

VILLAGE OF DONALDA
Regular Council Meeting,
June 16, 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 May 19, 2026

2.2. Special Meeting of Council May 22, 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. Governance Modernization Framework

4.1.1. Procedure Bylaw Amendment Bylaw No. 775-26

4.1.2. Governance & Communication Framework Policy - New

4.1.3. Public Participation Session Policy – New

4.1.4. Public Participation Policy #4 Office Procedures - Review

4.1.5. Donalda Village Residents Committee Terms of Reference

5. VILLAGE BUSINESS

5.1. POPA Compliance Training Program

5.2. Contracted Water and Wastewater Operator Services

5.3. Wastewater Lagoon Infrastructure Assessment and Repairs

5.4. CAO Job Description

5.5. Land Use Bylaw Amendment – Redesignation of Reservoir Lands

5.6. Removal of Reserve Designation – Reservoir Lands

5.7. Canada Day Consumer Grade Fireworks Event

5.8. Financial Reports

5.8.1. Operating Budget Period Ending May 31, 2026

5.8.2. Cheque Register Period May 31, 2026

5.8.3. Bank Account Settlements Period Ending May 31, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Community Policing Report January 1st to March 31st, 2026

6.2. County of Stettler Fire Advisory

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. **COMMITTEE AND STAFF REPORTS**

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

8. **GALLERY**

9. **CLOSED MEETING OF COUNCIL**

Administration confirms that no items meeting the criteria for closed session under the Municipal Government Act were brought forward prior to agenda finalization.

10. **NEXT MEETINGS**

- 10.1. July 15, 2026
- 10.2. August 18, 2026

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Wednesday, May 19, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, May 19, 2026, at the Village Complex in Council Chambers.

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

CALL TO ORDER

Mayor Fox called the meeting to order at 7:00 pm.

1. AGENDA

1.1. Additions and Amendments

MOVED by P. Menecola that Council approve the agenda as presented.

CARRIED (2026-81)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council February 20, 2026

P. Menecola requested the addition of the following to appear in the minutes under Item 8 Gallery; "Does the Village have two (2) water and wastewater managers right now? Who is responsible?"

MOVED by T. Metcalfe that the minutes of May 19, 2026, Regular Meeting of Council be approved as amended.

CARRIED (2026-82)

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

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

CARRIED (2026-83)

IN FAVOUR: P. Menecola, S. Fox

OPPOSED: T. Metcalfe

4.2. Municipal Viability Review – Infrastructure Audit Update

MOVED by P. Menecola THAT Council accept the Municipal Viability Review – Infrastructure Audit Update report as information.

CARRIED (2026-84)

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

Councillor T. Metcalfe advised Council that following the March 17, 2026 Regular Meeting of Council, she wished to rescind her vote on Motion No. 2026-45 regarding the transfer of ownership of the Donalda Creamery and to change her vote in support of transferring ownership of the property to the Donalda & District Museum Society.

MOVED by T. Metcalfe THAT Council rescind Motion No. 2026-45, adopted at the March 17, 2026 Regular Meeting of Council, which tabled consideration of the proposed transfer of ownership of the Donalda Creamery pending completion of the Municipal Affairs viability review and municipal infrastructure audit.

CARRIED (2026-85)

MOVED by T. Metcalfe THAT Council approve the transfer of ownership of the Donalda Creamery to the Donalda & District Museum Society, subject to the preparation and execution of any required legal agreements and conditions deemed necessary by Council.

CARRIED (2026-85)

IN FAVOUR: T. Metcalfe, S. Fox

OPPOSED: P. Menecola

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.

Councillor T. Metcalfe requested that the minutes reflect her intent to support the transfer of ownership of the Donalda Creamery to the Donalda & District Museum Society.

4.4. Donalda Village Residents Committee

MOVED by P. Menecola THAT Council thank the Donalda Village Residents Committee for their presentation and ongoing interest in community engagement;

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

CARRIED (2026-86)

5. VILLAGE BUSINESS

5.1. Main Street Revitalization and Commercial District Compliance Strategy

MOVED by T. Metcalfe THAT Council accepts 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.

CARRIED (2026-87)

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

MOVED by P. Menecola THAT Council receives the information regarding the Village's current Procedural Bylaw provisions related to agenda distribution, public access to information, and meeting procedures as information;

AND FURTHER THAT Administration be directed to prepare an amendment to Council Procedural Bylaw #772-24 for Council's consideration to:

1. Increase the agenda package distribution timeline from four (4) days to five (5) days prior to a Regular Council Meeting; and
2. Add Gallery to the agenda to provide members of the public with an opportunity to address Council in accordance with the Procedural Bylaw.

CARRIED (2026-88)

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.

5.3. Purchase of Portable Digital Communication Sign

MOVED by P. Menecola THAT Council direct Administration to further investigate available funding opportunities, verify eligibility for provincial municipal funding programs, obtain additional information regarding equipment options and pricing, and report back to Council for further consideration prior to approving the purchase of a portable digital communication sign.

CARRIED (2026-89)

5.4. Administration Workstation Upgrade – Windows 11 Compatibility

MOVED by T. Metcalfe 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 the applicable capital account.

CARRIED (2026-90)

5.1. Financial Reports

- 5.1.1. Operating Budget Period Ending April 30, 2026
- 5.1.2. Cheque Register Period April 30, 2026
- 5.1.3. Bank Account Settlements Period Ending April 30, 2026

MOVED by P. Menecola THAT Council accepts the financial statements for the period ending April 30, 2026, as presented.

CARRIED (2026-91)

At the request of T. Metcalfe, Council recessed at 9:21 p.m. and reconvened at 9:26 p.m.

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

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

CARRIED (2026-92)

6. COMMITTEE AND STAFF REPORTS

- 6.1. Mayor
- 6.2. 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.

- 6.3. Councillor
- 6.4. Chief Administrative Officer

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

CARRIED (2026-93)

7. **GALLERY**

Members of the public provided comments regarding the Donalda Creamery, including the condition of the building and future ownership considerations. Council received the comments as information.

7. **CLOSED MEETING OF COUNCIL**

MOVED by T. Metcalfe THAT Council move in camera at 9:45 p.m. pursuant to Section 197 of the Municipal Government Act, the Access to Information Act, and the Protection of Privacy Act, to discuss:

- 9.1 Donalda Reservoir Site – Purchase and Sale Agreement
- 9.2 CAO Performance Appraisal

CARRIED (2026-94)

MOVED by P. Menecola THAT Council return to open session at 9:52 p.m.

CARRIED (2026-95)

Council reconvened in Open Session

Matters Arising from Closed Session

Due to time constraints, Council was unable to complete discussion of the Closed Session items.

MOVED by P. Menecola THAT Council continues the May 19, 2026 Regular Meeting of Council on Monday, May 25, 2026 at 7:00 p.m. for the purpose of completing consideration of the following Closed Session items:

- 9.1 Donalda Reservoir Site – Purchase and Sale Agreement; and
- 9.2 CAO Performance Appraisal.

CARRIED (2026-96)

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.

8. **NEXT MEETINGS**
 - 8.1. June 16, 2026
 - 8.2. July 15, 2026

9. **ADJOURNMENT**

MOVED by S. Fox that council adjourns the meeting at 9.53 pm.

CARRIED (2026-97)

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.



VILLAGE OF DONALDA
Special Meeting of the Council
Monday, May 25, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Special Meeting of Donalda Village Council was held at 7:00 pm Monday, May 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 7:00 pm.

1. AGENDA

1.1. Additions and Amendments

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

CARRIED (2026-98)

2. CLOSED MEETING OF COUNCIL

MOVED by P. Menecola THAT Council move in camera at 7:01 p.m. pursuant to Section 197 of the Municipal Government Act, the Access to Information Act, and the Protection of Privacy Act, to discuss:

1.1 Donalda Reservoir Site – Purchase and Sale Agreement

1.2 Annual CAO Evaluation

CARRIED (2026-99)

MOVED by T. Metcalfe that Council return to open session at 8:27 p.m.

CARRIED (2026-100)

Council reconvened in Open Session

Matters Arising from Closed Session

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 authorize the Mayor and Chief Administrative Officer to execute the Purchase and Sale Agreement for the Donalda Reservoir and Truck Fill Project.

CARRIED (2026-101)

MOVED by T. Metcalfe THAT Council approve the 2026 Chief Administrative Officer Performance Evaluation as presented and direct that the evaluation be placed on file.

CARRIED (2026-102)

3. **ADJOURNMENT**

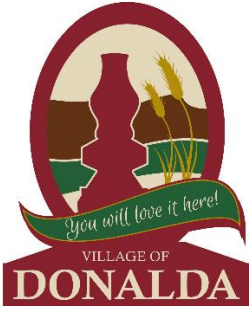
MOVED by S. Fox that council adjourn the meeting at 8:29 pm.

CARRIED (2026-103)

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 | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | Governance Modernization Framework |
| Agenda Number | 4.1 Business Arising from Previous Meetings |

Background/Proposal

At previous meetings, Council directed Administration to review several governance and procedural matters to improve meeting effectiveness, public engagement, and role clarity.

Administration has prepared a Governance Modernization Framework consisting of:

- Bylaw No. 775-26 – Procedural Bylaw Amendment;
- Public Participation Session Policy;
- Donalda Village Residents Committee Terms of Reference;
- Advisory Committee Reporting Framework.

The proposed amendments are intended to:

- Increase the Council agenda package distribution timeline from four (4) days to five (5) days;
- Replace Gallery Time with a Public Participation Session;
- Establish a framework for advisory committee reporting;
- Clarify the distinction between governance and administration;
- Improve public participation opportunities;
- Support efficient and effective Council meetings.

Administration recognizes the value of resident engagement and community participation and has developed the proposed framework to provide meaningful opportunities for public input while maintaining appropriate governance practices.

Discussion/Options/Benefits/Disadvantages

Governance Modernization

Council has an opportunity to establish a governance framework that supports:

- Transparency;
- Accountability;
- Community engagement;
- Role clarity;
- Effective decision-making.

The proposed framework recognizes the distinction between:

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- Council Responsibilities
- Strategic direction;
- Policy development;
- Bylaws;
- Budget approval;
- Municipal governance.

Administration Responsibilities

- Day-to-day operations;
- Public works;
- Utility operations;
- Service delivery;
- Legislative compliance;
- Investigation and response to operational concerns.

Clear separation of these responsibilities supports effective municipal governance and reduces confusion regarding roles and responsibilities.

Public Participation Session

The proposed Public Participation Session replaces Gallery Time and provides members of the public with a structured opportunity to present comments, concerns, suggestions, and information to Council.

The Public Participation Session is intended to:

- Encourage community engagement;
- Improve communication between residents and Council;
- Support informed decision-making;
- Maintain orderly meeting procedures.

The Public Participation Session is not intended to function as:

- A question-and-answer period;
- A complaint investigation process;
- A public hearing;
- A forum for personnel matters;
- A substitute for established appeal or complaint processes.

Operational concerns requiring investigation may be referred to Administration through established municipal processes.

Donalda Village Residents Committee

The Donalda Village Residents Committee has been established as a forum for residents to discuss community interests, identify concerns, and provide feedback regarding matters affecting the Village.

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

Administration recognizes the value of the Committee and recommends establishing a formal reporting framework.

Under the proposed framework, the Committee may provide:

- Community updates;
- Recommendations;
- Strategic and policy suggestions;
- Emerging community priorities;
- Information items for Council consideration.

Operational concerns, service requests, complaints, enforcement matters, legal matters, and matters requiring investigation should normally be referred to Administration through established municipal processes.

The proposed Terms of Reference establish the Committee as an advisory body only and clarify that it does not possess decision-making authority or authority over Administration.

Agenda Package Distribution

The proposed amendment increases the agenda package distribution timeline from four (4) days to five (5) days prior to a Regular Council Meeting.

This change will provide Council members with additional time to review agenda materials, supporting more informed discussion and decision-making.

Governance Considerations

Without a defined governance framework:

- Council meetings may become focused on operational matters rather than governance;
- Council may be expected to respond to matters without complete information;
- Confusion may arise regarding the roles of Council, Administration, and advisory committees;
- Public expectations regarding participation and reporting processes may become inconsistent.

The proposed framework is intended to provide clarity and consistency for Council, Administration, advisory committees, and the public.

Cost / Source of Funding

There are no direct financial implications associated with the proposed governance amendments, policy adoption, or committee framework.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Governance Modernization Framework (Administration Recommendation)
 - a. Approve:
 - i. First Reading of Bylaw No. 775-26;
 - ii. Public Participation Session Policy;

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.

- iii. Donalda Village Residents Committee Terms of Reference;
- iv. Advisory Committee Reporting Framework.

Advantages

- Improves governance clarity;
- Supports meaningful public participation;
- Establishes a framework for advisory committee reporting;
- Clarifies governance and administrative responsibilities;
- Improves meeting efficiency;
- Enhances transparency and accountability.

Disadvantages

- Requires implementation of updated procedures and practices.

2. Amend Proposed Framework

Provide Administration with additional direction and return revised documents to a future Council meeting.

Advantages

- Allows further refinement.

Disadvantages

- Delays implementation.

3. Maintain Current Processes

Take no action.

Advantages

- No procedural changes required.

Disadvantages

- Existing governance challenges remain unresolved;
- Continued uncertainty regarding reporting processes and responsibilities;
- Limited framework for public participation and advisory committee engagement.

Applicable Legislation

- Municipal Government Act, RSA 2000, c. M-26;
- Village of Donalda Procedural Bylaw No. 772-24;
- Proposed Bylaw No. 775-26;
- Public Participation Session Policy;
- Donalda Village Residents Committee Terms of Reference;

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- Governance & Communication Framework.

RECOMMENDATION

Motion No. 1

THAT Council give First Reading to Bylaw No. 775-26, being a bylaw to amend the Village of Donalda Procedural Bylaw No. 772-24.

Motion No. 2

THAT Council approve the Donalda Village Residents Committee Terms of Reference.

Motion No. 3

THAT Council approve the Public Participation Session Policy.

Implementation/Communication

If approved, Administration will:

- Proceed with the bylaw reading process;
- Update Council agenda templates;
- Replace Gallery Time with Public Participation Session;
- Implement the Donalda Village Residents Committee Terms of Reference;
- Establish advisory committee reporting procedures;
- Communicate the changes to residents and stakeholders;
- Incorporate the changes into the Village's Governance Modernization Framework.

Target Decision Date

June 16, 2026

ATTACHMENTS

1. Bylaw No. 775-26 – Procedural Bylaw Amendment
2. Village of Donalda Procedural Bylaw No. 772-24
3. Public Participation Session Policy
4. Donalda Village Residents Committee Terms of Reference
5. Governance & Communication 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.

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 Stetler 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 Donaldda.

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 Donaldda. 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 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 Donalda 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

**VILLAGE OF DONALDA
BYLAW NO. 775-26
PROCEDURAL BYLAW AMENDMENT**

A BYLAW OF THE VILLAGE OF DONALDA IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 772-24, BEING THE PROCEDURAL BYLAW.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, Council must establish a procedural bylaw governing the calling, place and conduct of Council meetings and meetings of Council Committees;

AND WHEREAS the Council of the Village of Donalda wishes to amend Bylaw No. 772-24 to improve public participation opportunities, revise agenda package distribution timelines, and establish a framework for advisory committee reporting;

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

1. TITLE

This Bylaw may be cited as the **Procedural Bylaw Amendment Bylaw No. 775-26.**

2. AMENDMENT TO SECTION 2 – BOARDS AND COMMITTEES

Bylaw No. 772-24 is amended by adding the following Section 2.8.2 immediately following Section 2.8.1:

2.8.2 Donalda Village Residents Committee

2.8.2.1

The Donalda Village Residents Committee is hereby recognized as an advisory committee of Council.

2.8.2.2

The purpose of the Committee is to:

- a) Encourage community engagement;
- b) Provide community feedback and recommendations to Council;
- c) Identify community priorities and opportunities;
- d) Promote resident participation in municipal affairs;
- e) Support initiatives that enhance the quality of life within the Village of Donalda.

2.8.2.3

The Committee serves in an advisory capacity only and shall not:

- a) Direct Administration;
- b) Supervise employees;
- c) Conduct investigations on behalf of the Village;
- d) Commit the Village to any expenditure or obligation;
- e) Exercise authority delegated exclusively to Council.

2.8.2.4

The Committee may submit reports, recommendations, requests, or information items to Council through the Chief Administrative Officer.

2.8.2.5

Operational concerns, service requests, personnel matters, complaints, enforcement matters, legal matters, or matters requiring investigation should normally be referred to Administration through established municipal processes.

2.8.2.6

Nothing in this section prevents the Committee from discussing community concerns, identifying service issues, or providing recommendations respecting municipal services and community priorities.

2.8.2.7

The Committee shall operate in accordance with a Council-approved Terms of Reference.

3. AMENDMENT TO SECTION 3 – AGENDA FOR COUNCIL MEETINGS

Section 3.4 is deleted and replaced with the following:

3.4

The Chief Administrative Officer, or designate, shall submit the Agenda with copies of all pertinent correspondence, statements, reports, and supporting materials to each member of Council at least five (5) days before each Regular Council Meeting.

The following sections are added immediately after Section 3.2:

3.2.1

Reports, recommendations, requests, or information items from Council-appointed advisory committees may be submitted to the Chief Administrative Officer in accordance with established agenda submission deadlines.

3.2.2

Advisory committee submissions may be included on a Council agenda under a heading determined by the Chief Administrative Officer.

