

VILLAGE OF DONALDA
Regular Council Meeting,
December 23, 2025
Council Chambers
5001 Main Street, Donalda
AGENDA

CALL TO ORDER – MAYOR

1. AGENDA

- 1.1. Additions and Amendments

2. PREVIOUS MINUTES

- 2.1. Regular Meeting of Council November 18, 2025

3. DELEGATIONS

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

- 4.1. New Policy Review: Village of Donalda Handi Bus Use – UPDATE
- 4.2. Sidewalk Infrastructure - UPDATE

5. VILLAGE BUSINESS

- 5.1. Transfer of Ownership of the Donalda Creamery
- 5.2. STARS Request for Support
- 5.3. Clearview Public Schools Local Government Meeting Invitation
- 5.4. 2026 Interim Operating Budget
- 5.5. 2026 Interim Capital Budget
- 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
- 5.7. 2024 Audited Financial Statements
- 5.8. Sale of Degelman Speed Blade

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

7. **COMMITTEE AND STAFF REPORTS**

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

8. **GALLERY**

9. **CLOSED MEETING OF COUNCIL**

- 9.1. Confidential: Pursuant to Section 197 of the Municipal Government Act (MGA), Council will discuss Auditor Financial Statements and Audit Findings
- 9.2. Confidential: Council will discuss a legal matter in closed session in accordance with the Access to Information Act and the Protection of Privacy Act (Alberta).

10. **NEXT MEETINGS**

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

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday, November 18, 2025
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, November 18, 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 7:00 pm.

1. AGENDA

1.1. Additions and Amendments

MOVED by P. Menecola to add item to Committee and Staff reports, item 7.4 Public Works Department.

CARRIED (169-25)

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

CARRIED (170-25)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council September 16, 2025

MOVED by T. Metcalfe to accept the meeting minutes as presented.

CARRIED (171-25)

2.2. Organizational Meeting of Council November 3, 2025

MOVED by T. Metcalfe to amend item #5.1, second paragraph to read as follows "T. Metcalfe nominated Councillor Shaleah Fox for Mayor"

CARRIED (172-25)

3. DELEGATIONS

3.1. Municipal Affairs – Viability Review Team Sharlene Brown and Jeff Nixon

MOVED by P. Menecola that Council receive the delegation presentation regarding the Viability Review Process for information.

CARRIED (173-25)

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.

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

4.1. New Policy Review: Employee and Council Member Payroll Advances

MOVED by P. Menecola for council to approve the Employee and Council Member Payroll Advances policy as presented.

CARRIED (174-25)

4.2. New Policy Review: Village of Donalda Handi Bus Use

MOVED by P. Menecola that council table consideration of the policy titled Village of Donalda Handi Bus Use to a future regular meeting of council.

CARRIED (175-25)

MOVED by P. Menecola that council direct administration to report back fees, budget impacts, funding sources and cost-recovery options as well as alignments with existing bylaws/agreements and comparable policies in peer municipalities.

CARRIED (176-25)

5. **VILLAGE BUSINESS**

5.1. Municipal Signing Authority

MOVED by P. Menecola that council approve the Municipal Signing Authority recommendation for the Mayor, Deputy Mayor, Councillor or Chief Administrative Officer and the Assistant Chief Administrative Officer be authorized to sign or authorize agreements, cheques and other negotiable instruments:

Shaleah Fox, Mayor

Phil Menecola, Deputy Mayor

Tanya Metcalfe, Councillor

Melanie Veale, Chief Administrative Officer

Denise Schonewille, Assistant Chief Administrative Officer

CARRIED (177-25)

MOVED by T. Metcalfe that council also designate Melanie Veale, CAO and Denise Schonewille (Assistant CAO) to have signing authority for the Village's safety deposit box.

CARRIED (178-25)

5.2. Interim Intermunicipal Fire and Rescue Services Agreement

MOVED by P. Menecola that Section 4.3 be amended and strike out "Error! Reference source not found".

CARRIED (179-25)

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

MOVED by P. Menecola that council approve the Joint Fire Services Agreement between the County of Stettler and the Village of Donalda, effective January 1, 2026 and authorize the Mayor and Chief Administrative Officer to execute the agreement on behalf of the Village.

CARRIED (180-25)

5.3. Policy Review: Employment #6 Village of Donalda Statutory and Non-Statutory Holidays and Pay

MOVED by T. Metcalfe for council to approve the Village of Donalda Statutory and Non-Statutory Holidays and Pay policy as presented.

CARRIED (181-25)

5.4. Policy Review: Public Works #1 Village of Donalda Snow Removal

MOVED by P. Menecola that council table consideration of the Village of Donalda Snow Removal Policy; and direct administration to make administrative edits and return revised draft for council's consideration at a future regular meeting of the council.

