

VILLAGE OF DONALDA
Regular Council Meeting,
January 20, 2026
Council Chambers
5001 Main Street, Donalda
AGENDA

CALL TO ORDER – MAYOR

1. AGENDA

1.1. Additions and Amendments

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council December 23, 2025

3. DELEGATIONS

3.1. *Administration confirms that no delegation requests were received prior to the agenda deadline.*

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. Tax Recovery Property Auction

5. VILLAGE BUSINESS

5.1. Purchase of Laptop Computers for Council Use

5.2. Viability Review Support Group Participation

5.3. Open Public Budget Workshop

5.4. ABmunis 2026 Spring Municipal Leaders Caucus – Council Attendance

5.5. Financial Reports

5.5.1. Operating Budget Period Ending December 31, 2025

5.5.2. Cheque Register Period December 31, 2025

5.5.3. Bank Reconciliation Period Ending December 31, 2025

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Alberta Municipalities Newsletter

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

7.3. Councillor

7.4. Chief Administrative Officer

8. GALLERY

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.

9. CLOSED MEETING OF COUNCIL

9.1. Administration confirms that no items meeting the criteria for closed session under the Municipal Government Act were brought forward prior to agenda finalization.

10. NEXT MEETINGS

- 10.1. January 20, 2026
- 10.2. February 17, 2026

11. ADJOURNMENT



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday, December 23, 2025
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, December 23, 2025, at the Village Complex in Council Chambers.

Councillor: Shaleah Fox
Councillor: Phil Menecola
Councillor: Tanya Metcalfe
Staff: CAO Melanie Veale

CALL TO ORDER

Mayor Fox called the meeting to order at 7:02 pm.

1. **AGENDA**

1.1. Additions and Amendments

Administration request to add time sensitive items to the agenda that arose after the agenda package was finalized requiring Council direction.

MOVED by T. Metcalfe to add item to Village Business, item 5.7 2024 Audited Financial Statements.

CARRIED (188-25)

MOVED by T. Metcalfe to add item to Village Business, item 5.8 Sale of Degelman Speed Blade.

CARRIED (189-25)

MOVED by T. Metcalfe to add item to Closed Meeting of Council, item 9.1 Council to receive Auditor's recommendations from the 2024 Audited Financial Statements.

CARRIED (190-25)

MOVED by T. Metcalfe to add item to Closed Meeting of Council, item 9.2 Council to receive update regarding Personnel and Legal Matter.

CARRIED (191-25)

MOVED by P. Menecola to accept the meeting agenda as amended.

CARRIED (192-25)

2. **PREVIOUS MINUTES**

2.1. Regular Meeting of Council November 18, 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.

Mayor S. Fox noted that under Item 2.1, the motion should read minutes not agenda.

Mayor S. Fox noted that under Item 5.2, the motion was brought forward by Councillor P. Menecola rather than S. Fox.

MOVED by P. Menecola that the minutes of the November 18, 2025 Regular Meeting be approved as amended.

CARRIED (193-25)

3. DELEGATIONS

**3.1. ACC Wastewater Solutions – Lagoon and Collection System Treatment
Recommendations – Jacy Hingley**

MOVED by P. Menecola that Council approve Administration's recommendation to implement the Biological Lagoon Management program for the Donalda lagoon and authorize Administration to proceed with the approved budget.

CARRIED 2-1 (194-25)

Opposed: Councillor T. Metcalfe

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. New Policy Review: Village of Donalda Handi Bus Use – UPDATE

COUNCIL received the update for information only.

4.2. Sidewalk Infrastructure – UPDATE

COUNCIL received the update for information only.

5. VILLAGE BUSINESS

5.1. Transfer of Ownership of the Donalda Creamery

MOVED by T. Metcalfe that Council authorize Administration to initiate the removal of the Village of Donalda from the land title records of the Donalda Creamery, a designated historical resource, and further direct Administration to engage legal counsel to complete all documentation, registrations, and filings necessary to effect the transfer of ownership to the Donalda & District Museum Society, ensuring compliance with the Municipal Government Act and the Historical Resources Act, and in accordance with the approved Transfer Agreement.

CARRIED (195-25)

5.2. STARS Request for Support

MOVED by T. Metcalfe that Council approve a four-year voluntary financial pledge to STARS (Shock Trauma Air Rescue Service) in the amount of \$474.00 per year, based on a contribution rate of \$2.00 per

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capita, and further direct that this contribution be included annually in the Village of Donalda's operating budget for the duration of the pledge, and that Administration advise STARS of Council's decision.

CARRIED (196-25)

5.3. Clearview Public Schools Local Government Meeting Invitation

MOVED by T. Metcalfe that Council approve Deputy Mayor Phil Menecola to attend the Clearview Public Schools Local Government Meeting scheduled for Tuesday, February 26, 2026, on behalf of the Village of Donalda, and further direct Administration to submit the required RSVP to Clearview Public Schools by January 27, 2026.

CARRIED (197-25)

5.4. 2026 Interim Operating Budget

MOVED by T. Metcalfe that Council approve the 2026 Interim Operating Budget for the Village of Donalda, based on the 2025 Operating Budget, effective January 1, 2026, and that this interim budget remain in effect until Council adopts the final 2026 Operating Budget in accordance with the Municipal Government Act.

CARRIED (198-25)

5.5. 2026 Interim Capital Budget

MOVED by P. Menecola that Council approve the 2026 Interim Capital Budget for the Village of Donalda, and that this interim budget remain in effect until Council adopts the final 2026 Capital Budget in accordance with the Municipal Government Act.

CARRIED (199-25)

5.6. Financial Reports

- 5.6.1. Operating Budget Period Ending November 30, 2025
- 5.6.2. Cheque Register Period November 30, 2025
- 5.6.3. Bank Reconciliation Period Ending November 30, 2025

MOVED by T. Metcalfe that Council approve the Village of Donalda Financial Statements for the period ending November 30, 2025, as presented.

CARRIED (200-25)

5.7. 2024 Audited Financial Statements

MOVED by P. Menecola that Council approve the Village of Donalda's 2024 Audited Financial Statements, as presented, and further direct Administration to incorporate the audit results into future budget and long-term financial planning.

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.

CARRIED (201-25)

5.8. Sale of Degelman Speed Blade

MOVED by T. Metcalfe that Council not approve the proposed sale of the Degelman Speed Blade at this time, and further direct Administration to obtain and present additional sale pricing information from alternative sources, including comparable market listings, auction values, or other disposal options, for Council's consideration at a future meeting.

CARRIED (202-25)

6. INFORMATIONAL ITEMS & CORRESPONDENCE

- 6.1. Shirley McClellan Regional Water Services Commission (SMRWSC) Donalda Standpipe Decommissioning Consent to Share Information
- 6.2. Municipal Affairs: 2025 Engagement Fire Level of Service – What We Heard
- 6.3. Municipal Affairs: Letter from the Office of the Minister – Election
- 6.4. Municipal Affairs: Letter from the Office of the Minister – Summer Tour 2025
- 6.5. Village of Donalda: Letter to County of Stettler Council and Staff
- 6.6. Alberta Municipalities: Property Taxes Reimagined
- 6.7. Parkland Regional Library System Board Talk Highlights
- 6.8. National Police Federation – Public Support for RCMP

MOVED by P. Menecola that Council accept the informational items and correspondence as information.

CARRIED (203-25)

7. COMMITTEE AND STAFF REPORTS

- 7.1. Mayor
- 7.2. Deputy Mayor
- 7.3. Councillor
- 7.4. Chief Administrative Officer

MOVED by T. Metcalfe that council accept the Committee and Staff Reports as presented.

CARRIED (204-25)

8. GALLERY

- 8.1. Public Input: Members of the gallery raised two points regarding the 2024 Audited Financial Statements and the Cheque Register. Council received the comments for information. No decisions were made.

9. CLOSED MEETING OF COUNCIL

The following items will be considered in Closed Session in accordance with section 197 of the Municipal Government Act and applicable access to information and privacy legislation.

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.

9.1. Auditor Recommendations – 2024 Audited Financial Statements

9.2. Legal Matter – Former Employee

MOVED by P. Menecola that Council move in camera at 9:15 p.m. pursuant to section 197 of the Municipal Government Act, the Access to Information Act, and the Protection of Privacy Act, to receive and discuss:

- the auditor's recommendations related to the 2024 Audited Financial Statements; and
- a legal matter respecting a former employee.

CARRIED (205-25)

MOVED by P. Menecola that Council receive the auditor's recommendations related to the 2024 Audited Financial Statements and information respecting a legal matter involving a former employee for information while in camera.

CARRIED (206-25)

MOVED by P. Menecola that Council return to open session at 9:50 p.m.

CARRIED (207-25)

Council reconvened in Open Session and passed motions arising from the Closed Session discussion.

MOVED by P. Menecola that Council accept the auditor's recommendations related to the 2024 Audited Financial Statements, and further authorize Administration to close the Tax Recovery Surplus Roll 354 and transfer the funds into the Operations account, in accordance with standard financial practices, and that the transfer be completed prior to year-end reporting.

CARRIED (208-25)

MOVED by P. Menecola that Council direct Administration to continue working with legal counsel regarding the legal matter involving a former employee, and to take all actions as advised by legal counsel, as required.

CARRIED (209-25)

10. **NEXT MEETINGS**

- 10.1. January 20, 2026
- 10.2. February 24, 2026

11. **ADJOURNMENT**

MOVED by S. Fox that council adjourn the meeting at 9:57 pm.

