making the affidavit. If you know the person, it is not necessary to confirm their identity.
3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.
4. A person taking an oath may hold a text or object appropriate to the person's religious or spiritual beliefs. Say to the person:

"Do you swear that the contents of your affidavit are true, so help you God?"
5. The person responds by saying "I do".
6. You must then complete the jurat (see instructions below).

A person can be sworn in a different way that is sanctioned by their own religion. What is important is that they consider the oath to be binding on their conscience.

If a person wishes to affirm, instructions on how to administer an affirmation are set out below:

How to Administer an Affirmation to a Person Making an Affidavit

An affirmation is a solemn statement that is not religious, confirming that a statement is true.

.

The affirmation should be administered in the following way:

1. Before administering the affirmation, you must amend the words "make oath and say" in the introduction to the affidavit to read "solemnly affirm".
2. Ask the person appearing before you whether they are the individual named in the affidavit. If you know the person, it is not necessary to confirm their identity.
3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.
4. Ask the person:

"Do you solemnly affirm that the contents of your affidavit are true, the whole truth and nothing but the truth?"
5. The person responds by saying "I do".
6. You must then complete the jurat (see instructions below).

How to Administer a Solemn Declaration to a Person Completing a Statutory Declaration

A **solemn declaration** is a promise to tell the truth that is used for statutory declarations. The *Canada Evidence Act* and the *Alberta Evidence Act* prescribe this form for statutory declarations:

I, _____, solemnly declare that (state the fact or facts declared to), and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation.

Declared before me at _____ this _____ day of _____, 20____.

The solemn declaration should be administered in the following way:

1. Ask the person appearing before you whether they are the individual named in the statutory declaration as the person making the statutory declaration. If you know the person, it is not necessary to confirm their identity.
2. Ask the person to sign the statutory declaration. If the statutory declaration has already been signed, ask the person if the signature on the statutory declaration is theirs.
3. Ask the person:

"Do you make this solemn declaration conscientiously believing it to be the truth and knowing that it is of the same force and effect as if made under oath or affirmation?"
4. The person responds by saying "I do".
5. You must then complete the jurat (see instructions).

Alterations

If there are changes on an affidavit or statutory declaration, including the jurat, you must authenticate them. If changes are not authenticated the affidavit or statutory declaration may not be accepted in court proceedings.

To authenticate the changes, place a check mark at the beginning and end of each of the changes and then write your initials beside each change.

Example:

A.B. ✓fifth✓ ✓February✓ A.B.
I did on the ~~fourth~~ day of ~~January~~, 1976.

The Jurat

The **jurat** describes when, where, and before whom the document was sworn, affirmed or declared. It appears at the end of the document and must be completed by the commissioner for oaths.

The jurat must include:

- The date of swearing, affirming or declaring, and
- The place where the document was sworn, affirmed or declared.

In the case of an oath on an affidavit, it should include the words: "Sworn before me".

In the case of an affirmation on an affidavit, it should include the words: "Affirmed before me".

In the case of a statutory declaration, it should include the words "Declared before me".

The ordinary form of jurat for an affidavit is:

Sworn (or affirmed) before me at
Province of Alberta, this. day of 20 . .
.....
A Commissioner for Oaths in and for Alberta

Name and Appointment Expiry Date or Office

On each document you must legibly print or stamp in legible printing:

- Your name,
- If you are appointed, the date your appointment expires, and
- If you are a commissioner for oaths by virtue of office, your office

If you do not place your name, appointment expiry date or office on a document you attest to you can be found guilty of an offence and liable to a fine of up to \$1,000.

Exhibits

Often an affidavit or statutory declaration will refer to other documents that are attached or annexed as **exhibits**. An exhibit might be evidence in the form of records or other documents that are meant to support the person's affidavit or declaration.

Exhibits must be identified by you. Each exhibit should be marked in this way:

This is Exhibit referred to in
the affidavit (or statutory declaration) of (name of
person) sworn (or affirmed or declared) before me
this day of, 20
.
A Commissioner for Oaths in and for Alberta

When a Person is Visually Impaired or Unable to Read

If the person making the affidavit or statutory declaration is unable to read you must read the document, or cause it to be read, to the person and then ask the person if they understood it. You may only administer the oath, affirmation or solemn declaration if you are satisfied that the person has in fact understood what was read.

In those cases, the ordinary form of jurat must be amended. Insert the following before your signature:

As (name of person) is visually impaired (or unable to read), this affidavit (or statutory declaration) was read to them in my presence, they seemed perfectly to understand it, and made their signature (or mark) in my presence.

When a Person Does not speak English

If the person making the affidavit or statutory declaration does not understand the English language, a person competent to interpret the contents of the affidavit or statutory declaration must first be sworn using the following oath/affirmation.

“Do you swear/solemnly affirm that you understand (the language of the person), that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret the oath (or affirmation or solemn declaration) about to be administered. So help you God”(for an oath).

After the interpreter has interpreted the contents of the document, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through the interpreter.

The ordinary form of jurat must be amended by inserting the following before your signature:

As (name of person) does not understand the language of the affidavit (or statutory declaration), this affidavit (or statutory declaration) was, in my belief, interpreted to (name of person) by (name of interpreter) who first swore (or affirmed) that they understand (the language of the person) and that they would truly interpret the oath (or affirmation or solemn declaration) about to be administered.

When a Person is Hearing Impaired

If the person making the affidavit or statutory declaration has a hearing impairment but that person is capable of reading, read the declaration or affidavit, and appeared to perfectly understand it, and signed their name, then an interpreter is not required. Here is a sample of the jurat that can be used:

Sworn (or affirmed/declared) before me	)	
at the_____of_____in the	)	
Province of Alberta, this_____	)	
day of_____A.D., 20_____	)	
by the above named_____, who	)	
being hearing and speech impaired	)	
but capable of reading, read over	)	
the above written instrument,	)	_____
they appeared perfectly to	)	(Signature of the Deponent)
understand it, and signed their	)	
name in my presence.	)	

A Commissioner for Oaths in and for Alberta

If the person is hearing and speech impaired and incapable of reading, a person competent to interpret the document in the sign language known to the person must first be sworn. The following oath/affirmation may be administered.

"You swear/solemnly affirm that you understand (the sign language known to the person) and that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret to (name of person) the oath (or affirmation/solemn declaration) about to be administered to. So help you God"(for an oath).

