

VILLAGE OF DONALDA
Regular Council Meeting,
May 19, 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 April 29, 2026

3. DELEGATIONS

No delegations meeting the threshold for Council approval were identified during the reporting period.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. 5013 Main Street – Dangerous and Unsightly Property Enforcement

4.2. Municipal Viability Review – Infrastructure Audit Update

4.3. Donalda Creamery – Ownership, Funding Request and Long-Term Sustainability

4.4. Donalda Village Residents Committee

5. VILLAGE BUSINESS

5.1. Main Street Revitalization and Commercial District Compliance Strategy

5.2. Council Procedure Bylaw #772-24 Review: Agenda Distribution & Public Access

5.3. Purchase of Portable Digital Communication Sign

5.4. Administration Workstation Upgrade – Windows 11 Compatibility

5.5. Financial Reports

5.5.1. Operating Budget Period Ending April 30, 2026

5.5.2. Cheque Register Period April 30, 2026

5.5.3. Bank Account Settlements Period Ending April 30, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Alberta Municipalities: Albertans' Property Taxes will go Up because of Budget 2026

6.2. Alberta Municipalities: Court Decision on Canmore Vacancy Tax Bylaw

6.3. County of Stettler Seasonal Road Ban

6.4. County of Stettler Fire Restriction

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

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.

- 7.3. Councillor
- 7.4. Chief Administrative Officer

8. **GALLERY**

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. Advice from Officials: Donalda Reservoir Site – Purchase and Sale Agreement
- 9.2. CAO Performance Appraisal

10. **NEXT MEETINGS**

- 10.1. June 16, 2026
- 10.2. July 15, 2026

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Wednesday, April 29, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Wednesday, April 29, 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 7:02 pm.

1. AGENDA

1.1. Additions and Amendments

P. Menecola requested the addition of Item 9.2 – County of Stettler Housing Authority – Operations Update to the agenda.

MOVED by T. Metcalfe that Council approve the agenda as amended.

CARRIED (2026-62)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council February 20, 2026

MOVED by P. Menecola that the minutes of March 17, 2026, Regular Meeting of Council be approved as presented.

CARRIED (2026-63)

3. DELEGATIONS

3.1. Bashaw and District Regional Health & Wellness Foundation – Georgina Goudet
The scheduled delegation was not in attendance.

3.2. Donalda Village Residents Committee – Kim Van Gelderen

The Donalda Village Residents Committee appeared before Council to introduce the committee, outline its purpose and objectives, and request consideration

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for inclusion as a recurring agenda item at regular Council meetings to facilitate communication between residents and Council.

MOVED by P. Menecola that Council receive the presentation from the Donalda Village Residents Committee for information and directed Administration to review the request and report back to Council.

CARRIED (2026-64)

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1. 2026 Tax Rate Bylaw

MOVED by P. Menecola THAT Council give second reading to Bylaw No. 775, being the 2026 Tax Rate Bylaw.

CARRIED (2026-65)

MOVED by P. Menecola That Council unanimously agree to proceed with third reading to Bylaw No. 775, being the 2026 Tax Rate Bylaw.

CARRIED (2026-66)

MOVED by T. Metcalfe That Council give third and final reading to Bylaw No. 775, being the 2026 Tax Rate Bylaw.

CARRIED (2026-67)

4.2. Bunk House Structure

MOVED by P. Menecola That Council approves the recommendation of Administration regarding the demolition and removal of the bunkhouse structure in accordance with the Bunk House Demolition Action Plan and authorize Administration to proceed utilizing Public Works staff and resources.

5. VILLAGE BUSINESS

5.1. FCSS Funding to Bashaw & Area Community Resource Centre

MOVED by P. Menecola That Council approve a lump sum payment of \$7,972.00 to the Bashaw and Area Community Resource Centre for the 2025 FCSS fiscal year;

AND THAT Council approves ongoing quarterly payments of \$1,993.00 to support FCSS services accessed by residents of the Village of Donalda;

AND FURTHER THAT Administration be authorized to finalize any required agreements or arrangements.

CARRIED (2026-68)

5.2. Village of Donalda Handi Van Service Implementation

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

MOVED by P. Menecola That Council approve the implementation of the Village of Donalda Handi-Van service and approve the amendment to the current Fees and Services Bylaw establishing the applicable fee.

CARRIED (2026-69)

5.3. Amendment to Fees and Services Bylaw #762-23 (Handi Van Service Fee)

MOVED by T. Metcalfe That Council give first reading to Bylaw No. 774-26, being an amendment to Fees and Services Bylaw #762-23 to include the Handi-Van service fee;

CARRIED (2026-70)

MOVED by P. Menecola THAT Council give second reading to Bylaw No. 774-26;

CARRIED (2026-71)

MOVED by T. Metcalfe THAT Council give third and final reading to Bylaw No. 774-26.

CARRIED (2026-72)

5.4. Financial Reports

5.4.1. Operating Budget Period Ending February 28, 2026

5.4.2. Cheque Register Period February 28, 2026

5.4.3. Bank Account Settlements Period Ending February 28, 2026

MOVED T. Metcalfe THAT Council accept the financial statements for the period ending March 31, 2026, as presented.

CARRIED (2026-73)

6. **INFORMATIONAL ITEMS & CORRESPONDENCE**

6.1. Celebrate Canada Funding Application - Approved

6.2. Alberta Municipal Affairs – Bill 28

6.3. Alberta Municipal Affairs – Assessment Model Review (AMR)

6.4. ATCO Report to Communities – Village of Donalda

6.5. Clearview Public Schools Annual Education Results Report 2024-2025

6.6. Alberta Counsel – Grant Opportunities May 1 – 7, 2026

6.7. Alberta Counsel – Grant Opportunities May 24 – 31, 2026

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

CARRIED (2026-74)

7. **COMMITTEE AND STAFF REPORTS**

7.1. Mayor

7.2. Deputy Mayor

7.3. Councillor

7.4. 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.

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

CARRIED (2026-75)

8. GALLERY

Members of the gallery brought forward concerns regarding the lack of active businesses on Main Street. Concerns were expressed that some property owners are utilizing commercial buildings for residential purposes and personal storage rather than operating businesses. Members of the gallery encouraged Council to enforce existing bylaws in order to address the issue, promote compliance, and encourage future business investment within the Village.

Additional concerns were raised regarding the operation of off-road vehicles on Village streets.

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)

9.2. County of Stettler Housing Authority – Operational Matter

MOVED by P. Menecola THAT Council move in camera at 8:57 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 (2026-76)

MOVED by P. Menecola THAT Council return to open session at 9:33 p.m.
CARRIED (2026-77)

Council reconvened in Open Session

Matters Arising from Closed Session

MOVED by P. Menecola That Council accepts the information provided regarding the County of Stettler Housing Authority for information.
CARRIED (2026-78)

MOVED by P. Menecola That Council direct Administration to continue working with legal counsel regarding the legal matter provide updates to Council as matters progress.
CARRIED (2026-79)

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. May 19, 2026
- 10.2. June 16, 2026

11. ADJOURNMENT

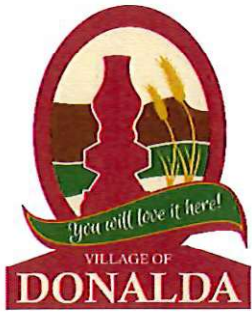
MOVED by S. Fox that council adjourns the meeting at 9.37 pm.

CARRIED (2026-80)

Chief Elected Official

Chief Administrative Officer

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



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	5013 Main Street – Dangerous and Unsightly Property Enforcement
Agenda Number	4.1 Business Arising from Previous Meetings

Background/Proposal

To provide Council with an update regarding the ongoing dangerous and unsightly property enforcement matter at 5013 Main Street and to seek direction regarding continued enforcement proceedings under Bylaw 681.

On July 20, 2023, the Village of Donalda issued an Order to Remedy Dangerous and Unsightly Property pursuant to Section 545 of the Municipal Government Act and Bylaw 681 – Nuisance and Unsightly Premises Bylaw.

The Order identified concerns relating to:

- unsafe and deteriorated structures;
- structural deficiencies;
- accumulation of refuse and debris;
- unsightly conditions; and
- potential public safety concerns.

The Order required the owner to:

- remove or demolish unsafe structures;
- remove demolition debris, refuse, and waste materials; and
- restore the property into compliance with municipal bylaws.

Despite the expiration of the original compliance deadline, no meaningful remediation efforts have been undertaken by the property owner to date.

Recent inspections indicate that:

- the structure remains standing;
- structural deterioration continues;
- demolition debris and refuse remain on site; and
- unsafe conditions may present increasing public safety concerns.

Administration has issued a Final Notice of Non-Compliance requiring:

- submission of a remediation plan within 14 days; and
- full remediation within 30 days.

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Discussion/Options/Benefits/Disadvantages

Administration is concerned that:

- the continued deterioration of the structure may create increased public safety risks;
- prolonged non-compliance negatively impacts the Main Street area and surrounding properties;
- additional deterioration may substantially increase future remediation costs; and
- further enforcement action may become necessary should compliance not occur.

Preliminary remediation, demolition, and cleanup costs may range from approximately \$25,000 to \$100,000 or greater depending on:

- structural stability;
- demolition scope;
- disposal requirements;
- and potential environmental considerations.

Administration notes that remediation costs may be recoverable pursuant to Bylaw 681 and the Municipal Government Act; however, full recovery cannot be guaranteed.

Administration believes continued enforcement action is appropriate due to:

- prolonged non-compliance;
- ongoing structural deterioration;
- increasing public safety concerns;
- and the need to protect the Village's enforcement and legal position.

Administration further recommends preparation for potential municipal remediation and demolition measures should the property owner fail to comply within the prescribed timelines.

Options for Council

1. Continue Enforcement Proceedings (Recommended)

Direct Administration to continue enforcement proceedings under Bylaw 681 and the Municipal Government Act, including:

- monitoring compliance with the Final Notice of Non-Compliance;
- obtaining updated inspections or contractor estimates if required;
- preparing for potential municipal remediation, securing, demolition, and cleanup activities; and
- pursuing cost recovery measures should compliance not be achieved.

Advantages

- Demonstrates continued enforcement consistency;
- Addresses ongoing public safety concerns;
- Protects the Village's legal and administrative position;
- Supports community appearance and revitalization efforts.

Disadvantages

- Potential municipal financial exposure;
- Cost recovery may not be fully achievable;
- Additional staff and legal resources may be required.

2. Explore Voluntary Property Acquisition

Direct Administration to explore potential voluntary acquisition discussions with the property owner and report back to Council with additional information respecting:

- environmental considerations;
- title review;
- estimated remediation costs;
- redevelopment potential; and
- financial implications.

Advantages

- May provide long-term redevelopment opportunities;
- Could allow the Village greater control over remediation outcomes;
- May support future Main Street revitalization initiatives.

Disadvantages

- Potential environmental and financial liability exposure;
- Acquisition and remediation costs may be significant;
- Long-term redevelopment outcomes are uncertain.

3. Defer Further Action

Council may choose to defer further enforcement or remediation actions pending additional inspections, legal review, or future developments.

Advantages

- Delays immediate municipal expenditures;
- Allows additional information gathering.

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Disadvantages

- Ongoing deterioration may increase public safety risks;
- Future remediation costs may increase;
- Potential municipal liability exposure may increase;
- Continued negative impact on surrounding area and Main Street.

Costs/Source of Funding

Preliminary remediation, demolition, and cleanup costs may range from approximately \$25,000 to \$100,000 or greater depending on:

- structural stability;
- demolition scope;
- disposal requirements;
- contractor availability; and
- potential environmental considerations.

Additional costs may include:

- engineering or structural assessments;
- fencing or site security;
- legal expenses; and
- environmental review

Administration notes that remediation costs may be recoverable pursuant to Bylaw 681 and the Municipal Government Act; however, full recovery cannot be guaranteed.

Applicable Legislation

Administration's enforcement authority is established under:

- Section 545 of the Municipal Government Act, which authorizes municipalities to issue orders respecting dangerous or unsightly property conditions.

The Municipal Government Act also authorizes municipalities to:

- undertake remedial action where compliance is not achieved;
- recover costs incurred;
- and add eligible costs to the tax roll.

Recommended Action

That Council direct Administration to continue enforcement proceedings regarding 5013 Main Street pursuant to Bylaw 681 and the Municipal Government Act, including preparation for municipal remediation, demolition,

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site securing, cleanup, and cost recovery measures should compliance not be achieved within the prescribed timelines.

Implementation/Communication

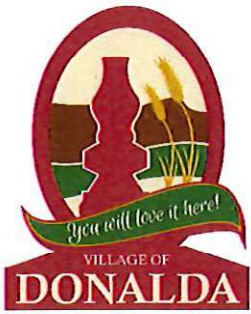
The Administration will proceed upon the Council's request.

Target Decision Date

May 19, 2026

ATTACHMENT

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	May 19, 2026
Originated By	Melanie Veale
Decision Title	Municipal Viability Review – Infrastructure Audit Update
Agenda Number	4.2 Business Arising from Previous Meetings

Background/Proposal

To provide Council with an update regarding the commencement of the Village infrastructure audit process, including the anticipated timeline and clarification respecting the infrastructure systems and assets currently scheduled for inspection.

Administration has been advised that preliminary infrastructure inspection activities are scheduled to commence on May 19, 2026.

Correspondence received from WSP Canada indicates that the initial inspection activities will include:

- Wastewater Lagoon System inspection; and
- CCTV inspection of portions of the sanitary sewer collection system.

Administration has further been advised that additional inspections may be identified or scheduled as the project progresses.

Discussion/Options/Benefits/Disadvantages

At this time, the following infrastructure systems and assets have been identified for inspection or assessment:

1. Wastewater Lagoon System

The inspection is anticipated to include:

- lagoon cell condition;
- berms and embankments;
- inlet and outlet structures;
- control structures;
- overall operational condition; and
- general maintenance and performance observations.

Administration anticipates that Village staff representation may be required onsite to:

- provide access;
- answer operational questions; and
- assist with system information.

2. Sanitary Sewer System – CCTV Inspection

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.

Closed Circuit Television (CCTV) inspections are anticipated to include portions of the sanitary sewer collection system.

The purpose of CCTV inspections is generally to:

- assess pipe condition;
- identify structural defects;
- locate infiltration or inflow concerns;
- identify root intrusion, cracking, settlement, or blockages; and
- assist with long-term infrastructure planning and capital forecasting.

The infrastructure audit is anticipated to include review and assessment of various municipal assets and infrastructure systems, which may include:

- wastewater lagoon systems;
- sanitary sewer collection systems;
- water distribution infrastructure;
- stormwater infrastructure;
- lift stations and pumping systems;
- municipal buildings and facilities;
- public works facilities;
- utility infrastructure;
- roads and surface infrastructure;
- municipal structures;
- operational systems and supporting infrastructure; and
- other municipal assets identified through the audit process.

The purpose of the audit process is anticipated to include:

- assessment of current infrastructure condition;
- identification of deficiencies or operational concerns;
- lifecycle and asset condition analysis;
- capital planning support;
- operational and maintenance review; and
- long-term infrastructure management planning.

Administration anticipates ongoing coordination with consultants and contractors throughout the inspection process, including providing:

- site access;
- operational information;
- infrastructure mapping and records;
- and staff support where required.

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Cost / Source of Funding

At this stage, Administration does not anticipate additional direct municipal financial contributions beyond existing approved project allocations and operational support requirements.

Future financial implications may arise depending on:

- inspection findings;
- identified infrastructure deficiencies;
- recommended repairs or upgrades;
- operational or regulatory compliance concerns; and
- future capital infrastructure planning requirements.

The results of the audit process may assist the Village in:

- prioritizing future capital projects;
- supporting long-term asset management planning; and
- identifying future grant funding opportunities

OPTIONS FOR COUNCIL CONSIDERATION

Council may choose to:

1. Accept the Report for Information (Recommended)
2. Request Interim Reporting to Council (Increases Administrative Reporting Requirements)
3. Request Future Capital Planning Report (Additional Administrative Planning may be Required at Completion of the Audit)

Applicable Legislation

- Municipal Government Act
- Environmental Protection and Enhancement Act (Alberta)
- Alberta Water Act
- Occupational Health and Safety Act

RECOMMENDATION

That Council accept the Infrastructure Audit – Project Timeline and Scope of Inspections report for information.

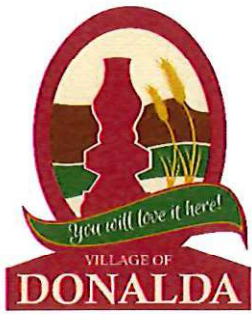
Implementation/Communication

Administration will proceed as directed by Council.

Target Decision Date

May 19, 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.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Donalda Creamery – Ownership, Funding Request and Long-Term Sustainability
Agenda Number	4.3 Business Arising from Previous Meetings

Background/Proposal

To provide Council with updated information regarding the Donalda Creamery, including:

- a request from the Donalda & District Museum Society for either transfer of ownership or municipal financial support;
- the financial and operational implications of the project; and
- considerations related to long-term sustainability, public use, and municipal liability

The Donalda Creamery is a provincially designated historic resource currently owned by the Village of Donalda. The Donalda & District Museum Society has historically acted as the primary steward of the facility through programming, maintenance efforts, and heritage preservation activities.

The Society has advised that ownership of the building may improve eligibility for certain non-profit heritage and capital grant programs. The Society has requested that the Village either:

1. provide a municipal contribution of \$30,000; or
2. transfer ownership of the building to the Society

Previous technical assessments identified:

- significant hazardous materials, including asbestos, lead paint, and mould;
- structural deficiencies; and
- estimated restoration costs of approximately \$375,000+ (2017 dollars).

The Village is also currently participating in an active Municipal Affairs viability review and preparing to undertake a municipal infrastructure audit.

Discussion/Options/Benefits/Disadvantages

1. Building Condition and Liability

The Creamery is currently not suitable for public use due to:

- hazardous materials;
- structural concerns; and
- lack of code compliance for public occupancy.

As legal owner of the property, the Village currently carries:

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- liability associated with environmental and safety risks;
- responsibility for regulatory compliance; and
- potential exposure to future capital and maintenance costs

2. Financial Considerations

The Village of Donalda is a small municipality with approximately 240 residents and ongoing infrastructure priorities related to core municipal services.

The estimated restoration costs represent a significant discretionary investment relative to the Village's financial capacity.

In addition to restoration costs, long-term financial considerations include:

- insurance;
- utilities;
- maintenance and lifecycle repairs;
- programming and operational expenses; and
- future capital replacement costs

At this time, no detailed long-term operating budget or sustainability model has been provided.

3. Grant Funding and Ownership Considerations

Administration acknowledges that ownership structure may influence eligibility for certain non-profit-focused grant programs. However:

- ownership alone does not guarantee grant success;
- funding agencies also consider organizational capacity, project readiness, governance, and long-term sustainability

Municipal ownership may also provide stability, accountability, and assurance of long-term heritage preservation.

Any future consideration of ownership transfer should include appropriate legal safeguards such as:

- heritage conservation covenants;
- reversionary clauses; and
- public benefit requirements

4. Heritage Protection

The Donalda Creamery is already designated as a Provincial Historic Resource under Alberta's Historic Resources Act.

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

This designation provides legal protection for the building, and any alterations or demolition require provincial approval.

A municipal heritage designation bylaw is not currently required.

5. Public Use and Long-Term Sustainability

While restoration and ownership have been central to discussions regarding the Creamery, there is currently no comprehensive long-term plan addressing:

- intended public use of the building;
- ongoing operational responsibilities;
- volunteer and organizational capacity;
- succession planning for future stewardship; and
- long-term financial sustainability.

Given the scale of the project relative to the Village's size and resources, Administration believes these considerations should be clearly addressed prior to committing municipal funding or transferring ownership.

6. Municipal Affairs Viability Review

The Village is currently undergoing a Municipal Affairs viability review and preparing for a municipal infrastructure audit.

These processes may include recommendations regarding:

- municipal assets;
- governance;
- financial sustainability; and
- long-term service delivery.

Administration believes it would be prudent to consider the future of the Creamery within the broader context of these reviews.

Cost / Source of Funding

At this time, no dedicated funding source has been identified within the Village's approved budget for the requested \$30,000 contribution. Any municipal contribution would likely require allocation from reserves, accumulated surplus, or reallocation from other municipal priorities.

Given the Village's current infrastructure demands, viability review, and pending infrastructure audit, Administration recommends caution regarding discretionary capital expenditures without a defined long-term funding and sustainability strategy.

OPTIONS FOR COUNCIL CONSIDERATION

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.

Council may choose to:

1. Defer Decision Pending Further Information (Recommended)

Council may choose to defer consideration of ownership transfer and decline the current funding request pending:

- completion of the viability review and infrastructure audit; and
- receipt of a comprehensive sustainability proposal from the Museum Society.

Benefits

- Supports prudent governance and long-term planning;
- Reduces risk of premature financial commitment;
- Allows Council to make a more informed decision;
- Maintains flexibility while preserving future opportunities.

Risks

- Potential delay in grant applications tied to ownership.

2. Approve Conditional Transfer of Ownership

Council may choose to proceed with transfer of ownership subject to legal agreements and demonstrated funding and operational capacity.

Benefits

- May improve grant eligibility;
- Aligns ownership with operational stewardship;
- Reduces direct municipal responsibility.

Risks

- Uncertainty regarding long-term sustainability;
- Potential reputational concerns if the project is not completed or maintained.

3. Provide Conditional Municipal Contribution

Council may choose to provide a one-time financial contribution toward the project.

Benefits

- Supports advancement of initial project phases;
- Demonstrates municipal support for heritage preservation.

Risks

- Village retains ownership and liability;
- Potential expectation of future municipal funding support.

Applicable Legislation

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- Municipal Government Act
- Environmental Protection and Enhancement Act (Alberta)
- Alberta Water Act
- Occupational Health and Safety Act

RECOMMENDATION

THAT Council defer consideration of the proposed transfer of ownership of the Donalda Creamery and decline the current funding request pending:

1. completion of the Municipal Affairs viability review and municipal infrastructure audit; and
2. receipt of a comprehensive proposal addressing funding, governance, public use, succession planning, and long-term sustainability.

Implementation/Communication

Administration will communicate Council's direction to the Donalda & District Museum Society and continue monitoring the progress of the Municipal Affairs viability review and municipal infrastructure audit.

Target Decision Date

May 19, 2026

ATTACHMENTS

- Conservation Plan (2017)
- Hazardous Building Materials Assessment (2017)
- Restoration Work Plan

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.

Historic Donalda Cooperative Creamery, Donalda, Alberta
CONSERVATION PLAN



Final REPORT

For the Donalda Museum Society with financial assistance from the Alberta Historical Resources Foundation

Historic Donalda Cooperative Creamery, Donalda, Alberta
CONSERVATION PLAN
FINAL REPORT

October 2017



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EXECUTIVE SUMMARY

HISTORICAL OVERVIEW

The 1954 Donalda Co-operative Creamery is one of only two remaining historic creameries in Alberta that have been designated as provincial historic resources. This Creamery replaced an earlier Donalda facility that was constructed in 1924. The 1954 Donalda Co-operative Creamery consists of a main building that was a former machine shop, which was moved to this location. An addition was built on the east side of the main building in order to enlarge the premises for a bigger operation.

FOCUS OF THE REPORT

The focus of this report is to assess the condition of the building and to make recommendations for its conservation through restoration and repairs. There will be some substantial costs associated with the restoration. This report provides budgets for the proposed conservation work that will assist with fund-raising and project planning. It is important to note that all reviews and recommendations are in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

PERIOD OF RESTORATION

There have been some changes to the building since it was constructed in 1954. The greatest amount of information about the building and its operations is the most recent history. It is recommended that the exterior of the Creamery be interpreted to the period when the Insulbrick siding was replaced with Drop siding. It is therefore recommended that the Creamery be interpreted to the 1980's period, just prior to its closing. This ensures that changes over time will not be removed.

BUILDING CONDITION

The building is generally in good condition. The structure of the building meets current code expectations with the exception of the roof over the east addition. In this case, the 2x4 roof rafters need additional support to meet the snow loading requirements of the Alberta Building Code. The major building condition issues are associated with the bottom of both the interior and exterior walls, where they are in contact with the perimeter concrete grade or the interior concrete slab. Rising damp and occasional flooding has caused the wood sill plates and possibly the lower parts of the wall studs to rot. In addition to this, the interior concrete floor slab is in very poor condition in most parts of the building. Full replacement of the concrete floor slab is recommended.

HAZARDOUS MATERIALS REPORT (see separate report by Calibre Consulting Inc.)

The building contains some hazardous materials in quantities that exceed the Province's guidelines for safe limits. The walls and ceilings are insulated with an asbestos-containing mineral (vermiculite) called Zonolite. The boiler is clad in an asbestos-containing insulating material. There are a few areas of paint with excessive lead content, mainly on the wood window sashes and the motors for the pasteurizers. There may be some mould in the walls. There may still be some freon in the cooling system which will need further investigation. All hazardous materials must be properly removed and disposed by a certified abatement company.

WORK PLAN.

The first work to be done will be to make the building safe for workers. This will involve the removal of all the hazardous materials followed by certification that the building has been properly abated. No work that would disturb the surfaces and equipment, causing dust to enter the air, should be undertaken at this time. This means that the attic should not be cleaned up by volunteers, and the walls containing Zonolite should not be disturbed. It is assumed that simple access and observation by the Society is not considered to be dangerous.

To prepare for the hazardous materials abatement, a trench should be dug around the west, north and east sides of the building to expose the entire grade beam and the bottom of the walls. The certified hazardous material abatement contractor will enclose the areas where they will be working and remove the lower exterior wall cladding and sheathing in order to extract the Zonolite insulation. They will enclose and clean up the attic in order to remove the attic insulation. They will remove all the loose items in the attic and clean them for inspection by the Museum Society. When all the hazardous material abatement has been completed and certified, restoration and repair work can begin.

Recommended conservation procedures, in order of priority. See Restoration Work Plan 8.0 for more detail.

1. Repair the bottoms of the exterior walls and waterproof the grade beam.
2. Replace the weeping and connect to the sump. Backfill the trenches.
3. Upgrade the roof structure of the east addition.
4. Repair the masonry chimney.
5. Replace all the sawn cedar shingles with new materials.
6. Remove all the wood windows and frames. Replace with new, matching replicas.
7. Repair all the wood doors and frames.
8. Repair and paint the exterior siding and trims.
9. Start the process to remove the interior concrete slabs in sections.
10. Repair the bottoms of the interior walls as necessary.
11. Without moving the large equipment, replace the concrete slabs except where there are wood floors.
12. Refinish the interior walls and ceilings.
13. Refinish the major equipment.

BUDGET SUMMARY (see 9.0 CONSTRUCTION BUDGET)

The overall budget for the project is estimated to be **\$403,809**. This budget reflects the 'retail' cost of the project, as if it were undertaken by a contractor, and does not take into consideration any possible savings as a result of volunteer and donated services. The estimate is order of magnitude Class D, and could vary by 20%.

1.0 INTRODUCTION

The 1954 Donalda Co-operative Creamery is one of only two remaining historic creameries in Alberta that have been designated as provincial historic resources. This Creamery replaced an earlier Donalda facility that was constructed in 1924.



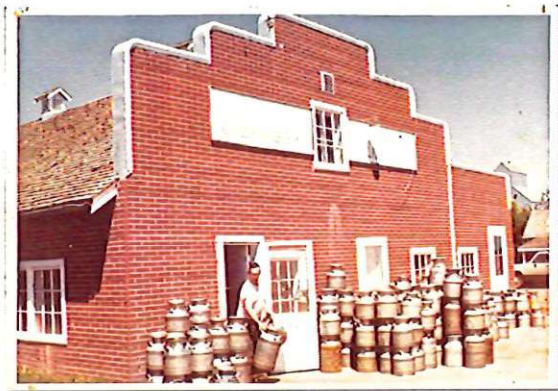
Woodland Dairy (1924) became Donalda Co-operative Creamery in 1932 and made award-winning Donalda Maid butter until 1987.

The original Donalda Co-operative Creamery



The 1902 Markerville Creamery PHR

The 1954 Donalda Co-operative Creamery consists of a main building that was a former machine shop, which was moved to this location. An addition was built on the east side of the main building in order to enlarge the premises for a bigger operation.



An early photo with "Insulbrick" siding



A recent photo showing the east addition

In the 1990s, the original Insulbrick siding was replaced with wood 1x6 Drop siding. The 1950s siding had deteriorated to the point that it needed to be replaced. Insulbrick was no longer manufactured, or available, so the choice was made to replace the siding with painted "Drop" siding, a wood cladding material that was common in the early to mid-20th C for all types of buildings in Alberta.

2.0 STATEMENT OF SIGNIFICANCE

Description of Historic Place

The Donalda Creamery is a one-and-a-half-storey, light industrial building. Previously used as a machine-shop, it was moved onto this site in 1954 and converted into a creamery. At the time of the conversion, two small, vented cupolas were added to the roof and a shed-roofed addition with a stone chimney and metal stove pipe was attached to the east elevation. The south elevation features a large, boomtown front with three entryways, square windows and overhead corporate signage. The structure is clad in wood siding and shingles. An associated double garage clad in wood siding is situated to the east of the creamery. The Donalda Creamery occupies two lots on Foster Street, a gravel road in the Village of Donalda, half a block west of the former rail line and one block north of the village's main commercial street.

Heritage Value

The heritage value of the Donalda Creamery lies in its association with the development of the dairy industry in Alberta. It is also significant for its architecture, which is an excellent example of small-scale industrial architecture adapted for use in the dairy industry, and for the equipment it contains, which illustrates changes in dairy-processing technology and procedures.

In 1937, the Donalda Co-operative Creamery Association was formed by local producers and the owner of the existing creamery, which had been established in 1924. Numerous co-operative creameries were established throughout Alberta in the early decades of the twentieth century. Based on the successful wheat pool and grain co-op ventures, creamery co-ops allowed producers to work together to overcome the challenges presented by their geographic isolation and their economic and political remoteness from the centres of power. The Donalda Creamery produced butter and cream for consumption both locally and throughout the province. Beginning in 1946, the Central Alberta Dairy Pool attempted to absorb the Donalda Creamery, a move reflective of the consolidation of the province's small creameries under the much larger dairy pools. These overtures were resisted, and the Donalda Creamery was one of the few creameries to remain independent during the middle decades of the twentieth century.

In the 1950s, rising production and a rapidly deteriorating facility meant that a new and larger creamery was required. In 1954, a gable-roofed machine shop located was purchased and moved onto the creamery's property. The open floor plan of the machine shop was ideally suited for conversion.

A shed-roofed addition, which would house an office, laboratory and boiler room, was quickly constructed. The former creamery building was torn down and the salvaged lumber was used to construct a two door truck garage. Most of the equipment from the original creamery was transferred to the new facility and new equipment was purchased, giving the Donalda Creamery a collection of dairy processing equipment covering a number of different eras. The creamery continued to use equipment from the 1920s and 1930s, notably the Babcock Tester, which is used to determine the fat content in milk; a cream tester; centrifuge; bottle holders; scales; and a cream can washer. Three churns, complete with different drive systems and vats date from the 1940s, 1950s and 1960s. Other original equipment of differing vintages provides evidence of how dairy technology and procedures changed from the 1930s to the 1980s. When the Creamery closed in 1987, it was one of the last farmer-owned creameries operating in Alberta.

In many ways, the Donalda Creamery is typical of small-scale creameries in Alberta. The co-op's Board of Directors based the creamery's layout on observations of other creameries and on the recommendations of the Provincial Dairy Commissioner. The Donalda Creamery is a wood-framed, gable roofed building with a shed roofed addition. Two vented cupolas top the gable roof for extra ventilation, important in creamery buildings. The stepped, boomtown front on the south elevation makes the creamery an impressive presence on the street, and the three entrances facilitate the easy movement of workers, customers and cream can deliveries. Inside the creamery has an efficient layout with a clear demarcation between the building's functional areas. The main gable roof covers an open processing area, a cold storage room and a testing laboratory. The shed-roofed portion contains the creamery office, water pump and boiler room with coal storage bin. The importance of sanitation in creameries is demonstrated by the easily cleaned surfaces, including the concrete floor with drains, tin-clad walls and ceiling and sealed light fixtures.