3.2.3

Council may receive advisory committee submissions for information, provide direction to Administration, refer matters for further review, or place matters on a future agenda.

4. AMENDMENT TO SECTION 6 – COMMUNICATIONS INTENDED FOR COUNCIL

The following sections are added following Section 6.12:

6.13 Public Participation Session

6.13.1

A Public Participation Session may be included on the agenda of a Regular Council Meeting, Special Council Meeting, Committee of the Whole Meeting, or other public meeting of Council.

6.13.2

The purpose of the Public Participation Session is to provide members of the public with an opportunity to present comments, concerns, information, suggestions, or perspectives regarding matters of municipal interest.

6.13.3

The Public Participation Session is intended to provide Council with community input and information.

The Public Participation Session is not intended to function as:

- a) A statutory public hearing;
- b) A complaint investigation process;
- c) A forum for personnel matters;
- d) A forum for confidential matters;
- e) A substitute for established appeal processes.

6.13.4

The Public Participation Session may include discussion respecting:

- a) Community priorities;
- b) Municipal services;
- c) Recreation and culture;
- d) Community development opportunities;
- e) Community beautification;
- f) Strategic initiatives;
- g) General matters affecting the community.

6.13.5

The Presiding Officer may establish reasonable procedures respecting:

- a) Registration of speakers;
- b) Speaking order;
- c) Speaking limits;
- d) Meeting conduct;
- e) Presentation materials.

Unless otherwise authorized by the Presiding Officer, speakers shall be limited to five (5) minutes.

6.13.6

The Presiding Officer may terminate a presentation that is:

- a) Repetitive;
- b) Abusive;
- c) Disrespectful;
- d) Defamatory;
- e) Threatening;
- f) Discriminatory;
- g) Disruptive;
- h) Otherwise interferes with the orderly conduct of the meeting.

6.13.7

Council may:

- a) Receive information;
- b) Ask clarifying questions;
- c) Refer matters to Administration;
- d) Request additional information;
- e) Consider a matter for a future agenda;
- f) Provide direction to Administration where appropriate.

Council is not obligated to:

- a) Answer questions immediately;
- b) Engage in debate;
- c) Provide operational explanations;
- d) Investigate concerns during the meeting;
- e) Make a decision on any matter raised.

6.13.8

Operational concerns, service requests, personnel matters, legal matters, enforcement matters, or matters requiring investigation may be referred to Administration for review and response through established municipal processes.

6.13.9

Participation in a Public Participation Session does not guarantee that Council will take action on any matter raised.

6.13.10

The Presiding Officer may direct concerns, complaints, or requests to the appropriate municipal process where necessary.

4. REMAINING PROVISIONS

All other provisions of Bylaw No. 772-24 shall remain in full force and effect.

5. EFFECTIVE DATE

This Bylaw shall come into force and effect upon third and final reading.

Mayor (Chief Elected Official) READ A FIRST TIME this ___ day of _____, 2025.

READ A SECOND TIME this ___ day of _____, 2025.

GIVEN UNANIMOUS CONSENT to go to THIRD READING this ___ day of _____, 2025.

READ A THIRD AND FINAL TIME this ___ day of _____, 2025.

Mayor (Chief Elected Official)

Chief Administrative Officer



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0H 1H0

Ph: (403) 883 - 2345
Fx: (403) 883 - 2022

Policy Category: Governance

Policy Number:

Date Approved by Council:

Date Reviewed and/or Amended by Council: -----, Resolution # _____

Policy Name: Governance & Communication Framework Policy

PURPOSE

The purpose of this Policy is to:

- Clarify the roles and responsibilities of Council, Administration, advisory committees, and residents;
- Establish communication expectations and protocols;
- Promote effective governance and decision-making;
- Support respectful and constructive interactions;
- Ensure municipal operations are managed efficiently and effectively.

This Policy is intended to support the principles of good governance, accountability, transparency, and mutual respect.

POLICY STATEMENT

The Village of Donalda recognizes that effective municipal government depends upon a clear understanding of the respective roles of Council and Administration.

Council is responsible for governance, policy, strategic direction, and oversight.

Administration is responsible for the day-to-day operation of the municipality and implementation of Council decisions.

Residents, committees, and stakeholders play an important role by providing input and feedback through established municipal processes.

DEFINITIONS

Administration

Means the Chief Administrative Officer and municipal employees responsible for the day-to-day operations of the Village.

Advisory Committee

Means a committee established by Council to provide information, recommendations, and advice on matters within its mandate.

CAO

Means the Chief Administrative Officer appointed by Council pursuant to the Municipal Government Act.

Council

Means the elected Council of the Village of Donalda.



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Governance Matter

Means a matter relating to strategic direction, policy development, budgeting, bylaws, long-term planning, and Council decision-making.

Operational Matter

Means a matter relating to municipal services, service delivery, infrastructure, utilities, maintenance, staffing, administration, or matters requiring investigation.

Municipal Stakeholder

Means a resident, property owner, business owner, organization, agency, or other individual with an interest in matters affecting the Village.

GOVERNING LEGISLATION

This Policy shall be interpreted in accordance with:

- Municipal Government Act;
- Access to Information Act (ATIA);
- Protection of Privacy Act (POPA);
- Occupational Health and Safety Act;
- Village bylaws and policies.

ROLES AND RESPONSIBILITIES

ROLE OF THE MAYOR

The Mayor is responsible for:

- Providing leadership to Council;
- Presiding over Council meetings;
- Acting as the official spokesperson for Council where appropriate;
- Promoting effective relationships between Council and Administration;
- Supporting the implementation of Council decisions.

The Mayor has no greater authority over Administration than any other member of Council except as provided by legislation.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER

The CAO is responsible for:

- Managing municipal operations;
- Supervising employees;
- Implementing Council decisions;
- Providing professional advice to Council;
- Managing municipal resources;
- Ensuring legislative compliance;
- Developing policies and procedures;
- Investigating operational concerns;
- Responding to service requests and complaints.



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The CAO serves as the primary administrative link between Council and Administration.

ROLE OF MUNICIPAL EMPLOYEES

Municipal employees are responsible for:

- Delivering municipal services;
- Carrying out assigned duties;
- Implementing administrative policies and procedures;
- Supporting Council-approved priorities.

Employees report through the administrative structure established by the CAO. Employees are accountable to the CAO and not directly to individual Councillors.

ROLE OF ADVISORY COMMITTEES

Advisory Committees may:

- Provide community feedback;
- Identify opportunities and concerns;
- Make recommendations;
- Support community engagement.

Advisory Committees do not have authority to:

- Direct Administration;
- Supervise employees;
- Conduct investigations;
- Commit municipal resources;
- Make decisions on behalf of Council.

Recommendations from Advisory Committees are not binding on Council.

COMMUNICATION PROTOCOLS

Council and Administration

Council members shall direct requests for information through the CAO or designate whenever practical.

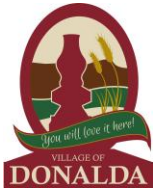
Administration shall provide timely and accurate information to Council.

Council members shall respect the administrative structure of the municipality and avoid directing employees other than through the CAO.

Residents and Administration

Residents are encouraged to direct:

- Service requests;
- Operational concerns;
- Utility concerns;



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- Public works concerns;
- Administrative inquiries;

to Administration through established municipal processes.
Administration shall make reasonable efforts to respond in a timely manner.

Residents and Council

Residents may communicate with Council through:

- Public Participation Sessions;
- Delegations;
- Advisory Committees;
- Written correspondence;
- Public engagement opportunities.

Council may receive information and concerns from residents but shall generally refer operational matters to Administration for review and response.

COMPLAINTS AND SERVICE REQUESTS

Complaints and service requests should be submitted through established municipal processes.

Examples include:

- Utility concerns;
- Road maintenance concerns;
- Property concerns;
- Service delivery issues;
- Operational matters.

Administration shall investigate and respond where appropriate.
Council's role is oversight, not investigation.

GOVERNANCE VS OPERATIONS

Examples of Governance Matters include:

- Strategic plans;
- Budgets;
- Bylaws;
- Policies;
- Community priorities;
- Municipal priorities.

Examples of Operational Matters include:

- Water leaks;
- Utility billing concerns;
- Road maintenance;
- Staffing schedules;
- Equipment maintenance;



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- Day-to-day service delivery.

Council establishes "what" is to be accomplished.
Administration determines "how" it will be accomplished.

CONFIDENTIALITY

Council members, committee members, and Administration shall respect confidentiality requirements imposed by legislation, policy, and professional obligations.

Information obtained through Closed Sessions shall remain confidential unless lawfully disclosed.

RESPECTFUL CONDUCT

All participants in municipal governance shall:

- Treat others respectfully;
- Focus on issues rather than individuals;
- Communicate professionally;
- Promote constructive dialogue;
- Support a respectful workplace and governance environment.

Harassment, intimidation, bullying, threats, and abusive conduct are inconsistent with the values of the Village of Donalda.

DISPUTE RESOLUTION

Where misunderstandings arise regarding roles, responsibilities, or communication processes, Council and Administration shall make reasonable efforts to resolve concerns through respectful discussion and established governance processes.

Where necessary, Council may seek external governance advice, mediation, or legal advice.

16. REVIEW

This Policy shall be reviewed at least once every four (4) years or sooner if required by legislative changes, Council direction, or operational needs.

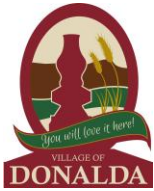
17. POLICY AUTHORIZATION

Approved by Resolution No. _____

Effective Date: _____

Chief Administrative Officer

Chief Elected Official



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Policy Number:

Date Approved by Council:

Date Reviewed and/or Amended by Council: -----, Resolution # _____

Policy Name: Public Participation Session Policy

PURPOSE

The purpose of this Policy is to establish a consistent, respectful, and transparent process for Public Participation Sessions held during Council meetings.

The Village of Donalda recognizes the importance of public input and values opportunities for residents, property owners, businesses, and community stakeholders to provide comments, concerns, information, and suggestions to Council.

Public Participation Sessions are intended to support informed decision-making while maintaining effective, respectful, and orderly Council meetings.

SCOPE

This Policy applies to Public Participation Sessions held during:

- Regular Council Meetings;
- Special Council Meetings;
- Committee of the Whole Meetings; and
- Other public meetings of Council where a Public Participation Session is included on the agenda.

DEFINITIONS:

For the purposes of this Policy:

Administration

Means the Chief Administrative Officer and municipal employees responsible for the day-to-day operations of the Village of Donalda.

Council

Means the duly elected Council of the Village of Donalda.

Municipal Stakeholder

Means any resident, property owner, business owner, organization, agency, or other person with an interest in matters affecting the Village of Donalda.

Governance Matter

Means a matter relating to Council's responsibilities for strategic direction, policy development, bylaws, budgeting, and municipal decision-making.



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Operational Matter

Means a matter relating to the day-to-day administration, operation, maintenance, delivery, enforcement, or management of municipal services, programs, infrastructure, utilities, facilities, employees, or resources.

Public Participation Session

Means a portion of a Council meeting during which members of the public may present comments, concerns, information, or suggestions regarding matters of municipal interest.

Presiding Officer

Means the Mayor, Deputy Mayor, or other individual authorized to chair a Council meeting.

Village

Means the Village of Donalda.

POLICY STATEMENT

The Village of Donalda encourages meaningful public participation while recognizing that Council meetings are held for the purpose of conducting municipal business.

Public Participation Sessions provide an opportunity for members of the public to bring matters to Council's attention. They are not intended to function as a public debate, complaint investigation process, public hearing, or question-and-answer session.

GUIDING PRINCIPLES

Public Participation Sessions shall be guided by the following principles:

Respect

All participants shall communicate respectfully and focus on issues rather than individuals.

Transparency

The purpose and limits of Public Participation Sessions shall be clearly communicated.

Accessibility

Participation opportunities should be accessible and inclusive where practical.

Accountability

Matters raised may be referred to Administration or placed on a future agenda where appropriate.

Good Governance

Council shall maintain the distinction between governance responsibilities and administrative operations.

PURPOSE OF PUBLIC PARTICIPATION SESSIONS

Public Participation Sessions provide members of the public with an opportunity to:

- Present comments;



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- Share concerns;
- Provide information;
- Offer suggestions;
- Identify community priorities;
- Bring matters of municipal interest to Council's attention.

APPROPRIATE MATTERS

Matters appropriate for a Public Participation Session may include:

- Community priorities;
- Municipal programs and services;
- Recreation and culture;
- Community development opportunities;
- Beautification initiatives;
- Strategic planning matters;
- General matters affecting the community.

MATTERS GENERALLY NOT APPROPRIATE

The following matters are generally not appropriate for a Public Participation Session:

- Personnel matters;
- Employee performance concerns;
- Matters discussed in Closed Session;
- Confidential matters;
- Legal matters or matters subject to litigation;
- Enforcement investigations;
- Development permit appeals;
- Matters before a court, tribunal, or appeal body;
- Personal attacks against individuals;
- Harassing, discriminatory, abusive, defamatory, or threatening comments.

Residents wishing to raise these matters shall be directed to the appropriate municipal process.

OPERATIONAL MATTERS

Council recognizes that residents may raise concerns regarding municipal operations.

Operational matters may include:

- Water and wastewater services;
- Public works activities;
- Road maintenance;
- Utility services;
- Bylaw enforcement concerns;
- Service requests;
- Administrative procedures;



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- Matters requiring investigation.

Where appropriate, operational matters may be referred to Administration for review and response through established municipal processes.

Administration is responsible for day-to-day municipal operations and is generally best positioned to investigate and respond to operational matters.

ROLE OF COUNCIL

During a Public Participation Session, Council may:

- Receive information;
- Ask clarifying questions;
- Refer matters to Administration;
- Request additional information;
- Consider whether a matter should be placed on a future agenda;
- Provide direction to Administration where appropriate.

Council is not required to:

- Answer questions immediately;
- Engage in debate;
- Conduct investigations;
- Provide operational explanations;
- Make decisions during the Public Participation Session.

Participation in a Public Participation Session does not guarantee that Council will take action on any matter raised.

ROLE OF THE MAYOR OR PRESIDING OFFICER

The Mayor or Presiding Officer shall:

- Facilitate the Public Participation Session;
- Maintain order and decorum;
- Establish speaking limits;
- Determine speaking order;
- Ensure participants are treated fairly and respectfully;
- Direct matters to the appropriate process where necessary.

The Mayor or Presiding Officer may terminate a presentation or restrict participation where conduct is repetitive, disruptive, abusive, defamatory, threatening, discriminatory, disrespectful, or otherwise interferes with the orderly conduct of the meeting.

SPEAKING PROCEDURES

Unless otherwise authorized by the Mayor or Presiding Officer:



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- Speakers shall identify themselves for the record;
- Speakers shall address comments through the Chair;
- Speakers shall be limited to five (5) minutes;
- Speakers shall speak only once on the same matter;
- Speakers shall focus on municipal issues rather than individuals.

The Mayor or Presiding Officer may grant additional time where appropriate.

WRITTEN QUESTIONS OR SUBMISSIONS

Members of the public may submit written comments or questions to Administration in advance of a meeting.

Written submissions may be:

- Included in the agenda package where appropriate;
- Referred to Administration for review;
- Referred to the appropriate municipal process;
- Provided to Council for information.

Administration may decline to include written submissions that are repetitive, inappropriate, confidential, defamatory, abusive, or outside Council's jurisdiction.

FOLLOW-UP PROCESS

Where appropriate, Administration may:

- Review concerns raised;
- Request additional information;
- Investigate operational matters;
- Respond through established municipal processes;
- Report findings to Council where required;
- Include a matter on a future agenda where appropriate.

Not all matters raised during a Public Participation Session will require a formal response.

RELATIONSHIP TO OTHER PROCESSES

This Policy does not replace:

- Statutory public hearings;
- Delegation procedures;
- Complaint handling processes;
- Bylaw enforcement processes;
- Appeal processes;
- Access to information requests;
- Closed Session requirements.



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Where another process is more appropriate, the matter shall be directed to that process.

LEGISLATIVE AUTHORITY

This Policy shall be administered in accordance with:

- Municipal Government Act;
- Access to Information Act (ATIA);
- Protection of Privacy Act (POPA);
- Village of Donalda Council Procedure Bylaw;
- Applicable Village bylaws and policies.

REVIEW

This Policy shall be reviewed at least once every four (4) years or sooner if required by legislative changes, Council direction, or operational needs.

POLICY AUTHORIZATION

Approved by Resolution No. _____

Effective Date: _____

Chief Administrative Officer

Chief Elected Official



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Policy Category: Office Procedures

Policy Number: 2

Date Approved by Council: 2018

Date Reviewed and/or Amended by Council: August 15, 2023

Policy Name: Public Participation Policy

PURPOSE

Pursuant to Section 216.1 of the Municipal Government Act, the Village of Donalda recognizes the value of public participation and is committed to creating opportunities for meaningful public participation in decisions that may affect residents, property owners, businesses, stakeholders, and the broader community.

This Policy establishes the Village's commitment to public participation and provides a framework for engaging Municipal Stakeholders in municipal decision-making.

This Policy is intended to supplement, and not replace, statutory public hearing requirements established under the Municipal Government Act or any other legislation.

POLICY STATEMENT

The Village of Donalda recognizes that effective local government includes meaningful opportunities for public participation.

Council is committed to fostering respectful, transparent, and inclusive engagement processes that allow Municipal Stakeholders to provide input and contribute to informed decision-making.

Public participation supports:

- Transparency and accountability;
- Community engagement;
- Improved decision-making;
- Understanding of community priorities;
- Trust between the Municipality and the public.