CARRIED (182-25)

5.5. Financial Reports

- 5.5.1. Operating Budget Period Ending October 31, 2025
- 5.5.2. Balance Sheet Period Ending October 31, 2025
- 5.5.3. Cheque Register Period October 31, 2025
- 5.5.4. Bank Reconciliation Period Ending October 31, 2025

MOVED by P. Menecola that council accept the financial reports as presented.

CARRIED (183-25)

5.6. Village of Donalda Library Board Appointment

MOVED by P. Menecola that council appoint Asha Simser to the Village of Donalda Library Board for a three (3) year term ending November 18, 2027, effective immediately.

CARRIED (184-25)

6. **INFORMATIONAL ITEMS & CORRESPONDENCE**

- 6.1. Heartland Regional Fire Press Release
- 6.2. FCSS Accountability Framework – Training Resources
- 6.3. Amendments to the Community Organization Property Tax Exemption Regulation
- 6.4. Loans to Local Authorities: Current Loan Application Dates and Requirements
- 6.5. Provincial Priorities Act – Municipal Sector
- 6.6. Alberta Council: Grant Opportunities September 23 – 30, 2025
- 6.7. Alberta Council: Grant Opportunities November 16 – 23, 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.

MOVED by T. Metcalfe that council approve the Informational Items and Correspondence as presented.

CARRIED (185-25)

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 (186-25)

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

- 9.1. Closed Session: None. Council did not move in camera.

10. NEXT MEETINGS

- 10.1. December 16, 2025
- 10.2. January 20, 2026

11. ADJOURNMENT

MOVED by S. Fox that council adjourn the meeting at 9:01 pm.

CARRIED (187-25)

Chief Elected Official

Chief Administrative Officer

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



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	ACC Wastewater Solutions
Agenda Number	3.1 Delegation

Background/Proposal

The Village of Donalda operates a three-cell lagoon system consisting of:

- One anaerobic cell,
- One facultative cell, and
- One storage cell

The lagoon was designed for a population of approximately 500 and currently services a population of approximately 230. While the system is generally performing within acceptable limits, moderate sludge accumulation has been identified in the anaerobic cell, and sediment buildup has been noted in the collection system.

ACC Wastewater Solutions was engaged to review the system and provide recommendations focused on:

1. Sludge reduction,
2. Effluent quality stability,
3. Nutrient management, and
4. Extending the service life of the lagoon to defer costly dredging or capital upgrades

Discussion/Options/Benefits/Disadvantages

ACC Wastewater Solutions recommends implementing a seasonally adjusted biological treatment program that includes:

- ✓ Sludge reduction in the anaerobic cell using biological products during warm months;
- ✓ Cold-weather biological treatment to maintain activity during shoulder seasons;
- ✓ Nutrient management to reduce ammonia, BOD, TSS, and algae growth;
- ✓ Upstream biological treatment in manholes and lift stations to reduce grease and sediment buildup; and
- ✓ Ongoing monitoring to track performance and compliance.

Comparable Alberta municipalities using similar approaches (including Ponoka and Stettler) have demonstrated measurable reductions in sludge volumes and improved effluent quality without resorting to mechanical dredging.

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

1. Approve Administration's recommendation to proceed with the biological lagoon management program as proposed;
2. Defer the decision pending further information or budget review; or
3. Direct Administration to explore alternative lagoon management options.

Costs/Source of Funding

The estimated cost of the proposed first-year biological treatment program is \$8,904 (including GST), plus shipping as applicable. This cost is significantly lower than the cost of dredging or major infrastructure upgrades and is intended as a preventative and life-extension measure.

Applicable Legislation

The proposed biological lagoon management program is consistent with the Environmental Protection and Enhancement Act, the Wastewater and Storm Drainage Regulation, and the Village's Approval to Operate issued by Alberta Environment and Protected Areas. The program is considered an operational optimization measure and does not require amendment to the existing approval. Council authorization is required under the Municipal Government Act to proceed.

Recommended Action

That Council approve Administration's recommendation to implement the biological lagoon management program for the Donalda lagoon, as outlined in the ACC Wastewater Solutions report, and authorize Administration to proceed within the approved budget.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- 2026 Interim Operating Budget

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



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	Village of Donalda Handi Bus Use Policy Update
Agenda Number	4.1 Business Arising from Previous Meetings

Background/Proposal

At a previous Council meeting, Administration was directed to review the existing Handi-Bus Use Policy to ensure that eligibility, service expectations, operational procedures, and cost-sharing arrangements remain appropriate for the Village's current needs and service levels. The review was initiated in response to increased inquiries from residents and partner organizations, as well as operational changes occurring since the policy was originally drafted.

Discussion/Options/Benefits/Disadvantages

1. Policy Review Progress

Administration has completed a preliminary review of the existing Handi-Bus policy, including:

- Current eligibility criteria
- Booking and dispatch procedures
- Fee structures and rider contributions
- Regional practices and comparable policies in neighbouring municipalities
- Insurance, liability, and risk management considerations
- Accessibility and equity factors

Initial findings show that several areas of the current policy would benefit from clarification or modernization, particularly regarding:

- Consistent definitions of "eligible users"
- Requirements for medical or mobility documentation
- Procedures for out-of-community trips
- Cost-sharing and fuel recovery structures
- Emergency or priority booking protocols

2. Stakeholder Consultation

Administration has initiated informal consultation with:

- Local service providers
- Seniors' housing and community support organizations
- Regional transportation partners

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Additional formal consultation may be recommended depending on Council's direction.