CARRIED (210-25)

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

Chief Elected Official

Chief Administrative Officer

*In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we
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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	Tax Recovery Property Auction
Agenda Number	4.1 Business Arising from Previous Meetings

Background/Proposal

At its Regular Meeting on September 16, 2025, Council approved the initiation of the tax recovery process in accordance with the Municipal Government Act for two properties, including authorization to proceed with a public auction, approval of reserve bids, terms and conditions of sale, and the addition of tax recovery costs to the tax roll.

Since that time:

- Property B (Plan 2147AT, Block 10, Lot 13 – 1016 Bond Street) has been privately sold, and all outstanding tax arrears and associated costs have been fully paid, eliminating the need for further tax recovery action for that parcel.
- Property A remains subject to the tax recovery process and is proceeding to public auction.

The tax recovery auction scheduled for February 4, 2026, Council Chambers at 2:00 pm relates solely to Property A, described as follows:

Property A:

Plan 2147AT, Block 10, Lot 15

Civic Address: 1012 Bond Street, Donalda, Alberta

Administration has continued to work with Taxservice to complete all statutory requirements associated with the tax recovery process for this property.

Discussion/Options/Benefits/Disadvantages

The previously approved tax recovery process contemplated an auction date in late 2025. As the sale is now scheduled to occur in 2026, Administration is seeking Council's confirmation of the final auction date, time, and location for Property A.

Confirming the auction date by Council resolution ensures procedural clarity, transparency, and a complete governance record, and supports the validity of the tax sale in accordance with legislative requirements and best practices.

Recommended Action

1. Confirm the auction date and authorize Administration to proceed with the sale of Property A (recommended).
2. Direct Administration to delay or cancel the auction.

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Costs/Source of Funding

There are no direct financial implications associated with confirming the auction date. All arrears related to Property B have been recovered in full. Any proceeds from the tax recovery sale of Property A will be applied in accordance with the Municipal Government Act.

Applicable Legislation

Municipal Government Act, RSA 2000, c M-26

The tax recovery process and proposed public auction are governed by Part 10, Division 8 (Tax Recovery) of the Municipal Government Act, including but not limited to the following provisions:

- Section 418–421 – Authority for municipalities to recover tax arrears on land
- Section 424–426 – Notice requirements and timelines for tax recovery proceedings
- Section 433 – Authorization to offer land for sale by public auction, including Council's authority to:
 - Establish a reserve bid as close as reasonably possible to market value
 - Approve terms and conditions of sale
 - Section 436 – Application of proceeds from a tax recovery sale

These provisions collectively authorize Council to approve, confirm, and proceed with the tax recovery auction for land with outstanding tax arrears, subject to compliance with statutory notice and procedural requirements.

Recommended Action

Administration recommends Council confirm February 4, 2026, as the date of the tax recovery property auction for Property A, to allow the Village to proceed with the sale in accordance with legislation and previously approved Council direction.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

- Montgomery Auctions Letter

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.



December 3, 2025

By E-mail (original to remain on file)

Montgomery Auctions

Attention: Don Motgomery

Re: **Tax Sale Auction**
Village of Donalda, Council Chambers, 5001 Main Street, Donalda, Alberta
Wednesday, February 4, 2026 at 2:00 pm.

This will confirm that you will conduct the above-noted auction.

This will also confirm that your retainer is \$600.00. This amount does not include mileage of \$1 per/km, this will be invoiced the day of the auction.

In the event that the auction is cancelled at any time prior to commencement of the auction, your retainer of \$600.00 is non-refundable.

Please forward your invoice for services rendered to:

TAXervice
Box 1502
Swan River MB R0L 1Z0
AngelaM@taxervice.com

TAXervice will pay your invoice.

Finally, at the place of auction, we will provide a memo to the Village of Donalda with respect to the auction terms for you to read prior to the commencement of the auction.

Yours Truly,
TAXervice

Angela M.

Angela M. C.M.M.A.
Senior Account Manager
AngelaM@taxervice.com

cc: Village of Donalda



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	Laptop Computers for Council Use
Agenda Number	5.1 Village Business

Background/Proposal

Council receives extensive electronic material (agendas, reports, correspondence, budgets) on a regular cycle. Currently, Council members may rely on personal devices or paper, which can increase costs, administrative burden, and risk of confidential information being shared inadvertently.

Providing dedicated laptops for Council use will support more efficient governance practices and aligns with modern municipal administration standards. The laptops would be used exclusively for Council business, including agendas, meeting materials, correspondence, and secure access to municipal information.

Discussion/Options/Benefits/Disadvantages

Approval of this request will provide the following benefits:

1. **Cost Savings and Efficiency**
 - a. Reduces reliance on printed agendas, reports, and correspondence
 - b. Decreases recurring costs associated with paper, printing, and staff time
 - c. Enables faster distribution of Council materials
2. **Confidentiality and Information Security**
 - a. Allows Council materials to be stored and accessed securely
 - b. Reduces risk of confidential information being misplaced, copied, or accessed by unauthorized individuals
 - c. Supports compliance with privacy and records-management obligations
3. **Succession and Continuity**
 - a. Ensures continuity of Council operations during changes in Council membership
 - b. Allows standardized setup and transfer of municipal information when Council members change
 - c. Preserves institutional knowledge and records in a controlled municipal environment
4. **Consistency with Modern Governance Practices**
 - a. Aligns the Village of Donalda with common practices used by other municipalities
 - b. Supports electronic meeting management and future digital initiatives

Options for Council

1. Approve the purchase of three laptops for Council use (recommended)
2. Approve a reduced number of devices
3. Defer the decision
4. Decline the request

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.

Costs/Source of Funding

- One-time capital cost for the purchase of three laptops
- Costs can be accommodated within the approved budget or funded from an appropriate reserve, as determined by Council
- Long-term savings expected through reduced printing and administrative costs
- Comparison Pricing Table (Business-Class Laptops)

Tier	Example Models	Typical Price Range (CAD)	Highlights
Value	HP ProBook / Lenovo ThinkPad E Series	\$799 – \$1,099	Business-class build, Windows Pro, adequate performance for council work
Balanced	Lenovo ThinkPad E14/E16 / Surface Laptop Go	\$1,000 – \$1,400	Better performance, stronger battery life, longer usable life
Premium	Lenovo X1 Carbon / Dell Latitude	\$1,699 – \$2,400+	Premium durability, performance, security, and lifecycle

Applicable Legislation

Administration confirms that the proposed purchase of laptop computers for Council use is consistent with the authority and responsibilities set out in the Municipal Government Act, including sections 7, 153, 207, 208, and 248.

The request also supports the Village's obligations under the Access to Information Act and the Protection of Privacy Act by improving the security and confidentiality of Council records and information.

Recommended Action

That Council approve the purchase of three business-class laptop computers for Council use, to support efficient governance, reduce paper consumption, safeguard the confidentiality of Council information, and support succession and continuity of municipal operations; and further direct that the laptops remain the property of the Village of Donalda and be managed in accordance with municipal information-technology, security, and records-management policies, with Administration authorized to proceed with procurement in accordance with approved budget authority.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

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.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	Viability Review Support Group (VRSG)
Agenda Number	5.2 Village Business

Background/Proposal

As part of the Village of Donalda's ongoing municipal viability review, Alberta Municipal Affairs has established a Viability Review Support Group (VRSG). The VRSG is a provincially led advisory group that supports the viability review process by providing technical input, reviewing draft materials, and offering recommendations related to the long-term sustainability of the municipality.

The VRSG is composed of representatives from Municipal Affairs, the review municipality, a potential receiving municipality, and relevant municipal associations. Participation by the Village of Donalda includes one elected official and one administrative representative, with the option to designate alternates.

Administration is seeking Council direction to formally confirm the Village's participation in the VRSG and to designate representatives in accordance with the Participation Framework.

Discussion/Options/Benefits/Disadvantages

Purpose and Role of the VRSG

The VRSG's role includes:

- Reviewing information collected during the viability review and ensuring community input is reflected;
- Considering options and actions related to long-term municipal viability;
- Reviewing draft and final versions of the viability review report prior to submission to the Province;
- Providing feedback and recommendations to Alberta Municipal Affairs;
- Supporting a collaborative, informed, and transparent viability review process.

VRSG meetings are confidential, held virtually, and are not open to the public to allow for open and constructive dialogue, as permitted under applicable access to information legislation.

Participation in the VRSG provides the following benefits to the Village of Donalda:

- Ensures the Village's perspectives and local knowledge are represented throughout the viability review process;
- Allows Council and Administration to review and provide input on draft viability findings before they are finalized;
- Supports informed decision-making by Council and residents;
- Aligns with the collaborative intent of the Municipal Government Act viability review provisions;
- Provides a structured forum for engagement with Municipal Affairs and potential regional partners.

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.

Options for Council

1. Approve participation in the Viability Review Support Group and designate representatives (recommended);
2. Approve participation and designate alternate representatives;
3. Defer participation (not recommended, as it may limit the Village's input into the viability review);
4. Decline participation.

Costs/Source of Funding

There are no direct costs to the Village associated with participation in the VRSG.

Any incidental expenses incurred by Village representatives are the responsibility of the Village, as outlined in the Participation Framework.

Applicable Legislation

- Municipal Government Act, Section 130 – Viability reviews
- Access to Information Act, Section 29 – Confidentiality of draft materials and deliberations
- VRSG Participation Framework (Municipal Affairs)

Recommended Action

That Council approve the Village of Donalda's participation in the Viability Review Support Group (VRSG) as part of the municipal viability review process, and designate one member of Council and the Chief Administrative Officer (or designate) as the Village's representatives, with authority to appoint alternates as required, in accordance with the VRSG Participation Framework.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

1. Village of Donalda Viability Review Support Group Participation Framework

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

“Village of Donalda” Viability Review Support Group Participation Framework

December, 2025

1. Purpose

As part of each Viability Review¹, Municipal Affairs forms a Viability Review Support Group (VRSG) to provide expertise and support to the department, the municipality under review, and the potential receiving municipality.