DEFINITIONS:

CAO

Means the Chief Administrative Officer of the Village of Donalda or their designate.

Municipal Stakeholders

Means residents, property owners, businesses, organizations, agencies, community groups, and other individuals who may be affected by or have an interest in decisions made by the Village of Donalda.

Municipality

Means the Village of Donalda.



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Public Participation

Includes non-statutory opportunities where Municipal Stakeholders receive information and provide input to the Municipality regarding municipal matters.

Public Participation Plan

Means a plan identifying the Public Participation Tools to be used to obtain public input in a specific circumstance.

Public Participation Tools

Means methods used to create public participation opportunities, including but not limited to:

In-Person Participation

May include:

- Open houses;
- Workshops;
- Community meetings;
- Roundtables;
- Town halls;
- Interviews;
- Focus groups;
- Information sessions.

Digital Participation

May include:

- Online surveys;
- Discussion forums;
- Webinars;
- Virtual meetings;
- Online engagement platforms;
- Social media engagement tools.
- Written Participation

May include:

- Written submissions;
- Email correspondence;
- Surveys;
- Comment forms;
- Questionnaires.
- Representative Participation

May include participation through:

- Advisory Committees;
- Ad Hoc Committees;
- Citizen Boards;



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- Council-appointed Committees;
- The Donalda Village Residents Committee;
- Other community advisory groups established by Council.

GUIDING PRINCIPLES

Public participation activities shall be guided by the following principles:

Transparency

Participants shall be provided with appropriate information regarding the matter under consideration.

Accessibility

Participation opportunities should be accessible and inclusive to the greatest extent possible.

Respect

All participants shall be treated fairly, respectfully, and professionally.

Accountability

Council and Administration shall consider public input obtained through approved public participation processes.

Meaningful Engagement

Participation opportunities should occur early enough to allow meaningful public input where practical.

ROLES AND RESPONSIBILITIES:

Council Responsibilities

Council shall:

- a) Approve and review this Policy;
- b) Consider information received through public participation activities;
- c) Review public participation findings when making decisions;
- d) Ensure this Policy remains consistent with applicable legislation and municipal governance objectives.

Administration Responsibilities

The CAO shall:

- a) Develop Public Participation Plans where required;
- b) Implement approved Public Participation Plans;
- c) Coordinate public participation activities;
- d) Provide information and support to participants where appropriate;
- e) Report public participation findings to Council;
- f) Maintain records of participation activities where appropriate.



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PUBLIC PARTICIPATION OPPORTUNITIES

Administration may develop and implement a Public Participation Plan in circumstances including:

Strategic Planning

- Municipal strategic plans;
- Council priorities;
- Long-term planning initiatives.

Service Delivery

- New programs and services;
- Significant changes to existing services;
- Community service reviews.

Financial Planning

- Capital planning;
- Financial planning;
- Budget development processes.

Community Development

- Community projects;
- Recreation initiatives;
- Community improvement initiatives.

Other Matters

Any matter where Council determines that public participation would be beneficial.

PUBLIC PARTICIPATION STANDARDS

Public participation activities shall:

- a) Be conducted professionally and respectfully;
- b) Encourage constructive dialogue;
- c) Consider varying levels of accessibility and participation methods;
- d) Provide clear information regarding participation opportunities;
- e) Respect privacy and confidentiality requirements;
- f) Encourage respectful communication among participants.

Municipal Stakeholders participating in public participation activities are expected to:

- Be respectful;
- Focus on issues rather than individuals;
- Avoid abusive, discriminatory, threatening, or harassing conduct;
- Participate constructively.

Individuals engaging in inappropriate conduct may be excluded from participation activities at the discretion of the Municipality.



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RELATIONSHIP TO COUNCIL MEETINGS

This Policy governs public participation and engagement activities undertaken by the Village of Donalda.

Nothing in this Policy shall be interpreted as governing Public Participation Sessions conducted during:

- Regular Council Meetings;
- Special Council Meetings;
- Committee of the Whole Meetings; or
- Other meetings of Council.

Public Participation Sessions conducted during Council meetings shall be governed by:

- The Village of Donalda Procedure Bylaw;
- The Public Participation Session Policy;
- Other applicable municipal bylaws and policies.

LEGISLATIVE AND POLICY IMPLICATIONS

All public participation activities shall be conducted in accordance with:

- Municipal Government Act;
- Access to Information Act (ATIA);
- Protection of Privacy Act (POPA);
- Applicable municipal bylaws;
- Applicable municipal policies.

This Policy shall be available for public inspection and may be published on the Village website.

POLICY REVIEW

This Policy shall be reviewed at least once every four (4) years or earlier if required by legislative changes, Council direction, or organizational needs.

AUTHORITY

Approved by Council of the Village of Donalda.

Chief Administrative Officer

Chief Elected Official

VILLAGE OF DONALDA
DONALDA VILLAGE RESIDENTS COMMITTEE
TERMS OF REFERENCE

1. PURPOSE

The Donalda Village Residents Committee ("Committee") is established to provide a forum for residents to discuss community matters, identify opportunities for improvement, encourage civic engagement, and provide recommendations to Council regarding issues affecting the Village of Donalda.

The Committee serves in an advisory capacity only and is intended to strengthen communication between residents and Council.

2. MANDATE

The Committee may:

- Identify community priorities and concerns;
- Discuss community development opportunities;
- Promote community engagement and participation;
- Support community events and initiatives;
- Provide recommendations to Council;
- Assist in gathering community feedback;
- Promote constructive dialogue regarding municipal matters.

The Committee shall not:

- Direct Administration or municipal employees;
- Supervise employees;
- Conduct investigations on behalf of the Village;
- Act as a decision-making body;
- Represent the Village without authorization;
- Commit municipal funds or resources without Council approval.

3. AUTHORITY

The Committee is advisory only.

Recommendations made by the Committee are not binding on Council or Administration.

Council retains sole authority for municipal governance, policy development, budgeting, and decision-making.

Administration retains responsibility for day-to-day municipal operations.

4. MEMBERSHIP

Membership shall be open to residents, property owners, and community stakeholders with an interest in supporting the Village of Donalda.

The Committee may establish internal procedures regarding:

- Membership;
- Meeting schedules;
- Election of a Chairperson;
- Election of a Vice-Chair;
- Meeting conduct.

Council may appoint one member of Council as a liaison to the Committee.

The Council Liaison:

- May attend meetings;
- May provide information regarding Council decisions;

- Shall not direct Committee discussions;
- Shall not be required to attend all meetings.

5. MEETINGS

The Committee shall meet as required.

Meeting dates, times, and locations shall be determined by the Committee.

Meetings are intended to promote respectful discussion and community engagement.

6. REPORTING TO COUNCIL

The Committee may provide:

- Reports;
- Recommendations;
- Community feedback summaries;
- Information updates;

to Council through the Chief Administrative Officer.

Where possible, submissions should be provided in writing prior to the applicable agenda deadline.

Administration may:

- Provide background information;
- Request clarification;
- Refer operational matters through appropriate processes;
- Include reports on a future Council agenda where appropriate.

7. OPERATIONAL MATTERS

The Committee recognizes the distinction between governance and administration.

Questions or concerns relating to:

- Water and wastewater operations;
- Public works activities;
- Infrastructure maintenance;
- Utility services;
- Staffing matters;
- Personnel matters;
- Bylaw enforcement;
- Service requests;
- Matters requiring investigation;

should be referred to Administration through established municipal processes.

Nothing in this section prevents the Committee from discussing community concerns or providing recommendations regarding municipal services.

8. CONDUCT

Committee members shall:

- Treat one another respectfully;
- Focus on issues rather than individuals;
- Encourage constructive discussion;
- Refrain from harassment, discrimination, or abusive conduct;
- Respect confidentiality where applicable.

The Committee is intended to foster collaboration, community participation, and respectful dialogue.

9. ADMINISTRATIVE SUPPORT

Administrative support may be provided by the Village where resources permit.

Administrative support may include:

- Receiving reports;
- Providing information;
- Assisting with communication to Council;
- Providing meeting space when available.

10. REVIEW

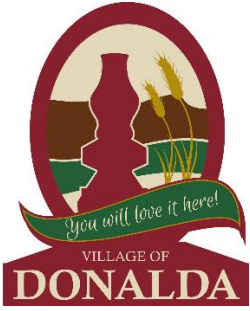
These Terms of Reference shall be reviewed by Council as required.

Council may amend, suspend, or repeal these Terms of Reference at any time.

11. INTERPRETATION

Nothing in these Terms of Reference limits the authority of Council under the Municipal Government Act or the Village's bylaws and policies.

Where a conflict exists between these Terms of Reference and municipal legislation or bylaws, the legislation or bylaws shall prevail.



| Request for Decision | |
|-----------------------------|----------------------------------|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | POPA Compliance Training Program |
| Agenda Number | 5.1 Village Business |

Background/Proposal

Alberta's Protection of Privacy Act (POPA) requires municipalities to have a Privacy Management Program in place by June 11, 2026.

Open North is offering a collaborative training program to assist municipalities in understanding the new requirements and developing the necessary privacy management policies, procedures, and documentation.

The Village of Donalda has been invited to participate in a cohort with several neighbouring municipalities, including the Town of Bashaw and the Villages of Bawlf, Bittern Lake, Hay Lakes, and Rosalind. By participating as a group, municipalities are able to share costs, resources, and learning opportunities while working toward the same legislative requirements.

Discussion/Options/Benefits/Disadvantages

Participation in this collaborative program will help the Village meet its legal obligations under POPA while benefiting from the experience and shared learning of other municipalities facing similar requirements.

The program provides workshops, templates, and guidance to assist municipalities in developing a Privacy Management Program. The cohort model reduces costs for individual municipalities and promotes regional collaboration in addressing a common legislative requirement.

The program does not replace legal advice, and the Village remains responsible for ensuring compliance with the legislation.

Cost / Source of Funding

The cost will depend on the final number of participating municipalities and is expected to be between approximately \$2,435 and \$2,995, including GST.

OPTIONS FOR COUNCIL CONSIDERATION

1. Authorize the Village of Donalda to participate in the Open North POPA Compliance Training Program and authorize the CAO to execute the agreement.
2. Direct Administration to develop a Privacy Management Program internally or seek alternative compliance support.

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.

Applicable Legislation

Protection of Privacy Act (POPA), RSA 2000, c. P-6.5, which requires municipalities to establish and maintain a Privacy Management Program by June 11, 2026. The Municipal Government Act also requires municipalities to conduct their affairs in accordance with provincial legislation.

RECOMMENDATION

That Council approve the Village of Donalda participating in the Open North POPA Compliance Training Program and authorize the CAO to sign the required agreement.

Implementation/Communication

Upon Council approval, Administration will proceed with program registration and participation. Administration will work with Open North and participating municipalities to develop the Village's Privacy Management Program and will report progress to Council as required.

Target Decision Date

June 16, 2026

ATTACHMENTS

1. Master Cohort Agreement for POPA Compliance Training Program

MASTER COHORT AGREEMENT FOR POPA COMPLIANCE TRAINING PROGRAM

EFFECTIVE DATE: This Agreement becomes effective on the date (the "Effective Date") upon which Open North Inc. and at least four (4) Municipalities have executed this Agreement and their respective Individual Statements of Work.

PARTIES:

Open North Inc.
4388 Rue Saint-Denis, Suite 200, #216
Montréal, QC, Canada H2J 2L1

(hereinafter "Open North")

AND

Town of Bashaw
5011 52 Ave, Bashaw, AB T0B 0H0, Canada

Village of Bawlf
203 Hanson St, Bawlf, AB T0B 0C3, Canada

Village of Bittern Lake
P.O. Box 5, Bittern Lake, AB T0C0L0, Canada

Village of Donalda
5001 Main St, Donalda, AB T0B 0A8, Canada

Village of Hay Lakes
115 Main St, Hay Lakes, AB T0B 1W0, Canada

Village of Rosalind
P.O. Box 181, Rosalind, AB T0B 0A9, Canada

(each individually a "Municipality" and collectively the "Municipalities" or "Participating Municipalities")

1. RECITALS AND PURPOSE

WHEREAS Alberta's Protection of Privacy Act (POPA) came into force on June 11, 2025, and requires municipalities to have a compliant Privacy Management Program (PMP) in place by June 11, 2026;

WHEREAS Open North has developed a structured training program designed to equip municipal Privacy Officers to independently perform gap assessments, design PMP frameworks, and create implementation action plans;

WHEREAS the Municipalities have agreed to participate together as a cohort in Open North's POPA Compliance Training Program to achieve cost efficiencies and benefit from peer learning;

WHEREAS the economic viability of the cohort model depends on the participation of a minimum number (5) of Municipalities, and the Parties wish to establish clear terms governing their shared participation, cost allocation, and mutual obligations;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Agreement, unless the context otherwise requires:

"Cohort" means the group of Participating Municipalities receiving the Training Program together under this Agreement.

"Effective Date" means the date on which this Agreement becomes effective as set out above, being the date on which Open North and at least four (4) Municipalities have executed both this Agreement and their respective Individual Statements of Work.

"Individual Statement of Work" or "SOW" means the separate agreement between Open North and each individual Municipality setting out that Municipality's specific fees, contacts, deliverables, and municipality-specific terms.

"Municipal Information" means any information, data, documents, or materials provided by a Municipality to Open North in connection with the Training Program, including but not limited to information shared during workshops, pre-workshop questionnaires, gap assessments, and draft PMP documents.

"Program Start Date" means the scheduled date of Workshop 1, as communicated by Open North to the Municipalities in writing no later than ten (10) business days prior to such date.

"Templates" means the training materials, workbooks, templates, frameworks, and tools provided by Open North to the Municipalities as part of the Training Program, including but not limited to the Pre-Workshop Questionnaire, Gap Assessment Workbook, PMP Framework Template, and PMP Implementation Action Plan Template.

"Training Program" or "Program" means the POPA Compliance Training Program described in Section 3, consisting of three facilitated virtual workshops, individualized participant support and feedback, and provision of Templates and materials.

2.2 Interpretation

In this Agreement, unless the context otherwise requires:

- (a) headings are for convenience only and do not affect interpretation;
 - (b) words in the singular include the plural and vice versa;
 - (c) references to "business days" mean days other than Saturdays, Sundays, and statutory holidays in Alberta;
 - (d) references to "writing" or "written" include email communication;
 - (e) the word "including" means "including without limitation";
 - (f) references to statutes include all regulations made pursuant to such statutes and all amendments, re-enactments, or replacements of such statutes or regulations.
-

3. SCOPE OF TRAINING PROGRAM

3.1 Program Description

Open North shall deliver the Training Program to the Cohort, consisting of:

- (a) **Three facilitated virtual workshops**, each 2.5 hours in duration, delivered over six weeks:
 - Workshop 1: Introduction to POPA and PMP Gap Assessment
 - Workshop 2: PMP Framework Design
 - Workshop 3: PMP Finalization and Implementation Action Plan
- (b) **Individualized participant support and feedback**, consisting of seven (7) contact hours per Municipality, including written feedback on each Municipality's Gap Assessment Report, draft PMP Framework, and Implementation Action Plan;
- (c) **Provision of Templates and materials**, including editable Word document templates for all required PMP components, annotated with guidance notes to support independent use.

3.2 Delivery Method

All workshops shall be delivered virtually via a video conferencing platform (Zoom or Microsoft Teams, as determined by participants). Municipalities are responsible for ensuring their participants have access to reliable internet connections and appropriate technology to participate fully.

3.3 Participant Requirements

Each Municipality shall designate one to two participants (typically the Privacy Officer or equivalent role) to attend all workshops and complete pre-workshop preparation exercises. Municipalities acknowledge that workshops will proceed on schedule regardless of the amount of pre-work completed by individual participants.

3.4 Scope Limitations

The Parties acknowledge and agree that:

(a) Open North will facilitate workshop sessions, provide support and feedback, and provide Templates and tools, but will not produce PMP deliverables (gap assessment reports, PMP frameworks, or implementation action plans) on behalf of any Municipality;

(b) Each Municipality is responsible for adapting the provided guidance and Templates to its specific context, ensuring accuracy and completeness, and formally adopting PMP documents through appropriate governance processes;

(c) Open North's recommendations are based on its understanding of current best practices and should not be construed as legal advice or as assurance of compliance with POPA. Municipalities are encouraged to consult legal counsel or contact the Office of the Information and Privacy Commissioner (OIPC) of Alberta for questions about legal interpretation of POPA requirements;

(d) The Training Program covers municipalities' obligations under POPA and does not cover the Access to Information Act (ATIA).

4. MINIMUM PARTICIPATION THRESHOLD AND COHORT PRICING

4.1 Condition Precedent

This Agreement and the obligations of all Parties hereunder are conditional upon Open North and at least four (4) Municipalities executing both this Agreement and their respective Individual Statements of Work. If this condition is not satisfied by June 19, 2026, this Agreement shall be null and void and of no force or effect, and no Party shall have any obligations to any other Party hereunder.

4.2 Municipality Cohort Pricing

The cohort will proceed only if at least four municipalities execute the Master Agreement and an individual Statement of Work.

If six municipalities participate, each municipality's fee will be \$2,435.56, inclusive of GST.

If five municipalities participate, each municipality's fee will be \$2,643.38, inclusive of GST.

If four municipalities participate, each municipality's fee will be \$2,995.09, inclusive of GST.

By signing its Statement of Work, each municipality acknowledges and accepts both pricing scenarios, with the applicable fee determined by the number of participating municipalities as of the Effective Date.