After the interpreter has interpreted the contents of the documents, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through

the interpreter. In those cases the ordinary form of jurat must be amended by inserting the following before your signature:

As (name of person) being hearing and speech impaired and incapable of reading, this affidavit (or statutory declaration) was in my belief, interpreted to (name of person) by (name of interpreter) who first swore (or affirmed) that they understand (the sign language known to the person) and that they would truly interpret the contents of this affidavit (or statutory declaration) and that they would truly interpret the oath (or affirmation/solemn declaration) about to be administered.

Powers

Commissioners for oaths must ensure that they restrict the use of the appointments to those powers set out in the Act. They may not, as a commissioner for oaths perform other actions, such as certifying true copies, completion of documents etc.

Additional Information for Appointed Commissioners for Oaths

Re-appointment of a Commissioner for Oaths

A notice will be sent to commissioners 8 weeks before their appointment expires. An application form will be included so the commissioner can apply for re-appointment should they wish to do so.

Every commissioner must ensure that they do not act after the expiry date of their appointment.

Change of Employment or Address

If a commissioner for oaths changes their employment or address during their appointment this must be reported to the Department of Justice at the following address or by email at official.documents@gov.ab.ca:

Official Documents & Appointments
Rm. 111, 9833 - 109 Street
Edmonton, Alberta T5K 2E8

Inquiries about the Appointment of Commissioners for Oaths

Inquiries about the appointment of commissioners for oaths may be made to Official Documents & Appointments, at the address shown above or by email at official.documents@gov.ab.ca

Statute and Regulation

The work of commissioners for oaths in Alberta is governed by the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. Both can be accessed on the Alberta government website:

<https://www.alberta.ca/notaries-and-commissioners>

The regulation includes a Code of Conduct for Commissioners for Oaths, which is included below.

Code of Conduct for Commissioners for Oaths

1. A commissioner for oaths must
 - (a) discharge all of the commissioner for oaths' responsibilities with honesty, dignity and integrity;
 - (b) treat all persons fairly, courteously and with respect;
 - (c) provide services in a professional, ethical and responsible manner;
 - (d) comply with the terms and conditions of the commissioner for oaths' appointment;
 - (e) comply with
 - (i) the Notaries and Commissioners Act,
 - (ii) the applicable regulations under the Notaries and Commissioners Act,
 - (iii) any other law or directives that govern the conduct of commissioners for oaths in the discharge of their responsibilities, and
 - (iv) any direction issued to the commissioner for oaths under section 22 of the Act;
 - (f) act in a manner that maintains and upholds the honour and reputation of the office of commissioner for oaths;
 - (g) maintain up to date knowledge on the law and directives governing the duties and conduct of commissioners for oaths;
 - (h) hold in strict confidence all information of a confidential nature that comes to the commissioner for oaths' knowledge, except as is required to perform the services of the commissioner for oaths or as otherwise required by law.
2. A commissioner for oaths must not
 - (a) mislead or attempt to mislead anyone in the discharge of the commissioner for oaths' responsibilities;
 - (b) participate in the preparation or delivery of any document that is false, incomplete, misleading, deceptive or fraudulent;

- (c) participate in the preparation or delivery of any document that
 - (i) has the appearance of being validly issued by a court or other legitimate authority but is not,
 - (ii) is intended to or has the effect of deceiving any person, or
 - (iii) otherwise is lacking valid legal effect.

SAMPLE – Affidavit

CANADA

PROVINCE OF ALBERTA

TO WIT

AFFIDAVIT

I, _____ of the City of _____ in

the Province of Alberta, MAKE OATH AND

SAY/AFFIRM:

1. THAT

SWORN (or Affirmed) before me

At _____

this _____ day of _____,

20 _____

(Signature of the Deponent)

A Commissioner for Oaths/Notary
Public in and for
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES

SAMPLE – Statutory Declaration

STATUTORY DECLARATION

CANADA

PROVINCE OF ALBERTA

In the Matter of _____

TO WIT:

I, _____, of _____, in the Province of Alberta, do
solemnly declare as follows:

And I make this solemn declaration conscientiously believing it to be true
and knowing that it is of the same force and effect as it made under oath
or affirmation.

DECLARED before me

At _____

This _____ day of _____,

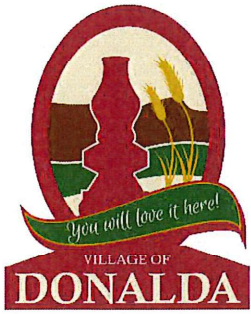
20__

(Signature of the Deponent)

A Commissioner for Oaths/Notary
Public in and for
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Orientation and Training for Elected Officials
Agenda Number	3.1 Mandatory Training for Elected Officials

Background/Proposal

In Alberta, the Municipal Government Act (MGA) and related regulations require all municipal councillors to complete mandatory orientation and training after being elected in a general election or by-election. This applies to both new and returning officials.

The mandatory training is divided into two parts with specific timelines, based on changes to the MGA that came into effect in 2024 and 2025.

All elected officials attended the first part of the orientation on October 27, 2025 presented by Brownlee LLP Barristers & Solicitors.

Discussion/Options/Benefits/Disadvantages

The first part of the orientation must be completed before or on the same day as the municipality's first organizational meeting after the election. The topics covered include:

- The role of municipalities in Alberta
- Municipal organization and function
- The roles and responsibilities of the council and councillors
- The municipality's code of conduct
- The roles and responsibilities of the Chief Administrative Officer (CAO) and staff
- Key municipal plans, policies and projects
- Budgeting and financial administration
- Public participation

Within 90 days of taking office, all councillors must also complete emergency management training as required by the Local Authority Emergency Management Regulation.

Costs/Source of Funding

Operating Expense

Applicable Legislation

n/a

Recommended Action

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.

That Council by resolution move that all members of council attend the Emergency Management Training Course on November 7, 2025, in person at the County of Stettler Administration Building.

Implementation/Communication

The Administration will act on Council's direction.

Target Decision Date

November 3, 2025

Village of Donalda

Bylaw 772-24 Council Procedural Bylaw

WHEREAS section 145 of the Municipal Government Act, RSA 2000, c M-26, provides that a council may, by bylaw, establish the procedures to be followed by council and, where a council establishes a council committee or other body, council may establish the functions of the committee or body and the procedures to be followed by it;

AND WHEREAS BYLAW No. 765-23 of the Village of Donalda, being the Council Procedural Bylaw, sets the commencement time for regular meetings of Council at 10:00 a.m.;

AND WHEREAS the Council of the Village of Donalda wishes to change the commencement time of regular meetings of Council to 7:00 p.m.;

NOW THEREFORE, the Council of the Village of Donalda, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Background

- 1.1. This Bylaw may be cited as the Council Procedural Bylaw.
- 1.2. The Council hereby establishes the following rules and regulations for the order and conduct of all Council Meetings.
- 1.3. The appropriate sections of the Municipal Government Act shall further apply to the conduct of all meetings.