Source: Alberta Culture and Community Spirit, Historic Resources Management Branch (File: Des. 1583)

Character-Defining Elements

Key elements that define the heritage value of the Donalda Creamery include such elements as its:

Exterior

- gable-roofed main building with an attached shed-roofed addition, which is a typical form for small-scale creameries;
- two small, vented gable-roofed cupolas situated at the peak of the gable roof;
- stepped, boomtown front;
- three entry doors on the south (front) elevation and single entry door on the rear elevation which facilitate easy movement of workers, customers and deliveries in a busy environment;
- evidence of two large delivery doors, probably for coal deliveries, on the east (side) and north (rear) elevations of the shed-roofed addition, both giving access to the coal bin and boiler room;
- the overhead identification signage, which taken together read DONALDA CO-OPERATIVE CREAMERY LIMITED;
- the stone chimney and the metal stove pipe projecting through the roof of the shed-roofed addition;
- historical fenestration pattern of mostly four-paned square windows with some nine-paned square windows;
- presence of a large, gable-roofed, double garage, situated to the east of the creamery and possibly constructed of salvaged materials from the original 1924 creamery building.

Interior

- the layout which separates the functional areas of the creamery, with the work floor, testing laboratory and cooler situated in the gable-roofed portion, an office and storage area in the half-storey and the main office, pump room, boiler room and coal storage bin located in the shed-roofed portion;
- the sanitary and easily cleaned design of the work area, evidenced by the concrete floor with in-floor drains, metal-clad walls and ceilings, and sealed lighting fixtures;
- presence of original dairy processing equipment of various vintages, such as, but not limited to, the Babcock tester, cream tester, centrifuge, bottle holders, scales and cream can washer from the 1920s and 1930s; as well as three churns with drive systems and vats, which date from the 1940s, 1950s and 1960s.

3.0 APPLICATION OF THE STANDARDS AND GUIDELINES FOR THE CONSERVATION OF HISTORIC PLACES IN CANADA *adapted from the Parks Canada Publication*

THE CONSERVATION TREATMENTS: PRESERVATION, REHABILITATION AND RESTORATION

While any conservation project may involve aspects of more than one of these three conservation treatments, it is important to decide during the planning stage whether the project falls under *Preservation, Rehabilitation* or *Restoration*. A clear idea of the project's primary focus or objective, as provided in a conservation plan, and the heritage values of the historic place will contribute to the success of a consistent and coherent conservation project. The primary treatment for the conservation of the Donalda Creamery is **RESTORATION** when:

- (a) An historic place's significance during a particular period in its history significantly outweighs the potential loss of existing, non character-defining materials, features and spaces from other periods;
- (b) Substantial physical and documentary or oral evidence exists to accurately carry out the work;
- (c) Contemporary additions or alterations are not planned.

The most important conservation standards are:

1. **Conserve the heritage value of an historic place.** *Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of an historic place if its current location is a character-defining element.*
2. **Conserve changes to an historic place that, over time, have become character-defining elements in their own right.**
3. **Conserve heritage value by adopting an approach calling for minimal intervention.**
4. **Recognize each historic place as a physical record of its time, place and use.** *Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.*
5. **Find a use for an historic place that requires minimal or no change to its character-defining elements.**
6. **Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken.** *Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.*

7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.

8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.

9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

Additional Standards Relating to Restoration

13. Repair rather than replace *character-defining elements* from the *restoration* period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.

14. Replace missing features from the *restoration* period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

4.0 STRUCTURAL CONDITION REPORT

This report was prepared by Erik B. Jacobsen, P.Eng., E.B.Jacobsen Consulting Group. Recommendations for structural upgrading requirements for this project are as follows:

1. Based on our preliminary observations at the site of the excavation and exposure of a small part of the existing foundations for the main building it appears that the foundation system for this part of the building consists of a 2'-0" x 8" concrete grade beam supported on cast in place concrete piles around the perimeter of the building. This conclusion seems to be further reinforced by the very uniform appearance of the exterior building elevations where there were no signs of differential settlement or movement of the foundation system in spite of the poor subgrade, which exists at this location. Our recommendation at this time would be to trench and expose the entire perimeter of the building foundations for further evaluation of this system. At this time further evaluation and possible repair procedures for the foundations can then be provided should such be necessary.



Digging in the SW corner revealed what appears to be a 24" deep grade beam on piles

2. The roof framing system for the main area of the creamery consists of fabricated timber roof trusses spaced at 24" o.c. and comprised of 2"x6" top chords and 2"x10" bottom chords joined by 2"x6" vertical webs and a series of double 1"x6" diagonals. This truss systems appears in very good condition throughout with no signs of structural distress or undue deflections anywhere to be seen. Based on our observations, therefore, we do not feel that repairs or modifications to this truss system will be required.



The fabricated roof trusses over the main portion of the Creamery



The attic 'room' inserted into the trusses



The 2x4 roof joists over the east addition

3. The roof framing for the addition to the creamery consists of 2"x4" roof joists spaced at 24" o.c. and spanning approximately 20'-0". These joists are seriously deficient and do not meet the requirements of the current Alberta Building Code, 2014 Edition. All such joists shall be reinforced using one ply of 1 3/4" x 9 1/2" Parallams or Microllam LVL's throughout the east addition.

4. In viewing the exterior and interior wall framing of the building it appears that the presence of moisture in such walls in a number of places have caused localized rot and deterioration in both wall studs and bottom sill plates. Such areas shall therefore be exposed completely for further viewing and recommended repairs.



This exposed exterior sill plate shows evidence of rot.

The base of the rear wall has been exposed to moisture.

The probable cause of rot at the base of the walls, both exterior and interior, is from rising damp, which is ground moisture that wicks up through the concrete grade beam and the concrete floor slab. This location in Donalda is quite low and particularly vulnerable to seasonal flooding. A few years ago, a perimeter weeping tile system was installed that drains to the north of the building. This appears to have been an effective deterrent to a high water table.

5.0 HAZARDOUS MATERIALS REPORT (condensed)

The full report is available as a separate document.

Caliber Consulting Inc. (Caliber) was retained by David Murray Architect (the Client) to perform a hazardous building materials (hazmat) assessment of the Donalda Creamery located on Foster Street in Donalda, Alberta. The assessment was completed on September 7, 2017. The building was vacant at the time of the assessment. Caliber personnel were accompanied by representatives of David Murray Architect, Alberta Culture and Tourism - Historic Resources Management Branch and the Donalda Museum throughout the entire duration of the assessment.

The assessment was required to determine hazmat inventories and hazmat abatement recommendations in preparation for renovations to the building. The building was built in the early 1920s. It is a one-and-a-half storey light industrial building that was originally used as a machine shop and was later converted into a creamery in 1954. The original building is estimated to be approximately 2,000 ft². An addition (approximately 600 ft²) was built in the 1950s on the east side of the building.

A garage on the east side of the creamery was also tested for lead paint at the time of the assessment.

SUMMARY OF FINDINGS

ASBESTOS

A total of Three (3) samples of building materials suspected to contain asbestos were collected during the assessment. All samples collected were found to contain asbestos. The following asbestos containing building materials were identified/are suspected within the building:

- Suspected throughout all perimeter the wood walls
- Throughout the attic space
- Asbestos parging cement on the boiler (beneath metal cladding)

LEAD

No lead-based paint was identified on the exterior wood boards of the creamery during the assessment. There is a slight possibility that there could be residual lead paint beneath the newer paint on the exterior wood boards, however, not enough to affect the disposal requirements of the boards during renovations. Approximately two hundred and fifty (250) locations of various types of

building materials and mechanical equipment were tested for lead content on site using a XRF (X-Ray Fluorescence) analyzer during the assessment. Materials tested included wooden window frames/sills/muntins (interior and exterior), wooden doors/frames (interior and exterior), wooden walls, wooden shelving, wooden tables, metal mechanical equipment, metal flashing on walls, wooden exterior wall boards, fascia, soffit, etc. The following building materials with lead content above regulatory limits were identified within the building:

- Pasteurizers & Churn Room - grey paint on metal motor fan belt guards;
white paint on wood door frames;
- Hallway - white paint (beneath green paint) on wood shelf supports;
- Tank Room - white paint (beneath green paint) on wood wall boards;
- Attic - west side, white paint on stockpiled window frame;
- Building Exterior - white paint on wood window frames, wood window muntins, and wood door (north side).
- Garage (east side of creamery) - lead-based paint was identified within the garage. No other hazardous building materials were identified/suspected during the assessment. The following building materials with lead content above regulatory limits were identified within the building: Red paint on wood wall boards on north dividing wall; white paint on window frames;
- Garage Exterior - white paint on wood window frames; white paint (residual beneath beige paint) on wood wall boards on east and south sides of garage.

MERCURY

No devices containing mercury were observed within the building during the assessment.

SILICA

Crystalline silica is typically present in concrete, ceramic tiles, grout, brick, masonry, mortar, plaster, drywall, etc. Concrete floors were observed throughout the building during the assessment.

PCBS (POLY CHLORINATED BIPHENYLS)

No devices containing PCBS were observed within the building during the assessment.

ODS (OZONE DEPLETING SUBSTANCES)

One (1) air conditioning unit compressor within the Machine/Electrical Room on the main floor of the building was found to have a label indicating it contains ozone depleting CFC refrigerant (10 pounds of Freon-12). No other suspect ozone depleting CFC-containing equipment was observed within the building during the assessment.

MOULD

Visible signs of water damage and potential microbial growth were identified on building materials within the following locations in/outside the building during the assessment:

Main Floor

Ice Maker Room – on the east wall

Building Exterior - in various locations – on wooden wall boards

Microbial growth is suspected behind other walls and ceilings throughout the building.

RECOMMENDATIONS

Prior to renovation activities, asbestos containing materials must be abated according to the asbestos abatement procedures as outlined by the *Alberta Asbestos Abatement Manual* (October 2012) published by Alberta Human Services. Lead-based materials shall be abated following adapted asbestos abatement procedures. All mould remediation activities should be conducted in accordance with guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association. If any asbestos/lead/mould abatement is scheduled, it must be conducted by qualified personnel who are trained in working with asbestos/lead/mould. A qualified third party environmental consultant must also be present during asbestos/lead/mould abatement to ensure that work procedures are in compliance within federal/provincial regulations and guidelines, to conduct appropriate air monitoring during the asbestos/lead/mould abatement process, as necessary, and to ensure all contamination is contained and asbestos containing/lead-based/mould-contaminated materials are disposed of appropriately.

Based on the findings, the following recommendations have been outlined:

1. The **asbestos-contaminated vermiculite insulation** suspected throughout all perimeter wooden walls of the building should be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The abatement contractor must remove the exterior wood boards inside the high-risk containment as vermiculite will spill out once these boards are removed. Once the boards are removed, they can be cleaned inside the containment and disposed of as regular construction waste;
2. The **asbestos-contaminated vermiculite insulation** identified within the west side of the attic space should be abated following moderate-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The east side of the attic should be cleaned up following low-risk abatement procedures as only residual amounts of vermiculite were identified;
3. The **asbestos containing parging cement** beneath the metal cladding on the boiler in the Boiler Room can either be managed in place by sealing any exposed parging cement with an approved encapsulant, labelling the boiler with proper asbestos warning stickers and periodically monitoring its condition OR it can be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). **Debris from the asbestos boiler insulation** was observed on the floor around the boiler. This debris should be cleaned up following low-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012) OR removed inside a high-risk containment;
4. The **grey lead-based paint on the metal mechanical equipment** identified in poor condition in the Pasteurizers and Churn Room should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste;
5. The windows and exterior door (on north side of building) covered with **white lead-based paint on** should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste if they are scheduled to be removed during renovations;

6. The **grey lead-based paint on the metal mechanical equipment** in the Pasteurizers and Churn Room, **white lead-based paint on the wood interior door frames** throughout the facility, **white lead-based paint on the wood window frame** stockpiled in the attic **White paint (beneath green paint) on the wood shelf support and wood wall boards** in the hallway and Tank Room in good condition can be managed in place if it is intact and undisturbed;
7. Area and occupational lead-in-air testing should be completed by a third party environmental consultant following NIOSH 7303 methodology during the low-risk abatement procedures as needed;
8. Demolition of **silica** containing products (i.e. concrete) may result in exposure to airborne silica. To avoid silica exposure, wet demolition techniques should be practiced and workers performing the demolition activities should be adequately protected and wear proper respiratory protective equipment;
9. The suspect **ozone depleting CFC refrigerant containing** air conditioning compressor located in the **Machine /Electrical Room** should be drained of its refrigerant, if still present, by a qualified refrigeration specialist;
10. **Suspect mould contamination** on the east wood wall within the Ice Maker Room should be further assessed and quantified in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Any mould-contaminated building materials identified require appropriate remediation in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Caliber recommends that if mould is identified, a containment be constructed within the room and once the wall is opened up within the containment, the remediation contractor will be able to determine the total extent of the microbial contamination on the building materials and remove accordingly. If mould remediation is required, the material waste can be disposed of as regular construction waste.

Note: When mould growth is identified on asbestos containing materials, the asbestos abatement procedures take precedent and the mould must be removed and disposed of with the contaminated building materials as asbestos waste within the asbestos enclosure/containment;

11. If required, all mould remediation activities should be conducted by a qualified mould remediation contractor following guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association.
12. A third party environmental consultant should be hired to assist with the remediation containment design, ensure the remediation activities are conducted in accordance with federal guidelines and to conduct mould spore trap air sampling prior to remediation activities and following remediation activities (air clearance sampling) to determine if the area is safe to reoccupy.
13. Due to the semi-destructive nature of this assessment, prior to renovation activities, additional destructive investigations within concealed locations such as above solid ceilings, inside wall cavities and within mechanical/electrical systems may be required to verify the presence of asbestos containing materials not identified in this report.



Site testing for lead in paint using a XRF (X-Ray Fluorescence) analyzer

6.0 EXTERIOR FINISHES CONDITION REPORT

WINDOWS AND DOORS

All the windows are the traditional wood sash type. The sashes are fixed in place. The frames and trims are painted wood. There are currently no opening windows in the building. The windows are generally in very poor condition. The putty is missing or loose in many places. The wood muntin bars (wood pieces that separate the divided lights) in many cases have rotted and are losing their integrity.



The testing for lead paint revealed that the windows and frames are free from hazardous levels of lead except for the paint on the muntin bars which generally indicates a higher than acceptable level of lead.



DOORS

There are two large former openings that are now closed off. The east opening was an overhead door on ceiling tracks. The door is now removed and the opening has been filled in with siding on the exterior face. This door serviced the boiler room. Adjacent to this room was the egg sorting room (right of photo below).

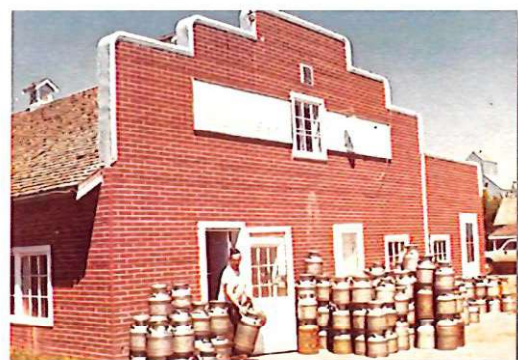


East elevation exterior showing overhead door opening East overhead door interior showing ceiling tracks

There is former large opening in the north wall that also served the boiler room. The opening has been filled in with siding on the exterior face. The original appearance of this door is not known at this time.



The front doors appear to be the same as in the 1984 video with the exception of the office door. The video indicates that there was a paneled screen door. The interior door is not visible in the video. It appears from the photo below right that all the front doors had screen/storm doors. This would make sense for ventilation.



The rear door and frame, like the adjacent windows are in poor condition. This is not likely an original door, which was probably replaced. The handle hardware appears recent.



SIDING AND TRIMS

The original siding was "Insulbrick". Insul-Brick Siding was manufactured in Winnipeg by the Building Products Limited, from the late 1930s to the early 1960s. The touted benefit of the material was that it looked superficially like real brick, required no painting or other maintenance, and provided some insulation value to exterior building walls on which it was installed. It was durable and could last in some cases for over 60 years and was available in red, brown or grey colours with white or black "mortar" between bricks.

<http://www.mhs.mb.ca/docs/glossary/insulbrick.shtml>



Brick pattern

The Insulbrick siding was replaced in the 1990s with 1x6 spruce Drop siding.

The painted Drop siding, for the most part, appears to be in satisfactory condition. There is some severe deterioration from rotting on the north side of the building, away from the drying effects of the sun. There is no direct, apparent cause of the deterioration . The remainder of the siding needs repainting.



The condition of the siding on the north elevation

ROOFING

The original roofing of the machine shop building before it was moved and converted to the Creamery was sawn cedar shingles. These original shingles can be seen under the roof of the east addition.



The original machine shop roofing is under the roof of the east addition

The current sawn shingle roofing dates from the 1990s. It is in very poor condition with a number of areas where the shingles have dislodged and are missing. There is leaking into the building during rainstorms.



The sawn cedar shingle roofing

The exterior of the masonry chimney is cracked

THE ROOFTOP VENTILATORS

The rooftop ventilators appear to be in excellent condition.



7.0 INTERIOR FINISHES CONDITION REPORT

FLOORS

With the exception of the office area and the egg sorting area, the main floor of the Creamery is poured-in-place concrete. There appears to be an approximate 1" concrete topping on the original slab. Generally, the concrete slab is severely pitted and cracked. Overall, it is in very poor condition.



There is a concrete slab throughout the building.



The concrete topping is flaking off in places.



These images illustrate the poor condition of the concrete floor slab.

The wood floors in the office and the attic office access room are in good condition.



The floor in the office is plywood.



The floor in the attic access room is hardwood.



The floor in the attic office is sheet material.



The stairs to the attic office are wood.



The attic flooring at the rear of the building is made of wood planks.

WALLS AND CEILINGS

The interior walls and ceilings are from shiplap wood siding or painted wood boards. The interior of the pasteurization room is clad in painted metal panels. This choice of finish was intended to be suitable for the high humidity of the room and for easy cleaning. These finishes are in good condition except for some rusting at the base, adjacent to the concrete wall upturn. There is a variety of wall and ceiling finishes in other areas.



Painted metal-clad walls and ceiling in the pasteurization room



Painted wood shiplap in the boiler room

The original exterior wall of the machine shop

There is evidence of rot at the base of the exterior and some of the interior walls. When the metal wall cladding is peeled back, the deterioration of the wood sill plates is evident



When the metal wall finish is peeled away, evidence of rotting sill plates can be seen.



The laboratory testing room partition is constructed from wood boards, which are in good condition.



The office walls and ceiling are clad in painted Tentest fibreboard, commonly used in the 1950s as a wall finishing material, are in good condition.



The ceiling of the attic access office is unpainted metal. The walls are varnished plywood.

WINDOWS AND DOORS

The windows are generally in very poor condition. The exterior condition is the worst due to exposure to the weather.



Double window behind the churn



Window in the attic office

There are some special interior painted doors that are in good condition.



The insulated cooler room door – good condition



The sliding wood door in the boiler room

EQUIPMENT



The stainless steel churn is in excellent condition.



The pasteurizers need to be repainted.



The bases of many pieces of equipment and furnishings are embedded in the concrete floor, sometimes encased in metal forms that have seriously corroded due to periodic flooding.



The outer casing of the boiler has severely rusted, exposing the insulating material (asbestos-containing).

THE ELECTRICAL SYSTEM

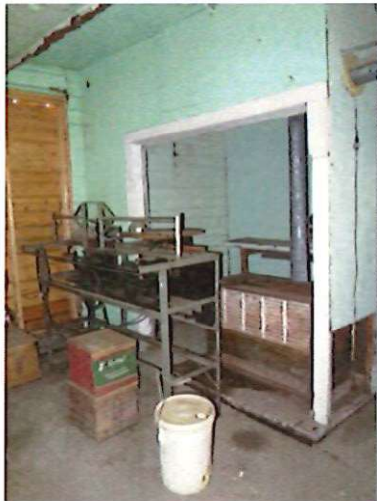
The building has electrical service, but the Society is reluctant to activate it due to the cost of start-up and monthly maintenance. In the future the Society would like to install roof-top photovoltaic panels to provide power in the building.



The electrical meter is located on the rear elevation.

THE MECHANICAL SYSTEM

There is no current functioning heating system in the building. The Society's intention is to remain keeping the building unheated into the future. The floor drain in the Pasteurizer/Churn Room was recently upgraded.



The non-functioning heater



The new floor drain

8.0 RESTORATION WORK PLAN

This work plan is not intended for construction. More detail and discussion will be required to determine the actual scope of work. The intent of the work plan is to retain and restore as much originality as possible.

8.1 Preparation for Hazardous Material Abatement Contractor

- Dig a trench around the west, north and east sides of the building in order to expose the full depth of the perimeter grade beam. This work will probably disturb the existing weeping tile. A contingency should be in place to completely replace the weeping tile when the building restoration work has been completed.

8.2 Hazardous Material Abatement *See separate report. Third party monitoring will be required. A certified hazardous material abatement contractor will complete this work.*

- Remove the bottom 1 m of Drop siding and wood sheathing around the entire building in order to expose the sill plates and the bottom of the wall studs. The purpose of this is to remove the vermiculite insulation from the walls. Due to excessive wall deterioration, it may be necessary to remove more siding and sheathing from the exterior of the north wall. Assume that 2 m will be removed.
- Remove the objects and debris from the attic to facilitate cleaning. These will be stored nearby for inspection. The Museum Society will determine the heritage value of the recovered items and retain everything they value.
- When the attic areas are ready the existing insulation, consisting of a mix of vermiculite and wood shavings, will be removed and the attic will certified as completely cleared up.
- There are a few areas where paint containing more than 1% lead has been found. At this point, it is assumed that remediation (collection and removal) of this material will be addressed by the building restoration contractor as the work unfolds.
- The freon gas (if any) must be removed from the compressor and the cooling system. Check for PCBs.
- The coating on the boiler contains asbestos and must be removed.

8.3 Repair the Masonry Chimney

- Only exterior repairs are required.

8.4 Restoration of the Roofing

- Remove the existing roofing entirely.
- All the existing roofing will be replaced with 18" No. 1 Blue Label sawn cedar shingles.
- Provide maximum 5" exposure for the main roof and maximum 3.75" exposure for the low slope.
- Provide breathable underlayment .
- Include the roofs of the small ventilators.

8.5 Reinforcing the Rood Joists of the Addition

- Reinforce each of the 2x4 roof joists of the addition using one ply 1 ¾" x 9 ½" parallams or LVL's.
- There are 27 joists to be reinforced.

8.6 Restoration of the Exterior Walls

- Examine the condition of the lower sill plates and the bottom of the wall studs.
- Assume that all the sill plates must be replaced with pressure-treated material. The walls of the main building are from 2x 6 wood studs. The walls of the east addition are from 2x4 wood studs.
- Assume that most of the wall studs will require new bottoms due to rot. This is accomplished by removing the rotted wood and attaching "scabs" to the sound wall studs, using pressure-treated wood.
- When the wall framing has been satisfactorily repaired, new wood sheathing will be installed. Use pressure-treated ¾" plywood.
- Wash the concrete grade beam.

- Water proof the face of the grade beam and 600mm of the wall with “peel and stick” membrane
- Install a single layer of 30# asphalt-impregnated building paper.

- Install new 1x6 Drop siding to replace the removed siding. Prime paint the siding on all sides before installation.
- Install the two piece base trim to match existing, consisting of 1x10 with a drip moulding. In order to protect this trim, prior to installation, the pieces are to be thoroughly treated with clear preservative, then primed painted on all sides.
- Inspect the remainder of the siding. Where there is some rot or deterioration, replace the damaged pieces. For budgeting purposes assume that 10% of the remaining siding will need replacement.
- Scrape off the loose paint on the exterior of the siding. Solidly attached paint can remain. Sand the siding to remove paint craters. Wash the exterior with a mild TSP solution.
- Apply a coat of primer paint over the entire wall surfaces.
- Paint the exterior walls with 2 coats of water-based acrylic paint.

8.7 Restoration of the Eaves and Trims

- The perimeter fascia and soffits appear to be in satisfactory condition. They should be scraped, sanded, washed and painted. The paint with one coat primer and 2 finish coats.

8.8 Restoration of the Windows

- All the windows and frames will be reconstructed to match original. See Window and Door Drawing.
- A sample of each window will keep for a short time in order to replicate the construction and configuration.
- The window sashes contain lead-based paint in excess of 1% lead. All the window sashes will be discarded in compliance with provincial regulations.

8.9 Restoration of the Exterior Doors

- Door nos. will be retained and restored.
- Door nos. will be replaced with identical solid core wood units.
- It is expected that the thresholds of the doors will require complete replacement.
- Restoration will consist of scraping loose paint and repainting with primer and 2 finish coats.
- Storm doors, matching the missing originals, will be constructed, painted and installed. See Window and Door Schedule.

8.10 Restoration of the Rooftop Ventilators

- The 2 ventilators should be scraped, sanded, washed and repainted.

8.11 Restoration of the Interior Floor

- The concrete floor will be completely removed in most of the building. The concrete floor does not need to be replaced in the cooler and the front offices. See the proposed areas of removal on the floor plan.
- The equipment that is currently embedded in the concrete will not be moved. The work will occur around the fixed equipment. Removal of the concrete will be done in small segments as determined by the contractor in order to accommodate the fixed equipment.
- Included in the floor removal will be the concrete upturns against both exterior and interior walls.
- The new concrete will be poured in as large segments as possible. The floor specification is:
6” concrete slab on 6” compacted crushed gravel to 98% proctor density,
Reinforce with 10M @ 14” o.c. both ways, concrete strength – 25 MPa at 28 days, normal Portland cement,
poly vapour barrier 150 um (6 mil) under the slab

8.12 Restoration of the Interior Wall Structure

- When the floor slab and the concrete upturns have been removed it will be possible to expose the base of the interior walls in order to inspect the condition of the sill plates and the bottom of the wall studs. For budgeting purposes, assume that all the interior walls that are resting on the floor slab or interior grade beam (between the main building and the addition) will require some remediation. Remove or loosen the wall finishes at the base of the walls in order to expose the sill plate and the bottom of the wall studs.
- Anticipate that most of the sill plates will require replacing with pressure-treated material (mostly 2x4).
- Many of the metal panels that cover the walls in the Pasteurizer/Churn Room, the Ice Maker Room and the Cooler are rusted at the bottom. The lower metal panels need to be reinstalled or replaced.
- Re-install or replace the wood boards that were removed to expose the sill plates.

8.13 Restoration of the Interior Wall and Ceiling Finishes

There are 4 types of wall and ceiling finishes:

- Painted metal walls and ceilings in the Pasteurizer /Churn Room, the Cooler and the Ice-making Room. They are in good condition. Clean all the metal surfaces. Scrap the loose paint. Prime as required and paint one coat.
- Painted wood walls and ceilings in the other rooms except the main floor Office and adjacent stair room. Clean these surfaces and repaint to match original.
- The wall and ceiling finishes in the Office are painted "Tentest". Paint one coat.
- The walls of the Stair Room are varnished plywood. No refinishing is required.
- The ceiling of the Stair Room is unfinished metal panels. No refinishing is required.
- The walls and ceiling of the attic office are painted plywood. Repaint with one coat.

8.14 Cleaning up the Machine/Electrical Room

- After the concrete slab has been replaced, and the base of the walls repaired, this room will be restored to equipment and the electrical panels. Since the washroom is non-functional it should not be restored.
- Clean the walls and ceilings, and repaint one coat.

8.15 Electrical Work

- Check that the electrical system is up to date and meets today's building code.
- Install a roof-top photovoltaic system to generate power for interior lighting with new low-voltage wiring to each room.

8.16 Mechanical Work

- Ensure that the floor drain in the Pasteurizer/Churn Room is re-instated as the floor slab is replaced.
- Re-instate the exterior weeping tile on 3 sides, east, north and west, draining like currently to an exterior sump at the rear of the building.

8.17 Refinishing the Equipment

- All the painted equipment will be repainted. Remove all the existing paint. Apply a primer coat and at least one coat of finish paint.