3. Draft Policy Updates

A revised draft Handi-Bus Use Policy is currently being prepared. The updated policy will:

- Align with provincial accessibility expectations
- Provide greater clarity for riders and staff
- Reflect actual service capacity and operational realities
- Include clearer guidelines for out-of-town use
- Introduce consistent fare or cost-recovery options (subject to Council approval)

A complete draft will be brought forward for Council review at an upcoming meeting.

Next Steps

- Completion of draft policy revisions – In Progress
- Administrative and legal review for compliance and risk management – Pending
- Presentation of the updated Handi-Bus Use Policy to Council – Date to Confirm
- Council direction on adoption, amendments, or further consultation

Recommended Action

n/a

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

For information only.

No decision required at this time unless Council wishes to provide interim direction on specific components of the policy.

Implementation/Communication

The Administration will update council on progress.

Target Decision Date

January 20, 2025

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	December 17, 2025
Originated By	Melanie Veale
Decision Title	Sidewalk Infrastructure - Update
Agenda Number	4.2 Business Arising from Previous Meetings

Background/Proposal

Council previously directed Administration to evaluate the Village's sidewalk infrastructure to determine current condition, identify priority replacement areas, and develop a multi-year improvement plan. This review is connected to recent discussions regarding accessibility, pedestrian safety, and the long-term maintenance needs of aging concrete assets throughout the community.

Discussion/Options/Benefits/Disadvantages

Administration has conducted a preliminary visual inspection of sidewalk sections within the Village, focusing on:

- Surface deterioration (cracks, heaving, spalling)
- Trip hazards and uneven surfaces
- Drainage or slope concerns
- Accessibility gaps at street crossings
- Areas with high pedestrian use (Main Street and public facility corridors)

These initial findings confirm that several sidewalk sections—particularly along Main Street and selected residential areas—are reaching end-of-life and should be included in an upcoming capital renewal program.

Sidewalk improvements have now been incorporated into the 2026–2030 Capital Forecast, including dedicated annual allocations for:

- Main Street Sidewalk Reconstruction
- Residential Sidewalk Rehabilitation
- Accessibility upgrades at key intersections

Funding from the Canadian Community Building Fund (CCBF) has been identified as the primary grant source for sidewalk projects, allowing improvements to proceed without taxation increases or borrowing.

Administration is reviewing all sidewalk routes to ensure compliance with provincial and national accessibility guidelines. This includes:

- Assessing curb ramps and tactile warning surfaces
- Ensuring proper sidewalk width and clearance
- Identifying missing or non-compliant crossings
- Reducing barriers for mobility-restricted residents

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The goal is to integrate accessibility upgrades into every future sidewalk project.

The Infrastructure Audit (Viability Report) funded by Municipal Affairs will include a professional condition assessment of sidewalk assets. This will:

- Provide formal condition ratings
- Assist in prioritizing renewal sequences
- Support multi-year budgeting
- Strengthen grant applications for future projects
- Ensure consistency with asset management practices under the MGA

Next Steps

- Complete detailed mapping of all sidewalk sections – In Progress
- Finalize priority list for 2026 Main Street and residential sidewalk projects – Pending Audit Data
- Prepare cost estimates for 2026–2030 renewal program – Q2 2026
- Bring forward a comprehensive Sidewalk Management Plan for Council review – Upon completion of Infrastructure Audit

Recommended Action

n/a

Costs/Source of Funding

n/a

Applicable Legislation

n/a

Recommended Action

For information only.

Council direction will be requested once full audit results and cost estimates are available.

Implementation/Communication

The Administration will update council on progress.

Target Decision Date

January 20, 2025

ATTACHMENT

n/a

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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	Transfer of Ownership of the Donalda Creamery
Agenda Number	5.1 Village Business

Background/Proposal

The Donalda Creamery is a significant heritage asset within the community. While the Village holds legal ownership of the building, the Donalda & District Museum Society has served as its primary steward, overseeing programming, maintenance efforts, and heritage preservation activities.

Over multiple grant application cycles, the Society has been unable to access major provincial and federal funding programs due to the requirement that applicants must own the property for which funding is sought. As a result, substantial restoration and capital upgrades remain unaddressed.

Transferring ownership would position the Society to secure external funding, preserve the building effectively, and relieve the Village of ongoing maintenance responsibilities.