2. Scope of Work

The VRSG has five main functions to:

2.1 Analyze the information collected from the municipality under review and potential receiving municipality and ensuring the viability report addresses the information desired by residents as identified during public consultation (surveys and public meetings).

2.1.1 VRSG members are encouraged to attend the public engagement sessions (initial, mid-review, and report/pre-vote presentation) to observe and provide feedback to the VRSG.

2.2 Consider the long-term viability of the community by recommending:

2.2.1 Actions the review municipality can take to work towards viability as an incorporated municipality,

2.2.2 Ways the potential receiving municipality can assist the review municipality work towards viability, and

2.2.3 Actions the potential receiving municipality can take should dissolution occur.

2.3 Review the draft viability review report prior to the ministry's review, publication, and distribution to residents.

2.3.1 Review of draft Village of Donalda viability review report including viability plan options (recommendations) for the long-term viability of the community (number of meetings as needed to complete the main functions).

¹ A Viability Review is a collaborative process, identified under Section 130 of the *Municipal Government Act*, which brings together key decision makers and empowers communities to make sound decisions about their future that are based on collaboration, cooperation and a vision of success. A number of recommendations, one which may include municipal restructuring, are provided at the end of the process to improve the operational efficiency and viability of the municipality.

2.3.2 Review of the final draft viability review report prior to submission to the Ministry.

2.4 Liaise between the VRSG and the member organizations through two-way communication between the VRSG representatives and the member organizations.

2.5 Provide advice and recommendations to the ministry on the role of the VRSG.

2.5.1 Debrief of the process and record best practice (during final meeting or separate exit interview).

3. Composition

3.1 The VRSG consists of ten (10) members representing the seven (7) participating organizations as identified below:

Representatives	Organization
2	Alberta Municipal Affairs - (1) project lead and (1) support
1	Elected official from the review municipality
1	Administrator from the review municipality
1	Elected official from the potential receiving municipality
1	Administrator from the potential receiving municipality
1	Rural Municipalities of Alberta (RMA)
1	Alberta Municipalities (ABMunis)
1	Alberta Rural Municipal Administrators' Association (AARMA)
1	Local Government Administration Association (LGAA)

3.2 Each participating organization may have one (1) primary representative and one (1) alternate representative for each VRSG position.

3.2.1 A council of three members may have one (1) primary representative (elected) and two (2) alternates (elected). Both primary and alternate representatives may attend all meetings of the VRSG.

3.3 Representatives from ABMunis, RMA, AARMA, and LGAA must not be from either the review municipality or the potential receiving municipality.

4 Term

4.1 The term of appointment for all members will be until the final draft viability review report is submitted to the ministry.

4.2 Based on the appointments of the participating organizations, members of the VRSG may change from time to time. A change in representation should be made in writing to the VRSG project lead.

5 Administrative and Policy Support

- 5.1 Municipal Affairs staff will support the VRSG to gather and analyze data as well as provide other support as required.

6 Meetings

- 6.1 Meetings will be held virtually, unless otherwise agreed to by the VRSG.
- 6.2 Meetings will be chaired by the ministry's project lead and in their absence their support.
- 6.3 All VRSG members will be given at least five business days advance notice of each meeting. Whenever possible, the date and time of the next meeting will be set at the end of each meeting.
- 6.4 The VRSG will meet as determined by the Chair and members provided that representatives from both the review and receiving municipality are in attendance.
 - 6.4.1 In the event that 1 administrator and/or 1 elected official from either the receiving or review municipality is unavailable, the meeting will be rescheduled by the Chair.
- 6.5 In consultation with the Chair, ministry staff will prepare the meeting agendas and a summary of the VRSG meetings and distribute them in a timely manner to representatives.
- 6.6 VRSG meetings will not be open to the public to encourage open and constructive dialogue between representatives in the development of the Village of Donalda viability review report pursuant to Section 29 of the *Access to Information Act*.
- 6.7 Stakeholder presentations or delegations may be allowed at VRSG meetings, if the Chair feels that the information that will be provided is pertinent to the task at hand.
- 6.8 It is the responsibility of the Chair to determine if individuals from the ministry, other than appointed representatives and alternates, be allowed to attend meetings.
- 6.9 The VRSG will use a consensus² seeking decision-making model.
 - 6.9.1 In cases where consensus cannot be reached, the VRSG may share their written comments with the ministry for consideration in the report.

7 Communication

² Consensus is a group decision-making process in which participants reach an acceptable resolution and is supported by all individuals once the decision is made. Consensus does not mean that all members necessarily think the chosen decision is the best option, but rather all members feel that their organizations' position has been expressed, heard, and understood in the process of arriving at the final decision.

- 7.1 At the end of each VRSG meeting, key messages will be developed to provide VRSG members with information to share with their respective organizations and stakeholders.
- 7.2 All media inquiries will be responded to by the Communications Branch of Alberta Municipal Affairs in accordance with ministry protocol.
 - 7.2.1 Media should be directed to contact the Communication Branch by dialling 310-0000 then 780-427-8862.
- 7.3 Agenda packages will be emailed to VRSG members prior to a meeting and meeting notes after each meeting.

8 Remuneration

- 8.1 Expenses incurred by VRSG members are the responsibility of their respective organizations.
- 8.2 Expenses related to VRSG meetings and community engagement activities are the responsibility of Municipal Affairs.

9 Confidentiality

VRSG meetings and materials are confidential. All materials presented to the VRSG members by Municipal Affairs will be considered confidential and in draft form unless the ministry indicates that the materials are no longer to be treated as confidential pursuant to Section 29 of the *Access to Information Act*

- 9.1 Unless indicated otherwise, discussions at meetings and documents provided to VRSG members are deemed as confidential including but not limited to:
 - 9.1.1 Any views expressed, suggestions, or recommendations shared by individual VRSG members; and
 - 9.1.2 Any written materials, information, and correspondence (including emails) relating to matters discussed or analysed by the VRSG as it progresses through the viability review process.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	Open Public Budget 2026 Workshop
Agenda Number	5.3 Village Business

Background/Proposal

Administration is recommending that Council host an open public budget workshop to review and discuss the proposed 2026 Operating Budget and 2026 Capital Budget.

The workshop will provide residents with an opportunity to understand the Village's financial position, budget pressures, and proposed expenditures, and to ask questions prior to Council's final budget deliberations. The workshop will be informational only, and no formal decisions will be made.

Discussion/Options/Benefits/Disadvantages

The proposed workshop would:

1. Present an overview of the 2026 draft Operating and Capital Budgets;
2. Explain key cost drivers, funding sources, and financial constraints;
3. Review proposed capital projects and funding strategies;
4. Provide an open forum for questions and discussion; and
5. Support informed decision-making by Council prior to budget approval.

No formal decisions would be made at the workshop.

Holding an open public budget workshop provides the following benefits:

- Transparency: Enhances public understanding of municipal finances and budgeting processes.
- Public Engagement: Allows residents to ask questions and provide feedback in a structured, non-decision-making setting.
- Informed Decision-Making: Supports Council in considering public input prior to final budget approval.
- Accountability: Demonstrates the Village's commitment to open and accessible governance.
- Expectation Management: Helps explain financial limitations and service trade-offs.

Options for Council

1. Approve holding an open public budget workshop (recommended);
2. Approve the workshop with modifications (date, format, or scope);
3. Defer the workshop;
4. Decline to hold a workshop.

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.

Costs/Source of Funding

Minimal costs associated with meeting space, staff time, and materials.

No additional budget approval required to host the workshop.

Applicable Legislation

- Municipal Government Act, Sections 242–246 – Budget preparation and adoption
- Municipal Government Act, Section 153 – Role of Council
- Municipal Government Act, Section 207–208 – Role of the Chief Administrative Officer

Recommended Action

That Council approve the holding of an open public budget workshop to review the 2026 Operating Budget and 2026 Capital Budget, and direct Administration to schedule, advertise, and facilitate the workshop, with the understanding that no formal decisions will be made at the workshop.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

1. Date Recommendations

Recommended Evening Dates (Weekday, 6:00–8:00 p.m.)

These avoid Mondays and the Family Day week start.

Primary evening options:

- **Tuesday, February 3, 2026**
- **Wednesday, February 4, 2026**
- **Thursday, February 5, 2026**

Secondary evening options:

- **Tuesday, February 10, 2026**
- **Wednesday, February 11, 2026**
- **Thursday, February 12, 2026**

Late-month options (more prep time needed):

- **Tuesday, February 24, 2026**
- **Wednesday, February 25, 2026**
- **Thursday, February 26, 2026**

Recommended Weekend Dates

Saturday Options (preferred for attendance)

- **Saturday, February 7, 2026 (10:00 a.m.–12:00 p.m.)**
- **Saturday, February 21, 2026 (10:00 a.m.–12:00 p.m.)**
- **Saturday, February 28, 2026 (10:00 a.m.–12:00 p.m.)**



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	ABmunis 2026 Spring Municipal Leaders' Caucus
Agenda Number	5.3 Village Business

Background/Proposal

The ABmunis Spring Municipal Leaders' Caucus (MLC) is a key provincial advocacy and governance forum for Alberta municipalities. The event focuses on current and emerging issues affecting municipalities and provides an opportunity for direct engagement with provincial government leaders. Attendance supports Council's advocacy objectives, enhances awareness of provincial priorities, and strengthens intermunicipal collaboration.