Historic Donalda Cooperative Creamery, Donalda, Alberta
CONSERVATION PLAN
FINAL REPORT

October 2017

9.0 CONSTRUCTION BUDGET

The construction budget has been prepared by Acumen Cost Consulting Ltd. It should be considered order-of-magnitude. The hazardous materials abatement budget has been prepared by R3 Deconstruction

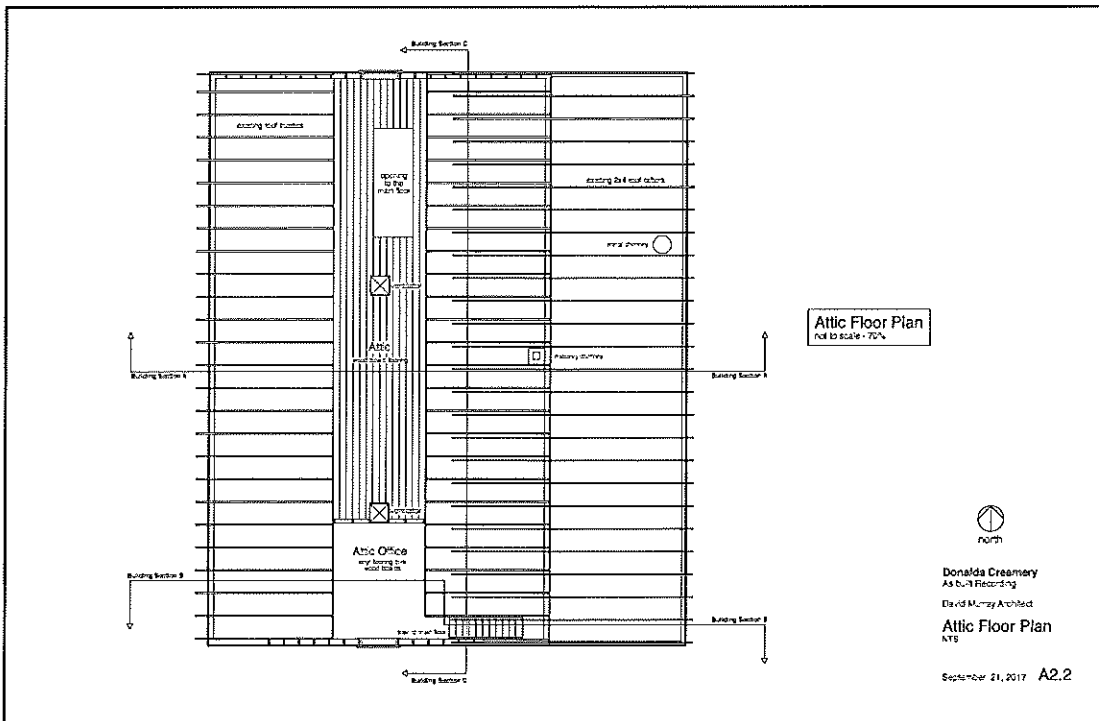
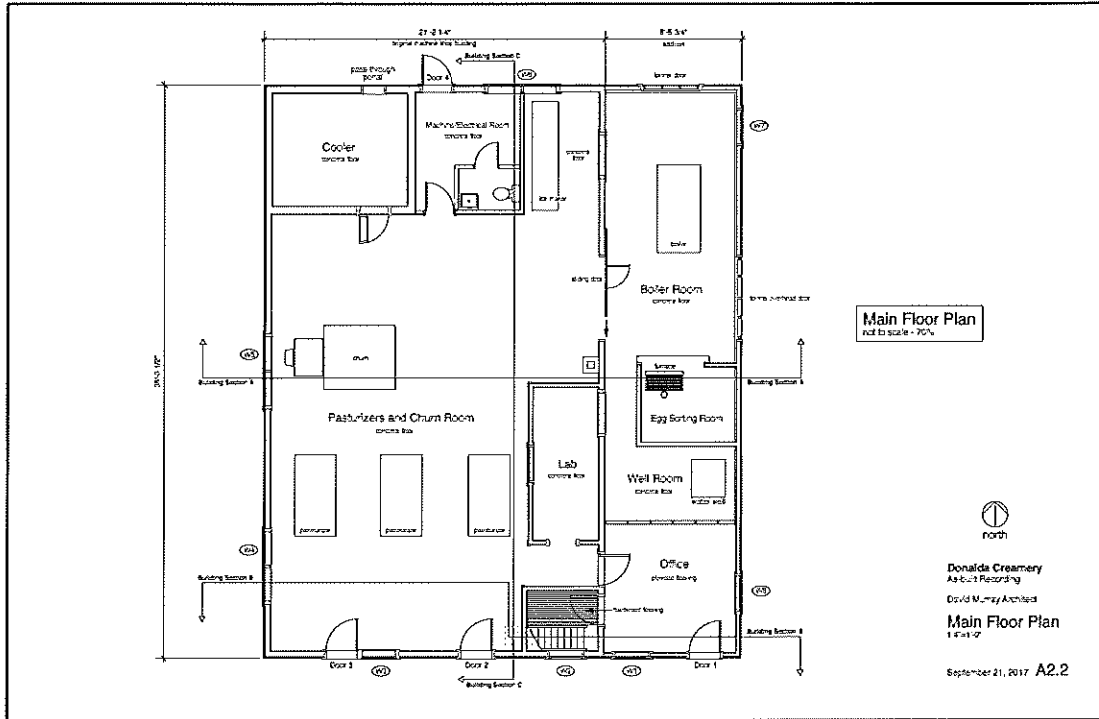
Summary of Proposed work

<u>Description</u>	<u>Estimated Cost \$</u>
9.1 Preparation for hazmat contractor	3,600
9.2 Hazardous material abatement (<i>budget has been separated below</i>)	(74,209)
9.3 Restoration of the masonry chimney (exterior)	2,400
9.4 Restoration of the roofing	27,400
9.5 Reinforce the roof joists	5,400
9.6 Restoration of the exterior walls	36,500
9.7 Restoration of the eaves and trims	3,900
9.8 Reconstruction of the windows	12,500
9.9 Restoration of the exterior doors, new storm doors	5,400
9.10 Restoration of the roof-top ventilators	1,200
9.11 Replacement of the interior concrete floor slab	34,800
9.12 Restoration of the interior wall structure	16,100
9.13 Restoration of the interior walls and ceiling finishes	11,700
9.14 Clean up the Machine/Electrical Room	4,400
9.15 Electrical work, new photovoltaics	11,000
9.16 Mechanical work	7,700
9.17 Refinishing the equipment	---
Contractor overheads (25%)	46,000
Construction management fees (10%)	23,000
Sub-total	\$253,000
Price/Scope Contingency (10%)	25,300
Construction Contingency	13,900
Hazardous material abatement (HMA)	74,209
HMA contingency (10%)	7,400
Total Estimated Cost	\$373,809

Addition budget considerations:

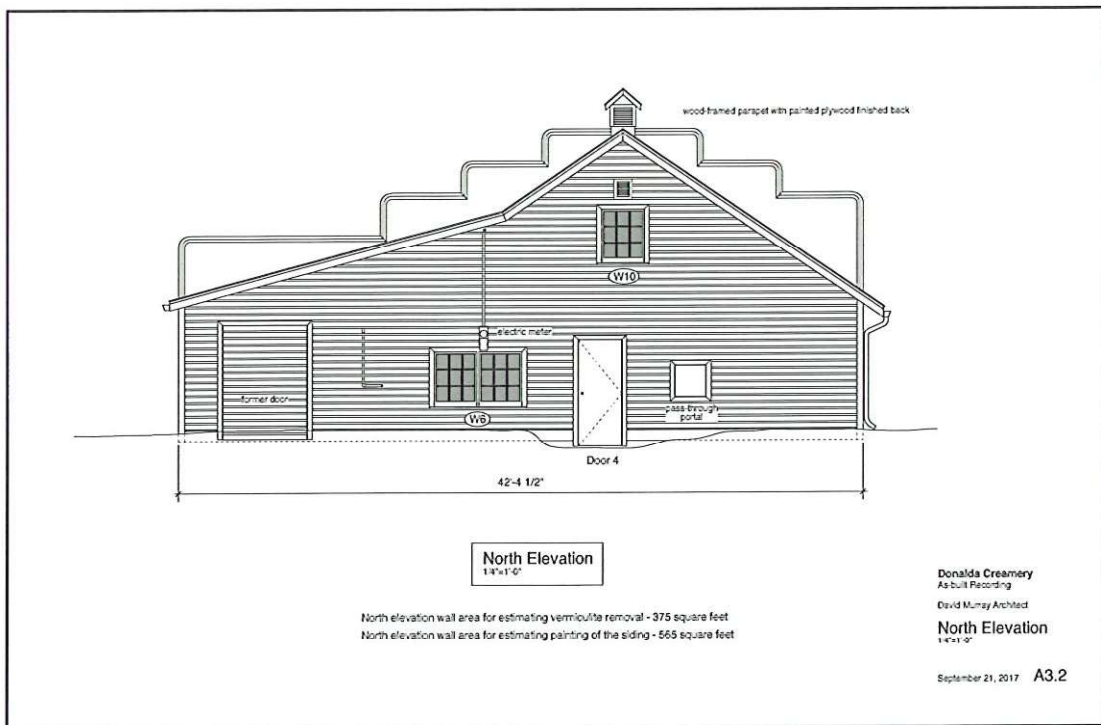
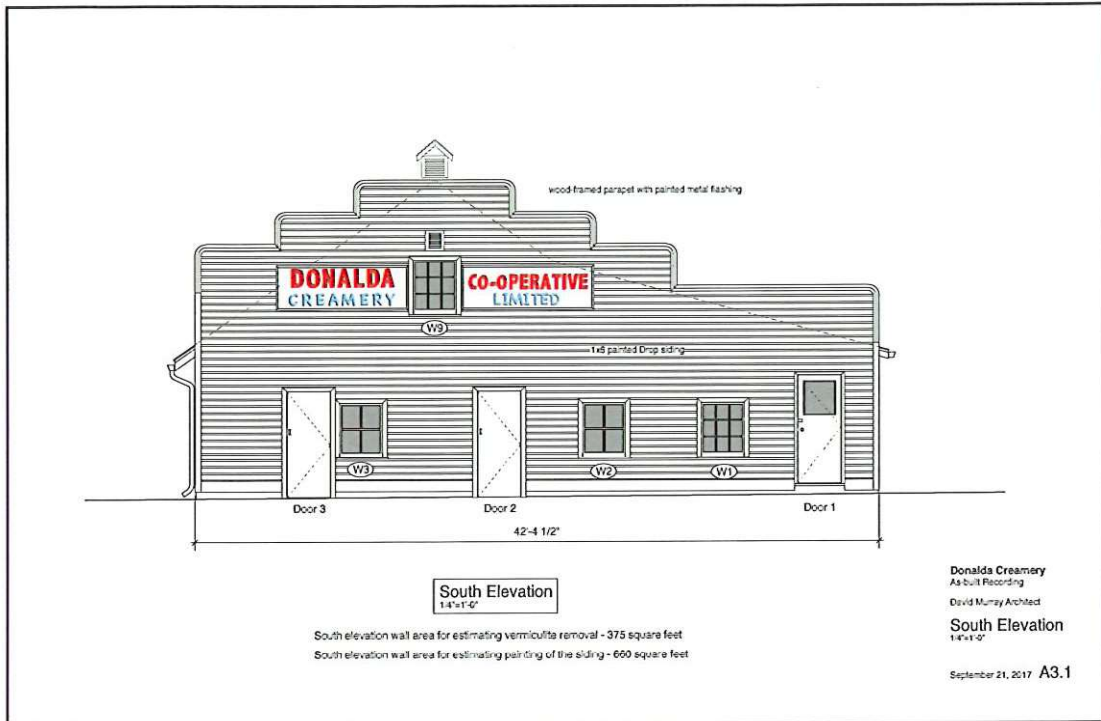
9.18 Engineering and architectural consulting (*estimate to be confirmed*) \$30,000

9.0 EXTANT DRAWINGS



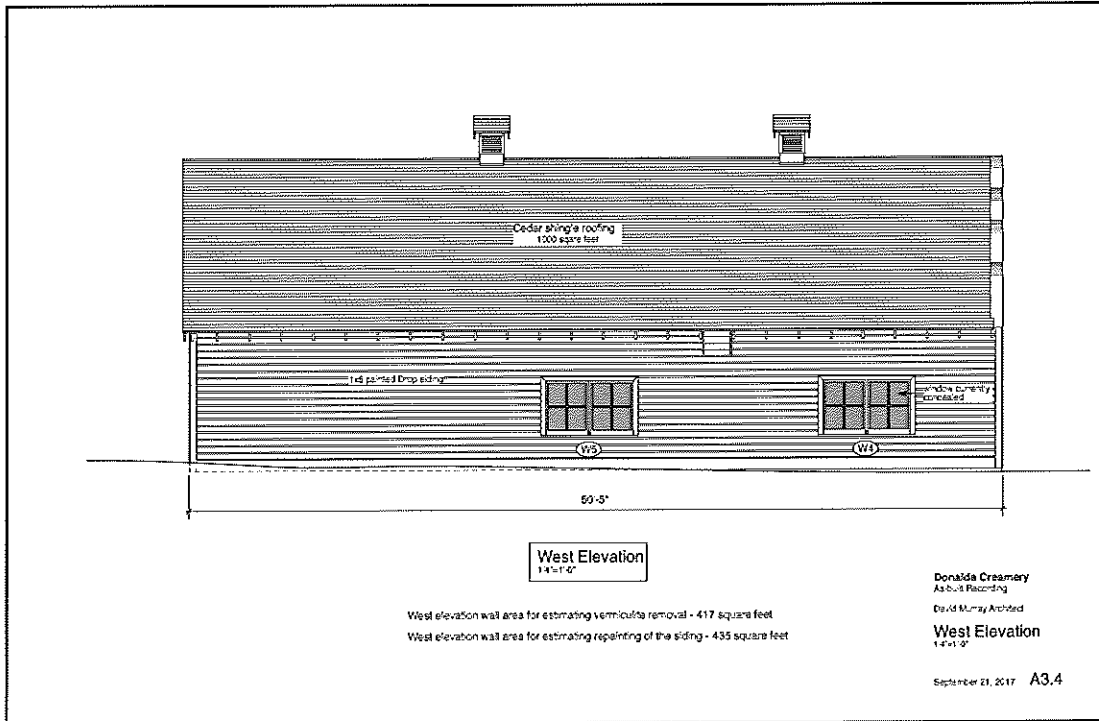
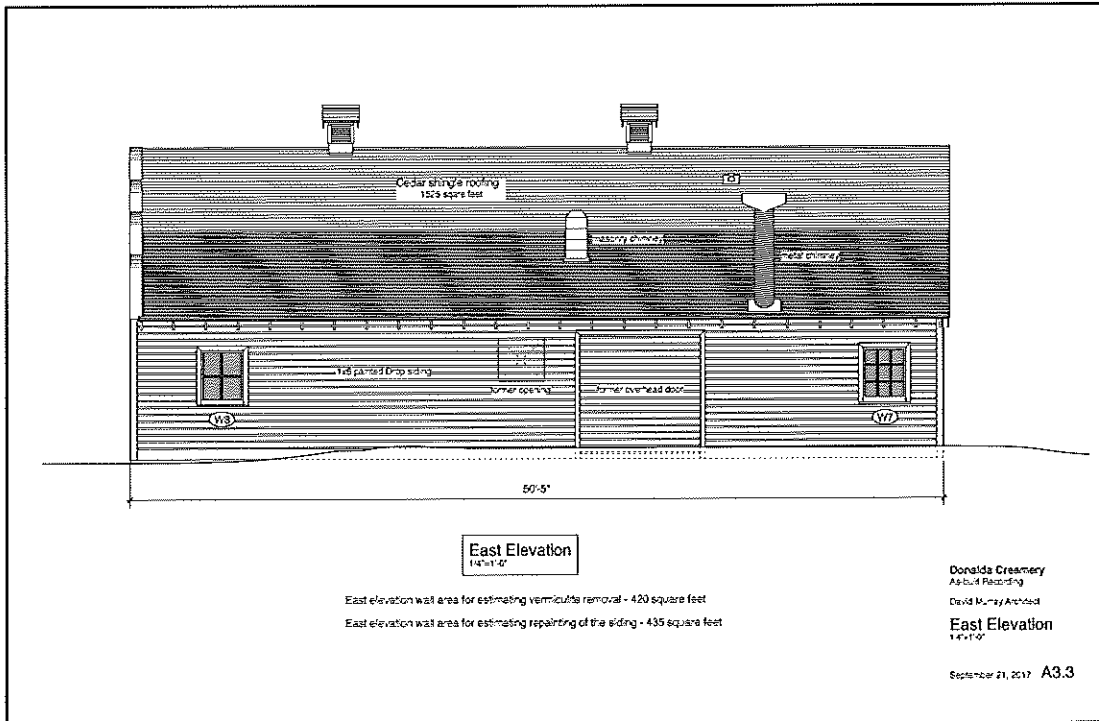
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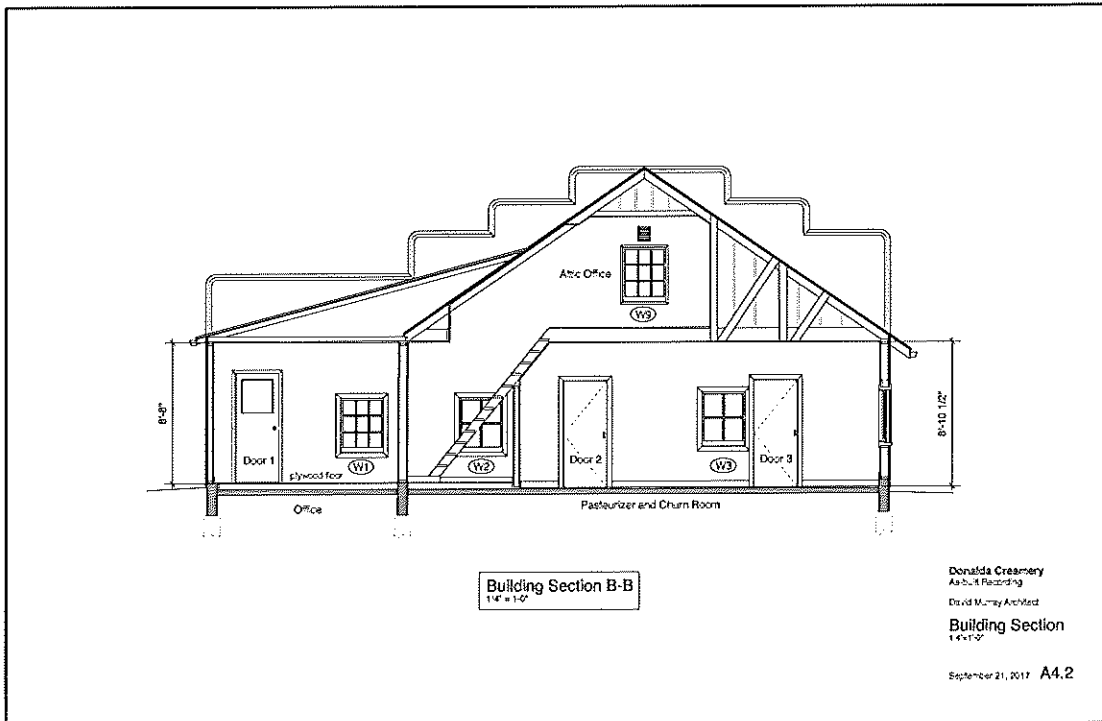
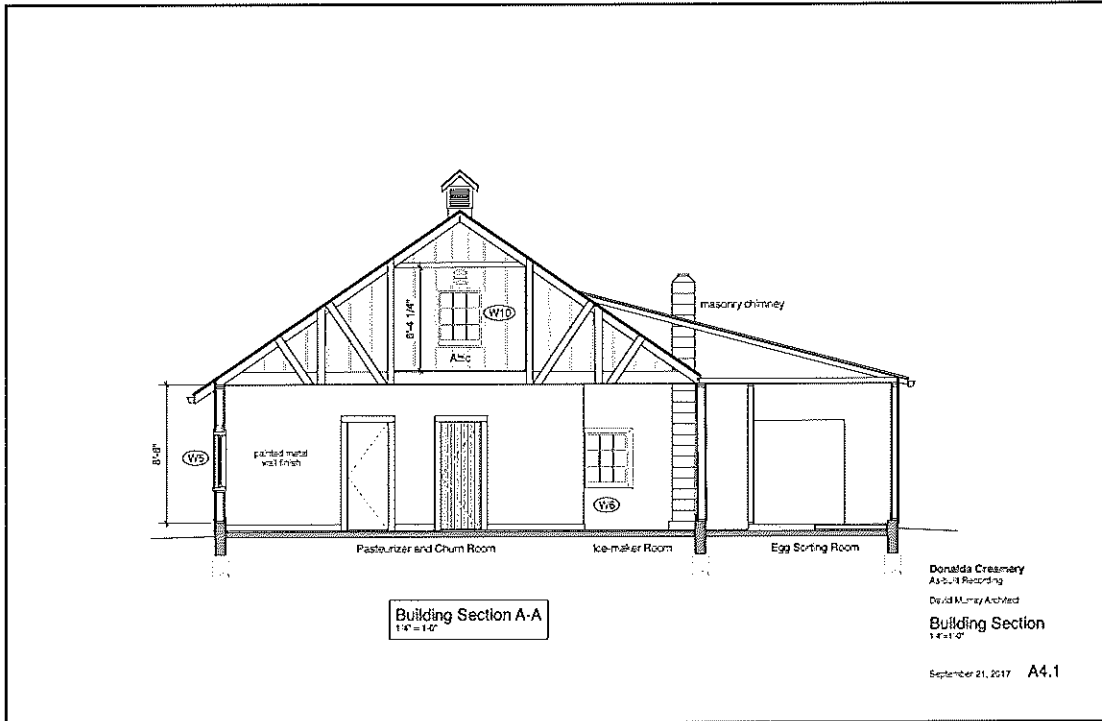
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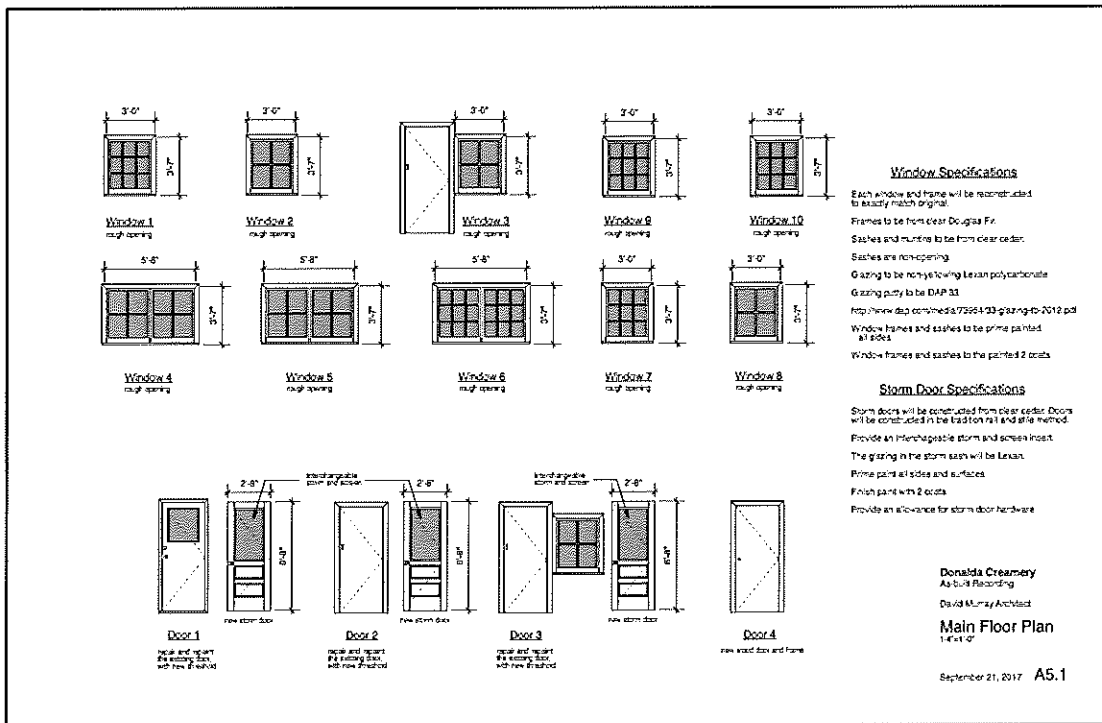
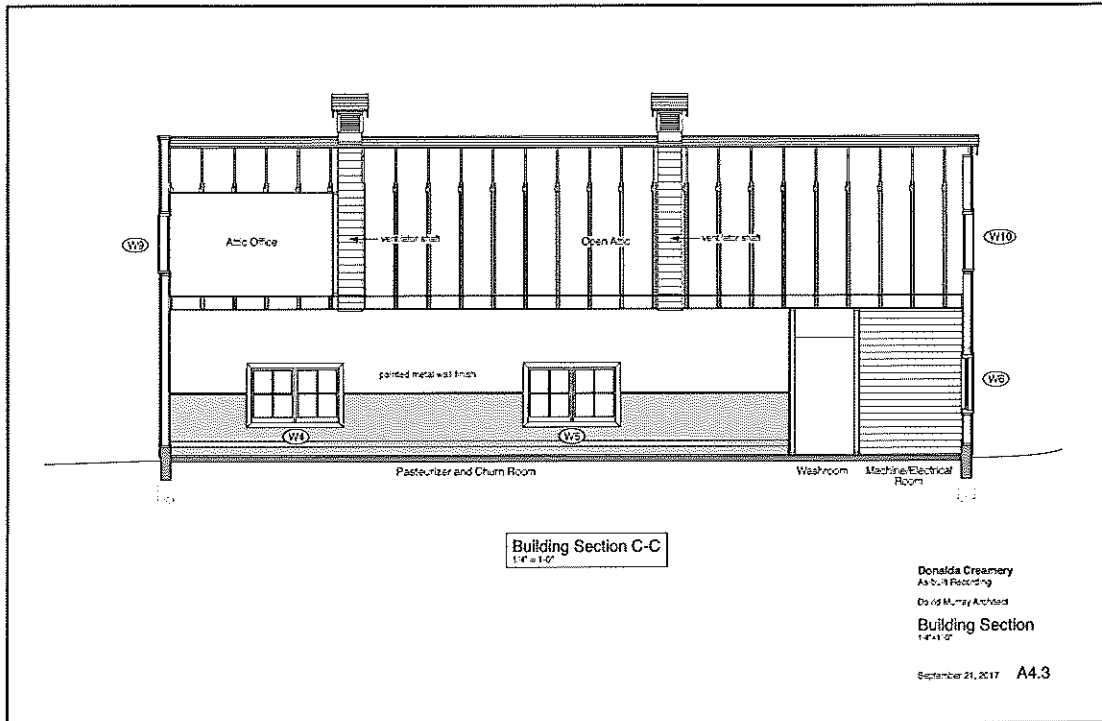
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HAZMAT REPORT

CALIBER PROJECT NUMBER: HZMT-17052

September 28, 2017

David Murray Architect
9616-82 Avenue
Edmonton, Alberta, T6C 1A1

Attention: David Murray, AAA, FRAIC
P: 780.439.6335 | E: dmurray@davidmurrayarchitect.ca

**RE: HAZARDOUS MATERIALS ASSESSMENT REPORT
LOCATION: DONALDA CREAMERY (FOSTER STREET, DONALDA, AB)**

Dear Mr. Murray,

Please accept Caliber Consulting's (Caliber's) hazardous building materials assessment report for the Donalda Creamery located on Foster Street in Donalda, Alberta.

If you have questions, concerns or require further clarification, please feel free to contact the undersigned.

Sincerely,



Damien Fillier, OHSC, EP, CRSP
Caliber Consulting Inc.

damien@caliberconsulting.ca

Ref: C:\Users\Caliber\Desktop\CALIBER PROJECTS\2017\HZMT-17052 - Donaldo Creamery (historical facility)\HZMT-17052 - Hazmat Assessment Report - Donalda Creamery.docx





HAZARDOUS BUILDING MATERIALS ASSESSMENT

DONALDA CREAMERY, FOSTER STREET, DONALDA, ALBERTA

Prepared for:

David Murray Architect

9616-82 Avenue

Edmonton, Alberta, T6C 1A1

Attention: **David Murray**

September 28, 2017

Caliber Project Number: HZMT-17052

Caliber Consulting Inc.
#8, 725 – 85 Street SW
Edmonton, AB T6X 0K5

P: 587.988.8563
W: www.caliberconsulting.ca
E: info@caliberconsulting.ca



EXECUTIVE SUMMARY

Caliber Consulting Inc. (Caliber) was retained by David Murray Architect (the Client) to perform a hazardous building materials (hazmat) assessment of the Donalda Creamery located on Foster Street in Donalda, Alberta. The assessment was completed on September 7, 2017. The building was vacant at the time of the assessment. Caliber personnel was accompanied by representatives of David Murray Architect, Alberta Culture and Tourism - Historic Resources Management Branch and the Donalda Museum throughout the entire duration of the assessment.

The assessment was required to determine hazmat inventories and hazmat abatement recommendations in preparation for renovations to the building. The building was built in the early 1920s. It is a one-and-a-half storey light industrial building that was originally used as a machine shop and was later converted into a creamery in 1954. The original building is estimated to be approximately 2,000 ft². An addition (approximately 600 ft²) was built in the 1950s on the east side of the building.

A garage on the east side of the creamery was also tested for lead paint at the time of the assessment.

SUMMARY OF FINDINGS

ASBESTOS

A total of Three (3) samples of building materials suspected to contain asbestos were collected during the assessment. All samples collected were found to contain asbestos. The following asbestos containing building materials were identified/are suspected within the building:

- **Asbestos contaminated vermiculite** (inside perimeter wood walls and within attic space) (0.20-0.34% Actinolite/Tremolite Asbestos);
 - Main Floor ~ 1,600 FT² of wall space
 - Suspected throughout all perimeter wood walls; and
 - Attic ~ 2,000 FT² of floor space (approximately half of which only contains residual vermiculite (east side))
 - Throughout attic space
- **Asbestos parging cement on boiler** (beneath metal cladding) (5-10% Chrysotile Asbestos);
 - Main Floor
 - Boiler Room



LEAD

Creamery

No lead-based paint was identified on the exterior wood boards of the creamery during the assessment. There is a slight possibility that there could be residual lead paint beneath the newer paint on the exterior wood boards, however, not enough to affect the disposal requirements of the boards during renovations. Approximately two hundred and fifty (250) locations of various types of building materials and mechanical equipment were tested for lead content on site using a XRF (X-Ray Fluorescence) analyzer during the assessment. Materials tested included wooden window frames/sills/muntins (interior and exterior), wooden doors/frames (interior and exterior), wooden walls, wooden shelving, wooden tables, metal mechanical equipment, metal flashing on walls, wooden exterior wall boards, fascia, soffit, etc. The following building materials with lead content above regulatory limits were identified within the building:

- **Lead-Based Paint** (1.28 – 4.66 mg/cm²);

Main Floor

- **Pasteurizers & Churn Room**
 - Grey paint on metal motor fan belt guards;
 - White paint on wood door frames;
- **Hallway**
 - White paint (beneath green paint) on wood shelf supports;
- **Tank Room**
 - White paint (beneath green paint) on wood wall boards;

Attic

- **West Side**
 - White paint on stockpiled window frame;

Building Exterior

- White paint on wood window frames, wood window muntins, and wood door (north side).

Garage (east side of creamery)

Lead-based paint was identified within the garage located on the east side of the creamery. No other hazardous building materials were identified/suspected during the assessment. The following building materials with lead content above regulatory limits were identified within the building:

- **Lead-Based Paint** (1.60 – 8.88 mg/cm²);

Main Floor

- Red paint on wood wall boards on north dividing wall;
- White paint on window frames;

Building Exterior

- White paint on wood window frames;
- White paint (residual beneath beige paint) on wood wall boards on east and south sides of garage.



MERCURY

No devices containing mercury were observed within the building during the assessment:

SILICA

Crystalline silica is typically present in concrete, ceramic tiles, grout, brick, masonry, mortar, plaster, drywall, etc. Concrete floors were observed throughout the building during the assessment.

PCBS (POLY CHLORINATED BIPHENYLS)

No devices containing PCBS were observed within the building during the assessment.

ODS (OZONE DEPLETING SUBSTANCES)

One (1) air conditioning unit compressor within the Machine/Electrical Room on the main floor of the building was found to have a label indicating it contains **ozone depleting CFC refrigerant (10 pounds of Freon-12)**.

No other suspect ozone depleting CFC-containing equipment was observed within the building during the assessment.

MOULD

Visible signs of **water damage** and **potential microbial growth** were identified on building materials within the following locations in/outside the building during the assessment:

Main Floor

- Ice Maker Room – on the east wall

Building Exterior

- In various locations – on wooden wall boards

Microbial growth is suspected behind other walls and ceilings throughout the building.

RECOMMENDATIONS

Prior to renovation activities, asbestos containing materials must be abated according to the asbestos abatement procedures as outlined by the *Alberta Asbestos Abatement Manual* (October 2012) published by Alberta Human Services. Lead-based materials shall be abated following adapted asbestos abatement procedures. All mould remediation activities should be conducted in accordance with guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association.



If any asbestos/lead/mould abatement is scheduled, it must be conducted by qualified personnel who are trained in working with asbestos/lead/mould. A qualified third party environmental consultant must also be present during asbestos/lead/mould abatement to ensure that work procedures are in compliance within federal/provincial regulations and guidelines, to conduct appropriate air monitoring during the asbestos/lead/mould abatement process, as necessary, and to ensure all contamination is contained and asbestos containing/lead-based/mould-contaminated materials are disposed of appropriately.

Based on the findings, the following recommendations have been outlined:

1. The **asbestos-contaminated vermiculite insulation** suspected **throughout all perimeter wooden walls of the building** should be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The abatement contractor must remove the exterior wood boards inside the high-risk containment as vermiculite will spill out once these boards are removed. Once the boards are removed, they can be cleaned inside the containment and disposed of as regular construction waste;
2. The **asbestos-contaminated vermiculite insulation** identified **within the west side of the attic space** should be abated following moderate-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The east side of the attic should be cleaned up following low-risk abatement procedures as only residual amounts of vermiculite were identified;
3. The **asbestos containing parging cement** beneath the metal cladding on the boiler in the Boiler Room can either be managed in place by sealing any exposed parging cement with an approved encapsulant, labelling the boiler with proper asbestos warning stickers and periodically monitoring its condition OR it can be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). **Debris from the asbestos boiler insulation** was observed on the floor around the boiler. This debris should be cleaned up following low-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012) OR removed inside a high-risk containment;
4. The **grey lead-based paint on the metal mechanical equipment** identified in poor condition in the Pasteurizers and Churn Room should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste;
5. The windows and exterior door (on north side of building) covered with **white lead-based paint on** should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste if they are scheduled to be removed during renovations;



6. The **grey lead-based paint on the metal mechanical equipment** in the Pasteurizers and Churn Room, **white lead-based paint on the wood interior door frames** throughout the facility, **white lead-based paint on the wood window frame** stockpiled in the attic **White paint (beneath green paint) on the wood shelf support and wood wall boards** in the hallway and Tank Room in good condition can be managed in place if it is intact and undisturbed;
7. Area and occupational lead-in-air testing should be completed by a third party environmental consultant following NIOSH 7303 methodology during the low-risk abatement procedures as needed;
8. Demolition of **silica** containing products (i.e. concrete) may result in exposure to airborne silica. To avoid silica exposure, wet demolition techniques should be practiced and workers performing the demolition activities should be adequately protected and wear proper respiratory protective equipment;
9. The suspect **ozone depleting CFC refrigerant containing** air conditioning compressor located in the **Machine /Electrical Room** should be drained of its refrigerant, if still present, by a qualified refrigeration specialist;
10. **Suspect mould contamination** on the east wood wall within the Ice Maker Room should be further assessed and quantified in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Any mould-contaminated building materials identified require appropriate remediation in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Caliber recommends that if mould is identified, a containment be constructed within the room and once the wall is opened up within the containment, the remediation contractor will be able to determine the total extent of the microbial contamination on the building materials and remove accordingly. If mould remediation is required, the material waste can be disposed of as regular construction waste.

Note: When mould growth is identified on asbestos containing materials, the asbestos abatement procedures take precedent and the mould must be removed and disposed of with the contaminated building materials as asbestos waste within the asbestos enclosure/containment;

11. If required, all mould remediation activities should be conducted by a qualified mould remediation contractor following guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association.



12. A third party environmental consultant should be hired to assist with the remediation containment design, ensure the remediation activities are conducted in accordance with federal guidelines and to conduct mould spore trap air sampling prior to remediation activities and following remediation activities (air clearance sampling) to determine if the area is safe to reoccupy.

13. Due to the semi-destructive nature of this assessment, prior to renovation activities, additional destructive investigations within concealed locations such as above solid ceilings, inside wall cavities and within mechanical/electrical systems may be required to verify the presence of asbestos containing materials not identified in this report.



