

VILLAGE OF DONALDA
Regular Council Meeting,
February 17, 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 January 18, 2026

3. DELEGATIONS

3.1. Bashaw and District Regional Health & Wellness Foundation – Georgina Goudet

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. 2026 Budget Open House - Update

5. VILLAGE BUSINESS

5.1. Donalda Reservoir and Truck Fill Project

5.2. Conditional Grant Agreement – Alberta Municipal Affairs

5.3. Village of Donalda Library Board Appointment

5.4. Taxservice Engagement Letter – Management of Tax Arrears Recovery

5.5. Donalda Community Hall Lease Agreement

5.6. Donalda Lamp and Lamp Park – Operating and Use Agreement

5.7. Donalda Curling Rink Lease Agreement

5.8. Ball Diamond Agreement

5.9. Bond Street Road Allowance Lease Agreement

5.10. Community – Initiated Crime Watch Activity

5.11. Financial Reports

5.11.1. Operating Budget Period Ending January 31, 2026

5.11.2. Cheque Register Period January 31, 2026

5.11.3. Bank Account Settlements Period Ending January 31, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Village of Donalda – Request for Proposal – Engineering Services for Infrastructure Audit

6.2. Community Policing Report – October 1 to December 31, 2025

6.3. RCMP Community Priorities Plan Leadership Invitation Letter

6.4. Elected Officials Education Program

6.5. Central Alberta Mayors & Reeves Group

6.6. Alberta Counsel – Grant Opportunities March 16 – 23, 2026

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. County of Stettler Housing Authority – Operational Matter
(MGA s.197(2); ATIA/POPA)

10. **NEXT MEETINGS**

- 10.1. March 17, 2026
- 10.2. April 21, 2026

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday, January 20, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, January 20, 2026, 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 T. Metcalfe THAT Council add Items 9.1 and 9.2 to the Closed Meeting agenda of Council, at the request of P. Menecola, pursuant to section 197(2) of the Municipal Government Act, as the matters contain confidential and privacy-sensitive information.

CARRIED (2026-01)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council December 23, 2025

Mayor S. Fox noted that under Item 5.8, the motion should read “MOVED by T. Metcalfe that Council 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.”

Mayor S.Fox noted that under Item 9.2, Carried Motion 206-25 be removed from the minutes in its entirety.

“Council considered a motion to amend the December 23, 2025 minutes to correct administrative errors and ensure the record accurately reflects Council’s decisions. Council will now consider the motion.”

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 the minutes of the December 23, 2025 Regular Meeting minutes be approved as amended.

CARRIED (2026-02)

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

MOVED by P. Menecola that Council confirm February 4, 2026 as the date of the tax recovery property auction for Property A, and further direct Administration to proceed with the sale in accordance with legislation and previously approved Council direction.

CARRIED (2026-03)

5. VILLAGE BUSINESS

5.1. Purchase of Laptop Computers for Council Use

MOVED by P. Menecola 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 Balanced Tier authority.

CARRIED (2026-04)

5.2. Viability Review Support Group Participation

MOVED by P. Menecola 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 Councillor T. Metcalfe, with S.Fox as alternate representative and the Chief Administrative Officer as the Village's representatives, with authority to appoint alternates as required, in accordance with the VRSG Participation Framework.

CARRIED (2026-05)

5.3. Open Public Budget Workshop

MOVED by P. Menecola 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 for Saturday

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.

February 28, 2026, from 10:00 am to 12:00 pm at The Donalda Coulee Friendship Club (alternate Donalda School Gym), and further advertise and facilitate the workshop, with the understanding that no formal decisions will be made at the workshop.

CARRIED (2026-06)

5.4. ABmunis 2026 Spring Municipal Leaders Caucus – Council Attendance

MOVED by T. Metcalfe that all members of 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.

CARRIED (2026-07)

5.5. Financial Reports

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

MOVED by P. Menecola that Council approve the Village of Donalda Financial Statements for the period ending December 31, 2025, as presented.

CARRIED (2026-08)

6. **INFORMATIONAL ITEMS & CORRESPONDENCE**

6.1. Alberta Municipalities Newsletter

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

CARRIED (2026-09)

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 (2026-10)

8. **GALLERY**

8.1. Public Input: Members of the gallery raised the following points for Council's information:

- A concern was expressed regarding the skating rink located by the school, noting that the rink does not have benches or shelter, and that the ice has not been maintained.

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 member of the public stated that during past budget open houses, Administration was not in attendance, and that only Council and members of the public were present, allowing community members the opportunity to speak directly with elected officials.

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.

- 9.1. Payroll Advance Request (Protection of Privacy Act)
- 9.2. County of Stettler Housing Authority (Access to Information Act)

MOVED by P. Menecola that Council move in camera at 8:18 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:

- Item 9.1. Payroll Advance Request involving personal and privacy-sensitive information, subject to the Protection of Privacy Act; and
- Item 9.2 Confidential information relating to the County of Stettler Housing Authority, subject to the Access to Information Act.

CARRIED (2026-11)

MOVED by T. Metcalfe that Council return to open session at 8:49 p.m.

CARRIED (2026-12)

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

Matters Arising from Closed Session

Item 9.1 – Payroll Advance Request

MOVED by T. Metcalfe that Council approve the payroll advance request discussed in Closed Session.

CARRIED (2026-13)

Item 9.2 – County of Stettler Housing Authority

Council received the information discussed in Closed Session for information only. No decisions were made.

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.

10. NEXT MEETINGS

- 10.1. February 24, 2026
- 10.2. March 17, 2026

11. ADJOURNMENT

MOVED by S. Fox that council adjourn the meeting at 8.51 pm.

CARRIED (2026-14)

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.

cao@village.donalda.ab.ca

From: Georgina Gaudet <georginagaudet@gmail.com>
Sent: January 20, 2026 12:11 PM
To: cao@village.donalda.ab.ca
Subject: Re: Bashaw and District Regional Health and Wellness Foundation - Request to speak to Council
Attachments: 20251121 TFB v2.docx; Bashaw_Model_Briefing_Note_VillageofDonalda.docx; IMG_7784.HEIC; IMG_7787.HEIC

Hello Melanie,

I'm sorry it has taken me so long to get this information back to you. If there is an opportunity to address Council in February, it would be greatly appreciated.

I wasn't able to modify the PDF document, so I've printed and re-attached with my written-in notes. I have also attached the latest edition of the Foundation's newsletter and a briefing note to provide further background on the clinic to council.

The desired outcome of the delegation is:

The Bashaw and District Regional Health & Wellness Foundation is seeking municipal support to advocate for long-term, stable provincial funding for the interdisciplinary primary care team delivering care through the Bashaw Model of Primary Care. This community-owned, team-based model has significantly expanded access, attachment, and continuity of care despite limited physician availability. With current grant funding nearing exhaustion, coordinated municipal advocacy is urgently needed to reinforce that sustainable provincial investment in interdisciplinary primary care is essential to the health, viability, and economic sustainability of rural communities across the region.

If you need further information, please let me know 😊

Thanks so much,

Georgina

780-781-6201

From: cao@village.donalda.ab.ca <cao@village.donalda.ab.ca>

Date: Monday, December 22, 2025 at 11:36 AM

To: 'Georgina Gaudet' <georginagaudet@gmail.com>

Subject: RE: Bashaw and District Regional Health and Wellness Foundation - Request to speak to Council

Hi Georgina,

Thank you for your email regarding appearing before Council about the Bashaw Medical Clinic.

Please find attached the Council Delegation Request Form. Kindly complete and return the form so your request can be included on the appropriate Council agenda.

The next regular meeting of council is scheduled for January 20, 2025 at 7:00 pm in the Donalda Administrative Complex.

If you have any questions about the process or required information, please don't hesitate to contact me.

Kind regards,

MELANIE VEALE

Chief Administrative Officer



Phone: 403.883.2345

Email: cao@village.donalda.ab.ca

Website: www.villageofdonalda.ca

Address: 5001 Main Street, Donalda AB T0B 1H0

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.

From: Georgina Gaudet <georginagaudet@gmail.com>

Sent: December 19, 2025 1:04 PM

To: cao@village.donalda.ab.ca

Subject: Bashaw and District Regional Health and Wellness Foundation - Request to speak to Council

Good morning,

I am writing on behalf of the Bashaw and District Regional Health and Wellness Foundation. We would like to appear as a delegation to speak to Donalda Village Council about the work of our health foundation and provide an update on the Bashaw Medical Clinic — our team-based primary care, community-owned medical clinic that serves the needs of our entire region (including residents of Donalda). We are preparing to expand our patient panel from our current count of 1500 patients to our next threshold of 2500 patients. We would like to gain a better understanding of the needs of the community of Donalda and how we can partner to deliver care to this area of the region.

Is there a form or a template for preparing our submission for council's consideration?

I appreciate any information you are able to provide.

Thanks so much,
Georgina Gaudet
780-781-6201

Updates and Insights from your Bashaw & Area Regional Health and Wellness Foundation



Advancing Health, Driving Impact

Welcome to the Health and Wellness Beat, our bimonthly newsletter highlighting the important work of the **Bashaw & Area Regional Health and Wellness Foundation**. As a key voice for the region's healthcare needs, our Foundation ensures the communities that make up our region—including Alix, Bashaw, Donalds, Ferintosh, Meeting Creek, Mirror, New Norway, and surrounding areas—have local voice and insight into the delivery of health and wellness care.

On **October 21st**, the Foundation held its public meeting and AGM. We welcomed new members and selected the **2025/26 Board of Directors**. Congratulations to **Board Chair Penny Shantz, Vice-Chair Ted Szumlas, and Secretary/Treasurer Dawn McFayden** – thank you for stepping into these roles!

We also extend a very special thank-you to the **2024/25 Board of Directors** – Ed Hagel, Karen Webster, Marianne Schroeder, and Marilyn Hoy – for your unwavering commitment and service to our community. Your dedication is deeply appreciated!

Your voice matters. If you're passionate about supporting the health and wellness of our community, we'd love to have you join us. Please reach out by contacting our Board Chair Penny Shantz: 780-372-3087



Spotlight on Services

On **March 24th**, the **Bashaw Medical Clinic** opened its doors to patients from across our region. Since then, it has **grown to serve 1,500 patients**, with plans to expand to **3,000** in the coming year.

What does this mean for our community? Residents now have **timely, local access to primary care**, reducing the need to rely on the **Emergency Room**. With **five-day-a-week service**, some **evening appointments**, and **same-day or next-day visits**, care is more **convenient and accessible** than ever.

For patients with mobility challenges, **virtual care options** make high-quality, local healthcare **available to everyone**.

The **Bashaw & Area Regional Health and Wellness Foundation** is proud to support this **community-owned clinic**. To **share your support and help expand patient access**, please contact Board Chair Penny Shantz: 780-372-3087

Community Cancer Fund

Cancer touches nearly every family in our community – and when it does, access to support can make all the difference. The Bashaw and District Regional Health and Wellness Foundation created a **Community Cancer Fund** to ensure that local patients can receive support for their cancer journey. Funds raised stay 100% local, helping to support patients and their families with travel, meals and accommodation during treatment.

Every donation, large or small, helps ease the journey for someone facing cancer. Together, we're building a network of care and compassion that ensures **no one in our community faces cancer alone**.

Donations for the Community Cancer Fund can be made to the Bashaw and District Regional Health and Wellness Foundation. If you or someone you know would like to apply, please contact Ed Hagel at 403-740-2625 or MaryAnne Schroeder at 780-372-2211

On the Pulse

The **Bashaw & Area Regional Health and Wellness Foundation** proudly supports **community initiatives** like the **Bashaw Medical Clinic**.

The **interdisciplinary team**—including RN Jaycee Dawbin and Haley Oberg, LPN Lenee Reiman, primary care pharmacist Eric Gaudet, medical office assistants Amanda Lyle and Ashley Sehlstrom, receptionist Susie Buelow work alongside our clinic's five **physicians** to deliver **coordinated, compassionate care** for **1,500 patients** in our region. Thank-you to Dr. Bahler, Dr. Cockburn, Dr. Patterson, Dr. Nanninga and Dr. Taylor and our entire interdisciplinary clinic team for providing amazing care to our patients everyday!

Our community-owned clinic is unique because we are also partnered with the team at Bashaw and District Support Services (BDSS) – connecting our region's **medical, nursing, and community resources** to ensure patients get the **right care at the right time from the right professional**. Community Resource Specialists and mental health resources are available through BDSS to provide wrap around services and supports to patients who need them most.

To keep these services strong, the Foundation and BDSS are **raising funds to match government grants** for clinic operations and our local healthcare team.

Want to help? Donations are greatly appreciated! If you need a charitable tax receipt, please contact Board Chair Penny Shantz: 780-372-3087

Briefing Note

Bashaw and District Regional Health & Wellness Foundation - Delegation

January 2026

Re: Strengthening Rural Primary Care Through a Community-Owned, Team-Based Model of Care

Issue

Access to comprehensive, longitudinal primary care in rural communities remains uneven, reflecting broader workforce challenges and a global shortage of family physicians.

The Bashaw Model of Primary Care—Alberta’s only community-owned and operated Patient Medical Home embedded within an Integrated Health Neighbourhood—offers an innovative and sustainable alternative to the primary care access issues experienced by many rural Albertans. By reducing reliance on physicians as the sole providers of primary care and instead supporting our patient panel through an interdisciplinary team of local primary healthcare professionals, we have expanded access, strengthened continuity, increased patient attachment rates and transformed how residents receive care in our region.

Sustainable provincial funding for this interdisciplinary team is essential to maintaining continuity of care and managing our growing patient panel, particularly as physician availability continues to ebb and flow. Municipal advocacy is critical in securing this stability. While municipalities are not responsible for funding primary care, their strong and coordinated voices are needed to reinforce that **stable provincial investment in team-based primary care is essential to the health and sustainability of rural communities.**

Purpose

To inform municipal leaders of the achievements of the Bashaw Model, outline the opportunity to partner with the Bashaw and District Regional Health and Wellness Foundation and our region’s Integrated Health Neighbourhood and to request municipal support in advocating for long-term, stable provincial healthcare funding for the region’s interdisciplinary primary care team.

Background

In 2021, the Bashaw Community Wellness Team (local volunteers, non-profit organizations, health providers and social services) mobilized to address worsening primary care gaps in our region. Community partners created Alberta’s only Integrated Health Neighbourhood, attracting 5 physicians from Sylvan Family Health Centre and establishing a fully community-owned and operated Patient Medical Home.

Despite an average of only two days per week of in-person physician care, the Bashaw Medical Clinic delivers full-time, Monday to Friday primary care through its interdisciplinary team:

- 1.0 FTE RN + 0.6 FTE LPN: chronic disease care, minor ailments, screenings, patient education

- 0.8 FTE advanced practice pharmacist: independent prescribing, care coordination, chronic disease management and clinic leadership

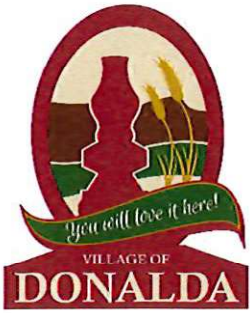
- 1.0 FTE MOA & 1.0 Reception team: patient flow, diagnostics coordination, follow-up support

This model has more than doubled the patient panel to over 1,500 residents since March 2025, with projected growth to 3,000 by early 2026, while increasing attachment, improving access, and reducing emergency visits and downstream system costs.