2. Boards and Committees

- 2.1. Members, including Councillors, shall ordinarily be appointed to committees at the annual Organizational Meeting of the Council of the Village of Donalda.
- 2.2. Unless specified by resolution, appointments shall be for a period of approximately one year, expiring at the next regular Organizational Meeting of the Council of the Village of Donalda.
- 2.3. Council may, by ordinary resolution at any duly convened meeting of Council, appoint a member to a committee where a vacancy exists or for any other reason which necessitates an expedient appointment.
- 2.4. Council may only remove a Councillor from a committee with the Councillor's consent or as a sanction in accordance with the Councillor Code of Conduct Bylaw.
- 2.5. The Council may remove any other member from a committee with the member's consent or by a two-thirds majority vote at a Regular or Special Council meeting.
- 2.6. The following each operate as independent organizations. Members shall be appointed to represent the Village of Donalda's interests in each organization and report information concerning the organization's operations to the Council of the Village of Donalda. The Council is not precluded from appointing representation to other Organizations for a reason only that the organization does not appear on the following list.
 - 2.6.1. The Central Alberta Economic Partnership shall have one Councillor appointed by the Council of the Village of Donalda.

- 2.6.2. The County of Stettler Housing Authority shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.3. The County of Stettler Regional Recreation Board shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.4. Destination Stettler shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.5. The Donalda and District Museum Society shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.6. The East Central Heritage Committee shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.7. The Lamp Park Committee shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.8. The Parkland Community Planning Services Board shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.9. The Parkland Regional Library Board shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.9.1. The Councillor appointed to the Parkland Regional Library Board shall also be appointed to the Village of Donalda Library Board.
- 2.6.10. The RCMP Community Consultative Group shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.11. The Red Deer River Municipal Users Group shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.12. Parkland Community Planning Services shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.13. The Shirley McClellan Regional Water Services Commission shall have one Councillor and one alternate appointed by the Council of the Village of Donalda.
- 2.6.14. The Stettler and District Ambulance shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.15. The Stettler Regional Fire Department Advisory Committee shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.16. The Stettler Waste Management Authority shall have one Councillor appointed by the Council of the Village of Donalda.
- 2.6.17. The Stettler Regional Emergency Management Agency shall have one Councillor appointed to the Advisory Committee by the Council of the Village of Donalda.
- 2.7. The following each operate as standing committees with representation from multiple organizations but do not provide direct oversight to an organization. Members shall be appointed to represent the Village of Donalda's interests in

each partnership and report information concerning the Committee's discussions to the Council of the Village of Donalda.

2.7.1. Intermunicipal Development Plan Committees shall be established for the County of Stettler and governed by their respective Intermunicipal Development Plan Bylaws.

2.7.1.1. The Mayor and Municipal Planning Commission Chairperson shall be appointed to the Intermunicipal Development Plan Committee.

2.8. The following each operate as standing committees of the Village of Donalda. Members shall be appointed to exercise the power and duties delegated by the Council.

2.8.1. A committee of the whole is hereby established.

2.8.1.1. Committee of the whole shall consist of all Councillors.

2.8.1.2. Meetings shall be operated as a workshop to facilitate the Administration gathering information to draft resolutions, bylaws, and other instruments the Council can act on.

2.8.1.3. Committee of the whole shall not be delegated any authority to advance the business of the Village.

2.9. A Standing or Special Committee may be appointed at any time by Council or by the Mayor acting upon instructions of Council, provided that a motion has been adopted specifying the matter to be dealt with by the Committee.

2.10. It shall be the duty of the Chairperson of each Standing or Special Committee, or in their absence, it shall be the duty of the Chief Administrative Officer, to summon a Special Meeting of any such Committee whenever requested, in writing, to do so by a majority of members of any such Committee.

Appointment and Organization of Committees:

2.11. All Standing and Special Committees of Council shall be established on a motion of Council approved by a majority of the members present at a meeting of Council, and any member of Council may be placed on a Committee notwithstanding the absence of any such member at the time of their being named upon such Committee.

2.12. The Mayor shall be an ex-officio member of all Council Committees and shall have all the powers and privileges of any member, including the right to vote upon all questions to be dealt with by such Committee.

2.13. In any case, where a member of a Standing or Special Committee and their alternate are unable to attend meetings of the Committee of which they are a member, the Mayor may appoint a member of Council to such Committee to attend the meetings of the Committee concerned.

2.14. The member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights, and duties as a member of the Committee concerned as if appointed by Council thereto.

Powers of Committees, Boards, and Commissions

- 2.15. No action of any Committee, Board or Commission, unless the power to take such action is expressly conferred on the Committee, Board or Commission, shall be binding on the Village of Donaldda unless and until the same has been reported to Council by such Committee, Board or Commission and such action has been adopted by Council.
- 2.16. No member of the Council shall have the power to direct or interfere with the performance of any work for the Village of Donaldda, and any employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere or restrict the right of a Member of Council to seek minor information from any officer or employee of the Village of Donaldda.

3. Agenda for Council Meetings:

- 3.1. The Agenda for each regular and special meeting shall be prepared at the discretion of the Chief Administrative Officer.
- 3.2. Any member of Council, Village of Donaldda official, or any other person wishing to have an item of business placed on the Agenda shall make the submissions to the Chief Administrative Officer not later than 12:00 noon one week before the meeting. The Chief Administrative Officer may consider emergency items for inclusion in the upcoming meeting that are received after the deadline.
- 3.3. All submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable the Council to deal with the matter.
- 3.4. The Chief Administrative Officer, or designate, shall submit the Agenda with copies of all pertinent correspondence, statements, and reports to each member of the Council at least four days before each regular meeting.
- 3.5. The Chief Administrative Officer, or designate, shall prepare the Agenda with copies of all pertinent correspondence, statements, and reports for distribution at the Village Office to members of the public one (1) day before each regular meeting.
- 3.6. Council shall consider no item of business if the item has not been placed on the Agenda unless members of Council present, by a two-thirds (2/3) majority vote, agree to the item being placed on the Agenda. When instructed to do so, the Mayor, any Councillor or the Chief Administrative Officer shall be allowed to state why an item shall receive consideration on the Agenda because of its emergent nature before the motion is put to a vote.
- 3.7. The Council may draft a policy to govern the recording and broadcast of meetings.
- 3.8. If a Council or administrative staff member arrives late, leaves before the meeting is adjourned, or is temporarily absent, it shall be recorded in the minutes.