Discussion/Options/Benefits/Disadvantages

Key considerations include:

- **Grant Eligibility:** Ownership transfer enables the Society to apply for heritage, cultural, and infrastructure grants currently inaccessible.
- **Operational Alignment:** The Society already manages the building's activities; ownership aligns responsibility with authority.
- **Municipal Liability Reduction:** The Village would no longer be responsible for insurance, repairs, or capital investments.
- **Heritage Preservation:** A transfer agreement can ensure long-term public benefit and include reversion or public use clauses.

Administration sees no foreseeable impediments to proceeding with the transfer.

Options for consideration are:

1. Approve the transfer as recommended.
2. Approve with amendments or additional conditions.
3. Deny the transfer request.
4. Request additional information before making a decision.

Costs/Source of Funding

- Minor legal and registration costs.
- Reduced long-term maintenance and liability obligations.
- Increased likelihood of external funding reducing community fundraising pressures.

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Applicable Legislation

Under Sections (MGA ss. 70 – 75) of the Municipal Government Act (MGA), these sections govern how a municipality may sell, lease, transfer, or otherwise dispose of real property such as the Donalda Creamery building.

SECTION 70 — Disposal of Municipal Property

What it covers:

- Municipalities may dispose of property (land or buildings) in any manner they choose unless the MGA states otherwise.
- Council has full authority to sell, lease, gift, or transfer property.

Key requirements:

- Council must authorize disposal by resolution or bylaw.
- The municipality must follow any required public notice procedures (see s. 606).
- If the property was funded by certain grants or held for specific public purposes, additional restrictions may apply.

SECTION 71 — Transfer of Land for Less than Market Value

What it covers:

- Applies when a municipality transfers land or buildings for less than fair market value (e.g., selling or gifting property for \$1).

Requirements:

- Council must be satisfied that the transfer:
- Benefits the community,
- Supports a non-profit, or
- Serves a public purpose.
- Council must pass a resolution or bylaw authorizing it.
- Public notice is mandatory before transferring property for less than market value.

This section directly applies to the Village's transfer of the Creamery to the Museum Society for \$1.

SECTION 72 — Transfer of Parcel Subject to a Caveat

What it covers:

- If the property being transferred has a caveat registered on title (such as a restriction, easement, heritage designation, or right of first refusal), the municipality must respect the terms of that caveat.

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.

Requirements:

- Any transfer must not violate the caveat or registered interest.
- The municipality must ensure the new owner assumes or acknowledges obligations tied to the caveat.

SECTION 73 — Transfer of Parcel with a Historical Resource Designation

What it covers:

- Applies if the property is a designated Historical Resource under the Historical Resources Act.

Requirements:

- The municipality must ensure the new owner:
- Understands and accepts all heritage restrictions,
- Complies with future restoration standards, and
- Does not alter the building without required approvals.
- This applies if the Creamery is designated or becomes designated.

SECTION 74 — Advertising Requirements for Proposed Disposition

What it covers:

- A municipality must advertise its intention to dispose of property before doing so if required under section 70 or 71.

Requirements:

- The notice must include:
 - A description of the land,
 - The nature of the proposed disposition, and
 - Any other information council considers necessary.
- Municipality must advertise:
 - In accordance with section 606 (public notice by newspaper, website, etc.),
 - Before approving the transfer.

SECTION 75 — Conditions on Disposition of Municipal Land

What it covers:

- Council may impose any terms, conditions, or covenants on the transfer of municipal property.
 - Examples:
 - Reversion clause
 - Restrictions on change of use
 - Public-access requirements
 - Heritage preservation obligations
 - Limitations on resale or mortgaging

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.

Key meaning:

- Council has broad legal authority to structure the transfer agreement, including:
 - Mandating public benefit
 - Regulating future use
 - Protecting heritage value
 - Ensuring accountability of the receiving organization

This is the section that gives the Village full authority to include the reversion clause in your Transfer Agreement.

Additional MGA sections:

- s. 201–203 (CAO responsibilities)
- s. 180–185 (Council resolutions & bylaws)
- s. 606 (Public notice)
- s. 7–8 (Municipal bylaw authority)

Recommended Action

That Council approve the transfer of sole ownership of the Donalda Creamery building to the Donalda & District Museum Society, and further, that Administration be directed to prepare and execute a Transfer Agreement outlining the terms of ownership, responsibilities, public use expectations, and ongoing conditions, and to complete all legal and registration requirements associated with the transfer.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- Letter from The Donalda and District Museum
- Legal Interpretation of Municipal Government Act (MGA) regarding Creamery Transfer
- Transfer of Property Ownership - Draft
- Letter of Transmittal - Draft
- Bylaw Authorizing Transfer – Draft
- Public facing FAQ Sheet

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	December 17, 2025
Originated By	Melanie Veale
Decision Title	STARS Request for Support
Agenda Number	5.2 Village Business

Background/Proposal

STARS (Shock Trauma Air Rescue Service) provides emergency air medical services across Alberta, offering rapid response and critical care transport for patients in rural communities such as Donalda and the surrounding region.