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1.0 - INTRODUCTION

Caliber Consulting Inc. (Caliber) was retained by David Murray Architect (the Client) to perform a hazardous building materials (hazmat) assessment of the Donalda Creamery located on Foster Street in Donalda, Alberta. The assessment was completed on September 7, 2017. The building was vacant at the time of the assessment. Caliber personnel was accompanied by representatives of David Murray Architect, Alberta Culture and Tourism - Historic Resources Management Branch and the Donalda Museum throughout the entire duration of the assessment.

The assessment was required to determine hazmat inventories and hazmat abatement recommendations in preparation for renovations to the building. The building was built in the early 1920s. It is a one-and-a-half storey light industrial building that was originally used as a machine shop and was later converted into a creamery in 1954. The original building is estimated to be approximately 2,000 ft². An addition (approximately 600 ft²) was built in the 1950s on the east side of the building.

A garage on the east side of the creamery was also tested for lead paint at the time of the assessment.

2.0 - SCOPE OF WORK

The assessment was completed to identify the presence of asbestos containing materials and lead based materials through bulk sampling, on-site testing (for lead) and visual referencing. In addition to bulk sampling and on-site testing, the survey also included visual identification of other hazardous materials such as mercury containing devices, silica, PCB (Polychlorinated Biphenyls) containing equipment, equipment/appliances containing ozone depleting substances and mould-contaminated building materials.

3.0 - METHODS AND PROCEDURES

Investigation activities included bulk sampling of suspect asbestos containing materials, direct on-site testing of suspect lead-based materials using a XRF (X-Ray Fluorescence) analyzer and visual identification of mercury, silica, PCBs, ODS and mould throughout the buildings. Investigation activities involved the inspection of structural, mechanical and architectural systems which consist of, but were not limited to, the following materials: wall materials, flooring materials, ceiling materials, mechanical piping, mechanical ducting and electrical insulation. Investigation activities were semi-destructive in nature. As a result, there was limited access to areas such as above ceiling spaces, inside wall cavities and beneath sub-floors. Suspected hazardous materials may be present within these areas that have not been identified in this report. If any suspect hazardous materials are discovered within these areas, they must be treated as hazardous, until further testing proves otherwise.



3.1 - ASBESTOS

Investigation for asbestos containing materials included bulk sampling of three (3) representative suspect asbestos containing building materials within approximately 10% of the buildings' gross area and visual referencing of the samples collected for the remainder of the building. Systematic sampling of all suspect asbestos containing materials was conducted as part of the investigation. All collected samples were submitted to Enviro-Works Inc. and analyzed for asbestos type and percentage content using Polarized Light Microscopy (PLM) in accordance with National Institute of Occupational Safety and Health (NIOSH) 9002 methodology.

3.2 - LEAD

Investigation for lead-based materials included direct on-site testing of suspect lead-based paints/glazes using a non-destructive portable XRF (X-Ray Fluorescence) analyzer in accordance with HUD (U.S. Department of Housing and Urban Development)/EPA (Environmental Protection Agency) standards. The XRF provides immediate on-site results.

3.3 - MERCURY

Investigation for mercury containing devices included a review of electrical and mechanical devices throughout the buildings. Visual assessment for thermostats (with a mercury ampoule as part of their tilt switches) and fluorescent light tubes (containing mercury vapour) was completed as part of the assessment.

3.4 - POLYCHLORINATED BIPHENYLS (PCBS)

Investigation for PCB containing equipment included a review of fluorescent light fixtures, if any, to identify the presence or absence of PCB containing ballast capacitors. Visual assessment for PCB containing light ballasts was completed as part of the survey in accordance with the Environment Canada Report EPS 2/CC/2 (1991) – *Identification of Lamp Ballasts Containing PCBs*.

3.5 - OZONE DEPLETING SUBSTANCES (ODS)

Investigation for ODS containing equipment included a review of equipment or appliances that may contain CFC containing refrigerant (i.e. R12 or R22), such as refrigerators and air conditioning units. Visual assessment for refrigerators and air conditioning units was completed as part of the assessment.

3.6 - MOULD

Investigation for mould included a review of building materials and identifying signs of water damage or microbial growth in areas likely to support mould growth such as washrooms, laundry rooms, kitchens, walk-in coolers, basements, perimeter walls around windows/doors, attic spaces and others areas impacted by condensation, steam or other forms of moisture . Visual assessment for microbial growth on building materials was completed as part of the assessment.



4.0 - LEGISLATION AND GUIDELINES

4.1 - ALBERTA OCCUPATIONAL HEALTH & SAFETY (OHS) ACT, REGULATION AND CODE

The Alberta OH&S Act, Regulation and Code are Alberta laws intended to protect the health and safety of workers at the workplace. Alberta Human Services is the government department responsible for administering the Act. Human Services does this by:

- consulting with employers and workers on the development of safe and healthy work practices and programs;
- conducting workplace inspections;
- investigating serious work-related incidents and injuries; and
- responding to concerns about health and safety conditions at Alberta work sites.

The Act, Regulation and Code hold both the employer/owner and employee responsible for maintaining a safe work environment. Applicable sections of the Code include Part 2 - Hazard Assessment, Elimination and Control and Part 4 - Chemical Hazards, Biological Hazards and Harmful Substances.

Asbestos in Buildings

Sections 31 to 35 of the Code outline requirements for the management of asbestos within buildings. The following uses of asbestos are prohibited in new or existing buildings:

- the use of materials containing Crocidolite (blue) asbestos;
- the use of asbestos containing materials in a supply or return air plenum;
- the installation of a product that has the potential for releasing asbestos fibres in a building. Asbestos cement pipe and asbestos cement board are exceptions as long as they are not installed in a supply or return air plenum; and
- the installation of asbestos by spray application.

In existing buildings where there is a potential for the release of asbestos fibres, an unsafe condition may be declared. In this case, the material must be removed, enclosed or encapsulated.

If an area within a building is being altered or renovated, any materials that have the potential for releasing asbestos fibres in that area must be removed, enclosed or encapsulated. In buildings or parts of buildings that are being demolished, materials having the potential for releasing asbestos fibres must first be removed.



Historically, materials containing less than one per cent asbestos were not considered “asbestos containing materials” for the purposes of the Occupational Health and Safety (OHS) legislation. However, some materials, such as vermiculite insulation, can release significant amounts of asbestos fibres into the air, even when they contain very low levels of asbestos. Since the requirements in Part 4 of the Alberta OHS Code are based on the ability of a material to release asbestos fibres when disturbed, this interpretation was not consistent with the legislation.

The employer/owner must comply with the asbestos requirements when:

- the individual material in question contains more than one per cent asbestos (by weight)
- the material contains less than one per cent asbestos, but it is known that a “restricted area” is likely to occur when it is disturbed (e.g. vermiculite)
- the material contains less than one per cent asbestos and there is a reasonable chance that asbestos fibres may be released when the material is disturbed, either due to the condition of the material or the work procedures that will be used (e.g. removal of friable stipple material, dry removal of wall and ceiling plaster or drywall where the materials contain low levels of asbestos).

Materials identified as containing less than one per cent asbestos such as drywall joint compound, plaster, floor leveling compound and stipple may not have been uniformly mixed when they were applied and could contain asbestos in concentrations greater than one per cent in sections. When dealing with large quantities of such materials, employers should take nonhomogeneous mixtures into consideration.

It is the responsibility of the employer/owner to conduct a hazard assessment and evaluate the likelihood of asbestos fibre release based on the material in question and the work procedures. This assessment must be documented and may need to be supported with air monitoring data. If the material contains less than one per cent asbestos and the likelihood of fibre release is low (i.e. floor tiles), the product may be handled as a non-asbestos material.

Vermiculite Insulation

When testing vermiculite insulation, it is not unusual for vermiculite to contain asbestos in concentrations below one per cent. However, the concentration can be variable and hazardous concentrations of airborne asbestos fibres can be generated even when the concentration is below one per cent if the material is disturbed. As a result, abatement of asbestos contaminated vermiculite should be completed following moderate to high-risk abatement procedures. Clean up of less than a one square foot of asbestos vermiculite can be safely done following low-risk HEP vacuuming procedures.

Vermiculite used in attics as insulating material is generally loose and exposed. There is a high risk of fibre release if the material is disturbed. Fibre levels ranging from 0.15 to more than 1 f/cc have been measured in the breathing zone of workers involved in the removal of this material. If proper removal techniques are used, the project can be done using moderate risk removal procedures. However, monitoring must be done during the removal to ensure that fibre levels do not exceed the OEL. Otherwise, high risk removal procedures are required.



Work procedures to remove asbestos contaminated vermiculite from a wall will depend on the construction of the wall and conditions at the work site. Usually the material is removed by creating an opening at the base of the wall and allowing the material to drain by gravity. Where holes will be made in a wall to remove the vermiculite, an engineer may need to be consulted to ensure that the removal does not compromise the building integrity. Wetting the insulation in the wall is usually not effective, as the insulation will then stick to the inside of the wall. As a result, fibres will be released as the material drains from the wall. Results from occupational measurements on workers involved in removing vermiculite from walls using high risk procedures and water to mist the area near the wall opening, show that exposure levels can reach 0.3 f/cc. If the work is done with no water and no negative air units, fibre levels can reach 0.9 f/cc. Work areas in which the OEL for asbestos (0.1 f/cc) is exceeded are defined as “restricted areas” in the OHS Regulation. For this reason, abatement projects involving the removal of vermiculite from walls are considered high-risk projects.

4.2 - ALBERTA ASBESTOS ABATEMENT MANUAL

The *Alberta Asbestos Abatement Manual* (October, 2012) is a guidance document published by Alberta Human Services. The manual outlines the minimum work standards and methods necessary to meet the legislative requirements of working with asbestos in Alberta. The Alberta Asbestos Abatement Manual provides a written interpretation of the requirements for ensuring compliance within the OHS Act, Regulation and Code. It covers basic information on asbestos, its health hazards, requirements for worker protection, safe work practices, and basic principles to follow for the safe abatement of asbestos containing materials. Asbestos bulk sampling activities performed during the assessment were adapted from Section 5.6.4.1 – “Bulk Sampling” of the Alberta Asbestos Abatement Manual.

4.3 - LEAD REGULATIONS AND GUIDELINES

The criteria for lead in paints and surface coatings established by the *Canadian Federal Government* (October, 2010), is 90 mg/kg or 1 mg/cm² when using a XRF analyzer as set by *U.S. Department of Housing and Urban Development (HUD)*. All materials exceeding this criteria require removal following adapted asbestos abatement procedures as outlined in the *Alberta Asbestos Abatement Manual* (October, 2012).

The criteria for lead leachability as defined by the *Alberta User Guider for Waste Managers* (August, 1996), is 5.0 mg/L as per Table 2, Class 9.3 Substances. All materials exceeding this criteria require disposal prior to demolition activities.

4.4 - MOULD REGULATIONS AND GUIDELINES

Currently, there are no regulated occupational exposure limits (OELs) for mould. Health Canada recommends that the distribution of indoor moulds at the genus or species level is similar to the outdoor distribution and quantitatively lower than outdoors.



Air monitoring is a useful tool in identifying the presence of an indoor fungal amplifier requiring remediation, managing a microbial problem, and returning a building, or portion of, to normal use or occupancy (Health Canada, 2004). Health Canada also states that interpretation of mould samples must be done on a case-by-case basis and should consider the type of mould spores or species detected rather than just the amount of moulds found in the samples.

In terms of human health risk, Health Canada wrote in 2007 that moulds in buildings may present a health hazard and that health risk depends on mould exposure and for asthma symptoms, on allergic sensitization. However, due to the lack of dose-response relationships for adverse health effects, the large variety of mould species, and the large variation in individual vulnerability, prohibits the use of air sampling to assess human health risk. As a result, Health Canada (2007) recommends thoroughly removing and cleaning all visible and concealed mould growing in buildings, regardless of mould species.

Mould remediation procedures and recommendations are based on New York City Department of Health & Mental Hygiene's: *Guidelines on Assessment and Remediation of Fungi in Indoor Environments (2008)*, Canadian Construction Associations' (CCA) *Mould Guidelines for the Canadian Construction Industry (2004)*, Alberta Health Services' (AHS): *Fungal Air Testing, Investigation and Reporting Requirements for Extensively Mould-Contaminated Buildings (2011)* and Health Canada's: *Fungal Contamination in Public Buildings: Health Effects and Investigation Methods (2004)*.

5.0 - FINDINGS

5.1 - ASBESTOS

A total of three (3) samples of building materials suspected to contain asbestos were collected during the assessment. The samples have been summarized in Table 5.1 – Asbestos Analytical Results – Donalda Creamery. Site photos are attached in Appendix I. The laboratory analysis report is attached in Appendix II.



Table 5.1: Asbestos Analytical Results – Donalda Creamery*

Sample No.	Material Type	Material Description	Sample Location	Asbestos Content	Asbestos Type
MAIN FLOOR					
1	Wall	Beige Wall Fill Insulation (Vermiculite)	North Side of Building	0.20%	Tremolite/Actinolite
2	Mechanical	Beige Parging Cement on Boiler (beneath metal cladding)	Boiler Room	5-10%	Chrysotile
ATTIC					
3	Floor	Beige Loose Insulation (Vermiculite)	Attic, NW corner	0.34%	Tremolite/Actinolite

Notes:

*Red values indicate material contains asbestos

5.1.1 - CEILING MATERIALS

No ceiling materials suspected to contain asbestos were observed during the assessment. All ceilings throughout the facility consisted of wood (covered with metal flashing in certain areas).

5.1.2 - WALL MATERIALS

5.1.2.1 - Wall Fill Insulation (Vermiculite)

One (1) sample of wall fill insulation (vermiculite) suspected to contain asbestos was collected during the assessment and was found to contain **0.20% Tremolite/Actinolite asbestos**. Asbestos contaminated vermiculite (wall fill) was identified/suspected within the following locations:

Main Floor

- Throughout all perimeter wooden walls on all sides of the building

No other wall materials suspected to contain asbestos were observed during the assessment. All walls throughout the facility consisted of wood (covered with metal flashing in certain areas).

5.1.3 - FLOOR MATERIALS

5.1.3.1 – Loose Vermiculite Insulation

One (1) sample of loose vermiculite insulation suspected to contain asbestos was collected during the assessment and was found to contain **0.34% Tremolite/Actinolite asbestos**. Asbestos contaminated vermiculite (loose) was identified/suspected within the following locations:



Main Floor

- Throughout the attic (sporadic amounts)

Note: During the assessment, it was observed that the loose vermiculite insulation may have been removed from the east side of the attic as only residual amounts remained.

5.1.3.3 - Floor Leveling Compound

No floor leveling compound suspected to contain asbestos was identified during the assessment. If any floor leveling compound is identified during demolition activities, it must be treated as asbestos unless sampling proves otherwise.

No other flooring materials suspected to contain asbestos were observed during the assessment.

5.1.4 - MECHANICAL INSULATION

One (1) sample of parging cement beneath metal cladding on an inactive boiler suspected to contain asbestos was collected during the assessment and was found to contain **5-10% Chrysotile asbestos**. Asbestos containing boiler insulation was identified within the following locations:

Main Floor

- Boiler Room

Note: Asbestos parging cement debris was observed on the floor around the boiler.

No other mechanical insulation suspected to contain asbestos was identified during the assessment. Ducting and piping throughout the building assessed was bare. If any mechanical insulation suspected to contain asbestos that was not identified in this report is identified during renovation activities, it must be treated as asbestos unless sampling proves otherwise.

5.1.5 - MISCELLANEOUS MATERIALS

No miscellaneous materials suspected to contain asbestos were observed during the assessment.

5.1.6 - BUILDING EXTERIOR MATERIALS

No materials suspected to contain asbestos were observed on the exterior of the building during the assessment.



5.2 - LEAD

No lead-based paint was identified on the exterior wood boards of the creamery during the assessment. There is a slight possibility that there could be residual lead paint beneath the newer paint on the exterior wood boards, however, not enough to affect the disposal requirements of the boards during renovations. Approximately **two hundred and fifty (250)** locations of various types of building materials and mechanical equipment were tested for lead content on site using a XRF (X-Ray Fluorescence) analyzer during the assessment. Materials tested included wooden window frames/sills/muntins (interior and exterior), wooden doors/frames (interior and exterior), wooden walls, wooden shelving, wooden tables, metal mechanical equipment, metal flashing on walls, wooden exterior wall boards, fascia, soffit, etc. The materials found to contain lead content concentrations above regulatory limits have been summarized in Table 5.2 – XRF Results – Donalda Creamery and Table 5.2A – XRF Results – Garage Adjacent to Donalda Creamery. Site photos are attached in Appendix I. Laboratory analytical reports are attached in Appendix II.

Table 5.2: XRF Results – Donalda Creamery						
Sample Number	Sample Colour	Sample Type	Sample Substrate	Sample Location	Lead Content (mg/cm ²) ^{1,2}	Guideline Limit ⁴ (mg/cm ²)
1	WHITE	PAINT	WOOD DOOR FRAME	MAIN FLOOR – PASTEURIZERS & CHURN ROOM	1.28 ⁽³⁾	1.0
2	GREY	PAINT	METAL MOTOR FAN BELT GUARD	MAIN FLOOR – PASTEURIZERS & CHURN ROOM	1.46 ⁽³⁾	1.0
3	WHITE (BENEATH GREEN PAINT)	PAINT	WOOD SHELF SUPPORT	MAIN FLOOR – HALLWAY ADJACENT TANK ROOM	1.50 ⁽³⁾	1.0
4	WHITE (BENEATH GREEN PAINT)	PAINT	WOOD WALL BOARD	MAIN FLOOR – TANK ROOM	3.42 ⁽³⁾	1.0
5	WHITE	PAINT	WOOD WINDOW FRAME (STOCKPILED)	ATTIC – NW CORNER	1.84 ⁽³⁾	1.0
6	WHITE	PAINT	WOOD WINDOW FRAME	EXTERIOR – WEST SIDE	4.66 ⁽³⁾	1.0
7	WHITE	PAINT	WOOD DOOR	EXTERIOR – NORTH SIDE	2.80 ⁽³⁾	1.0
8	WHITE	PAINT	WOOD WINDOW MUNTIN	EXTERIOR – NORTH SIDE	3.46 ⁽³⁾	1.0
9	WHITE	PAINT	WOOD WINDOW FRAME	EXTERIOR (ATTIC LEVEL) – NORTH SIDE	4.42 ⁽³⁾	1.0

Note:

- 1) Red value indicates lead content above guideline limit
- 2) mg/cm² - milligram per square centimetre
- 3) highest measured value reported per testing location
- 4) criteria set by U.S. Department of Housing and Urban Development (HUD)



Table 5.2A: XRF Results – Garage Adjacent to Donalda Creamery						
Sample Number	Sample Colour	Sample Type	Sample Substrate	Sample Location	Lead Content (mg/cm ²) ^{1,2}	Guideline Limit ⁴ (mg/cm ²)
10	WHITE	PAINT	WOOD WINDOW FRAME	EXTERIOR – WEST SIDE	3.53 ⁽³⁾	1.0
11	WHITE (BENEATH BEIGE PAINT)	PAINT	WOOD WALL BOARD	EXTERIOR – EAST SIDE	3.68 ⁽³⁾	1.0
12	WHITE	PAINT	WOOD WINDOW FRAME	EXTERIOR – EAST SIDE	6.03 ⁽³⁾	1.0
13	WHITE (BENEATH BEIGE PAINT)	PAINT	WOOD WALL BOARD	EXTERIOR – SOUTH SIDE	1.60 ⁽³⁾	1.0
14	WHITE	PAINT	WOOD WINDOW FRAME	INTERIOR – EAST SIDE	4.49 ⁽³⁾	1.0
15	RED	PAINT	WOOD WALL BOARD	INTERIOR – NORTH SIDE (DIVIDING WALL)	8.88 ⁽³⁾	1.0

Note:

- 5) Red value indicates lead content above guideline limit
- 6) mg/cm² - milligram per square centimetre
- 7) highest measured value reported per testing location
- 8) criteria set by U.S. Department of Housing and Urban Development (HUD)

No other materials suspected to contain lead that would impact renovation activities were identified during the assessment.

5.3 - MERCURY

Older thermostats contain a tilt switch with a glass ampoule containing elemental mercury used to activate or deactivate the heating or cooling device. The glass ampoules generally contain 3 grams of mercury. There may be one to six ampoules depending on the model and application of the thermostat. No thermostats were identified during the assessment:

No other materials suspected to contain mercury that would impact renovation activities were identified during the assessment.

5.4 - SILICA

Crystalline silica is typically present in concrete, ceramic tiles, grout, brick, masonry, mortar, plaster and drywall. Concrete floors were observed throughout the building during the assessment.



5.5 - PCBS (POLYCHLORINATED BIPHENYLS)

A fluorescent light ballast contains multiple components including a reactor (a core and coil assembly), a capacitor and a thermal protector – all enclosed in a heavy-gauge steel housing and filled with an asphalt/silica compound which is mixed with a very fine silica powder. It is the capacitor that could contain PCBs. Ballast capacitors manufactured with an oil-impregnated paper dielectric have been found to contain typically 23.6g (17.2 ml) of PCB oil. No fluorescent light ballasts were observed during the assessment.

5.6 - ODS (OZONE DEPLETING SUBSTANCES)

One (1) air conditioning unit compressor within the Machine/Electrical Room on the main floor of the building was found to have a label indicating it contains **ozone depleting CFC refrigerant (10 pounds of Freon-12)**.

No other suspect ozone depleting CFC-containing equipment was observed during the assessment.

5.7 - MICROBIAL CONTAMINATION (MOULD GROWTH)

Visible signs of **water damage** and **potential microbial growth** were identified on building materials within the following locations in/outside the building during the assessment:

Main Floor

- Ice Maker Room – on the east wall

Building Exterior

- In various locations – on wooden wall boards

Microbial growth is suspected behind other walls and ceilings throughout the building.

6.0 - RECOMMENDATIONS

Prior to renovation activities, asbestos containing materials must be abated according to the asbestos abatement procedures as outlined by the *Alberta Asbestos Abatement Manual* (October 2012) published by Alberta Human Services. Lead-based materials shall be abated following adapted asbestos abatement procedures. All mould remediation activities should be conducted in accordance with guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association.

If any asbestos/lead/mould abatement is scheduled, it must be conducted by qualified personnel who are trained in working with asbestos/lead/mould. A qualified third party environmental consultant must also be present during asbestos/lead/mould abatement to ensure that work procedures are in compliance within federal/provincial regulations and guidelines, to conduct appropriate air monitoring during the asbestos/lead/mould abatement process, as necessary, and to ensure all contamination is contained and asbestos containing/lead-based/mould-contaminated materials are disposed of appropriately.



Based on the findings, the following recommendations have been outlined:

1. The **asbestos-contaminated vermiculite insulation** suspected throughout all perimeter wooden walls of the building should be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The abatement contractor must remove the exterior wood boards inside the high-risk containment as vermiculite will spill out once these boards are removed. Once the boards are removed, they can be cleaned inside the containment and disposed of as regular construction waste;
2. The **asbestos-contaminated vermiculite insulation** identified within the west side of the attic space should be abated following moderate-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). The east side of the attic should be cleaned up following low-risk abatement procedures as only residual amounts of vermiculite were identified;
3. The **asbestos containing parging cement** beneath the metal cladding on the boiler in the Boiler Room can either be managed in place by sealing any exposed parging cement with an approved encapsulant, labelling the boiler with proper asbestos warning stickers and periodically monitoring its condition OR it can be abated following high-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012). **Debris from the asbestos boiler insulation** was observed on the floor around the boiler. This debris should be cleaned up following low-risk abatement procedures as outlined in the Alberta Asbestos Abatement Manual (October 2012) OR removed inside a high-risk containment;
4. The **grey lead-based paint on the metal mechanical equipment** identified in poor condition in the Pasteurizers and Churn Room should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste;
5. The windows and exterior door (on north side of building) covered with **white lead-based paint on** should be removed following adapted low-risk asbestos abatement procedures and disposed of as lead waste if they are scheduled to be removed during renovations;
6. The **grey lead-based paint on the metal mechanical equipment** in the Pasteurizers and Churn Room, **white lead-based paint on the wood interior door frames** throughout the facility, **white lead-based paint on the wood window frame** stockpiled in the attic **White paint (beneath green paint) on the wood shelf support and wood wall boards** in the hallway and Tank Room in good condition can be managed in place if it is intact and undisturbed;
7. Area and occupational lead-in-air testing should be completed by a third party environmental consultant following NIOSH 7303 methodology during the low-risk abatement procedures as needed;



8. Demolition of **silica** containing products (i.e. concrete) may result in exposure to airborne silica. To avoid silica exposure, wet demolition techniques should be practiced and workers performing the demolition activities should be adequately protected and wear proper respiratory protective equipment;
9. The suspect **ozone depleting CFC refrigerant containing** air conditioning compressor located in the **Machine /Electrical Room** should be drained of its refrigerant, if still present, by a qualified refrigeration specialist;
10. **Suspect mould contamination** on the east wood wall within the Ice Maker Room should be further assessed and quantified in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Any mould-contaminated building materials identified require appropriate remediation in accordance with New York City Department of Health and Mental Hygiene (2008), Guidelines on Assessment and Remediation of Fungi in Indoor Environments. Caliber recommends that if mould is identified, a containment be constructed within the room and once the wall is opened up within the containment, the remediation contractor will be able to determine the total extent of the microbial contamination on the building materials and remove accordingly. If mould remediation is required, the material waste can be disposed of as regular construction waste.

Note: When mould growth is identified on asbestos containing materials, the asbestos abatement procedures take precedent and the mould must be removed and disposed of with the contaminated building materials as asbestos waste within the asbestos enclosure/containment;

11. If required, all mould remediation activities should be conducted by a qualified mould remediation contractor following guidelines developed by the New York City Department of Health and Mental Hygiene and/or the Canadian Construction Association.
12. A third party environmental consultant should be hired to assist with the remediation containment design, ensure the remediation activities are conducted in accordance with federal guidelines and to conduct mould spore trap air sampling prior to remediation activities and following remediation activities (air clearance sampling) to determine if the area is safe to reoccupy.
13. Due to the semi-destructive nature of this assessment, prior to renovation activities, additional destructive investigations within concealed locations such as above solid ceilings, inside wall cavities and within mechanical/electrical systems may be required to verify the presence of asbestos containing materials not identified in this report.



7.0 - LIMITATIONS AND CLOSURE

All substantial efforts have been made to inspect all accessible areas and identify the presence or absence of hazardous materials (including asbestos, lead, silica, PCBs, mercury, ODS and mould) within the **Donalda Creamery** located on **Foster Street in Donalda, Alberta**. Hazardous materials may be present on or in mechanical and electrical systems and within concealed locations such as within wall cavities, mechanical shafts, above solid ceilings and beneath flooring materials. Due to the semi-destructive nature of this assessment and its limitations, further investigation of mechanical/electrical systems and within concealed locations may be required prior to renovation activities.

The conclusions and recommendations contained in this report are based upon professional opinions with regard to the subject matter. These opinions are in accordance with current accepted environmental assessment standards and practices. The data and findings presented are valid as of the dates of the investigation. The passage of time, manifestation of latent conditions or occurrence of future events may warrant further exploration within the building, analysis of the data, and re-evaluation of the findings, observations, and conclusions expressed in this report. No warranty or guarantee, whether expressed or implied, is made with respect to the data or the reported findings, observations, and conclusions, which are based solely upon site conditions in existence at the time of investigation.

This report is for the exclusive use of **David Murray Architect**. The author of this report has no obligation, contractual or otherwise, to any third persons using or relying upon this report for any reason and therefore accepts no responsibility for damage suffered by any third party as a result of actions taken or decisions made on the basis of information or conclusions of this report.

Report completed by:



Damien Fillier, OHSC, EP, CRSP
Director/Owner
Caliber Consulting Inc.