4. General Rules of Council:

- 4.1. The Mayor is to be elected from among the elected councillors at the Organizational Meeting each year.
- 4.2. The Deputy Mayor is to be elected from among the elected councillors at the Organizational Meeting each year.

- 4.3. Regular Council Meetings shall be held on the third Tuesday of each month unless changed by motion of the Council. Regular meetings of Council shall commence at the hour of 7:00 p.m. and shall adjourn not later than 10:00 p.m., if in session at that hour. Members of Council present, by a two-thirds (2/3) majority vote, may agree to a later adjournment time.
- 4.4. The Chief Administrative Officer will prepare a Public Notice for each Council and Council Committee Meeting which does not meet at the regular time and shall include:
 - 4.4.1. The name of the body which is meeting;
 - 4.4.2. The date, time, and location of the meeting;
 - 4.4.3. A general description of the purpose of the meeting;
 - 4.4.4. Where to direct inquiries regarding the meeting; and
 - 4.4.5. The date of posting of the Notice.
- 4.5. Such Public Notice of a Council or Council Committee Meeting will be posted in the central foyer of the Village Complex. In addition to the official Notice, informal Notice of a meeting may be provided through other media types.
- 4.6. As soon after the hour of the meeting, as there shall be a quorum present, the Mayor or other Presiding Officer shall take the Chair and call the meeting to order.
- 4.7. After the Mayor or other Presiding Officer has called the meeting to order, the first order of business will be Agenda approval, followed by confirmation of the Minutes of the preceding meeting as presented via motion.
- 4.8. If there is no quorum present within half an hour after the time appointed for a regular meeting of the Council, the Chief Administrative Officer shall record the names of the members of the Council who are present, and the meeting shall be absolutely adjourned until the next regular meeting unless a Special Meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to Council Chambers.
- 4.9. Attendance at the Regular Meeting of the Council is mandatory by members of the Council. Absence of attending meetings will be in written notice to the CAO by noon the day before the meeting.
- 4.10. Council Members must not be absent for more than two (2) consecutive Regular Meetings, unless absences are accepted by Council at a previous meeting.
- 4.11. The CAO's designate shall record in the Minutes each time a member of the Council excuses himself by reason of pecuniary interest.
- 4.12. Voting on all matters shall be done by raising the hand in such a clear manner that the Mayor or other Presiding Officer may easily count them.
- 4.13. All votes shall be recorded in the Minutes by name except where all councillors have voted in favour, and then the motion shall be recorded as "carried unanimously."
- 4.14. If a member has a pecuniary interest in a question, as defined by the Municipal Government Act, the member shall, in such case, report their status to the Council or the Committee, shall not vote, and leave Council Chambers.
- 4.15. In all other cases, every member present in Council Chambers when the Question is put forth shall vote.

- 4.16. Whenever a vote on any Order, Resolution, or Question before the Council or Committee cannot be taken because of the loss of a quorum, then the Order, Resolution, or Question shall be the first business to be proceeded with and disposed of at the next meeting of such Committee or Council under the particular order of business. If a quorum is lost for any reason for longer than thirty (30) minutes, the meeting is at an end.
- 4.17. The Mayor or other Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Mayor or other Presiding Officer shall be final unless reversed or altered by a majority vote of members present without debate.
- 4.18. Every member wishing to speak to a question or motion shall address himself to the Mayor or other Presiding Officer.
- 4.19. During the reading of minutes, reports, communications, or other papers, and when a member or any other person is addressing the Council, silence shall be observed, and no one shall be allowed to disturb the meeting.
- 4.20. A member called to order shall immediately cease to speak upon appeal, and after hearing the explanation, the Council shall, without debate, vote on the member's rights to continue. If there is no appeal, the decision of the Mayor or other Presiding Officer shall be adhered to.
- 4.21. No member shall:
 - 4.21.1. Speak disrespectfully of The Sovereign or any of the Royal Family, Governor General, Lieutenant Governor or persons administering the Government of Canada or the Province of Alberta.
 - 4.21.2. Use offensive or profane words in or against Council or against any member thereof.
 - 4.21.3. Speak except upon the Question in debate.
 - 4.21.4. Reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded or reconsidered.
 - 4.21.5. Resist the Rules of Council, disobey the decision of the Mayor or Council on any Question or Order or practice upon the interpretation of the Rules of Council. In case any member so resists or disobeys, the Council may order them by a majority vote to leave their seat for that meeting and in case they refuse to do so, they may, on the order of the Mayor, Deputy Mayor, or other Presiding Officer, be removed from there by the police. In case of ample apology being made by the offender, they may, by a vote of Council without debate, be permitted forthwith to take their seat.
- 4.22. Any member may require the Question or motion under discussion to be read at any time during the debate but not to interrupt a member while speaking.
- 4.23. The Mayor or other Presiding Officer will give each member who wishes to speak an opportunity to do so before putting the Question.
- 4.24. All motions shall be recorded by the designate of the CAO and read on request. A motion submitted to the Council does not require a Secunder. A motion shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment with the permission of all the members of the Council present.

- 4.25. Whenever the Mayor or other Presiding Officer is of the opinion that a motion offered to the Council is contrary to the rules and privileges of the Council, they shall apprise the members thereof immediately before putting the Question. They shall cite the rule or authority applicable to the case without argument or comment.
- 4.26. When a motion has been made and is being considered by the Council, no other motion may be made and accepted except:
 - 4.26.1. A motion to refer the main Question to some other person or group for consideration.
 - 4.26.2. A motion to amend the main Question.
 - 4.26.3. A motion to postpone the main Question.
 - 4.26.4. A motion to postpone the main Question to some future time.
 - 4.26.5. A motion to adjourn the meeting automatically tables any motion on the floor at the time and shall not be debated except as to the time when the matter will again be considered.
- 4.27. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member requests or when the Mayor or other Presiding Officer directs.
- 4.28. After the Mayor or other Presiding Officer finally puts any question, no member shall speak to the Question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or other Presiding Officer as to whether the Question has been finally put shall be conclusive.
- 4.29. Reconsiderations:
 - 4.29.1. A motion to reconsider shall not be allowed unless a majority of the members of the Council present agree, and it must be made by a member who voted on the prevailing side.
 - 4.29.2. No reconsideration shall be allowed on motion of adjournment.
 - 4.29.3. No question shall be reconsidered more than once at any one meeting of the Council.
- 4.30. Rescinding:
 - 4.30.1. A motion to rescind an action of the Council may be offered at any time subsequent to the original motion.
 - 4.30.2. Any member of the Council may make the motion to rescind.
 - 4.30.3. A majority vote of two-thirds of the Council members is necessary to pass a motion to rescind.
- 4.31. Reviewing/Revising:
 - 4.31.1. A motion to refer cannot be Reviewed/Revised but can be debated.
 - 4.31.2. A motion to adjourn the Council shall be in order at all times.
- 4.32. Whenever any matter of privilege arises, it shall be immediately considered.