Discussion/Options/Benefits/Disadvantages

The Municipal Leaders' Caucus is hosted annually by Alberta Municipalities and is only open to elected officials and senior administrators representing Alberta municipalities. The caucus brings together municipal leaders to discuss top-of-mind municipal issues, policy priorities, and provincial-municipal relations.

The 2026 Spring Municipal Leaders' Caucus will take place:

- Dates: March 26–27, 2026
- Location: Edmonton Convention Centre, Edmonton, Alberta
- Agenda: To be published in early February 2026

Attendance is limited to elected officials and senior administrators from Alberta Municipalities Regular Member municipalities or RMA member municipalities.

Attendance at the Spring Municipal Leaders' Caucus provides Council with the opportunity to:

- Participate in province-wide discussions on key municipal challenges
- Hear directly from provincial government leaders
- Contribute to ABmunis advocacy priorities
- Network with municipal leaders from across Alberta
- Gain timely information relevant to Council decision-making and strategic planning
- Participation ensures the municipality remains informed and engaged in provincial municipal advocacy efforts.

Recommended Action

1. Council participates in the caucus
 - a. Determine the number and type of attendees (e.g., Mayor, Councillors, senior administration)
2. Council limits participation
 - a. Attendance by a single representative to manage costs

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.

1. Council does not participate
 - a. No municipal representation at the 2026 Spring Municipal Leaders' Caucus

Costs/Source of Funding

Registration Fees (per attendee):

Member Rate: \$275

Non-Member Rate: \$325

Note: Non-member rates are available for rural municipality officials only.

Accommodation:

Conference hotel rate starting at \$209 per night, plus applicable taxes

Additional Costs:

Travel (mileage or other transportation)

Meals and incidentals, as per Council policy

Funding for attendance can be accommodated within the approved Council travel and professional development budget.

Applicable Legislation

The following legislation is relevant to Council's consideration of participation:

- Municipal Government Act (RSA 2000, c. M-26)
 - Section 201 provides that Council is responsible for developing and evaluating the policies and programs of the municipality.
 - Section 153 authorizes Councillors to attend conferences and seminars and to be reimbursed for expenses in accordance with municipal policy.
 - Participation in municipal association events supports Council's governance, advocacy, and intergovernmental relations responsibilities under the Act.
- Council Expense / Travel Policy (if applicable)
 - Attendance and reimbursement for conferences and professional development activities are subject to Council's approved expense and travel policies.
 - Attendance at the Municipal Leaders' Caucus is consistent with Council's legislative role in representing the municipality's interests and participating in intermunicipal and provincial engagement.

Recommended Action

That Council participate in the ABmunis 2026 Spring Municipal Leaders' Caucus. Attendance will support the municipality's advocacy efforts, enhance awareness of provincial policy directions, and provide valuable opportunities for engagement with provincial decision-makers and municipal peers. Administration further recommends that Council determine the number of elected officials and/or senior administrators to attend based on budget availability and Council priorities.

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.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

n/a



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	January 20, 2026
Originated By	Melanie Veale
Decision Title	Village of Donalda Financial Statements
Agenda Number	5.5 Village Business

Background/Proposal

To present to Council the Village of Donalda Financial Statements for the year ending December 31, 2025, and to request Council's approval of the statements as adjusted and presented.

In accordance with standard municipal financial reporting practices, Administration provides Council with year-end financial statements to summarize revenues and expenditures for the full fiscal year and to confirm alignment with the approved operating and capital budgets.

The attached Financial Statements reflect all revenues and expenditures recorded to December 31, 2025 and include year-end adjustments and operating-to-capital reallocations completed as part of Administration's financial review.

Discussion/Options/Benefits/Disadvantages

The Village of Donalda's financial position at year-end remains stable and well managed. Revenues generally followed expected year-end trends, and expenditure variances are largely explainable, non-structural, and attributable to identifiable operational or one-time factors.

As part of the year-end review, Administration undertook a detailed assessment of operating expenditures to ensure appropriate accounting treatment and compliance with Public Sector Accounting Standards (PSAS).

Key Revenue Drivers – 2025

1. General tax revenues finished the year slightly above budget, reflecting strong collection rates and assessment stability.
2. Utility revenues:
 - a. Sewer and waste revenues met or exceeded budget.
 - b. Water revenues were slightly below budget but consistent with historical consumption patterns.
3. Investment income remained strong due to higher balances and favourable interest rates.
4. Grant revenue was below budget due primarily to the absence of the Provincial MSI Operating grant in 2025.

Overall, revenue performance helped offset operating pressures experienced in several departments.

Key Expense Drivers – 2025

1. Council

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

- a. Council expenditures remained under budget, reflecting controlled use of meeting pay, travel, and discretionary spending.
2. Administration
 - a. Administration expenses exceeded budget due to several identifiable factors, including:
 - i. Increased WCB premiums driven by payroll adjustments,
 - ii. Legal and audit fees associated with additional enforcement, taxation, and contractual matters,
 - iii. Elevated insurance, health & safety, utilities, and contracted services, and
 - iv. Election-related costs, reflecting both a by-election and the regular municipal election in 2025.
3. Roads & Streets
 - a. Roads & Streets expenditures initially appeared over budget due to:
 - i. Significant contracted services, and
 - ii. Elevated small equipment and supplies costs.

As detailed below, a substantial portion of these costs has been reallocated to capital, materially reducing the operating variance.

4. Utilities
 - a. Water expenses remained under budget overall, reflecting controlled operating costs despite required repairs and SMRWSC charges.
 - b. Sewer expenses were within budget expectations prior to year-end review.
5. Other Services
 - a. Waste removal exceeded budget due to higher contracted pickup costs.
 - b. Recreation, culture, and cemetery services experienced higher costs related to staffing, contracted services, beautification, and utilities.
6. Requisitions reflect normal year-end timing and recognition of invoices.

Year-End Operating to Capital Reallocations

As part of the year-end review, Administration identified approximately \$132,000 in expenditures that are more appropriately classified as capital rather than operating, consisting of:

- Approximately \$125,000 related to contracted services and small equipment, primarily within Roads & Streets and Administration; and
- \$7,000 related to sewer contracted services associated with capital asset work.

These expenditures relate to asset acquisition, improvement, or extension of service life and therefore meet capitalization criteria under PSAS.

After these adjustments, remaining operating variances are attributable to normal operational pressures, inflationary impacts, staffing requirements, and service demand rather than structural budget issues.

Following completion of year-end adjustments and operating-to-capital reallocations, Administration is satisfied that the 2025 financial statements present a fair and accurate representation of the Village's financial performance.

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.

The Village remains in a sound and well-managed financial position, and the adjusted results demonstrate that the operating budget was largely managed within expected parameters.

The operating bank account balance at period end reflects a timing snapshot only and does not represent the Village's overall cash position. The Village manages cash across multiple accounts, including operating, savings, reserve, and investment accounts. Temporary fluctuations in the operating account balance occur due to the timing of payroll, vendor payments, and internal transfers. Funds remain available within the Village's consolidated cash position, and all financial obligations continue to be met as they come due.

Recommended Action

1. Approve the financial statements for the period ending November 30, 2025, as presented.
2. Request amendments or clarifications before approving.
3. Defer approval pending additional review.

Costs/Source of Funding

The Village continues to operate within approved financial limits.
All spending remains aligned with Council's approved 2025 Operating and Capital Budgets.
No additional financial actions are required at this time.

Applicable Legislation

Under Section 208(1)(a) of the Municipal Government Act (MGA), the Chief Administrative Officer is responsible for ensuring that the municipality's financial records are accurate and that financial statements are prepared and submitted to Council.

Regular financial reporting supports Council's responsibility under Section 207(c) of the MGA to monitor and control the municipality's financial position and operations.

Recommended Action

That Council approve the Village of Donalda Financial Statements for the period ending December 31, 2025 as presented.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

January 20, 2026

ATTACHMENT

- December 31, 2025 Period Ending Operating Budget
- December 31, 2025 Period Ending Cheque Register
- December 31, 2025 Period Ending Bank Balances