Our region's focus has now shifted to securing a sustainable funding approach for this team-based primary care model. In partnership with the Bashaw & District Regional Health and Wellness Foundation and the Bashaw (and Alix) Community Resource Centre, we are working to establish a stable, long-term funding stream for our interdisciplinary primary care team. This investment supports meaningful healthcare careers for local professionals, strengthens retention in our rural community and enables consistent, reliable care for regional residents, with true geographic empanelment as the ultimate goal.

Key Message for Municipal Leaders

- **Municipal advocacy is urgently needed** to secure stable provincial healthcare funding for the interdisciplinary primary care team, as current grant funding will be exhausted in the coming months.
- **Sustainable funding ensures** continuity of care, supports a growing community-owned patient panel, and underpins long-term clinic viability, while also reducing pressure on local emergency departments and clinics in neighbouring communities.
- **Team-based care stabilizes access** amid fluctuations in physician availability, leveraging local healthcare providers who already live and work in the region and reducing ongoing attraction and retention pressures in rural Alberta.
- **Municipal leadership is essential** in signaling to the province that dedicated funding for interdisciplinary primary care is a core provincial responsibility for rural Alberta, supporting residents' ability to remain in their homes and communities and sustaining a vibrant local rural economy.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale
Decision Title	Open Public Budget 2026 Workshop
Agenda Number	4.1 Business Arising From Previous Meetings

Background/Proposal

At Council's request, Administration has arranged an open public budget input session to review and discuss the proposed 2026 Operating Budget and 2026 Capital Budget.

The public session will provide residents with an opportunity to better 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.

The public input session has been scheduled as follows:

- Date: February 28, 2026
- Time: 10:00 a.m. to 12:00 noon
- Location: Donalda Coulee Friendship Club

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 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. Confirm the scheduled public budget workshop (recommended);

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.

2. Approve the workshop with modifications (date, format, or scope);
3. Defer the workshop;
4. Decline to hold a workshop.

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 confirm the holding of an open public budget workshop to review the 2026 Operating Budget and 2026 Capital Budget, as scheduled for February 28, 2026, from 10:00 a.m. to 12:00 noon at the Donalda Coulee Friendship Club, and direct Administration to advertise and facilitate the session, 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

February 17, 2026

ATTACHMENT

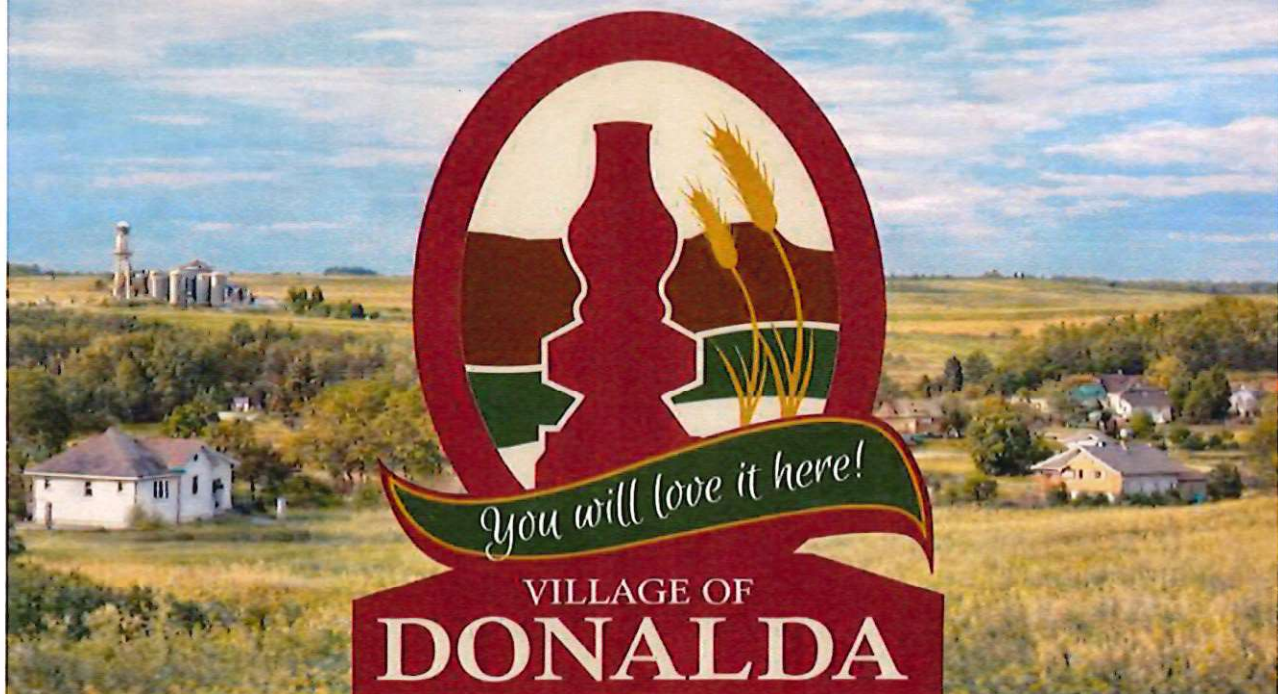
1. Budget 2026 Public Input Session Infographic

Join the Conversation

Budget 2026 Public Input Session

Help shape Donalda's future!

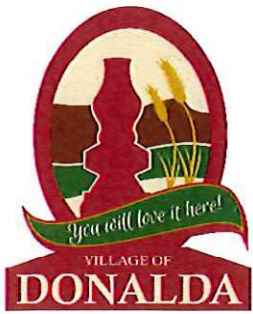
- ✓ Learn how the Village budget works
- ✓ Review the main cost pressures
- ✓ Share your priorities
- ✓ Have your say before Council finalizes the budget



**February 28th, 10am - 12 noon at
the Donalda Coulee Friendship Club**

Your Input Matters. Join Us!





Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale
Decision Title	Donalda Reservoir and Truck Fill Project
Agenda Number	5.1 Village Business

Background/Proposal

To obtain Council direction regarding the County of Stettler’s request that the Village provide municipal-owned land for the Reservoir and Truck Fill Project, and to establish Council’s required conditions for any agreement involving disposition or use of public land.

On January 28, 2026, the County of Stettler advised that the Fire Hall site is no longer viable due to safety constraints, congestion, and limitations on future emergency service expansion.

The County has identified the vacant green space east of the Fire Hall as its preferred alternative location and has requested that the Village either:

- Donate the parcel; or
- Enter into a lease arrangement

The County has further noted that project timelines are increasingly constrained and that further delays may place existing funding at risk.

Discussion/Options/Benefits/Disadvantages

This request is not solely a site selection matter.

It is a request for the Village of Donalda to provide a municipal public asset in support of infrastructure that will generate ongoing operational revenue for another municipality.

Council must ensure that municipal land is not transferred or encumbered without:

- Fair compensation
- Clear public benefit
- Long-term protections for the Village
- Appropriate legal and financial safeguards

Key Considerations

1. Municipal Land is a Long-Term Community Asset
The requested parcel is municipally owned land held in trust for the community.

Permanent donation would:

- Remove future municipal control

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.

- Reduce flexibility for recreation or future development
- Establish an unsustainable precedent for future intermunicipal requests

Administration emphasizes that donation of municipal land should be considered only in exceptional circumstances and where direct benefit to Donalda residents is clearly demonstrated.

2. Revenue-Producing Nature of the Truck Fill Facility

The Truck Fill station is an income-generating utility.

As such:

- The County and/or operating authority will collect user fees long-term
- The project is not solely a community service facility
- Donation of land would constitute a municipal subsidy of another municipality's revenue stream

Administration does not support donation without compensation or a defined exchange of value.

3. Negotiating Leverage and Project Dependency

The County has confirmed that the Fire Hall site is unworkable and has cancelled its scheduled open house pending resolution.

Accordingly:

- The County requires an alternative site
- The Village holds a critical asset needed for project success
- Council is in a strong position to require terms that protect municipal interests

Urgency on the part of the County does not remove Council's responsibility to protect public land holdings.

4. Partnership Opportunity – Capital Community Benefit

Council may consider a structured partnership model where municipal land use is exchanged for a tangible community asset.

One potential option is:

- County-Funded Community Spray Park (Water Park)

Under this approach:

- a. The County would fully fund and construct a spray park within Donalda
- b. The Village would provide land access through a lease or conditional agreement
- c. Ownership of the recreation asset would transfer to the Village upon completion

This model:

- Ensures Donalda residents receive direct benefit

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.

- Offsets the loss of municipal green space
- Frames the arrangement as an intermunicipal partnership rather than land subsidy

Any such exchange must be secured through a formal agreement with fixed value, scope, and timeline.

Options for Council

1. Decline Donation and require all negotiations be based on compensation and protection of municipal land assets.
2. Direct Administration to Negotiate a Fair Market Commercial Lease, including:
 - Appraisal-based lease rate
 - Defined term and escalation
 - Liability, indemnification, insurance
 - Buffering, fencing, and mitigation
 - Reversion and restoration clauses
3. Direct Administration to Negotiate a Lease + Capital Recreation Investment, such as:
 - County-funded spray park construction
 - Minimum capital commitment
 - Village design approval
 - Completion prior to or concurrent with truck fill development
4. Defer Pending Additional Information, including appraisal, public input, and legal review.

Costs/Source of Funding

The County's request has both direct and indirect financial implications for the Village of Donalda.

1. Land Value / Opportunity Cost

The subject parcel is municipally owned land. Donation would result in:

- Permanent loss of a municipal asset
- Loss of potential future development value
- Loss of lease or sale revenue opportunity

If Council elects to transfer or exchange the parcel, consideration should be given to obtaining an independent appraisal to establish fair value.

2. Lease Revenue

If Council proceeds with a commercial lease arrangement, potential financial benefits may include:

- Annual lease revenue
- Escalation tied to CPI
- Long-term predictable income stream

Illustratively:

- \$5,000 per year over 30 years = \$150,000

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.

- With 2% annual escalation = approximately \$200,000+ over term

This would partially offset the long-term use of municipal land.

3. Capital Recreation Exchange (Spray Park Option)

If Council negotiates a capital exchange (e.g., County-funded spray park), estimated construction values typically range:

- \$150,000–\$300,000 (small rural facility)
- \$300,000–\$500,000+ (larger feature park)

This represents a one-time capital benefit to the community in lieu of cash compensation.

However, operational implications must be considered.

4. Operating & Lifecycle Costs (If Spray Park Constructed)

If a spray park is constructed and transferred to the Village, the Village would assume:

- Annual water and utility costs
- Routine maintenance
- Insurance
- Lifecycle replacement reserve contributions

Estimated annual operating cost range:

- \$10,000–\$25,000 annually (depending on size and usage)

Council should ensure lifecycle planning is addressed prior to accepting any capital asset.

5. Infrastructure Impacts

The County has indicated it would maintain the access roadway.

However, Council should confirm:

- Snow removal responsibilities
- Dust control commitments
- Long-term road surface wear impacts
- Utility servicing responsibilities

Failure to clearly define these may result in indirect costs to the Village.

6. Risk Exposure

If land is transferred or leased:

- Environmental liability must be addressed
- Indemnification clauses required
- Insurance minimums required
- Restoration obligations required

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.

Without proper protections, unforeseen liabilities could create future financial exposure.

The financial implications vary significantly depending on Council’s direction:

Option	Immediate Financial Benefit	Long-Term Cost	Risk Level
Donation	None	Permanent loss of land	High
Lease	Ongoing revenue	Minimal (if structured properly)	Low-Moderate
Spray Park Exchange	One-time capital asset	Annual O&M costs	Moderate
Lease + Spray Park	Capital asset + revenue	O&M costs	Strongest value

Administration recommends that any agreement include defined financial consideration or measurable capital benefit to ensure municipal assets are protected.

Applicable Legislation

Under Section 70 of the Municipal Government Act (MGA), a municipality may dispose of land, including by sale, transfer, exchange, or long-term lease. Any such action requires authorization by Council resolution.

The MGA and Land Disposition Regulation generally require public notice prior to the sale, transfer, exchange, or certain long-term lease agreements involving municipal land. Public notice must describe the location, intended use, and nature of consideration.

Council members are required under the MGA to act in the best interests of the municipality and protect public assets. Any disposition must be demonstrably reasonable and in the public interest.

Planning considerations may include compliance with the Land Use Bylaw, potential rezoning, development permit approval, and subdivision requirements.

Recommended Action

Administration recommends that Council:

- Not entertain donation of municipal land for this revenue-producing facility; and
- Direct negotiations toward either:
 - A fair market lease agreement, or
 - A defined capital community benefit exchange (spray park or equivalent)

Implementation/Communication

The Administration will proceed upon the Council’s request.

Target Decision Date

February 17, 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.

ATTACHMENT

- January 28, 2026 Letter Re: Donalda Truck Fill Location – Donalda Reservoir and Truck Fill Project
- Financial Comparison Model

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.



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

January 28, 2026

Shaleah Fox, Mayor
Village of Donalda
Donalda, AB T0B 0A8

EMAIL: mayor@village.donalda.ab.ca

Dear Mayor Fox and Council,

RE: Donalda Truck Fill Location - Donalda Reservoir and Truck Fill Project

On behalf of the County of Stettler I would like to thank the Village of Donalda for its continued collaboration regarding the proposed Reservoir and Truck Fill project. We appreciate the time and consideration that has gone into exploring this important piece of regional infrastructure.

After extensive technical review and consultation with emergency services, the Donalda Fire Hall site has been determined to have significant size constraints which result in safety constraints as well, for accommodating the Truck Fill project. The Fire Hall site is already highly congested, and the Fire Chief has expressed concerns related to the safety of staff, volunteer firefighters, and the public, particularly during emergency response situations. In addition, the site should consider future expansion, and adding a truck fill may limit the long-term viability of the Fire Hall facility.

Significant site preparation would also be required at the Donalda Fire Hall location, including the removal of fencing and fuel tanks. These costs would be substantial, particularly given the County's recent investment in bringing the Fire Hall facility into full operation. Furthermore, nearby residential concerns have been raised regarding noise impacts, including requests for mitigation measures such as a noise attenuation fence, which would add considerable cost to this project.

Based on these considerations, the vacant green space that is located adjacent to the ball diamond, east of the Fire Hall, presents itself as a far more suitable alternative. This location allows for safer operation, future growth, and minimal site preparation while still utilizing the same access roadway. The County would continue to maintain the roadway and is willing to enter into a Road Use Agreement to provide dust control and ensure this road and the entrance to the Truck Fill site is maintained. All required directional signage would be supplied by the County.

As you are aware, the SMRWSC has constructed more than 300 kilometers of potable waterlines across east-central Alberta. Receiving communities recognize the long-term benefits of this important infrastructure and have been willing partners by providing an appropriate site to ensure project success. Donalda will benefit directly from this Reservoir and Truck Fill facility, both in terms of service and regional resilience.

The County of Stettler respectfully requests the Village of Donalda consider donating the proposed green space site for the Reservoir Truck Fill project. The County would assume responsibility for the subdivision process and all associated development requirements. Alternatively, the County would consider a lease agreement with the Village, to utilize this site.

It is important to note project timelines are becoming increasingly tight and further delays may place existing funding at risk. We are hopeful we can arrive at a solution which will meet safety requirements, serve the community, and allow the project to proceed without delay.

With this in mind, our Intermunicipal Collaboration Framework (ICF) Committee: Councillor Adam, Councillor Gano and Reeve Clarke are requesting to meeting with your Council for further discussion on this matter on Wednesday, February 4, 2026 at 10:00 AM.