5. Amendments:

- 5.1. Every amendment must be relevant to the Question on which it is proposed. Any amendment that raises a new question can only be considered on a distinct motion.
- 5.2. An amendment proposing a direct negative is out of order.
- 5.3. All amendments shall be put in the reverse order to that in which they are moved. Every amendment shall be decided upon or withdrawn before the main Question is put to a vote. Only one amendment shall be allowed on a main motion or to an amendment at one time.
- 5.4. There shall be no amendments to any motions for the appointment of any person to any office.
- 5.5. The business of Council Committees shall be conducted under the following regulations and subject to the rules governing procedure in Council:
- 5.6. The Chairperson shall preside at every meeting.
- 5.7. The name of the Chairperson shall appear upon all reports and recommendations made by the Committee.
- 5.8. In the absence of the Chairperson, the alternate Council member shall preside.
- 5.9. The Minutes of the transactions of every Committee shall be accurately entered into a book to be provided for that purpose.
- 5.10. No report or recommendation to do with any matter or thing shall be recognized as emanating from any Committee unless it is in writing, bears the name of the Chairperson or Acting Chairperson and refers to the Minutes of the Committee under which it is issued.
- 5.11. The Executive Assistant or a person designated by the Committee Chairperson shall record the Minutes of the Committee.
- 5.12. Any Council member not a member of a Committee, without compensation, may attend Committee meetings with the right of debate but not to make motions or to vote.

6. Communications Intended for Council:

- 6.1. Every written communication reaching the Chief Administrative Officer and intended for Village Council shall be fairly written, printed on paper, distributed electronically and signed by at least one person whose address is also shown.
- 6.2. When the Chief Administrative Officer receives a communication intended for the Village Council, the CAO shall place it on the Agenda of the next regular meeting of the Council once the Chief Administrative Officer is assured:
 - 6.2.1. the information or request falls within the scope of the Council's authority to act and advance Council business;
 - 6.2.2. the information is not repetitive or redundant;
 - 6.2.3. the information does not concern a matter to which other right of appeal exists or which is more appropriate for another board and
 - 6.2.4. there is sufficient information contained therein to allow the Council to render a decision
- 6.3. If the Council decides by a majority of members present that a communication sent to it deserves immediate action, then the matter may be dealt with at that Council meeting.

- 6.4. Any communication the Council receives may be referred to a Committee Council or directed to the Chief Administrative Officer for report.
- 6.5. Notwithstanding any provision of the Procedural Bylaw, the Council will grant a full and fair hearing to persons entitled by law to make oral submissions to the Council; however, such right may be placed on the Agenda of a Special Council meeting.
- 6.6. Council shall hear no more than two delegations at any one meeting of Council unless the Mayor deems that a further delegation is emergent.
- 6.7. Delegations shall be restricted to a ten-minute time limit unless the Council allows otherwise. All rules of the Council in the Procedural Bylaw shall apply to every delegation member.
- 6.8. A person wishing to make representation directly to the Council shall advise the Chief Administrative Officer no less than one week before the Council meeting date.
- 6.9. Delegations shall only be granted where the subject matter:
 - 6.9.1. falls within the scope of Council's authority to act and advances Council business;
 - 6.9.2. is not repetitive or redundant;
 - 6.9.3. is not before, or likely to go before, a court or administrative tribunal having jurisdiction;
 - 6.9.4. does not concern a matter to which another right of appeal exists or which is more appropriate for another board and
 - 6.9.5. there is sufficient information contained therein to allow the Council to render a decision;
 - 6.9.6. has not appeared as a Delegate before the Council on the same subject matter in the past six (6) months.
- 6.10. In questioning delegations, whether statutory or otherwise, members of the Council will ask only questions relevant to the hearing and will avoid repetition.
- 6.11. Delegations speaking to the subject will be restricted to speaking to the subject matter only.
- 6.12. Any member of the public who, while in Council Chambers, interrupts or disturbs the proceedings of Council by words or actions, and who, when so requested by the Mayor or other Presiding Officer, refuses to end such interruption or to leave Council Chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the Criminal Code, Section 30, Preventing Breach of Peace, and shall be subject to removal from Council Chambers by the police.
- 6.13. Council may recess from time to time to a fixed future date and/or time any regular or special meeting of Council, which has been duly convened but not terminated. The object of adjourning is to finish the business in which the meeting was called to transact in the first place but has not been completed.
- 6.14. The Mayor or other Presiding Officer shall determine any meeting conduct not herein provided for.

7. **Bylaws:**

- 7.1. When a proposed Bylaw is presented to the Council or a Committee of the Council, it must be accompanied by a report from the Chief Administrative Officer or their designate containing:
 - 7.1.1. The purpose of the Bylaw.
 - 7.1.2. The legislative provisions of the Bylaw (i.e., reference to the Municipal Government Act.)
 - 7.1.3. The process involved in approving the Bylaw.
 - 7.1.4. Staff recommendations regarding the Bylaw.
- 7.2. When a proposed Bylaw is read in Council, the Chief Administrative Officer shall certify the reading and the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the Chief Administrative Officer shall keep on file the correct copies, including any amendments.
- 7.3. A Bylaw appearing upon the Council Agenda when listed as ready for first reading shall be introduced by a member moving that "Bylaw Number (quoting the Bylaw Number) be read a first time." After first reading, the Bylaw may be debated, referred to, or tabled. If a Bylaw fails to receive first reading, it may be struck from the Agenda.
- 7.4. The Chairperson shall report all amendments to a Bylaw made in Committee of the Whole to Council. After receiving a report, the proposed Bylaw shall be open to debate and amendment by Council.
- 7.5. Every Bylaw shall have three distinct and separate readings before it is finally passed, but not more than two readings shall be had at one meeting of the Council except by the unanimous vote of the members present.
- 7.6. Every Bylaw shall be read a third time before the Mayor or Chief Administrative Officer signs it. If a Bylaw fails to receive third reading, it shall remain on the Agenda to be dealt with at the Council's next regular meeting.
- 7.7. Every Bylaw of general application shall be printed or otherwise duplicated to be available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto, and the Chief Administrative Officer shall retain the original of every Bylaw on file and correctly record amendments thereto.
- 7.8. The CAO shall securely deposit every Bylaw that the Council has passed after being sealed with the seal of the Village of Donalda and signed by the Mayor and Chief Administrative Officer.