STARS has requested voluntary financial support based on a contribution rate of \$2.00 per capita. With a population of 237, the Village of Donalda's suggested annual contribution is \$474.00.

The County of Stettler and the Town of Stettler have been long-standing municipal partners in contributing annually to STARS, recognizing the regional importance of maintaining access to advanced emergency medical transport services. The Village of Donalda has the opportunity to join these municipal partners in demonstrating regional collaboration and support.

Discussion/Options/Benefits/Disadvantages

Regional Context

- STARS support is typically coordinated at a regional level, with neighbouring municipalities such as Stettler County and the Town of Stettler providing regular annual contributions.
- Donalda's participation would align with regional practices and demonstrate shared commitment to emergency medical readiness.

Benefits of Supporting STARS

- Ensures continued access to life-saving air ambulance services.
- Strengthens rural emergency response capacity.
- Enhances regional cooperation and demonstrates solidarity with partner municipalities.

Funding Options

1. Annual Contribution – Allows for yearly review and flexibility.
2. Four-Year Pledge – Provides predictable long-term support and strengthens regional partnerships.
3. Alternative Amount – Council may choose to round the amount or adjust contribution levels based on budget capacity.

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

1. Approve annual voluntary support of \$474.00.
2. Approve a four-year pledge of \$474.00 per year.
3. Approve an alternative annual amount.
4. Decline financial support.
5. Table the decision to a future meeting.

Costs/Source of Funding

Funds would be drawn from general operating revenues unless otherwise directed.

Applicable Legislation

All aspects of the proposed STARS contribution—whether annual, fixed-rate, or a four-year pledge—are fully compliant with the Municipal Government Act. Council has the legal authority to approve the contribution, and no additional statutory procedures, notices, or bylaws are required.

Included MGA Citations:

- s. 180 – Council may act by resolution
- s. 248 – Expenditures must be authorized by Council
- s. 3 & 7 – Municipal purpose and general powers (implied authority)
- s. 265 – Municipalities may provide grants/assistance (supports contribution)

Recommended Action

That Council approve an annual voluntary contribution to STARS in the amount of \$474.00, based on a rate of \$2.00 per capita, and that this amount be included in the Village of Donalda's annual operating budget; and further, that Administration be directed to advise STARS of Council's decision, noting that this contribution aligns the Village with long-standing municipal partners such as Stettler County and the Town of Stettler.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- STARS Request for Support 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.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	Clearview Public Schools Local Government Invitation
Agenda Number	5.3 Village Business

Background/Proposal

Clearview Public Schools has extended an invitation to the Village of Donalda to attend its Local Government Meeting scheduled for Tuesday, February 26, 2026.

The purpose of the meeting is to:

- Strengthen relationships between local governments and Clearview Public Schools;
- Share information on educational priorities, enrollment, and facility planning; and
- Provide an opportunity for dialogue on joint interests and community impact.

Clearview Public Schools has requested an RSVP by January 27, 2026 to confirm attendance and facilitate meeting logistics.

Discussion/Options/Benefits/Disadvantages

Participation in the Local Government Meeting provides an opportunity to:

- Maintain a positive working relationship with Clearview Public Schools;
- Receive updates on school programming and potential impacts on the community;
- Advocate for local needs and priorities related to education and school facilities;
- Demonstrate municipal support for public education in the region.

Council direction is required to:

- Confirm whether the Village will be represented;
- Identify which member(s) of Council (and/or the CAO) will attend; and
- Authorize Administration to respond formally by the RSVP deadline.

Recommended Action

- Approve attendance and designate one or more Council members (and/or the CAO) to attend on behalf of the Village.
- Decline the invitation and direct Administration to notify Clearview Public Schools that the Village will not be represented.
- Table the decision pending further information (note: this may impact the ability to meet the January 27, 2026 RSVP deadline).

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

1. Financial: Minimal costs (mileage and per diem, if applicable) and staff time for attendance.
2. Organizational: CAO and/or Council member time required to attend the meeting and prepare any follow-up as needed.
3. Community / Relationship: Positive opportunity to engage and collaborate with the local school division.

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 attendance at the Clearview Public Schools Local Government Meeting on Tuesday, February 26, 2026, and that the Mayor and/or Councillor _____ and/or the CAO be authorized to attend on behalf of the Village of Donalda; and further, that Administration be directed to submit the required RSVP to Clearview Public Schools by January 27, 2026.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- Email Invitation to Clearview Local Government Meeting

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	December 17, 2025
Originated By	Melanie Veale
Decision Title	Interim 2026 Operating Budget
Agenda Number	5.4 Village Business

Background/Proposal

Under the Municipal Government Act (MGA), Council must adopt an annual operating budget for each calendar year. The Village's final operating budget is typically approved in the spring, once more accurate assessment and requisition information is available.

To ensure that the Village of Donalda can continue regular operations and meet financial obligations (payroll, utilities, contracted services, requisitions, etc.) as of January 1, 2026, Council is requested to approve an interim operating budget for 2026.