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



VILLAGE OF DONALDA
ENDING DECEMBER 31, 2025

Page 1 of 8
2026-Jan-14
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General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
GENERAL REVENUE							
1-00-100	Residential Taxes	(184,438.04)	(167,623.34)	110.03	(176,961.58)	(253,996.00)	69.67
1-00-101	ASFF - School Tax Requisition	(37,294.31)	0.00	0.00	(37,482.63)	(38,534.72)	97.27
1-00-102	Seniors Requisition	(6,365.01)	0.00	0.00	(6,394.51)	0.00	0.00
1-00-103	Designated Industrial Property Req.	(0.43)	0.00	0.00	(0.44)	0.00	0.00
1-00-110	Non-Residential Taxes	(31,809.05)	(29,255.72)	108.73	(30,351.17)	0.00	0.00
1-00-120	Linear Taxes	(13,105.10)	(13,105.10)	100.00	(13,105.10)	0.00	0.00
1-00-130	Franchise - ATCO	(30,701.14)	(35,849.00)	85.64	(36,108.35)	(31,250.00)	115.55
1-00-140	Franchise - Apex Utilities Inc.	(24,615.27)	(26,000.00)	94.67	(29,580.93)	(23,200.00)	127.50
1-00-200	Penalties & Costs on Taxes	(1,504.21)	(14,000.00)	10.74	(9,058.67)	(14,300.00)	63.35
1-00-210	Penalties Accounts Receivable	0.00	(250.00)	0.00	660.00	(150.00)	(440.00)
1-00-990	Attorney General Fines & Costs	(1,400.00)	0.00	0.00	0.00	0.00	0.00
1-69-100	Grazing Revenue	(1,787.50)	0.00	0.00	(1,515.00)	0.00	0.00
2-12-150	Meeting Pay	1,260.00	0.00	0.00	0.00	0.00	0.00
2-24-410	Emergency Management Agreement	0.00	6,000.00	0.00	5,896.10	6,400.00	92.13
2-32-150	Meeting Pay - Public Works	0.00	0.00	0.00	49.93	0.00	0.00
* TOTAL GENERAL REVENUE		(331,760.06)	(280,083.16)	118.45	(333,952.35)	(355,030.72)	94.06
GRANTS & OTHER REVENUE							
1-00-751	Conditional Municipal - FCSS	(7,968.13)	(7,882.00)	101.09	(7,968.13)	(7,882.00)	101.09
1-00-845	Provincial Grant - MSI Operating	0.00	(72,712.00)	0.00	(72,712.00)	(72,712.00)	100.00
* TOTAL GRANTS & OTHER REVENUE		(7,968.13)	(80,594.00)	9.89	(80,680.13)	(80,594.00)	100.11
ADMINISTRATIVE REVENUE							
1-12-266	Tax Recovery Fees	2,340.00	0.00	0.00	(5,264.00)	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(21.87)	0.00	0.00	(15.00)	(30.00)	50.00
1-12-417	Tax Cert.Dev. Permits, etc.	(680.00)	(500.00)	136.00	(523.75)	(500.00)	104.75
1-12-418	Maintenance service revenue	0.00	(500.00)	0.00	0.00	(500.00)	0.00
1-12-419	Newsletter Ads	(895.00)	(1,000.00)	89.50	(385.00)	(500.00)	77.00
1-12-520	Licences	0.00	0.00	0.00	40.00	0.00	0.00
1-12-550	Investment Income - Bank Int.	(24,030.52)	(25,000.00)	96.12	(21,457.68)	(5,000.00)	429.15
1-12-561	Rental Revenue	(740.00)	(5,000.00)	14.80	(740.00)	(6,150.00)	12.03
1-12-590	Miscellaneous Admin. Revenue	(673.42)	(1,500.00)	58.23	(4,433.37)	(1,000.00)	443.34
* TOTAL ADMINISTRATIVE REVENUE		(24,900.81)	(33,500.00)	74.33	(32,778.80)	(13,680.00)	239.61



VILLAGE OF DONALDA
ENDING DECEMBER 31, 2025

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
EMERGENCY MANAGEMENT REVENUE							
1-23-410	Fire Charges	(24,172.93)	(24,500.00)	98.67	(22,538.01)	(24,500.00)	91.99
1-24-410	Emergency Management Service Revenue	(6,016.56)	(6,000.00)	100.28	(5,609.64)	(6,000.00)	93.49
*	TOTAL EMERGENCY MANAGEMENT REV	(30,189.49)	(30,500.00)	98.98	(28,147.65)	(30,500.00)	92.29
BYLAW REVENUE							
1-21-530	Fines-Bylaw	(250.00)	(3,000.00)	8.33	0.00	0.00	0.00
1-26-520	Chicken License	0.00	(75.00)	0.00	(20.00)	(75.00)	26.67
1-26-521	Dog License	(371.50)	(500.00)	74.30	(368.79)	(900.00)	40.98
1-26-522	Cat License	(140.00)	(200.00)	70.00	(140.00)	(200.00)	70.00
1-26-523	Business License	(390.00)	(200.00)	195.00	(180.00)	(200.00)	90.00
*	TOTAL BYLAW REVENUE	(1,151.50)	(3,975.00)	28.97	(708.79)	(1,375.00)	51.55
ROADS & STREETS REVENUE							
1-32-560	Equipment Revenue	(190.48)	0.00	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS REVENUE	(190.48)	0.00	0.00	0.00	0.00	0.00
WATER REVENUE							
1-41-400	Water Sales	(86,484.84)	(92,000.00)	96.18	(92,173.92)	(93,500.00)	98.58
1-41-401	Penalties - Water	358.43	(700.00)	(51.20)	(677.18)	(750.00)	90.29
1-41-414	Water On/Off Fee	0.00	(300.00)	0.00	(350.00)	(500.00)	70.00
1-41-416	Water Service Repairs	0.00	0.00	0.00	(128.00)	0.00	0.00
*	TOTAL WATER REVENUE	(86,126.41)	(93,000.00)	94.76	(93,329.10)	(94,750.00)	98.50
SEWER REVENUE							
1-42-400	Sewer Services	(18,677.87)	(18,200.00)	102.63	(17,217.57)	(18,500.00)	93.07
*	TOTAL SEWER REVENUE	(18,677.87)	(18,200.00)	102.63	(17,217.57)	(18,500.00)	93.07
WASTE REVENUE							
1-43-400	Garbage Fees	(43,816.05)	(42,200.00)	103.83	(40,692.98)	(43,500.00)	93.55
*	TOTAL WASTE REVENUE	(43,816.05)	(42,200.00)	103.83	(40,692.98)	(43,500.00)	93.55



ENDING DECEMBER 31, 2025

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	(400.00)	(1,000.00)	40.00	(200.00)	(1,500.00)	13.33
1-56-464	Sale of Cemetery Plots	0.00	(500.00)	0.00	(300.00)	(400.00)	75.00
1-56-466	Snow Removal Revenue	0.00	(500.00)	0.00	0.00	(500.00)	0.00
1-56-467	Interment Fee	(700.00)	(1,200.00)	58.33	(250.00)	(1,000.00)	25.00
*	TOTAL CEMETERY REVENUE	(1,100.00)	(3,200.00)	34.38	(750.00)	(3,400.00)	22.06
SALE OF LAND							
1-66-590	Sale of Land	(6,200.00)	(6,300.00)	98.41	0.00	0.00	0.00
*	TOTAL SALE OF LAND	(6,200.00)	(6,300.00)	98.41	0.00	0.00	0.00
PLANNING RESERVE							
1-66-910	Planning Reserve	0.00	(16,000.00)	0.00	0.00	0.00	0.00
*	TOTAL PLANNING RESERVE	0.00	(16,000.00)	0.00	0.00	0.00	0.00
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	(859.24)	(700.00)	122.75	0.00	(700.00)	0.00
*	TOTAL RECREATION REVENUE	(859.24)	(700.00)	122.75	0.00	(700.00)	0.00
CULTURE REVENUE							
1-74-770	Museum Agreement	(6,500.00)	(6,500.00)	100.00	(6,500.00)	(6,500.00)	100.00
1-74-771	Library Agreement	(1,445.00)	(1,450.00)	99.66	(1,445.00)	(1,450.00)	99.66
*	TOTAL CULTURE REVENUE	(7,945.00)	(7,950.00)	99.94	(7,945.00)	(7,950.00)	99.94
COUNCIL EXPENSE							
2-11-150	Council Meeting Pay	4,948.47	6,300.00	78.55	5,166.09	9,000.00	57.40
2-11-151	Council Supervision Pay	4,278.25	3,600.00	118.84	2,102.54	3,600.00	58.40
2-11-211	Travel & Subsistence	515.34	2,000.00	25.77	1,145.16	2,000.00	57.26
2-11-212	Legislative - Discretionary	212.50	300.00	70.83	96.49	500.00	19.30
*	TOTAL COUNCIL EXPENSE	9,954.56	12,200.00	81.59	8,510.28	15,100.00	56.36
ADMINISTRATION EXPENSE							



