



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

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

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

CALL TO ORDER

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

1. AGENDA

1.1. Additions and Amendments

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

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

CARRIED (188-25)

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

CARRIED (189-25)

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

CARRIED (190-25)

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

CARRIED (191-25)

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

CARRIED (192-25)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council November 18, 2025

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

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

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

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

CARRIED (193-25)

3. **DELEGATIONS**

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

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

CARRIED 2-1 (194-25)

Opposed: Councillor T. Metcalfe

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

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

COUNCIL received the update for information only.

- 4.2. Sidewalk Infrastructure – UPDATE

COUNCIL received the update for information only.

5. **VILLAGE BUSINESS**

- 5.1. Transfer of Ownership of the Donalda Creamery

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

CARRIED (195-25)

- 5.2. STARS Request for Support

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

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

CARRIED (196-25)

5.3. Clearview Public Schools Local Government Meeting Invitation

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

CARRIED (197-25)

5.4. 2026 Interim Operating Budget

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

CARRIED (198-25)

5.5. 2026 Interim Capital Budget

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

CARRIED (199-25)

5.6. Financial Reports

5.6.1. Operating Budget Period Ending November 30, 2025

5.6.2. Cheque Register Period November 30, 2025

5.6.3. Bank Reconciliation Period Ending November 30, 2025

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

CARRIED (200-25)

5.7. 2024 Audited Financial Statements

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

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CARRIED (201-25)

5.8. Sale of Degelman Speed Blade

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.

CARRIED (202-25)

6. **INFORMATIONAL ITEMS & CORRESPONDENCE**

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

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

CARRIED (203-25)

7. **COMMITTEE AND STAFF REPORTS**

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

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

CARRIED (204-25)

8. **GALLERY**

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

9. **CLOSED MEETING OF COUNCIL**

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

- 9.1. Auditor Recommendations – 2024 Audited Financial Statements

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9.2. Legal Matter – Former Employee

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

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

CARRIED (205-25)

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

CARRIED (206-25)

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

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

CARRIED (207-25)

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

CARRIED (208-25)

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 9:57 pm.

CARRIED (209-25)

Chief Elected Official

Chief Administrative Officer

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