Recognizing the current site plan is not workable, we are cancelling the scheduled February 3 Donalda Reservoir & Truck Fill Project Open House, until we are able to resolve this matter. We look forward to discussing this project with you further.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Clarke". The signature is fluid and cursive, with the first name "Larry" and the last name "Clarke" clearly distinguishable.

Larry Clarke
REEVE

CC Sharlene Brown, Municipal Viability Advisor, Alberta Municipal Affairs
Melanie Veal, CAO for the Village of Donalda

FINANCIAL COMPARISON MODEL

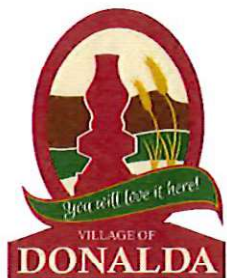
Donation vs Lease (30-Year Outlook)

Scenario	Village Receives	Control Retained?	Long-Term Value
Donation	\$0	No	Permanent loss of land + no revenue participation
Lease – Nominal (\$1/year)	Minimal	Yes	Still subsidizes County income
Lease – Market (\$5,000/year est.)	~\$150,000 over 30 yrs	Yes	Fair compensation + asset retained
Lease + Escalation (CPI)	~\$200,000+ over 30 yrs	Yes	Reflects inflation + long-term value
Revenue Share (ex. 5%)	Variable, potentially significant	Yes	Aligns Village benefit with station income

Key Message

Without compensation, the Village is giving away both:

- Land value
- Opportunity to share in revenue generated from water sales



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Conditional Grant Agreement with Alberta Municipal Affairs
Agenda Number	5.2 Village Business

Background/Proposal

The Village of Donalda has been approved for funding under the 2025/26 Alberta Community Partnership Program – Municipal Restructuring Component (Restructuring Study Stream).

The approved funding supports the completion of an Infrastructure Audit to assess the condition, capacity, risk, and lifecycle requirements of municipal infrastructure, and to develop prioritized 10-year capital and maintenance plans. The audit will inform Council, Administration, residents, and Alberta Municipal Affairs as part of the ongoing Municipal Viability Review process.

Alberta Municipal Affairs has provided a Conditional Grant Agreement outlining the terms, responsibilities, and reporting requirements associated with the funding.

Discussion/Options/Benefits/Disadvantages

Key terms of the agreement include:

- Grant Amount: Up to \$150,000
- Project Completion Date: December 31, 2026
- Scope of Work:
 - Infrastructure audit covering water, wastewater, stormwater, transportation, waste management, municipal facilities, vehicles, equipment, recreation facilities, and other municipal assets;
 - Assessment of infrastructure condition, capacity, and risk;
 - Development of a prioritized action list; and
 - Preparation of detailed 10-year capital and maintenance plans.
- Delivery: Work must be completed by a qualified consultant in accordance with Municipal Affairs' Infrastructure Audit Terms of Reference.
- Reporting: Final project outcomes and a Statement of Expenditures and Project Outcomes must be submitted within 60 days of project completion.
- Financial Responsibility: The Village is responsible for any project cost overruns. Ineligible costs include expenses incurred prior to April 1, 2025, ongoing maintenance, GST, and costs funded by other grant programs.

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.

Analysis & Considerations:

- The infrastructure audit will provide objective, technical information to support informed decision-making, regardless of the outcome of the viability review.
- The audit supports transparency by clearly identifying infrastructure needs, costs, and long-term implications.
- The grant significantly offsets the cost of work that would otherwise be unaffordable within current municipal resources.
- The agreement includes standard provincial reporting, audit, and compliance requirements.
- Administration will manage the agreement, consultant procurement, reporting, and compliance obligations.

Options for Council

1. Approve the recommendation as presented. *(Recommended)*
2. Defer the decision and request additional information from Administration.

Costs/Source of Funding

The maximum grant funding available is \$150,000. There is no requirement for a municipal cash contribution; however, the Village is responsible for any costs exceeding the approved grant amount. Grant funds may only be used for eligible project costs as defined in the agreement.

Applicable Legislation

- The agreement is a binding legal contract with the Province of Alberta.
- Failure to comply with the terms of the agreement may result in repayment of grant funds.
- All project records and materials are subject to the Access to Information Act.
- Council authorization to enter into the agreement and execute the documents mitigates governance and liability risk.

Recommended Action

That Council authorize Administration to enter into the 2025/26 Alberta Community Partnership Grant Agreement – Municipal Restructuring Component (Infrastructure Audit), and further authorize the Mayor and Chief Administrative Officer to execute the agreement on behalf of the Village of Donalda.

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

February 17, 2026

Attachments

1. 2025/26 Alberta Community Partnership Program – Municipal Restructuring Component
(Restructuring Study Stream)

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

ALBERTA MUNICIPAL AFFAIRS

2025/26 ALBERTA COMMUNITY PARTNERSHIP

Municipal Restructuring Component – Restructuring Study Stream

CONDITIONAL GRANT AGREEMENT

BETWEEN:

HIS MAJESTY THE KING in Right of the Province of Alberta as represented by the Minister of Municipal Affairs (hereinafter called “**the Minister**”)

AND

VILLAGE OF DONALDA in the Province of Alberta (hereinafter called “**the Grant Recipient**”)

WHEREAS the Province has agreed to provide a Grant to the Grant Recipient pursuant to the *Ministerial Grants Regulation, Alta Reg 215/2022* and subject to the terms and conditions set out in this Agreement;

AND WHEREAS the purpose of the Grant is to conduct an infrastructure audit to assess the water, wastewater, stormwater, waste management, municipal facilities, transportation system, and other related services, and develop a 10-year capital plan and maintenance plan;

AND WHEREAS the Grant Recipient has agreed to accept the Grant from the Province subject to the terms and conditions set out in this Agreement.

NOW THEREFORE the Parties agree as follows:

Definitions

1. In this Agreement,
 - (a) “**Agreement**” means this grant agreement between the Parties, including the recitals and Schedule “A”, and any amendments thereto.
 - (b) “**Grant**” means grant funds, not to exceed the maximum amount stated under clause 3 of this Agreement, paid by the Province to the Grant Recipient under this Agreement, solely to carry out the Project, and includes any income earned on the said grant funds that may be realized by the Grant Recipient as a result of holding or investing any or all of the grant funds in an interest-bearing account or security.
 - (c) “**Grants Regulation**” means the *Ministerial Grants Regulation, AR 215/2022*, as amended from time to time.
 - (d) “**Ineligible Project Costs**” has the meaning ascribed to such term in Schedule “A”.
 - (e) “**Program Guidelines**” means the *2025-26 Alberta Community Partnership Program Guidelines* published by the Province, as amended from time to time.

- (f) "Project" means Infrastructure Audit – Village of Donalda Viability Review as further detailed in Schedule "A".
- (g) "Project Completion Date" means December 31, 2026.
- (h) "Term" means the period of time referred to in clause 2 of this Agreement.
- (i) "Statement of Expenditures and Project Outcomes" means a report that includes information on the grant amount received and applied, the actual project costs, portion of funding provided by other sources, income earned and applied to the project, whether the project was carried to completion, the outcomes achieved, plans for implementation, and a narrative on the project's impact.

Term of Agreement

- 2. This Agreement shall commence on the date of execution by the last Party to execute this Agreement and, subject to earlier termination in accordance with the terms of this Agreement, shall conclude three (3) months from the Project Completion Date.

Payment of Grant

- 3. Subject to the Grant Recipient complying with the terms and conditions of this Agreement, and subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta, the Province will provide the Grant Recipient **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000)** to carry out the Project. The Province agrees to provide funds to the Grant Recipient within one (1) month of the commencement of this Agreement.

Grant Recipient Project Responsibilities

- 4. The Grant Recipient shall:
 - (a) carry out the Project in compliance with the Program Guidelines;
 - (b) carry out the Project as set out in Schedule "A", without material alteration;
 - (i) provide the Project deliverables as per the requirements outlined in the Municipal Affairs "Infrastructure Audit: Terms of Reference" template that includes;
 - o an executive summary;
 - o detailed infrastructure assessment report; and
 - o detailed prioritized 10-year capital and maintenance plans;
 - (ii) Project scope includes the following activities/tasks:
 - o identify and assess infrastructure condition, capacity, and risk;
 - o assess/analyze options;
 - o develop a prioritized action list;
 - o develop a capital plan; and
 - o develop a maintenance plan.
 - (c) use the entire amount of the Grant only for the Project. The Grant Recipient acknowledges that the determination of whether an expense is in accordance with this Agreement is in the sole discretion of the Province;
 - (d) report the "income earned" on the Grant in accordance with the Program Guidelines;

- (e) not use any part of the Grant to pay for Project expenditures incurred before April 1, 2025;
- (f) complete the Project and use the Grant by the Project Completion Date;
- (g) notify the Province in writing of any significant changes in circumstances that may affect the implementation of the Project by the Project Completion Date as soon as practicable after they become known;
- (h) be responsible for any cost overruns incurred in carrying out the Project. The Grant recipient acknowledges that there will be no additional funding from the Province for the Project;
- (i) obtain motions or council resolutions from the Project participants; and
- (j) ensure that all resource personnel involved in the Project are suitably qualified and comply with the terms and conditions of this Agreement.

Grant Recipient Reporting and Financial Responsibilities

5. The Grant Recipient shall:

- (a) provide reports and other such information as required by the Province, in a form as may be determined by the Province, including, without limitation, the following:
 - (i) a Statement of Expenditures and Project Outcomes to the Province's satisfaction within sixty (60) days after the earlier of:
 - A. the Project Completion Date;
 - B. completion of the Project;
 - (ii) Project outcomes, findings, and final activity report generated during the Project; within sixty (60) days after the earlier of:
 - A. the Project Completion Date;
 - B. completion of the Project;
- (b) refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement, as determined by the Province, within thirty (30) days after receipt of the Province's refund notice following the Province's review of the Statement of Expenditures and Project Outcomes;
- (c) maintain adequate financial records relating to the Grant, keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement and have them available at all times during the term of this Agreement and for a period of three (3) years after the termination or expiry of this Agreement; and
- (d) during the Term and for three (3) years after the termination or expiry of this Agreement, produce on demand to any representative of the Province or the Auditor General of Alberta any of the accounts referred to clause 5(c) and, upon reasonable notice, permit such representatives or the Auditor General to examine and audit these books, accounts

and records and take copies and extracts of them to determine whether the Grant or any portion thereof was or is being used properly in accordance with this Agreement. The cost of any audit, examination or report shall be payable by the Province, unless the audit, examination or report reveals material breaches of this Agreement or indicates that the records and books of account were inadequate to permit a determination of how the Grant was used by the Grant Recipient or what results were achieved through the conduct of the Project, in which case the cost shall be borne by the Grant Recipient.

Grant Recipient Project Recognition Requirements

6. The Grant Recipient shall comply with the Communications and Project Recognition Requirements in the Program Guidelines.

Termination of Agreement and Repayment

7. Without limiting the application of the Grants Regulation, the Province may terminate this Agreement by notifying the Grant Recipient in writing upon sixty (60) days' notice. Upon receipt of the notice of termination, the Grant Recipient shall only use the Grant to pay reasonable wind-down costs and committed Eligible Project Expenditures. Immediately upon termination of the Agreement, the Grant Recipient shall refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement.
8. If the Grant Recipient does not meet all its obligations under this Agreement, or uses the Grant for any unauthorized purpose, the Province may notify the Grant Recipient of such breach in writing and the Grant Recipient must remedy such breach within a reasonable time in the Province's sole discretion, as so stated in the notice. If, in the opinion of the Province, the Grant Recipient does not remedy the breach, the Province may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Grant, or such lesser amount as the Province may determine, to the Government of Alberta.

Access to Information Act

9. The Parties acknowledge that the *Access to Information Act*, SA 2024, c A-1.4, as amended or replaced, applies to all information generated, collected, or provided under this Agreement and the Parties will comply with all applicable provisions thereof.

Independent Status

10. The Grant Recipient is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Province and the Grant Recipient. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
11. Any persons engaged by the Grant Recipient to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Grant Recipient and not of the Province.

Conflicts

12. The Grant Recipient shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
13. The Grant Recipient shall ensure that the Grant Recipient and its officers, employees and agents:
 - (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
 - (b) not influence, seek to influence, or otherwise take part in a decision of the Province, or any one or any combination of them, knowing that the decision might further their private interests;
 - (c) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
 - (d) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement; and the Grant Recipient shall promptly disclose to the Province any such conflict of interest or apparent conflict of interest arising under this clause.

Communications

14. Any notice, approval, consent or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:
 - (a) The Province
c/o Director, Operating Programs and Special Initiatives
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: acp.grants@gov.ab.ca
 - (b) The Grant Recipient
c/o Chief Administrative Officer
Village of Donalda
PO Box 160
Donalda, AB T0B 1H0
Email: cao@village.donalda.ab.ca

Either Party may change its contact information by giving written notice to the other in the above manner.

General Provisions

15. This Agreement may be amended only if the amendment is made in writing and signed by a duly authorized representative of the Province and the Grant Recipient.
16. Notwithstanding clause 15, the Minister may, in the sole discretion of the Minister, approve a time extension to the Project Completion Date, if requested by the Grant Recipient or if the Minister considers it necessary or advisable to do so. If the Minister approves a time extension to the Project Completion Date, the Minister shall provide written notice to the Grant Recipient of that extension and such notice is deemed to be a formal amendment to this Agreement.
17. This Agreement is the entire agreement between the Province and the Grant Recipient with respect to the Grant from the Province for the Project. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
18. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement, including the Schedule, which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses 5(c) and (d), 7, 8, 9, and 17.
19. The rights, remedies, and privileges of the Province under this Agreement are cumulative and any one or more may be exercised.
20. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
21. This Agreement is binding upon the Parties and their successors.
22. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and each Party submits to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
23. The Grant Recipient shall comply with all statutes, regulations, orders, licenses and permits applicable to the Grant Recipient in carrying out the Project.
24. Nothing in this Agreement in any way relieves the Grant Recipient from strict compliance with the Grants Regulation or otherwise impacts the interpretation or application of the Grants Regulation.
25. The Grant Recipient represents and warrants to the Province that the execution of the Agreement has been duly and validly authorized by the Grant Recipient in accordance with all applicable laws.
26. The Grant Recipient shall not, without the prior written consent of the Province, assign, either directly or indirectly, this Agreement or any right of the Grant Recipient under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.

29. This Agreement may be signed in counterparts, in which case (i) the counterparts together shall constitute one document, and (ii) communication of execution e-mailed in PDF format shall constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

DATED at the City of Edmonton, in the Province of Alberta, this ___ day of _____, 2026.

HIS MAJESTY IN RIGHT OF ALBERTA,
as represented by
the Minister of Municipal Affairs

Signed by the
Minister of Municipal Affairs
of the Province of Alberta,
or the duly authorized representative.

Per: _____
Name: Name: JD Kliewer
Title: Executive Director, Grants and Education
Property Tax

VILLAGE OF DONALDA

Duly authorized representative.

Per: _____
Name:
Title

Date: _____

Duly authorized representative.

Per: _____
Name:
Title:

Date: _____

**2025/26 Alberta Community Partnership
Municipal Restructuring Component – Restructuring Study Stream
Infrastructure Audit**

SCHEDULE “A”

Project Description and Costs

1. Project Description

The infrastructure audit will support the viability review by providing village council, administration, and residents with a description of the state of village infrastructure and listing of the work required to upgrade to current standards and associated costs. Dependent on the outcome of the review, the audit will assist the village or county, if the village dissolves, to identify capital projects and develop long-term capital and maintenance plans.