5. WITHDRAWAL AND TERMINATION

5.1 Withdrawal Prior to Program Start Date

A Municipality may withdraw from this Agreement and its Individual Statement of Work without penalty by providing written notice to Open North and all other Participating Municipalities no later than ten (10) business days before the Program Start Date. Upon such withdrawal:

(a) the withdrawing Municipality shall have no further obligations under this Agreement or its SOW;

(b) if the withdrawal reduces the Cohort to four (4) or five (5) Municipalities, the pricing adjustments in Section 4.3 shall apply;

(c) if the withdrawal reduces the Cohort to fewer than four (4) Municipalities, this Agreement will be terminated.

5.2 Withdrawal or Non-Participation After Program Start Date

Any Municipality that withdraws from the Training Program after the Program Start Date, or that ceases to participate in workshops after the Program commences, shall remain liable for the full fee as specified in its Individual Statement of Work. Such Municipality shall not be entitled to any refund of fees paid or waiver of fees owing.

5.3 Termination for Material Breach by Open North

If Open North commits a material breach of this Agreement and fails to cure such breach within fifteen (15) business days of receiving written notice specifying the breach, any Municipality may terminate this Agreement and its Individual Statement of Work by providing written notice to Open North. Upon such termination, the terminating Municipality shall be entitled to a pro-rata refund of fees paid based on the proportion of workshops not yet delivered as of the termination date.

5.4 Termination for Material Breach by a Municipality

If a Municipality commits a material breach of this Agreement or its Individual Statement of Work and fails to cure such breach within fifteen (15) business days of receiving written notice from Open North specifying the breach, Open North may terminate that Municipality's participation in the Training Program. Such termination shall not affect the participation of other Municipalities or the continuation of the Training Program for the remaining Cohort. The breaching Municipality shall remain liable for all fees specified in its SOW.

For purposes of this Section, material breach by a Municipality includes but is not limited to: (a) failure to make payments when due as specified in the SOW; (b) unauthorized disclosure or use of Templates or Municipal Information of other Municipalities; (c) conduct that materially disrupts workshop sessions or the learning environment for other participants.

6. PAYMENT TERMS

6.1 Individual Payment Obligations

Each Municipality's payment obligations are set out in its Individual Statement of Work. Payment shall be made directly by each Municipality to Open North in accordance with the payment schedule specified in its SOW.

6.2 Several Obligations

The payment obligations of the Municipalities under this Agreement and their respective SOWs are several, and not joint, joint and several, or solidary. Open North shall not have the right to seek payment from any one Municipality for the payment obligations of another Municipality. Each Municipality is responsible solely for its own fees as set out in its Individual Statement of Work.

6.3 Suspension of Service for Non-Payment

If a Municipality fails to make any payment when due under its Individual Statement of Work, Open North may, in addition to any other rights or remedies available, suspend the provision of services and/or terminate the Municipality's participation in accordance with Section 5.4

Suspension or termination of one Municipality's participation for non-payment shall not affect the participation of other Municipalities or the continuation of the Training Program for the remaining Cohort.

7. INTELLECTUAL PROPERTY RIGHTS AND LICENSING

7.1 Open North Ownership

Open North retains ownership of its pre-existing materials, templates, tools, methods, and training content.

7.2 License Grant to Municipalities

Subject to payment of the applicable fees, Open North grants the Municipality a non-exclusive, non-transferable, perpetual licence to use, copy, and adapt the materials provided under this project for the Municipality's own internal purposes.

7.3 License Restrictions

The license granted in Section 7.2 explicitly prohibits:

- (a) sublicensing, selling, distributing, or otherwise making the Templates available to any third party, including other municipalities not party to this Agreement;
- (b) using the Templates to create a commercial product or service, or otherwise commercializing the Templates;
- (c) removing, obscuring, or altering any Open North proprietary markings, copyright notices, or attribution statements contained in the Templates.

7.4 Municipality-Created Content

Each Municipality retains all right, title, and interest in and to the PMP documents, gap assessments, implementation plans, and other materials it creates using the Templates. Open North claims no ownership interest in Municipality-created content.

7.5 Feedback and Improvements

If any Municipality provides suggestions, feedback, or recommendations to Open North regarding the Training Program or Templates, Open North may use such feedback without restriction or obligation to the Municipality for purposes of improving its services and materials.

8. CONFIDENTIALITY AND DATA HANDLING

8.1 Confidential Information

Each Party acknowledges that in the course of this Agreement, it may have access to confidential information of the other Parties. "Confidential Information" includes Municipal Information, the terms of this Agreement and the Individual Statements of Work, and any other information designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure.

8.2 Obligations of Confidentiality

Each party will protect confidential information received from the other party using reasonable safeguards and will use it only for purposes of performing or receiving the services.

Open North will not disclose one municipality's non-public information to another municipality without permission, except where that information is voluntarily shared by the municipality in a cohort workshop or discussion.

Open North may use aggregated or de-identified learnings from the project, provided they do not identify a municipality or disclose its confidential information.

8.3 POPA Compliance and Municipal Information Handling

With respect to Municipal Information specifically, Open North agrees to:

- (a) **Purpose Limitation:** Collect and use Municipal Information solely for the purposes of delivering the Training Program and providing individualized feedback to each Municipality;
- (b) **Segregation:** Maintain Municipal Information on a municipality-by-municipality basis and not disclose one Municipality's information to another Municipality without the prior written consent of the disclosing Municipality;
- (c) **Security Safeguards:** Implement reasonable administrative, technical, and physical safeguards appropriate to the sensitivity of the Municipal Information to protect against unauthorized access, use, disclosure, or loss;

(d) **Retention and Destruction:** Securely destroy or anonymize all personally identifiable or operationally sensitive Municipal Information within ninety (90) days following the conclusion of the Training Program, except to the extent Open North is required to retain such information by law or for legitimate business purposes (such as financial records retention requirements);

(e) **Compliance with POPA:** Handle all Municipal Information in a manner consistent with the requirements of Alberta's Protection of Privacy Act.

8.4 Permitted Disclosures During Workshops

The Municipalities acknowledge that the cohort delivery model involves facilitated group discussions during which participants may share observations about their municipalities' privacy practices, challenges, and approaches. Municipalities consent to such sharing during workshops for peer learning purposes, provided that:

(a) participants exercise reasonable discretion in determining what information to share in the group setting;

(b) all workshop participants are bound by the confidentiality obligations in this Agreement;

(c) Open North will remind participants at the beginning of each workshop of their confidentiality obligations.

9. REPRESENTATIONS, WARRANTIES, AND DISCLAIMERS

9.1 Mutual Representations

Each Party represents and warrants to the other Parties that:

(a) it has the full power and authority to enter into this Agreement and perform its obligations hereunder;

(b) the execution, delivery, and performance of this Agreement have been duly authorized by all necessary action;

(c) this Agreement constitutes a legal, valid, and binding obligation enforceable against it in accordance with its terms;

(d) its performance under this Agreement will not violate any law, regulation, or other obligation binding upon it.

9.2 Open North Service Warranty

Open North represents and warrants that:

(a) it will perform the Training Program in a professional and workmanlike manner consistent with industry standards for similar training services;

(b) the templates and training materials provided do not, to Open North's knowledge, infringe any third-party intellectual property rights;

(c) the facilitators delivering the Training Program have appropriate knowledge and expertise in privacy management and POPA compliance.

9.3 Disclaimer of Warranties

EXCEPT AS EXPRESSLY SET OUT IN SECTION 9.2, OPEN NORTH PROVIDES THE TRAINING PROGRAM, TEMPLATES, AND ALL MATERIALS ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. OPEN NORTH SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT.

9.4 No Legal Advice

Open North's services are educational and advisory in nature. Open North will provide training, templates, facilitation, and feedback to support the Municipality's privacy management work.

Open North is not providing legal advice, is not acting as the Municipality's legal counsel, and does not guarantee that the Municipality's policies, practices, or deliverables will comply with applicable law.

The Municipality remains responsible for its own legal, policy, operational, and compliance decisions.

10. LIABILITY AND INDEMNIFICATION

10.1 Limitation of Liability - Liability Cap

Open North's total liability under the Master Agreement and any SOW, whether in contract, tort, negligence, or otherwise, will not exceed the fees paid by the Municipality to Open North under the applicable SOW.

Open North will not be liable for indirect, consequential, special, punitive, or lost-profit damages.

10.2 Several Liability for Performance and Breach

The obligations, representations, warranties, and liabilities of the Municipalities under this Agreement and their respective Individual Statements of Work are several, and not joint, joint and several, or solidary. No Municipality shall be liable for the acts, omissions, breaches, or defaults of any other Municipality.

10.3 Survival of Payment Obligations

Notwithstanding any termination of this Agreement, each Municipality's obligation to pay for services actually rendered prior to termination shall survive such termination.

11. FORCE MAJEURE

Neither party will be liable for delay or failure to perform its obligations, other than payment obligations, where the delay or failure is caused by circumstances beyond that party's reasonable control, including serious illness, natural disaster, widespread internet or platform outage, labour disruption, government action, or other events that could not reasonably have been prevented.

The affected party will notify the other party as soon as reasonably possible, and the parties will work in good faith to reschedule any affected services.

If performance is prevented for more than 30 days, either party may terminate the affected SOW without penalty, subject to payment for services already delivered.

12. DISPUTE RESOLUTION

The parties will first attempt to resolve any dispute through good-faith discussions between their project leads.

If unresolved, the dispute will be escalated to senior representatives of each party.

Either party may pursue legal remedies if the dispute is not resolved within 30 days after escalation.

13. CHANGE CONTROL AND AMENDMENTS

13.1 Material Changes Requiring Consent

Any material changes to the Training Program or the terms of this Agreement require the prior written consent of Open North and all Participating Municipalities. Material changes include, but are not limited to:

- (a) changes to the number, duration, or core content of workshops;
- (b) changes to the pricing structure or fee allocation methodology;
- (c) changes to the minimum participation threshold;
- (d) changes to intellectual property ownership or licensing terms;
- (e) changes to liability limitations or indemnification provisions;
- (f) changes to governing law or dispute resolution provisions.

13.2 Municipality-Requested Changes

If a Municipality requests changes to the Training Program that would affect other Municipalities or the Cohort as a whole, such changes require the consent of Open North and all other Participating Municipalities. If a Municipality requests changes that affect only its own participation (such as scheduling accommodations for its individual feedback sessions), Open North shall consider such requests in good faith but is not obligated to accommodate them.

13.3 Amendment Process

Any amendment to this Agreement must be in writing and signed by Open North and all Participating Municipalities to be effective. No oral amendments or modifications shall be valid or binding.

14. GENERAL PROVISIONS

14.1 Entire Agreement

This Agreement, together with the Individual Statements of Work executed by each Municipality, constitutes the entire agreement among the Parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, and agreements, whether written or oral, relating to such subject matter.

14.2 Relationship of Master Agreement and Individual SOWs

In the event of any conflict or inconsistency between the terms of this Master Cohort Agreement and the terms of an Individual Statement of Work:

(a) with respect to matters affecting the Cohort as a whole, the rights and obligations of multiple Municipalities, or the collective operation of the Training Program, the terms of this Master Cohort Agreement shall prevail;

(b) with respect to matters specific to an individual Municipality's participation, fees, contacts, or municipality-specific requirements, the terms of the Individual Statement of Work shall prevail.

14.3 Severability

If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be deemed modified to the minimum extent necessary to make it valid and enforceable, or if such modification is not possible, such provision shall be severed from this Agreement. The remaining provisions shall continue in full force and effect.

14.4 Waiver

No waiver of any provision of this Agreement shall be effective unless in writing and signed by the Party against whom such waiver is sought to be enforced. No waiver of any breach or default shall be deemed a waiver of any subsequent breach or default of the same or any other provision. The failure of any Party to enforce any provision of this Agreement shall not be construed as a waiver of such provision or the right to enforce it.

14.5 Counterparts and Electronic Signatures

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of this Agreement by electronic transmission (including PDF or electronic signature) shall be as effective as delivery of a manually executed original counterpart.

14.6 Survival

The following provisions shall survive termination or expiration of this Agreement: Sections 7 (Intellectual Property Rights and Licensing), 8 (Confidentiality and Data Handling), 9.3 through 9.5 (Disclaimers), 10 (Liability and Indemnification), 12 (Dispute Resolution), 14.1 through 14.3 and 14.6 through 14.10 (General Provisions), and 15 (Governing Law and Jurisdiction).

14.7 Further Assurances

Each Party agrees to execute and deliver such further documents and instruments and to take such further actions as may be reasonably necessary or desirable to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

15. GOVERNING LAW AND JURISDICTION

15.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein, without regard to conflicts of law principles.

15.2 Jurisdiction

Subject to the dispute resolution provisions in Section 12, the Parties irrevocably submit to the exclusive jurisdiction of the courts of the Province of Alberta, Judicial District of Calgary, for any legal proceedings arising out of or relating to this Agreement.

16. EXECUTION

IN WITNESS WHEREOF, the Parties have executed this Master Cohort Agreement as of the dates set out below.

OPEN NORTH INC.

Merlin Chatwin, Executive Director

Date: _____

Town of Bashaw



Theresa Muller, CAO

Date: May 27 / 2026.

Village of Bawlf

Date: _____

Village of Bittern Lake

Jill Tinson, CAO

Date: _____

Village of Donaldia

Melanie Veale, CAO

Date: _____

Village of Hay Lakes

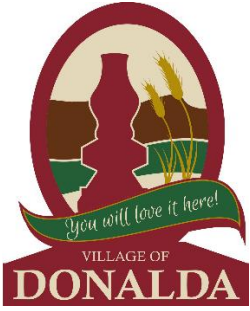
Beth Ogilvie, CAO

Date: _____

Village of Rosalind

Liza Clairmont, CAO

Date: _____



| Request for Decision | |
|-----------------------------|---|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | Contracted Water and Wastewater Operator Services |
| Agenda Number | 5.2 Village Business |

Background/Proposal

The Village of Donalda currently has an operator who is working toward obtaining the certifications required to independently operate the Village's water and wastewater systems.

Until certification requirements are met, the Village must ensure that its water and wastewater systems continue to operate under the supervision and oversight of a certified operator in accordance with Alberta Environment and Protected Areas regulations.

Administration has identified an external service provider that can provide the required certified operator services while also mentoring and supporting the Village's operator throughout the certification process.

While this represents a new operating cost, the service is necessary to maintain compliance with provincial water and wastewater regulations and to support the development of an in-house certified operator for the long term.

Discussion/Options/Benefits/Disadvantages

Engaging a certified operator service provider will ensure the Village remains compliant with provincial regulatory requirements while supporting the professional development of the Village's operator.

The service provider will:

- Provide certified operational oversight of the Village's water and wastewater systems;
- Assist with regulatory compliance and reporting requirements;
- Provide guidance and mentorship to the Village's operator;
- Support the Village until the operator obtains the necessary certifications.

This approach allows the Village to maintain compliance while investing in the development of an in-house operator for the long term.

Cost / Source of Funding

The engagement of a certified Small Water and Wastewater Operator service provider represents a new operating expense for the Village. The cost of the service agreement is estimated at \$15,000.00 for a six (6) month term contract and was not included in previous operating budgets.

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.

1. Approve the Service Agreement (Administration Recommendation)
2. Do Not Approve the Service Agreement

Applicable Legislation

The Environmental Protection and Enhancement Act, Water Act, and associated regulations require municipal water and wastewater systems to be operated under appropriate certified oversight and in compliance with provincial operational, monitoring, and reporting requirements.

RECOMMENDATION

Administration recommends entering into an agreement with an external certified operator service provider to ensure continued regulatory compliance and mentorship support until the Village's operator becomes fully certified.

Implementation/Communication

Upon Council approval, Administration will finalize a service agreement with the certified operator service provider and coordinate the transition of oversight responsibilities. Administration will continue to monitor compliance requirements and provide updates to Council as required.

Target Decision Date

June 16, 2026

ATTACHMENTS

1. Aquatech Profile
2. Aquatech Service Work Rates



COMPANY PROFILE

2025

Water & Wastewater Treatment
Operation & Maintenance - Technical Services - Construction



A Brief Story About The Company

ABOUT US



Aquatech has managed water and wastewater facilities and collection/distribution networks across Canada since 2002. Aquatech employs more than 200 operators nationwide & is a leader in its field.

Aquatech operates in all the Canadian Provinces and has extensive expertise in water and wastewater treatment, drinking water distribution, sewer and stormwater systems.

Our services extend to different sectors: Campgrounds, Counties, Food & Beverage, Leisure Centers, Mining, Municipalities, Oil&Gas, Private Developers, Resorts, Towns...

VALUES & COMMITMENT

Aquatech keeps your water infrastructure running safely, sustainably, and without compromise. We put people first with a safety-driven culture and healthy worksites. Aquatech champions the sustainable development of our communities by cutting waste and emissions and supporting local jobs. We deliver continuity and quality through 24/7 monitoring, preventive maintenance, and proven operating discipline. We also respect—while aiming to exceed—every contract requirement with transparent reporting, fast response, and measurable results.



Aquatech Safety Focus



**HEALTH
SAFETY**
ENVIRONMENT
ETHICS
QUALITY
COMMUNITY

- Employees' Training
- "Goal Zero Accident"
- Health & Safety Program
- Safety First
- Certificate Of Recognition (COR)





VISION

Aquatech envisions being Canada’s most trusted end-to-end partner for water and wastewater infrastructure—operating and maintaining treatment systems with uncompromising safety, compliance, and uptime; delivering technical services that optimize process performance, asset life, and regulatory reporting; and self-performing construction to build, expand, and rehabilitate resilient facilities.

