

VILLAGE OF DONALDA
Regular Council Meeting,
July 28, 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 June 23, 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. Donalda Village Residents Committee Terms of Reference

5. VILLAGE BUSINESS

5.1. Review of Cemetery Maintenance & Cooperation Agreement

5.2. Battle River Alliance for Economic Development (BRAED) Membership

5.3. 2026 Tax Recovery Public Auction – Terms and Conditions of Sale

5.4. North Main Street Sidewalk Replacement Project – Contract Award

5.5. Financial Reports

5.5.1. Operating Budget Period Ending June 30, 2026

5.5.2. Cheque Register Period June 30, 2026

5.5.3. Bank Account Settlements Period Ending June 30, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Alberta Municipal Affairs LGFF Capital and Operating Funding

6.2. Red Deer Regional Health Foundation

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

7.3. Councillor

7.4. Chief Administrative Officer

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

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. August 18, 2026

10.2. September 15, 2026

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday June 23, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, June 23, 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 Deputy Mayor Menecola that Council amend the June 23, 2026 Regular Council Meeting Agenda by adding the communication from the Office of the Minister of Municipal Affairs as Item 6.3 – Informational Items and Correspondence.

CARRIED (2026-104)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council May 19, 2026

MOVED by Councillor Metcalfe that the Regular Council Meeting Minutes of May 19, 2026 be approved as presented.

CARRIED (2026-105)

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

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

CARRIED (2026-106)

4.1.2. Governance & Communication Framework Policy – New

MOVED by Councillor Metcalfe that Council table the Governance and Communication Framework Policy to the next Regular Meeting of Council for further review and consideration.

CARRIED (2026-107)

4.1.3. Public Participation Session Policy – New

MOVED by Councillor Metcalfe that Council approve the Public Participation Session Policy, as amended, by replacing all references to "Public Participation Session" with "Gallery Time", and renaming the policy the Gallery Time Policy.

CARRIED (2026-108)

4.1.4. Public Participation Policy #4 Office Procedures – Review

MOVED by Deputy Mayor Menecola that Council approve the Public Participation Session Policy, as reviewed and amended by Council.

CARRIED (2026-109)

4.1.5. Donalda Village Residents Committee Terms of Reference

MOVED by Councillor Metcalfe that Council direct Administration to collaborate with the Donalda Village Residents Committee to review and further develop the Terms of Reference, and to bring the revised document back to Council for consideration at a future meeting.

CARRIED (2026-110)

5. **VILLAGE BUSINESS**

5.1. POPA Compliance Training Program

MOVED by Councillor Metcalfe that Council approve the Village of Donalda's participation in the Open North POPA Compliance Training Program and authorize the Chief Administrative Officer to execute the required agreement on behalf of the Village.

CARRIED (2026-111)

5.2. Contracted Water and Wastewater Operator Services

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 Deputy Mayor Menecola that Council approve entering into an agreement with an external certified water and wastewater operator service provider to ensure continued regulatory compliance and mentorship support until the Village's operator obtains the required certifications.

CARRIED (2026-112)

IN FAVOUR: P. Menecola, S. Fox

OPPOSED: T. Metcalfe

5.3. Wastewater Lagoon Infrastructure Assessment and Repairs

MOVED by Councillor Metcalfe that Council direct Administration to bring the wastewater lagoon infrastructure assessment findings and associated costs back to Council for consideration prior to proceeding with any repairs.

CARRIED (2026-113)

5.4. CAO Job Description

MOVED by Councillor Metcalfe that Council table the Chief Administrative Officer Roles and Responsibilities Review until the next Regular Meeting of Council for further review and consideration.

CARRIED (2026-114)

5.5. Land Use Bylaw Amendment – Redesignation of Reservoir Lands

MOVED by Deputy Mayor Menecola that Council give First Reading to Bylaw No. 776, being a bylaw to amend the Village of Donalda Land Use Bylaw.

CARRIED (2026-115)

MOVED by Councillor Metcalfe that Council schedule a Public Hearing for Bylaw No. 776 on August 18, 2026, at 7:00 p.m. in Council Chambers.

CARRIED (2026-116)

5.6. Removal of Reserve Designation – Reservoir Lands

MOVED by Councillor Metcalfe that Council authorize Administration to proceed with the public notice requirements for the removal of the reserve designation on part of Block R, Plan 867CF.

CARRIED (2026-117)

MOVED by Deputy Mayor Menecola that Council schedule a Public Hearing for the proposed removal of the reserve designation on August 18, 2026, at 7:00 p.m. in Council Chambers.

CARRIED (2026-118)

5.7. Canada Day Consumer Grade Fireworks Event

MOVED by Deputy Mayor Menecola 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:

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- 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.

CARRIED (2026-119)

MOVED by Councillor Metcalfe 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.

CARRIED (2026-120)

5.8. Financial Reports

- 5.8.1.1. Operating Budget Period Ending May 31, 2026
- 5.8.1.2. Cheque Register Period May 31, 2026
- 5.8.1.3. Bank Account Settlements Period Ending May 31, 2026

MOVED by Deputy Mayor Menecola That Council accept the Operating Revenue & Expense Financial Reports for the period ending May 31, 2026, as presented for information.

CARRIED (2026-121)

6. INFORMATIONAL ITEMS & CORRESPONDENCE

- 6.1. Community Policing Report January 1st to March 31st, 2026
- 6.2. County of Stettler Fire Advisory
- 6.3. Alberta Municipal Affairs – Letter from Office of the Minister

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

CARRIED (2026-122)

5. COMMITTEE AND STAFF REPORTS

- 5.1. Mayor
- 5.2. Deputy Mayor
- 5.3. Councillor
- 5.4. Chief Administrative Officer

MOVED by Deputy Mayor Menecola THAT council accept the Committee and Staff Reports 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.

6. GALLERY

Two residents addressed Council during the Gallery/Public Participation portion of the meeting.

- One resident requested that the Chief Administrative Officer not be seated behind the book barriers during Council meetings, noting that it made it difficult to hear the discussion.
- A second resident expressed a desire to discuss the Administration budget with Council.

The comments were received by Council.

7. 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.

7. NEXT MEETINGS

7.1. July 21, 2026

7.2. August 18, 2026

8. ADJOURNMENT

MOVED by S. Fox that council adjourns the meeting at 9.00 pm.

CARRIED (2026-124)

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 & Communication Framework Policy and Donalda Residents Committee Terms of Reference
Agenda Number	4.1 Business Arising from Previous Meetings

Purpose

To present the remaining governance items arising from Council's direction at the June 23, 2026 Regular Meeting, including Second and Third Readings of Bylaw No. 775-26, approval of the Governance & Communication Framework Policy, and approval of the Donalda Village Residents Committee Terms of Reference.

Background/Proposal

At the June 23, 2026 Regular Meeting, Council considered the Governance Modernization Framework and made several decisions respecting the Village's governance documents. Council:

- gave First Reading to Bylaw No. 775-26;
- approved the Gallery Time Policy;
- approved the Public Participation Policy;
- tabled the Governance & Communication Framework Policy for further review; and
- directed Administration to collaborate with the Donalda Village Residents Committee regarding the Terms of Reference and return the revised document to Council for consideration.

Since that meeting, Administration has completed the work directed by Council.

The proposed Governance & Communication Framework Policy has been reviewed and refined.

Administration has also collaborated with the Donalda Village Residents Committee regarding the proposed Terms of Reference. The Committee has reviewed the document and has identified one item for discussion prior to finalization. Following consideration of that feedback, Administration is presenting the revised Terms of Reference for Council's consideration.

During Council's deliberations on June 23, 2026, Council further directed that the term "Gallery Time" be retained in place of "Public Participation Session." Administration has incorporated that direction into Bylaw No. 775-26, ensuring consistency between the Procedural Bylaw and the approved Gallery Time Policy. No other substantive amendments have been made to the bylaw. Accordingly, Bylaw No. 775-26 is presented for Second and Third Readings.

Discussion/Options/Benefits/Disadvantages

Procedural Bylaw No. 775-26

The proposed amendments to the Procedural Bylaw are intended to:

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- increase the Council agenda package distribution timeline from four (4) days to five (5) days;
- reflect Council's decision to retain Gallery Time;
- improve consistency between the Procedural Bylaw and Council policies; and
- support effective and efficient Council meetings.

Administration recommends Council proceed with Second and Third Readings of the bylaw.

Governance & Communication Framework Policy

The Governance & Communication Framework Policy provides guidance respecting:

- governance versus administration;
- communication protocols;
- roles and responsibilities;
- advisory committee relationships;
- reporting expectations; and
- effective municipal governance.