VILLAGE OF DONALDA

ENDING DECEMBER 31, 2025

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
2-12-110	Salaries & Wages	166,985.50	133,120.00	125.44	211,480.30	200,000.00	105.74
2-12-111	Wages - Community Programming	0.00	0.00	0.00	0.00	12,600.00	0.00
2-12-130	Payroll Deductions	11,271.92	9,185.57	122.71	16,904.98	10,000.00	169.05
2-12-131	Vacation Pay	6,164.42	2,232.46	276.13	6,613.50	2,500.00	264.54
2-12-132	Payroll Benefits	0.00	1,000.00	0.00	4,219.93	1,500.00	281.33
2-12-152	Election & Census Fees	2,182.84	1,000.00	218.28	3,586.83	0.00	0.00
2-12-211	Travel & Subsistence	956.83	1,000.00	95.68	12,480.77	5,000.00	249.62
2-12-212	Course Fee Registration	514.37	2,000.00	25.72	3,596.14	2,500.00	143.85
2-12-216	Postage	3,055.04	1,650.00	185.15	1,912.53	2,500.00	76.50
2-12-217	Telephone	0.00	1,500.00	0.00	904.71	1,500.00	60.31
2-12-220	Advertising & Memberships	5,737.20	4,000.00	143.43	9,298.53	5,000.00	185.97
2-12-224	Land Title Fees	0.00	500.00	0.00	4.00	250.00	1.60
2-12-226	Tax Recovery Fees	690.00	200.00	345.00	5,704.00	0.00	0.00
2-12-230	Assessors Fees	5,753.95	5,650.00	101.84	5,266.08	5,000.00	105.32
2-12-231	Auditors Fees	16,400.00	10,000.00	164.00	8,800.00	10,000.00	88.00
2-12-232	Legal Fees	8,046.25	4,700.00	171.20	4,898.38	7,500.00	65.31
2-12-240	Bad Debts	(1,268.42)	2,000.00	(63.42)	(1,199.71)	4,000.00	(29.99)
2-12-250	Repairs & Maint. Contract	0.00	0.00	0.00	0.00	250.00	0.00
2-12-251	Repairs & Maintenance	(105.85)	800.00	(13.23)	105.85	0.00	0.00
2-12-252	Cleaning - Supplies & Labor	1,608.19	2,500.00	64.33	1,554.98	2,000.00	77.75
2-12-255	Other Contracted Services	15,627.11	1,000.00	1,562.71	21,817.21	20,000.00	109.09
2-12-256	Contracted Services - CAO	(427.40)	0.00	0.00	0.00	0.00	0.00
2-12-270	Computer Expenses	1,554.89	750.00	207.32	1,272.70	1,000.00	127.27
2-12-271	Website Fees	1,150.51	1,300.00	88.50	1,674.34	1,000.00	167.43
2-12-274	Insurance & Bond	12,543.00	10,286.00	121.94	7,869.64	10,500.00	74.95
2-12-275	Workman's Compensation	7,235.76	2,775.00	260.75	4,216.88	3,000.00	140.56
2-12-277	Health & Safety	10,164.85	0.00	0.00	473.84	0.00	0.00
2-12-505	Photocopier Costs	5,083.40	4,000.00	127.09	4,434.67	4,500.00	98.55
2-12-510	General Office Supplies	3,857.26	2,500.00	154.29	6,055.13	3,000.00	201.84
2-12-540	Utilities - Heating	2,523.40	1,300.00	194.11	1,893.83	750.00	252.51
2-12-541	Utilities - Power	3,261.71	800.00	407.71	2,584.64	750.00	344.62
2-12-590	Miscellaneous	3,078.31	500.00	615.66	25.81	1,000.00	2.58
2-12-810	Bank Charges & Fees	2,847.04	2,100.00	135.57	3,117.79	2,500.00	124.71
2-12-920	AMORTIZATION	0.00	14,184.45	0.00	14,834.88	14,900.00	99.56
* TOTAL ADMINISTRATION EXPENSE		296,492.08	224,533.48	132.05	366,383.16	335,000.00	109.37
EMERGENCY MANAGEMENT EXPENSE							
2-23-410	Fire Service Agreement	25,000.00	25,000.00	100.00	25,000.00	25,000.00	100.00
* TOTAL EMERGENCY MANAGEMENT EXP		25,000.00	25,000.00	100.00	25,000.00	25,000.00	100.00



VILLAGE OF DONALDA
ENDING DECEMBER 31, 2025

Page 5 of 8
2026-Jan-14
10:49:40AM

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
BYLAW & RURAL POLICING EXPENSE							
2-26-751	Bylaw Enforcement	4,343.90	5,000.00	86.88	5,475.05	5,200.00	105.29
2-26-752	Rural Policing Expense	10,371.00	11,550.00	89.79	10,112.00	11,550.00	87.55
*	TOTAL BYLAW & RURAL POLICING E	14,714.90	16,550.00	88.91	15,587.05	16,750.00	93.06
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	31,363.80	57,750.00	54.31	14,560.61	12,500.00	116.48
2-32-111	Salaries - Shop Work Hours	29,524.50	28,500.00	103.59	12,995.30	12,000.00	108.29
2-32-130	Payroll Deductions	4,810.41	8,278.00	58.11	4,043.53	2,000.00	202.18
2-32-131	Vacation Pay	3,702.81	6,127.00	60.43	1,536.52	1,500.00	102.43
2-32-132	Payroll Benefits (Health Spending)	0.00	1,000.00	0.00	1,619.50	500.00	323.90
2-32-210	Travel	0.00	300.00	0.00	0.00	0.00	0.00
2-32-217	Maintenance Cell Phone	2,445.54	576.00	424.57	1,385.80	600.00	230.97
2-32-230	Engineering Fees	0.00	3,472.50	0.00	0.00	2,300.00	0.00
2-32-250	Road & Street Repairs	5,443.10	4,000.00	136.08	1,349.86	100.00	1,349.86
2-32-251	Equipment Repairs & Maint.	3,476.80	3,500.00	99.34	2,414.33	5,000.00	48.29
2-32-252	Sidewalk & Curb Repairs	2,184.37	0.00	0.00	0.00	0.00	0.00
2-32-270	Contracted Services	32,377.03	1,000.00	3,237.70	5,115.00	3,000.00	170.50
2-32-271	Insurance Share	0.00	1,513.00	0.00	1,157.30	1,500.00	77.15
2-32-510	Small Equipment & Supplies	36,308.62	5,000.00	726.17	1,863.01	8,000.00	23.29
2-32-515	Equipment Rental	344.76	1,000.00	34.48	1,567.65	600.00	261.28
2-32-521	Gas & Diesel Fuel	11,578.65	7,500.00	154.38	6,415.00	5,000.00	128.30
2-32-530	Const. & Maint. Supplies	1,223.74	0.00	0.00	200.16	0.00	0.00
2-32-532	Gravel, Cold Mix & Sand	5,925.79	3,500.00	169.31	1,584.00	2,500.00	63.36
2-32-541	Street Lights	18,063.84	22,615.00	79.88	23,800.65	24,000.00	99.17
2-32-542	Shop Power	1,990.92	1,600.00	124.43	1,925.00	1,800.00	106.94
2-32-543	Shop Natural Gas	2,308.23	2,600.00	88.78	3,109.16	3,000.00	103.64
2-32-580	Miscellaneous	267.42	500.00	53.48	83.27	250.00	33.31
2-32-920	AMORTIZATION	0.00	29,008.57	0.00	44,437.75	44,500.00	99.86
*	TOTAL STREETS & ROADS EXPENSE	193,340.33	189,340.07	102.11	131,163.40	130,650.00	100.39
WATER EXPENSE							
2-41-110	Salaries - Water Related	10,003.50	8,100.00	123.50	6,695.50	2,400.00	278.98
2-41-130	Payroll Deductions	801.29	3,939.84	20.34	532.06	200.00	266.03
2-41-211	Travel & Subsistence	45.00	0.00	0.00	209.80	0.00	0.00
2-41-212	COURSE REGISTRATION FEES	450.00	0.00	0.00	657.14	0.00	0.00
2-41-215	Freight	0.00	50.00	0.00	0.00	50.00	0.00



VILLAGE OF DONALDA
ENDING DECEMBER 31, 2025

Page 6 of 8
2026-Jan-14
10:49:40AM

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
2-41-250	Water Testing Supplies	242.40	0.00	0.00	343.00	0.00	0.00
2-41-251	Maintenance Supplies	8,432.85	250.00	3,373.14	14.54	1,000.00	1.45
2-41-265	Water Tower	0.00	0.00	0.00	69.99	0.00	0.00
2-41-270	Contracted Services	5,377.75	500.00	1,075.55	10,296.94	20,000.00	51.48
2-41-272	Computer/Software Expense	316.00	2,275.00	13.89	335.85	2,400.00	13.99
2-41-600	SMRWSC - Debenture Payments	9,232.40	6,500.00	142.04	6,156.79	6,200.00	99.30
2-41-601	SMRWSC - Water Consumption	44,297.03	46,000.00	96.30	48,858.55	54,000.00	90.48
2-41-920	AMORTIZATION	0.00	25,760.11	0.00	26,644.05	26,200.00	101.69
*	TOTAL WATER EXPENSE	79,198.22	93,374.95	84.82	100,814.21	112,450.00	89.65
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	1,471.50	775.90	189.65	476.00	100.00	476.00
2-42-130	Payroll Deductions	117.25	94.80	123.68	36.56	50.00	73.12
2-42-275	Contracted Services - Sewer	7,000.00	1,000.00	700.00	3,427.00	2,500.00	137.08
2-42-290	Lagoon Drainage Easement	100.00	0.00	0.00	100.00	100.00	100.00
2-42-590	Miscellaneous	108.58	0.00	0.00	0.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	14,408.55	0.00	14,408.69	14,500.00	99.37
*	TOTAL SEWER EXPENSE	8,797.33	16,279.25	54.04	18,448.25	17,250.00	106.95
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	2,175.75	21.80	9,980.50	163.50	100.00	163.50
2-43-130	Payroll Deductions	173.78	2.66	6,533.08	11.40	50.00	22.80
2-43-251	Repairs & Maintenance	85.98	0.00	0.00	0.00	0.00	0.00
2-43-270	Contracted Garbage Pickup	27,151.87	18,170.00	149.43	19,766.90	22,000.00	89.85
*	TOTAL WASTE REMOVAL EXPENSE	29,587.38	18,194.46	162.62	19,941.80	22,150.00	90.03
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	4,377.60	178.72	2,449.42	1,696.50	2,000.00	84.83
2-56-130	Payroll Deductions	347.35	21.83	1,591.16	107.47	150.00	71.65
2-56-270	Contracted Services	700.00	0.00	0.00	2,131.80	2,200.00	96.90
2-56-510	General Services & Supplies	0.00	600.00	0.00	0.00	500.00	0.00
*	TOTAL CEMETERY EXPENSE	5,424.95	800.55	677.65	3,935.77	4,850.00	81.15
FCSS EXPENSE							
2-62-111	FCSS - Postage	1.74	650.00	0.27	549.88	650.00	84.60
2-62-755	FCSS Programs	1,625.40	9,760.00	16.65	11,482.82	9,700.00	118.38