MISSION



Operate - Provide 24/7 operations and maintenance of drinking water and wastewater treatment systems & infrastructures with uncompromising safety, regulatory compliance, and asset uptime.



Build — Design, expand, and rehabilitate infrastructure through our in-house construction department (exclusively in Alberta), delivering projects on time and on budget, ready for smooth commissioning and sustainable operation.



Optimize — Deliver technical services & process diagnostics, instrumentation & controls, data and reporting, energy management, and asset integrity—to boost quality, cut costs, and extend facility life.



Protect — Lower environmental impact, strengthen climate resilience, and create community value through operator training, transparent client partnerships, and circular water solutions.



INDIGENOUS RELATIONSHIP & PARTNERSHIP

At Aquatech, we recognize and respect the deep history, cultures, and contributions of Indigenous Peoples. We are committed to fostering meaningful relationships and partnerships built on trust, respect, and shared values.

Reconciliation & Collaboration

We believe in working collaboratively with Indigenous Communities to create opportunities for economic growth, culture exchange, and sustainable development. Our approach is guided by the principles of reconciliation, inclusivity, and mutual benefit.



Building Strong Relationship - How we Partner

Economic Collaboration – We support Indigenous entrepreneurship, employment, and procurement opportunities within our operations.

Cultural Recognition & Engagement – We actively honor and incorporate Indigenous knowledge, traditions, and perspectives in our work.

Community Investment – We invest in programs that support education, skills training, and community well-being.

We recognize that true partnership means continuous learning, listening, and evolving together. By working hand in hand with Indigenous Communities, we aim to create a future that reflects respect, equity, and shared prosperity.



OPERATION & MAINTENANCE

Aquatech main activity is to provide operation & maintenance services for water & wastewater treatment plants since 2002. We also operate and maintain water distribution & wastewater collection systems for both municipal and industrial sectors.



Our Operation & Maintenance Services :

- 24/7 emergency services
- Chemical dosing optimization
- CMMS & data management
- Compliance reporting
- Condition assessment
- Flow monitoring
- Fly-in/fly-out remote projects
- Instrumentation & control, including calibration
- Operation & management of water & wastewater systems (class I to IV)
- Preventative, predictive & corrective maintenance
- Reporting & performance tracking
- Sampling & analysis
- System commissioning, start-up & training
- Troubleshooting



TECHNICAL SERVICES

Aquatech's differentiator amongst our competitors is our local service team that includes all disciplines needed to support day-to-day operations. For more than 90% of the services normally contracted by operators, we simply mobilize fully-equipped service teams that include millwrights, mechanics, plumbers, welders, electricians, instrument technicians, vacuum trucks, hydrovac and service trucks (fully tooled with cranes) for any emergency response needs. During process upsets, our ability to mobilize a solution with a single call is an important asset.



Our Technical Services :

- Backflow protection
- CCTV inspections
- Certified EOne pump installation & repairs
- Certified Gorman Rupp pump repairs
- Certified Service Depot for Muffin Monster repairs
- Certified operators in all disciplines
- CMMS maintenance program integration
- Drafting hydrant testing
- Electrician services
- Grease trap cleaning with specialized equipment
- Flushing truck Services
- Hydrovac services
- Instrumentation upgrades & repairs
- Lab equipment annual certification & repairs
- Leak detection
- Millwright services
- Plant commissioning & plant optimization
- Plumbing services
- PRV & ARV maintenance
- Solar Bee installation & service
- Thermal imaging
- Vacuum truck services
- Water meter installation
- Water meter reading & billing
- Welding services
- Well testing & monitoring





CONSTRUCTION DEPARTMENT

We are pleased to offer Construction services exclusively through our Alberta office.

At Aquatech, we understand that the repair, renewal and replacement of aging water and wastewater infrastructures is a major concern for local decision makers. Our team has the knowledge and skills to assist you on construction projects as general contractor. Depending on what you prefer, Aquatech can perform services through different contractual structure.



Our Construction Services :

Water Treatment:

- Fabricate & install all process piping, valves, instrumentations
- Retrofit/new water processes: RO, Membranes, filtration, etc.
- Supply & install distribution pumping equipment
- Supply & install instrumentation & chemical feed system

Wastewater Treatment:

- Lift stations: install pumps, construction, etc.
- Retrofit/new water processes: MBR, MMBR, DAF, etc.
- Thickener/dewatering step: conveyor, centrifuge, etc.

As a General Contractor on projects, we can manage on different subcontractors:

- Construction of access road & parking lot
- Construction of concrete structures, storm water drainage ditch
- Electrical
- Excavation & backfill
- Fencing
- HVAC
- Landscaping
- Mechanical, Plumbing & Process piping
- Roofing, Masonry & Structural Steel





PORTFOLIO

Our portfolio includes but is not limited to the following:



Cities/Municipalities:

- Alberta Environment & Parks
- Alberta Infrastructures
- Aurora
- Canmore
- City of Calgary
- Cochrane
- Halton
- Kananaskis
- Peace River Regional District (PRRD)
- Port Perry
- Rocky View County
- Rocky Mountain House
- Vaughan



Canadian Institutions:

- Canadian Nuclear Laboratories (CNL)
- Defence National Canada (DND)
- Greater Toronto Airports Authority
- National Capital Commission (NCC)



Communities:

- Chestermere School District
- Durham District School Board
- Greater Essex County District School Board
- Ottawa Housing Communities
- Parkbridge Lifestyle Communities
- Picton Base31
- Private Developers
- Upper Canada District School Board



First Nations:

- Montana First Nations
- Stoney Tribal Administration
- Stoney Indian Reserve



Industries/Private Companies:

- ClubLink Golf Resort
- Ingredion
- Ivanhoe Cheese
- JBS Foods
- Molson



Mining/Oil & Gas:

- Canadian Royalties inc.
- Cliff Natural Resources
- Glencore
- Rio Tinto
- SFP Pointe-Noire
- Teck Resources



ANY QUESTIONS ?

Contact us at the following !



Offices in Alberta (Cochrane) & Ontario (Peterborough)



+1-866-932-4507



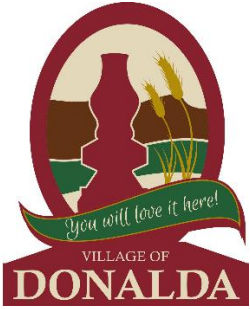
info@aquatech-canadian.com



www.aquatech-canadian.com

SERVICE WORK RATES 2026

| | Regular Rate / hr | OT Rate /hr |
|---|---|---------------|
| Certified Water Treatment Operator | 95.00 | 142.5 |
| Instrumentation Technician | 115.50 | 173.80 |
| Labourer | 82.50 | 123.75 |
| Millwright - Redseal | 121.00 | 181.50 |
| Millwright - Apprentice | 99.00 | 148.50 |
| Electrician - Master | 115.00 | 172.50 |
| Electrician - Journeyman | 110.00 | 142.50 |
| Plumber | 120.00 | 180.00 |
| Environmental Officer | 121.00 | 181.50 |
| Safety Officer | 88.00 | 132.00 |
| Project Manager | 121.00 | 181.50 |
| Consulting Fee | 110.00 | 165.00 |
| Welder | 99.00 | 148.50 |
| Flushing Truck/ Hydro Vac | 302.50 | 453.75 |
| Vacuum Truck | 288.75 | 390.00 |
| 5 Ton Service Truck | 253.00 | 353.00 |
| ¾ Ton Service Truck | 165.00 | 265.00 |
| Safety Watch | 88.00 | 132.00 |
| Process Specialist | 104.50 | 156.75 |
| Mileage | 0.94/km | |
| Quad (ATV) rental | 150.00 / day | |
| Trailer rental | 200.00 /day | |
| Confined Space Safety Equipment | 330.00/ day | |
| Hydrant Testing and Flushing Equipment | 100.00 / day | |
| Manhole lifting clamps | 100.00/day | |
| Power Generator (7200 W) | 75.00/ day | |
| Pump – submersible dewatering (120 VAC, 2 inch) | 50.00 / day | |
| Pump – submersible dewatering (240 VAC, 3 inch) | 100.00 / day | |
| Pump – trash pump (motor driven, 3 inch) | 100.00 / day | |
| Thermography Services (Equipment and Technician) | 150.00/ hour | |
| Well depth monitoring tape | 40.00/ day | |
| Parts and materials | Cost + 15% | |
| Steam Box & Operator | 180.00 / hour | |
| Sub-Contractors | Cost + 15% | |
| GPS reader | \$50.00 / ½ day \$100.00/ full day | |



| Request for Decision | |
|-----------------------------|---|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | Wastewater Lagoon Infrastructure Assessment and Repairs |
| Agenda Number | 5.3 Village Business |

Background/Proposal

On or around May 21, 2026, Public Works identified an unplanned discharge event involving the tertiary (polishing) cell of the Village's wastewater lagoon system.

An initial inspection did not identify any obvious structural failure of the lagoon berms, containment structures, or lagoon liner. However, further investigation is required to determine the cause of the discharge and assess the condition of the lagoon infrastructure.

The Village has initiated the required regulatory reporting process and continues to investigate the incident.

Discussion/Options/Benefits/Disadvantages

Administration recommends engaging qualified professionals to:

- Assess the condition of the lagoon infrastructure;
- Determine the cause of the discharge event;
- Identify any deficiencies requiring repair;
- Recommend corrective actions; and
- Ensure continued regulatory compliance.

Providing Administration with authority to proceed with any required repairs will allow issues to be addressed quickly and reduce potential environmental and operational risks.

Cost / Source of Funding

Administration is requesting authorization to incur expenditures of up to \$25,000, funded through the Capital Budget.

Any expenditures incurred will be reported back to Council.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Recommendation (Administration Recommendation)
 Authorize Administration to engage qualified contractors and/or engineering consultants to assess the wastewater lagoon infrastructure and complete any necessary repairs up to a maximum of \$25,000.
2. Do Not Approve Recommendation
 Delay the assessment and any repair work pending further Council direction.

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.

Applicable Legislation

- Environmental Protection and Enhancement Act
- Code of Practice for Wastewater Systems Using a Wastewater Lagoon
- Municipal Government Act

RECOMMENDATION

THAT Council authorize Administration to engage qualified contractors and/or engineering consultants to assess the Village of Donalda wastewater lagoon infrastructure following the recent unplanned discharge event and undertake any necessary repairs, to a maximum expenditure of \$25,000, funded from the Capital Budget;

AND THAT Administration report the assessment findings and associated costs back to Council.

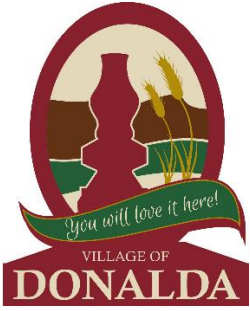
Implementation/Communication

Upon Council approval, Administration will engage the appropriate professionals to complete the assessment and any necessary repairs and will report the findings and associated costs back to Council.

Target Decision Date

June 16, 2026

ATTACHMENTS



| Request for Decision | |
|-----------------------------|---------------------------------------|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | CAO Roles and Responsibilities Review |
| Agenda Number | 5.4 Village Business |

Background/Proposal

Administration has reviewed the existing CAO Roles and Responsibilities document and prepared an updated version that better reflects the current duties and responsibilities of the position.

The review does not change the statutory responsibilities of the CAO under the Municipal Government Act or alter Council's authority. The revisions are intended to provide greater clarity and align the document with current municipal operations.

Discussion/Options/Benefits/Disadvantages

The updated document reflects responsibilities currently being performed, including municipal administration, financial management, infrastructure coordination, utility support, project management, community engagement, and legislative compliance.

The review ensures the document accurately reflects the role and provides clear expectations for the position.

Cost / Source of Funding

There are no financial implications associated with this review.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Recommendation (Administration Recommendation)
Approve the reviewed and updated CAO Roles and Responsibilities document.
2. Maintain the Existing Document
Retain the current CAO Roles and Responsibilities document without amendment.

Applicable Legislation

- Environmental Protection and Enhancement Act
- Code of Practice for Wastewater Systems Using a Wastewater Lagoon
- Municipal Government Act

RECOMMENDATION

THAT Council approve the reviewed and updated Chief Administrative Officer Roles and Responsibilities document as presented.

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

Implementation/Communication

Upon Council approval, the updated CAO Roles and Responsibilities document will replace the existing version.

Target Decision Date

June 16, 2026

ATTACHMENTS

1. Proposed Update to CAO Roles and Responsibilities Document
2. Existing CAO Roles and Responsibilities Document

Schedule 'A'

Position: Chief Administrative Officer

Department: Administration

Reports To: Mayor and Council

Position Overview

- Reporting to the Mayor, Deputy Mayor and one (1) Councillor
- Responsible for the overall administration of the municipal operations and the day-to-day tasks of the Village
- Responsible for directing, controlling and coordinating the activities of the Village departments, which include four (4) permanent part-time staff (Assistant Chief Administrative Officer, Public Works Maintenance Manager, Public Works Procurement and Project Coordinator and Public Works Water and Wastewater Manager.
- The CAO is the senior policy advisor to the Council responsible for ensuring that the Council is aware of their legislative responsibilities and authorities as well as relevant information necessary to make informed decisions on all municipal matters

Key Responsibilities

- Municipal Government Act RSA 2000 Ch. M-26 sections 207, 208 and 209
- Working closely with the Council as a Senior Policy Advisor
- Leadership & Human Resources Management
- Financial Administration, Including Budgeting and Grant Management
- Legislative Advisor
- Economic Development and Business Retention Contact
- Clear and Transparent Internal and External Communication
- Public/Community Relations & Customer Service
- Project Management
- General Village Administration

UPDATED ROLE & RESPONSIBILITIES

Chief Administrative Officer (CAO)

Village of Donalda

Position Overview

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration, coordination, and operational management of the Village of Donalda in accordance with the Municipal Government Act and Council direction.

The CAO serves as the senior administrative and policy advisor to Council and is responsible for ensuring effective municipal operations, legislative compliance, financial oversight, infrastructure coordination, utility operational support, organizational leadership, and long-term municipal sustainability.

The CAO oversees the day-to-day administration and coordination of municipal departments and operational functions, including administration, public works, infrastructure, water distribution, wastewater operations, project management, and community development initiatives.

KEY RESPONSIBILITIES

Municipal Administration & Governance

Carry out the duties and responsibilities of the CAO pursuant to Sections 207, 208, and 209 of the Municipal Government Act.

Provide advice and recommendations to Council regarding municipal operations, governance, policy, legislation, and strategic planning.

Ensure Council is informed of relevant operational, financial, legislative, and organizational matters required for informed decision-making.

Support implementation of Council resolutions, bylaws, policies, and strategic priorities.

Promote effective governance practices, procedural compliance, transparency, and organizational accountability.

Leadership & Organizational Management

Direct, coordinate, and oversee municipal operations and staff.

Support staff supervision, training, development, performance management, and operational coordination.

Promote a safe, respectful, and collaborative workplace environment.

Coordinate interdepartmental operational planning and service delivery.

Financial Administration

Oversee municipal financial administration, budgeting, reporting, procurement, grant administration, and long-term financial planning.

Support responsible fiscal management and sustainable municipal operations.

Coordinate funding applications, infrastructure funding opportunities, and capital planning initiatives.

Infrastructure & Public Works Oversight

Coordinate and oversee municipal infrastructure operations and maintenance activities.

Support long-term infrastructure planning, asset management, operational sustainability, and capital project coordination.

Coordinate procurement processes, project tenders, contractor communications, and infrastructure initiatives.

Water Distribution & Wastewater Operational Support

Coordinate and support municipal water distribution and wastewater operational activities in conjunction with Public Works staff and operational personnel.

Support operational oversight related to municipal utility infrastructure, distribution monitoring, sampling, maintenance, and reporting requirements.

Coordinate communication and operational liaison activities with the Shirley McClellan Regional Water Services Commission and applicable regulatory agencies as required.

Assist with operational planning, compliance review, emergency response coordination, and infrastructure sustainability related to municipal utility systems.

Support staff operational training, certification progression, and ongoing development associated with water distribution and wastewater operations.

Participate in operational reviews, infrastructure assessments, emergency planning, and utility management initiatives as required.

Community Relations & Communication

Promote clear, respectful, and transparent communication between the municipality, residents, businesses, stakeholders, and Council.

Support community engagement, public information sharing, and organizational communication initiatives.

Assist in fostering positive community relations and long-term municipal sustainability.

Economic Development & Community Sustainability

Support economic development initiatives, business retention efforts, community revitalization planning, and long-term sustainability objectives.

Coordinate and support initiatives related to Main Street revitalization, infrastructure improvement, and community enhancement opportunities.

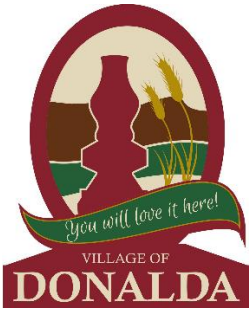
Certification & Operational Development

Participate in ongoing municipal operational training and professional development related to municipal administration, utility operations, infrastructure management, and legislative compliance.

Support and participate in training and certification progression associated with municipal water distribution and wastewater operational responsibilities where applicable.