2. Grant Recipient Activities

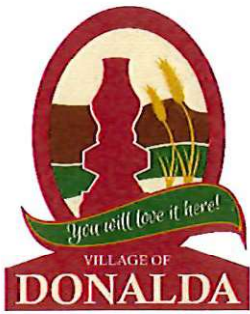
The Grant Recipient will:

- use the Municipal Affairs “Infrastructure Audit: Terms of Reference” referenced under 2.(a) to guide Project activities, which provides a standardized format, for identifying the state of infrastructure.
- compile the findings in an infrastructure audit report that includes, but not be limited to, the following:
 - an executive summary
 - identification and assessment of municipally owned Infrastructure
 - a prioritized action list with associated costs
 - 10-year capital and associated maintenance plans based on the prioritized action list
- hire a consultant to conduct an infrastructure audit to assess the village's:
 - water system;
 - wastewater (sewer) system;
 - storm water system;
 - transportation system;
 - waste management facilities;
 - public works facilities, vehicles, and equipment;
 - recreation facilities; and
 - other municipal properties and utilities.
 - assess and analyze options
 - develop a prioritized action list
 - develop a 10-year capital and associated 10-year maintenance plans.

3. Ineligible Project Costs

The Grant Recipient shall not use the Grant for any of the following expenses:

- Costs incurred before April 1, 2025.
- Existing and ongoing maintenance costs.
- Floodway mapping costs.
- Costs already funded under other grant programs.
- Goods and Services Tax (GST).



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Village of Donalda Library Board Appointment
Agenda Number	5.3 Village Business

Background/Proposal

The Village of Donalda Library Board plays a crucial role in overseeing library services, promoting literacy, and supporting community engagement with the library.

Municipal libraries in Alberta operate under the Libraries Act, which requires that library boards be established and governed by municipal councils. The act specifies that council must formally appoint members to ensure the board is legally established and compliant with provincial regulations.

The Libraries Act provides as follows:

- 4(1) A municipal library board shall consist of not fewer than 5 and not more than 10 members appointed by the council of a municipality.
- 4(5) Appointments to a municipal library board shall be for a term of up to 3 years.

The Village of Donalda Library Board is recommending that the following be appointed to the library board:

- 1. Ronald Gullickson 3 Year Term

Discussion/Options/Benefits/Disadvantages

Transparency and Accountability: The motion process ensures transparency in the appointment of board members. It allows council members to openly discuss and evaluate potential candidates, fostering accountability in the selection process.

Community Representation: Councils have the responsibility to ensure that library boards represent the interests and needs of the community. By making a formal motion to appoint members, councils can ensure a diverse range of voices and perspectives are included in the decision-making process for library services.

Governance: The appointment process establishes clear governance structures for the library board, clarifying the roles and responsibilities of its members. This structure is essential for effective management and operation of library services within the community.

Community Engagement: Appointing board members through a council motion provides an opportunity for community members to engage with their local government. It can also promote awareness about library services and the importance of community involvement in library operations.

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.

By following this formal procedure, councils uphold the integrity of the library system and ensure it meets the needs of the community it serves.

Costs/Source of Funding

There are no direct financial implications associated with these appointments. However, a well-functioning library board is expected to drive initiatives that may lead to improved services and funding opportunities for the library.

Applicable Legislation

n/a

Recommended Action

Council is respectfully requested to motion to appoint the following individual to the Village of Donalda Library Board for the specified terms:

- Ronalda Gullickson –Three (3) Year Term Expiry Date January 31, 2029

Implementation/Communication

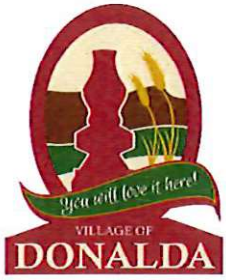
The Administration will proceed upon the Council’s request.

Target Decision Date

February 17, 2026

Attachments

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	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Taxservice Engagement Letter – Management of Property Tax Arrears Recovery
Agenda Number	5.4 Village Business

Background/Proposal

The purpose of this report is to present Council with an engagement agreement from TAXervice to provide professional services related to the recovery and enforcement of outstanding property tax arrears, including tax sale administration.

Under the Municipal Government Act, municipalities are required to follow specific legislative procedures when property taxes remain unpaid and enforcement actions are required.

TAXervice is a specialized firm that supports Alberta municipalities by administering the tax arrears recovery process from start to finish. The attached engagement letter outlines their responsibilities, fee structure, and the obligations of the Village.

Discussion/Options/Benefits/Disadvantages

Scope of Services

TAXervice will manage the full tax arrears recovery process, including:

- Reviewing arrears information provided by the Village
- Preparing and issuing notices to property owners and registered interest holders
- Registering required instruments through Land Titles
- Publishing Notices of Public Auction in the Alberta Gazette and local newspapers
- Conducting the tax sale auction process
- Preparing transfer and transmission documentation following auction
- Providing updates to the municipality at each significant stage of the process

Municipal Responsibilities

The Village is responsible for:

- Providing an Arrears by Year report from the municipal accounting system
- Posting the tax arrears list publicly in accordance with Section 412 of the MGA
- Providing tax roll and ownership information as requested

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.

- Receiving redemption payments (guaranteed funds) and notifying TAXervice
- Responding to taxpayer inquiries related to redemption amounts
- Signing documents requiring municipal authorization

Fees

The engagement includes service fees as detailed in Appendix "A," including:

- Owner/registered interest holder searches (\$175)
- Default and reminder letters (\$150)
- Notice to Remove Belongings/Vacate (\$325)
- Bankruptcy/Insolvency review (\$475)
- Discharge of tax notice or lien (\$100)
- Legal services billed at \$500/hour when required

Disbursements

Additional costs such as land titles fees, advertising, mailing, and auction-related expenses are billed as disbursements, with a 15% administration fee added (minimum \$5).

Non-Refundable Fees

Once invoices are issued, fees remain payable even if a property redeems after invoicing.

Term of Agreement

The agreement is for a three-year term, ending December 31, 2028.

- It renews automatically for an additional three-year term unless terminated with 30 days written notice
- Early termination without cause results in a penalty calculated as:
 $\$750 \times \text{maximum number of rolls sent in any prior year, applied per remaining year in the term}$

Risk Analysis

Key considerations include:

- Multi-year commitment with automatic renewal
- Financial penalty for early termination without cause
- Additional costs may arise in complex cases requiring legal review
- Municipality must ensure timely communication of redemptions to avoid further charges
- Indemnity clause places liability on the municipality except in cases of negligence

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.

Administration has identified several clauses within the engagement letter that may warrant clarification or minor revision prior to execution, to ensure the agreement reflects the operational scale and financial capacity of a small municipality.

Early Termination Penalty

The agreement includes a financial obligation should the Village terminate without cause prior to the end of the term. Administration will seek clarification and potential caps to reduce financial exposure.

Automatic Renewal

The agreement renews automatically for an additional three-year term unless notice is provided. Administration will request amendments to avoid unintended renewal.

Non-Refundable Fees After Invoicing

Fees become payable upon invoicing even if redemption occurs shortly thereafter. Administration will confirm invoicing timelines and potential flexibility.

Disbursement Administration Charges

Disbursements are subject to a 15% administrative fee. Administration will request confirmation of whether this rate is negotiable for smaller municipalities.

Options for Council

1. Approve in Principle (Recommended)
Authorize the CAO to finalize negotiations and execute the engagement letter with TAXervice.
2. Defer Request pending further clarification or cost projections prior to approving the engagement.
3. Decline and administer the tax recovery process internally.

Costs/Source of Funding

There are no direct financial implications associated with receiving this report for information.

Applicable Legislation

There is potential legal and liability risk to the municipality if informal patrol activities are perceived as being authorized or supported by the Village. Clear communication regarding municipal limitations reduces this risk.

Recommended Action

That Council approve the engagement of TAXervice in principle and direct Administration to verify and negotiate minor administrative amendments, including termination, renewal, and fee clarification provisions, prior to final execution of the agreement.

In the spirit of Truth and Reconciliation, the Village of Donaldda 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

February 17, 2026

Attachments

- TAXervice Engagement Letter – Property Tax Arrears Recovery Management
- Appendix "A" – Outline of Costs
- Appendix "B" – Responsibilities Overview

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.

January 26, 2026



By Email: (original to remain on file)

Village of Donaldda

ENGAGEMENT LETTER

Attention: Melanie Veale, Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for choosing TAXervice to manage your property tax arrears recovery. If this engagement letter meets with your approval, please sign and return one copy to our office.

Outline of the Process

TAXervice undertakes to manage property tax arrears recovery for you from beginning to end. Along with owner and property information, you undertake to provide us with an Arrears by Year report directly from your accounting system showing all eligible properties and all arrears. (if no eligible properties, then by March 31) At the relevant time, we will advise what additional owner and arrears information is required.

Fees

Our fees are detailed in Appendix "A". These fees may change from year to year provided that we give you 30 days' notice of any such change.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will send our invoice(s) to you. These costs are to be entered into your accounting system and added to each roll number. Once we send our invoices to you, our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after we have sent you our invoices.

Process

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "B" for an overview of those responsibilities.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/LAFOIP/FOIP requirements in dealing with this information.

Auction

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.)

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

Term

This engagement is for a three-year term ending December 31, 2028. Our arrangement will automatically renew for a further three-year term unless terminated by either party on 30 days written notice prior to the end of the term.

In the event of termination of this agreement by you without cause, for each part or full year remaining in the term, you will pay us an amount equal to \$750 times the maximum number of rolls you have sent us in any prior calendar year. This is a genuine pre-estimate of damages and not a penalty. Any unbilled fees or disbursements will be invoiced by TAXervice and any outstanding invoices will be immediately due and payable. There will be no refunds of unearned fees or disbursements. Unless other arrangements are made, your files will be closed and no further work done. (e.g. discharges)

Indemnity

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

Agreements

If we prepare an agreement for the payment of tax arrears, you agree that we may use Docusign to facilitate signing of the agreement by the owner(s) and/or you.

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,
TAXervice



Tyler Burnside,
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

VILLAGE OF DONALDA



Authorized Signing Officer

Name: _____

Title: _____

Encs. Appendix "A" – Outline of Costs
Appendix "B" – Responsibilities

APPENDIX “A” – Outline of Costs:

1. Fees

	Fee	Misc
Setup	\$395	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2026)

- Our fee for properties with arrears of \$25 or less will be discounted by \$50 at the first stage. If the property is not redeemed before April 1 of the following year, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced on those properties with less than \$2,500 in arrears.

2. Special Service Fees

	Fee	Misc
Search for Owner/Registered Interest Holder	\$175	\$20
Corporate Owner	\$125	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement exploration, including preparation of agreement, if applicable (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Extraordinary Fees		
Default letter/reminder notice with respect to an agreement	\$150	\$15
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$595	\$45
Surplus Proceeds Application + Order Review	\$475	\$45
Bankruptcy/Insolvency/CRA Judgment Review	\$475	\$45
Discharge (old tax notice or lien registration)	\$100	\$10
"Urgency Fee" for payment through Taxservice or for agreement less than 48 business hours before auction (plus regular fees)	\$175	\$20
Attempt to locate missing serial number	\$150	\$15
Ministerial Order	\$395	\$35

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
4. **Office Administration Charge** – this charge (referred to as “Miscellaneous”) covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc..
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$500 per hour.

Please Note: If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

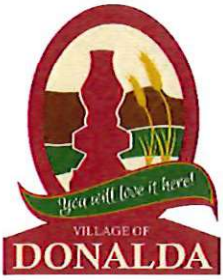
APPENDIX “B” - RESPONSIBILITIES

TAXervice’s responsibilities:

- track all deadlines
- register the Tax Notification with land titles (Land)
- register Financing Statement in Personal Property Registry (DMH)
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

The municipality’s responsibilities:

- provide an Arrears by Year report (generated directly from your accounting software)
- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Donalda Community Hall Lease Agreement – Donalda & District Agricultural Society
Agenda Number	5.5 Village Business

Background/Proposal

The purpose of this report is to provide Council with an overview of the existing lease agreement between the Village of Donalda and the Donalda & District Agricultural Society related to the operation of the Donalda Community Hall, and to outline key terms and considerations for Council awareness.

In September 2004, the Village of Donalda entered into a lease agreement with the Donalda & District Agricultural Society for the use and operation of the Donalda Community Hall. The agreement was intended to support community use of the facility and enable the Agricultural Society to manage and operate the hall as a community and multipurpose facility.

Administration has reviewed the agreement as part of ongoing governance, asset management, and viability-related review work.

Discussion/Options/Benefits/Disadvantages

Key Information

- The agreement provides the Agricultural Society with use of the Donalda Community Hall at nominal rent.
- The initial lease term was 25 years, with two additional 5-year renewal options available to the Tenant.
- The Tenant is responsible for maintenance, upkeep, and insurance of the facility.
- The agreement permits revenue-generating use of the facility.
- Termination rights are held by the Tenant; the agreement does not provide a corresponding termination right to the Village.
- The agreement reflects practices common at the time it was executed.

Considerations

- The agreement limits the Village’s flexibility with respect to long-term asset management and future use of the facility.
- Insurance thresholds and lease structure differ from current municipal best practices.
- Confirmation of renewal status and insurance coverage may be required for administrative completeness.

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 agreement may be relevant to broader planning considerations, including infrastructure planning and the Municipal Viability Review.

Options for Council

1. Receive the report for information.
2. Direct Administration to provide additional information or return with options at a future meeting.

Costs/Source of Funding

There are no immediate financial implications associated with receiving this report for information.

Applicable Legislation

The lease agreement is a binding legal contract. Administration is providing this report to ensure Council is aware of the agreement's terms and potential governance and risk considerations.

Recommended Action

That Council receive the report regarding the Donalda Community Hall lease agreement with the Donalda & District Agricultural Society for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

Attachments

1. Donalda Community Hall Lease Agreement – Donalda & District Agricultural Society

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.

LEASE AGREEMENT

BETWEEN:

THE VILLAGE OF DONALDA

Box 160
5001 Main Street
Donalda, Alberta
T0B 1H0
(hereinafter referred to as the Landlord)

AND

DONALDA & DISTRICT AGRICULTURAL SOCIETY

Box 248
Donalda, Alberta
T0B 1H0
(hereinafter referred to as the Tenant)

WHEREAS:

1. The Landlord is the registered owner of the Property (as hereinafter described).
2. The Landlord wishes to grant and lease to the Tenant and the Tenant wishes to take and lease from the Landlord the Property (as hereinafter defined).
3. The Landlord has agreed to lease to the Tenant and the Tenant has agreed to lease from the Landlord the Property subject to the terms and conditions hereinafter contained.

NOW THEREFORE in consideration of the rents, covenants and agreements herein contained and hereby assumed, the parties for themselves and their respective successors and assigns do hereby covenant and agree with one another as follows:

1. DEFINITIONS

In this Lease, unless otherwise stated, the following terms shall have the following meanings:

- a) "Assignee" shall have the meaning ascribed thereto in section 7 hereof;
- b) "Commencement Date" means the date on which this agreement is signed and executed by the Landlord and the Tenant;
- c) "Lease" means this lease and all Schedules attached hereto;
- d) "Option to Renew" shall have the meaning ascribed thereto in section 6 hereof;
- e) "Property" means the lands municipally and legally described in Schedule 'A' hereto and all buildings and other improvements situate on those lands;
- f) "Rent" shall have the meaning ascribed thereto in section 5 hereof;
- g) "Term" shall have the meaning ascribed thereto in section 4 hereof.