VILLAGE OF DONALDA

ENDING DECEMBER 31, 2025

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
2-62-756	Community Programming	113.45	0.00	0.00	263.52	0.00	0.00
2-62-760	FCSS Membership Expenses	0.00	114.00	0.00	0.00	150.00	0.00
* TOTAL FCSS EXPENSE		1,740.59	10,524.00	16.54	12,296.22	10,500.00	117.11
PLANNING EXPENSE							
2-66-762	Planning Services expenses	(5,438.70)	6,000.00	(90.65)	15,902.06	0.00	0.00
* TOTAL PLANNING EXPENSE		(5,438.70)	6,000.00	(90.65)	15,902.06	0.00	0.00
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintenance	734.87	500.00	146.97	163.41	0.00	0.00
* TOTAL RENTAL BUILDING EXPENSE		734.87	500.00	146.97	163.41	0.00	0.00
RECREATION EXPENSE							
2-72-110	Salaries - Green Space Maintenance	18,041.85	12,165.97	148.30	9,588.50	6,200.00	154.65
2-72-130	Payroll Deductions	1,432.93	1,486.37	96.40	2,782.54	500.00	556.51
2-72-250	Parks - Contract Services	4,354.43	500.00	870.89	0.00	4,000.00	0.00
* TOTAL RECREATION EXPENSE		23,829.21	14,152.34	168.38	12,371.04	10,700.00	115.62
CULTURAL EXPENSE							
2-74-110	Salaries - Culture Related	826.50	289.72	285.28	200.00	50.00	400.00
2-74-130	Payroll Deductions	65.74	35.15	187.03	23.35	0.00	0.00
2-74-232	Village Beautification	1,805.31	1,000.00	180.53	1,198.84	1,000.00	119.98
2-74-251	Repairs & Maintenance	962.11	1,000.00	96.21	0.00	500.00	0.00
2-74-252	Miscellaneous	388.58	0.00	0.00	0.00	0.00	0.00
2-74-271	Insurance	0.00	3,028.00	0.00	2,546.06	3,000.00	84.87
2-74-540	Utilities - Gas	0.00	2,500.00	0.00	974.77	2,000.00	48.74
2-74-541	Utilities - Power	4,024.53	3,600.00	111.79	3,112.65	3,500.00	88.93
2-74-770	Grants - Museum	5,000.00	5,400.00	92.59	5,400.00	5,400.00	100.00
2-74-771	Grants - Library	5,000.00	5,000.00	100.00	5,000.00	5,000.00	100.00
2-74-775	Parkland Reg. Library Req.	2,217.06	2,122.32	104.46	1,900.26	2,100.00	90.49
2-74-850	Canada Day Celebration	1,696.90	1,160.00	146.28	314.00	0.00	0.00
2-74-920	AMORTIZATION	0.00	806.54	0.00	806.54	900.00	89.62
* TOTAL CULTURAL EXPENSE		21,986.73	25,941.73	84.75	21,477.47	23,450.00	91.59

REQUISITIONS



VILLAGE OF DONALDA
ENDING DECEMBER 31, 2025

General Ledger	Description	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance	2024 YTD Actual	2024 YTD Budget	2024 YTD % Variance
2-80-741	Provincial Education - ASFF	31,748.79	38,534.72	82.39	37,587.97	37,588.00	100.00
2-80-751	Recreation Requisition County of Stettler	0.00	3,955.00	0.00	3,955.00	0.00	0.00
2-80-761	C of Stettler Housing Auth	6,178.00	6,445.00	95.86	6,408.00	6,408.00	100.00
2-80-771	Stettler Waste Management Auth	4,407.00	16,272.00	27.08	17,176.00	16,300.00	105.37
* TOTAL REQUISITIONS		42,333.79	65,206.72	64.92	65,126.97	60,296.00	108.01

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 2

Cheque Listing For Council

2026-Jan-14
3:10:03PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250447	2025-12-10		25-1062455	VILLAGE POWER AND GAS	3,089.63	3,089.63
20250448	2025-12-10		657	CC VALVE REPAIR-OLSON ST. &	5,182.80	5,182.80
20250449	2025-12-10		2025NOV07	CREDIT CARD CHARGES FOR O	913.60	913.60
20250476	2025-12-29		2025NOV	CREDIT CARD CHARGES	980.29	980.29
20250468	2025-12-10		2025	HEALTH SPENDING ACCOUNT F	500.00	500.00
20250450	2025-12-10		607	BUILT PUBLIC WORKS NEW SHE	22,608.03	22,608.03
20250477	2025-12-29		00004673	2024-PREP, FILING AND RECONC	17,115.00	17,115.00
20250451	2025-12-10		AB1125185	OFFICE SUPPLIES-STAMPS, KET	53.29	1,169.90
20250451			AB1125206	PALLET OF ICE MELT FOR WINTI	1,116.61	
20250478	2025-12-29		17876	SERVICE FIRE EXTINGUISHERS	490.35	490.35
20250452	2025-12-10		COS013156	2024 FIRE AGREEMENT	25,000.00	25,000.00
20250479	2025-12-29		COS013157	2025 FIRE AGREEMENT	25,000.00	
20250453	2025-12-10		6233	CUSTOM PLANTING- WHISKEY E	500.50	500.50
20250454	2025-12-10		0000412071	2025 NOV VILLAGE GARBAGE PI	1,765.54	1,765.54
20250480	2025-12-29		DEC2025	COUNCIL KM FOR TRAVEL	333.60	333.60
20250481	2025-12-29		5356	4 LINK TIRE CHAIN	165.11	165.11
20250455	2025-12-10		001-611670	PUBLIC WORKS-SHOP SUPPLIE	66.32	66.32
20250482	2025-12-29		2025DEC	COUNCIL KM FOR TRAVEL	307.20	307.20
20250483	2025-12-29		914	VILLAGE PROPERTY ASSESSME	2,848.13	2,848.13
20250456	2025-12-10		741527	CONTRACT PRINTER	273.30	273.30
20250484	2025-12-29		328041	SANDING CHIPS FOR WHEN PLC	304.38	304.38
20250457	2025-12-10		212099	VILLAGE OFFICE SECURITY	88.67	141.12
20250457			212143	PUBLIC WORKS SHOP SECURIT	52.45	
20250485	2025-12-29		213147	SECURITY FOR VILLAGE OFFICE	88.67	
20250485			213193	SECURITY FOR PUBLIC WORKS	52.45	
20250458	2025-12-10		4407	PROFESSIONAL SERVICES REN	100.00	100.00
20250486	2025-12-29		20251201	2025 NOV BYLAW PATROL	290.00	290.00
20250487	2025-12-29		SMRWSC00452	2025 NOV. WATER CONSUMPTIC	3,506.55	3,506.55
20250459	2025-12-10		10029086	SNOW SHOVELS AND ELECTRIC	64.02	179.48
20250459			10029267	PUBLIC WORKS-GLOVES & STR	115.46	
20250460	2025-12-10		2441769	ROLL#223- AUCTION EXPENSES	724.50	724.50
20250461	2025-12-10		DL1225	2025 DEC DESIGN & PRINT OF D	150.00	150.00
20250462	2025-12-10		2025NOV2	WELDING AND FIXING SNOWBL	800.00	800.00
20250463	2025-12-10		2025NOV	2025NOV- VILLAGE OFFICE TELE	116.39	116.39
20250464	2025-12-10		574409	LABOUR AND MATERIALS TO FI	7,539.00	7,539.00
20250488	2025-12-29		12388	2025DEC-NETWORK DEVICE SEI	485.60	485.60
20250465	2025-12-10		116431897	PUBLIC WORKS- FUEL FOR TOW	259.08	181.43
20250465			116482967	FUEL PURCHASES FOR VILLAGE	195.04	
20250465			2025AUG31	PUBLIC WORKS SHOP AND TRU	(3,208.66)	
20250465			2025SEPT	PUBLIC WORKS-FUEL	299.07	
20250465			928177069	PUBLIC WORKS SHOP- FILL FUE	2,636.90	
20250489	2025-12-29		13507	MONTHLY WEB HOSTING	81.25	81.25
20250466	2025-12-10		2818	DELIVERY OF CRUSHED GRAVE	496.86	496.86
20250467	2025-12-10		5573	PUBLIC WORKS SHOP-TO FIX SI	17.43	17.43



VILLAGE OF DONALDA

Page 2 of 2

Cheque Listing For Council

2026-Jan-14

3:10:03PM

Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 123,564.41

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending December 31, 2025

Consolidated Account Statement

Balance on December 31, 2025, 2025

Public Sector Tax Account - Tax Recovery Surplus Roll 354	44.13
Public Sector Operating Account	7,238.73
Public Sector Reserve Account	888.93
Public Sector Savings - Grant Funds	281,049.28
Public Sector Savings - Tax Recovery Surplus Roll 332	8,462.44
Public Sector Savings - MSI Capital Account	478.29
Public Sector Savings - Gas Tax Fund (GTF) Account	5,743.93
Total:	\$303,905.73

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

cao@village.donalda.ab.ca

From: Alberta Municipalities <communications@abmunis.ca>
Sent: January 14, 2026 1:33 PM
To: cao@village.donalda.ab.ca
Subject: The Weekly - January 14, 2026

[View this email in your browser](#)



THE WEEKLY

January 14, 2026

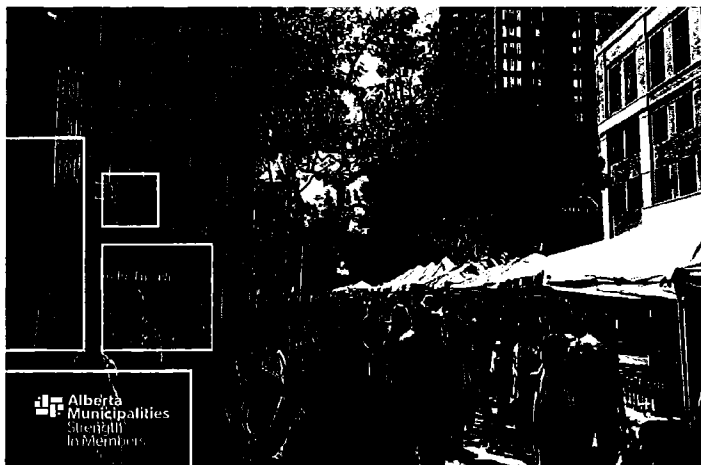
Quick links

[A guide for administrators:
privacy legislation](#)

[Alberta Utilities
Commission consultation
on setback requirements](#)

[2022 report card on expired
resolutions](#)

[Spring 2026 Municipal
Leaders Caucus - register
now!](#)



[Promoting interprovincial trade and procurement opportunities](#)

ABmunis participated in an interprovincial trade mission, led by the Alberta Chambers of Commerce (ACC), to highlight opportunities for trade, investment, and made-in-Canada procurement.