Issued by:

Mayor & Council
Village of Donalda



| Request for Decision | |
|-----------------------------|---|
| Meeting | Village of Donalda Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale, Chief Administrative Officer |
| Decision Title | Bylaw No. 776 - Amendment to Land Use Bylaw |
| Agenda Number | 5.5 Village Business |

Background/Proposal

Bylaw No. 776 proposes to amend the Land Use Bylaw designation for the south part of Block R, Plan 867CF from R1 Low Density Residential District to PU Public Use District. The area being re-designated is 0.591 hectares (1.46 acres) in size and is the site of the water reservoir and truck fill station being constructed by the Shirley McClellan Regional Water Services Commission (SMRWSC). Under the PU Public Use District, the project is considered a permitted use as “municipal water and wastewater facilities.”

Discussion/Options/Benefits/Disadvantages

Amending the Land Use Bylaw to a designation (or district) that allows the proposed use is one of the first steps in planning approvals for the selected reservoir and truck fill site. Once the use has been approved for the site, then a subdivision application and a development permit application can be considered. Without these approvals, the project will not be constructed.

The process involves first reading of a bylaw to start consideration of the proposed change. It is followed by advertising and mail out to adjacent landowners to advise of the proposed change and methods of offering comments. The public hearing that must be held prior to second reading of the bylaw is the main way for residents to offer input. SMRWSC is also proposing a public engagement event prior to the public hearing to convey information about the project.

Cost / Source of Funding

The direct financial impact related to this bylaw is the cost of advertising for the public hearing. These costs will be passed on to SMRWSC.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Administration’s recommendation by giving first reading to Bylaw No. 776 and setting a date, time and place for the public hearing. This means the request is moving forward for future consideration by Council following a public hearing on the proposed Land Use Bylaw amendment.
2. Defeat first reading of Bylaw No. 776. This means the proposed Land Use Bylaw amendment will not proceed.

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.

3. Amend Bylaw No. 776, then give first reading to the amended bylaw, and set a date, time and place for the public hearing. This means a revised bylaw will move to public hearing and then further consideration by Council.

Applicable Legislation

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Sections 606, 639, 640, and 692.
Village of Donalda Land Use Bylaw No. 625 as amended.

RECOMMENDATION

1. THAT Council give first reading to Bylaw No. 776.

AND

2. THAT Council schedule a Public Hearing for August 18, 2026 at 7:00 PM in Council Chambers.

Implementation/Communication

The proposed bylaw will be advertised, and notices will be sent out in accordance with the Municipal Government Act. A public hearing on the bylaw will be scheduled for the August 18, 2026 Council meeting. Notice of the bylaw and public hearing will be sent to the landowners adjacent to the subject site, advertised in the Donalda Lite, and placed on the Village website and social media.

Target Decision Date

June 16, 2026

ATTACHMENTS

Bylaw No. 776

**VILLAGE OF DONALDA
BYLAW NO. 776**

LAND USE BYLAW AMENDMENT – BLOCK R, PLAN 867CF

**A BYLAW OF THE VILLAGE OF DONALDA IN THE PROVINCE OF ALBERTA TO AMEND
LAND USE BYLAW NO. 625**

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, Council may enact bylaws respecting matters within its jurisdiction;

AND WHEREAS Council considers it desirable to amend Land Use Bylaw No. 625;

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

1. Title

1. This Bylaw may be cited as the “Land Use Bylaw Amendment – Block R, Plan 867CF”.

2. General Provisions

2. That Schedule “C” of Bylaw 625 shall be and is hereby amended to change a portion of Block R, Plan 867CF from R1 Low Density Residential District to PU Public Use District as shown on the attached Schedule A.

3. Severability

3. If any portion of this Bylaw is found invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect.

4. Effective Date

4. This Bylaw shall come into force and effect upon third and final reading.

READ A FIRST TIME this ____ day of _____, 2026.

PUBLIC HEARING held ____ day of _____, 2026.

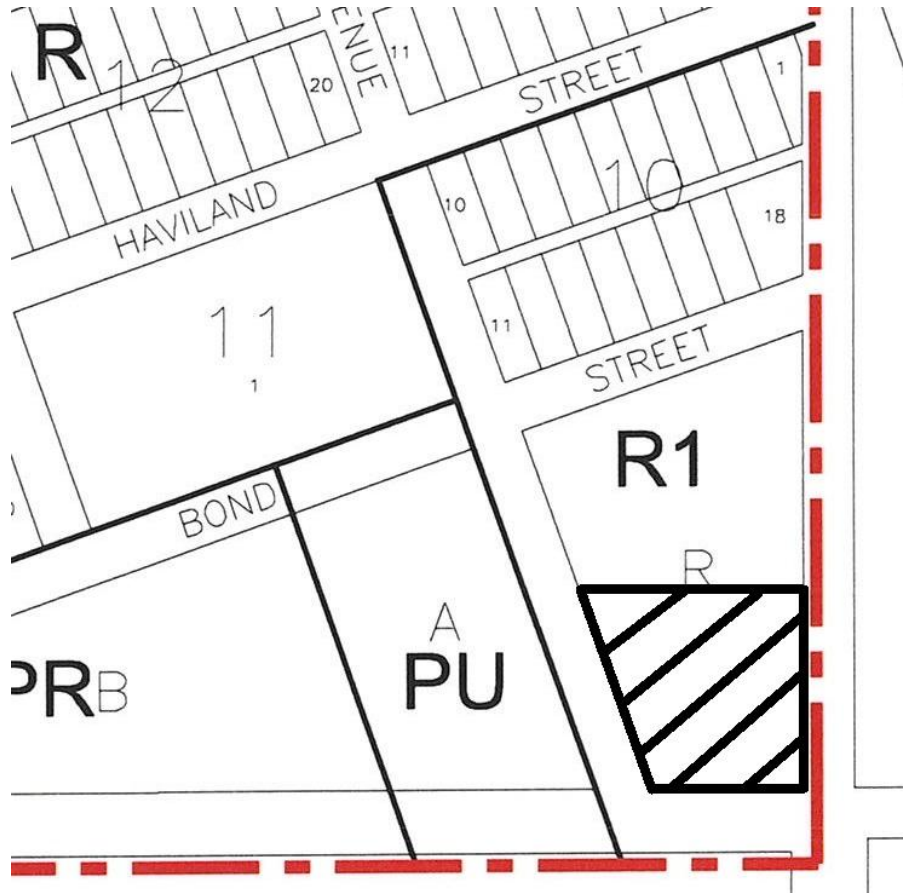
READ A SECOND TIME this ____ day of _____, 2026.

READ A THIRD AND FINAL TIME this ____ day of _____, 2026.

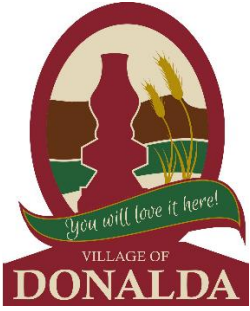
Mayor (Chief Elected Official)

Chief Administrative Officer

SCHEDULE A – BYLAW NO. 776



Area shown in hatch (black slanted lines) to be changed from R1 Low Density Residential District to PU Public Use District



| Request for Decision | |
|-----------------------------|--|
| Meeting | Village of Donalda Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale, Chief Administrative Officer |
| Decision Title | Removal of Reserve Designation - Part of Block R, Plan 867CF |
| Agenda Number | 5.6 Village Business |

Background/Proposal

Block R, Plan 867CF has been identified as the site for the water reservoir and truck fill station being constructed by the Shirley McClellan Regional Water Services Commission (SMRWSC). As part of the purchase and sale agreement between the Village and the County of Stettler, the reserve designation must be removed from the south portion of Block R. The north part of Block R will remain designated as reserve land.

Discussion/Options/Benefits/Disadvantages

Title for reserve land is issued in the name of the host municipality and is not meant to be owned by another municipality or a commission. The reserve designation also limits use of Block R to the purposes listed in Section 671(2) of the Municipal Government Act, which is a public park, a public recreation area, school board purposes, or separation of lands used for different purposes.

The process to remove the reserve designation involves advertising and hosting a public hearing to facilitate public input. After the public hearing, Council may consider a resolution to remove the reserve designation and submit the required form to Land Titles to effect the change.

Cost / Source of Funding

The direct financial impact related to the removal of reserve designation is the cost of advertising for the public hearing. These costs will be passed on to SMRWSC.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Administration’s recommendation and authorize Administration to proceed with the public notice requirements and set a public hearing date. This means the request is moving forward for future consideration by Council following a public hearing.
2. Request further information from Administration before proceeding.
3. Provide direction to Administration on the proposed removal of reserve designation before coming back for Council consideration later.

Applicable Legislation

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Sections 674 and 675.

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.

674 if a council wishes to sell...municipal reserve...a public hearing must be held...

675 a council (may)...after taking into consideration the representations made at a public hearing...request the Registrar to removal the designation of municipal reserve...

RECOMMENDATION

1. THAT Council authorizes Administration to proceed with the public notice requirements for the removal of the reserve designation on part of Block R, Plan 867CF.

AND

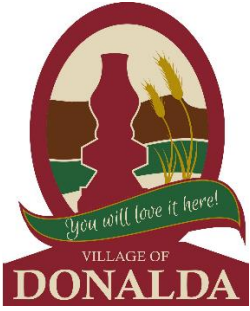
2. THAT Council schedule a Public Hearing for August 18, 2026 at 7:00 PM in Council Chambers.

Implementation/Communication

A public hearing is required prior to considering a resolution to remove the municipal reserve designation. The proposed resolution will be advertised, and notices will be sent out in accordance with the Municipal Government Act. A public hearing will be scheduled for the August 18, 2026 Council meeting. Notice of the resolution and public hearing will be sent to the landowners adjacent to the subject site, advertised in the Donalda Lite, placed on the Village website and social media, and posted on site.

Target Decision Date

June 16, 2026



| Request for Decision | |
|-----------------------------|---|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | Canada Day Consumer Grade Fireworks Event |
| Agenda Number | 5.7 Village Business |

Background/Proposal

The Village of Donalda has received correspondence from the Donalda & District Promotions Society requesting Council's support for a consumer-grade fireworks display as part of the 2026 Canada Day celebrations.

The Society has indicated that the proposed event is intended to provide a safe, affordable, family-oriented community activity that supports community participation, volunteerism, and local traditions.

The Society further advises that the display would be conducted using consumer-grade fireworks, operated by trained and experienced volunteers, in cooperation with the Village and Fire Chief, with appropriate safety measures in place and cancellation occurring should conditions be deemed unsafe.

A copy of the correspondence from the Donalda & District Promotions Society is attached for Council's consideration.

Discussion/Options/Benefits/Disadvantages

The proposed fireworks event may provide several benefits to the community, including:

- Supporting Canada Day celebrations;
- Encouraging community participation;
- Promoting volunteerism;
- Enhancing community spirit and engagement;
- Providing a family-oriented event for residents and visitors;
- Supporting local tourism and economic activity.

Fireworks displays involve inherent risks and require appropriate planning and oversight.

Key considerations include:

- Compliance with applicable legislation and regulations;
- Fire Chief review and approval;
- Weather conditions and fire risk;
- Safety distances and crowd management;
- Emergency response planning;
- Site suitability;
- Event supervision and operator qualifications.

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

Administration recommends that any approval be conditional upon compliance with all applicable safety requirements.

Administration has contacted the Village's insurance advisor to obtain guidance regarding:

- Insurance requirements;
- Liability considerations;
- Additional insured requirements;
- Event organizer responsibilities;
- Risk management recommendations.

Council's approval should be conditional upon satisfactory insurance coverage being obtained and maintained.

Cost / Source of Funding

The Village of Donalda was approved for Celebrate Canada funding in the amount of \$2,960 through the Canadian Heritage Celebrate Canada Program for 2026 Canada Day celebrations.

The Donalda & District Promotions Society has requested that the funding be utilized to support Canada Day events and activities organized by the Society.

Administration understands that the proposed activities align with the objectives of the Celebrate Canada Program and are anticipated to qualify as eligible expenditures under the grant.

In recognition of the Society's role in organizing and delivering community Canada Day programming, Administration recommends that Council provide the grant funding to the Donalda & District Promotions Society as a one-time contribution for eligible Canada Day activities.

As the Village remains responsible for satisfying any grant reporting requirements, the Society shall provide a summary of activities and supporting documentation reasonably required by Administration to complete any reporting obligations associated with the grant.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve Fireworks Event and Grant Funding Allocation (Administration Recommendation)
Approve the consumer-grade fireworks display and authorize the transfer of the Celebrate Canada grant funding to the Donalda & District Promotions Society.
2. Request Additional Information: Direct Administration to obtain additional information regarding:
 - Insurance coverage;
 - Event safety planning;
 - Fireworks operators;
 - Event location;
 - Grant administration and reporting requirements.
3. Decline the Request
Decline support for the proposed fireworks event and/or decline the request to allocate the Celebrate Canada grant funding to the Donalda & District Promotions Society.

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

Applicable Legislation

- Municipal Government Act;
- Village of Donalda policies and bylaws;
- Alberta Fire Code;
- Applicable provincial regulations respecting fireworks;
- Village insurance requirements.

RECOMMENDATION

THAT Council approve the Donalda & District Promotions Society's request to host a consumer-grade fireworks display as part of the 2026 Canada Day celebrations, subject to:

- Approval of the Fire Chief;
- Compliance with all applicable legislation, permits, and regulations;
- Submission of satisfactory proof of liability insurance;
- The Village of Donalda being named as an Additional Insured where required;
- Compliance with any fire restrictions, advisories, or bans in effect at the time of the event; and
- Submission of an event safety plan satisfactory to Administration and the Fire Chief

THAT Council authorize Administration to provide the 2026 Celebrate Canada grant funding in the amount of \$2,960 to the Donalda & District Promotions Society to support Canada Day events and activities; and further direct that the Society provide a summary of activities and supporting documentation necessary to satisfy any grant reporting requirements associated with the Celebrate Canada Program.

Implementation/Communication

Upon Council approval, Administration will:

- Coordinate with the Donalda & District Promotions Society;
- Confirm insurance requirements;
- Review event documentation;
- Obtain Fire Chief approval;
- Ensure all required conditions are satisfied prior to the event proceeding.

Target Decision Date

June 16, 2026

ATTACHMENTS

1. Donalda & District Community Promotions Society Letter
2. Fire Chief Event Plan & Safety Procedure
3. Canada Day Fireworks Event – Volunteer Plan
4. Canada Day Fireworks Event – Safety Procedure Checklist

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



DONALDA & DISTRICT
COMMUNITY PROMOTION
SOCIETY

June 10, 2026

Village of Donaldda Council

5001 Main Street

Donaldda, AB T0B 1H0

Re: Support and Justification for Community Consumer-Grade Fireworks Event

Dear Mayor and Council,

The Donaldda & District Promotions Society respectfully submits this letter in support of a consumer-grade community fireworks event as part of the Village of Donaldda Canada Day celebrations.

The Society recognizes the importance of maintaining safe, affordable, and family-oriented community events that encourage community participation and tourism while supporting local traditions and volunteerism.

Over the years, fireworks have been an important part of rural community celebrations throughout Alberta. Due to increasing costs associated with commercial fireworks displays, the Promotions Society supports a modest consumer-grade fireworks event that can be safely operated using trained and experienced local volunteers in cooperation with the Village and Fire Chief.

The proposed event would:

- ☑ utilize consumer-grade fireworks only;
- ☑ follow all Fire Chief safety requirements and municipal procedures;
- ☑ comply with provincial fire restrictions and regulations;
- ☑ include experienced adult volunteers who have previously assisted with fireworks events and/or completed fireworks safety training;
- ☑ maintain appropriate public safety distances and fire suppression measures; and
- ☑ be cancelled if fire conditions are deemed unsafe.

The Promotions Society believes this approach represents a practical and responsible solution for a small rural municipality with limited financial resources while still allowing the community to enjoy a traditional Canada Day celebration.

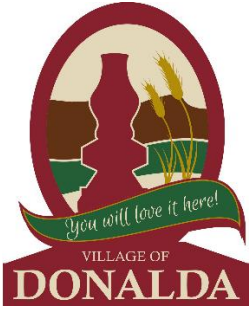
This proposal also provides an opportunity to continue developing local volunteer knowledge and experience under structured safety procedures for future community events.

The Donalda & District Promotions Society appreciates Council's consideration of this request and looks forward to continuing to support safe and successful community celebrations within the Village of Donalda.

Respectfully submitted,



Heather Taylor, President



| Request for Decision | |
|-----------------------------|---|
| Meeting | Regular Meeting of Council |
| Meeting Date | June 16, 2026 |
| Originated By | Melanie Veale |
| Decision Title | Village of Donalda Financial Reports & Working Papers |
| Agenda Number | 5.8 Village Business |

Background/Proposal

Administration has prepared the Operating Revenue & Expense Report for the period ending May 31, 2026. The report compares actual year-to-date revenues and expenditures against the approved 2026 Operating Budget and provides Council with a summary of the Village's financial performance.

As of May 31, 2026, the Village continues to maintain stable operations while advancing several strategic and infrastructure-related initiatives.

Financial Implications

1. 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.

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

Administration 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.

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.

Discussion/Options/Benefits/Disadvantages

While several accounts currently reflect budget variances, Administration believes the majority of these variances are attributable to:

- One-time infrastructure-related expenditures;
- Utility system repairs and maintenance;
- Technology replacement and modernization;
- Timing differences related to FCSS program expenditures;
- Professional services supporting strategic initiatives.

Several expenditures currently recorded within operating accounts are expected to be reviewed and reclassified to the appropriate capital accounts during year-end financial reporting.

At this time, Administration does not anticipate these variances will have a material adverse impact on the Village's overall financial position.