8. Repeal:

- 8.1. This Bylaw shall not be repealed, amended, or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended, or suspended:
 - 8.2. By a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present or
 - 8.3. By a Bylaw passed at a regular meeting of the Council, following a Notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.
9. BYLAW 765-23 is hereby repealed in its entirety.

READ A FIRST TIME THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

READ A SECOND THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

Unanimous consent to consider third reading of this bylaw at this meeting was given this 16th day of April 2024 A.D. on a motion of M. Thompson.

READ A THIRD TIME THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

SEAL

Mayor

Chief Administrative Officer

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

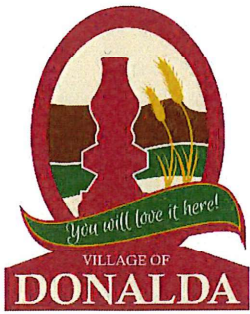
- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Setting of Regular Meeting Dates, Time and Place
Agenda Number	4.1 2025 – 2026 Proposed Meeting Schedule

Background/Proposal

At the annual Organizational Meeting, it is required, through resolution, to set the dates and times for Regular Council Meetings and Standing Committee Meetings for the term.

Discussion/Options/Benefits/Disadvantages

Establishment of the Regular Council Meeting schedule has been determined over the course of the remainder of 2025. Reference to setting of meeting dates and times is further identified in the following:

- Council Procedural Bylaw 772-24 - Part 4 - General Rules of Council
- MGA Revised Statutes of Alberta 2000, Chapter M-26 current as of June 17, 2021, Section 193 and 195.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

That Council move to accept the 2025 – 2026 schedule where the Village of Donalda Regular Council meetings are held on the third Tuesday of each month commencing at 7:00 pm in the Municipal Office.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

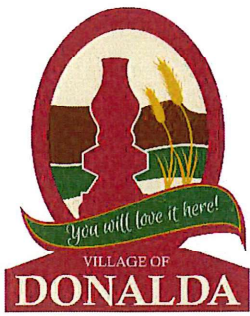
November 3, 2025

ATTACHMENT:

Proposed 2025 - 2026 Village of Donalda Regular Council Meeting Schedule

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.

Date	Time	Place	Purpose
November 18, 2025	7:00 pm	Council Chambers	Regular Meeting of Council
December 16, 2025	7:00 pm	Council Chambers	Regular Meeting of Council
January 20, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
February 17, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
March 17, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
April 21, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
May 19, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
June 16, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
July 21, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
August 18, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
September 15, 2026	7:00 pm	Council Chambers	Regular Meeting of Council
October 20, 2026	7:00 pm	Council Chambers	Organizational Meeting of Council



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Appointment of Chief Elected Official and Deputy Chief Elected Official
Agenda Number	5.1 Appointment of Mayor & 5.2 Appointment of Deputy Mayor

Background/Proposal

The Municipal Government Act provides for the appointment of a chief elected official and a deputy chief elected official, the duties of the chief and deputy chief elected officials and for the titles to be used for those offices, as follows:

150(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

152(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of chief elected official, or
- (b) if the office of chief elected official is vacant.

154(1) A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
- (b) perform any other duty imposed on the chief elected official by this or any other enactment or bylaw.

155 A councillor is to have the title "councillor" and a chief elected official that of "chief elected official" unless the council directs that another title appropriate to the office be used.

159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

159(2) The term of office of an appointed chief elected official starts immediately on appointment and ends on the appointment of the next chief elected official.

185.1(1) Despite sections 185 and 197, at a meeting at which council

- (a) establishes a council committee or other body under section 145, or

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(b) appoints a chief elected official under section 150,

a secret ballot must be held if requested by any councillor present at the meeting.

185.1(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.

Discussion/Options/Benefits/Disadvantages

Pursuant to section 152(1), the deputy chief elected official can be appointed until the next organizational meeting or the deputy can be appointed for a specific period of time. The Village has been following the practice of appointing one councillor as the deputy chief elected official until the next organizational meeting.

The Village has been following the practice of using the title “councillor” for councillor, “Deputy Mayor” for the deputy chief elected official and “Mayor” for the chief elected official.

Recommended Action

That members of council:

1. Appoint a chief elected official by resolution,
2. Appoint the deputy chief elected official(s) by resolution,
3. By resolution authorize the chief elected official to use the title “Mayor” and the deputy chief elected official to use the title “Deputy Mayor”.

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

The Village of Donalda's Council Procedural Bylaw 772-24, Sec. 4.0 - General Rules of Council, Sub-section 4.1 and 4.2 requires the Mayor and Deputy Mayor to be chosen from among the elected councillors at the Organizational Meeting each year.

Administration recommends Council, by resolution nominate Mayor and Deputy Mayor positions at this time.

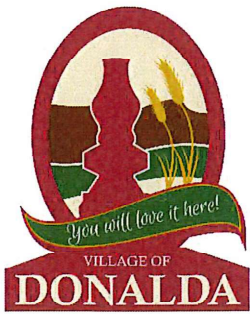
Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

November 3, 2025

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



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Council Remuneration and Compensation
Agenda Number	6.1 Payment to Council Members for Duties Performed

Background/Proposal

The Municipal Government Act (Section 275.1) allows for compensation to be paid to members of Council for duties performed.

Discussion/Options/Benefits/Disadvantages

At the 2023 Organizational Meeting sitting Council formalized through motion the remuneration and compensation for Council as follows:

Supervision Pay - \$1,200 per year, paid quarterly in March, June, September, and December.

Meeting Pay- Councillors and the Mayor to receive meeting pay of \$60.00 for each half day meeting, and \$120 for each full day meeting, with half day meeting being 4 hours or less, excluding travel.

Mileage- Mayor and Councillors to receive \$0.60 per km for vehicle travel expenses.

Costs/Source of Funding

Operating Expenses

Applicable Legislation

n/a

Recommended Action

That Council formerly approve the remuneration, and compensation amounts as indicated in this report and previously adopted in 2023 or;

Alternatively set new rates and formally adopt.