The policy is intended to improve transparency, accountability, consistency, and role clarity for Council, Administration and advisory committees.

Donalda Village Residents Committee Terms of Reference

Following Council's direction, Administration collaborated with the Donalda Village Residents Committee regarding the proposed Terms of Reference.

The revised document:

- establishes the Committee as an advisory committee;
- clearly defines its purpose;
- outlines membership and meeting procedures;
- establishes reporting expectations;
- clarifies that recommendations are provided to Council through Administration; and
- confirms that the Committee does not possess decision-making authority or operational authority over Administration.

Administration is satisfied that the Terms of Reference provide an appropriate governance framework while supporting meaningful resident engagement.

Cost / Source of Funding

There are no direct financial implications associated with the approval of:

- Bylaw No. 775-26;
- the Governance & Communication Framework Policy; or

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

- the Donalda Village Residents Committee Terms of Reference.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve:
 - 1.1. Second Reading of Bylaw No. 775-26;
 - 1.2. Third Reading of Bylaw No. 775-26;
 - 1.3. Governance & Communication Framework Policy; and
 - 1.4. Donalda Village Residents Committee Terms of Reference.
2. Refer one or more documents back to Administration for further revision.
3. Provide Administration with additional direction and return revised documents to a future Council meeting.

Applicable Legislation

- Municipal Government Act, RSA 2000, c. M-26
- Village of Donalda Procedural Bylaw No. 772-24
- Proposed Bylaw No. 775-26
- Governance & Communication Framework Policy
- Donalda Village Residents Committee Terms of Reference

RECOMMENDATION

Motion No. 1

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

Motion No. 3

THAT Council approve the Governance & Communication Framework Policy, as presented.

Motion No. 4

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

Implementation/Communication

If approved, Administration will:

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.

- update the Village's Procedural Bylaw to incorporate Bylaw No. 775-26;
- implement the Governance & Communication Framework Policy;
- implement the Donalda Village Residents Committee Terms of Reference;
- provide the approved Terms of Reference to Committee members;
- update Council procedures, templates and governance documents as required;
- communicate the approved governance changes to Council, Administration, committee members and the public, where appropriate.

Target Decision Date

July 28, 2026

ATTACHMENTS

1. Bylaw No. 775-26 – Procedural Bylaw Amendment
2. Governance & Communication Framework Policy
3. Donalda Village Residents Committee Terms of Reference

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 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 Gallery Time

6.13.1

A Gallery Time 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 Gallery Time 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 Gallery Time is intended to provide Council with community input and information.

The Gallery Time 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 Gallery Time 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 Gallery Time 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:

- Gallery Times;
- 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

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	July 21, 2026
Originated By	Melanie Veale
Decision Title	Review of Donalda Cemetery Club Agreement
Agenda Number	5.1 Village Business

Background/Proposal

The purpose of this report is to seek Council's direction to review and update the existing Cemetery Maintenance and Cooperation Agreement between the Village of Donalda and the Donalda Cemetery Club to strengthen governance, clarify responsibilities, and improve financial accountability.

The Village of Donalda owns and is responsible for the governance, operation, and maintenance of the Donalda Cemetery.

On October 17, 2023, the Village entered into a Cemetery Maintenance and Cooperation Agreement with the Donalda Cemetery Club to establish the respective responsibilities of the Village and the Club in maintaining and enhancing the cemetery.

For many years, the Donalda Cemetery Club has provided valuable volunteer support through fundraising initiatives, beautification projects, and community engagement. Administration recognizes and appreciates the Club's continued commitment to preserving the cemetery and enhancing this important municipal asset.

As part of Administration's ongoing review of municipal agreements, the current agreement has been evaluated to determine whether it adequately reflects current governance practices and protects the interests of both the Village and the Cemetery Club.

Discussion/Options/Benefits/Disadvantages

Administration has identified several areas where the current agreement could be strengthened.

While the agreement outlines certain operational responsibilities, it does not establish expectations regarding financial accountability, annual reporting, capital project approvals, ownership of improvements, insurance, or transition procedures should the agreement terminate.

In particular, the current agreement does not require the Donalda Cemetery Club to provide financial reporting to the Village regarding donations, fundraising revenues, expenditures, or funds held for the benefit of the municipal cemetery.

As a result, Administration is unable to advise Council regarding:

- the amount of donations and fundraising revenue collected for the cemetery;
- how those funds have been utilized;
- what funds remain available for future cemetery improvements; or
- how fundraising activities align with Council's long-term plans for the cemetery.

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

Administration has no evidence to suggest that donated funds have been used inappropriately. Rather, the current agreement simply does not establish a reporting framework that allows Administration or Council to receive this information. As stewards of a municipal asset, Council has a responsibility to ensure appropriate governance, transparency, and accountability for activities undertaken on behalf of the cemetery.

Administration believes a revised agreement presents an opportunity to modernize the partnership while continuing to recognize the Cemetery Club's important volunteer role.

A revised agreement would include provisions respecting:

- annual financial reporting to the Village;
- use of donations exclusively for cemetery-related purposes;
- annual reporting of activities and projects;
- Village approval for significant capital improvements;
- ownership of permanent improvements constructed on Village property;
- insurance and indemnification requirements;
- annual meetings between the Village and the Cemetery Club;
- procedures for amendment and termination of the agreement.

These revisions are intended to improve transparency, clarify expectations, and support a positive and collaborative working relationship between the Village and the Cemetery Club.

Cost / Source of Funding

There are no immediate financial implications associated with this recommendation.

Improved financial reporting will provide Council with greater transparency regarding funds raised for cemetery improvements and assist with long-term budgeting, capital planning, and asset management.

OPTIONS FOR COUNCIL CONSIDERATION

1. Direct Administration to negotiate a revised Cemetery Maintenance and Cooperation Agreement and return it to Council for approval. (Recommended)

Advantages

- Improves accountability and financial transparency.
- Clarifies roles and responsibilities.
- Protects the Village's interests as owner of the cemetery.
- Strengthens the partnership with the Cemetery Club.
- Reflects current municipal governance practices.

Disadvantages

- Requires staff time to negotiate and prepare a revised agreement.

2. Maintain the existing agreement without amendment.

Advantages

- No additional administrative work.

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.

Disadvantages

- Existing governance gaps remain.
- No formal financial reporting requirements.
- Continued uncertainty regarding donations collected on behalf of the cemetery.
- Roles and responsibilities remain less clearly defined.

Applicable Legislation

The Village of Donalda is the owner and governing authority of the municipal cemetery and is responsible for ensuring that municipal assets are managed in accordance with applicable legislation and sound governance practices.

Council has the authority to enter into, amend, or terminate agreements respecting the management and maintenance of municipal property.

RECOMMENDATION

THAT Council direct Administration to review and negotiate a revised Cemetery Maintenance and Cooperation Agreement with the Donalda Cemetery Club and present the revised agreement to Council for approval by resolution.

Implementation/Communication

Subject to Council's direction, Administration will:

1. Notify the Donalda Cemetery Club of Council's direction to review and update the existing agreement.
2. Meet with representatives of the Cemetery Club to discuss the proposed revisions, review existing practices, and obtain feedback prior to finalizing the agreement.
3. Prepare a revised Cemetery Maintenance and Cooperation Agreement incorporating improved governance, financial accountability, reporting requirements, insurance provisions, and operational responsibilities.
4. Present the revised agreement to Council for consideration and approval at a future Regular Council Meeting.

No public communication is recommended at this time. Upon execution of a revised agreement, Administration may communicate the renewed partnership through the Village's regular communication channels, if appropriate.

Target Decision Date

July 21, 2026

ATTACHMENTS

1. Cemetery Maintenance and Cooperation Agreement dated October 17, 2023.
2. Draft Revised Cemetery Maintenance and Cooperation Agreement.

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

Cemetery Care Agreement

THIS AGREEMENT dated this 17th day of October, 2023.

BETWEEN:

The Village of Donalda
of 5001 Main Street, Donalda, AB, T0B 1H0
(the "Owner")

-And-

Donalda Cemetery Club
of Donalda, AB, T0B 1H0
(the "Not-for-Profit Society")

The General Terms of this agreement involve the legally described parcel; Section 32; Township 41; Range 18; Meridian 4; NW and Section 21; Township 41; Range 18; Meridian 4 SW

WHEREAS this agreement intends to assign the roles and responsibilities of the parties involved in the care and maintenance of the Donalda Cemetery.