Administration will continue to monitor revenues and expenditures throughout the fiscal year and will report any significant concerns or emerging financial risks to Council.

Options for Council

1. That Council accept the May 31, 2026 Operating Revenue & Expense Financial Reports as information.
2. That Council direct Administration to provide additional financial analysis or budget amendment recommendations.

Costs/Source of Funding

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

Administration continues to monitor budget performance and does not anticipate any immediate financial concerns requiring corrective action.

Several expenditures currently reflected within operating accounts are anticipated to be transferred to capital projects through the year-end accounting process.

Administration will continue to:

- Monitor expenditure trends;
- Review capital allocations;
- Track grant funding requirements;
- Report significant variances to Council.

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 Operating Revenue & Expense Financial Reports for the period ending May 31, 2026, as presented for information.

Implementation/Communication

Administration will continue monitoring revenues, expenditures, grant funding, capital allocations, and budget performance throughout the fiscal year and will provide regular financial updates to Council.

Target Decision Date

June 16, 2026

ATTACHMENT

- May 31, 2026 Operating Revenue & Expense Report
- May 31, 2026 Period Ending Cheque Register
- May 31, 2026 Period Ending Treasury and Cash Flow Reporting



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 2026 Actual | 2026 YTD Actual | 2026 Budget | 2026 Budget Remaining \$ | 2025 YTD Actual |
|---|-------------------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|
| GENERAL REVENUE | | | | | | |
| 1-00-100 | Residential Taxes | (190,248.97) | (190,248.97) | (176,092.00) | 14,156.97 | (183,553.98) |
| 1-00-101 | ASFF - School Tax Requisition | (50,138.65) | (50,138.65) | (47,120.44) | 3,018.21 | (36,787.59) |
| 1-00-102 | Seniors Requisition | (6,652.48) | (6,652.48) | (6,365.01) | 287.47 | (6,283.56) |
| 1-00-103 | Designated Industrial Property Req. | (0.62) | (0.62) | (0.43) | 0.19 | (0.43) |
| 1-00-110 | Non-Residential Taxes | (25,851.80) | (25,851.80) | (13,583.75) | 12,268.05 | (30,590.96) |
| 1-00-120 | Linear Taxes | (7,470.60) | (7,470.60) | (13,105.10) | (5,634.50) | (13,105.10) |
| 1-00-130 | Franchise - ATCO | (3,381.39) | (12,457.95) | (35,399.00) | (22,941.05) | (9,642.23) |
| 1-00-140 | Franchise - Apex Utilities Inc. | (2,822.00) | (15,816.64) | (35,831.17) | (20,014.53) | (8,864.81) |
| 1-00-200 | Penalties & Costs on Taxes | 0.00 | (10,452.32) | (1,500.00) | 8,952.32 | 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) | (1,400.00) |
| 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 | | (286,566.51) | (319,041.69) | (325,524.40) | (6,482.71) | (290,228.66) |
| 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 | 0.00 | (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. | (50.00) | (317.50) | (500.00) | (182.50) | (225.00) |
| 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 | (8.00) | (886.46) | (100.00) | 786.46 | (78.37) |
| 1-12-751 | FCSS Management Revenue | 0.00 | (3,986.00) | 0.00 | 3,986.00 | 0.00 |
| * TOTAL ADMINISTRATIVE REVENUE | | (58.00) | (5,924.96) | (7,125.50) | (1,200.54) | 215.63 |
| EMERGENCY MANAGEMENT REVENUE | | | | | | |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 2026 Actual | 2026 YTD Actual | 2026 Budget | 2026 Budget Remaining \$ | 2025 YTD Actual |
|------------------------------------|--|--------------------|--------------------|--------------------|--------------------------|--------------------|
| 1-23-410 | Fire Charges | (4,033.48) | (10,049.71) | (25,000.00) | (14,950.29) | (10,033.09) |
| 1-24-410 | Emergency Management Service Revenue | (1,003.92) | (2,501.34) | (6,000.00) | (3,498.66) | (2,497.20) |
| * | TOTAL EMERGENCY MANAGEMENT REV | (5,037.40) | (12,551.05) | (31,000.00) | (18,448.95) | (12,530.29) |
| BYLAW REVENUE | | | | | | |
| 1-21-530 | Fines-Bylaw | 0.00 | 0.00 | (500.00) | (500.00) | 0.00 |
| 1-26-521 | Dog License | 0.00 | (585.00) | (500.00) | 85.00 | (211.50) |
| 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) | (360 00) |
| * | TOTAL BYLAW REVENUE | 0.00 | (733.17) | (1,400.00) | (666.83) | (711.50) |
| 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 | (16,336.21) | (38,052.31) | (89,000.00) | (50,947.69) | (32,469.01) |
| 1-41-401 | Penalties - Water | 0.00 | 0.00 | (700.00) | (700.00) | 357.98 |
| 1-41-414 | Water On\Off Fee | 0.00 | 0.00 | (300.00) | (300.00) | 0.00 |
| 1-41-840 | Conditional Grant - Provincial | 0.00 | 150,000.00 | 0.00 | (150,000.00) | 0.00 |
| * | TOTAL WATER REVENUE | (16,336.21) | 111,947.69 | (90,000.00) | (201,947.69) | (32,111.03) |
| SEWER REVENUE | | | | | | |
| 1-42-400 | Sewer Services | (3,145.00) | (7,813.00) | (19,000.00) | (11,187.00) | (7,763.87) |
| * | TOTAL SEWER REVENUE | (3,145.00) | (7,813.00) | (19,000.00) | (11,187.00) | (7,763.87) |
| WASTE REVENUE | | | | | | |
| 1-43-400 | Garbage Fees | (7,390.00) | (18,365.80) | (44,000.00) | (25,634.20) | (18,219.75) |
| * | TOTAL WASTE REVENUE | (7,390.00) | (18,365.80) | (44,000.00) | (25,634.20) | (18,219.75) |
| CEMETERY REVENUE | | | | | | |
| 1-56-463 | Perpetual Care Fee | 0.00 | (200.00) | (1,000.00) | (800.00) | 0.00 |
| 1-56-464 | Sale of Cemetery Plots | 0.00 | (200.00) | (500.00) | (300.00) | 200.00 |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 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 | 0.00 | (250.00) | (1,200.00) | (950.00) | 0.00 |
| * | TOTAL CEMETERY REVENUE | 0.00 | (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 | 2,922.29 |
| 2-11-151 | Council Supervision Pay | 0.00 | 911.68 | 3,600.00 | 2,688.32 | 1,204.97 |
| 2-11-211 | Travel & Subsistence | 336.78 | 673.32 | 2,000.00 | 1,326.68 | 169.74 |
| 2-11-212 | Legislative - Discretionary | 0.00 | 0.00 | 300.00 | 300.00 | 212.50 |
| * | TOTAL COUNCIL EXPENSE | 336.78 | 4,227.06 | 12,200.00 | 7,972.94 | 4,509.50 |
| ADMINISTRATION EXPENSE | | | | | | |
| 2-12-110 | Salaries & Wages | 12,561.00 | 66,098.50 | 133,120.00 | 67,021.50 | 57,900.50 |
| 2-12-130 | Payroll Deductions | 997.95 | 5,254.17 | 9,185.57 | 3,931.40 | 4,679.60 |
| 2-12-131 | Vacation Pay | 463.60 | 2,481.33 | 2,232.46 | (248.87) | 2,293.62 |
| 2-12-132 | Payroll Benefits | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 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 | 0.00 | 1,135.37 | 1,000.00 | (135.37) | 272.33 |
| 2-12-212 | Course Fee Registration | 0.00 | 1,275.00 | 2,000.00 | 725.00 | 0.00 |
| 2-12-216 | Postage | 0.00 | 1,240.00 | 1,650.00 | 410.00 | 631.16 |
| 2-12-217 | Telephone | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 2-12-220 | Advertising & Memberships | 0.00 | 4,198.06 | 4,000.00 | (198.06) | 5,065.81 |
| 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 | 3,041.45 |
| 2-12-231 | Auditors Fees | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00 |
| 2-12-232 | Legal Fees | 624.00 | 10,557.50 | 4,700.00 | (5,857.50) | 2,859.25 |
| 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 | 0.00 | 750.00 | 2,500.00 | 1,750.00 | 778.61 |
| 2-12-255 | Other Contracted Services | 654.00 | 9,139.33 | 1,000.00 | (8,139.33) | 9,715.55 |
| 2-12-256 | Contracted Services - CAO | 0.00 | 0.00 | 427.40 | 427.40 | (472.40) |
| 2-12-270 | Computer Expenses | 56.82 | 4,122.78 | 750.00 | (3,372.78) | 507.34 |
| 2-12-271 | Website Fees | 127.38 | 598.88 | 1,300.00 | 701.12 | 389.60 |
| 2-12-274 | Insurance & Bond | 13,005.00 | 13,005.00 | 12,500.00 | (505.00) | 0.00 |
| 2-12-275 | Workman's Compensation | 5,767.65 | 9,186.08 | 7,200.00 | (1,986.08) | 9,029.03 |
| 2-12-277 | Health & Safety | 432.38 | 859.54 | 5,000.00 | 4,140.46 | 8,857.97 |
| 2-12-505 | Photocopier Costs | 507.95 | 2,126.97 | 3,000.00 | 873.03 | 2,713.53 |
| 2-12-510 | General Office Supplies | 351.50 | 1,019.91 | 3,000.00 | 1,980.09 | 1,389.89 |
| 2-12-540 | Utilities - Heating | 288.12 | 1,840.05 | 2,500.00 | 659.95 | 2,044.96 |
| 2-12-541 | Utilities - Power | 281.86 | 1,314.79 | 3,200.00 | 1,885.21 | 1,357.48 |
| 2-12-590 | Miscellaneous | 7.73 | 7.73 | 500.00 | 492.27 | 3,000.00 |
| 2-12-810 | Bank Charges & Fees | 476.95 | 1,241.96 | 3,000.00 | 1,758.04 | 1,173.85 |
| * | TOTAL ADMINISTRATION EXPENSE | 36,603.89 | 137,660.90 | 221,415.43 | 83,754.53 | 165,648.30 |
| 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 | 383.77 | 1,441.31 | 5,000.00 | 3,558.69 | 1,427.90 |
| 2-26-752 | Rural Policing Expense | 0.00 | 0.00 | 14,494.47 | 14,494.47 | 0.00 |
| * | TOTAL BYLAW & RURAL POLICING E | 383.77 | 1,441.31 | 19,494.47 | 18,053.16 | 1,427.90 |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 2026 Actual | 2026 YTD Actual | 2026 Budget | 2026 Budget Remaining \$ | 2025 YTD Actual |
|------------------------------------|--|-----------------|------------------|-------------------|--------------------------|------------------|
| STREETS & ROADS EXPENSE | | | | | | |
| 2-32-110 | Salaries - Roads & Streets | 832.50 | 11,631.00 | 32,000.00 | 20,369.00 | 13,978.80 |
| 2-32-111 | Salaries - Shop Work Hours | 1,393.50 | 8,218.50 | 28,500.00 | 20,281.50 | 16,149.75 |
| 2-32-130 | Payroll Deductions | 176.10 | 1,564.31 | 4,800.00 | 3,235.69 | 2,365.00 |
| 2-32-131 | Vacation Pay | 290.28 | 1,359.61 | 6,127.00 | 4,767.39 | 1,575.03 |
| 2-32-132 | Payroll Benefits (Health Spending) | 134.94 | 134.94 | 1,000.00 | 865.06 | 0.00 |
| 2-32-210 | Travel | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| 2-32-217 | Maintenance Cell Phone | 53.95 | 608.67 | 576.00 | (32.67) | 1,560.99 |
| 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 | 605.84 |
| 2-32-251 | Equipment Repairs & Maint. | 629.98 | 1,923.22 | 3,500.00 | 1,576.78 | 2,913.49 |
| 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 | 113.16 | 1,073.00 | 5,000.00 | 3,927.00 | 7,358.64 |
| 2-32-515 | Equipment Rental | 20.00 | 60.00 | 2,500.00 | 2,440.00 | 644.76 |
| 2-32-521 | Gas & Diesel Fuel | 0.00 | 3,960.82 | 7,500.00 | 3,539.18 | 3,565.15 |
| 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 | 0.00 | 3,322.02 | 5,000.00 | 1,677.98 | 2,050.80 |
| 2-32-541 | Street Lights | 1,977.19 | 9,252.25 | 22,615.00 | 13,362.75 | 9,929.50 |
| 2-32-542 | Shop Power | 252.06 | 1,021.58 | 2,000.00 | 978.42 | 1,046.62 |
| 2-32-543 | Shop Natural Gas | 244.87 | 1,659.95 | 2,600.00 | 940.05 | 1,948.93 |
| 2-32-590 | Miscellaneous | 0.00 | 0.00 | 500.00 | 500.00 | 88.59 |
| * | TOTAL STREETS & ROADS EXPENSE | 6,118.53 | 45,257.93 | 136,911.61 | 91,653.68 | 67,630.51 |
| WATER EXPENSE | | | | | | |
| 2-41-110 | Salaries - Water Related | 1,026.00 | 6,990.00 | 10,000.00 | 3,010.00 | 3,361.50 |
| 2-41-130 | Payroll Deductions | 81.86 | 554.50 | 800.00 | 245.50 | 268.28 |
| 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 | 61.65 | 61.65 | 50.00 | (11.65) | 0.00 |
| 2-41-250 | Water Testing Supplies | 0.00 | 535.42 | 250.00 | (285.42) | 0.00 |
| 2-41-251 | Maintenance Supplies | 1,232.95 | 1,232.95 | 5,000.00 | 3,767.05 | 0.00 |
| 2-41-265 | Water Tower | 143.94 | 853.83 | 0.00 | (853.83) | 0.00 |
| 2-41-270 | Contracted Services | 0.00 | 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 | (177.85) |
| 2-41-600 | SMRWSC - Debenture Payments | 2,372.77 | 3,109.18 | 10,000.00 | 6,890.82 | 4,020.17 |
| 2-41-601 | SMRWSC - Water Consumption | 5,177.16 | 22,866.06 | 46,000.00 | 23,133.94 | 14,396.64 |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 2026 Actual | 2026 YTD Actual | 2026 Budget | 2026 Budget Remaining \$ | 2025 YTD Actual |
|--------------------------------------|-------------------------------|------------------|------------------|------------------|--------------------------|------------------|
| * TOTAL WATER EXPENSE | | 10,096.33 | 71,448.00 | 75,430.00 | 3,982.00 | 22,318.74 |
| SEWER EXPENSE | | | | | | |
| 2-42-110 | Salaries - Sewer Related | 325.50 | 871.50 | 775.90 | (95.60) | 820.50 |
| 2-42-130 | Payroll Deductions | 25.70 | 69.30 | 94.80 | 25.50 | 65.41 |
| 2-42-251 | Lagoon Cleaning & Maintenance | 0.00 | 8,885.00 | 0.00 | (8,885.00) | 0.00 |
| 2-42-275 | Contracted Services - Sewer | 6,160.00 | 6,160.00 | 1,000.00 | (5,160.00) | 6,000.00 |
| 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 | | 6,511.20 | 16,085.80 | 2,179.28 | (13,906.52) | 6,985.91 |
| WASTE REMOVAL EXPENSE | | | | | | |
| 2-43-110 | Salaries - Garbage Related | 199.50 | 1,554.00 | 2,000.00 | 446.00 | 511.50 |
| 2-43-130 | Payroll Deductions | 15.90 | 122.62 | 350.00 | 227.38 | 40.76 |
| 2-43-251 | Repairs & Maintenance | 0.00 | 0.00 | 85.98 | 85.98 | 85.98 |
| 2-43-270 | Contracted Garbage Pickup | 1,681.47 | 17,334.35 | 28,000.00 | 10,665.65 | 6,658.24 |
| * TOTAL WASTE REMOVAL EXPENSE | | 1,896.87 | 19,010.97 | 30,435.98 | 11,425.01 | 7,296.48 |
| CEMETERY EXPENSE | | | | | | |
| 2-56-110 | Salaries - Cemetery | 480.00 | 568.50 | 4,300.00 | 3,731.50 | 1,295.10 |
| 2-56-130 | Payroll Deductions | 37.66 | 44.69 | 350.00 | 305.31 | 102.09 |
| 2-56-270 | Contracted Services | 100.00 | 100.00 | 700.00 | 600.00 | 300.00 |
| 2-56-510 | General Services & Supplies | 0.00 | 0.00 | 600.00 | 600.00 | 0.00 |
| * TOTAL CEMETERY EXPENSE | | 617.66 | 713.19 | 5,950.00 | 5,236.81 | 1,697.19 |
| FCSS EXPENSE | | | | | | |
| 2-62-111 | FCSS - Postage | 0.00 | 151.99 | 650.00 | 498.01 | 121.44 |
| 2-62-755 | FCSS Programs | 16,174.43 | 16,917.55 | 9,760.00 | (7,157.55) | 371.56 |
| 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 | | 16,174.43 | 17,069.54 | 10,637.45 | (6,432.09) | 493.00 |
| PLANNING EXPENSE | | | | | | |
| 2-66-762 | Planning Services expenses | 0.00 | 429.03 | 6,000.00 | 5,570.97 | (5,351.20) |