It is common practice for municipalities to base the interim operating budget on the previous year's approved operating budget.

Discussion/Options/Benefits/Disadvantages

Approval of an interim operating budget will:

- Authorize Administration to continue routine operations and services into early 2026;
- Ensure that financial commitments such as utilities, wages, insurance, requisitions, and ongoing contracts can be paid;
- Provide time for Administration to refine projections for revenue, requisitions, grants, and capital planning before finalizing the full 2026 budget for Council's consideration.

The interim budget does not replace the requirement to adopt a final 2026 Operating Budget. The interim budget simply provides spending authority until the final budget is presented and approved.

For simplicity and consistency, the 2026 Interim Operating Budget is proposed based on the 2025 approved Operating Budget.

Recommended Action

- Approve the 2026 Interim Operating Budget as presented.
- Approve the 2026 Interim Operating Budget with amendments (e.g., different percentage adjustment or changes to specific line items).
- Defer approval (not recommended, as it may affect the Village's ability to pay expenses after January 1, 2026).

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

1. The interim budget authorizes expenditures consistent with the 2025 Operating Budget.
2. There is no additional financial commitment beyond what Council will ultimately confirm when adopting the final 2026 Operating Budget.
3. The interim budget simply prevents any gap in spending authority at the start of 2026.

Applicable Legislation

Administration confirms adoption of the 2026 Interim Operating Budget complies with:

- MGA ss. 242–246: requirement for annual budgets.
- MGA s. 248: expenditures must be authorized by Council.
- MGA s. 180: Council may adopt the interim budget by resolution.
- MGA ss. 201–202: CAO is responsible for implementing the budget.

Conclusion: The interim budget is fully MGA-compliant.

Recommended Action

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.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- 2026 Interim Operating Budget

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



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	Interim 2026 Capital Budget
Agenda Number	5.5 Village Business

Background/Proposal

Municipalities frequently adopt interim budgets when the full annual budget has not yet been completed. This practice is permitted under the Municipal Government Act (MGA) and ensures that municipalities can legally incur expenditures and undertake capital work while the complete budget is being finalized.

An interim capital budget is required because:

- The MGA prohibits municipalities from spending capital funds unless authorized within an approved budget.
- Capital planning, design, engineering, and tendering need to begin early in the year to secure contractors and favourable pricing.
- Alberta's short construction season necessitates early project initiation.
- Provincial and federal grants often require confirmation of approved funding before commitments can be made.
- Delaying capital approval may result in missed construction windows and increased project costs.

Administration has reviewed the capital plan and identified the required 2026 interim projects. These projects are fully grant-funded and do not require borrowing or taxation increases.

Discussion/Options/Benefits/Disadvantages

2026 Interim Capital Budget Summary

Project	Amount	Funding Source
Main Street Sidewalks	\$250,000	CCBF
Curb Stops	\$20,000	MSI
Lagoon Bioaugmentation	\$10,000	LGFF
Infrastructure Viability Audit	<u>\$150,000</u>	Municipal Affairs Grant
TOTAL \$430,000		

Rationale

- Main Street Sidewalks: Improves downtown accessibility and safety.
- Curb Stops: Continued annual replacement of aging water infrastructure.
- Lagoon Bioaugmentation: Improves treatment performance and regulatory compliance.

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- Infrastructure Viability Audit: Provides a professional assessment of roads, water, wastewater, sidewalks, and buildings to support the Village's asset management strategy and future capital planning. Fully funded by Municipal Affairs.

All projects are covered by available grant funding.

Recommended Action

- Approve the 2026 Interim Capital Budget as presented
- Amend the budget by adding or removing projects.
- Defer approval (not recommended, as it delays planning, tendering, and grant obligations).

Costs/Source of Funding

1. No taxation impact.
2. No borrowing required.
3. All projects are covered by available grant funding.

Applicable Legislation

Administration confirms adoption of the 2026 Interim Operating Budget complies with:

- Section 242 (Operating Budget): A council must adopt an operating budget each calendar year.
- Section 245 (Capital Budget): A council must adopt a capital budget each calendar year.

Expenditures Must Be Authorized

- Section 248(1): A municipality may not make an expenditure unless authorized.
- Section 248(2)(a): Expenditures are authorized only if included in an operating budget, capital budget, or interim operating budget.

This means no capital funds may be spent unless Council has adopted a budget—either a final budget or an interim one.

- Section 283.1: Council is responsible for ensuring that the municipality has a system to identify and manage infrastructure assets.

Conclusion: The interim budget is fully MGA-compliant.

Recommended Action

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.

Implementation/Communication

The Administration will proceed upon the Council's 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.

Target Decision Date

December 17, 2025

ATTACHMENT

- 2026 Interim Capital Budget

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



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	Village of Donalda Financial Statements
Agenda Number	5.6 Village Business

Background/Proposal

To present to Council the Village of Donalda Financial Statements for the period ending November 30, 2025, and to request Council's approval of the statements as presented.