It is agreed by and between both parties that the following:

1. OBLIGATION OF THE OWNER

The Owner shall:

- a) Facilitate all plot purchases.
- b) Mark all plots before both urn and casket burial and arrange for opening/closing of urn burials
- c) Mark plots for monument installations.
- d) Maintain historical records.
- e) Record all new burials and keep mapping up to date.
- f) Periodically update mapping located at the Cemetery.
- g) Supply equipment used for the maintenance of the Cemetery.
- h) Maintain an up-to-date Bylaw and Fee schedule for all fees associated with the Cemetery as approved by the Village Council.
- i) Consider reasonable requests from the Cemetery Club.
- j) Responsible for the general maintenance of the grounds.
- k) Supply one (1) Village staff member to help during the annual cemetery cleanup, provided the cleanup is scheduled during regular Village of Donalda business hours.
- l) Attend an annual cemetery inspection with the Cemetery Club, provided it is scheduled during regular Village of Donalda business hours.

2. OBLIGATION OF THE NOT-FOR-PROFIT SOCIETY

The Not-for-Profit Society shall:

- a) Apply for all grants, including funding for large maintenance projects to assist with the maintenance and future development of the Cemetery.
- b) Organize an annual Cemetery clean up in early spring every year, utilizing volunteers.
- c) Create Cemetery Club Bylaws for the operation of the Cemetery Club (not the operation of the Cemetery)
- d) Present any significant concerns or projects to the Village Council via the Village CAO for discussion during the Council's Regular Meeting.
- e) Plan and complete an annual inspection with a Village staff member during regular Village of Donalda business hours and mark on a cemetery map any reasonable maintenance that is requested.

3. RENEWAL OF AGREEMENT

- a) This agreement automatically renews on December 31st of each year.
- b) Either party may cancel this agreement with fourteen (14) days written notice at any time during the period of this agreement.

4. ADDITIONAL PROVISIONS

- a) The Village of Donalda will retain possession and ownership of all fences, fixtures, and structures on the property.

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this 17th day of October 2023.



Witness

Village of Donalda (Owner)

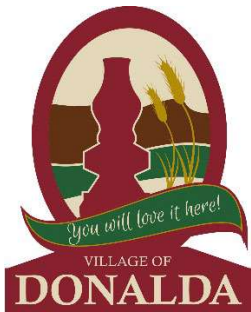
Per:  (SEAL)



Witness

Donalda Cemetery Club (Not-for-Profit Society)

Per: 



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 28, 2026
Originated By	Melanie Veale
Decision Title	Battle River Alliance for Economic Development (BRAED) Membership
Agenda Number	5.2 Village Business

Purpose

To seek Council direction regarding membership in the Battle River Alliance for Economic Development (BRAED).

Background/Proposal

Deputy Mayor Phil Menecola requested that Administration bring forward information regarding membership in the Battle River Alliance for Economic Development (BRAED) for Council's consideration.

BRAED is a regional economic development organization that works collaboratively with municipalities, businesses, industry, educational institutions, and provincial partners to support economic growth throughout East Central Alberta.

The organization's focus includes:

- Investment attraction;
- Tourism promotion;
- Regional marketing and communications;
- Economic development training;
- Business development; and
- Regional collaboration.

BRAED partners with organizations such as Invest Alberta, Tourism Alberta, Community Futures, Go East of Edmonton, Educational Institutions, and the Eastern Alberta Trade Corridor to advance regional economic development initiatives.

The organization recently welcomed the Town of Stettler and the Town of Castor as new municipal members and has advised that the 2026-2027 membership rate has been approved at \$1.00 per capita.

Based on the Village's current population, the estimated annual membership cost would be approximately \$240.

Discussion/Options/Benefits/Disadvantages

Administration believes membership in BRAED would provide the Village with access to regional economic development initiatives, investment attraction opportunities, professional development, advocacy, and collaborative partnerships that would otherwise be difficult for a municipality of Donalda's size to undertake independently.

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.

Participation also aligns with Council's goals of supporting economic growth, strengthening regional partnerships, promoting tourism, and enhancing the long-term sustainability of the community.

Given the relatively low annual membership cost, Administration believes membership represents good value for the Village.

Cost / Source of Funding

- Annual Membership Fee: \$1.00 per capita
- Estimated Annual Cost: Approximately \$240
- Funding Source: 2026 Operating Budget

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve membership in BRAED for the 2026–2027 membership year. (Recommended)
2. Defer the matter pending additional information or budget deliberations.
3. Decline membership at this time.

Applicable Legislation

The Municipal Government Act, RSA 2000, c. M-26 authorizes municipalities to foster economic development, provide services and initiatives that Council considers necessary or desirable, develop and maintain safe and viable communities, and work collaboratively with neighbouring municipalities. The Act also grants municipalities natural person powers, which include the authority to enter into memberships and agreements that support municipal objectives. Membership in the Battle River Alliance for Economic Development (BRAED) is consistent with these legislative authorities.

RECOMMENDATION

That Council approve the Village of Donalda becoming a member of the Battle River Alliance for Economic Development (BRAED) for the 2026-2027 membership year at an annual membership fee of \$1.00 per capita, to be funded from the 2026 Operating Budget.

Implementation/Communication

Should Council approve the recommendation, Administration will:

1. Notify BRAED of the Village's intention to become a member.
2. Complete the membership application and registration process.
3. Process the annual membership payment.
4. Coordinate Council and Administration participation in upcoming meetings, training sessions, and regional initiatives.
5. Report back to Council on opportunities, partnerships, and outcomes arising from membership.

Target Decision Date

July 28, 2026

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

ATTACHMENTS

1. BRAED Operational Plan 2025–2026.
2. BRAED Board Quick Notes – March 5, 2026.



OPERATIONAL PLAN 2025-26

Driving sustainable regional economic growth

FOCUS AREAS

These focus areas were identified by the administration with input from the Executive Committee with the goal of restricting operational spending, providing the highest value for members given the fiscal reality. The following focus areas are represented.

- Investment Attraction- Profile the BRAED region through media channels and partners
- BRAED region market penetration – promote and communicate BRAED’s competitive advantages
- Member economic development capacity – build skills and tools which assist members in responding to growth opportunities
- Operations- to maintain the organizational integrity

This operational plan was delayed from its usual Q4 adoption, allowing the members to receive and review the report commissioned by the Government of Alberta. This 2025-26 Operational Plan was approved by the Board of Directors at the Annual General Meeting on June 19, 2025 for acceptance.



OBJECTIVE – INVESTMENT ATTRACTION- Events

Goal: Increase investment in growth industries in the region by leveraging NRED Grants to engage regional economic stakeholders in developing capacity and identifying new opportunities for growth

Strategy	Tactic	Resources	Timing	Indicators
Partner with Invest Alberta, Tourism Alberta and Alberta Agriculture to maintain and build awareness of investment potential of the BRAED region Create investment and expansion awareness in agricultural and tourism leaders in BRAED region	Hold annual agriculture industry roundtable • Invite producers, industry and municipal stakeholders • Pursue sponsor funding from regional municipal government to match NRED funds and increase budget to pay for expert insights • Leverage the capacity of regional entities to contribute event operations support, including marketing, hosting and administration • Design content to reflect overall economic goals of region • Invite Invest Alberta to attend	Contractor Member partners Operations Budget \$5000 NRED \$5000 Sponsorships\$8000	Q3	JETI KPI: Support from partners with presenters and funding Strategic Partners attend 2024 baseline –3 partners 2025 projected – 6 partners participant Attendance 2024 baseline – 27 attended 2025 projected – 40 attends
	Hold annual tourism industry roundtable • Invite producers, industry and municipal stakeholders • Pursue sponsor funding from regional municipal government to match NRED funds and increase budget to pay for	Contractor Member partners Operations Budget	Q4	JETI KPI: Participant Attendance 2024 baseline –28 attended



	expert insights • Leverage the capacity of regional entities to contribute event operations support, including marketing, hosting and administration • Pursue a regional tourism operator as the venue • Design content to reflect overall economic goals of region • Explore partnership with the regional tourism marketing organization • Invite Tourism Alberta	\$5000 NRED \$5000 Sponsorship		2025 projected – 40 attends Support from partners with presenters and funding 2024 – 3 partners 2025- 5 partners
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OBJECTIVE – Investment Attraction – Communications

Goal: Build a cohesive vision and shared understanding of BRAED and the value of economic development in the region

Strategy	Tactic	Resources	Timing	Indicators
Develop and deliver multi-channel, mutually supporting, marketing and communications programs	• Generate original content to increase followership • Cross-promote to BRAED member communities to amplify regional message • Cross-promote in targeted industries, agencies and government to increase BRAED position as influencer in economic development	Contractor \$2500	Q1-4	Average of one post per week for a total of 52 for the calendar year Target engagement of 200 followers by Q4 Currently 150