APPENDIX I - SITE PHOTOGRAPHS



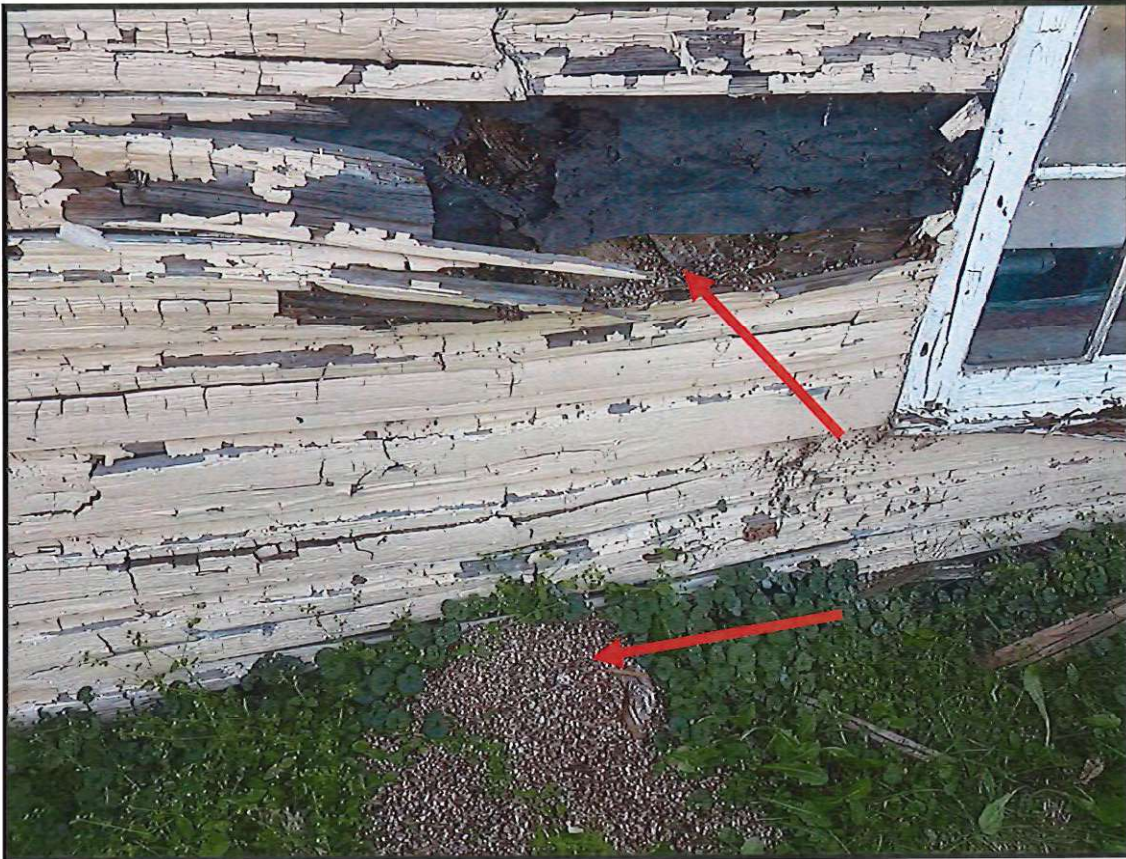


FIGURE 1: ASBESTOS CONTAMINATED VERMICULITE INSIDE WALL CAVITY (NORTH SIDE OF BUILDING)



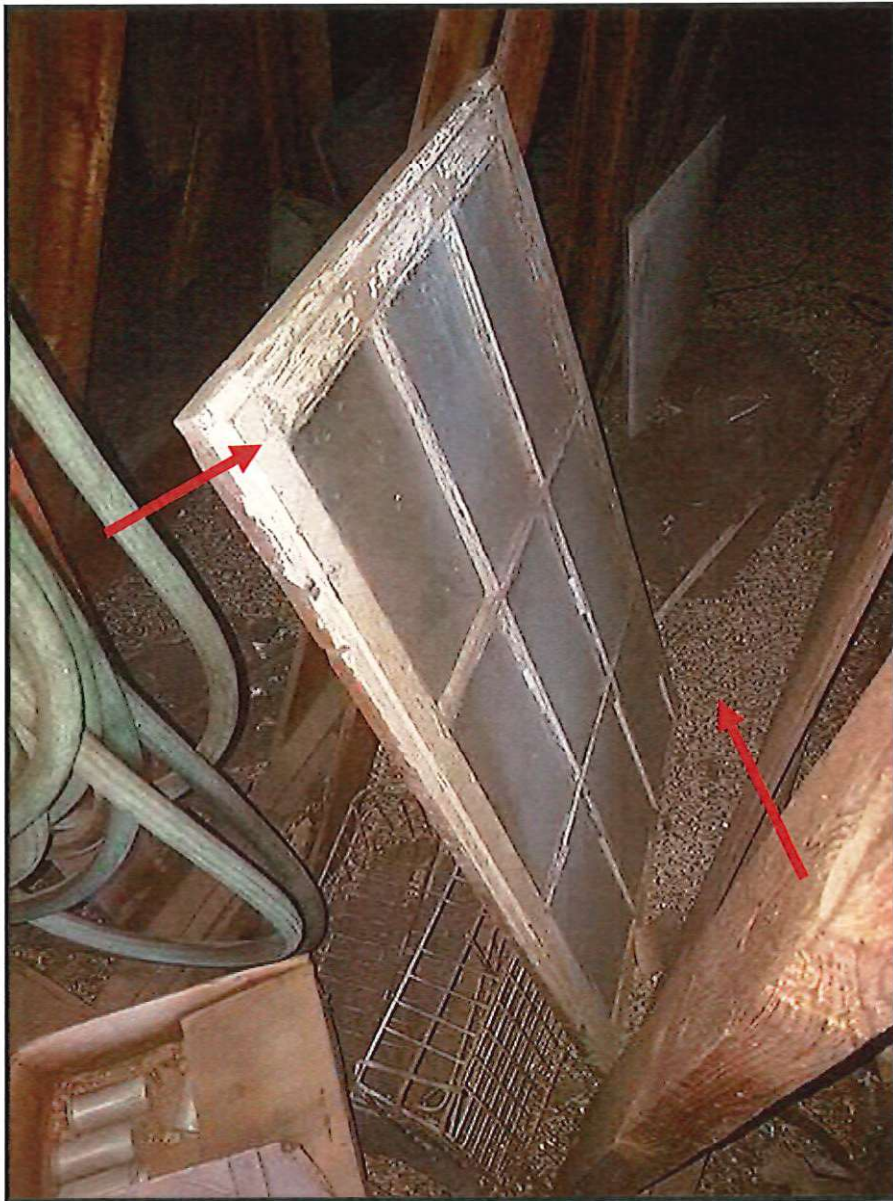


FIGURE 2: ASBESTOS CONTAMINATED VERMICULITE & WHITE LEAD-BASED PAINT ON STOCKPILED WINDOW IN ATTIC



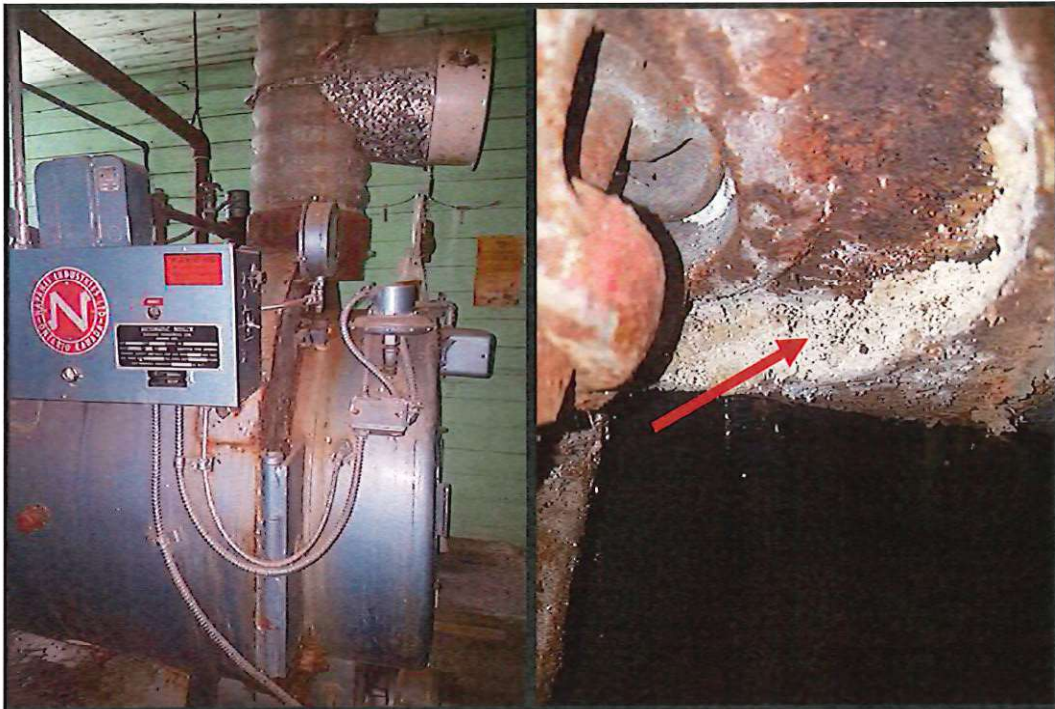


FIGURE 3: ASBESTOS CONTAINING PARGING CEMENT ON BOILER (BENEATH METAL CLADDING) IN BOILER ROOM



FIGURE 4: GREY LEAD-BASED PAINT IN POOR CONDITION ON METAL MOTOR FAN BELT GUARD IN PASTEURIZERS AND CHURN ROOM





FIGURE 5: WHITE LEAD-BASED PAINT (BENEATH GREEN PAINT) ON WOOD SHELF SUPPORT, HALLWAY ADJACENT TO TANK ROOM

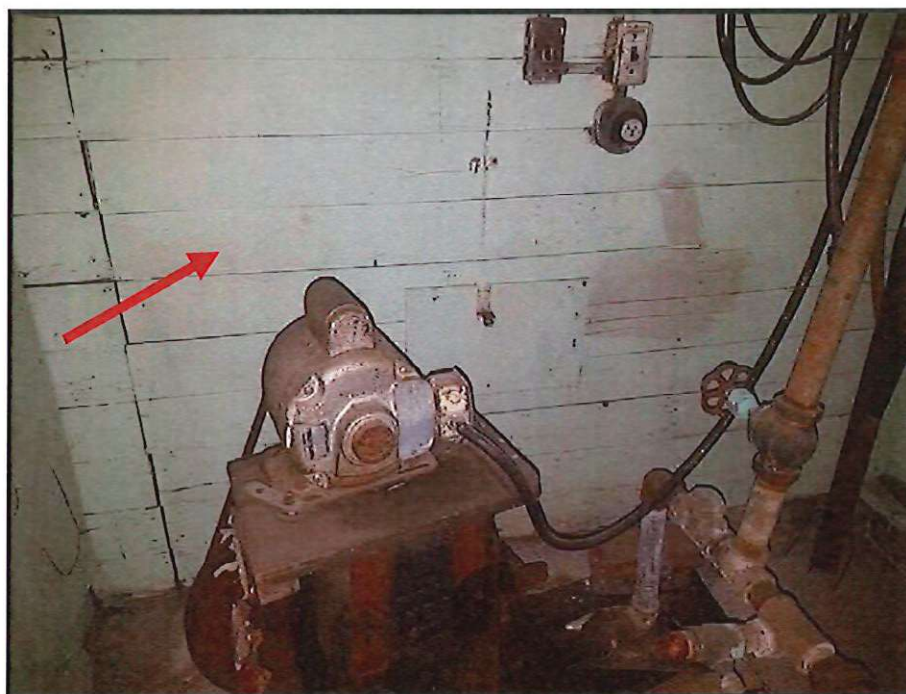


FIGURE 6: WHITE LEAD-BASED PAINT (BENEATH GREEN PAINT) ON WOOD WALL BOARDS, TANK ROOM





FIGURE 7: WHITE LEAD-BASED PAINT ON WOOD WINDOW FRAME, NW CORNER OF BUILDING EXTERIOR



FIGURE 8: WHITE LEAD-BASED PAINT ON WOOD DOOR, NORTH SIDE OF BUILDING EXTERIOR





FIGURE 9: WHITE LEAD-BASED PAINT ON WOOD WINDOW MUNTIN, NORTH SIDE OF BUILDING EXTERIOR





FIGURE 10: WHITE LEAD-BASED PAINT ON WOOD WINDOW FRAME, NORTH SIDE OF BUILDING EXTERIOR



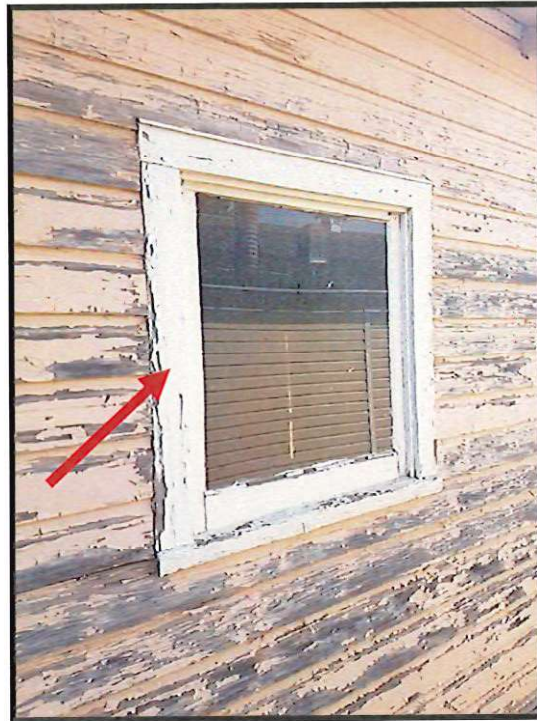


FIGURE 11: WHITE LEAD-BASED PAINT ON WOOD WINDOW FRAME, WEST SIDE OF GARAGE EXTERIOR



FIGURE 12: WHITE LEAD-BASED PAINT ON WOOD WALL BOARDS, EAST SIDE OF GARAGE EXTERIOR





FIGURE 13: RED LEAD-BASED PAINT ON WOOD WALL BOARDS, NORTH SIDE OF GARAGE INTERIOR, DIVIDING WALL





FIGURE 14: AIR CONDITIONING COMPRESSOR WITH CFC-CONTAINING REFRIGERANT (10 LBS OF FREON-12) IN MACHINE/ELECTRICAL ROOM





FIGURE 15: WATER DAMAGED METAL WALL SHEETING AND SUSPECTED MICROBIAL GROWTH ON WOOD BASEBOARD AND BEHIND METAL SHEETING ON EAST WALL OF ICE MAKER ROOM



APPENDIX II - LABORATORY ANALYSIS REPORTS

HAZMAT ASSESSMENT REPORT- Confidential
LOCATION: DONALDA CREAMERY, FOSTER STREET, DONALDA, AB
CLIENT: DAVID MURRAY ARCHITECT
CALIBER PROJECT NUMBER: HZMT-17052





18949 111ave NW Edmonton, Alberta
T5S 2X4
Ph: 780-457-4652
Fax: 1-844-767-7111

Certificate of Analysis

Bulk (ACM) Identification:

EPA/ 600/R-04/004 (modified)

Revision# : 1

Client:

 Caliber Consulting Inc.
Edmonton, Ab

Report Number:

Client Project Name: HZMT 17052

Report Date: September 8, 2017

Samples Collected: September 7, 2017

Date Received: September 8, 2017

Turn Around Requested: Rush 3 hr

Date Analyzed: September 8, 2017

Contact:

Damien Fillier

COC#:

48902

EWI Log #	Sample #	Client Sample Information	Phases/Color/Fibrous/Non-Fibrous/Homogeneity	Asbestos Content Type & %	Other Materials Detected	Analyst
111763-1	1	DONALDA CREAMERY - VERMICULITE FROM ATTIC (EAST SIDE)	100% Vermiculite & Mica mix/ non homogenous/ non fibrous	0.20% Tremolite/Actinolite	99.80% Vermiculite	DW
111763-2	2	DONALDA CREAMERY - VERMICULITE FROM WALL (NORTH SIDE)	100% Vermiculite & Mica mix/ non homogenous/ non fibrous	0.34% Tremolite/Actinolite	99.66% Vermiculite	DW

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This analytical report indicates only the results of the materials submitted and tested at our laboratory. Enviro-Works Inc. is not responsible for any consultation or interpretation of the sample results. Enviro-Works Inc. is also not responsible for the procedure's used with respect to the sample collection of the tested material(s) submitted or any course of action taken with respect to the results.

ND=None detected

NFM=Non fibrous material

VM=Vermiculite & mica

GF=Glass fibre

MW=Mineral wool

P=Perlite

SF=Synthetic fibre

 * =Estimated percentage of
asbestos is <0.1%

Reviewed By:

 Cherie Laplante, B.Sc.,
Lab Manager

 CALA
TQM
ACCREDITED BY A1RE

 HAZMAT ASSESSMENT REPORT- Confidential
LOCATION: DONALDA CREAMERY, FOSTER STREET, DONALDA, AB
CLIENT: DAVID MURRAY ARCHITECT
CALIBER PROJECT NUMBER: HZMT-17052




18949 111ave NW Edmonton, Alberta
 T6S 2X4
 Ph: 780-457-4662
 Fax: 1-844-767-7111

Certificate of Analysis

Bulk (ACM) Identification:

Visual ID (Area Estimation) NIOSH 9002 : Issue 2

Revision# : 0
Client:
 Caliber Consulting Inc.
 Edmonton, Ab

Report Number: 111993
Client Project Name: HZMT-17052
 Report Date: September 26, 2017
 Samples Collected: September 22, 2017
 Date Received: September 26, 2017
 Turn Around Requested: Rush 3 hr
 Date Analyzed: September 26, 2017

Contact: Damien Fillier
 COC#: 50941

EWI Log #	Sample #	Client Sample Information	Phases/Color/Fibrous/Non-Fibrous/Homogeneity	Asbestos Content Type & %	Other Materials Detected	Analyst
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111993-1	1	Boiler Insulation-Boiler Room	100% Grey mix/ homogenous/ fibrous	Chrysotile 5-10	NFM	CL
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- P=Perlite
- SF=Synthetic fibre
- *=Estimated percentage of asbestos is <0.1%

Reviewed By:

Cherie Laplante, B.Sc.,
 Lab Manager



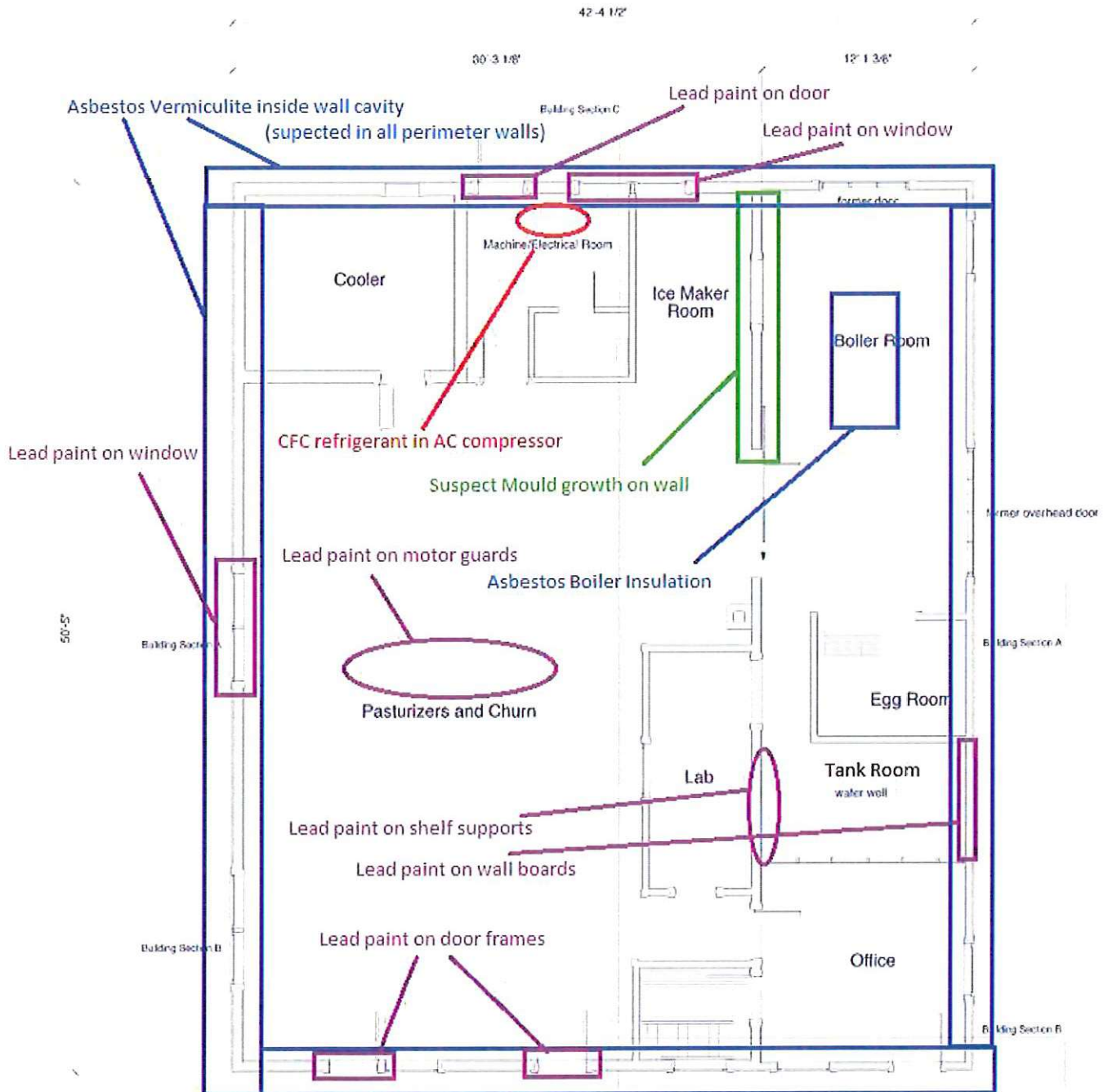
CALA
 T2011
 ACCREDITED TO ISO 17025



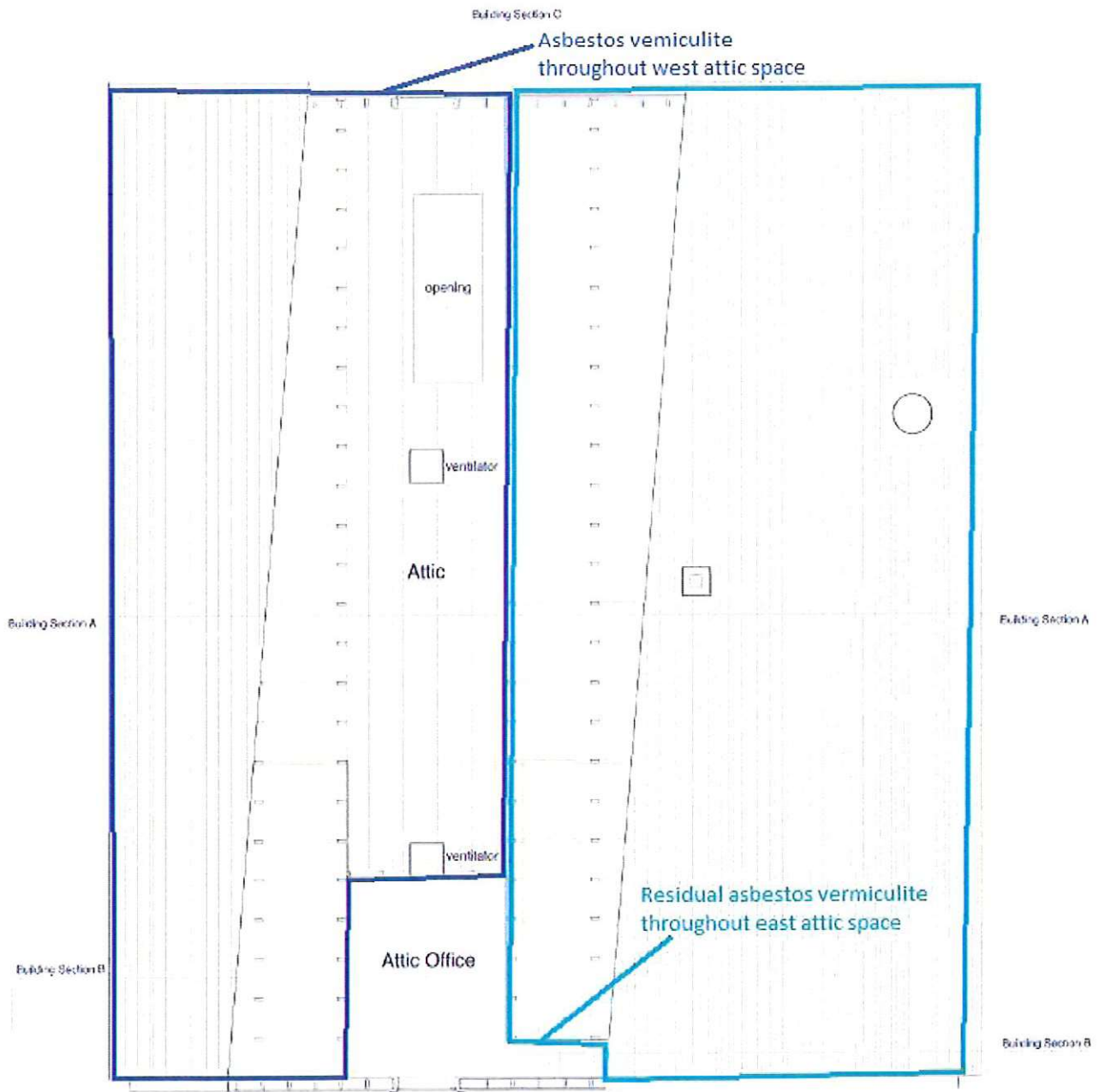
APPENDIX III – BUILDING FLOOR PLANS



DONALDA CREAMERY – MAIN FLOOR



DONALDA CREAMERY – ATTIC



9.0 RESTORATION WORK PLAN

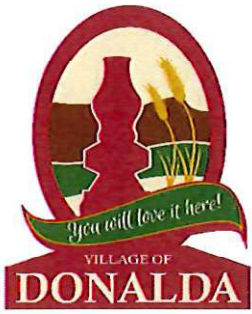
Item	Estimated Cost
9.1 Preparation for Hazardous Material Abatement Contractor	
Dig trench to expose perimeter grade beam	3 600
9.2 Hazardous Material Abatement	
Remove vermiculite insulation from walls	HazMat
Remove debris from attic to facilitate cleaning	HazMat
Remove existing attic insulation	HazMat
Remove freon gas from compressor and cooling system	HazMat
9.3 Repair the Masonry Chimney	
Exterior repair of chimney	2 400
9.4 Restoration of the Roofing	
Remove existing roofing entirely	2 400
Sawn cedar shingle roofing (including underlayment)	23 800
Roofing to small ventilators	1 200
9.5 Reinforcing the Roof Joists of the Addition	
Reinforce existing 2 x 4 roof joists	5 400
9.6 Restoration of the Exterior Walls	
Replace sill plates with pressure-treated material	5 200
Scab new material to existing wall studs	3 400
Pressure-treated plywood sheathing	4 000
Wash existing concrete grade beam	2 000
Waterproof face of grade beam and 600 mm of wall	2 800
Install new 1 x 6 drop siding painted both sides	5 800
Install two piece base trim	2 300
Inspect siding and replace as required (assume 10%)	2 400
Scrape off loose paint, sand and wash with TSP solution	2 300
Paint exterior wall with primer and 2 finish coats	6 300
9.7 Restoration of the Eaves and Trims	
Scrape off loose paint, sand and wash with TSP solution	1 100
Paint eaves and trim with primer and 2 finish coats	2 800
9.8 Restoration of the Windows	
Reconstruct windows to match original	10 400
Existing window sashes will be discarded	2 100

9.0 RESTORATION WORK PLAN (continued)

Item	Estimated Cost
9.9 Restoration of the Exterior Doors	
Retain and restore existing doors with new thresholds	1 800
Replace existing door and threshold	1 200
New storm doors to match original	2 400
9.10 Restoration of the Rooftop Ventilators	
Scrape off loose paint, sand, wash and repaint	1 200
9.11 Restoration of the Interior Floor	
Remove existing concrete floor	8 500
Remove concrete upturns against both exterior and interior walls	4 200
New reinforced concrete floor on 6" compacted crushed gravel	22 100
9.12 Restoration of the Interior Wall Structure	
Remove or loosen the wall finishes at the base of the walls	1 500
Replace existing sill plates with pressure-treated material	7 200
Replace rusted metal wall panels	3 200
Re-install or replace wood boards removed to expose the sill plates	4 200
9.13 Restoration of the Interior Wall and Ceiling Finishes	
Clean and paint metal walls and ceiling	6 200
Clean and paint wood walls and ceiling	3 800
Paint existing tentest board walls and ceiling	1 000
Paint plywood walls and ceiling in attic office	700
9.14 Cleaning up the Machine/Electrical Room	
Restoration of equipment and electrical panels	3 000
Clean walls and ceiling and repaint	1 400
9.15 Electrical Work	
Check that the electrical system is up to date and meets code	2 000
Install a photovoltaic system to generate power for interior lighting	9 000
9.16 Mechanical Work	
Re-instate floor drain in Pasteurizer/Churn Room	500
Re-instate the exterior weeping tile on 3 sides draining to sump	7 200
9.17 Refinishing the Equipment	
All the painted equipment will be repainted (volunteer activity)	~

7.0 RESTORATION WORK PLAN (continued)

Item	Estimated Cost
Contractor Overheads (25%)	46 000
CM Fee (10%)	23 000
Sub-Total	\$ 253 000
Pricing/Scope Contingency (10%)	25 300
Construction Contingency (5%)	13 900
Hazard material abatement (HMA)	74 209
HMA contingency (10%)	7 400
TOTAL ESTIMATED COST	\$ 373 809



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Donalda Village Residents Committee
Agenda Number	4.4 Business Arising from Previous Meetings

Background/Proposal

The Village received a delegation request from the Donalda Village Residents Committee requesting to appear before Council at the April 21, 2026, Regular Council Meeting.

The Committee has indicated that its purpose is to:

- gather and communicate resident feedback and concerns;
- support transparency and accountability;
- encourage community engagement; and
- facilitate communication between residents and Council

In addition to presenting to Council, the Committee has requested ongoing placement as a standing monthly agenda item for updates and communication purposes.

Discussion/Options/Benefits/Disadvantages

1. Resident Engagement and Community Participation

Administration recognizes and appreciates the interest of residents in participating in local governance and community discussion.

Strong communication and community involvement are important components of effective local government, particularly within small municipalities where resident participation plays a valuable role in community development and local decision-making.

The Village's current delegation process provides residents and organizations with opportunities to bring forward questions, concerns, and ideas to Council.

Administration also recognizes that Council may wish to consider whether additional or alternative engagement opportunities could further support communication and collaboration between residents and the municipality.

2. Opportunities for Future Engagement

Municipalities utilize a variety of approaches to resident engagement and communication, including:

- delegation processes;
- periodic community forums or town halls;

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.

- advisory committees;
- resident working groups;
- enhanced communication initiatives; and
- other informal or formal engagement opportunities.

At present, the Village does not have a formal framework specifically addressing recurring resident committee participation or ongoing advisory structures.

Administration believes there may be value in reviewing potential approaches to determine what may be most appropriate and sustainable for the Village of Donalda moving forward.

3. Procedural and Governance Considerations

Should Council wish to consider ongoing engagement structures in the future, additional review may be beneficial to ensure:

- fairness and accessibility for all residents and community organizations;
- clarity regarding roles and expectations;
- consistency with the Village's Procedural Bylaw; and
- alignment with municipal governance best practices.

Administration believes these considerations can be explored collaboratively while continuing to support open communication and community participation.

Cost / Source of Funding

No immediate financial implications have been identified.

Potential future administrative considerations may arise depending on the engagement model selected by Council.

OPTIONS FOR COUNCIL CONSIDERATION

1. Explore Future Engagement Opportunities (Recommended)

Council may:

- acknowledge the Committee's presentation and interest in community engagement; and
- direct Administration to review and report back on potential engagement and communication options.

Benefits

- Demonstrates openness to resident participation and dialogue;
- Supports collaborative community engagement;
- Allows Council to thoughtfully consider long-term communication approaches;
- Maintains flexibility while additional information is reviewed.

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Risks

- Some residents may prefer immediate implementation of recurring meeting opportunities.

2. Approve Recurring Standing Agenda Placement

Council may approve ongoing standing agenda placement for the Committee at regular Council meetings.

Benefits

- Creates a regular communication opportunity between residents and Council;
- Demonstrates strong support for ongoing resident participation.

Risks

- Will require future procedural review;
- Could create expectations for similar requests from additional groups;
- May impact Council meeting structure and administration over time.

3. Maintain Existing Engagement Processes

Council may continue utilizing the Village's existing delegation and communication processes without implementing additional engagement structures at this time.

Benefits

- Maintains consistency with current procedures;
- No additional procedural or administrative changes required.

Risks

- May not fully address resident interest in expanded engagement opportunities.

Applicable Legislation

The Municipal Government Act (MGA) provides municipalities authority to establish procedures for Council meetings and public participation through procedural bylaws.

Council's Procedural Bylaw governs delegations and meeting procedures.

RECOMMENDATION

THAT Council acknowledge and thank the Donalda Village Residents Committee for their presentation and ongoing interest in community engagement;

AND FURTHER THAT Administration to report back to Council with information and options for consideration, including any procedural or governance considerations associated with ongoing resident engagement processes.

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Implementation/Communication

Administration will continue working collaboratively with Council and community members to support constructive communication and resident engagement opportunities within the Village of Donalda.

Administration will continue exploring potential engagement options and recommendations will be brought forward for Council consideration following further review and discussion.

Target Decision Date

May 19, 2026

ATTACHMENTS

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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Main Street Revitalization and Commercial District Compliance Strategy
Agenda Number	5.1 Village Business

Background/Proposal

Administration has identified an increasing number of concerns related to commercial properties located within the Village’s Main Street commercial district, including:

- Derelict or deteriorating commercial buildings;
- Long-term vacant storefronts;
- Buildings being used primarily for personal storage or warehousing;
- Potential unauthorized residential occupancy within commercial buildings;
- General property neglect and unsightly conditions.

These issues may negatively impact:

- Community appearance and pride;
- Business attraction and investment;
- Tourism and economic development;
- Public safety;
- Neighboring property values; and
- Long-term downtown revitalization efforts.

Administration has reviewed the Village’s existing legislative authority and has determined that the Village currently possesses enforcement authority under both:

Bylaw 681 – Nuisance and Unsightly Premises Bylaw

which addresses:

- Property maintenance;
- Unsafe or deteriorated structures;
- Unsightly premises;
- Refuse accumulation; and
- General nuisance conditions.

and

Land Use Bylaw 625 / Amendment 678

which establishes the Commercial Retail (CR) District for active commercial and retail uses.

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 Commercial Retail District specifically identifies:

- retail,
- professional office,
- personal service,
- food and beverage,
- and related commercial uses

as permitted uses, while:

- “Storage and warehousing”

is identified as a non-permitted use within the district.

Administration believes a proactive but balanced approach is necessary to support long-term Main Street revitalization while ensuring fair and consistent application of municipal bylaws.

Discussion/Options/Benefits/Disadvantages

Administration is proposing a phased strategy that focuses initially on:

- Education;
- Voluntary compliance;
- Property owner communication;
- Property inventory and documentation;
- Community awareness; and
- Consistent enforcement practices where required.

The proposed strategy would include:

Phase 1 – Assessment and Communication

- Creation of a Main Street property inventory;
- Review of current property uses and conditions;
- Identification of potentially non-compliant properties;
- Initial communication with affected property owners;
- Public information and revitalization messaging.

Phase 2 – Voluntary Compliance

- Cooperative discussions with owners;
- Reasonable timelines for corrective action;
- Opportunities for owners to address deficiencies voluntarily.

Phase 3 – Formal Enforcement (Where Necessary)

Where voluntary compliance is unsuccessful, Administration may proceed with enforcement measures available under:

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- Bylaw 681;
- the Land Use Bylaw;
- Safety Codes legislation; and
- other applicable municipal authority.

Administration intends to approach this matter in a respectful, fair, and consistent manner with emphasis on revitalization rather than punitive enforcement.

Cost / Source of Funding

At this stage, financial impacts are expected to be limited primarily to:

- Administrative time;
- Inspections and documentation;
- Legal consultation if required;
- Public communication materials.

Future financial implications may arise if:

- Remediation work is undertaken by the Village;
- Legal enforcement becomes necessary; or
- Incentive or revitalization programs are developed.

Some enforcement-related costs may be recoverable through existing bylaw authority.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Proceed with Proposed Strategy (Recommended)

Council directs Administration to proceed with development and implementation of the Main Street Revitalization and Commercial District Compliance Strategy.

Advantages

- Proactive approach;
- Encourages voluntary compliance;
- Supports revitalization goals;
- Provides consistency and transparency.

Disadvantages

- May require increased administrative resources;
- Potential for community concerns regarding enforcement.

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Option 2 – Maintain Current Reactive Approach

Council directs Administration to continue responding to complaints and issues on a case-by-case basis only.