In accordance with standard municipal financial reporting practices, Administration provides Council with periodic financial statements to monitor the Village's revenues and expenditures against the approved operating and capital budgets.

The attached Financial Statements for the period ending November 30, 2025 reflect revenues and expenditures recorded year-to-date. These statements provide a snapshot of the Village's financial position as it approaches year-end and allow Council to evaluate financial performance, identify variances, and ensure fiscal accountability.

Discussion/Options/Benefits/Disadvantages

The Village of Donalda's operating results to November 30, 2025 remain stable and consistent with expected year-end trends. Revenues continue to follow normal recognition patterns, while expenditures reflect operational requirements, inflationary pressures, and several items unique to the 2025 fiscal year—including increased election-related expenses. Planned capital reallocations will further strengthen the year-end financial position.

Revenue Summary

- General revenues total \$326,760 YTD, slightly above budget due to strong taxation results.
- MSI Operating and investment income remain pending—typical for year-end timing.
- Utility revenues remain stable and on track.

Expense Summary

- Council remains under budget at \$8,245 YTD, reflecting responsible spending and limited travel and discretionary use.
- Administration expenses total \$255,207, above budget due to several identifiable and explainable factors:
 - WCB (Workers' Compensation Board) expenses increased. WCB costs were higher in 2025 because of payroll changes that were not anticipated in 2024, resulting in an adjustment to premiums.

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- Legal fees higher than budgeted. Legal fees have exceeded projections due to additional consultations and file activity, including enforcement, taxation, and contract-related matters.
- Election costs reflect both a by-election AND a general municipal election in 2025. Election fees (2-12-152) total \$2,694.49, well above the \$1,000 budget because the Village was required to conduct two elections in 2025—a by-election plus the regular municipal election cycle.
- Additional Administration variance drivers
 - Increased postage and communications costs
 - Higher insurance premiums
 - Increased contracted services and utilities
- Roads & Streets expenses total \$187,089, essentially on budget. Significant overages in contracted services and small equipment & supplies will be reallocated to capital, reducing the operating impact.
- Water system: \$83,861 YTD, under budget but reflecting required repairs, contracted services, and SMRWSC costs.
- Sewer system: \$8,897 YTD, within budget expectations.
- Waste removal: \$27,906 YTD, over budget due to contracted pickup costs.
- Cemetery shows higher activity due to staffing and contracted services.
- Recreation and culture remain active programs, with increased beautification, staff time, and utility usage driving variances.
- Requisitions remain largely pending and will be recognized as invoices are received.

The Village remains in a sound, well-managed financial position. Year-end revenue postings and capital reallocations will significantly improve the final operating balance. Administration will continue monitoring expenditures closely and will report any material changes to Council.

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

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 approve the Village of Donalda Financial Statements for the period ending November 30, 2025 as presented.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

November 18, 2025

ATTACHMENT

- November 30, 2025 Period Ending Operating Budget
- November 30, 2025 Period Ending Cheque Register
- November 30, 2025 Period Ending Bank Balances

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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	December 17, 2025
Originated By	Melanie Veale
Decision Title	2024 Audited Financial Statements
Agenda Number	5.7 Village Business

Background/Proposal

The Village's consolidated financial statements for the year ended December 31, 2024 have been audited by an independent Chartered Professional Accountant. The audit resulted in an unqualified (clean) opinion, confirming the statements fairly present the Village's financial position and results of operations in accordance with Canadian Public Sector Accounting Standards.

Discussion/Options/Benefits/Disadvantages

For 2024, the Village recorded total revenues of \$612,384 and total expenses of \$794,591, resulting in an operating deficit of \$182,207. This deficit is wholly attributed to the termination pay for the former Chief Administrative Officer (CAO) and the Interim Chief Administrative Officer remuneration and mileage.

At year end, the Village reported an accumulated surplus of \$2,168,431. The majority of this surplus (\$2,009,853) is invested in tangible capital assets such as roads, buildings, and water and wastewater infrastructure. The Village reported net financial liabilities of \$66,894 and continues to carry no long-term debt, remaining well within provincial debt and debt servicing limits.

Recommended Action

1. Approve the 2024 Audited Financial Statements (recommended)
2. Defer approval pending additional information or clarification
3. Refer the statements back to Administration or the auditor for revision

Costs/Source of Funding

The 2024 Audited Financial Statements reflect the Village's financial results for the year and form the basis for financial reporting, transparency, and accountability. Approval has no direct financial cost.

Applicable Legislation

- Municipal Government Act, Section 276
- Public Sector Accounting Standards (PSAS)

Recommended Action

That Council approve the Village of Donalda's 2024 Audited Financial Statements as presented and further directs 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.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

December 17, 2025

ATTACHMENT

- 2024 Audited Financial Statement
- Auditor's Report

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	December 17, 2025
Originated By	Melanie Veale
Decision Title	Sale of Degelman Speed Blade
Agenda Number	5.8 Village Business

Background/Proposal

In March 2023, the Village purchased a John Deere tractor for the Public Works Department along with a Degelman Speed Blade at a combined cost including the blade of \$16,936.00. The blade was intended to support winter maintenance, particularly the clearing of snow across municipal roads and parking areas.