Strengthen functionality and reduce operational costs with www.braedalberta.ca	www.braedalberta.ca - Reduce and streamline the website to maintain brand presence, key messages about the region and lower costs of updating statistical information - Seek to remove content that is enabling consistent IT challenges with spam and denial of service attacks - Following up on the reduced website operations, negotiate lower service fees from the website developer for maintenance and back up services. - Ensure that a copy of the website in the revised format is stored in the BRAED SharePoint	Contractor \$1000 ITcontract \$2000.00	Q3 Q4	Lower spam and DNS attacks on website from 1500/month to 100, and lower the IT management costs Enable communities to contribute new content to the website when it fits their needs (1 item from each member community) Use website for promotion of BRAED Events
Strategy	Tactic	Resources	Timing	Indicators
Email Marketing	Starting Line - Timely, actionable economic insights relevant to the BRAED region on a weekly basis - Member service to BRAED board members and some community CAOs	\$2000	Q3-Q4	JETI KPI: Weekly Q3, Q4 Open rate: 33%



	KNOTice • Bi-Monthly email to membership and stakeholders – about 150 people • Also used for event announcements and promotion	\$2000	Q3-Q4	6 issues Open rate 25%
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OBJECTIVE – Investment Attraction – Partnerships Goal: Maintain and develop solid and reciprocal relationships with peers and				
Strategy	Tactic	Resources	Timing	Indicators
EATC Build a long-term, broad regional engagement with our peer REDAs to engage in supporting and developing the EATC trade corridor	• Work collaboratively with partner REDAs to sustain this key trade and economic initiative • Ensure lines of communication and regular meetings with MLAs are continued with a goal of supporting the BRAED and neighboring regions access to the decisions and planning that will impact transport infrastructure development • Included EATC opportunities and value as a Lunch n Learn topic to members	\$5000	TBD	Marketing: Conference Attendance & Sponsorship as a regional partner Minister Meetings



Invest Alberta	- Lunch N Learn Presentation - Attend in-person Invest Albert Events - Explore Site Selector Opportunities	\$1500	Ongoing	Maintain relationship Attend 1 IA event Explore a site selector opportunity with participating communities

OBJECTIVE – MARKET AWARENESS AND PENETRATION (Partnerships)				
Goal: Participate with regional partners to market BRAED in person				
Strategy	Tactic	Resources	Timing	Indicators
Partner and collaborate with: BioAlberta Ag Smart Educational Institutions -U of A -Olds College -Lakeland -NAIT	Build relationships and collaborations to further BRAED brand awareness and community support - BRAED had reduced marketing capacity online due to budget constraints. - This seeks to build local networks and relationships in relevant	\$1500	ongoing	-participation in partner events – establish baseline Collaborations and networking opportunities – establish baseline



	investor and stakeholder groups to build the visibility of BRAED and garner key insights of decision makers at investor readiness events			
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OBJECTIVE – MEMBER ECONOMIC DEVELOPMENT CAPACITY				
Goals: build skills and tools which assist members in responding to growth opportunities				
Strategy	Tactic	Resources	Timing	Indicators
Strengthen BRAED member economic development capacity	Lunch and Learns - Targeted webinars for members on economic development topics	\$1200	ongoing	Establish baseline Attendance and exit evaluations
	Deliver two EDA workshops for elected officials and for staff JEI intends to deliver a third session to complement BRAED's offering *Note this is a board approved change to the proposed project listed on the reporting and planning document.	Facilities and coordination EDA Alberta Trainers JEI project funding \$ 9265	Q3-4	JETI KPI: Target Attendance of 25% of member communities represented at each session Exit evaluation scores with 75% expressing satisfaction of the session.
Stakeholder BBQ	Networking and Relationship building with community members, MLAs and associate members	Staff time Operations budget- \$1000 \$1000 donations	Q1-2	JETI KPI: Attendance rates of 40% of member communities 75% of exit evaluations expressing satisfaction



OBJECTIVE – Operational Efficiency Goals: Meet requirements to maintain organizational statue				
Strategy	Tactic	Resources	Timing	Indicators
Secure assets	Maintain adequate insurance	Broker \$1800	Q4	Policies in place
	Maintain IT licenses (Microsoft, Canva, Hubspot, Adobe)	Admin \$ 1550	Q1-4	
Maintain records and compliance	Financial records Audit and bookkeeping	Auditor and Bookkeeper \$4000	Q1-4	Participation rates and annual satisfaction survey
Maintain BRAED organization	administrative support	Admin support contract \$ 7500	Q1 - 4	BRAED admin functions

BRAED Operating Budget Fiscal 2025-26

Operating Income	
Memberships	\$ 20,000
JET operating grant	\$ 27,796
Event sponsorships and fees	\$ 10,000
JEI Project Fund	\$ 9265
NRED Project fund	\$ 10,000
Total Income	\$ 77,061

Operating Expenses

Insurance	\$1800
Microsoft	\$800
Software: Canva, Hubspot	\$750
Records Compliance	\$4000
Administrative Support	\$7500
Sub Total	\$14,850

Project Expenses

Investment Attraction – events	\$28,000
Investment Attraction-Communications	\$9500
Investment Attraction-Partnerships	\$6500
Market Awareness and Penetration	\$1500
Member Ec Dev capacity building	\$12465
Sub Total	\$57,965
Total expenses	\$72,815
Profit / (Loss)	\$4,246

These notes *are not official minutes* and are provided to assist Board members in reporting to their organizations.

Welcome to new members

BRAED is pleased to welcome the **Town of Stettler** and the **Town of Castor** to our Alliance.

Update on BRAED Activities

2025-26 Operational Plan –

Due to some budget savings, another virtual **EDA course will be offered on May 31.**

Registrations will be sent out for “**The Social Side of Economic Development**”. This course will focus on recognizing the role of community and small business, addressing intersecting issues like health, housing and workforce, facilitating cross-sector collaboration and securing funding as some of the learning outcomes. This course is free to all BRAED members. (savings of \$325 pp)

2026-27 Operational Plan

We look forward to gathering the ideas from our municipalities and businesses on the areas of focus for 2026-27. Please submit any ideas to Caroline before May 15.

We will be partnering with Seekers Media to host a virtual #exploreBRAED festival in May. This is a digital media training program, paired with social media promotion of BRAED entrepreneurs. We have partnered with community futures to support this work. Stay tuned for more details.

Eastern Alberta Trade Corridor April 8-10, 2026, Vegreville

The Local to Global Forum provides elected officials, service providers, economic development professionals, and community members the opportunity to network and discuss strategies to diversify and grow rural economies in Eastern Alberta. Invitations have been extended to Minister Dreeshen, Transportation/Economic Corridors, & Irrigation and Minister Neudorf, Affordability & Utilities. Other speakers include the Honorable Shane Getson Parliamentary Secretary Economic Corridors and Nathan Cooper, Alberta’s Senior Representative to the U.S. Other topics include the Electricity Landscape with presentations from AESO and AltaLink. Conference registration:

<https://goeastofedmonton.com/industry/local-to-global-forum-2026/>

Tourism Roundtable- to be hosted in Wainwright Thursday March 26, 2026

Please share this with your businesses, councilors, and business leaders and invite them to join the event from 9:00 am to 3:30 pm. Cost \$25 to cover food. Agenda includes AI and your business; Collaborating to build a tourism destination; program and funding updates from Go East of Edmonton, Travel Alberta and Alberta Employer and Program services branch; and a panel discussion on growing your business through tourism.

2026 Per Capita

The BOD approved the \$1.00 per capita rate for 2026-27. Invoices will be mailed out March 9.

PEP BRAED partnership

Discussions have been held with the Chairs and ED from both Palliser Economic Partnership and BRAED to look at opportunities of collaboration, cost effectiveness and resource sharing. Conversations will continue to explore these opportunities.

BRAED advocacy committee

A draft terms of reference was shared with the BOD. Currently Lionel Williams, Stan Schulmeister and Dusty Myshrall are members of the committee and will be meeting shortly to discuss next steps.

Executive committee

Discussion was held to increase the number of members on this committee from seven to nine members. The BOD approved this suggestion, and Dusty Myshrall was appointed for a 2 year term. There remains one vacancy.

Management and Communications Report - Caroline McAuley Executive Director

- ED update- The executive committee has extended the ED contract to Caroline till June 30, 2027.
- If you wish to receive our weekly “Starting Line” please send an email to Caroline to be added to the mailing list. This document continues to see a strong readership with more than a 33% open rate
- BRAED is currently in a good financial position compared to this time last year thanks to cost savings and revenue increases.
- LinkedIn strategy- Please help our LinkedIn page and presence grow stronger by promoting and interacting with the page.