2. DEMISE OF PROPERTY

The Landlord hereby demises and leases to the Tenant and the Tenant takes and leases from the Landlord the Property subject to the terms and conditions outlined herein.

3. USE OF PROPERTY

The Tenant shall operate the property as a community function and multipurpose hall at all times during the term of this lease. Nothing in this Lease shall be construed as preventing the Tenant from using the property in a manner that generates revenue for the Tenant.

*Community Hall
Lease*

Copy

4. TERM

The term of this Lease shall be twenty-five (25) years commencing on the Commencement Date (the "Term")

5. RENT

The Tenant shall pay to the Landlord the sum of \$1.00 (one dollar) as full payment for the entire Term of this Lease. This payment is payable on the Commencement Day of this Lease.

6. OPTION TO RENEW

Provided that the Tenant is not in breach of the Lease at the expiry of the Term, the Tenant shall have two (2) options to renew the Term of this Lease (the "Option To Renew") for a further term of five (5) years each upon the same terms and conditions as contained in this Lease, save only for the Rent and for any further option(s) to renew. The Rent for the renewal term(s) shall be \$1.00 (one dollar). The Option to Renew must be exercised by the Tenant by providing notice in writing to the Landlord at least ninety (90) days prior to the date of the expiry of the then current Term of the Tenant's desire and intention to exercise the Option to Renew.

If the Tenant does not exercise the Option to Renew, the Tenant shall have no obligation to pay rent or any other amounts under this Lease after the expiration of the then current Term, and any portion of the Rent paid by the Tenant in advance shall be refunded by the Landlord to the Tenant on a pro-rated basis.

7. ASSIGNMENT

This Lease shall not be assignable by the Tenant without the prior written consent of the Landlord. Upon an assignment consented to in writing by the Landlord, the Tenant shall have no further obligations or liability whatsoever to the Landlord under this lease.

"Assignable" means assigning the rights and obligations hereunder, or any portion thereof, to any third party (an 'assignee')

8. INSURANCE

The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Property, in which the limit of Comprehensive General Liability insurance shall not be less than two million dollars (\$2,000,000) per occurrence. The Tenant agrees to indemnify the Landlord for any claims or damages caused by the Tenant, its agents, employees, contractors or by any Assignee, except for any damage, loss, injury or death which results from the negligence or willful default of the Landlord, its employees, agents or contractors. This shall be the limit of the Tenant's liability to the Landlord under this Lease.

9. MAINTENANCE AND UPKEEP OF PROPERTY

The Tenant shall be solely responsible for the maintenance and upkeep of the Property, including all improvements situate thereon and shall not let the Property fall into a state of disrepair. Maintenance and upkeep shall include any necessary work to maintain the grounds of the Property including, but not restricted to, lawn mowing and snow shoveling.

10. TERMINATION

The Tenant shall have the right under this lease, at its sole and complete discretion, to terminate this lease by giving the Landlord notice in writing at least one year (1 year) prior to the termination date set out in such notice.

11. NOTICE

Any notice required by this Lease shall be made in writing and shall be considered given or made on the day of delivery if delivered before 5:00 p.m. by personal delivery or three (3) business days after the day of delivery if sent by prepaid registered mail upon the Landlord or Tenant addressed as follows:

Landlord:

THE VILLAGE OF DONALDA
Box 160
Donalda, AB
T0B 1H0
Attention: Chief Administrative Officer
Phone: 403-883-2345
Fax: 403-883-2022

Tenant:

DONALDA & DISTRICT AGRICULTURAL SOCIETY
Box 248
Donalda, Alberta
T0B 1H0

Either party hereto may change its aforesaid address for notices in accordance with the provisions of this section.

12. MODIFICATION

No change or modification to this Lease shall be valid unless it is in writing and is duly executed by both parties hereto.

13. QUIET ENJOYMENT

The Landlord covenants with the Tenant for quiet enjoyment of the Property without any interruption or disturbance from the Landlord provided the Tenant performs all its covenants under this Lease.

14. BINDING AGREEMENT

The Landlord covenants that it has good right, full power and absolute authority to grant this Lease to the Tenant and that this Lease shall be binding upon and shall enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

15. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties hereto with respect to the Property and there are no prior representations, either oral or written, between the parties other than those set forth in this Lease. This Lease supersedes and revokes all previous negotiations, arrangements, representations and information conveyed, whether oral or written, between the parties hereto. The Landlord acknowledges and agrees that it has not relied upon any statement, representation, agreement or warranty except such as is expressly set out in this Lease.

16. APPLICABLE LAW

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

17. EXECUTION

This Lease shall not be in force or bind either of the parties hereto until executed by all the parties named herein.

18. SCHEDULES

This Lease includes the following schedules:

Schedule A – Property

IN WITNESS WHEREOF the said parties hereto have duly executed this Lease on the dates noted below.

Dated at Donalda, Alberta, this 16th day of September, 2004.

DONALDA & DISTRICT AGRICULTURAL SOCIETY, by its authorized signatory:

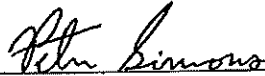


Name: John Pearson
Title: President

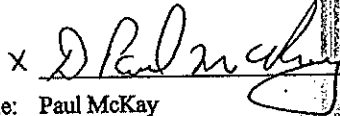
I have the authority to bind the Society.

Dated at Donalda, Alberta, this 16th day of September, 2004.

VILLAGE OF DONALDA, by its authorized signatories:



Name: Peter Simons
Title: Chief Administrative Officer

x 

Name: Paul McKay
Title: Mayor

I/we have the authority to bind the Corporation.

SCHEDULE 'A'

This Lease shall apply to the following Property:

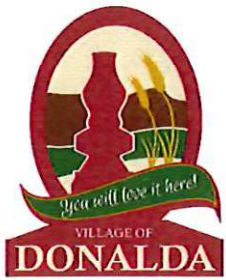
Municipal Address

Donalda Community Hall
5102 Main Street
Donalda, Alberta

Legal Descriptions

1. Lots 1 & 2, Block 6, Plan 5965AE
LINC: 0016 467 946
Short Legal: 5965AE; 6; 1, 2
Title Number: 245X228
ATS Reference: 4; 18; 42; 6; SE

2. Lots 3 & 4, Block 6, Plan 5965AE
LINC: 0016 469 736
Short Legal: 5965AE; 6; 3, 4
Title Number: 106D123
ATS Reference: 4; 18; 42; 6; SE



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Donalda Lamp and Lamp Park – Operating and Use Agreement
Agenda Number	5.6 Village Business

Background/Proposal

To provide Council with an overview of the existing operating and cost-sharing agreement for the Donalda Lamp and Lamp Park, including key responsibilities and considerations for municipal asset and risk management.

In November 2016, the Village of Donalda entered into an Operating and Use Agreement with the Donalda and District Museum Society and the Donalda Agricultural Society. The agreement identifies the three parties as equal shared owners and sets out roles for ongoing maintenance, operation, and cost-sharing for the Donalda Lamp and Lamp Park.

Administration has reviewed the agreement as part of ongoing governance, asset management, and viability-related review work.

Discussion/Options/Benefits/Disadvantages

Key Terms:

- Joint/shared ownership among the three parties.
- Village responsibilities: liability insurance, power utility account, and weekly lawn maintenance (May 1–Oct 1).
- Museum Society responsibilities: day-to-day maintenance, minor costs under \$600, key control, annual inspection and reporting.
- Cost-sharing: major repairs over \$600 shared equally (1/3 each) and must be mutually agreed upon in advance; property insurance cost shared 1/3 each.

Considerations

- The agreement is operational in nature and does not include a defined term, renewal cycle, or termination clause.
- Shared cost approval requirements may delay urgent repairs if consensus is not reached.
- Administration may need to confirm insurance documentation, cost-sharing practices, and maintenance coordination to ensure ongoing compliance with the agreement.

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

This report is provided for Council awareness of the agreement terms and ongoing obligations. No direction is required at this time.

Costs/Source of Funding

Ongoing operational costs include mowing (seasonal), utilities, and insurance. Major repairs over \$600 are shared equally among the three parties.

Applicable Legislation

The Village's authority to enter into and manage these agreements is governed primarily by the Municipal Government Act, supported by legislation related to societies, liability, insurance, and information management. Older agreements remain legally valid but may not reflect current best practices for risk, asset, and governance management.

Recommended Action

That Council receive the information report regarding the Donalda Lamp and Lamp Park Operating and Use Agreement for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

Attachments

1. Donalda Lamp and Lamp Park Agreement

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.

Donalda Lamp and Lamp Park
Operating and Use Agreement

This agreement made on 21st day of November, 2016

BETWEEN

The Village of Donalda

-AND-

Donalda and District Museum Society

-AND-

Donalda Agricultural Society

WHEREAS the three parties are considered equal and shared owners of the Donalda Lamp and Lamp park located at SE 6-42-18-W4 Plan No. 4.43A

AND THEREFORE it is agreed by and between all parties that the following operating guidelines be met for the purpose of maintaining and operating the Donalda Lamp and Lamp Park in Donalda.

1. Duties of the Village of Donalda

- a) Ensure that liability insurance policies are in place and kept in good standing.
- b) Ensure that the power utility account is kept in good standing.
- c) Ensure that the lawn in the lamp park is maintained on a weekly basis May 1 – October 1.

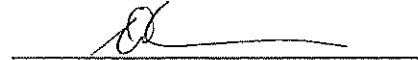
2. Duties of the Donalda and District Museum Society

- a) Assume the general day – to –day maintenance of the lamp and park including the walkways, pond and landscaping duties and costs associated with the afore mentioned that are under \$600.00.
- b) During summer hours or upon request open, close and show the lamp as needed.
- c) Keep an accurate and up to date record of any keys to the lamp structure.
- d) Inspect the Lamp and lamp park on an annual basis and report any deterioration problems to the parties subject to this agreement.

3. Duties of the Donalda Agricultural Society

- a) Designate a representative to attend Donalda and District Museum meetings when issues regarding the lamp arise. The Museum will notify the Donalda Agricultural Society of any meeting that involve the Lamp and/or Lamp park.
- b) Participate in decisions regarding the lamp and lamp park when needed.

The Donalda Lamp and Lamp park is a jointly owned venture and therefore all three parties are to assume a 1/3 share of any major expenses totalling a cost of \$600 or more, related to the maintenance and upkeep of the lamp structure or park surroundings. These expenses must be mutually agreed upon by all parties prior to any expense being incurred. All parties will also contribute 1/3 of the cost of the property insurance on the lamp and lamp park.



Village of Donalda – Mayor

Date: Dec 5, 2016



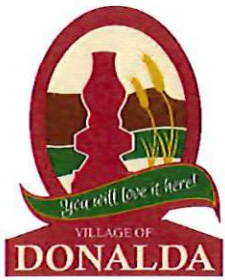
DARLENE TANTRUM PRESIDENT
Donalda and District Museum Society

Date: Nov. 22 2016



Donalda Agricultural Society

Date: JAN 17, 2017



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Donalda Curling Rink Lease Agreement
Agenda Number	5.7 Village Business

Background/Proposal

The purpose of this report is to provide Council with an overview of the existing lease agreement for the Donalda Curling Rink, including key terms, responsibilities, and considerations relevant to municipal asset management, governance, and risk.

In September 2004, the Village of Donalda entered into a lease agreement with the Donalda & District Agricultural Society for the use and operation of the Donalda Curling Rink. The agreement granted the Agricultural Society responsibility for operating and maintaining the facility as a curling rink and club.

Administration has reviewed the agreement as part of ongoing work related to legacy agreements, asset management, and the Municipal Viability Review.

Discussion/Options/Benefits/Disadvantages

Key Information:

- The Curling Rink is municipally owned and leased to the Donalda & District Agricultural Society.
- The initial lease term is 25 years, commencing September 16, 2004.
- The Tenant has two (2) five-year renewal options, exercisable with written notice at least 90 days prior to lease expiry.
- Rent is \$1.00 for the full term of the lease and for any renewal terms.

The Tenant is responsible for:

- All maintenance and upkeep of the building and improvements,
- Grounds maintenance, including snow removal,
- Carrying a minimum of \$2 million in general liability insurance.
- The agreement permits revenue-generating use of the facility.
- The Tenant may terminate the lease with one year's written notice; the agreement does not provide a corresponding termination right for the Village.

Considerations

The agreement reflects municipal practices common at the time it was executed and does not align with current best practices related to:

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.

- Lease term length,
- Insurance limits,
- Municipal termination rights.
- Renewal status should be confirmed to ensure administrative clarity.
- The agreement limits municipal flexibility related to future use, disposition, or restructuring of the facility.
- The lease may be relevant to broader planning considerations, including infrastructure planning and the Municipal Viability Review.

Options for Council

1. Receive the report for information.
2. Direct Administration to return with additional information or options at a future meeting.

Costs/Source of Funding

There are no direct operating revenues associated with the lease. The Village does not contribute to operating or maintenance costs under the agreement.

Applicable Legislation

The lease agreement is a binding legal contract. Administration is providing this report to ensure Council is aware of the agreement's terms, duration, and potential governance and risk considerations.

Recommended Action

That Council receive the report regarding the Donalda Curling Rink Lease Agreement with the Donalda & District Agricultural Society for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

Attachments

1. Curling Rink Lease Agreement

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.

LEASE AGREEMENT

BETWEEN:

THE VILLAGE OF DONALDA

Box 160

5001 Main Street

Donalda, Alberta

T0B 1H0

(hereinafter referred to as the Landlord)

AND

DONALDA & DISTRICT AGRICULTURAL SOCIETY

Box 248

Donalda, Alberta

T0B 1H0

(hereinafter referred to as the Tenant)

WHEREAS:

1. The Landlord is the registered owner of the Property (as hereinafter described)
2. The Landlord wishes to grant and lease to the Tenant and the Tenant wishes to take and lease from the Landlord the Property (as hereinafter defined)
3. The Landlord has agreed to lease to the Tenant and the Tenant has agreed to lease from the Landlord the Property subject to the terms and conditions hereinafter contained.

NOW THEREFORE in consideration of the rents, covenants and agreements herein contained and hereby assumed, the parties for themselves and their respective successors and assigns do hereby covenant and agree with one another as follows:

1. DEFINITIONS

In this Lease, unless otherwise stated, the following terms shall have the following meanings:

- a) "Assignee" shall have the meaning ascribed thereto in section 7 hereof;
- b) "Commencement Date" means the date on which this agreement is signed and executed by the Landlord and the Tenant;
- c) "Lease" means this lease and all Schedules attached hereto;
- d) "Option to Renew" shall have the meaning ascribed thereto in section 6 hereof;
- e) "Property" means the lands municipally and legally described in Schedule 'A' hereto and all buildings and other improvements situate on those lands;
- f) "Rent" shall have the meaning ascribed thereto in section 5 hereof;
- g) "Term" shall have the meaning ascribed thereto in section 4 hereof.

2. DEMISE OF PROPERTY

The Landlord hereby demises and leases to the Tenant and the Tenant takes and leases from the Landlord the Property subject to the terms and conditions outlined herein.

3. USE OF PROPERTY

The Tenant shall operate the property as a curling rink and club at all times during the term of this lease. Nothing in this Lease shall be construed as preventing the Tenant from using the property in a manner that complies with the bylaws of the Village of Donalda.