Advantages

- Reduced immediate administrative workload;
- Lower short-term enforcement activity.

Disadvantages

- Continued deterioration of Main Street conditions;
- Reduced consistency;
- Potential increase in future enforcement and safety concerns.

Administration recommends that Council proceed with Option 1 and support development of a phased Main Street Revitalization and Commercial District Compliance Strategy.

Applicable Legislation

Applicable legislation and bylaws include:

- Municipal Government Act
- Safety Codes Act
- Village of Donalda Bylaw 681 – Nuisance and Unsightly Premises Bylaw
- Village of Donalda Land Use Bylaw 625 and Amendment 678

RECOMMENDATION

THAT Council accept the Main Street Revitalization and Commercial District Compliance Strategy report as information and direct Administration to proceed with the development and implementation of a phased compliance and revitalization approach for the Commercial Retail District.

Implementation/Communication

Administration will proceed in accordance with Council direction and applicable municipal bylaws.

Target Decision Date

May 19, 2026

ATTACHMENTS

- Village of Donalda Bylaw 681 – Nuisance and Unsightly Premises Bylaw
- Village of Donalda Land Use Bylaw 625 and Amendment 678

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BYLAW 681

A BYLAW OF THE VILLAGE OF DONALDA, IN THE PROVINCE OF ALBERTA, TO REGULATE NUISANCES AND UNSIGHTLY PREMISES

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, provides the Council of the Village of Donalda with the authority to pass bylaws respecting Nuisances;

AND WHEREAS the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended or repealed and replaced from time to time provides the Council of the Village of Donalda with the authority to establish minimum standards for the maintenance of buildings and structures;

NOW THEREFORE the Council of the Village of Donalda, pursuant to the authority conferred upon it by the laws of the Province of Alberta, hereby enacts as follows:

SECTION 1 – SHORT TITLE

1. This bylaw may be referred to as The Village of Donalda "Nuisance and Unsightly Premises Bylaw".

SECTION 2 – DEFINITIONS

2. The following words shall be defined terms for the purpose of this bylaw:
 - 2.1 "Abandoned and/or Derelict Equipment" means equipment or machinery, which has been rendered inoperative by reason of its disassembly, damage, age or mechanical condition, and includes, but is not limited to, any household appliance stored outside of a residence or other Structure regardless of whether or not it is in an inoperative condition.
 - 2.2 "Abandoned and/or Derelict Vehicle" means the whole or any part of any Motor Vehicle or farm implement that is unregistered or in a rusted, wrecked, partly wrecked, dismantled, partly dismantled, and/or inoperative condition, and is not located in a Structure or located on Property such that it can be concealed from view.

- 2.3 "Bylaw Enforcement Officer" means a Bylaw Enforcement Officer appointed by the Village, pursuant to the *Municipal Government Act*, for the purpose of enforcing the Village's bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized, a Special Constable.
- 2.4 "Council" means the Municipal Council of the Village of Donalda.
- 2.5 "Motor Vehicle" means a vehicle propelled by any power other than muscular power, or a moped.
- 2.6 "Municipal Government Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.
- 2.7 "Nuisance" means any condition or use of, or emission from, Property which, in the opinion of a designated officer, is unsightly, offensive, dangerous to public health or safety or which interferes with the use or enjoyment of other Property and includes, without limiting the foregoing, those conditions set out at Section 3.2.
- 2.8 "Order" means an order issued by a designated officer in accordance with section 5.4 as described in Section 545 of the *Municipal Government Act*.
- 2.9 "Owner" means any Person registered as the owner of Property under the *Land Titles Act*, R.S.A. 2000, c. L-4, as amended or repealed and replaced from time to time;
- 2.10 "Person" means a corporation, partnership, or individual, and the heirs, executors, administrators or other legal representatives of an individual.
- 2.11 "Property" means any lands, or Structures on lands, including any personal property located thereupon, within the municipal boundaries of the Village.
- 2.12 "Provincial Offences Procedures Act" means the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time.
- 2.13 "Reasonable State of Repair" means the condition of being:
- 2.13.1 structurally sound;
 - 2.13.2 free from damage, rot or other deterioration; and safe for its intended use.

- 2.14 "Refuse" means all solid and liquid waste including, but not limited to: organic and inorganic household, yard and garden waste, building materials, tires, boxes or any other form of waste or garbage.
- 2.15 "Structure" means a building, improvement or other thing erected or placed in, on, over or under land.
- 2.16 "Violation Tag" means a tag or similar document issued by the Village pursuant to the *Municipal Government Act* for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow.
- 2.17 "Violation Ticket" means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*.

3. **SECTION 3 – NUISANCES**

- 3.1 No Person shall cause or allow Property or his use of Property to constitute a Nuisance.
- 3.2 Conditions in, on, or around Property that constitute a Nuisance shall include, but not be limited to:
 - 3.2.1 the accumulation of Refuse;
 - 3.2.2 the presence of Abandoned Vehicles and Abandoned Equipment
 - 3.2.3 the presence of Derelict Vehicles and Abandoned Vehicles
 - 3.2.4 grass or weeds in excess of ten centimeters in length;
 - 3.2.5 the presence of animal carcasses, hazardous materials, noxious fumes, manure or sewage;
 - 3.2.6 the presence of trees, shrubs, or other vegetation that interferes with civic works or any public utilities and shall include the obstruction of a sidewalk, highway or public place;
 - 3.2.7 the failure to keep Property in a Reasonable State of Repair; and

- 3.2.8 the presence of excavations, structures, materials or any other hazard or condition which poses a danger to public safety.

4. SECTION 4 – MAINTENANCE STANDARDS

4.1 All Structures on Property shall be maintained so that:

- 4.1.1 the foundations;
- 4.1.2 exterior walls;
- 4.1.3 roof;
- 4.1.4 windows, including frames, shutters and awnings;
- 4.1.5 doors, including frames and awnings;
- 4.1.6 steps and sidewalks; and
- 4.1.7 fences;

are kept in a Reasonable State of Repair.

4.2 All fixtures, improvements, renovations, or additions to any Structure on Property, including but not limited to:

- 4.2.1 exterior stairs;
- 4.2.2 porches;
- 4.2.3 decks;
- 4.2.4 patios;
- 4.2.5 landings;
- 4.2.6 balconies; or
- 4.2.7 other similar structures

shall be maintained in a Reasonable State of Repair.

5. SECTION 5 – INSPECTION AND ENFORCEMENT

5.1 For the purpose of inspection and enforcement under this bylaw, a Bylaw Enforcement Officer is a designated officer.

5.2 A designated officer may enter any Property in the Village in order to carry out an inspection, enforcement or other action required or authorized by this Bylaw, the *Municipal Government Act*, or any other statute.

- 5.3 Before conducting an inspection or enforcement under Section 5.2, a designated officer shall provide the Owner or occupant of the Property with reasonable notice as required by the *Municipal Government Act*.
- 5.4 Where contravention of this Bylaw has occurred or is occurring, a designated officer may issue an Order to the Owner of the Property or any other Person responsible for the contravention, or both of them.
- 5.5 An Order issued by a Designated Officer under Section 5.4 may:
 - 5.5.1 direct the Person to whom the Order is issued to stop doing something, or change the way in which the Person is doing that thing;
 - 5.5.2 direct the Person to take any action or measure necessary to remedy the contravention of this Bylaw, including but not limited to improving the appearance of the Property or Structure, cutting or removing trees and shrubs, and removing or demolishing a Structure that is in contravention of this Bylaw;
 - 5.5.3 direct the Person to remove a Derelict or Abandoned Vehicle
 - 5.5.4 state a time period within which the Person must comply with the directions stated in the Order;
 - 5.5.5 state that if the Person does not comply with the directions provided in the Order within a specified time the Village may take any action or measure reasonably necessary to remedy the contravention and may charge the Person for costs incurred to remedy the contravention.
- 5.6 An Order issued by a designated officer under Section 5.4 shall notify the Person to whom the Order is issued of the right to apply by written notice for a review of the Order by Council, and the required fee for such application as set out in Schedule "B".
- 5.7 An Order issued under this Bylaw may be served
 - 5.7.1 in the case of an individual:
 - 5.7.1.1 personally to the individual, or

- 5.7.1.2 by leaving it for the individual at his residence with a Person on the premises who appears to be at least eighteen (18) years of age;
- 5.7.2 in the case of a partnership or corporation, personally or by registered mail to either the registered office or business address of the partnership or corporation.
- 5.8 Notwithstanding subsection 5.7, a copy of the Order may be posted in a conspicuous place on the Property referred to in the Order if service cannot otherwise reasonably be effected.

6. **SECTION 6 – RECOVERY OF COSTS**

- 6.1 The costs of any action or measure taken by the Village under this Bylaw are an amount owing to the Village by the Owner of the Property or any other Person responsible for the contravention, or both of them.
- 6.2 If the Village sells all or part of a Structure that has been removed under this Bylaw, the proceeds of the sale must be used to pay the costs of the removal and any excess proceeds must be paid to the Person entitled to them.
- 6.3 The costs incurred by the Village in the enforcement of this Bylaw may be collected as a civil debt or, in the case of an Order issued to an Owner where all or a portion of the contravention occurred on the Owner's Property, added to the tax roll of the Property that is the subject of the enforcement proceedings under this Bylaw.
- 6.4 The Village may register a caveat under the *Land Titles Act* in respect of an Order issued under this Bylaw against the certificate of title for the Property that is the subject of the Order.
- 6.5 If the Village registers a caveat under Section 6.4, the Village must discharge the caveat when the Order has been complied with or when the Village has performed the actions or measures referred in the Order.

7. **SECTION 7 – REVIEW OF ORDER**

- 7.1 A Person to whom an Order is issued pursuant to Section 5.4 may request a review of the Order by written notice to Council and payment of the applicable application fee within fourteen (14) days of the day on which the Order is received by that Person.
- 7.2 A Notice under Section 7.1 shall state the Person's reasons for disagreement with the Order and set out the relief sought from Council in the review.
- 7.3 Upon review of the Order, Council may confirm, vary, substitute or cancel the Order.
- 7.4 A Person affected by a decision of Council under Section 7.2 may appeal to the Court of Queen's Bench, in accordance with Section 548 of the *Municipal Government Act*.

8. **SECTION 8 – OFFENCES**

- 8.1 Any Person who fails to comply with an Order issued under Section 5 is guilty of an offence.
- 8.2 Notwithstanding whether an Order has been issued under Section 5, any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to a penalty as set out in Schedule "A".

9. **SECTION 9 – VIOLATION TAG**

- 9.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person, whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 9.2 A Violation Tag shall be served in a manner set out in Section 5.7 above.
- 9.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - 9.3.1 the name of the Person to whom the Violation Tag is issued;

- 9.3.2 a description of the Property upon which the offence has been committed, if applicable;
 - 9.3.3 a description of the offence and the applicable Bylaw Section;
 - 9.3.4 the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - 9.3.5 that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag in order to avoid prosecution; and
 - 9.3.6 any other information as may be required by the Chief Administrative Officer.
- 9.4 Where a Violation Tag has been issued pursuant to this Bylaw, the Person to whom a Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Village Office the penalty specified on the Violation Tag.

10. **SECTION 10 – VIOLATION TICKET**

- 10.1 In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Bylaw Enforcement Officer may issue a Violation Ticket, pursuant to Part 2 of the *Provincial Offences Procedure Act*, to the Person to whom the Violation Tag was issued.
- 10.2 Notwithstanding Section 10.1, a Bylaw Enforcement Officer may immediately issue a Violation Ticket to any Person whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 10.3 A Violation Ticket issued with respect to a violation of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- 10.4 The Person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on

or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided by this Bylaw.

- 10.5 When a clerk records in the Court records the receipt of a voluntary payment pursuant to Section 7.10 and the *Provincial Offences Procedure Act*, that act of recording constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.

11. **SECTION 11 – SEVERABILITY and COMING INTO FORCE**

- 11.1 Should any provision of this Bylaw be invalid, then the invalid provision shall be severed and the remainder of this Bylaw shall be maintained.

- 11.2 This Bylaw shall come into force upon receipt of its third and final reading.

12. **REPEAL**

Bylaws No. 389, 589, 655, 655.01, 655.02 and any amendments thereto are hereby repealed by passage of this Bylaw.

COMMENCEMENT OF ENFORCEMENT

READ a first time: April 23rd, 2015

READ a second time: May 19, 2015

READ a third time and passed: May 19, 2015

This Bylaw shall come into full force and effect on May 20, 2015

**THE VILLAGE OF DONALDA
PER:**

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

PENALTIES

Any Person that breaches a provision of the Village of Donalds Nuisance and Unsightly Premises Bylaw or an Order made thereunder may be subject to a fine of:

- a. \$500.00 for the first offence; and
- b. \$750.00 for any subsequent offences committed within twelve (12) months of the first offence.

Schedule "B"

Fees

A written notice requesting review of an Order by Council pursuant to Section 7 shall be accompanied by a fee of \$50.00 that shall only be returned to the applicant in the event that the whole of the Order is revoked by Council.

VILLAGE OF DONALDA

BYLAW #678

A BY-LAW OF THE VILLAGE OF DONALDA, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 625

WHEREAS the Village of Donalda wishes to create a new land use District;

AND WHEREAS, by virtue of the power conferred upon it by the *Municipal Government Act*, Div.1-7e, 8b and Div.5-50c the Council of the Village of Donalda, duly assembled, enacts as follows:

PART 1

SHORT TITLE

1. This by-law shall be known and may be cited as the "Commercial Retail (CR) Land Use District Bylaw" of the Village of Donalda.

PART 2

AMENDMENTS TO BYLAW 625

2. Section 1.8(1) of Bylaw 625 is hereby repealed and the following section replaced as section 1.8(1) in its stead:

"For the purpose of this Land Use Bylaw, the Village of Donalda is divided into the following Districts:

GENERAL RESIDENTIAL DISTRICT (R)

LOW DENSITY RESIDENTIAL LAND USE DISTRICT (R1)

CENTRAL COMMERCIAL DISTRICT (C)

COMMERCIAL RETAIL DISTRICT (CR)

INDUSTRIAL DISTRICT (I)

PARKS AND RECREATION DISTRICT (PR)

PUBLIC USE DISTRICT (PU)

URBAN RESERVE DISTRICT (UR)"

3. Schedule 'C' of Bylaw 625 is hereby amended by adding the following regulations for Commercial Retail Land Use District (CR)

"CR - Commercial Retail Land Use District"

General Purpose:

To provide an area for commercial retail use, offering a wide variety of goods and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians but which will be accessible to motor vehicles.

(1) Permitted Uses:

- a) Indoor merchandise sales/retail
- b) Offices
- c) Personal Services
- d) Public Use
- e) Food and Beverage Services/Retail

(2) Non-Permitted Uses:

- a.) Storage and Warehousing

- b.) Auto Wrecker
- c.) Apartment
- d.) Auto Repair
- e.) Car Wash.

(3) Discretionary Uses:

The following uses may be permitted subject to the conditions of this Section or such other conditions as may be applicable:

- a) All others not listed

(4) The following regulations apply to permitted uses:

- a) Minimum front yard: Nil
- b) Minimum side yard: Nil or as required in the Alberta Building Code, whichever is greater.
- c) Minimum Rear Yard: Shall be provided for parking and loading spaces.
- d) Outdoor storage is not permitted.
- e) Maximum building height – 10m (32.8 Ft.)

(5) The following regulation applies to dwelling units:

- a.) **Dwelling Unit Entrance:**

Dwelling units shall have an entrance separate from the entrance to any commercial component of the building. Any residence must occupy no more than the rear half of the main floor or the second story without limitation

4. EFFECTIVE DATES AND READINGS

This Bylaw is effective the date of the final passing thereof.

That By-Law #678 was given first reading this 19th day of August, 2014 on a motion by DEPUTY MAYOR Knudtson.

CARRIED UNANAMOUSLY


That By-Law #678 was given second reading this 21st day of October 2014 on a motion by Councillor Fox.

Moved by Deputy Mayor Knudtson that Council proceed with third and final reading of Bylaw #678.

That By-Law #678 was given third and final reading this 21st day of October, 2014 on a motion by Deputy Mayor Knudtson.



 Mayor



 Chief Administrative Officer

SCHEDULE C

Minimum Yard Requirements:	Mobile homes and their attached structures shall be at least: <ul style="list-style-type: none">i) 6 m (19.69 ft.) from one anotherii) 6 m (19.69 ft.) from the front parcel boundaryiii) 3 m (9.84 ft.) from the rear parcel boundaryiv) 1.5 m (4.92 ft.) from the side parcel boundary except on a corner parcel where the side yard abutting a public roadway shall be at least 3 m (9.84 ft.)
Minimum Floor Area:	65 m ² (699.68 sq.ft.)
Minimum Mobile Home Width:	3.5 m (11.48 ft.)
Building Design:	All mobile homes shall be factory built. Skirting or any attached structure shall be factory built with matching exterior finish, or be of durable all-weather construction and designed in a manner that will enhance the appearance of the mobile home. All wheels must be removed and the mobile home placed on permanent foundation, or concrete piers.
Supplementary Regulations:	This use must also comply with the regulations as stated in Schedule B.

The regulations for uses other than detached dwellings and mobile homes shall be as established in Schedule B.

- g) OTHER requirements are:
 - i. Accessory building shall be:
 - 3 metres (10 feet) from the main building
 - 1 metre (3 feet) from any property line PROVIDED THAT access doors are no closer than 6 metres (20 feet) from opposite property line.
 - ii. No fence or wall shall be:
 - Higher than 2 metres (6.5 feet) from surrounding grade in side and rear yards.
 - Higher than 1 metre (3 feet) in front yards.

(3) Discretionary Uses:

The following uses may be permitted subject to the conditions of this Section or such other conditions as may be applicable:

- a) Buildings accessory to the above

(4) Site Requirements for Discretionary Uses:

- a) Minimum site area for modular homes shall be the standards for single family dwellings specified in Section 2(a) of this Schedule.
- b) Minimum site area for all other uses shall be established by the Development Authority taking each case on its own merits.
- c) The maximum number of dwellings per lot shall be one, except at the discretion of the Development Authority more than one may be allowed based on the merits of the proposal.

(5) Yard Requirements for Discretionary Uses:

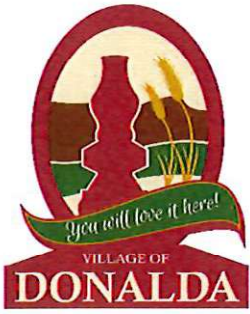
- a) The minimum front and rear yard requirements shall be the standards specified in Section 2(b)(i & ii) of this Schedule.
- b) The minimum side yard requirements shall be the standards specified in Section 2(b)(ii) of this Schedule.

Note:

Where physical site conditions make this impossible or impractical the Development Authority may relax the lot depth requirements - the lot area is then to be made up by increasing the width.

(6) Other Requirements are:

- a) The Development Authority may refer applications for development permits for discretionary uses to the Manager of the Parkland Community Planning Services (or any other agency the Development Authority feels is necessary) for comments, which shall be provided in writing.
- b) Public parks and playgrounds are discretionary uses provided that any accessory buildings shall have a maximum height of 8 metres (26 ¼ feet).
- c) Public utility buildings, structures and installations where such buildings or structures or installations are required for the provision of utility services in the R1 Low Density Residential District are discretionary uses.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Council Procedural Bylaw #772-24 Review – Agenda Distribution & Public Information Access
Agenda Number	5.2 Village Business

Background/Proposal

At recent Council meetings and through community discussion, questions have arisen regarding:

- when Council agenda packages are distributed to Council members;
- when agenda information is made available to the public; and
- whether any updates to the Village’s Procedural Bylaw may be beneficial regarding meeting transparency, public access to information, and community engagement.

The Village’s Procedural Bylaw currently contains provisions respecting:

- agenda preparation and distribution;
- public availability of agendas;
- delegations; and
- meeting procedures.

Council may wish to review the current provisions to determine whether the existing framework continues to meet Council’s operational needs and community expectations.

Current Procedural Bylaw Provisions

The current Procedural Bylaw provides that:

- Council agenda packages are to be distributed to Council members at least four (4) days prior to a regular meeting;
- public agenda packages are to be made available one (1) day before each regular meeting;
- delegations must generally submit requests one week prior to the meeting date; and
- additional agenda items may only be added through procedural approval or in emergent situations.

These provisions establish a formal structure for agenda preparation and meeting administration.

Strengths of the Current Bylaw

Administration notes several positive aspects of the current Procedural Bylaw framework.

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

Clear Agenda Timelines

The bylaw establishes:

- defined submission deadlines;
- timelines for Council package distribution; and
- public agenda release requirements.

This supports administrative organization and meeting preparation.

Governance and Procedural Clarity

The bylaw provides detailed procedures respecting:

- delegations;
- motions and debate;
- voting procedures;
- reconsideration and rescinding motions; and
- meeting conduct.

These provisions support consistency and orderly meeting administration.

Transparency Provisions

The bylaw:

- allows for public access to meeting agendas;
- authorizes recording and broadcasting of meetings through Council policy; and
- supports public participation through delegation opportunities.

These provisions support openness and accountability.

Flexibility for Council

The bylaw allows Council discretion regarding:

- late agenda additions;
- committee appointments;
- delegation considerations; and
- meeting administration matters.

This flexibility assists Council in responding to operational or emergent matters.

Potential Areas for Future Review or Update

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.

Council may also wish to consider whether future amendments or procedural review could be beneficial in the following areas.

Public Access Timing

Council may wish to consider whether:

- public agenda packages should continue being released one day prior to meetings; or
- additional advance public access would better support transparency and community awareness.

Potential considerations include:

- administrative workload;
- late report changes;
- public review opportunities; and
- operational practicality.

Electronic Participation and Hybrid Meetings

The current bylaw does not specifically address:

- electronic participation;
- virtual attendance;
- hybrid meetings; or
- electronic voting procedures.

Council may wish to consider whether additional clarity is appropriate for future operational flexibility.

Ongoing Community Engagement Processes

The current bylaw does not specifically address:

- recurring resident committee participation;
- advisory committee structures; or
- ongoing public engagement mechanisms.

Future review could consider whether additional guidance or procedural clarity is desirable.

Communication and Public Participation

Council may wish to consider whether future enhancements could include:

- electronic delegation submissions;
- livestreaming provisions;
- public question opportunities; or
- additional communication procedures.

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.

Administrative Flexibility

Any future amendments would need to balance:

- transparency and accessibility;
- administrative capacity;
- governance consistency; and
- meeting efficiency.

Discussion/Options/Benefits/Disadvantages

Administration believes the current Procedural Bylaw provides a strong and functional governance framework that supports:

- orderly Council meetings;
- public participation;
- agenda management; and
- municipal decision-making processes.

At the same time, periodic procedural bylaw review is considered a normal governance practice and may assist Council in ensuring procedures continue to align with:

- operational needs;
- technological changes;
- legislative updates; and
- community expectations.

Cost / Source of Funding

No immediate financial implications have been identified associated with receiving this information report or maintaining the current Procedural Bylaw framework.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Receive Information and Maintain Current Procedural Framework (Recommended)

Council may receive the information as presented and continue utilizing the current Procedural Bylaw provisions.

Benefits

- Maintains consistency with existing procedures;
- Current bylaw already provides clear governance structure;
- No immediate administrative or procedural changes 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.

Risks / Considerations

- Some residents may desire additional public access timing or engagement opportunities;
- Future operational needs may still require eventual procedural updates.

Option 2 – Direct Administration to Review Potential Procedural Bylaw Amendments

Council may direct Administration to review and report back regarding potential updates to:

- agenda distribution timelines;
- public information access;
- electronic participation provisions; or
- community engagement procedures.

Benefits

- Allows Council to evaluate modernization opportunities;
- Supports ongoing governance review and transparency discussions;
- Provides opportunity to assess municipal best practices.

Risks / Considerations

- Additional administrative review required;
- Potential procedural changes may increase administrative complexity or workload.

Applicable Legislation

Applicable legislation and bylaws include:

- Municipal Government Act
- Safety Codes Act
- Village of Donalda Bylaw 681 – Nuisance and Unsightly Premises Bylaw
- Village of Donalda Land Use Bylaw 625 and Amendment 678

RECOMMENDATION

THAT Council receive the information regarding the Village's current Procedural Bylaw provisions related to agenda distribution, public access to information, and meeting procedures as information.

Implementation/Communication

Administration will proceed in accordance with Council direction and applicable municipal bylaws.

Target Decision Date

May 19, 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.

ATTACHMENTS

- Council Procedural Bylaw #772-24

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

Village of Donalda
Bylaw 772-24 Council Procedural Bylaw

WHEREAS section 145 of the Municipal Government Act, RSA 2000, c M-26, provides that a council may, by bylaw, establish the procedures to be followed by council and, where a council establishes a council committee or other body, council may establish the functions of the committee or body and the procedures to be followed by it;

AND WHEREAS BYLAW No. 765-23 of the Village of Donalda, being the Council Procedural Bylaw, sets the commencement time for regular meetings of Council at 10:00 a.m.;

AND WHEREAS the Council of the Village of Donalda wishes to change the commencement time of regular meetings of Council to 7:00 p.m.;

NOW THEREFORE, the Council of the Village of Donalda, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Background

- 1.1. This Bylaw may be cited as the Council Procedural Bylaw.
- 1.2. The Council hereby establishes the following rules and regulations for the order and conduct of all Council Meetings.
- 1.3. The appropriate sections of the Municipal Government Act shall further apply to the conduct of all meetings.

2. Boards and Committees

- 2.1. Members, including Councillors, shall ordinarily be appointed to committees at the annual Organizational Meeting of the Council of the Village of Donalda.
- 2.2. Unless specified by resolution, appointments shall be for a period of approximately one year, expiring at the next regular Organizational Meeting of the Council of the Village of Donalda.
- 2.3. Council may, by ordinary resolution at any duly convened meeting of Council, appoint a member to a committee where a vacancy exists or for any other reason which necessitates an expedient appointment.
- 2.4. Council may only remove a Councillor from a committee with the Councillor's consent or as a sanction in accordance with the Councillor Code of Conduct Bylaw.
- 2.5. The Council may remove any other member from a committee with the member's consent or by a two-thirds majority vote at a Regular or Special Council meeting.
- 2.6. The following each operate as independent organizations. Members shall be appointed to represent the Village of Donalda's interests in each organization and report information concerning the organization's operations to the Council of the Village of Donalda. The Council is not precluded from appointing representation to other Organizations for a reason only that the organization does not appear on the following list.
 - 2.6.1. The Central Alberta Economic Partnership shall have one Councillor appointed by the Council of the Village of Donalda.

- 2.6.2. The County of Stettler Housing Authority shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.3. The County of Stettler Regional Recreation Board shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.4. Destination Stettler shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.5. The Donalda and District Museum Society shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.6. The East Central Heritage Committee shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.7. The Lamp Park Committee shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.8. The Parkland Community Planning Services Board shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.9. The Parkland Regional Library Board shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.9.1. The Councillor appointed to the Parkland Regional Library Board shall also be appointed to the Village of Donalda Library Board.
 - 2.6.10. The RCMP Community Consultative Group shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.11. The Red Deer River Municipal Users Group shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.12. Parkland Community Planning Services shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.13. The Shirley McClellan Regional Water Services Commission shall have one Councillor and one alternate appointed by the Council of the Village of Donalda.
 - 2.6.14. The Stettler and District Ambulance shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.15. The Stettler Regional Fire Department Advisory Committee shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.16. The Stettler Waste Management Authority shall have one Councillor appointed by the Council of the Village of Donalda.
 - 2.6.17. The Stettler Regional Emergency Management Agency shall have one Councillor appointed to the Advisory Committee by the Council of the Village of Donalda.
- 2.7. The following each operate as standing committees with representation from multiple organizations but do not provide direct oversight to an organization. Members shall be appointed to represent the Village of Donalda's interests in

each partnership and report information concerning the Committee's discussions to the Council of the Village of Donalda.

2.7.1. Intermunicipal Development Plan Committees shall be established for the County of Stettler and governed by their respective Intermunicipal Development Plan Bylaws.

2.7.1.1. The Mayor and Municipal Planning Commission Chairperson shall be appointed to the Intermunicipal Development Plan Committee.

2.8. The following each operate as standing committees of the Village of Donalda. Members shall be appointed to exercise the power and duties delegated by the Council.

2.8.1. A committee of the whole is hereby established.

2.8.1.1. Committee of the whole shall consist of all Councillors.

2.8.1.2. Meetings shall be operated as a workshop to facilitate the Administration gathering information to draft resolutions, bylaws, and other instruments the Council can act on.

2.8.1.3. Committee of the whole shall not be delegated any authority to advance the business of the Village.

2.9. A Standing or Special Committee may be appointed at any time by Council or by the Mayor acting upon instructions of Council, provided that a motion has been adopted specifying the matter to be dealt with by the Committee.

2.10. It shall be the duty of the Chairperson of each Standing or Special Committee, or in their absence, it shall be the duty of the Chief Administrative Officer, to summon a Special Meeting of any such Committee whenever requested, in writing, to do so by a majority of members of any such Committee.

Appointment and Organization of Committees:

2.11. All Standing and Special Committees of Council shall be established on a motion of Council approved by a majority of the members present at a meeting of Council, and any member of Council may be placed on a Committee notwithstanding the absence of any such member at the time of their being named upon such Committee.

2.12. The Mayor shall be an ex-officio member of all Council Committees and shall have all the powers and privileges of any member, including the right to vote upon all questions to be dealt with by such Committee.

2.13. In any case, where a member of a Standing or Special Committee and their alternate are unable to attend meetings of the Committee of which they are a member, the Mayor may appoint a member of Council to such Committee to attend the meetings of the Committee concerned.

2.14. The member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights, and duties as a member of the Committee concerned as if appointed by Council thereto.

Powers of Committees, Boards, and Commissions

- 2.15. No action of any Committee, Board or Commission, unless the power to take such action is expressly conferred on the Committee, Board or Commission, shall be binding on the Village of Donaldda unless and until the same has been reported to Council by such Committee, Board or Commission and such action has been adopted by Council.
- 2.16. No member of the Council shall have the power to direct or interfere with the performance of any work for the Village of Donaldda, and any employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere or restrict the right of a Member of Council to seek minor information from any officer or employee of the Village of Donaldda.

3. Agenda for Council Meetings:

- 3.1. The Agenda for each regular and special meeting shall be prepared at the discretion of the Chief Administrative Officer.
- 3.2. Any member of Council, Village of Donaldda official, or any other person wishing to have an item of business placed on the Agenda shall make the submissions to the Chief Administrative Officer not later than 12:00 noon one week before the meeting. The Chief Administrative Officer may consider emergency items for inclusion in the upcoming meeting that are received after the deadline.
- 3.3. All submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable the Council to deal with the matter.
- 3.4. The Chief Administrative Officer, or designate, shall submit the Agenda with copies of all pertinent correspondence, statements, and reports to each member of the Council at least four days before each regular meeting.
- 3.5. The Chief Administrative Officer, or designate, shall prepare the Agenda with copies of all pertinent correspondence, statements, and reports for distribution at the Village Office to members of the public one (1) day before each regular meeting.
- 3.6. Council shall consider no item of business if the item has not been placed on the Agenda unless members of Council present, by a two-thirds (2/3) majority vote, agree to the item being placed on the Agenda. When instructed to do so, the Mayor, any Councillor or the Chief Administrative Officer shall be allowed to state why an item shall receive consideration on the Agenda because of its emergent nature before the motion is put to a vote.
- 3.7. The Council may draft a policy to govern the recording and broadcast of meetings.
- 3.8. If a Council or administrative staff member arrives late, leaves before the meeting is adjourned, or is temporarily absent, it shall be recorded in the minutes.

4. General Rules of Council:

- 4.1. The Mayor is to be elected from among the elected councillors at the Organizational Meeting each year.
- 4.2. The Deputy Mayor is to be elected from among the elected councillors at the Organizational Meeting each year.