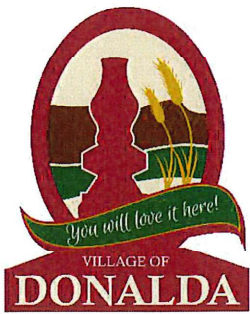
Implementation/Communication

The Administration will act on Council's decision.

Target Decision Date

November 3, 2025

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Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Appointment of Financial Auditor
Agenda Number	7.1 Financial Auditor Appointment for 2026

Background/Proposal

Conducting a financial audit is a mandatory practice for municipalities, aimed at providing an independent assessment of our financial statements and ensuring compliance with applicable laws and regulations. Council at the Organizational Meeting appoints the financial auditor for the upcoming year. Brian King Professional Corporation has been the auditor for previous years and has provided good service to the Community.

Discussion/Options/Benefits/Disadvantages

The cost of a municipal financial audit in Alberta can vary widely based on several factors, including the size and complexity of the municipality, the scope of the audit, and the specific auditing firm chosen. Generally, you can expect the following cost ranges:

1. Small Municipalities: For smaller towns or villages with straightforward financials, audits may range from approximately \$10,000 to \$20,000.
2. Medium-sized Municipalities: For medium-sized municipalities, the cost typically increases to about \$20,000 to \$40,000. These audits may require more extensive procedures due to more complex financial activities.
3. Larger Municipalities: Larger cities or regional municipalities, which have multiple departments and more intricate financial systems, might face audit costs ranging from \$40,000 to \$100,000 or more. These audits often involve a detailed examination of various funds and compliance with additional regulations.

Additional factors that can influence costs include:

- The number of funds or departments involved in the audit.
- The level of documentation and internal controls in place.
- Special requirements, such as Single Audit requirements for municipalities that receive federal or provincial funding.

Previous year's audits have ranged in cost between \$9,000 and \$10,000 with these costs based on an hourly rate and time required to perform the function. Administration will be recommending that Council approve the services of Brain King Professional Services as the Village's Financial Auditor.

Costs/Source of Funding

Operating Expenses

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

Applicable Legislation

n/a

Recommended Action

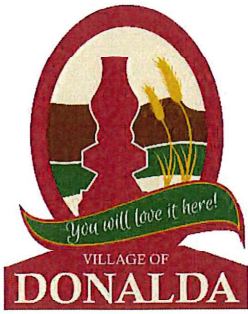
That Council approve the services of Brain King Professional Services to undertake the 2026 Financial Audit.

Implementation/Communication

The Administration will notify the selected auditing firm of Council's selection, and an engagement agreement will be drafted for review.

Target Decision Date

November 3, 2025



Request for Decision	
Meeting	Organizational Meeting
Meeting Date	November 18, 2025
Originated By	Melanie Veale
Decision Title	Village Board Appointments
Agenda Number	8.1 Village Boards & 8.2 External Boards

Background/Proposal

The Council Procedural Bylaw 772-24 sets out the Boards and Committees to which council appoints a member and the Bylaw further prescribes that members shall ordinarily be appointed at the Organizational Meeting.

To assist with making appointments, a brief description follows for each of the local boards and committees listed in the Council Procedural Bylaw.

Discussion/Options/Benefits/Disadvantages

Administration will provide an overview of the various boards and committees as listed on the attachment provided. Council members may wish to have some time to review and consider the various appointments prior to formalizing participation.

Costs/Source of Funding

Operating Expenses

Applicable Legislation

n/a

Recommended Action

That Council appoint members to each Board and Committee.

Implementation/Communication

The Administration will publish the appointments on the Village of Donalda's Official Website.

Target Decision Date

November 3, 2025

ATTACHMENTS:

Village and external boards and committees listing.

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.

BOARD and COMMITTEE Listing

Village Boards and Committees

1. **Deputy Directors of Emergency Management:** We recommend that County of Stettler staff members Aislinn Reule and Kyle Benna be appointed as the Village's Deputy Directors of Emergency Management
2. **Director of Emergency Management:** Clint Sime is the Regional Director of Emergency Management and is appointed to that position by the Stettler Regional Emergency Management Agency. We recommend that Clint Sime be appointed as the Village's Director of Emergency Management.
3. **Donalda and District Museum Society:** Meetings are monthly. The Board governs and operates the Donalda and District Museum. Administration recommends that a member of council be appointed to the Donalda and District Museum Society.
4. **Lamp Park Committee:** This committee functions under the Donalda and District Museum Society. The committee fundraises for Lamp related projects and then coordinates the maintenance, upkeep and refurbishment of the Donalda Lamp. The Committee meets on an as required basis, about 4 times per year. Administration recommends that a member of council be appointed to the Lamp Park Committee.
5. **Village of Donalda Library Board:** Meetings of the board are held quarterly. The Board governs and manages the library, budget, programs and services. Administration recommends that a member of council be appointed to the Village of Donalda Library Board and that the same member of council be appointed to the Parkland Regional Library Board.
6. **Donalda Infrastructure Committee:** This committee hasn't met for several years. During that time, infrastructure matters have been dealt with by council. Administration recommends that all members of council could be appointed to this committee or, alternatively, no appointments can be made and that infrastructure matters can continue to be dealt with by council. If this committee is no longer needed, it could be deleted from the Bylaw when the Bylaw is next being reviewed.
7. **Donalda Weed Inspector:** The Weed Control Act requires council to appoint inspectors to enforce and monitor compliance with the Act within the municipality. We recommend that a member of Public Works be appointed Weed Inspector.
8. **Family and Community Support Services Board:** The Family and Community Support Services (FCSS) program promotes and enhances the well-being of Albertans, families and communities. FCSS programs are intended to help individuals adopt healthy lifestyles, improve their quality of life and build capacity to prevent and deal with crisis situations should they arise. The Village can access grant funding through FCSS for eligible programs on an 80% province and 20% Village cost-sharing basis.

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Funding criteria must be followed in order to obtain the provincial grant funds. Since 2018, the CAO and Assistant CAO have been appointed by council to form the FCSS Board which makes decisions, within the council approved budget, on applications and funding allocations. Administration recommends that a member from Council be appointed to the FCSS Board.

9. **Municipal Planning Commission:** The Municipal Planning Commission Bylaw 744-21 provides that the Commission shall consist of all members of Council. The Commission has the following functions and duties:
- To achieve the orderly, economic and beneficial development, use of land and patterns of human settlement and to maintain and improve the quality of the built environment,
 - To serve as Development Authority to exercise development powers and perform duties on behalf of the municipality,
 - To serve as the Subdivision Authority to exercise subdivision powers and duties on behalf of the municipality.