Meetings for 2026

Mark your calendars.... Everyone is invited to join us in person meeting for our **AGM on June 18, 2026 in Hardisty Alberta. Supper will be at 5:00 pm with the meeting starting at 5:45 pm.** Location details to follow. It is critical we achieve quorum to ensure we can pass our operational plan for 2026-27.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 28, 2026
Originated By	Melanie Veale
Decision Title	2026 Tax Recovery Public Auction – Terms and Conditions of Sale
Agenda Number	5.3 Village Business

Purpose

To obtain Council approval of the Terms and Conditions of Sale for the 2026 Tax Recovery Public Auction and to establish the date and time of the public auction in accordance with the Municipal Government Act.

Background/Proposal

The Village of Donalda has one property currently proceeding through the tax recovery process in accordance with the Municipal Government Act.

Taxservice has confirmed that the required pre-auction notices have been issued and the payment deadline has expired without redemption of the outstanding tax arrears. As a result, the next step in the statutory process is for Council to:

- Approve the Terms and Conditions of Sale for the public auction; and
- Establish the date and time of the public auction.

Taxservice has recommended scheduling the public auction between September 15, 2026 and November 15, 2026, with either a 10:00 a.m. or 2:00 p.m. start time.

Administration recommends holding the public auction on Wednesday, October 14, 2026 at 10:00 a.m. in the Village Office Council Chambers. This date falls within the recommended timeframe while allowing sufficient time to complete the remaining statutory requirements.

The reserve bid (market value) for the property will be presented to Council at a future meeting once market values have been confirmed.

Discussion/Options/Benefits/Disadvantages

Approval of the Terms and Conditions of Sale and establishment of the auction date are required to allow Taxservice to proceed with the remaining legislative requirements, including advertising and coordinating the public auction.

Approval of the Terms and Conditions of Sale and establishment of the public auction date do not commit the Village to selling the property. Prior to the public auction, Council will be required to establish a reserve bid that is as close as reasonably possible to the market value of the parcel in accordance with the Municipal Government Act. If the reserve bid is not met, the property cannot be sold at the public auction.

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.

Should the tax arrears be paid in full prior to the public auction, the property will be redeemed and removed from the sale process in accordance with the Municipal Government Act.

Cost / Source of Funding

There are no additional financial implications beyond the approved Taxervice contract and associated tax recovery costs.

Costs associated with the tax recovery process are recoverable in accordance with the Municipal Government Act.

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve the 2026 Tax Recovery Public Auction Terms and Conditions of Sale as presented; and Establish Wednesday, October 14, 2026, at 10:00 a.m., at the Village of Donalda Administration Office as the date, time, and location for the 2026 Tax Recovery Public Auction.
2. That Council approve the Terms and Conditions of Sale but establish an alternate date and/or time for the Public Auction.
3. That Council defer consideration of the Terms and Conditions of Sale and Public Auction date pending additional information.

Applicable Legislation

The tax recovery process is governed by the Municipal Government Act, RSA 2000, c. M-26, specifically the provisions respecting tax recovery and public auction of property for tax arrears.

In accordance with the Municipal Government Act, Council must:

- establish the date, time, and location of the public auction;
- approve the Terms and Conditions of Sale;
- establish a reserve bid that is as close as reasonably possible to the market value of the parcel prior to the public auction; and
- conduct the tax recovery process in accordance with the statutory timelines and notice requirements prescribed by the Act.

Administration has retained Taxervice to assist the Village in meeting these legislative requirements.

RECOMMENDATION

That Council:

1. Approve the 2026 Tax Recovery Public Auction Terms and Conditions of Sale as presented; and
2. Establish Wednesday, October 14, 2026, at 10:00 a.m. at the Village of Donalda Administration Office as the date, time, and location for the 2026 Tax Recovery Public Auction.

Implementation/Communication

Should Council approve the recommendation, Administration will:

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. Advise Taxservice of Council's approval of the Terms and Conditions of Sale.
2. Confirm the approved public auction date, time, and location with Taxservice.
3. Continue working with Taxservice to complete all remaining legislative requirements, including advertising and statutory notices.
4. Present the recommended reserve bid (market value) for Council approval at a future meeting prior to the public auction.
5. Continue to monitor the tax account for payment or redemption prior to the public auction and advise Council should the property be redeemed.

Target Decision Date

July 28, 2026

ATTACHMENTS

1. 2026 Tax Recovery Public Auction Terms and Conditions of Sale.

2026 - Public Auction – Terms and Conditions

1. Any parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and title will be subject to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes and utilities for the current year. There will be no adjustment to the date of sale.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
(if the certified cheque or bank draft exceeds the final purchase price, the excess will be refunded within a reasonable time)
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 28, 2026
Originated By	Melanie Veale
Decision Title	North Main Street Sidewalk Replacement Project – Contract Award (RFP 2026-02)
Agenda Number	5.4 Village Business

Purpose

To obtain Council approval to award the contract for the North Main Street Sidewalk Replacement Project (RFP 2026-02).

Background/Proposal

The 2026 Capital Budget includes funding for the replacement of approximately 540 linear feet (3,240 square feet) of deteriorated sidewalk along North Main Street.

The project forms part of Council's ongoing infrastructure renewal program and supports improvements to pedestrian safety, accessibility, and the continued revitalization of the Village's Main Street corridor.

A Request for Proposal (RFP 2026-02) was issued seeking qualified contractors to complete the work. At the close of the competition, Administration received two submissions:

Contractor	Tender Price (Excluding GST)
Olds Concrete Services (2014) Ltd.	\$123,120.00
Classic Interior Renovations Ltd.	\$242,150.00

Evaluation Criteria	Olds Concrete	Classic Interior
Proposal Compliance	✓	✓
Municipal Experience	Extensive	Good
References	Municipal	Mixed (municipal/private)
Safety / WCB / Insurance	✓	✓
Methodology	Detailed	Detailed
Price	Lowest	Higher
Overall Ranking	1	2

Both proponents submitted proposals demonstrating their ability to complete the project and provided supporting information regarding experience, project methodology, safety programs, references, and insurance coverage.

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.

Discussion/Options/Benefits/Disadvantages

Administration evaluated both submissions using the criteria identified within the Request for Proposal, including:

- Compliance with the RFP requirements;
- Contractor qualifications and experience;
- Municipal infrastructure experience;
- Project methodology and construction schedule;
- References;
- Safety certifications;
- Insurance and WCB compliance;
- Overall value to the Village; and
- Cost.

Both proponents submitted compliant proposals.

Olds Concrete Services (2014) Ltd. demonstrated extensive experience completing municipal sidewalk replacement and concrete infrastructure projects for Alberta municipalities, including the City of Red Deer, City of Lacombe, Town of Stettler, Village of Consort, Town of Cochrane, Town of Canmore, and several other municipalities. The submission included a detailed project methodology, construction schedule, COR certification, liability insurance, WCB clearance, and strong municipal references.

Classic Interior Renovations Ltd. also submitted a comprehensive proposal outlining its construction methodology, project schedule, safety program, warranty, and previous construction experience.

While both submissions met the requirements of the Request for Proposal, Administration determined that Olds Concrete Services (2014) Ltd. provides the best overall value to the Village.

In addition to demonstrating extensive municipal experience and a strong technical submission, the proposed contract price is approximately \$119,030.00 lower than the second proposal received.

Administration is satisfied that awarding the contract to Olds Concrete Services (2014) Ltd. represents the most advantageous outcome for the Village while maintaining the required quality, experience, and project delivery standards.

Cost / Source of Funding

Contractor	Tender (Excluding GST)	GST	Total Tender
Olds Concrete Services (2014) Ltd.	\$123,120.00	\$6,156.00	\$129,276.00
Classic Interior Renovations Ltd.	\$242,150.00	\$12,107.50	\$254,257.50

Funding for the recommended contract is available within the approved 2026 Capital Budget for the North Main Street Sidewalk Replacement Project.

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

OPTIONS FOR COUNCIL CONSIDERATION

1. Award the contract for the North Main Street Sidewalk Replacement Project (RFP 2026-02) to Olds Concrete Services (2014) Ltd. in the amount of \$123,120.00 plus applicable GST.
2. Award the contract to Classic Interior Renovations Ltd.
3. Reject all proposals and direct Administration to re-tender the project.

Applicable Legislation

Council has the authority under the Municipal Government Act, RSA 2000, c. M-26, to acquire goods, services, and construction necessary for municipal purposes and to award contracts for approved capital infrastructure projects.

The procurement process was conducted in accordance with the Village's Procurement Policy and the requirements of Request for Proposal (RFP 2026-02).