- 4.3. Regular Council Meetings shall be held on the third Tuesday of each month unless changed by motion of the Council. Regular meetings of Council shall commence at the hour of 7:00 p.m. and shall adjourn not later than 10:00 p.m., if in session at that hour. Members of Council present, by a two-thirds (2/3) majority vote, may agree to a later adjournment time.
- 4.4. The Chief Administrative Officer will prepare a Public Notice for each Council and Council Committee Meeting which does not meet at the regular time and shall include:
 - 4.4.1. The name of the body which is meeting;
 - 4.4.2. The date, time, and location of the meeting;
 - 4.4.3. A general description of the purpose of the meeting;
 - 4.4.4. Where to direct inquiries regarding the meeting; and
 - 4.4.5. The date of posting of the Notice.
- 4.5. Such Public Notice of a Council or Council Committee Meeting will be posted in the central foyer of the Village Complex. In addition to the official Notice, informal Notice of a meeting may be provided through other media types.
- 4.6. As soon after the hour of the meeting, as there shall be a quorum present, the Mayor or other Presiding Officer shall take the Chair and call the meeting to order.
- 4.7. After the Mayor or other Presiding Officer has called the meeting to order, the first order of business will be Agenda approval, followed by confirmation of the Minutes of the preceding meeting as presented via motion.
- 4.8. If there is no quorum present within half an hour after the time appointed for a regular meeting of the Council, the Chief Administrative Officer shall record the names of the members of the Council who are present, and the meeting shall be absolutely adjourned until the next regular meeting unless a Special Meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to Council Chambers.
- 4.9. Attendance at the Regular Meeting of the Council is mandatory by members of the Council. Absence of attending meetings will be in written notice to the CAO by noon the day before the meeting.
- 4.10. Council Members must not be absent for more than two (2) consecutive Regular Meetings, unless absences are accepted by Council at a previous meeting.
- 4.11. The CAO's designate shall record in the Minutes each time a member of the Council excuses himself by reason of pecuniary interest.
- 4.12. Voting on all matters shall be done by raising the hand in such a clear manner that the Mayor or other Presiding Officer may easily count them.
- 4.13. All votes shall be recorded in the Minutes by name except where all councillors have voted in favour, and then the motion shall be recorded as "carried unanimously."
- 4.14. If a member has a pecuniary interest in a question, as defined by the Municipal Government Act, the member shall, in such case, report their status to the Council or the Committee, shall not vote, and leave Council Chambers.
- 4.15. In all other cases, every member present in Council Chambers when the Question is put forth shall vote.

- 4.16. Whenever a vote on any Order, Resolution, or Question before the Council or Committee cannot be taken because of the loss of a quorum, then the Order, Resolution, or Question shall be the first business to be proceeded with and disposed of at the next meeting of such Committee or Council under the particular order of business. If a quorum is lost for any reason for longer than thirty (30) minutes, the meeting is at an end.
- 4.17. The Mayor or other Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Mayor or other Presiding Officer shall be final unless reversed or altered by a majority vote of members present without debate.
- 4.18. Every member wishing to speak to a question or motion shall address himself to the Mayor or other Presiding Officer.
- 4.19. During the reading of minutes, reports, communications, or other papers, and when a member or any other person is addressing the Council, silence shall be observed, and no one shall be allowed to disturb the meeting.
- 4.20. A member called to order shall immediately cease to speak upon appeal, and after hearing the explanation, the Council shall, without debate, vote on the member's rights to continue. If there is no appeal, the decision of the Mayor or other Presiding Officer shall be adhered to.
- 4.21. No member shall:
 - 4.21.1. Speak disrespectfully of The Sovereign or any of the Royal Family, Governor General, Lieutenant Governor or persons administering the Government of Canada or the Province of Alberta.
 - 4.21.2. Use offensive or profane words in or against Council or against any member thereof.
 - 4.21.3. Speak except upon the Question in debate.
 - 4.21.4. Reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded or reconsidered.
 - 4.21.5. Resist the Rules of Council, disobey the decision of the Mayor or Council on any Question or Order or practice upon the interpretation of the Rules of Council. In case any member so resists or disobeys, the Council may order them by a majority vote to leave their seat for that meeting and in case they refuse to do so, they may, on the order of the Mayor, Deputy Mayor, or other Presiding Officer, be removed from there by the police. In case of ample apology being made by the offender, they may, by a vote of Council without debate, be permitted forthwith to take their seat.
- 4.22. Any member may require the Question or motion under discussion to be read at any time during the debate but not to interrupt a member while speaking.
- 4.23. The Mayor or other Presiding Officer will give each member who wishes to speak an opportunity to do so before putting the Question.
- 4.24. All motions shall be recorded by the designate of the CAO and read on request. A motion submitted to the Council does not require a Secunder. A motion shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment with the permission of all the members of the Council present.

- 4.25. Whenever the Mayor or other Presiding Officer is of the opinion that a motion offered to the Council is contrary to the rules and privileges of the Council, they shall apprise the members thereof immediately before putting the Question. They shall cite the rule or authority applicable to the case without argument or comment.
- 4.26. When a motion has been made and is being considered by the Council, no other motion may be made and accepted except:
 - 4.26.1. A motion to refer the main Question to some other person or group for consideration.
 - 4.26.2. A motion to amend the main Question.
 - 4.26.3. A motion to postpone the main Question.
 - 4.26.4. A motion to postpone the main Question to some future time.
 - 4.26.5. A motion to adjourn the meeting automatically tables any motion on the floor at the time and shall not be debated except as to the time when the matter will again be considered.
- 4.27. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member requests or when the Mayor or other Presiding Officer directs.
- 4.28. After the Mayor or other Presiding Officer finally puts any question, no member shall speak to the Question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or other Presiding Officer as to whether the Question has been finally put shall be conclusive.
- 4.29. Reconsiderations:
 - 4.29.1. A motion to reconsider shall not be allowed unless a majority of the members of the Council present agree, and it must be made by a member who voted on the prevailing side.
 - 4.29.2. No reconsideration shall be allowed on motion of adjournment.
 - 4.29.3. No question shall be reconsidered more than once at any one meeting of the Council.
- 4.30. Rescinding:
 - 4.30.1. A motion to rescind an action of the Council may be offered at any time subsequent to the original motion.
 - 4.30.2. Any member of the Council may make the motion to rescind.
 - 4.30.3. A majority vote of two-thirds of the Council members is necessary to pass a motion to rescind.
- 4.31. Reviewing/Revising:
 - 4.31.1. A motion to refer cannot be Reviewed/Revised but can be debated.
 - 4.31.2. A motion to adjourn the Council shall be in order at all times.
- 4.32. Whenever any matter of privilege arises, it shall be immediately considered.

5. **Amendments:**

- 5.1. Every amendment must be relevant to the Question on which it is proposed. Any amendment that raises a new question can only be considered on a distinct motion.
- 5.2. An amendment proposing a direct negative is out of order.
- 5.3. All amendments shall be put in the reverse order to that in which they are moved. Every amendment shall be decided upon or withdrawn before the main Question is put to a vote. Only one amendment shall be allowed on a main motion or to an amendment at one time.
- 5.4. There shall be no amendments to any motions for the appointment of any person to any office.
- 5.5. The business of Council Committees shall be conducted under the following regulations and subject to the rules governing procedure in Council:
- 5.6. The Chairperson shall preside at every meeting.
- 5.7. The name of the Chairperson shall appear upon all reports and recommendations made by the Committee.
- 5.8. In the absence of the Chairperson, the alternate Council member shall preside.
- 5.9. The Minutes of the transactions of every Committee shall be accurately entered into a book to be provided for that purpose.
- 5.10. No report or recommendation to do with any matter or thing shall be recognized as emanating from any Committee unless it is in writing, bears the name of the Chairperson or Acting Chairperson and refers to the Minutes of the Committee under which it is issued.
- 5.11. The Executive Assistant or a person designated by the Committee Chairperson shall record the Minutes of the Committee.
- 5.12. Any Council member not a member of a Committee, without compensation, may attend Committee meetings with the right of debate but not to make motions or to vote.

6. Communications Intended for Council:

- 6.1. Every written communication reaching the Chief Administrative Officer and intended for Village Council shall be fairly written, printed on paper, distributed electronically and signed by at least one person whose address is also shown.
- 6.2. When the Chief Administrative Officer receives a communication intended for the Village Council, the CAO shall place it on the Agenda of the next regular meeting of the Council once the Chief Administrative Officer is assured:
 - 6.2.1. the information or request falls within the scope of the Council's authority to act and advance Council business;
 - 6.2.2. the information is not repetitive or redundant;
 - 6.2.3. the information does not concern a matter to which other right of appeal exists or which is more appropriate for another board and
 - 6.2.4. there is sufficient information contained therein to allow the Council to render a decision
- 6.3. If the Council decides by a majority of members present that a communication sent to it deserves immediate action, then the matter may be dealt with at that Council meeting.

- 6.4. Any communication the Council receives may be referred to a Committee Council or directed to the Chief Administrative Officer for report.
- 6.5. Notwithstanding any provision of the Procedural Bylaw, the Council will grant a full and fair hearing to persons entitled by law to make oral submissions to the Council; however, such right may be placed on the Agenda of a Special Council meeting.
- 6.6. Council shall hear no more than two delegations at any one meeting of Council unless the Mayor deems that a further delegation is emergent.
- 6.7. Delegations shall be restricted to a ten-minute time limit unless the Council allows otherwise. All rules of the Council in the Procedural Bylaw shall apply to every delegation member.
- 6.8. A person wishing to make representation directly to the Council shall advise the Chief Administrative Officer no less than one week before the Council meeting date.
- 6.9. Delegations shall only be granted where the subject matter:
 - 6.9.1. falls within the scope of Council's authority to act and advances Council business;
 - 6.9.2. is not repetitive or redundant;
 - 6.9.3. is not before, or likely to go before, a court or administrative tribunal having jurisdiction;
 - 6.9.4. does not concern a matter to which another right of appeal exists or which is more appropriate for another board and
 - 6.9.5. there is sufficient information contained therein to allow the Council to render a decision;
 - 6.9.6. has not appeared as a Delegate before the Council on the same subject matter in the past six (6) months.
- 6.10. In questioning delegations, whether statutory or otherwise, members of the Council will ask only questions relevant to the hearing and will avoid repetition.
- 6.11. Delegations speaking to the subject will be restricted to speaking to the subject matter only.
- 6.12. Any member of the public who, while in Council Chambers, interrupts or disturbs the proceedings of Council by words or actions, and who, when so requested by the Mayor or other Presiding Officer, refuses to end such interruption or to leave Council Chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the Criminal Code, Section 30, Preventing Breach of Peace, and shall be subject to removal from Council Chambers by the police.
- 6.13. Council may recess from time to time to a fixed future date and/or time any regular or special meeting of Council, which has been duly convened but not terminated. The object of adjourning is to finish the business in which the meeting was called to transact in the first place but has not been completed.
- 6.14. The Mayor or other Presiding Officer shall determine any meeting conduct not herein provided for.

7. **Bylaws:**

- 7.1. When a proposed Bylaw is presented to the Council or a Committee of the Council, it must be accompanied by a report from the Chief Administrative Officer or their designate containing:
 - 7.1.1. The purpose of the Bylaw.
 - 7.1.2. The legislative provisions of the Bylaw (i.e., reference to the Municipal Government Act.)
 - 7.1.3. The process involved in approving the Bylaw.
 - 7.1.4. Staff recommendations regarding the Bylaw.
- 7.2. When a proposed Bylaw is read in Council, the Chief Administrative Officer shall certify the reading and the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the Chief Administrative Officer shall keep on file the correct copies, including any amendments.
- 7.3. A Bylaw appearing upon the Council Agenda when listed as ready for first reading shall be introduced by a member moving that "Bylaw Number (quoting the Bylaw Number) be read a first time." After first reading, the Bylaw may be debated, referred to, or tabled. If a Bylaw fails to receive first reading, it may be struck from the Agenda.
- 7.4. The Chairperson shall report all amendments to a Bylaw made in Committee of the Whole to Council. After receiving a report, the proposed Bylaw shall be open to debate and amendment by Council.
- 7.5. Every Bylaw shall have three distinct and separate readings before it is finally passed, but not more than two readings shall be had at one meeting of the Council except by the unanimous vote of the members present.
- 7.6. Every Bylaw shall be read a third time before the Mayor or Chief Administrative Officer signs it. If a Bylaw fails to receive third reading, it shall remain on the Agenda to be dealt with at the Council's next regular meeting.
- 7.7. Every Bylaw of general application shall be printed or otherwise duplicated to be available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto, and the Chief Administrative Officer shall retain the original of every Bylaw on file and correctly record amendments thereto.
- 7.8. The CAO shall securely deposit every Bylaw that the Council has passed after being sealed with the seal of the Village of Donaldda and signed by the Mayor and Chief Administrative Officer.

8. Repeal:

- 8.1. This Bylaw shall not be repealed, amended, or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended, or suspended:
- 8.2. By a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present or
- 8.3. By a Bylaw passed at a regular meeting of the Council, following a Notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

9. BYLAW 765-23 is hereby repealed in its entirety.

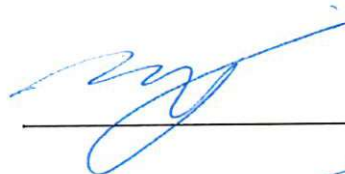
READ A FIRST TIME THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

READ A SECOND THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

Unanimous consent to consider third reading of this bylaw at this meeting was given this 16th day of April 2024 A.D. on a motion of M. Thompson.

READ A THIRD TIME THIS 16th day of April, 2024 A.D. on a motion of M. Thompson.

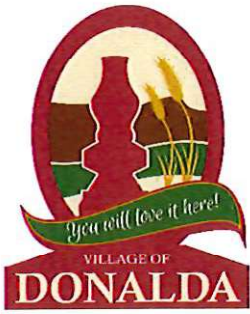
S E A L



Mayor



Chief Administrative Officer



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Purchase of Portable Digital Communication Sign
Agenda Number	5.3 Village Business

Background/Proposal

Administration is seeking Council approval for the purchase of a portable digital communication sign at an estimated cost of approximately \$15,000.

The proposed portable sign would be utilized as a municipal communication and public information tool to improve timely communication with residents, visitors, and the travelling public.

Potential uses for the sign may include:

- weather and emergency alerts;
- road closures and detours;
- water service interruptions;
- Public Works activities and maintenance projects;
- snow removal notifications;
- utility disruptions;
- community event promotion;
- fire bans or emergency advisories;
- seasonal operational notices; and
- other municipal communication needs as identified by Administration or Council.

The portable nature of the sign would allow it to be relocated throughout the community depending on operational needs, construction projects, events, or emergency situations.

Administration also believes the purchase may qualify under provincial municipal funding programs that support municipal infrastructure, public safety, emergency preparedness, communication improvements, or community enhancement initiatives.

Discussion/Options/Benefits/Disadvantages

Municipal Communication and Public Awareness

Effective communication is important within a small rural municipality where:

- residents may rely on multiple forms of communication;
- operational disruptions may impact travel and services quickly; and
- timely notification can improve public awareness and safety.

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.

While the Village currently utilizes methods such as:

- the municipal website;
- social media;
- physical postings; and
- local communication channels,

a portable digital sign would provide an additional visible and immediate communication tool accessible to residents and visitors travelling through the community.

Potential Benefits

Improved Emergency Communication

The sign could provide rapid communication regarding:

- severe weather events;
- emergency notices;
- road hazards; and
- public safety concerns.

Enhanced Public Works Communication

The sign would assist with notifying residents regarding:

- infrastructure work;
- road maintenance;
- snow removal operations;
- utility disruptions; and
- temporary service impacts.

Increased Visibility and Accessibility

Unlike online communication alone, a portable sign:

- reaches residents without requiring internet or social media access;
- provides highly visible messaging to motorists and pedestrians; and
- may improve awareness of municipal information.

Community Engagement and Event Promotion

The sign could also support:

- local events;
- recreation programming;
- seasonal reminders; and

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- community initiatives.

Operational Flexibility

As a portable unit, the sign could be relocated as needed for:

- construction projects;
- emergencies;
- special events; or
- seasonal operational priorities.

Potential Grant Eligibility

Administration believes the purchase may align with provincial municipal funding opportunities related to:

- emergency preparedness;
- municipal communication improvements;
- public safety initiatives; or
- community infrastructure enhancement.

Final eligibility would be subject to specific grant program requirements and approvals.

Potential Considerations / Challenges

Initial Capital Cost

The estimated purchase cost is approximately \$15,000, excluding any future maintenance, storage, or replacement costs.

Ongoing Maintenance and Operation

Administration would be responsible for:

- setup and transportation;
- message management;
- battery charging or power supply requirements; and
- general maintenance and storage.

Weather and Equipment Exposure

As an outdoor portable unit, the sign may be subject to:

- weather exposure;
- vandalism risks; or
- equipment wear over time.

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Communication Management

Appropriate procedures may be required regarding:

- message approval;
- operational use;
- placement locations; and
- prioritization of municipal messaging.

Cost / Source of Funding

The estimated cost of the portable digital sign is approximately \$15,000.

Administration proposes funding through:

- applicable provincial municipal funding programs, if approved

Should external funding opportunities become available, Administration will work to pursue eligible grant applications where appropriate.

Any additional maintenance or operational costs are expected to be manageable within existing operational resources.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Approve Purchase of Portable Digital Communication Sign (Recommended)

Council may approve the purchase of a portable digital communication sign at an estimated cost of approximately \$15,000.

Benefits

- Enhances public communication and emergency notification capacity;
- Supports Public Works operational communication;
- Provides flexible and visible community messaging;
- May qualify for provincial funding support.

Risks / Considerations

- Initial capital expenditure required;
- Ongoing maintenance and operational responsibilities.

Option 2 – Defer Purchase Pending Further Funding Review

Council may direct Administration to further investigate:

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.

- funding opportunities;
- equipment options;
- pricing comparisons; or
- operational requirements prior to purchase approval.

Benefits

- Allows additional financial review and planning;
- May identify additional grant opportunities or cost savings.

Risks / Considerations

- Delays implementation of improved communication capabilities;
- Funding opportunities may be time sensitive.

Applicable Legislation

The Municipal Government Act (MGA) provides municipalities authority to acquire and manage municipal equipment and infrastructure necessary to support municipal operations, public safety, and community services.

RECOMMENDATION

THAT Council approve the purchase of a portable digital communication sign at an estimated cost of approximately \$15,000, with funding to be provided through eligible provincial municipal funding programs.

Implementation/Communication

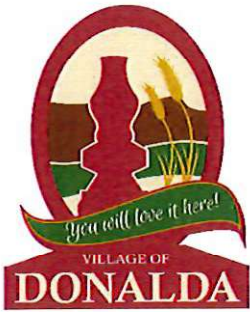
Administration will proceed in accordance with Council direction.

Target Decision Date

May 19, 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	May 19, 2026
Originated By	Melanie Veale
Decision Title	Administration Workspace Upgrade – Windows 11 Compatibility
Agenda Number	5.4 Village Business

Background/Proposal

Administration has been advised by Trinus Technologies Inc. that the current workstation is unable to be upgraded from Windows 10 to Windows 11 due to hardware limitations. Microsoft support for Windows 10 is ending, making continued use of unsupported systems a cybersecurity and operational risk.

Trinus Technologies Inc. provided a quotation for a replacement Lenovo workstation configured to current operational standards and compatible with Windows 11. The quote is valid until May 21, 2026.

The proposed replacement system includes:

- Lenovo M70q Gen 6 Tiny Desktop
- Intel Ultra 5 Processor
- 32GB RAM
- 512GB SSD
- Windows 11 Professional
- 4-Year On-site Warranty

Discussion/Options/Benefits/Disadvantages

The Village's current administrative workstation is unable to support an upgrade to Windows 11 due to hardware limitations identified by Trinus Technologies Inc. Microsoft is ending support for Windows 10, which means the current system will eventually no longer receive security updates or technical support. Continuing to use unsupported hardware and software may expose the municipality to cybersecurity risks, compatibility issues with municipal software, and reduced operational reliability.

Administration obtained a quotation from Trinus Technologies Inc. for a replacement workstation that meets current technical standards and includes Windows 11 Professional and a four-year onsite warranty.

As the workstation is municipal equipment with a multi-year useful life, Council may also wish to consider whether the purchase should be treated as a tangible capital asset.

Cost / Source of Funding

The total quoted cost is:

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Item	Amount
Hardware	\$3,185.31
GST	\$159.27
Total	\$3,344.58

The purchase will be funded through the Capital budget, subject to Council direction.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Approve the Purchase (Recommended)

Authorize Administration to purchase the replacement workstation from Trinus Technologies Inc.

Benefits

- Ensures compatibility with Windows 11 and future software updates
- Reduces cybersecurity and operational risks associated with unsupported systems
- Provides improved performance and reliability for administrative operations
- Includes a four-year onsite warranty
- Supports continuity of municipal services

Disadvantages

- Requires an immediate expenditure of \$3,344.58 including GST
- May require budget adjustment or use of reserve funding if not previously budgeted

Option 2 – Continue Using Existing Equipment

Delay replacement and continue operating the current Windows 10 workstation.

Benefits

- Avoids immediate capital or operating expenditure
- Allows Administration additional time for budgeting or future procurement

Disadvantages

- Increased cybersecurity and operational risks once Windows 10 support ends
- Potential compatibility issues with software and municipal systems
- Greater likelihood of hardware failure due to aging equipment
- Possible future emergency replacement at a higher cost or with operational disruption

Option 3 – Obtain Additional Quotations

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.

Direct Administration to seek additional quotes before proceeding.

Benefits

- Provides opportunity to compare pricing and specifications
- Demonstrates additional procurement due diligence

Disadvantages

- Will delay replacement beyond the current quote validity period
- Could result in increased pricing or supply delays
- Additional administrative time required with limited expected operational difference between equivalent systems

Administration recommends Option 1 to ensure continued secure and reliable operation of municipal administrative systems.

Applicable Legislation

Maintaining supported operating systems and hardware is important for:

- cybersecurity protection,
- software compatibility,
- continued vendor support, and
- operational continuity.

Replacing the workstation ensures compliance with current IT security standards and reduces the risk associated with unsupported software.

RECOMMENDATION

That Council authorize Administration to purchase one Lenovo M70q Gen 6 workstation from Trinus Technologies Inc. in the amount of \$3,344.58 including GST, with funding to be allocated from applicable capital account.

Implementation/Communication

Administration will proceed in accordance with Council direction.

Target Decision Date

May 19, 2026

ATTACHMENTS

- Trinus Technologies Quote #10467

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.

A photograph of an astronaut in a white space suit floating in space against a dark blue background with stars. The astronaut's hand is visible, holding a small object. The word 'TRINUS' is written in large white letters on the right side of the image.

TRINUS

Quote for: Windows 10 Replacement system

10467

Thursday, May 7, 2026

Prepared for - **Donalda, Village of**

By: Trinus Technologies Inc. - Andrew Lee | alee@trinustech.com

Valid until Thursday, May 21, 2026

Scope Of Work

Scope of Work Summary

This scope outlines the work to replace the last Windows 10 system that does not support Windows 11.

Scope Of Work

Basic Summary of Work:

- **System Deployment:** Trinus will deploy a new Lenovo Tiny Desktop to replace VOD-WS2. This desktop will be configured to Trinus Standards

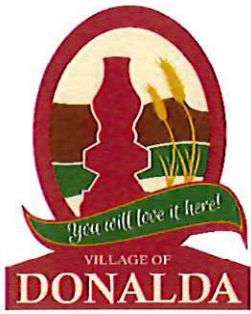
(see quote for technical details)

Hardware \$3,185.31

Product	Quantity	Price	Amount
 Lenovo M70q Gen 6 U5/32GB/512GB - KIT - Tiny Form Factor - Intel Ultra 5 processor - 32GB RAM - 512GB SSD - Intel UHD Graphics - Bluetooth v5.3 - Windows 11 Professional 64bit - Lenovo 4 Year On-site Hardware Warranty	1	\$3,185.31	\$3,185.31

PLEASE NOTE: For orders over \$15,000.00 a 75% deposit will be due at time of order. The total quoted amount will be invoiced on delivery of parts under standard payment. Manufacturer's warranty applies in all respects to supplied parts and materials. Costs are valid for 15 days from the date of this proposal. GST will be added to all prices. Payment is due according to our standard terms & conditions, unless defined elsewhere in this quote. Travel and living expenses outside the greater Edmonton area will be charged as follows: Travel time - \$82.50 /hour/technician (over & above technical labour), Mileage - \$0.75/KM

Subtotal	\$3,185.31
Shipping	\$0.00
Tax	\$159.27
Total	\$3,344.58



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	May 19, 2026
Originated By	Melanie Veale
Decision Title	Village of Donalda Financial Statements
Agenda Number	5.5 Village Business

Background/Proposal

Administration has reviewed the Operating Financial Reports for the period ending April 30, 2026.

While the report initially reflects several notable operating variances, Administration has identified that the majority of these variances relate to capital or infrastructure expenditures that are currently recorded in operating accounts and will be reallocated to capital expenditures.

Major items identified for capitalization include:

- Emergency water system repairs currently recorded under Water Contracted Services;
- Lagoon cleaning and maintenance work related to sewer infrastructure; and
- Laptop computer purchases for Council members.

The laptop purchases were undertaken to support improved electronic communication, reduce paper usage, improve administrative efficiency, and assist with succession planning.

In addition, a significant portion of the variance within Administrative Contracted Services relates to approximately \$5,000 in annual ERP software/system charges incurred early in the fiscal year.

Financial Implications

Capital Reallocations

The following expenditures are expected to be transferred from operating expenditures to capital expenditures:

Description	Amount
Emergency Water Repairs	\$35,244
Lagoon Cleaning & Maintenance	\$8,885
Council Laptop Purchases	Included in Computer Expenses

These reallocations account for the majority of the apparent operating variances currently reflected in the report.

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

Operating Budget Monitoring

Following the anticipated reallocations, Administration expects overall operating results to remain generally aligned with the approved 2026 operating budget.

At this stage, legal fees remain the primary operating category requiring continued monitoring.

Discussion/Options/Benefits/Disadvantages

Revenue

The Village has received significant grant funding to date, including:

- MSI Operating Grant funding; and
- A Provincial Water Grant in the amount of \$150,000.

In addition, major taxation revenues have not yet been recorded, including:

- Residential taxes;
- Non-residential taxes; and
- Linear taxes.

Accordingly, substantial revenue inflows are still anticipated later in the fiscal year.

Utility revenues for water, sewer, and garbage services are generally tracking in line with expectations for this stage of the year.

Expenditures

The report temporarily overstates operating expenditures due to infrastructure and equipment costs currently recorded within operating accounts pending reallocation to capital.

Administrative contracted services are above budget primarily due to annual ERP software/system charges incurred early in the fiscal year. These costs are recurring annual expenditures and are considered timing-related rather than indicative of unplanned operational spending.

Computer expenses currently exceed budget due to the purchase of laptop computers for Council members. Administration intends to capitalize these purchases as tangible capital assets.

Legal fees continue to exceed the approved budget and will require ongoing monitoring throughout the remainder of the fiscal year.

Administration anticipates that, once capital reallocations are completed, the Village's operating position will remain generally consistent with the approved 2026 operating budget.

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The majority of current variances relate to:

- emergency infrastructure work,
- capital asset purchases,
- and timing-related annual expenditures.

At this stage, Administration recommends continued monitoring of legal fees while proceeding with the identified capital reallocations.

Options for Council

1. That Council accept the April 2026 Operating Financial Reports as information.
2. That Council direct Administration to provide additional financial analysis or budget amendment recommendations.

Costs/Source of Funding

There is no net financial impact to the overall budget.

The proposed reallocation will:

- Decrease operating expenditures
- Increase capital expenditures accordingly

Legal expenses will remain within operating and may require monitoring for the remainder of the year.

Applicable Legislation

The Village is required to monitor and report financial activity in accordance with the Municipal Government Act and applicable municipal accounting standards.

Recommended Action

That Council accept the April 2026 Operating Financial Reports as information.

Implementation/Communication

The Administration will proceed upon the Council's request.

Target Decision Date

March 20, 2026

ATTACHMENT

- April 30, 2026 Operating Revenue & Expense Report
- April 30, 2026 Period Ending Cheque Register
- April 30, 2026 Period Ending Treasury and Cash Flow Reporting

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



VILLAGE OF DONALDA
OPERATING REVENUE & EXPENSE
 For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
GENERAL REVENUE						
1-00-100	Residential Taxes	0.00	0.00	(176,092.00)	(176,092.00)	(827.82)
1-00-101	ASFF - School Tax Requisition	0.00	0.00	(47,120.44)	(47,120.44)	0.00
1-00-102	Seniors Requisition	0.00	0.00	(6,365.01)	(6,365.01)	0.00
1-00-103	Designated Industrial Property Req.	0.00	0.00	(0.43)	(0.43)	0.00
1-00-110	Non-Residential Taxes	0.00	0.00	(13,583.75)	(13,583.75)	0.00
1-00-120	Linear Taxes	0.00	0.00	(13,105.10)	(13,105.10)	0.00
1-00-130	Franchise - ATCO	(2,749.04)	(9,076.56)	(35,399.00)	(26,322.44)	(6,921.04)
1-00-140	Franchise - Apex Utilities Inc.	(2,942.69)	(12,994.64)	(35,831.17)	(22,836.53)	(6,582.28)
1-00-200	Penalties & Costs on Taxes	0.00	(12,184.58)	(1,500.00)	10,684.58	0.00
1-00-210	Penalties Accounts Receivable	0.00	48.34	0.00	(48.34)	0.00
1-00-990	Attorney General Fines & Costs	0.00	0.00	(1,400.00)	(1,400.00)	0.00
1-69-100	Grazing Revenue	0.00	0.00	(1,787.50)	(1,787.50)	0.00
2-12-150	Meeting Pay	0.00	0.00	660.00	660.00	0.00
2-24-410	Emergency Management Agreement	0.00	0.00	6,000.00	6,000.00	0.00
* TOTAL GENERAL REVENUE		(5,691.73)	(34,207.44)	(325,524.40)	(291,316.96)	(14,331.14)
GRANTS & OTHER REVENUE						
1-00-751	Conditional Municipal - FCSS	0.00	0.00	(7,882.00)	(7,882.00)	(3,984.07)
1-00-845	Provincial Grant - MSI Operating	0.00	(50,517.47)	(72,712.00)	(22,194.53)	0.00
* TOTAL GRANTS & OTHER REVENUE		0.00	(50,517.47)	(80,594.00)	(30,076.53)	(3,984.07)
ADMINISTRATIVE REVENUE						
1-12-266	Tax Recovery Fees	(435.00)	(435.00)	(2,340.00)	(1,905.00)	664.00
1-12-411	Photocopy, Fax, Sales, etc.	0.00	0.00	(185.50)	(185.50)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(270.00)	(267.50)	(500.00)	(232.50)	(125.00)
1-12-418	Maintenance service revenue	0.00	0.00	(500.00)	(500.00)	0.00
1-12-419	Newsletter Ads	0.00	(300.00)	(1,000.00)	(700.00)	(145.00)
1-12-550	Investment Income - Bank Int.	0.00	0.00	(2,500.00)	(2,500.00)	0.00
1-12-590	Miscellaneous Admin. Revenue	(4.00)	(878.46)	(100.00)	778.46	(74.37)
1-12-751	FCSS Management Revenue	(1,993.00)	(3,986.00)	0.00	3,986.00	0.00
* TOTAL ADMINISTRATIVE REVENUE		(2,702.00)	(5,866.96)	(7,125.50)	(1,258.54)	319.63
EMERGENCY MANAGEMENT REVENUE						



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
1-23-410	Fire Charges	0.00	(6,016.23)	(25,000.00)	(18,983.77)	(8,005.02)
1-24-410	Emergency Management Service Revenue	0.00	(1,497.42)	(6,000.00)	(4,502.58)	(1,992.42)
*	TOTAL EMERGENCY MANAGEMENT REV	0.00	(7,513.65)	(31,000.00)	(23,486.35)	(9,997.44)
BYLAW REVENUE						
1-21-530	Fines-Bylaw	0.00	0.00	(500.00)	(500.00)	0.00
1-26-521	Dog License	(315.00)	(585.00)	(500.00)	85.00	(111.50)
1-26-522	Cat License	0.00	(240.00)	(200.00)	40.00	(140.00)
1-26-523	Business License	0.00	91.83	(200.00)	(291.83)	(300.00)
*	TOTAL BYLAW REVENUE	(315.00)	(733.17)	(1,400.00)	(666.83)	(551.50)
ROADS & STREETS REVENUE						
1-32-560	Equipment Revenue	0.00	0.00	(190.48)	(190.48)	(190.48)
*	TOTAL ROADS & STREETS REVENUE	0.00	0.00	(190.48)	(190.48)	(190.48)
WATER REVENUE						
1-41-400	Water Sales	0.00	(21,716.10)	(89,000.00)	(67,283.90)	(24,374.91)
1-41-401	Penalties - Water	0.00	0.00	(700.00)	(700.00)	150.94
1-41-414	Water On\Off Fee	0.00	0.00	(300.00)	(300.00)	0.00
1-41-840	Conditional Grant - Provincial	150,000.00	150,000.00	0.00	(150,000.00)	0.00
*	TOTAL WATER REVENUE	150,000.00	128,283.90	(90,000.00)	(218,283.90)	(24,223.97)
SEWER REVENUE						
1-42-400	Sewer Services	0.00	(4,668.00)	(19,000.00)	(14,332.00)	(6,229.87)
*	TOTAL SEWER REVENUE	0.00	(4,668.00)	(19,000.00)	(14,332.00)	(6,229.87)
WASTE REVENUE						
1-43-400	Garbage Fees	0.00	(10,975.80)	(44,000.00)	(33,024.20)	(14,577.35)
*	TOTAL WASTE REVENUE	0.00	(10,975.80)	(44,000.00)	(33,024.20)	(14,577.35)
CEMETERY REVENUE						
1-56-463	Perpetual Care Fee	(200.00)	(200.00)	(1,000.00)	(800.00)	0.00
1-56-464	Sale of Cemetery Plots	100.00	(200.00)	(500.00)	(300.00)	200.00