4. TERM

The term of this Lease shall be twenty-five (25) years commencing on the Commencement Date (the "Term")

5. RENT

The Tenant shall pay to the Landlord the sum of \$1.00 (one dollar) as full payment for the entire Term of this Lease. This payment is payable on the Commencement Day of this Lease.

6. OPTION TO RENEW

Provided that the Tenant is not in breach of the Lease at the expiry of the Term, the Tenant shall have two (2) options to renew the Term of this Lease (the "Option To Renew") for a further term of five (5) years each upon the same terms and conditions as contained in this Lease, save only for the Rent and for any further option(s) to renew. The Rent for the renewal term(s) shall be \$1.00 (one dollar). The Option to Renew must be exercised by the Tenant by providing notice in writing to the Landlord at least ninety (90) days prior to the date of the expiry of the then current Term of the Tenant's desire and intention to exercise the Option to Renew.

If the Tenant does not exercise the Option to Renew, the Tenant shall have no obligation to pay rent or any other amounts under this Lease after the expiration of the then current Term, and any portion of the Rent paid by the Tenant in advance shall be refunded by the Landlord to the Tenant on a pro-rated basis.

7. ASSIGNMENT

This Lease shall not be assignable by the Tenant without the prior written consent of the Landlord. Upon an assignment consented to in writing by the Landlord, the Tenant shall have no further obligations or liability whatsoever to the Landlord under this lease.

"Assignable" means assigning the rights and obligations hereunder, or any portion thereof, to any third party (an "assignee")

8. INSURANCE

The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Property, in which the limit of Comprehensive General Liability insurance shall not be less than two million dollars (\$2,000,000) per occurrence. The Tenant agrees to indemnify the Landlord for any claims or damages caused by the Tenant, its agents, employees, contractors or by any Assignee, except for any damage, loss, injury or death which results from the negligence or willful default of the Landlord, its employees, agents or contractors. This shall be the limit of the Tenant's liability to the Landlord under this Lease.

9. MAINTENANCE AND UPKEEP OF PROPERTY

The Tenant shall be solely responsible for the maintenance and upkeep of the Property, including all improvements situate thereon and shall not let the Property fall into a state of disrepair. Maintenance and upkeep shall include any necessary work to maintain the grounds of the Property including, but not restricted to, lawn mowing and snow shoveling.

10. TERMINATION

The Tenant shall have the right under this lease, at its sole and complete discretion, to terminate this lease by giving the Landlord notice in writing at least one year (1 year) prior to the termination date set out in such notice.

11. NOTICE

Any notice required by this Lease shall be made in writing and shall be considered given or made on the day of delivery if delivered before 5:00 p.m. by personal delivery or three (3) business days after the day of delivery if sent by prepaid registered mail upon the Landlord or Tenant addressed as follows:

Landlord:

THE VILLAGE OF DONALDA

Box 160

Donalda, AB

T0B 1H0

Attention: Chief Administrative Officer

Phone: 403-883-2345

Fax: 403-883-2022

Tenant:

DONALDA & DISTRICT AGRICULTURAL SOCIETY

Box 248

Donalda, Alberta

T0B 1H0

Either party hereto may change its aforesaid address for notices in accordance with the provisions of this section

12. MODIFICATION

No change or modification to this Lease shall be valid unless it is in writing and is duly executed by both parties hereto

13. QUIET ENJOYMENT

The Landlord covenants with the Tenant for quiet enjoyment of the Property without any interruption or disturbance from the Landlord provided the Tenant performs all its covenants under this Lease

14. BINDING AGREEMENT

The Landlord covenants that it has good right, full power and absolute authority to grant this Lease to the Tenant and that this Lease shall be binding upon and shall enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns

15. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties hereto with respect to the Property and there are no prior representations, either oral or written, between the parties other than those set forth in this Lease. This Lease supersedes and revokes all previous negotiations, arrangements, representations and information conveyed, whether oral or written, between the parties hereto. The Landlord acknowledges and agrees that it has not relied upon any statement, representation, agreement or warrant except such as is expressly set out in this Lease

16. APPLICABLE LAW

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

17. EXECUTION

This Lease shall not be in force or bind either of the parties hereto until executed by all the parties named herein

18. SCHEDULES

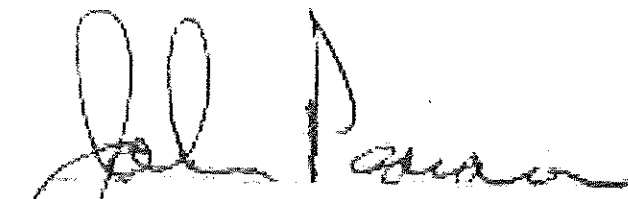
This Lease includes the following schedules

Schedule A - Description

IN WITNESS WHEREOF the said parties hereto have duly executed this Lease on the dates noted below.

Dated at Donalda, Alberta, this 16th day of September, 2004


DONALDA & DISTRICT AGRICULTURAL SOCIETY, by its authorized signatory:

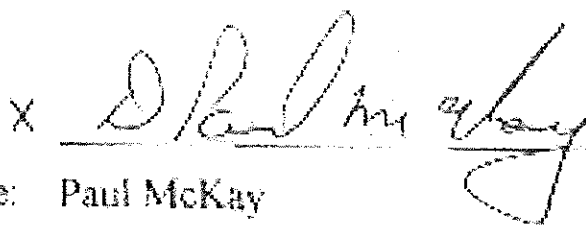

Name: John Pearson
Title: President

I have the authority to bind the Society

Dated at Donalda, Alberta, this 16th day of September, 2004.

VILLAGE OF DONALDA, by its authorized signatories:


Name: Peter Simons
Title: Chief Administrative Officer

x 
Name: Paul McKay
Title: Mayor

I/we have the authority to bind the Corporation

SCHEDULE 'A'

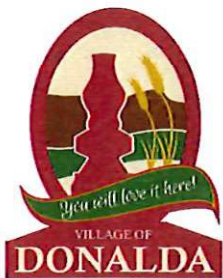
This Lease shall apply to the following Property

Municipal Address

Donalda Curling Rink
6011 Foster Street
Donalda, Alberta

Legal Description

1. Lots 25 to 28, Block 2, Plan 5965 AE
LINC: 0016 921 546
Short Legal: 5965 AE; 2; 25-28
Title Number: 3482
ATS Reference: 4: 18: 42: 6: SE



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Ball Diamond Agreement
Agenda Number	5.8 Village Business

Background/Proposal

The purpose of this report is to provide Council with an overview of the Ball Diamond Agreement between the Village of Donalda and the Donalda & District Agricultural Society, including key terms, responsibilities, and implications for municipal asset management and risk.

In December 2021, the Village of Donalda entered into an agreement with the Donalda & District Agricultural Society related to the use, maintenance, and operation of the Donalda Ball Diamond lands. The agreement was intended to support community recreation while maintaining municipal ownership and appropriate risk management.

Administration has reviewed the agreement as part of ongoing governance and asset management review work.

Discussion/Options/Benefits/Disadvantages

Key Information:

- The agreement applies to lands commonly known as the Donalda Ball Diamond Lands.
- The Village of Donalda retains ownership of the lands, fixtures, and structures.
- The Donalda & District Agricultural Society is permitted to enter upon, maintain, and utilize the lands for ball diamond and recreational purposes.
- The agreement term is one (1) year, with automatic renewal on a year-to-year basis unless terminated.
- Either party may terminate the agreement with thirty (30) days' written notice.
- The Agricultural Society is responsible for maintenance and upkeep of the ball diamond and grounds.
- The Agricultural Society is required to:
 - Carry Commercial General Liability insurance,
 - Name the Village of Donalda as an Additional Insured,
 - Provide an annual Certificate of Insurance.
- The Agricultural Society has signed an indemnity and release agreement in favour of the Village.

Considerations

The agreement reflects municipal practices common at the time it was executed and does not align with current best practices related to:

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 agreement reflects current best practices for municipal recreation land use, including:
 - Short-term duration,
 - Mutual termination rights,
 - Clear insurance and indemnification provisions.
- The agreement provides flexibility for both the Village and the Agricultural Society.
- Administration may periodically confirm insurance compliance and maintenance standards.

Options for Council

1. Receive the report for information.
2. Direct Administration to provide additional information if required.

Costs/Source of Funding

There are no direct financial implications associated with receiving this report for information. The Village does not contribute to operating or maintenance costs under the agreement.

Applicable Legislation

The agreement provides appropriate risk mitigation through insurance and indemnification provisions while allowing continued community use of the ball diamond lands.

Recommended Action

That Council receive the report regarding the Ball Diamond Agreement with the Donalda & District Agricultural Society for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

Attachments

1. Ball Diamond Agreement

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.

LEASE AGREEMENT BETWEEN THE VILLAGE OF DONALDA
AND
DONALDA AND DISTRICT AGRICULTURAL SOCIETY

The general terms of this agreement involve the legally described parcel within the Village of Donalda as Plan 867CF Lot R, Bond Street south to Township Road 42-0, also known as the Village of Donalda Ball Diamond Lands.

The intent of this lease agreement is to allow the Donalda and District Agriculture Society permission from the Village of Donalda to enter, maintain and utilize, at their discretion, the grounds as named above.

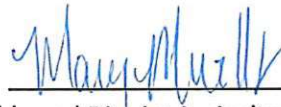
The Village of Donalda retains possession and ownership of all fixtures and structures on the property after this lease agreement expires.

The Donalda and District Agricultural Society will carry Commercial General Liability coverage as well as add the Village of Donalda as Additional Insured and evidence this annual to the Village of Donalda in the form of a Certificate of Insurance.

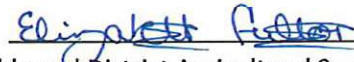
The Donalda and District Agricultural Society will sign an Indemnity and Release Agreement.

This agreement will be one year (1) in length as of date signed and subject to review at the request of either party. This agreement will automatically renew at the end of the one (1) year term. During the term of this agreement, either party may cancel this agreement with thirty (30) days written notice.

Signed at the Village of Donalda this date December 22, 2021.



Donalda and District Agricultural Society
Board Chair



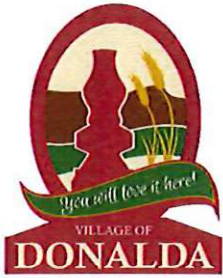
Donalda and District Agricultural Society
Director



Chief Elected Official Village of Donalda



CAO, Village of Donalda



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Bond Street Road Allowance Lease Agreement
Agenda Number	5.9 Village Business

Background/Proposal

The purpose of this report is to provide Council with an overview of the Bond Street Road Allowance Lease Agreement, including its scope, term, and implications for municipal land use and asset management.

In December 2021, the Village of Donalda entered into a lease agreement with the Donalda & District Agricultural Society respecting the use of a portion of the Bond Street road allowance adjacent to the Donalda Public School grounds. The agreement was intended to formalize limited use of municipal land for vegetation control and surface maintenance.

Administration has reviewed the agreement as part of ongoing governance, asset management, and agreement review work.

Discussion/Options/Benefits/Disadvantages

Key Information:

- The agreement applies to a portion of the Bond Street road allowance, as illustrated in Attachment "A".
- The Village of Donalda retains ownership and control of the road allowance.
- The Agricultural Society is permitted limited use of the lands for:
 - Vegetation control, and
 - Surface maintenance only.
- The agreement does not permit structures or surface improvements.
- The agreement term is one (1) year, reviewed annually.
- Either party may terminate the agreement with one (1) year's written notice, effective at the end of the calendar year.
- The agreement was executed on December 22, 2021 by authorized representatives of both parties.

Considerations

- The agreement provides a clear and controlled framework for limited use of municipal road allowance lands.
- The short-term nature of the agreement preserves municipal flexibility.

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 agreement aligns with current best practices for temporary land-use permissions and road allowance management.
- Administration may periodically review the agreement to ensure continued alignment with municipal operational needs.

Options for Council

1. Receive the report for information.
2. Direct Administration to provide additional information if required.

Costs/Source of Funding

There are no direct financial implications associated with receiving this report for information.

Applicable Legislation

The agreement is a binding legal document that clearly limits use and preserves municipal ownership, thereby minimizing long-term liability and risk.

Recommended Action

That Council receive the report regarding the Bond Street Road Allowance Lease Agreement with the Donalda & District Agricultural Society for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

Attachments

1. Bond Street Lease Agreement

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.

LEASE AGREEMENT BETWEEN VILLAGE OF DONALDA
AND
DONALDA AND DISTRICT AGRICULTURAL SOCIETY
IN
REGARDS TO THE BOND STREET ROAD ALLOWANCE

The General Terms of this agreement involves the legally described parcel as Bond Street Road Allowance within the Village of Donalda, as shown on subdivision plan 2147AT. The described parcel runs parallel to the Donalda School Grounds on south side border of the parcel of legally described as Block 11 Lot 1 Plan 2147 AT. The road allowance parcel is 66' feet wide by the length of the Donalda School Grounds and is partially bordered by the Donalda and District Agricultural Society Lands described as Plan 6149KS Parcel "B". See Attachment A" for map outline of said parcel.

The intent of this lease agreement is to allow the Donalda and District Agricultural Society to obtain permission from the Village of Donalda to enter and maintain the grounds as described (along the border length of Parcel "B") in regards to vegetation control and use of the surface of the parcel for summer parking and winter to construct a temporary seasonal outdoor skating surface.

Both parties agree there are no current structures or any surface improvements on the current road allowance and therefore maintenance will be limited to vegetation control.

This agreement will be ten (10) years in length as of date signed and subject to review at the request of either party. Cancellation of this agreement, by either party, will be received by either party by calendar year end effective for the following calendar year.

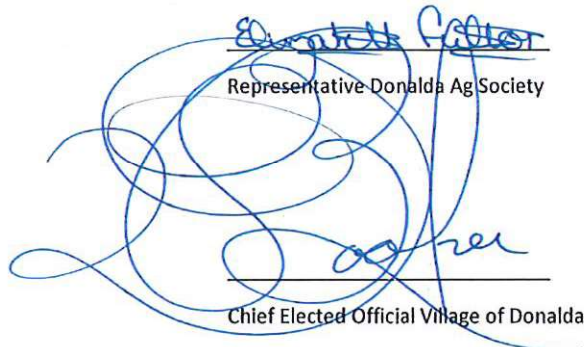
Signed at the Village of Donalda this date December 22, 2021.