RECOMMENDATION

That Council award the contract for the North Main Street Sidewalk Replacement Project (RFP 2026-02) to Olds Concrete Services (2014) Ltd. in the amount of \$123,120.00 plus applicable GST, having been determined by Administration to provide the best overall value and the lowest compliant bid, and authorize the Chief Administrative Officer to execute the necessary agreement on behalf of the Village.

Implementation/Communication

Should Council approve the recommendation, Administration will:

1. Notify both proponents of Council's decision.
2. Execute the construction agreement with Olds Concrete Services (2014) Ltd.
3. Coordinate pre-construction planning, utility locates, and project scheduling.
4. Notify adjacent property owners and businesses of the anticipated construction schedule and any temporary access or traffic impacts.
5. Coordinate construction inspections and contract administration throughout the project.
6. Monitor project progress, schedule, quality, and budget.
7. Report project completion and final project costs to Council.

Target Decision Date

July 28, 2026

ATTACHMENTS

1. Proposal – Olds Concrete Services (2014) Ltd.
2. Proposal – Classic Interior Renovations Ltd.

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.

APPENDIX A – SUBMISSION FORM

1. RESPONDENT INFORMATION

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Business Address: _____

2. PRICING

Total Proposed Cost (excluding GST):

\$ _____

GST:

\$ _____

Total Including GST:

\$ _____

3. PROPOSED SCHEDULE

Estimated Start Date: _____

Estimated Completion Date: _____

Estimated Project Duration: _____

4. REFERENCES

Reference 1

Company/Municipality: _____

Contact Name: _____

Phone Number: _____

Reference 2

Company/Municipality: _____

Contact Name: _____

Phone Number: _____

Reference 3

Company/Municipality: _____

Contact Name: _____

Phone Number: _____

5. SIGNATURE

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX B – PROCUREMENT DECLARATIONS

1. ACKNOWLEDGEMENT OF NON-BINDING PROCUREMENT PROCESS

The respondent acknowledges that this Request for Proposal process does not create a formal legally binding bidding process and that no contractual relationship shall exist until a written agreement is executed by both parties.

2. ABILITY TO PROVIDE DELIVERABLES

The respondent confirms that they possess the necessary qualifications, experience, personnel, equipment, and financial capacity to complete the work described in this RFP.

3. ADDENDA

The respondent acknowledges receipt of all addenda issued by the Village related to this RFP.

Addendum Number	Date

4. COMMUNICATION WITH COMPETITORS

The respondent confirms that the proposal has been prepared independently and without collusion, consultation, or communication with any competitor regarding pricing or other proposal details.

5. DISCLOSURE OF COMMUNICATIONS

If the respondent has communicated with competitors regarding this RFP, details must be disclosed below:

6. NO PROHIBITED CONDUCT

The respondent confirms they have not engaged in any conduct prohibited under this RFP, including:

- Bid-rigging
- Collusion

- Bribery
- Fraudulent representation
- Improper lobbying

7. CONFLICT OF INTEREST

The respondent shall disclose any actual or potential conflicts of interest related to this RFP.

If none exist, leave blank.

8. DISCLOSURE OF INFORMATION

The respondent acknowledges that information submitted may be subject to applicable legislation including the Alberta Access to Information and Protection of Privacy Act.

9. AUTHORITY TO BIND CORPORATION

The undersigned represents and warrants that they have authority to bind the respondent.

Authorized Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____



Classic Interior Renovations LTD

June 17, 2026

Village of Donalda
Donalda, Alberta

RE: Tender Submission – North Main Street Sidewalk Replacement Project

To Whom It May Concern,

Classic Interior Renovations LTD. is pleased to submit our proposal for the **North Main Street Sidewalk Replacement** Project for the Village of Donalda, Alberta.

We have reviewed the tender documents, scope of work, project requirements, and specifications, and we confirm our understanding of the work required. Our proposal includes all labour, supervision, equipment, materials, traffic control, disposal, restoration, and related services necessary to complete the project in accordance with the tender requirements.

Classic Interior Renovations LTD. brings over 15 years of construction experience, including municipal and public-sector construction projects. Our team is experienced in concrete works, demolition, excavation, site preparation, restoration, and working within active public areas while maintaining safety and minimizing disruption.

We confirm that we maintain active WCB coverage, COR safety program, required insurance coverage, and the resources necessary to safely and successfully complete this project.

Our tender price is as follows:

Tender Price (excluding GST):

\$242,150.00 CAD

GST (5%):

\$12,107.50 CAD

Total Tender Price (including GST):

\$254,257.50 CAD

The above price includes all costs associated with completing the project, including:

- Demolition and disposal
- Excavation and base preparation
- Concrete supply and installation
- Reinforcement
- Traffic control



Classic Interior Renovations LTD

- Restoration
- Mobilization and demobilization
- Equipment and labour
- Supervision and project coordination

Classic Interior Renovations LTD. confirms that this bid has been prepared independently and that no communication, discussion, agreement, or arrangement has occurred with any competitor regarding this RFP, including pricing, bid preparation, or submission strategy.

We confirm our commitment to completing the work within the proposed schedule of approximately two (2) weeks following mobilization, weather permitting, and providing a minimum one-year warranty on workmanship and materials.

Thank you for the opportunity to submit our proposal. We appreciate your consideration and look forward to the opportunity to work with the Village of Donalda.

Respectfully submitted,

Andrew Tertuchniy
Owner Operator
Classic Interior Renovations LTD.

Phone: 780-699-6902



Classic Interior Renovations LTD

TENDER SUBMISSION PACKAGE

Project:

North Main Street Sidewalk Replacement Project
Village of Donalda, Alberta

Submitted By:

Classic Interior Renovations LTD.

Contact: Andrew Tertuchniy

Phone: 780-699-6902



Classic Interior Renovations LTD

1. COMPANY OVERVIEW

Classic Interior Renovations LTD. is pleased to submit this proposal for the North Main Street Sidewalk Replacement Project.

Our company has over 15 years of construction experience completing residential, commercial, and municipal construction projects. We have experience working in active public environments requiring coordination, safety management, traffic control, quality workmanship, and communication with municipal representatives.

Classic Interior Renovations LTD. maintains active:

- WCB coverage
- COR safety program
- Required insurance coverage

Our team has successfully completed municipal construction work, including projects involving sidewalk replacement, concrete work, site restoration, and infrastructure improvements.



Classic Interior Renovations LTD

2. PROJECT UNDERSTANDING

Classic Interior Renovations LTD. understands that the Village of Donalda requires the removal and replacement of approximately 540 linear feet of deteriorated sidewalk along North Main Street.

The project includes removal of existing concrete and asphalt sidewalk sections, excavation, grading, subgrade preparation, granular base installation, reinforced concrete sidewalk construction, traffic accommodation, restoration, and final cleanup.

We understand the importance of:

- Maintaining safe pedestrian access
- Maintaining emergency vehicle access
- Minimizing disruption to residents and businesses
- Protecting existing infrastructure
- Maintaining proper drainage
- Meeting accessibility requirements
- Delivering durable municipal infrastructure

The completed sidewalk will be constructed in accordance with the project requirements, CSA standards, Alberta municipal standards, and applicable safety regulations.



3. PROPOSED METHODOLOGY AND WORK PLAN

Phase 1 – Pre-Construction

- Review contract documents and project requirements
- Coordinate with Village representatives
- Obtain required utility locates
- Confirm project limits and construction sequence
- Prepare traffic accommodation measures
- Coordinate resident and business notifications

Phase 2 – Mobilization and Traffic Control

- Mobilize equipment, labour, and materials
- Install barricades and signage
- Establish pedestrian detours and safe access routes
- Implement traffic control measures in accordance with Alberta Traffic Accommodation in Work Zones (TAWZ)
- Maintain emergency access at all times

Phase 3 – Demolition and Removal

- Remove existing deteriorated concrete sidewalk
- Remove asphalt-covered sidewalk sections
- Remove unsuitable materials and debris
- Load, haul, and dispose of materials at approved disposal facilities

Phase 4 – Site Preparation

- Complete excavation and grading
- Prepare and compact subgrade
- Supply and place granular base material where required
- Verify elevations and drainage requirements
- Prepare forms for concrete placement



Classic Interior Renovations LTD

- Provide compaction testing if requested by the Village

Phase 5 – Concrete Construction

Concrete installation will include:

- 32 MPa concrete strength at 28 days
- Air entrainment: 5–8%
- Maximum slump: 80 mm
- Standard sidewalk thickness: 125 mm (5")
- Driveway crossing thickness: 150 mm (6")
- Reinforcement installation
- Broom finish surface
- Proper control and expansion joints

Expansion joints will be installed:

- At existing concrete connections
- Adjacent to structures
- At intervals not exceeding 6 metres