VILLAGE OF DONALDA

For the Period Ending May 31, 2026

OPERATING REVENUE & EXPENSE REPORT

| General Ledger | Description | May 2026 Actual | 2026 YTD Actual | 2026 Budget | 2026 Budget Remaining \$ | 2025 YTD Actual |
|--|---|-----------------|------------------|------------------|--------------------------|-------------------|
| * TOTAL PLANNING EXPENSE | | 0.00 | 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 | 576.02 |
| * TOTAL RENTAL BUILDING EXPENSE | | 0.00 | 0.00 | 500.00 | 500.00 | 576.02 |
| RECREATION EXPENSE | | | | | | |
| 2-72-110 | Salaries - Green Space Maintenance | 2,448.00 | 2,746.50 | 18,000.00 | 15,253.50 | 5,536.35 |
| 2-72-130 | Payroll Deductions | 192.59 | 216.01 | 1,486.37 | 1,270.36 | 437.58 |
| 2-72-250 | Parks - Contract Services | 0.00 | 0.00 | 500.00 | 500.00 | 4,068.00 |
| * TOTAL RECREATION EXPENSE | | 2,640.59 | 2,962.51 | 19,986.37 | 17,023.86 | 10,041.93 |
| CULTURAL EXPENSE | | | | | | |
| 2-74-110 | Salaries - Culture Related | 552.00 | 1,410.00 | 289.72 | (1,120.28) | 378.00 |
| 2-74-130 | Payroll Deductions | 43.82 | 111.19 | 35.15 | (76.04) | 30.03 |
| 2-74-232 | Village Beautification | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 426.05 |
| 2-74-251 | Repairs & Maintenance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 815.94 |
| 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 | 194.52 | 1,289.56 | 3,600.00 | 2,310.44 | 1,356.91 |
| 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 | | 790.34 | 5,068.49 | 27,441.45 | 22,372.96 | 5,231.72 |
| 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-Jun-9
2:22:46PM

| Cheque # | Cheque Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|---|----------------|-------------------------------------|----------------|---------------|
| 20260134 | 2026-05-11 | ALLIANCE BATTLE RIVER STEAM | 694 | 2026 WATER LEAK-APRIL 6,7 | 19,401.28 | 37,006.63 |
| 20260134 | | | 695 | 2026 WATER LEAK-APRIL 9, 10 | 17,605.35 | |
| 20260135 | 2026-05-11 | BAKER, STEVEN | 2026APRIL | 2026 HEALTH SPENDING | 134.94 | 134.94 |
| 20260136 | 2026-05-11 | CANADA REVENUE AGENCY | 20260415 | REVENUE WITHOLDING | 3,819.25 | 7,150.64 |
| 20260136 | | | 20260430 | REVENUE CANADA WITHOLDING | 3,331.39 | |
| 20260137 | 2026-05-11 | CANOE PROCUREMENT GROUP OF CANADA | 72607426 | OFFICE SUPPLIES | 188.84 | 230.00 |
| 20260137 | | | 73106969 | OFFICE SUPPLIES | 41.16 | |
| 20260138 | 2026-05-11 | CHECKLEY, BRAD | 0042 | 3 HAND HELD RADIOS-PUBLIC WOR | 50.00 | 50.00 |
| 20260139 | 2026-05-11 | COUNTY OF STETTLER HOUSING | 2026-REQ02 | 2026 Q2-STETTLER HOUSING AUTH | 2,321.75 | 2,321.75 |
| 20260140 | 2026-05-11 | ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD | 1020001-434291 | 2026 MARCH RESIDENTIAL WASTE F | 1,765.54 | 1,765.54 |
| 20260141 | 2026-05-11 | GT HYDRAULIC & BEARING | 000-011283 | FINANCE CHARGE | 3.56 | 163.59 |
| 20260141 | | | 000-011360 | FINANCE CHARGE | 4.56 | |
| 20260141 | | | 000-452362 | BATTERY | 155.47 | |
| 20260142 | 2026-05-11 | GYRO AG LTD. | 5583 | AIR FILTERS, OIL FILTERS, OIL, DIES | 188.66 | 188.66 |
| 20260143 | 2026-05-11 | LIDSTONE & COMPANY BARRISTERS AND SOLICIT | 66000 | | 3,872.93 | 4,528.13 |
| 20260143 | | | 66600 | | 655.20 | |
| 20260144 | 2026-05-11 | OLD MACDONALD KENNELS, ANIMAL SERVICES | 10082 | 2026 MARCH | 98.46 | 98.46 |
| 20260145 | 2026-05-11 | PARKLAND COMMUNITY PLANNING SERVICES | 2026LAST | 2026 LIABILITY OF PCPS WIND DOW | 429.03 | 429.03 |
| 20260146 | 2026-05-11 | PARKLAND REGIONAL LIBRARY | 260090 | 2026-Q2-LIBRARY SERVICE | 592.66 | 592.66 |
| 20260147 | 2026-05-11 | ROCKY MOUNTAIN EQUIPMENT | 000971 | 8 INCH BLADE, BOLTS,NUTS | 406.71 | 406.71 |
| 20260148 | 2026-05-11 | SHIRLEY McCLELLAN REGIONAL WATER SERVICES | SMRWSC004647 | 2026 MARCH DEBENTURE 2&3 | 736.41 | 6,093.61 |
| 20260148 | | | SMRWSC004669 | WATER CONSUMPTION CHARGE | 5,357.20 | |
| 20260149 | 2026-05-11 | STETTLER WASTE MANAGEMENT AUTHORITY | SWM0005684 | 2026 WASTE REQUISITION Q1 | 4,520.00 | 4,520.00 |
| 20260150 | 2026-05-11 | TORKELSON, KARL | 123023 | AUGERING GRAVE SITE | 105.00 | 105.00 |
| 20260151 | 2026-05-11 | WALLY'S BACKHOE SERVICES LTD | 2856 | CLAY, GRAVEL AND TRUCK-REPAIR | 2,995.52 | 2,995.52 |
| 20260152 | 2026-05-11 | WORKERS' COMPENSATION BOARD | 2026APRIL18 | 2026 APRIL 18 INSTALLMENT PAYME | 1,153.53 | 1,153.53 |
| 20260153 | 2026-05-11 | ESTATE OF, GLEN LONG | 202605051 | CREDIT BALANCE PAID | 265.25 | 265.25 |
| 20260154 | 2026-05-12 | ALBERTA MUNICIPALITIES | 49785 | VILLAGE INSURANCE | 13,005.00 | 13,005.00 |
| 20260155 | 2026-05-12 | BASHAW & DISTRICT SUPPORT SERVICES | 2025 | 2025 FCSS FUNDING | 7,972.00 | 11,958.00 |
| 20260155 | | | 2026Q1 | 2026 Q1 FCSS FUNDING | 1,993.00 | |
| 20260155 | | | 2026Q2 | 2026 Q2 | 1,993.00 | |
| 20260160 | 2026-05-26 | ALBERTA MUNICIPAL SERVICES CORP | 26-106535 | POWER AND GAS | 3,551.69 | 3,551.69 |



VILLAGE OF DONALDA

Cheque Listing For Council

2026-Jun-9

2:22:46PM

| Cheque # | Cheque Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|---|-----------------|--------------------------------|----------------|---------------|
| 20260161 | 2026-05-26 | ATB FINANCIAL MASTERCARD | 2026APRIL | CHARGES FOR APRIL 2026 | 1,756.60 | 1,756.60 |
| 20260162 | 2026-05-26 | ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD | 1020001-0436749 | 2026 APRIL- WASTE PICKUP | 1,765.54 | 1,765.54 |
| 20260163 | 2026-05-26 | HEARTLAND AUTO & INDUSTRIAL SUPPLY | 001-624804 | WORK TRUCK-OIL, FILTERS | 57.85 | 57.85 |
| 20260164 | 2026-05-26 | NEXT GEN AUTOMATION | 806043 | STAPLES FOR PRINTER | 91.27 | 91.27 |
| 20260165 | 2026-05-26 | NUTEC ELECTRO TEL | 218366 | VILLAGE SECURITY | 88.67 | 141.12 |
| 20260165 | | | 218408 | PUBLIC WORKS SECURITY | 52.45 | |
| 20260166 | 2026-05-26 | RURAL BYLAW | 20260402 | 2026 APRIL BYLAW PATROL | 290.00 | 290.00 |
| 20260167 | 2026-05-26 | SHIRLEY McCLELLAN REGIONAL WATER SERVICES | CREDIT00000059 | FIRE WATER USAGE-CREDIT | (265.50) | 5,434.84 |
| 20260167 | | | SMRWSC004705 | 2026 MARCH DEBENTURE 4&5 PRIN | 257.68 | |
| 20260167 | | | SMRWSC004727 | 2026 APRIL WATER CONSUMPTION (| 5,442.66 | |
| 20260168 | 2026-05-26 | TAYLOR, HEATHER | DL0526 | 2026MAY-DESIGN &PRINT DONALDA | 150.00 | 150.00 |
| 20260170 | 2026-05-26 | TRINUS TECHNOLOGIES | 13054 | SET UP OF COUNCIL COMPUTERS | 545.58 | 545.58 |
| 20260171 | 2026-05-26 | VITAL EFFECT | 13850 | MONTHLY HOSTING AND SUPPORT | 133.75 | 133.75 |

Total 109,080.89

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending May 31, 2026

| Consolidated Account Statement | Balance on May 31, 2026 |
|---|-------------------------|
| Public Sector Tax Account - Tax Recovery Surplus Roll 354 | 44.61 |
| Public Sector Operating Account | -25.60 |
| Public Sector Reserve Account | 898.34 |
| Public Sector Savings - Grant Funds | 284,202.61 |
| Public Sector Savings - Tax Recovery Surplus Roll 332 | 8,557.39 |
| Public Sector Savings - MSI Capital Account | 51,251.86 |
| Public Sector Savings - Gas Tax Fund (GTF) Account | 5,808.37 |
| Total: | \$350,737.58 |

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.



2026/06/01

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta

Dear Ms. Veale,

Please find attached the quarterly Community Policing Report for the period of January 1st to March 31st, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Bashaw RCMP detachment, and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, I would also like to highlight a significant national development that will impact frontline policing operations in the coming months. The RCMP has recently awarded a contract for a new modernized general duty service pistol, marking an important step in enhancing public and officer safety, as well as operational effectiveness.

The selected model is the Glock 45 MOS 7 Duty Pistol. This modernized pistol will be issued as part of a comprehensive package, including a red dot sight (Aimpoint Acro P-2), a weapon-mounted light (Streamlight TLR-7X), three magazines, interchangeable grip components, a lanyard loop attachment, a Safariland duty holster, and a secure carrying case.

The rollout will occur in phases with priority given to frontline officers. Distribution across RCMP divisions will be based on operational needs, and full deployment is anticipated by summer 2028.

A transition of this scale requires comprehensive training to ensure safe and effective use. A training program has been developed and will begin rolling out to instructors this summer. A mandatory four-day training program for frontline officers is expected to follow in late summer and fall, concluding with annual firearms qualification. Training schedules are being developed to ensure there is no impact to frontline service delivery levels.

This modernization effort reflects the RCMP's ongoing commitment to ensuring officers have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.



Sincerely,

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta



Bashaw Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

| CATEGORY | Trend | 2022 | 2023 | 2024 | 2025 | 2026 | % Change 2022 - 2026 | % Change 2025 - 2026 | Avg File +/- per Year |
|----------------------------------|-------|------------|-----------|-----------|-----------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Robbery | | 0 | 0 | 1 | 0 | 0 | N/A | N/A | 0.0 |
| Sexual Assaults | | 2 | 2 | 1 | 3 | 0 | -100% | -100% | -0.3 |
| Other Sexual Offences | | 1 | 3 | 0 | 8 | 1 | 0% | -88% | 0.5 |
| Assault | | 7 | 11 | 8 | 17 | 9 | 29% | -47% | 1.0 |
| Kidnapping/Hostage/Abduction | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Extortion | | 0 | 0 | 1 | 0 | 1 | N/A | N/A | 0.2 |
| Criminal Harassment | | 2 | 1 | 8 | 4 | 10 | 400% | 150% | 1.9 |
| Uttering Threats | | 6 | 2 | 4 | 5 | 10 | 67% | 100% | 1.1 |
| TOTAL PERSONS | | 18 | 19 | 23 | 37 | 31 | 72% | -16% | 4.4 |
| Break & Enter | | 17 | 10 | 12 | 10 | 22 | 29% | 120% | 1.0 |
| Theft of Motor Vehicle | | 7 | 2 | 5 | 3 | 12 | 71% | 300% | 1.1 |
| Theft Over \$5,000 | | 4 | 3 | 3 | 0 | 5 | 25% | N/A | -0.1 |
| Theft Under \$5,000 | | 16 | 7 | 10 | 12 | 20 | 25% | 67% | 1.3 |
| Possn Stn Goods | | 3 | 3 | 6 | 1 | 4 | 33% | 300% | 0.0 |
| Fraud | | 9 | 11 | 10 | 8 | 12 | 33% | 50% | 0.3 |
| Arson | | 1 | 1 | 0 | 0 | 2 | 100% | N/A | 0.1 |
| Mischief - Damage To Property | | 15 | 17 | 7 | 11 | 18 | 20% | 64% | 0.0 |
| Mischief - Other | | 4 | 4 | 2 | 5 | 7 | 75% | 40% | 0.7 |
| TOTAL PROPERTY | | 76 | 58 | 55 | 50 | 102 | 34% | 104% | 4.4 |
| Offensive Weapons | | 4 | 4 | 0 | 1 | 0 | -100% | -100% | -1.1 |
| Disturbing the peace | | 0 | 0 | 2 | 2 | 3 | N/A | 50% | 0.8 |
| Fail to Comply & Breaches | | 8 | 4 | 2 | 5 | 7 | -13% | 40% | -0.1 |
| OTHER CRIMINAL CODE | | 3 | 6 | 4 | 4 | 5 | 67% | 25% | 0.2 |
| TOTAL OTHER CRIMINAL CODE | | 15 | 14 | 8 | 12 | 15 | 0% | 25% | -0.2 |
| TOTAL CRIMINAL CODE | | 109 | 91 | 86 | 99 | 148 | 36% | 49% | 8.6 |



Bashaw Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

| CATEGORY | Trend | 2022 | 2023 | 2024 | 2025 | 2026 | % Change 2022 - 2026 | % Change 2025 - 2026 | Avg File +/- per Year |
|--|-------|------|------|------|------|------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 2 | 0 | 0 | 0 | 0 | -100% | N/A | -0.4 |
| Drug Enforcement - Trafficking | | 0 | 0 | 1 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 2 | 0 | 1 | 0 | 0 | -100% | N/A | -0.4 |
| Cannabis Enforcement | | 0 | 0 | 0 | 2 | 0 | N/A | -100% | 0.2 |
| Federal - General | | 3 | 2 | 1 | 0 | 1 | -67% | N/A | -0.6 |
| TOTAL FEDERAL | | 5 | 2 | 2 | 2 | 1 | -80% | -50% | -0.8 |
| Liquor Act | | 0 | 2 | 0 | 0 | 0 | N/A | N/A | -0.2 |
| Cannabis Act | | 0 | 0 | 1 | 0 | 1 | N/A | N/A | 0.2 |
| Mental Health Act | | 15 | 14 | 11 | 22 | 6 | -60% | -73% | -1.0 |
| Other Provincial Stats | | 10 | 16 | 9 | 17 | 22 | 120% | 29% | 2.5 |
| Total Provincial Stats | | 25 | 32 | 21 | 39 | 29 | 16% | -26% | 1.5 |
| Municipal By-laws Traffic | | 0 | 0 | 0 | 0 | 1 | N/A | N/A | 0.2 |
| Municipal By-laws | | 5 | 0 | 4 | 0 | 2 | -60% | N/A | -0.6 |
| Total Municipal | | 5 | 0 | 4 | 0 | 3 | -40% | N/A | -0.4 |
| Fatals | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Injury MVC | | 2 | 2 | 3 | 5 | 2 | 0% | -60% | 0.3 |
| Property Damage MVC (Reportable) | | 56 | 65 | 51 | 35 | 32 | -43% | -9% | -7.8 |
| Property Damage MVC (Non Reportable) | | 6 | 8 | 10 | 13 | 8 | 33% | -38% | 0.9 |
| TOTAL MVC | | 64 | 75 | 64 | 53 | 42 | -34% | -21% | -6.6 |
| Roadside Suspension - Alcohol (Prov) | | 1 | 1 | 2 | 2 | 0 | -100% | -100% | -0.1 |
| Roadside Suspension - Drugs (Prov) | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Provincial Traffic | | 128 | 216 | 60 | 108 | 125 | -2% | 16% | -11.4 |
| Other Traffic | | 0 | 0 | 1 | 0 | 0 | N/A | N/A | 0.0 |
| Criminal Code Traffic | | 2 | 3 | 2 | 9 | 5 | 150% | -44% | 1.2 |
| Common Police Activities | | | | | | | | | |
| False Alarms | | 2 | 5 | 1 | 4 | 7 | 250% | 75% | 0.9 |
| False/Abandoned 911 Call and 911 Act | | 3 | 0 | 1 | 0 | 2 | -33% | N/A | -0.2 |
| Suspicious Person/Vehicle/Property | | 35 | 17 | 27 | 26 | 18 | -49% | -31% | -2.5 |
| Persons Reported Missing | | 3 | 1 | 2 | 4 | 1 | -67% | -75% | -0.1 |
| Search Warrants | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Spousal Abuse - Survey Code (Reported) | | 5 | 12 | 11 | 13 | 16 | 220% | 23% | 2.3 |
| Form 10 (MHA) (Reported) | | 0 | 1 | 1 | 2 | 0 | N/A | -100% | 0.1 |