UPDATES

A guide for administrators: privacy legislation

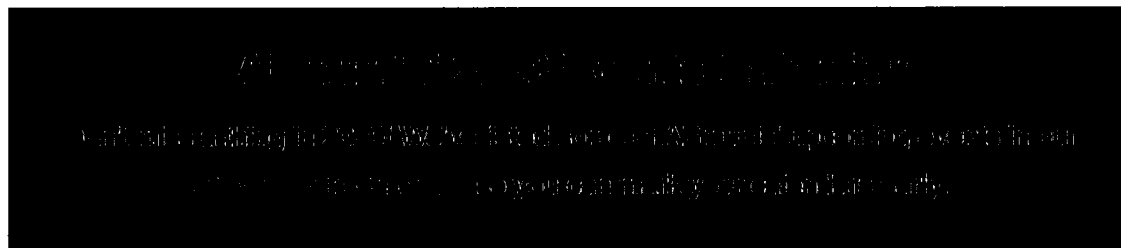
This guide helps municipal administrators understand their responsibilities under Alberta's new Access to Information Act.

Alberta Utilities Commission consultation on setback requirements

The Alberta Utilities Commission is engaging municipalities, landowners, and industry to collaboratively develop default setback standards for renewable infrastructure, following feedback on Rule 007 that led to no standardized setback requirements.

2022 report card on expired resolutions

Resolutions adopted during the 2022 ABmunis Convention and Tradeshow have expired and the 2022 Report Card on Expired Resolutions is now available.



Manitoba's toolkit addressing anti-government hate and harassment

The Association of Manitoba Municipalities has launched a toolkit to help local officials and staff address rising anti-government hate, in alignment with ABmunis' Fostering a Culture of Respect initiative.

Casual legal: section 70 sales of land

This week's article explains section 70 of the Municipal Government Act requires municipalities to advertise proposals to sell, lease, or grant interests in land for less than market value, with a few exceptions.

EVENTS

Spring 2026 Municipal Leader Caucus - register now!

Registration is now open for Alberta Municipalities' Spring Municipal Leaders' Caucus, which will be held at the Edmonton Convention Centre on March 26 and 27.

Linking Healthcare, Municipalities, and People in Rural Alberta

Join RhPAP, Alberta Municipalities, and the Rural Municipalities of Alberta (RMA) on Thursday, January 22, from 11:00 am to 12:00 pm MST for a free webinar designed for rural communities and new municipal and town councillors.

Extended Producer Responsibility (EPR) webinar

Join ABmunis and the Alberta Recycling Management Authority (ARMA) on February 2 at 12:00 pm for an upcoming webinar, highlighting the latest updates on Extended Producer Responsibility (EPR).

GRANTS

Explore ALL available grant opportunities for your municipality at this [website](#) and use the Municipalities option in the Industry filter. And while you're there, make sure you sign up for the Grants newsletter so you can hear about the newest grants as they are announced!

Missed the last *Grants and Your Municipality* webinar? You can catch up by watching the recording [here](#).

Alberta Innovates - Agriculture & Environment program: actively assists researchers, innovators, entrepreneurs, and industry clients to accelerate technology development and deployment, helping companies expand their businesses and competitiveness.

Affordable Housing Innovation fund: supports new ideas and approaches that will evolve the affordable housing sector and create the next generation of housing in Canada.

Safe Community First Responder Program: grants for safety equipment, professional training, or safety education programs to emergency response organizations. Application is ongoing.



Learn how to have more effective council meetings

How council meetings are chaired, how debate is managed, and how decisions are made directly shape council's effectiveness and public trust.

EOEP's Effective Meetings course supports municipal elected officials in understanding how to enable productive debate, support clear decision-making and maintain professional and fair council proceedings.

Drawing on practical scenarios, the course emphasizes the shared responsibility of the chair and council members to debate constructively and uphold orderly and respectful meetings, using parliamentary procedure to support effective governance.

This online course is well suited for both new and returning elected officials who want to strengthen how their council meetings function early in the council term.

Course Details:

- **Held over three sessions:** January 28, February 4, and February 11, 2026
- **Time:** 1:00 pm – 3:30 pm
- **Format:** Online via Zoom
- **Cost:** \$295 + GST

For more information visit [EOEP](#) or [email](#). [Register today!](#)

Bolster your orientation with the Munis 101 course

With the new council term now underway, EOEP is offering an additional online delivery of Munis 101 this January to support ongoing council orientation and governance learning.

Munis 101 is EOEP's foundational course for municipal elected officials. Developed with subject matter experts from across the municipal sector. This course provides practical, independent instruction on how councils govern, make decisions and fulfill their responsibilities to their communities. Participants will learn alongside peers from across Alberta with opportunities for discussion and shared learning grounded in real municipal situations.

Munis 101 explores key areas of municipal governance, including:

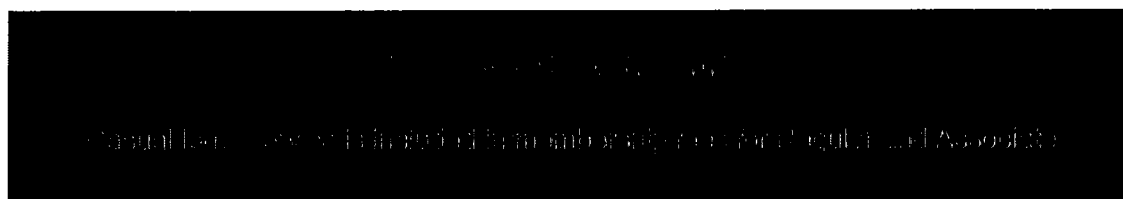
- How councils function, make decisions and exercise formal authority
- The roles of council, individual councillors, the CAO and administration
- Public participation and the role of elected officials in engagement
- Municipal budgeting and finance
- Long term planning and council's role in land use planning

This course will be delivered across two online sessions and well suited for elected officials or municipal administrators looking to reinforce their understanding of municipal governance.

Course Dates & Details

- Date: January 22 & January 29 (must attend both sessions to receive credit)
- Time: 1:00 pm – 4:30 pm
- Format: Online via Zoom
- Cost: \$295 + GST

Register today or contact registrar@eoep.ca for more information.



the information provided, that you will be responsible for obtaining all the necessary information and for any other requirements that may arise.



**Municipal
Climate Change
Action Centre**

New Solar Project in Banff

In 2025, the Town of Banff completed the Okâch – Îyethkabi Oûgitûbi Pavilion solar photovoltaic (PV) system project through the Municipal Electricity Generation (MEG) program. Supported by a \$12,600.00 rebate from the Municipal Climate Change Action Centre (MCCAC), the project involved the installation of 40 solar PV modules with a total DC capacity of 18 kW. The facility was completed in 2023 as a community hub and activity space for local non-profits, recreation groups and Banff residents. The name means “Welcome – Staging Area to the Mountains” in the Stoney Nakoda language. Read all about this project in our [latest success story](#)

GOOD TO KNOW

Participate in the 2026 Canadian Municipal Barometer

On Monday, January 5, the Canadian Municipal Barometer launched its annual survey of municipal elected officials. If you would like to participate but did not receive an email invitation, please [contact the CMB](#) directly to contribute your opinions and expertise to this innovative initiative.

By taking a few minutes to contribute to the survey, you will help advance the important work they are doing to better understand elections, representation, inclusion, and policy in municipalities across Canada.

National Survey on Fire Monitoring

Researchers from the Canadian Forest Service at Natural Resources Canada are conducting a national survey on fire monitoring to better understand the challenges, collaborations, and communication barriers faced by professionals in this field.

The survey is anonymous, takes about 20 to 30 minutes to complete, and will remain open for submissions until March 1, 2026.

Applications open for the 2026 Community Fireguard Program

The Forest Resource Improvement Association of Alberta (FRIAA) has opened a Request for Expressions of Interest (EOIs) for its Community Fireguard Program (CFP). This program funds the construction of community fireguards that support enhanced public safety and improved protection of at-risk communities.

Communities short-listed by the EOI process will participate in a community fireguard planning committee from approximately May to August 2026. Full details on the EOI process, including application forms and instructions can be downloaded here.

Applications are due by 4:00 pm on February 15, 2026.

A virtual information session will take place via Zoom at 10:00 am on January 30, 2026. Connection information and agenda details are available here.

VALUABLE LINKS



Jobs Connect

Explore the latest opportunities in the municipal sector of Alberta on our Jobs webpage.

Easy Links

- [President Dylan Bressey's Message](#)
- [2025 Resolutions Update](#)
- [2025 Board Election Results](#)



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