Phase 6 – Restoration

- Restore disturbed areas
- Replace topsoil where required
- Complete grass seeding
- Repair adjacent surfaces damaged during construction
- Complete final cleanup

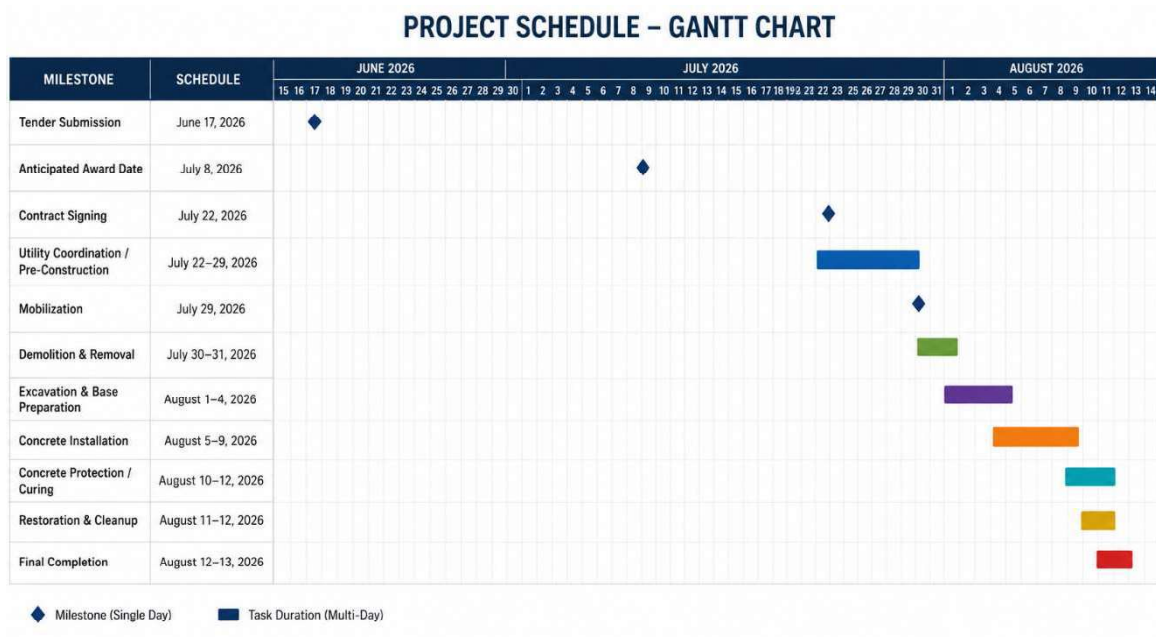
Phase 7 – Project Completion

- Final inspection with Village representatives
- Correction of deficiencies
- Demobilization and project closeout



Classic Interior Renovations LTD

4. PROJECT SCHEDULE



Tender Submission Date: June 17, 2026

Milestone	Schedule
Tender Submission	June 17, 2026
Anticipated Award Date	July 8, 2026
Contract Signing	July 22, 2026
Utility Coordination / Pre-Construction	July 22–29, 2026
Mobilization	July 29, 2026
Demolition & Removal	July 30–31, 2026
Excavation & Base Preparation	August 1–4, 2026
Concrete Installation	August 5–9, 2026
Concrete Protection / Curing	August 10–12, 2026
Restoration & Cleanup	August 11–12, 2026



Classic Interior Renovations LTD

Milestone

Schedule

Final Completion

August 12–13, 2026

Estimated Construction Duration:

Two (2) weeks, weather permitting.

Anticipated Start:

One (1) week after contract signing.

Anticipated Completion:

Two (2) weeks after mobilization.

5. WARRANTY

Classic Interior Renovations LTD. will provide a minimum one-year warranty on workmanship and materials.

During the warranty period, we will repair defects caused by workmanship or materials, including:

- Cracking
- Settlement
- Scaling
- Other construction-related deficiencies

Warranty repairs resulting from contractor workmanship or supplied materials will be completed at no additional cost to the Owner.



Classic Interior Renovations LTD

6. PROJECT REFERENCES

Standard General Inc.

Scope:

Municipal concrete infrastructure, sidewalk replacement, roadway rehabilitation, excavation, grading, traffic accommodation, and restoration works.

Reference:

Project Management Team

Standard General Inc.

Edmonton, Alberta

Reference:

Oleg Shmagai

Project Representative

Phone: 780-862-1291

City of Edmonton

Scope:

Municipal infrastructure projects including concrete sidewalk replacement, restoration, traffic accommodation, pedestrian management, and work within active public areas.

Reference:

Infrastructure Construction Branch

City of Edmonton

Edmonton, Alberta

BelVan Group

Scope:

Site development, excavation, grading, concrete flatwork, sidewalk construction, restoration, and general construction services.

Reference:

Vladyslav Polupan

Project Representative

Phone: 780-818-9191



Classic Interior Renovations LTD

7. BID PRICE

Tender Price (excluding GST):

\$242,150.00 CAD

GST (5%):

\$12,107.50 CAD

Total Tender Price:

\$254,257.50 CAD

8. BID INCLUSIONS

The tender price includes:

- Labour and supervision
- Equipment and tools
- Mobilization and demobilization
- Traffic control
- Pedestrian protection
- Demolition and disposal
- Excavation and grading
- Subgrade preparation
- Granular base materials
- Concrete supply and installation
- Reinforcement
- Forms and finishing
- Joint installation
- Restoration
- Cleanup and disposal
- Safety management
- All incidental work required for completion



9. BID EXCLUSIONS

Unless specifically included in the tender documents:

- Utility relocation or replacement
- Hazardous material removal
- Contaminated soil remediation
- Geotechnical investigations
- Engineering or design changes
- Surveying services
- Unforeseen underground obstructions
- Work outside defined project limits
- Owner-requested scope changes
- Asphalt repairs upon completion.



Classic Interior Renovations LTD

10. DECLARATION

Classic Interior Renovations LTD. confirms that this submission has been prepared independently.

The Respondent confirms that no communication, discussion, agreement, or arrangement has occurred with competitors regarding this RFP, including pricing, bid contents, or submission strategy.

Classic Interior Renovations LTD. confirms that it has the required experience, qualified personnel, equipment, safety program, insurance coverage, and resources necessary to successfully complete this project.

Respectfully submitted,

Andrew Tertuchniy

Owner Operator

Classic Interior Renovations LTD.

780-699-6902

Village of Donalda - North Main Street Sidewalk Replacement Project 2026



Owner Information

Name	Village of Donalda
Address	PO Box 160
City, Prov, Postal Code	Donalda AB T0B 1H0
	Melanie Veale, CAO
Email Request to:	cao@village.donaldal.ab.ca
	Village of Donalda - North Main Street Sidewalk Replacement Project 2026
Project name	
Closing	June 17, 2026 - 2:00 PM

Contractor Information

Company	Olds Concrete Services (2014) Ltd.
Contact Name	Chris Wiffen - Director
Address	6508 48 Ave
City, Prov, Postal Code	Olds AB T4H1V1
Phone	403-994-1982 c 403-556-2979 o
Email	chris@oldsconcrete.ca
GST #	R 823704176

Contractor Proposal and Submission Form

Olds Concrete Services (2014) Ltd. shall supply all labour, supervision, equipment, materials, traffic control, disposal, restoration and related services required to complete the project scope as described in the Request for Proposal - North Main Street Sidewalk Replacement Project - issued May 20, 2026. Please see **pages 3-6** for Appendix A - Submission Form.

Company Profile and Qualifications

Olds Concrete Services (2014) Ltd. has been operating in Central Alberta since 2006. Owners Joel Vermeulen (34 years experience), Chris Wiffen (30 years experience) and CJ Vermeulen (27 years experience) are capable of taking a project from planning stages to completion working closely with owners, engineers and consultants. We employ a seasonal full-time staff of 50-60 and a yearly full-time staff of 12-15.

Our focus has been working with cities, towns and municipalities to install new infrastructure concrete work and to repair existing concrete work. Our experience includes working with sidewalk, curb & gutter and road construction standards and specifications set out by Town of Olds, City of Calgary, City of Red Deer and City of Edmonton as well as various local municipal design standards.

Our **Company Philosophy** is to "do it once and do it right". We strive to provide high quality construction services to our clients based on honesty, integrity and open communication. We encourage our employees to grow and develop new skills, to take the lead in employee and public safety and to think of ways that we can limit negative environmental impact.

Our clients are the basis of our success. We aim to complete each project on time and within budget while creating cost saving options when possible. Historically, Olds Concrete Services has been able to complete each project on time and within budget.

We are committed to safety and will provide and maintain a safe and healthy work environment in compliance with legislative requirements and industry standards.

