



**VILLAGE OF DONALDA**  
**Regular Meeting of the Council**  
**Tuesday, March 17, 2026**  
**7:00pm**  
**Council Chambers**  
**5001 Main Street, Donalda**  
**MINUTES**

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, March 17, 2026, at the Village Complex in Council Chambers.

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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 advised Council that the following amendments and additions were noted:*

*The delegation from the Town of Bashaw and Regional Health and Wellness was unable to attend and was therefore removed from the agenda.*

*Addition under Business Arising from Previous Meetings:*

*4.6 - 2026 Budget – Community Feedback Results.*

*Addition under Village Business:*

*5.6 – Award of Contract for Infrastructure Audit.*

*5.7 – Village of Donalda Library Board Appointment.*

*Addition under Closed Session:*

*9.1 – Legal Matter - Former Employee.*

**MOVED** by P. Menecola that Council approve the agenda as amended.

**CARRIED (2026-40)**

**2. PREVIOUS MINUTES**

**2.1. Regular Meeting of Council February 20, 2026**

**MOVED** by P. Menecola that the minutes of the February 20, 2026 Regular Meeting of Council be approved as presented.

**CARRIED (2026-41)**

*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.*

## 2.2. Special Meeting of Council March 10, 2026

Deputy Mayor P. Menecola noted that the motion arising from Closed Session regarding the sale of property be corrected to read:

“Approve the offer to purchase and further direct Administration to negotiate terms and report back to Council.”

*“Council considered a motion to amend the March 10, 2026 minutes to correct error and ensure the record accurately reflects Council’s decisions. Council will now consider the motion.”*

**MOVED** by P. Menecola that the minutes of the March 10, 2026 Special Meeting of Council be approved as amended.

**CARRIED (2026-42)**

## 4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

### 4.1. Degelman Speed Blade

**MOVED** by T. Metcalfe THAT Council direct Administration and Public Works to retain the Degelman Speed Blade as a municipal asset and review opportunities to utilize the equipment in its current capacity or with minor modifications to improve operational use.

**CARRIED (2026-43)**

### 4.2. Bunk House Structure

**MOVED** by T. Metcalfe THAT Council direct Administration to prepare a detailed plan of action outlining the proposed method of removal of the Rail Bunk House structure, including safety considerations and logistics, and to present the plan at the next Regular Meeting of Council for further consideration.

**CARRIED (2026-44)**

### 4.3. Transfer Ownership of the Donalda Creamery

**MOVED** by T. Metcalfe THAT Council table consideration of the proposed transfer of ownership of the Donalda Creamery to the Donalda & District Museum Society until completion of the Municipal Affairs viability review and the municipal infrastructure audit.

**CARRIED (2-1) (2026-45)**

**OPPOSED: Shaleah Fox**

### 4.4. Handi Van Service Policy

**MOVED** by P. Menecola THAT Council direct Administration to review the Handi-Van Service Policy, procedures, and associated Fees and Services

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Bylaw amendment, and bring them back to Council for consideration at the next Regular Meeting.

**CARRIED (2026-46)**

4.5. Standpipe Operations, Fire Hydrant Service and Fire Protection Services

**MOVED** by P. Menecola THAT Council receives the report regarding standpipe operations, fire hydrant maintenance, and fire protection services for the Village of Donalda as information.

**CARRIED (2026-47)**

4.6. 2026 Budget Community Feedback Results

**MOVED** by P. Menecola THAT Council receives the report regarding the 2026 Budget Community Feedback Survey results as information.

**CARRIED (2026-48)**

At the request of T. Metcalfe, Council recessed at 8:12 pm and reconvened at 8:17 pm.

5. **VILLAGE BUSINESS**

5.1. Bylaw Enforcement and Practices

**MOVED** by P. Menecola THAT Council receives the report regarding bylaw enforcement practices as information, and further that Administration be directed to prepare and bring forward a draft bylaw, including any updates, for consideration at a future Council meeting.

**CARRIED (2026-49)**

5.2. Operations Budget 2026

**MOVED** by T. Metcalfe THAT Council approve the 2026 Operating Budget as presented.

**CARRIED (2026-50)**

5.3. Capital Budget 2026

**MOVED** by P. Menecola THAT Council approve the 2026 Capital Budget with amendments to reduce the Main Street Sidewalk Improvements project to \$100,000 and to allocate \$150,000 to Emergency Infrastructure Repair and Maintenance.

**CARRIED (2026-51)**

5.4. 2026 Taxation Bylaw #2026-01

**MOVED** by P. Menecola THAT Council give First Reading to Bylaw No. 2026-01 – Tax Rate Bylaw.

**CARRIED (2026-52)**

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5.5. Financial Reports

- 5.5.1. Operating Budget Period Ending February 28, 2026
- 5.5.2. Cheque Register Period February 28, 2026
- 5.5.3. Bank Account Settlements Period Ending February 28, 2026

**MOVED** T. Metcalfe THAT Council accept the financial statements for the period ending February 28, 2026 as presented.

**CARRIED (2026-53)**

5.6. Award of Contract – Infrastructure Audit

**MOVED** by P. Menecola THAT Council award the contract for the Infrastructure Audit to WSP Canada Inc.

**CARRIED (2026-54)**

5.7. Village of Donalda Library Board Appointment

**MOVED** by T. Metcalfe THAT Council appoint Michael Hayworth to the Village of Donalda Library Board for a term of three (3) years.

**CARRIED (2026-55)**

6. **INFORMATIONAL ITEMS & CORRESPONDENCE**

- 6.1. Renewed Police Funding Model – Preliminary 5-Year Estimate for Village of Donalda
- 6.2. Education Property Tax Fact Sheet
- 6.3. Alberta Counsel – Grant Opportunities April 1 – 7, 2026
- 6.4. Alberta Counsel – Grant Opportunities April 24 – 30, 2026

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

**CARRIED (2026-56)**

7. **COMMITTEE AND STAFF REPORTS**

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

**MOVED** by P. Menecola THAT council accept the Committee and Staff Reports as presented.

**CARRIED (2026-57)**

8. **GALLERY**

Members of the gallery raised concerns regarding snow and ice removal at the library ramp. A member of the gallery clarified that the Friendship Centre building is

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not owned by the Village. Administration advised that it will monitor the conditions of the library ramp.

**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. Legal Matter (Former Employee)**

**MOVED** by P. Menecola THAT Council move in camera at 9:37 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:  
**CARRIED (2026-58)**

**MOVED** by P. Menecola THAT Council return to open session at 9:49p.m.  
**CARRIED (2026-59)**

*Council reconvened in Open Session*

**Matters Arising from Closed Session**

**MOVED** by P. Menecola THAT Council ratify the direction from Closed Session to accept the offer letter as drafted by legal counsel, and further direct Administration to include appropriate release language as part of the agreement, in order to bring the matter to a close.  
**CARRIED (2026-60)**

**10. NEXT MEETINGS**

- 10.1. April 21, 2026
- 10.2. May 19, 2026

**11. ADJOURNMENT**

**MOVED** by S. Fox that council adjourn the meeting at 9.51 pm.  
**CARRIED (2026-61)**

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Chief Elected Official

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Chief Administrative Officer

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