Representative Donalda Ag Society



Representative Donalda Ag Society

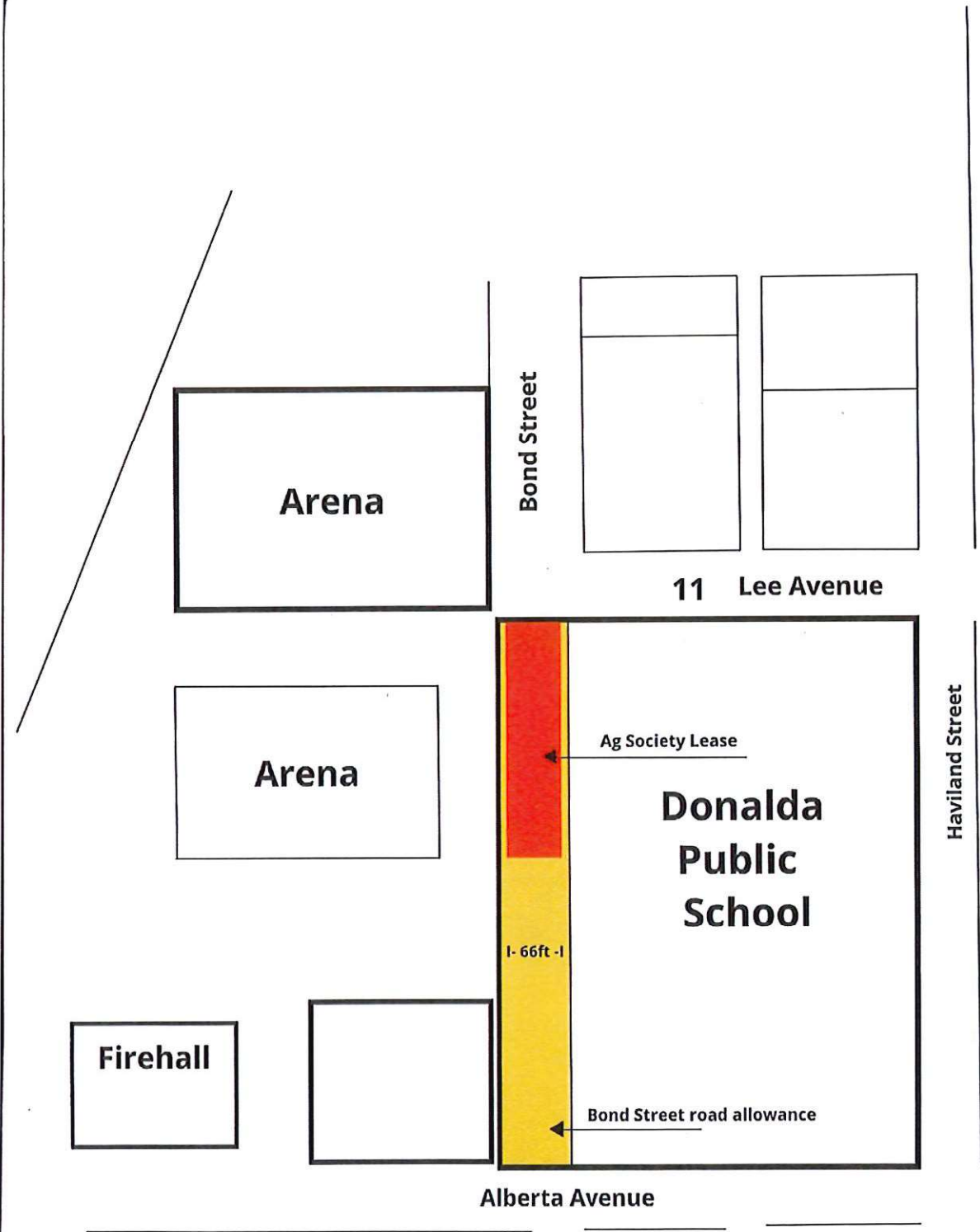


Chief Elected Official Village of Donalda



CAO, Village of Donalda

Attachment A





Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	February 17, 2026
Originated By	Melanie Veale CAO
Decision Title	Community – Initiated Crime Watch Activity
Agenda Number	5.10 Village Business

Background/Proposal

The purpose of this report is to provide Council with information regarding informal, community-initiated crime watch activities currently occurring within the Village, and to outline the potential benefits, risks, and considerations associated with such activities.

Discussion/Options/Benefits/Disadvantages

Administration has become aware that some members of the community have been driving through the Village during late-night hours as part of an informal crime watch initiative. These activities are not organized, authorized, or coordinated by the Village, Council, or law enforcement.

Community safety is an important concern for residents; however, municipalities must carefully consider their role, authority, and potential liability in relation to informal enforcement or patrol activities.

Potential Benefits

- Increased community awareness and engagement regarding local safety concerns.
- Additional observation of unusual or suspicious activity, which may result in increased reporting to law enforcement.
- Demonstrates a willingness by residents to contribute to community well-being.
- May provide residents with a greater sense of involvement and vigilance.

Potential Risks and Concerns

- Safety Risks: Informal patrols may result in unintended confrontations or escalation of situations, placing residents at risk.
- Lack of Authority: Community members do not have enforcement or investigative authority, which can lead to misunderstandings or inappropriate actions.
- Liability Exposure: If the activity is perceived as being supported or sanctioned by the municipality, the Village could be exposed to legal or insurance risk.
- Vigilantism Concerns: Without clear guidelines, informal patrols may be viewed as vigilantism rather than crime prevention.
- Privacy and Perception Issues: Residents or visitors may feel uncomfortable or targeted, particularly if activities occur late at night.

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.

- **Inconsistent Practices:** Without formal structure, training, or oversight, activities may vary significantly and lack accountability.

Municipal Role and Limitations

- Municipalities do not have authority to delegate or endorse enforcement activities to residents.
- Best practice supports community safety initiatives that are structured, coordinated with the RCMP, and focused on observation and reporting only.
- Administration does not currently endorse or coordinate any community patrol or crime watch program.

Options for Council

(Information Only – no decision required)

1. Receive the information and take no further action at this time.
2. Direct Administration to provide public clarification regarding the Village's role and limitations related to informal crime watch activities.
3. Encourage residents to engage with the RCMP regarding the establishment of a formal, police-supported crime prevention program.
4. Request additional information from Administration or the RCMP regarding recognized community crime prevention models.

Costs/Source of Funding

There are no direct financial implications associated with receiving this report for information.

Applicable Legislation

There is potential legal and liability risk to the municipality if informal patrol activities are perceived as being authorized or supported by the Village. Clear communication regarding municipal limitations reduces this risk.

Recommended Action

That Council receive the report titled "Community-Initiated Crime Watch Activity" for information and note the administrative and risk considerations outlined therein.

Implementation/Communication

The Administration will proceed upon the Council's request.

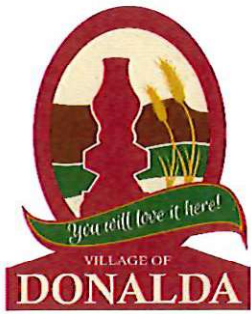
In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.

Target Decision Date

February 17, 2026

Attachments

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	February 17, 2026
Originated By	Melanie Veale
Decision Title	Village of Donalda Financial Statements
Agenda Number	5.11 Village Business

Background/Proposal

The January 2026 General Ledger report reflects the first month of the fiscal year. As is typical at this stage, several major revenue streams—most notably municipal taxation and provincial grants—have not yet been recorded, while operational expenses, contractual obligations, and requisitions have commenced.

Discussion/Options/Benefits/Disadvantages

Revenue

- No municipal tax revenue (residential, non-residential, or linear) has been recorded as of January 31, 2026.
- No provincial or conditional grant revenues have been posted to date.
- Utility revenues (water, sewer, and waste) are being collected on a regular monthly basis and are generally tracking close to budget expectations.
- Minor bylaw and administrative revenues were received.

Expenditures

- Administration expenses represent the largest portion of January operational costs, primarily due to salaries, wages, and routine contracted services.
- Streets and Roads expenses reflect early-year payroll and street lighting costs.
- Water and Waste Removal expenses include regular contracted service and consumption charges.
- Mandatory requisitions began in January, including a significant payment to the Stettler Housing Authority.

Overall Financial Position

January activity reflects normal early-year financial patterns, with expenditures occurring ahead of major revenue inflows. A more complete financial picture will emerge as tax levies and grant revenues are posted later in the year.

Options for Council

1. Accept the January 2026 financial activity as presented.
2. Request additional information or clarification from Administration.

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

There is no immediate financial impact associated with this RFD. This item is presented for Council's information and awareness only.

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 accept the January 2026 financial activity as presented for information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

February 17, 2026

ATTACHMENT

- January 31, 2026 Period Ending Operating Budget
- January 31, 2026 Period Ending Cheque Register
- January 31, 2026 Period Ending Treasury and Cash Flow Reporting



VILLAGE OF DONALDA

ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
GENERAL REVENUE							
1-00-100	Residential Taxes	0.00	0.00	0.00	0.00	(13,968.61)	0.00
1-00-110	Non-Residential Taxes	0.00	0.00	0.00	0.00	(2,437.98)	0.00
1-00-120	Linear Taxes	0.00	0.00	0.00	0.00	(1,092.09)	0.00
1-00-130	Franchise - ATCO	0.00	0.00	0.00	2,917.37	(2,987.42)	(97.66)
1-00-140	Franchise - Apex Utilities Inc.	(2,995.38)	0.00	0.00	2,856.36	(2,166.67)	(131.83)
1-00-200	Penalties & Costs on Taxes	(12,202.99)	0.00	0.00	0.00	(1,166.67)	0.00
1-00-210	Penalties Accounts Receivable	0.00	0.00	0.00	0.00	(20.83)	0.00
2-24-410	Emergency Management Agreement	0.00	0.00	0.00	0.00	500.00	0.00
*	TOTAL GENERAL REVENUE	(15,198.37)	0.00	0.00	5,773.73	(23,340.27)	(24.74)
GRANTS & OTHER REVENUE							
1-00-751	Conditional Municipal - FCSS	0.00	0.00	0.00	0.00	(656.83)	0.00
1-00-845	Provincial Grant - MSI Operating	0.00	0.00	0.00	0.00	(6,059.33)	0.00
*	TOTAL GRANTS & OTHER REVENUE	0.00	0.00	0.00	0.00	(6,716.16)	0.00
ADMINISTRATIVE REVENUE							
1-12-266	Tax Recovery Fees	0.00	0.00	0.00	3,735.00	0.00	0.00
1-12-417	Tax Cert. Dev. Permits, etc.	(25.00)	0.00	0.00	(25.00)	(41.67)	60.00
1-12-418	Maintenance service revenue	0.00	0.00	0.00	0.00	(41.67)	0.00
1-12-419	Newsletter Ads	0.00	0.00	0.00	0.00	(83.33)	0.00
1-12-550	Investment Income - Bank Int.	0.00	0.00	0.00	0.00	(2,083.33)	0.00
1-12-561	Rental Revenue	0.00	0.00	0.00	0.00	(416.67)	0.00
1-12-590	Miscellaneous Admin. Revenue	0.00	0.00	0.00	(4.00)	(125.00)	3.20
1-12-751	FCSS Management Revenue	(1,993.00)	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATIVE REVENUE	(2,018.00)	0.00	0.00	3,706.00	(2,791.67)	(132.75)
EMERGENCY MANAGEMENT REVENUE							
1-23-410	Fire Charges	0.00	0.00	0.00	(1,948.76)	(2,041.67)	95.45
1-24-410	Emergency Management Service Revenue	0.00	0.00	0.00	(485.04)	(500.00)	97.01
*	TOTAL EMERGENCY MANAGEMENT REV	0.00	0.00	0.00	(2,433.80)	(2,541.67)	95.76
BYLAW REVENUE							



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
1-21-530	Fines-Bylaw	0.00	0.00	0.00	0.00	(250.00)	0.00
1-26-520	Chicken License	0.00	0.00	0.00	0.00	(6.25)	0.00
1-26-521	Dog License	(220.00)	0.00	0.00	(80.00)	(41.67)	191.98
1-26-522	Cat License	0.00	0.00	0.00	(140.00)	(16.67)	839.83
1-26-523	Business License	(90.00)	0.00	0.00	0.00	(16.67)	0.00
*	TOTAL BYLAW REVENUE	(310.00)	0.00	0.00	(220.00)	(331.26)	66.41
ROADS & STREETS REVENUE							
*	TOTAL ROADS & STREETS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
WATER REVENUE							
1-41-400	Water Sales	0.00	0.00	0.00	(7,091.32)	(7,666.67)	92.50
1-41-401	Penalties - Water	0.00	0.00	0.00	0.00	(58.33)	0.00
1-41-414	Water On/Off Fee	0.00	0.00	0.00	0.00	(25.00)	0.00
*	TOTAL WATER REVENUE	0.00	0.00	0.00	(7,091.32)	(7,750.00)	91.50
SEWER REVENUE							
1-42-400	Sewer Services	0.00	0.00	0.00	(1,567.00)	(1,516.67)	103.32
*	TOTAL SEWER REVENUE	0.00	0.00	0.00	(1,567.00)	(1,516.67)	103.32
WASTE REVENUE							
1-43-400	Garbage Fees	0.00	0.00	0.00	(3,605.10)	(3,516.67)	102.51
*	TOTAL WASTE REVENUE	0.00	0.00	0.00	(3,605.10)	(3,516.67)	102.51
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	0.00	0.00	0.00	0.00	(83.33)	0.00
1-56-464	Sale of Cemetery Plots	(300.00)	0.00	0.00	200.00	(41.67)	(479.96)
1-56-466	Snow Removal Revenue	0.00	0.00	0.00	0.00	(41.67)	0.00
1-56-467	Interment Fee	0.00	0.00	0.00	0.00	(100.00)	0.00
*	TOTAL CEMETERY REVENUE	(300.00)	0.00	0.00	200.00	(266.67)	(75.00)
SALE OF LAND							
1-66-590	Sale of Land	0.00	0.00	0.00	0.00	(525.00)	0.00



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
* TOTAL SALE OF LAND		0.00	0.00	0.00	0.00	(525.00)	0.00
PLANNING RESERVE							
1-66-910	Planning Reserve	0.00	0.00	0.00	0.00	(1,333.33)	0.00
* TOTAL PLANNING RESERVE		0.00	0.00	0.00	0.00	(1,333.33)	0.00
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	0.00	0.00	0.00	0.00	(58.33)	0.00
* TOTAL RECREATION REVENUE		0.00	0.00	0.00	0.00	(58.33)	0.00
CULTURE REVENUE							
1-74-770	Museum Agreement	0.00	0.00	0.00	0.00	(541.67)	0.00
1-74-771	Library Agreement	0.00	0.00	0.00	0.00	(120.83)	0.00
* TOTAL CULTURE REVENUE		0.00	0.00	0.00	0.00	(662.50)	0.00
COUNCIL EXPENSE							
2-11-150	Council Meeting Pay	300.00	0.00	0.00	360.00	525.00	68.57
2-11-151	Council Supervision Pay	0.00	0.00	0.00	300.00	300.00	100.00
2-11-211	Travel & Subsistence	0.00	0.00	0.00	0.00	166.67	0.00
2-11-212	Legislative - Discretionary	0.00	0.00	0.00	177.50	25.00	710.00
* TOTAL COUNCIL EXPENSE		300.00	0.00	0.00	837.50	1,016.67	82.38
ADMINISTRATION EXPENSE							
2-12-110	Salaries & Wages	12,730.50	0.00	0.00	12,007.50	11,093.33	108.24
2-12-130	Payroll Deductions	1,010.65	0.00	0.00	991.12	765.46	129.48
2-12-131	Vacation Pay	473.70	0.00	0.00	480.30	186.04	258.17
2-12-132	Payroll Benefits	0.00	0.00	0.00	0.00	83.33	0.00
2-12-152	Election & Census Fees	0.00	0.00	0.00	(427.47)	83.33	(512.98)
2-12-211	Travel & Subsistence	0.00	0.00	0.00	0.00	83.33	0.00
2-12-212	Course Fee Registration	0.00	0.00	0.00	0.00	166.67	0.00
2-12-216	Postage	0.00	0.00	0.00	611.20	137.50	444.51
2-12-217	Telephone	0.00	0.00	0.00	0.00	125.00	0.00
2-12-220	Advertising & Memberships	2,490.75	0.00	0.00	109.00	333.33	32.70
2-12-224	Land Title Fees	0.00	0.00	0.00	0.00	41.67	0.00
2-12-226	Tax Recovery Fees	(17.05)	0.00	0.00	0.00	16.67	0.00