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
1-56-466	Snow Removal Revenue	0.00	0.00	(100.00)	(100.00)	0.00
1-56-467	Interment Fee	(250.00)	(250.00)	(1,200.00)	(950.00)	0.00
*	TOTAL CEMETERY REVENUE	(350.00)	(650.00)	(2,800.00)	(2,150.00)	200.00
SALE OF LAND						
1-66-590	Sale of Land	0.00	0.00	0.00	0.00	(6,200.00)
*	TOTAL SALE OF LAND	0.00	0.00	0.00	0.00	(6,200.00)
PLANNING RESERVE						
1-66-910	Planning Reserve	0.00	0.00	(16,000.00)	(16,000.00)	0.00
*	TOTAL PLANNING RESERVE	0.00	0.00	(16,000.00)	(16,000.00)	0.00
RECREATION REVENUE						
1-72-850	Government Grants - Recreation	0.00	0.00	(700.00)	(700.00)	0.00
*	TOTAL RECREATION REVENUE	0.00	0.00	(700.00)	(700.00)	0.00
CULTURE REVENUE						
1-74-770	Museum Agreement	0.00	0.00	(6,500.00)	(6,500.00)	0.00
1-74-771	Library Agreement	0.00	0.00	(1,450.00)	(1,450.00)	0.00
*	TOTAL CULTURE REVENUE	0.00	0.00	(7,950.00)	(7,950.00)	0.00
COUNCIL EXPENSE						
2-11-150	Council Meeting Pay	0.00	2,642.06	6,300.00	3,657.94	2,172.29
2-11-151	Council Supervision Pay	0.00	911.68	3,600.00	2,688.32	1,204.97
2-11-211	Travel & Subsistence	336.54	336.54	2,000.00	1,663.46	48.00
2-11-212	Legislative - Discretionary	0.00	0.00	300.00	300.00	177.50
*	TOTAL COUNCIL EXPENSE	336.54	3,890.28	12,200.00	8,309.72	3,602.76
ADMINISTRATION EXPENSE						
2-12-110	Salaries & Wages	14,033.50	53,537.50	133,120.00	79,582.50	45,285.00
2-12-130	Payroll Deductions	1,119.60	4,256.22	9,185.57	4,929.35	3,674.08
2-12-131	Vacation Pay	533.70	2,017.73	2,232.46	214.73	1,789.00
2-12-132	Payroll Benefits	0.00	0.00	1,000.00	1,000.00	0.00



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
2-12-152	Election & Census Fees	0.00	0.00	1,000.00	1,000.00	434.83
2-12-211	Travel & Subsistence	1,135.37	1,135.37	1,000.00	(135.37)	255.60
2-12-212	Course Fee Registration	450.00	1,275.00	2,000.00	725.00	0.00
2-12-216	Postage	1,240.00	1,240.00	1,650.00	410.00	611.20
2-12-217	Telephone	0.00	0.00	1,500.00	1,500.00	0.00
2-12-220	Advertising & Memberships	170.84	4,198.06	4,000.00	(198.06)	4,900.81
2-12-224	Land Title Fees	0.00	0.00	500.00	500.00	0.00
2-12-226	Tax Recovery Fees	0.00	207.95	200.00	(7.95)	0.00
2-12-230	Assessors Fees	0.00	0.00	5,650.00	5,650.00	328.95
2-12-231	Auditors Fees	0.00	0.00	5,000.00	5,000.00	0.00
2-12-232	Legal Fees	3,688.50	9,933.50	4,700.00	(5,233.50)	1,707.37
2-12-240	Bad Debts	0.00	0.00	2,000.00	2,000.00	47,984.34
2-12-251	Repairs & Maintenance	0.00	0.00	800.00	800.00	0.00
2-12-252	Cleaning - Supplies & Labor	750.00	750.00	2,500.00	1,750.00	23.36
2-12-255	Other Contracted Services	596.88	8,485.33	1,000.00	(7,485.33)	8,535.92
2-12-256	Contracted Services - CAO	0.00	0.00	427.40	427.40	307.60
2-12-270	Computer Expenses	0.00	4,065.96	750.00	(3,315.96)	507.34
2-12-271	Website Fees	127.38	471.50	1,300.00	828.50	232.14
2-12-274	Insurance & Bond	0.00	0.00	12,500.00	12,500.00	0.00
2-12-275	Workman's Compensation	0.00	3,418.43	7,200.00	3,781.57	9,029.03
2-12-277	Health & Safety	0.00	427.16	5,000.00	4,572.84	609.61
2-12-505	Photocopier Costs	136.90	573.22	3,000.00	2,426.78	1,784.69
2-12-510	General Office Supplies	218.59	668.41	3,000.00	2,331.59	1,325.03
2-12-540	Utilities - Heating	346.88	1,551.93	2,500.00	948.07	(413.14)
2-12-541	Utilities - Power	243.10	1,032.93	3,200.00	2,167.07	(248.86)
2-12-590	Miscellaneous	0.00	0.00	500.00	500.00	0.00
2-12-810	Bank Charges & Fees	213.08	765.01	3,000.00	2,234.99	1,018.51
*	TOTAL ADMINISTRATION EXPENSE	25,004.32	100,011.21	221,415.43	121,404.22	129,682.41
EMERGENCY MANAGEMENT EXPENSE						
2-23-410	Fire Service Agreement	0.00	5,516.26	25,000.00	19,483.74	(25,000.00)
*	TOTAL EMERGENCY MANAGEMENT EXP	0.00	5,516.26	25,000.00	19,483.74	(25,000.00)
BYLAW & RURAL POLICING EXPENSE						
2-26-751	Bylaw Enforcement	0.00	1,057.54	5,000.00	3,942.46	1,048.60
2-26-752	Rural Policing Expense	0.00	0.00	14,494.47	14,494.47	0.00
*	TOTAL BYLAW & RURAL POLICING E	0.00	1,057.54	19,494.47	18,436.93	1,048.60



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
STREETS & ROADS EXPENSE						
2-32-110	Salaries - Roads & Streets	3,348.00	10,798.50	32,000.00	21,201.50	13,026.30
2-32-111	Salaries - Shop Work Hours	1,459.50	6,825.00	28,500.00	21,675.00	13,666.50
2-32-130	Payroll Deductions	383.80	1,388.21	4,800.00	3,411.79	2,092.87
2-32-131	Vacation Pay	354.90	1,069.33	6,127.00	5,057.67	1,172.25
2-32-132	Payroll Benefits (Health Spending)	0.00	0.00	1,000.00	1,000.00	0.00
2-32-210	Travel	0.00	0.00	300.00	300.00	0.00
2-32-217	Maintenance Cell Phone	173.04	554.72	576.00	21.28	1,011.25
2-32-230	Engineering Fees	0.00	0.00	3,472.50	3,472.50	0.00
2-32-250	Road & Street Repairs	0.00	0.00	3,000.00	3,000.00	0.00
2-32-251	Equipment Repairs & Maint.	634.31	1,293.24	3,500.00	2,206.76	2,373.68
2-32-252	Sidewalk & Curb Repairs	0.00	0.00	2,184.37	2,184.37	915.00
2-32-270	Contracted Services	0.00	(531.94)	1,000.00	1,531.94	905.00
2-32-271	Insurance Share	0.00	0.00	1,513.00	1,513.00	0.00
2-32-510	Small Equipment & Supplies	387.34	959.84	5,000.00	4,040.16	7,095.70
2-32-515	Equipment Rental	40.00	40.00	2,500.00	2,460.00	504.76
2-32-521	Gas & Diesel Fuel	335.38	3,960.82	7,500.00	3,539.18	2,787.30
2-32-530	Const. & Maint. Supplies	0.00	0.00	1,223.74	1,223.74	28.62
2-32-532	Gravel, Cold Mix & Sand	2,852.88	3,322.02	5,000.00	1,677.98	30.00
2-32-541	Street Lights	2,117.82	7,275.06	22,615.00	15,339.94	(2,391.64)
2-32-542	Shop Power	176.58	769.52	2,000.00	1,230.48	0.00
2-32-543	Shop Natural Gas	303.99	1,415.08	2,600.00	1,184.92	(391.39)
2-32-590	Miscellaneous	0.00	0.00	500.00	500.00	28.14
*	TOTAL STREETS & ROADS EXPENSE	12,567.54	39,139.40	136,911.61	97,772.21	42,854.34
WATER EXPENSE						
2-41-110	Salaries - Water Related	3,142.50	5,964.00	10,000.00	4,036.00	2,734.50
2-41-130	Payroll Deductions	251.65	472.64	800.00	327.36	217.73
2-41-211	Travel & Subsistence	0.00	0.00	105.00	105.00	0.00
2-41-212	COURSE REGISTRATION FEES	0.00	0.00	450.00	450.00	450.00
2-41-215	Freight	0.00	0.00	50.00	50.00	0.00
2-41-250	Water Testing Supplies	0.00	535.42	250.00	(285.42)	0.00
2-41-251	Maintenance Supplies	0.00	0.00	5,000.00	5,000.00	0.00
2-41-265	Water Tower	138.71	709.89	0.00	(709.89)	0.00
2-41-270	Contracted Services	35,244.41	35,244.41	500.00	(34,744.41)	0.00
2-41-272	Computer/Software Expense	0.00	0.00	2,275.00	2,275.00	(256.85)
2-41-600	SMRWSC - Debenture Payments	736.41	736.41	10,000.00	9,263.59	4,020.17
2-41-601	SMRWSC - Water Consumption	5,357.20	17,688.90	46,000.00	28,311.10	9,603.32



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
* TOTAL WATER EXPENSE		44,870.88	61,351.67	75,430.00	14,078.33	16,768.87
SEWER EXPENSE						
2-42-110	Salaries - Sewer Related	426.00	546.00	775.90	229.90	378.00
2-42-130	Payroll Deductions	34.14	43.60	94.80	51.20	30.21
2-42-251	Lagoon Cleaning & Maintenance	0.00	8,885.00	0.00	(8,885.00)	0.00
2-42-275	Contracted Services - Sewer	0.00	0.00	1,000.00	1,000.00	0.00
2-42-290	Lagoon Drainage Easement	0.00	100.00	200.00	100.00	(100.00)
2-42-590	Miscellaneous	0.00	0.00	108.58	108.58	0.00
* TOTAL SEWER EXPENSE		460.14	9,574.60	2,179.28	(7,395.32)	308.21
WASTE REMOVAL EXPENSE						
2-43-110	Salaries - Garbage Related	349.50	1,354.50	2,000.00	645.50	105.00
2-43-130	Payroll Deductions	27.98	106.72	350.00	243.28	8.43
2-43-251	Repairs & Maintenance	0.00	0.00	85.98	85.98	0.00
2-43-270	Contracted Garbage Pickup	6,201.47	15,652.88	28,000.00	12,347.12	6,690.71
* TOTAL WASTE REMOVAL EXPENSE		6,578.95	17,114.10	30,435.98	13,321.88	6,804.14
CEMETERY EXPENSE						
2-56-110	Salaries - Cemetery	88.50	88.50	4,300.00	4,211.50	971.10
2-56-130	Payroll Deductions	7.03	7.03	350.00	342.97	76.51
2-56-270	Contracted Services	0.00	0.00	700.00	700.00	300.00
2-56-510	General Services & Supplies	0.00	0.00	600.00	600.00	0.00
* TOTAL CEMETERY EXPENSE		95.53	95.53	5,950.00	5,854.47	1,347.61
FCSS EXPENSE						
2-62-111	FCSS - Postage	80.43	151.99	650.00	498.01	121.44
2-62-755	FCSS Programs	150.00	743.12	9,760.00	9,016.88	150.00
2-62-756	Community Programming	0.00	0.00	113.45	113.45	0.00
2-62-760	FCSS Membership Expenses	0.00	0.00	114.00	114.00	0.00
* TOTAL FCSS EXPENSE		230.43	895.11	10,637.45	9,742.34	271.44
PLANNING EXPENSE						
2-66-762	Planning Services expenses	429.03	429.03	6,000.00	5,570.97	(5,351.20)



VILLAGE OF DONALDA

OPERATING REVENUE & EXPENSE

For the Period Ending April 30, 2026

General Ledger	Description	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
* TOTAL PLANNING EXPENSE		429.03	429.03	6,000.00	5,570.97	(5,351.20)
RENTAL BUILDING EXPENSE						
2-69-110	Salaries - Rental Space Maintainence	0.00	0.00	500.00	500.00	33.59
* TOTAL RENTAL BUILDING EXPENSE		0.00	0.00	500.00	500.00	33.59
RECREATION EXPENSE						
2-72-110	Salaries - Green Space Maintenance	28.50	298.50	18,000.00	17,701.50	605.10
2-72-130	Payroll Deductions	2.31	23.42	1,486.37	1,462.95	47.98
2-72-250	Parks - Contract Services	0.00	0.00	500.00	500.00	4,068.00
* TOTAL RECREATION EXPENSE		30.81	321.92	19,986.37	19,664.45	4,721.08
CULTURAL EXPENSE						
2-74-110	Salaries - Culture Related	30.00	858.00	289.72	(568.28)	150.00
2-74-130	Payroll Deductions	2.34	67.37	35.15	(32.22)	11.89
2-74-232	Village Beautification	0.00	0.00	2,000.00	2,000.00	184.15
2-74-251	Repairs & Maintenance	0.00	0.00	1,000.00	1,000.00	394.00
2-74-252	Miscellaneous	0.00	0.00	388.58	388.58	7.73
2-74-271	Insurance	0.00	0.00	3,028.00	3,028.00	0.00
2-74-540	Utilities - Gas	0.00	0.00	2,500.00	2,500.00	0.00
2-74-541	Utilities - Power	159.06	1,095.04	3,600.00	2,504.96	(204.21)
2-74-770	Grants - Museum	0.00	0.00	5,000.00	5,000.00	0.00
2-74-771	Grants - Library	0.00	0.00	5,000.00	5,000.00	0.00
2-74-775	Parkland Reg. Library Req.	0.00	2,257.74	2,200.00	(57.74)	2,217.06
2-74-850	Canada Day Celebration	0.00	0.00	2,400.00	2,400.00	0.00
* TOTAL CULTURAL EXPENSE		191.40	4,278.15	27,441.45	23,163.30	2,760.62
REQUISITIONS						
2-80-741	Provincial Education - ASFF	0.00	10,416.24	42,000.00	31,583.76	0.00
2-80-751	Recreation Requisition County of Stettler	0.00	4,140.32	3,955.00	(185.32)	0.00
2-80-761	C.of Stettler Housing Auth	0.00	9,287.00	9,281.00	(6.00)	6,178.00
2-80-771	Stettler Waste Management Auth	0.00	0.00	4,500.00	4,500.00	4,407.00
* TOTAL REQUISITIONS		0.00	23,843.56	59,736.00	35,892.44	10,585.00

*** End of Report ***



VILLAGE OF DONALDA

Cheque Listing For Council

2026-May-13
3:13:15PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260105	2026-04-09	ALBERTA MUNICIPAL SERVICES CORP	26-1064506	POWER AND GAS	3,444.47	3,444.47
20260106	2026-04-09	CANADA REVENUE AGENCY	20260315	2026 MARCH WITHHOLDING	2,476.83	6,093.30
20260106			20260331	PAYROLL TAXES	3,528.99	
20260106			20260332	PAYROLL TAXES	87.48	
20260107	2026-04-09	CLEARTECH INDUSTRIES INC	1203084	WATER TESTING SUPPLIES	281.10	562.20
20260107			INV1201174	RECALIBRATION OF WATER TESTEF	281.10	
20260108	2026-04-09	COUNTY OF STETTLER NO.6	COS013611	2026 RECREATION BOARD REQUISIT'	4,140.32	4,140.32
20260109	2026-04-09	FOX, SHALEAH	2026-Q1	2026 QUARTER 1- KM'S	246.00	246.00
20260110	2026-04-09	HEARTLAND AUTO & INDUSTRIAL SUPPLY	001-620273	PUBLIC WORKS TOOLS	66.73	66.73
20260111	2026-04-09	MENECOLA, PHIL	2026Q1	2026 QUARTER 1- KM'S	38.40	38.40
20260112	2026-04-09	OLD MACDONALD KENNELS, ANIMAL SERVICES	10069	2026FEB-ANIMAL SERVICES	98.46	98.46
20260113	2026-04-09	RED DEER RIVER MUNICIPAL USERS GROUP	2026	USERS GROUP REQUISITION	56.50	56.50
20260114	2026-04-09	STETTLER TOOL & HARDWARE	10032650	PUBLIC WORKS-SHOP SUPPLIES	39.88	39.88
20260115	2026-04-09	WELLS, JENNIFER	2025DEC	2025 DECEMBER JANITORIAL	150.00	600.00
20260115			2025NOV	2025 NOVEMBER JANITORIAL	150.00	
20260115			2026FEB	2026 FEBRUARY JANITORIAL	150.00	
20260115			2026JAN	2026 JANUARY JANITORIAL	150.00	
20260120	2026-04-23	ALBERTA MUNICIPAL SERVICES CORP	26-1065024	2026 MARCH POWER AND GAS	3,660.45	3,660.45
20260121	2026-04-23	ATB FINANCIAL MASTERCARD	MARCH2026	2026 MARCH BILL	4,118.30	4,118.30
20260122	2026-04-23	NEXT GEN AUTOMATION	799477	OFFICE PRINTER	143.75	143.75
20260123	2026-04-23	NUTEC ELECTRO TEL	217188	VILLAGE OFFICE SECURITY	88.67	141.12
20260123			217233	PUBLIC WORKS SECURITY	52.45	
20260124	2026-04-23	TAYLOR, HEATHER	DL0426	2026 APRIL DONALDA LITE DESIGN /	150.00	150.00
20260125	2026-04-23	TELUS	2026MARCH	2026 MARCH PHONE LINES	97.49	97.49
20260126	2026-04-23	TRINUS TECHNOLOGIES	12930	MONTHLY NETWORK SERVICES	485.60	485.60
20260127	2026-04-23	UFA	2026MARCH31	PUBLIC WORKS FUEL	335.38	335.38
20260128	2026-04-23	VITAL EFFECT	13789	MONTHLY HOSTING	133.75	133.75
20260129	2026-04-23	WELLS, JENNIFER	2026MAR	2026 MARCH JANITORIAL	150.00	150.00

Total 24,802.10

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending April 30, 2026

Consolidated Account Statement	Balance on April 30, 2026
Public Sector Tax Account - Tax Recovery Surplus Roll 354	44.51
Public Sector Operating Account	22,826.85
Public Sector Reserve Account	896.40
Public Sector Savings - Grant Funds	283,552.38
Public Sector Savings - Tax Recovery Surplus Roll 332	8,537.81
Public Sector Savings - MSI Capital Account	51,134.60
Public Sector Savings - Gas Tax Fund (GTF) Account	5,795.08
Total:	\$372,787.63

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.



NEWS RELEASE

Albertans' property taxes will go up because of Budget 2026

February 26, 2026

EDMONTON – Alberta Municipalities (ABmunis) has decided to say the quiet part out loud: Albertans will pay more property tax this year because of the Government of Alberta's decisions, as presented in this budget.

The provincial government is telling Albertans that it won't increase taxes to pay for all the things it's funding in Budget 2026. That's misleading.

Budget 2026 shifts the tax burden to property taxes. It shifts responsibility from the provincial government to municipalities and removes tax room for municipal priorities. We're concerned that hiding provincial tax increases in the property tax bills that municipal governments must collect will make life less affordable for those Albertans with lower or fixed incomes.

We're disappointed to see no funding increases for Family and Community Support Services (FCSS) in Budget 2026. By not investing in local prevention programs, the provincial government has missed a critical opportunity to change the trajectory of growing costs in systems that have been stretched to the breaking point – systems like healthcare, emergency services, and policing.

The provincial government's decision to not enlarge the Local Government Fiscal Framework (LGFF) capital funding pot and other municipal infrastructure programs means urgently needed municipal infrastructure projects across Alberta will be postponed, delayed, deferred or cancelled. Unless additional funding is provided, Albertans can expect more failures to infrastructure in the coming years – costly events like broken water and sewer pipes and crumbling roads and bridges. Furthermore, investments in municipal infrastructure are critical to enable further economic growth.

Alberta's systemic provincial funding deficit has been an unresolved issue for more than 20 years. Alberta has a \$16.9 billion tax advantage over other provinces. Despite this, costs continue to be downloaded onto municipal governments and property taxes are funding provincial services.

Alberta Municipalities urges the provincial government to begin a conversation with municipalities, other stakeholders, and Albertans to reimagine how to fund and pay for everything Albertans deserve and to ensure our province continues to grow and succeed for generations to come.

Those are our initial thoughts, based on our first reading of the budget document. We'll have more to say tomorrow, once our policy experts have reviewed Budget 2026 line by line and determined what it means for Albertans and ABmunis' 264 member-communities.



NEWS RELEASE

ABmunis welcomes court decision on Canmore vacancy tax bylaw

March 16, 2026

EDMONTON – Alberta Municipalities (ABmunis) welcomes last week’s Alberta Court of Appeal decision which upheld the Town of Canmore’s vacancy tax bylaw. The decision affirms the legal authority of municipalities to make local policy decisions that respond to the unique needs and realities of their communities.

Municipal autonomy is a fundamental principle of effective local governance. Communities across Alberta vary widely in size, geography, demographics, and economic pressures. Municipal councils, which are elected by and accountable to their residents, are best positioned to understand those local circumstances and to develop solutions that reflect community priorities. The court’s ruling reinforces the principle that municipalities have the discretion to act in the public interest within the scope of provincial law.

Like many municipalities across Alberta, Canmore is facing growing demands for infrastructure, programs, and essential services at a time when costs are rising, populations are growing, and government funding has failed to keep pace. Under these circumstances, municipalities have no choice but to explore innovative and responsible ways to generate revenue so they can maintain service levels, support community wellbeing, and invest in long-term sustainability.

Vacancy taxes and similar measures reflect the fiscal responsibility municipalities are exercising to respond to local challenges. These approaches are not taken lightly. They are the result of careful deliberation, public engagement, and a clear understanding of community needs. Revenues generated through municipal taxation pay for the many things residents and visitors rely upon every day, including roads and water systems, emergency services, recreation facilities, and community programs. In Canmore’s case, it’s part of town council’s response to the community’s housing affordability challenges.

We continue to advocate for predictable, sustainable and long-term funding partnerships with both the provincial and federal governments. Municipalities are critical partners in delivering services and supporting economic growth, yet they remain limited in the revenue tools available to them. Until long-term funding gaps are addressed, municipalities must retain the flexibility to responsibly manage their own fiscal frameworks.

This ruling provides clarity for municipalities as they work to build strong, resilient communities for today and the future. We look forward to discussions with the Government of Alberta and other key stakeholders about improving the current fiscal framework to ensure municipalities have adequate revenue tools so they can take care of Albertans in their communities.

Media contact:

Scott Lundy
Communications Manager, Alberta Municipalities
780.668.2436
scott@abmunis.ca
ABmunis.ca | @ABmunis

Visit the [Media](#) section of Alberta Municipalities' website for recent news releases and backgrounders.

From the smallest village to the largest city, across every region of the province, Alberta Municipalities (ABmunis) represents the communities where over 85% of Albertans live. Founded in 1905, ABmunis now serves 264 of Alberta's 334 municipalities, making it the province's largest municipal group.

We work with elected and administrative leaders of Alberta's summer villages, villages, town, cities, and specialized municipalities to advocate for solutions to their common issues. And we help them build resilient and thriving communities by providing valuable services. We use our members' combined purchasing power to negotiate the best possible value and competitive pricing on employee benefits, insurance, energy, and other services needed to run an effective and efficient municipality.



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

ROAD BAN ORDER

May 8, 2026

Order No.: **03-2026**

By the Chief Administrative Officer
of the County of Stettler No. 6

)
)

IN THE MATTER OF WEIGHTS
PERMITTED ON CERTAIN
COUNTY HIGHWAYS

I, Yvette CASSIDY, Chief Administrative Officer of the County of Stettler No. 6 pursuant to the County of Stettler No. 6 General Traffic Bylaw 1675-22, under Section 11.10 and subsections 11.10.1 and 11.10.2, delegating to the Chief Administrative Officer of the County of Stettler No. 6 the power to make orders under Section 8.3 and subsections 8.3.1 and 8.3.2 of that Bylaw, hereby, make Order in the attached Appendix "A", being an Order to set out maximum allowable weights permitted on certain County Highways.

This order rescinds order # **02-2026**

Yvette CASSIDY
Chief Administrative Officer

COUNTY OF STETTLER NO. 6
 BOX 1270, STETTLER, ALBERTA, T0C 2L0
 PHONE: 403-742-4441 FAX: 403-742-1277
info@stettlercounty.ca

COUNTY ROAD BANS IN EFFECT AT:
 May 9, 2026 – 8:00 A.M.

ORDER 03-2026 APPENDIX "A"

ROAD	DESCRIPTION	% AXLE
Township Roads	All Township Roads (except noted Exceptions)	100%
Range Roads	All Range Roads (except noted Exceptions)	100%
EXCEPTIONS		
Range Road 19-3	Paved portion of road from Provincial Highway 12 north 0.4 km into Agricore Facility	100%
Range Road 19-4	Between Provincial Highway 12 and Township Road 38-4	90%
Range Road 20-3	Between Provincial Highway 12 and Township Road 38-2	90%
Range Road 20-4	From 850 meters south of Township Road 37-0 to Township Road 36-4	Maximum 4500 kg
Township Road 36-0	Between Provincial Highway 56 and Range Road 20-1	100%
Township Road 37-0	Between Provincial Highway 56 and Provincial Highway 835 (Fenn Road)	100%
Township Road 38-2	Between Provincial Highway 835 and Provincial Highway 56 (Warden Road)	90%
Township Road 38-4	East for 2 miles from Provincial Highway 56 until Range Road 19-4	90%
RESTRICTIONS - PERMANENT BANS (Traffic Signs in force)		
Range Road 18-4	Between Township Road 39-0 until Hamlet of Botha limits	Maximum 4500 kg
Range Road 19-5	Between Provincial Highway 12 until Township Road 38-4	Maximum 4500 kg
Township Road 38-4	Between Range Road 19-4 and Provincial Highway 850	75%
Township Road 40-2	Between Highway 835 and Range Road 20-4	75%
Range Road 20-4	Between Township Road 40-2 and Township Road 40-4	75%
Township Road 40-4	Between the boundary of the Summer Village of White Sands and Range Road 20-4	75%

Range Road 21-2	Road to Ol' MacDonald's Resort – permanently banned from Highway 601 north to Township Road 40-2, and west to the entrance of the resort (SE 15-40-21 W4M). The above ban does not apply to recreational vehicles, holiday trailers or motor homes.	75%
Buffalo Lane	-- Buffalo Lane - Road between Rge Rd 21-1 and Buffalo Sands Subdivision (pt of SE 23-40-21 W4M)	90%
	Buffalo Sands Subdivision Carlisle Estates Subdivision (pt of NE 35-38-20 W4M on Range Road 20-1) Rochon Sands Heights (Bay View Street, Island View Close, Marina View Close, Marina Crescent, Marina Place, Buffalo Way Drive, White Tail Close, Pony Drive) (pt of NW 20-40-20; SE&NE 19-40-20; SE 24-40-21 W4M) The above are banned based on the registered certificate axle weights of commercial vehicles. Anyone requiring access to these subdivisions for construction purposes or other reasons, who cannot make the axle weight limit, must contact the County of Stettler Protective Services Department.	75%
DESIGNATED HAUL ROUTE		
From Township Road 34-4: North on Range Road 21-0 to Township Road 35-0, east to Scollard Road, then north on Scollard Road to Highway 590		
Truck Route: From Provincial Highway 12, south on Range Road 19-4, West on Township Road 38-4 to Provincial Highway 56		

For further information, contact County of Stettler Protective Services at 403-741-6133.

May 7, 2026 6:01 AM

Fire Advisory upgraded to Fire Restriction

The Fire Advisory upgraded to a FIRE RESTRICTION effective on Thursday, May 7 at 8:00 AM

FIRE RESTRICTION INFORMATION: EFFECTIVE 08:00 MAY 7, 2026

As a result of the current ground and weather conditions, the lack of significant precipitation in the forecast, and the expectation of sustained high winds, the County of Stettler is implementing a FIRE RESTRICTION effective 08:00 on May 7, 2026.

The following are the limitations on burning for the duration of this FIRE RESTRICTION:

1. NEW PERMITS for open burning will NOT be issued.
2. BURNING BARREL use is NOT permitted.
3. SAFE WOOD FIRES on PUBLIC LANDS is not permitted.

This FIRE RESTRICTION does not apply to:

- Fires, which are contained within cooking and heating appliances, and which are fueled by propane, natural gas, charcoal briquette or wood pellets
- Residential fire pits and safe wood campfires contained by non-combustible material, with a metal mesh screen with openings no larger than 13 mm.
- Fires contained within industrial facilities for operational purposes.
- Catalytic or infrared-style heaters.
- Open flame oil devices (eg. Tiki torches)

Residents are reminded that all previously burned brush piles and/or permitted debris piles must be buried under ground and covered with soil when burning is complete to ensure the fire cannot re-kindle.

Off-highway vehicles and farming equipment can start wildfires - INSPECT YOUR EQUIPMENT frequently to ensure hot spots are free of debris and make sure mufflers and spark arrestors are working properly.

Conditions will be monitored. We will update the public on any changes.

This FIRE RESTRICTION will remain in effect until further notice.

For more information contact HRF at 403-742-4441 or visit www.albertafirebans.ca.

Troy Auton, Fire Chief
Heartland Regional Fire



FIRE RESTRICTION

EFFECTIVE MAY 7, 2026 AT 8:00 AM

As a result of current ground and weather conditions, the lack of significant precipitation in the forecast, and the expectation of sustained high winds, the County of Stettler is implementing a **FIRE RESTRICTION** effective **08:00 on May 7, 2026**.

RESTRICTIONS IN EFFECT



1. NEW PERMITS for open burning will **NOT** be issued.



2. BURNING BARREL use is **NOT** permitted.



3. SAFE WOOD FIRES on **PUBLIC LANDS** is **not** permitted.



THIS FIRE RESTRICTION DOES NOT APPLY TO:



Fires, which are contained within cooking and heating appliances, and which are fueled by propane, natural gas, charcoal briquette or wood pellets.



Residential fire pits and safe wood campfires contained by non-combustible material, with a metal mesh screen with openings no larger than 13 mm.



Fires contained within industrial facilities for operational purposes.



Catalytic or infrared-style heaters.



Open flame oil devices (eg. Tiki torches)



IMPORTANT REMINDER

All previously burned brush piles and/or permitted debris piles must be **buried under ground and covered with soil** when burning is complete to ensure the fire cannot re-ignite.



PREVENT WILDFIRES

Off-highway vehicles and farming equipment can start wildfires – **INSPECT YOUR EQUIPMENT** frequently to ensure hot spots are free of debris and make sure mufflers and spark arrestors are working properly.



Conditions will be monitored. We will update the public on any changes.



This **FIRE RESTRICTION** will remain in effect until further notice.

FOR MORE INFORMATION



Heartland Regional Fire
403-742-4441



Visit
www.albertafirebans.ca

Issued by:

Troy Auton, Fire Chief
Heartland Regional Fire



Heartland Regional Fire provides fire services to the: County of Stettler, Villages of Big Valley and Donalda, and the Summer Villages of Rochon Sands and White Sands.

VILLAGE OF
DONALDA