Administration recommends that all members of council be appointed to the Municipal Planning Commission.

10. **Village of Donalda Emergency Management Advisory Committee:** This appointee communicates with the Regional Director and, in the event circumstances affecting only Donalda warrant declaration of a State of Local Emergency. The appointee will coordinate with the Mayor to call a council meeting for that purpose. This appointee should also be appointed to the Stettler Regional Emergency Management Agency, which meets at least once per year. The Regional Agency appoints the Regional Director of Emergency Management, approves the Regional Training Plan, provides input into the Emergency Management Program and has authority to declare a regional State of Local Emergency (when the incident affects more than one municipality). Administration recommends that a member of council be appointed to the Village of Donalda Emergency Management Advisory Committee and that the same member of council be appointed to the Stettler Regional Emergency Management Agency.
11. **Donalda Risk Management Committee:** Stettler Regional Emergency Management Agency does risk assessments and management for each municipality in the region. As risk assessments and management are being done by the regional staff, we understand that it's no longer necessary to make an appointment to the Donalda Risk Management Committee. Administration recommends that because this committee) s no longer needed, that it be deleted from the Bylaw when the Bylaw is next being reviewed.
12. **Committee of the Whole:** The Municipal Government Act provides that Council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure outlined in the Freedom of Information and Protection of Privacy Act. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of council held in public. Typically, Council will sit as Committee of the Whole when in a meeting that is closed to the public. Administration recommends that all members of council be appointed to the Committee of the Whole.

External Boards and Committees

1. **Central Alberta Economic Partnership:** CAEP is a partnership of 45 municipalities and organizations within Central Alberta who take a collaborative approach to stimulate economic growth through strategic regional partnerships by connecting members to resources, tools, training, and people. The Village of Donalda is a participating municipal partner and attends the meetings that take place once or twice per year. There are also sub committees appointed members can participate on. Administration recommends that a member from Council be appointed to CAEP.
2. **County of Stettler Housing Authority:** The County of Stettler Housing Authority in cooperation with 8 other municipalities to operate senior housing and affordable housing options in its participating communities. The Housing Authority meets monthly and the appointee from Council can attend the meeting to discuss business of the group. Administration recommends that a member from Council be appointed to the Authority.
3. **County of Stettler Regional Recreation Board:** This regional recreation board formed in 1974 has a mandate of providing a coordinated benefit and support for recreation programs and facilities within the region. The board is made up of 9 member districts including that of the Donald and District Ag Society. Each member district has one appointed member from Council and the board meets quarterly. Administration recommends that a member of Council be appointed to the County of Stettler Regional Recreation Board
4. **East Central Alberta Heritage Society:** The Society exists to preserve sections of the rail line built in the early 1900's to promote tourism and provide recreational opportunities. The Society is active in trying to get the rail line back in operation to Donalda. Meetings are held on the third Tuesday of each month at the Stettler Regional Board of Trade offices. County of Stettler does not have any members sitting on the board. Administration recommends that Council considers participation on the board and advise Administration.
5. **Parkland Community Planning Services (PCPS) Board:** The Village as a member of PCPS is provided professional planning assistance by professional planners and support staff. The Village needs to appoint a representative to PCPS. They would participate in the annual general meeting and if desired let their name stand to be one of 5 municipal representatives to be appointed to the Board of Directors. Administration recommends that a member of Council be appointed to represent the Village on PCPS.
6. **RCMP Community Consultative Group:** The Town of Bashaw RCMP have this group formed with invited participants from the various municipalities that they serve. They meet quarterly and the purpose of the meetings are to discuss any concerns, receive updates on activities of the detachment, and as well review upcoming community events for which the RCMP could participate. The representative attending these meetings would then be expected to report back to all of Council. Administration recommends that a member of Council be appointed to the RCMP Community Consultative Group.

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7. **Red Deer River Municipal Users Group:** This group is an association of rural and urban municipalities within the Red Deer River Basin. Appointed members from municipalities work together towards shared goals including long term sustainability of our river's water. Meetings normally take place every 2 months in Drumheller. Administration recommends that a member of Council be appointed to the Red Deer River Municipal Users Group.
8. **Shirley McClellan Regional Water Services Commission:** This commission provides regional water services to 14 municipalities including Donalda. As a member Council can appoint a representative to participate on the commission which meets quarterly. Administration recommends that a member of Council be appointed to represent the Village on the Commission.
9. **Stettler and District Ambulance Association:** The County of Stettler provides Advanced Life Support ambulance service to a number of communities within their region including Donalda. The SDAA guides the operations and policies of the County's ambulance. SDAA is contracted by AHS to be the primary provider for our area, though we technically have a borderless system. The County of Stettler Administration oversees the Association and provides Administrative, HR, Financial, Technical, and Mechanical services to the organization. Membership is made up of the Town of Stettler (2 Councillors), County of Stettler (2 Councillors) and one Councillor each from the Villages of Donalda and Big Valley; one Councillor from each of the Summer Villages of Rochon Sands and White Sands; and one Member-at-Large. Meetings take place quarterly normally for a half day. Administration recommends that a member of Council appoints one representative to the Stettler District Ambulance Association and also appoints one alternate representative to the Stettler District Ambulance Association.
10. **Stettler Regional Fire Advisory Committee:** Stettler County provides regional fire services to a number of communities within its region including Donalda. The Advisory Committee has been formed to provide an opportunity for member municipalities to meet and discuss service and issues concerning fire. The Fire Services Advisory Committee meet quarterly with the committee made up of elected officials. Administration recommends that a member of Council be appointed to represent the Village on the commission.
11. **Stettler Regional Waste Management Authority:** This authority manages the solid waste activities of the County and well as communities it serves within the region. Donalda has a waste transfer site that is picked up by managed by the waste management authority. The Board approves the budget, represents municipal interest, and develops and implements policy. The County of Stettler Administration provides administrative, HR, financial, technical, and mechanical support services.

Membership is made up of 2 Councillors from each of the County and Town (4 total), 1 Councillor from each of the Villages and Summer Villages (4 total), and 2 members-at-large. Meetings take place quarterly and are normally a half day in duration. Administration recommends the appointment of one Council representatives to the Stettler Waste Management Authority and as well one alternate Council member to the Stettler Waste Management Authority.

12. **Intermunicipal Development Plan Committee:** Previous appointments have included the Mayor and Municipal Planning Commission Chairperson participating on the committee to recommend and implement intermunicipal initiatives of benefit to both the Village of Donalda and the County of Stettler.