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
2-12-230	Assessors Fees	0.00	0.00	0.00	0.00	470.83	0.00
2-12-231	Auditors Fees	0.00	0.00	0.00	0.00	833.33	0.00
2-12-232	Legal Fees	956.00	0.00	0.00	0.00	391.67	0.00
2-12-240	Bad Debts	0.00	0.00	0.00	47,984.34	166.67	28,790.03
2-12-251	Repairs & Maintenance	0.00	0.00	0.00	0.00	66.67	0.00
2-12-252	Cleaning - Supplies & Labor	0.00	0.00	0.00	0.00	208.33	0.00
2-12-255	Other Contracted Services	134.40	0.00	0.00	123.14	83.33	147.77
2-12-270	Computer Expenses	157.99	0.00	0.00	163.19	62.50	261.10
2-12-271	Website Fees	77.38	0.00	0.00	0.00	108.33	0.00
2-12-274	Insurance & Bond	0.00	0.00	0.00	0.00	857.17	0.00
2-12-275	Workman's Compensation	0.00	0.00	0.00	1,068.19	231.25	461.92
2-12-277	Health & Safety	350.00	0.00	0.00	54.98	0.00	0.00
2-12-505	Photocopier Costs	161.93	0.00	0.00	(271.92)	333.33	(81.58)
2-12-510	General Office Supplies	9.00	0.00	0.00	(1,060.09)	208.33	(508.85)
2-12-540	Utilities - Heating	376.32	0.00	0.00	(413.14)	108.33	(381.37)
2-12-541	Utilities - Power	235.54	0.00	0.00	(248.86)	66.67	(373.27)
2-12-590	Miscellaneous	0.00	0.00	0.00	0.00	41.67	0.00
2-12-810	Bank Charges & Fees	92.84	0.00	0.00	263.79	175.00	150.74
2-12-920	AMORTIZATION	0.00	0.00	0.00	0.00	1,182.04	0.00
	* TOTAL ADMINISTRATION EXPENSE	19,239.95	0.00	0.00	61,435.27	18,711.11	328.34
EMERGENCY MANAGEMENT EXPENSE							
2-23-410	Fire Service Agreement	0.00	0.00	0.00	(25,000.00)	2,083.33	(1,200.00)
	* TOTAL EMERGENCY MANAGEMENT EXP	0.00	0.00	0.00	(25,000.00)	2,083.33	(1,200.00)
BYLAW & RURAL POLICING EXPENSE							
2-26-751	Bylaw Enforcement	290.00	0.00	0.00	(1,300.00)	416.67	(312.00)
2-26-752	Rural Policing Expense	0.00	0.00	0.00	0.00	962.50	0.00
	* TOTAL BYLAW & RURAL POLICING E	290.00	0.00	0.00	(1,300.00)	1,379.17	(94.26)
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	3,252.00	0.00	0.00	4,965.00	4,812.50	103.17
2-32-111	Salaries - Shop Work Hours	1,459.50	0.00	0.00	120.00	2,375.00	5.05
2-32-130	Payroll Deductions	369.24	0.00	0.00	396.56	689.83	57.49
2-32-131	Vacation Pay	244.80	0.00	0.00	222.60	510.58	43.60
2-32-132	Payroll Benefits (Health Spending)	0.00	0.00	0.00	0.00	83.33	0.00
2-32-210	Travel	0.00	0.00	0.00	0.00	25.00	0.00



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
2-32-217	Maintenance Cell Phone	76.35	0.00	0.00	640.73	48.00	1,334.85
2-32-230	Engineering Fees	0.00	0.00	0.00	0.00	289.37	0.00
2-32-250	Road & Street Repairs	0.00	0.00	0.00	0.00	333.33	0.00
2-32-251	Equipment Repairs & Maint.	0.00	0.00	0.00	1,399.19	291.67	479.72
2-32-270	Contracted Services	20.00	0.00	0.00	(2,400.00)	83.33	(2,880.12)
2-32-271	Insurance Share	0.00	0.00	0.00	0.00	126.08	0.00
2-32-510	Small Equipment & Supplies	470.97	0.00	0.00	814.46	416.67	195.47
2-32-515	Equipment Rental	0.00	0.00	0.00	180.00	83.33	216.01
2-32-521	Gas & Diesel Fuel	374.03	0.00	0.00	0.00	625.00	0.00
2-32-532	Gravel, Cold Mix & Sand	0.00	0.00	0.00	0.00	291.67	0.00
2-32-541	Street Lights	1,768.97	0.00	0.00	(2,391.64)	1,884.58	(126.91)
2-32-542	Shop Power	180.53	0.00	0.00	0.00	133.33	0.00
2-32-543	Shop Natural Gas	344.37	0.00	0.00	(391.39)	216.67	(180.64)
2-32-590	Miscellaneous	0.00	0.00	0.00	0.00	41.67	0.00
2-32-920	AMORTIZATION	0.00	0.00	0.00	0.00	2,417.38	0.00
*	TOTAL STREETS & ROADS EXPENSE	8,560.76	0.00	0.00	3,555.51	15,778.32	22.53
WATER EXPENSE							
2-41-110	Salaries - Water Related	855.00	0.00	0.00	480.00	675.00	71.11
2-41-130	Payroll Deductions	66.50	0.00	0.00	38.93	328.32	11.86
2-41-212	COURSE REGISTRATION FEES	0.00	0.00	0.00	450.00	0.00	0.00
2-41-215	Freight	0.00	0.00	0.00	0.00	4.17	0.00
2-41-251	Maintenance Supplies	0.00	0.00	0.00	0.00	20.83	0.00
2-41-265	Water Tower	228.94	0.00	0.00	0.00	0.00	0.00
2-41-270	Contracted Services	0.00	0.00	0.00	(462.00)	41.67	(1,108.71)
2-41-272	Computer/Software Expense	0.00	0.00	0.00	(335.85)	189.58	(177.15)
2-41-600	SMRWSC - Debuture Payments	0.00	0.00	0.00	0.00	541.67	0.00
2-41-601	SMRWSC - Water Consumption	4,670.55	0.00	0.00	(7,524.98)	3,833.33	(196.30)
2-41-920	AMORTIZATION	0.00	0.00	0.00	0.00	2,146.68	0.00
*	TOTAL WATER EXPENSE	5,820.99	0.00	0.00	(7,353.90)	7,781.25	(94.51)
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	0.00	0.00	0.00	0.00	64.66	0.00
2-42-130	Payroll Deductions	0.00	0.00	0.00	0.00	7.90	0.00
2-42-275	Contracted Services - Sewer	0.00	0.00	0.00	0.00	83.33	0.00
2-42-290	Lagoon Drainage Easement	0.00	0.00	0.00	(100.00)	0.00	0.00
2-42-920	AMORTIZATION	0.00	0.00	0.00	0.00	1,200.71	0.00
*	TOTAL SEWER EXPENSE	0.00	0.00	0.00	(100.00)	1,356.60	(7.37)



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	85.50	0.00	0.00	0.00	1.82	0.00
2-43-130	Payroll Deductions	6.61	0.00	0.00	0.00	0.22	0.00
2-43-270	Contracted Garbage Pickup	6,088.47	0.00	0.00	0.00	1,514.17	0.00
*	TOTAL WASTE REMOVAL EXPENSE	6,180.58	0.00	0.00	0.00	1,516.21	0.00
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	0.00	0.00	0.00	0.00	14.89	0.00
2-56-130	Payroll Deductions	0.00	0.00	0.00	0.00	1.82	0.00
2-56-510	General Services & Supplies	0.00	0.00	0.00	0.00	50.00	0.00
*	TOTAL CEMETERY EXPENSE	0.00	0.00	0.00	0.00	66.71	0.00
FCSS EXPENSE							
2-62-111	FCSS - Postage	0.00	0.00	0.00	60.72	54.17	112.09
2-62-755	FCSS Programs	221.56	0.00	0.00	0.00	813.33	0.00
2-62-760	FCSS Membership Expenses	0.00	0.00	0.00	0.00	9.50	0.00
*	TOTAL FCSS EXPENSE	221.56	0.00	0.00	60.72	877.00	6.92
PLANNING EXPENSE							
2-66-762	Planning Services expenses	0.00	0.00	0.00	(12,497.40)	500.00	(2,499.48)
*	TOTAL PLANNING EXPENSE	0.00	0.00	0.00	(12,497.40)	500.00	(2,499.48)
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintenance	0.00	0.00	0.00	0.00	41.67	0.00
*	TOTAL RENTAL BUILDING EXPENSE	0.00	0.00	0.00	0.00	41.67	0.00
RECREATION EXPENSE							
2-72-110	Salaries - Green Space Maintenance	0.00	0.00	0.00	0.00	1,013.83	0.00
2-72-130	Payroll Deductions	0.00	0.00	0.00	0.00	123.86	0.00
2-72-250	Parks - Contract Services	0.00	0.00	0.00	0.00	41.67	0.00
*	TOTAL RECREATION EXPENSE	0.00	0.00	0.00	0.00	1,179.36	0.00



VILLAGE OF DONALDA
ENDING JANUARY 31, 2026

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 YTD % Variance	2025 YTD Actual	2025 YTD Budget	2025 YTD % Variance
CULTURAL EXPENSE							
2-74-110	Salaries - Culture Related	468.00	0.00	0.00	0.00	24.14	0.00
2-74-130	Payroll Deductions	36.84	0.00	0.00	0.00	2.93	0.00
2-74-232	Village Beautification	0.00	0.00	0.00	(0.01)	83.33	(0.01)
2-74-251	Repairs & Maintenance	0.00	0.00	0.00	0.00	83.33	0.00
2-74-271	Insurance	0.00	0.00	0.00	0.00	252.33	0.00
2-74-540	Utilities - Gas	0.00	0.00	0.00	0.00	208.33	0.00
2-74-541	Utilities - Power	322.01	0.00	0.00	(204.21)	300.00	(68.07)
2-74-770	Grants - Museum	0.00	0.00	0.00	0.00	450.00	0.00
2-74-771	Grants - Library	0.00	0.00	0.00	0.00	416.67	0.00
2-74-775	Parkland Reg. Library Req.	2,257.74	0.00	0.00	0.00	176.86	0.00
2-74-850	Canada Day Celebration	0.00	0.00	0.00	0.00	96.67	0.00
2-74-920	AMORTIZATION	0.00	0.00	0.00	0.00	67.21	0.00
*	TOTAL CULTURAL EXPENSE	3,084.59	0.00	0.00	(204.22)	2,161.80	(9.45)
REQUISITIONS							
2-80-741	Provincial Education - ASFF	0.00	0.00	0.00	0.00	3,211.23	0.00
2-80-751	Recreation Requisition County of Stettler	0.00	0.00	0.00	0.00	329.58	0.00
2-80-761	C.of Stettler Housing Auth	9,287.00	0.00	0.00	0.00	537.08	0.00
2-80-771	Stettler Waste Management Auth	0.00	0.00	0.00	0.00	1,356.00	0.00
*	TOTAL REQUISITIONS	9,287.00	0.00	0.00	0.00	5,433.89	0.00

*** End of Report ***



VILLAGE OF DONALDA

Cheque Listing For Council

2026-Feb-4
2:07:05PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20260006	2026-01-28	ALBERTA MUNICIPAL SERVICES CORP	26-1063446	2026 JAN-POWER AND GAS FOR	3,629.51	3,629.51
20260007	2026-01-28	ATB FINANCIAL MASTERCARD	JAN07	2025DEC-MASTERCARD CHARG	692.27	692.27
20260008	2026-01-28	BRANDT TRACTOR LTD.	7405620	2025 DEC-REPAIR ON JOHN DEE	719.64	719.64
20260009 20260009 20260009	2026-01-28	CANADA REVENUE AGENCY	20251215 20251231 2025DEC COUN	2025 DEC 15-CRA TAX 2025 DEC 31- CRA TAX 2025 Q4 COUNCIL PAYROLL CRA	2,782.11 9,124.93 41.66	11,948.70
20260010	2026-01-28	COUNTY OF STETTLER HOUSING	2025-REMAININ	2025-STETTLER HOUSING REMA	144.00	144.00
20260011	2026-01-28	COUNTY OF STETTLER NO.6	COS013268	ELECTED OFFICIALS TRAINING	1,828.65	1,828.65
20260012	2026-01-28	DIRECT ENERGY REGULATED SERVICES	8010188721	WATER TOWER POWER	157.45	157.45
20260013	2026-01-28	DONALDA & DISTRICT AGRICULTURAL SOCIE	2020714	2026 CALENDAR ADVERTISEMEI	60.00	60.00
20260014	2026-01-28	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA)	1020001-417069	2025DEC- RESIDENTIAL WASTE	1,765.54	1,765.54
20260015	2026-01-28	GYRO AG LTD.	5385	PUBLIC WORKS- FUEL PREMIX	75.73	75.73
20260016 20260016	2026-01-28	HEARTLAND AUTO & INDUSTRIAL SUPPLY	001-614498 001-615001	WIPER BLADES FOR VILLAGE SI BOTTLES OF FUEL FOR DIESEL	36.14 112.33	148.47
20260017	2026-01-28	NEXT GEN AUTOMATION	748453	OFFICE PHOTOCOPIER	111.74	111.74
20260018 20260018	2026-01-28	NUTEC ELECTRO TEL	214186 214230	2026 JAN- OFFICE SECURITY 2026 JAN- SHOP SECURITY	88.67 52.45	141.12
20260019	2026-01-28	OLD MACDONALD KENNELS, ANIMAL SERVIC	10035	ANIMAL SERVICES=OCT, NOV, D	281.93	281.93
20260020	2026-01-28	PARKLAND COMMUNITY PLANNING SERVICE:	4414	2025 NOV- PROFESSIONAL SERA	100.00	100.00
20260021	2026-01-28	SHIRLEY McCLELLAN REGIONAL WATER SER	SMRWSC00454	WATER CONSUMPTION CHARGE	4,670.55	4,670.55
20260022	2026-01-28	STETTLER WASTE MANAGEMENT AUTHORIT	SWM0005519	2025 Q4 WASTE REQUISITION	4,407.00	4,407.00
20260023	2026-01-28	TELUS	2025DEC	2025 DEC OFFICE PHONE BILL	80.17	80.17
20260024	2026-01-28	TRINUS TECHNOLOGIES	12513	2026 JAN- MONTHLY NETWORK	485.60	485.60
20260025	2026-01-28	UFA CO-OPERATIVE LIMITED	2025DEC	PUBLIC WORKS SHOP FUEL	374.03	374.03
20260026	2026-01-28	VITAL EFFECT	13575	2026 JAN-MONTHLY WEB HOSTI	81.25	81.25
20260027	2026-01-28	WELLS, JENNIFER	2025	2025 HEALTH SPENDING-JENN V	160.00	160.00

Total 32,063.35

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending January 31, 2026

Consolidated Account Statement	Balance on January 31, 2026
Public Sector Tax Account - Tax Recovery Surplus Roll 354	44.23
Public Sector Operating Account	9,329.85
Public Sector Reserve Account	890.86
Public Sector Savings - Grant Funds	281,693.77
Public Sector Savings - Tax Recovery Surplus Roll 332	8,481.85
Public Sector Savings - MSI Capital Account	479.39
Public Sector Savings - Gas Tax Fund (GTF) Account	5,757.10
Total:	\$306,677.05

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.