Administration has identified a buyer willing to purchase the Degelman Speed Blade for \$8,000.00. The proposed sale price reflects current market conditions for specialized snow equipment and accounts for the blade's limited suitability for the Village's operations.

As the blade is a tangible capital asset originally approved by Council, Council authorization is required for its disposal.

Discussion/Options/Benefits/Disadvantages

Operational Performance

Following operational use, Administration has determined that the Degelman Speed Blade did not meet performance expectations during snow events in the Village of Donalda. In addition, continued use of the blade has caused damage to the tractor loader, creating increased maintenance requirements and operational risk.

As a result, Administration has concluded that the blade is not suitable for continued municipal use and should be declared surplus to municipal needs.

Intended Use and Limitations (Industry Context)

Manufacturer and industry information indicates that the Degelman Speed Blade is designed as a specialized snow blade, optimized for moving large volumes of snow on open surfaces. Its hydraulic wing design allows the blade to expand and contain snow, making it well-suited to contractor or large-area applications.

However, industry guidance also notes limitations relevant to municipal operations such as Donalda's, including:

- Increased weight and mechanical complexity, which can place added stress on loader arms and front-end components;
- Best performance in open or highway-style environments, rather than frequent turning, tight spaces, or mixed surface conditions common in small municipalities;

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- A design that is less forgiving when paired with tractor loaders not specifically matched for the blade's size and operating dynamics.

These characteristics help explain why the blade did not perform as intended within the Village's operating environment and why continued use resulted in equipment damage.

Recommended Action

1. Approve the sale of the Degelman Speed Blade for \$8,000 (recommended)
2. Retain the blade and continue to incur risk of equipment damage and maintenance costs
3. Direct Administration to pursue an alternative disposal method (e.g., tender or auction)

Costs/Source of Funding

- Original purchase cost (March 2023): \$16,936.00
- Proposed sale price: \$8,000.00
- Proceeds to be deposited into General Revenue / Equipment Reserve
- Sale avoids further repair costs and operational risk

Applicable Legislation

Council approval is required under section 70 of the Municipal Government Act (Alberta), which assigns Council authority over the disposal of municipal property. The proposed sale supports responsible asset management and risk reduction, as the equipment is no longer suitable for municipal operations and has caused damage to other municipal assets.

Recommended Action

That Council declare the Degelman Speed Blade purchased in March 2023 surplus to municipal needs and approve its sale for \$8,000 to the identified buyer and authorize the CAO to complete the transaction.

Implementation/Communication

Upon Council approval, Administration will complete the sale of the Degelman Speed Blade, update asset records, deposit proceeds as directed and retain all documentation in accordance with records retention requirements.

Target Decision Date

January 20, 2026

ATTACHMENT

- Original purchase invoice (March 2023)
- Draft Bill of Sale

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	December 17, 2025
Originated By	Melanie Veale
Decision Title	Auditor Recommendations related to 2024 Audited Financial Statements
Agenda Number	9.1 Closed Meeting of Council

Background/Proposal

As part of the annual audit process, the auditor provides recommendations and management observations that may include confidential financial information, internal control matters, and professional advice. These matters are not appropriate for discussion in an open meeting.

Discussion/Options/Benefits/Disadvantages

Council is permitted to close a meeting to the public when discussing matters that may be exempt from public disclosure under Alberta's access to information and privacy legislation. The auditor's recommendations constitute professional advice and sensitive financial information intended for Council's consideration and oversight.

No decisions will be made in Closed Session. Any motions or directions arising from the discussion will be made in Open Session, as required.

Recommended Action

1. Move into Closed Session to receive the auditor's recommendations (recommended)
2. Remain in Open Session and defer discussion

Costs/Source of Funding

n/a

Applicable Legislation

- Municipal Government Act, s.197 – authorizes Council to close a meeting to the public
- Access to Information Act (SA 2024, c A-1.4) – provides exemptions from disclosure for sensitive and confidential records
- Protection of Privacy Act – protects personal and sensitive information held by public bodies

Recommended Action

That Council move into Closed Session to receive and discuss the auditor's recommendations related to the 2024 Audited Financial Statements, in accordance with section 197 of the Municipal Government Act, the Access to Information Act, and the Protection of Privacy Act.

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

1. That Council receive the auditor's recommendations regarding the 2024 Audited Financial Statements as information, or;
2. That Council receive the auditor's recommendations regarding the 2024 Audited Financial Statements and direct Administration to prepare a response and action plan for Council's consideration by January 20, 2024.

Target Decision Date

December 17, 2025

ATTACHMENT

- Auditor Recommendation regarding the 2024 Audited Financial Statements

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.