Proposed Methodology and Work Plan

** No businesses will require full closure during construction activities. Olds Concrete will work with local businesses to maintain front door access. Access measures we plan to implement are wooden pedestrian bridges to business doors and employee direction of individuals through construction areas. Occasional temporary closures may be required when work is directly in front of a business door, however every effort will be made to minimize disruption.

To minimize disruption to pedestrians and traffic and to facilitate business access - Olds Concrete proposes to remove existing brick sidewalks sequentially with concrete installation to follow tightly behind. Only partial removals will be done at one time with the sidewalk installed before moving on to the next block.

Concrete Finishing Methodology - please see **page 7**.

Quality Control

Olds Concrete Services (2014) Ltd. will include on site concrete air testing to ensure proper air entrainment from concrete supplier.

Concrete Specifications and Finishing Techniques

Quote includes 1 year warranty on materials and workmanship.

Concrete Specifications - Olds Concrete Services will adhere to the specifications as outlined in the Request for Proposal - North Main Street Sidewalk Replacement Project.

Construction Timeline

Please see Appendix A - Submission Form (page 3).

Detailed Pricing Breakdown

Please see Appendix A - Submission Form (page 3).

References

Please see Appendix A - Submission Form (page 4 and Reference Letters on pages 12-13).

Safety Experience

We are committed to safety. Our Project Managers and Site Supervisors work directly with our Safety Officer to ensure safety standards are being met and/or exceeded. Employees are required to participate directly in toolbox meetings, site inspections and incident or near miss reporting. Employees are encouraged to look for ways to supplement our current safety program by adding comments to toolbox meetings and making suggestions for additions to our safety program.

All employees of Olds Concrete Services (2014) Ltd. must complete a mandatory safety orientation at the beginning of each construction season. This meeting directs attention to Company Policies, Safe Job Procedures, Safe Work Practices, Material Safety Data Sheets and Environmental Policies.

Hazard Assessments are prepared prior to a project startup and kept on site so that employees may refer to these and update as required.

A copy of our ACSA approved Safety Program is kept on each active worksite and Olds Concrete Services (2014) Ltd. will comply with any additional safety requirements from the Town of Olds.

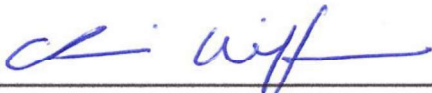
Certificate of Recognition (COR) - please see page 8.

Certificate of Insurance - please see page 9.

WCB Clearance Letter - please see page 10.

Related Experience

A detailed list of past experience is attached on pages 11.



Submitted by Olds Concrete Services (2014) Ltd.
Chris Wiffen - Director

JUNE 17 26

Date

APPENDIX A – SUBMISSION FORM

1. RESPONDENT INFORMATION

Company Name: Olds Concrete Services (2014) Ltd.

Contact Person: Chris Wiffen

Phone Number: 403-556-2979 office 403-994-1982 cell

Email Address: chris@oldsconcrete.ca

Business Address: 6508 48 Ave Olds AB T4H 1V1

2. PRICING

Total Proposed Cost (excluding GST):

\$ 123,120.00

GST:

\$ 6,156.00

Total Including GST:

\$ 129,276.00

Approximate project dimensions:

- Length: 540 feet

- Width: 6 feet

- Total Area: approx. 3,240 square feet

- 3,240 sq.ft. @ \$38/sq.ft. = \$123,120.00

3. PROPOSED SCHEDULE

Estimated Start Date: September 15, 2026

Estimated Completion Date: October 15, 2026 or sooner

Estimated Project Duration: 22 working days

4. REFERENCES

Reference 1

Company/Municipality: City of Lacombe (please see attached reference letter on Page 12)

Contact Name: TJ Brown - Engineering Project Coordinator

Phone Number: 403-782-1239

Reference 2

Company/Municipality: City of Red Deer (please see attached reference letter on Page 13)

Contact Name: Jesse Matthews - C.E.T, Parks and Public Works Department

Phone Number: 403-309-8514

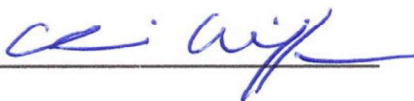
Reference 3

Company/Municipality: Village of Consort

Contact Name: Michelle Higgins, Director of Operations

Phone Number: 403-575-0642

5. SIGNATURE

Authorized Signature: 

Name: Chris Wiffen

Title: Director

Date: June 16, 2026

APPENDIX B – PROCUREMENT DECLARATIONS

1. ACKNOWLEDGEMENT OF NON-BINDING PROCUREMENT PROCESS

The respondent acknowledges that this Request for Proposal process does not create a formal legally binding bidding process and that no contractual relationship shall exist until a written agreement is executed by both parties.

2. ABILITY TO PROVIDE DELIVERABLES

The respondent confirms that they possess the necessary qualifications, experience, personnel, equipment, and financial capacity to complete the work described in this RFP.

3. ADDENDA

The respondent acknowledges receipt of all addenda issued by the Village related to this RFP.

Addendum Number	Date
n/a	

4. COMMUNICATION WITH COMPETITORS

The respondent confirms that the proposal has been prepared independently and without collusion, consultation, or communication with any competitor regarding pricing or other proposal details.

5. DISCLOSURE OF COMMUNICATIONS

If the respondent has communicated with competitors regarding this RFP, details must be disclosed below:

6. NO PROHIBITED CONDUCT

The respondent confirms they have not engaged in any conduct prohibited under this RFP, including:

- Bid-rigging
- Collusion

- Bribery
- Fraudulent representation
- Improper lobbying

7. CONFLICT OF INTEREST

The respondent shall disclose any actual or potential conflicts of interest related to this RFP.

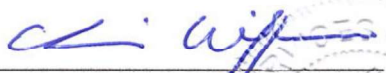
If none exist, leave blank.

8. DISCLOSURE OF INFORMATION

The respondent acknowledges that information submitted may be subject to applicable legislation including the Alberta Access to Information and Protection of Privacy Act.

9. AUTHORITY TO BIND CORPORATION

The undersigned represents and warrants that they have authority to bind the respondent.

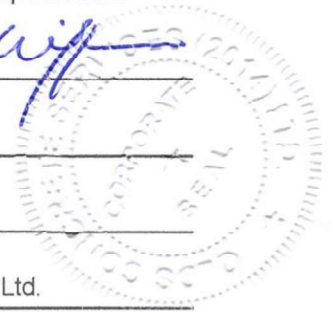
Authorized Signature: 

Name: Chris Wiffen

Title: Director

Company: Olds Concrete Services (2014) Ltd.

Date: June 16, 2026



Pre-Construction Preparation:

- 1 - Meet with Municipal Forces to get mark repair pieces and determine order of importance
- 2 - Temporary traffic control requirements planning and submission for approval
- 3 - Obtain Alberta One Call locates
- 4 - Distribute resident/business notification letters
- 5 - Site preparation including installation of signage and temporary traffic control measures

Construction Activities:

Olds Concrete strives to minimize disruption to residents and business owners as much as possible. Steps 1 - 10 are kept as tightly scheduled as possible in order to reduce disturbance.

Care is taken to disturb as little of the adjacent landscaping and road structure as possible.

Construction activities would take place sequentially for repair areas:

- 1 - Sawcut repair pieces
- 2 - Hammering of pieces to remove (skidsteer with hydraulic hammer)
- 3 - Removal of existing concrete (backhoe or small 6-8 ton excavator and gravel truck)
- 4 - Excavation for forms and landscape tie-ins
- 5 - Removal of waste base as required
- 6 - Base preparation and forming of pieces
 - form crew
 - compaction equipment as required
 - base to be watered as determined by supervisor inspections or base testing by others
- 7 - Pour and finish concrete
- 8 - Concrete curing (includes protection from vandalism and inclement weather if required)
- 9 - Form removal and clean up of site including slurry prep
- 10 - Landscape rehabilitation - place and compact topsoil and seed
- 11 - Final clean up
- 12 - Barricade and sign removal
- 13 - Site inspections with Municipal Forces

Safety Inspections:

Olds Concrete will provide a Safety Officer who will conduct formal work site inspections to ensure safety of workers and public. Inspections will also include monitoring of equipment to ensure environmental impact is kept to a minimum.

Occupational Health and Safety standards will be followed and implemented by the Safety Officer and Site Supervisors.

Certificate
of
Recognition

This certificate recognizes that

OLDS CONCRETE SERVICES (2014) LTD.

In keeping with the principles of *Partnerships* has

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Mark Pleasani

Alberta Construction Safety Association
Certifying Partner

Certificate #20240815-8186

WCB Industry Code(s): 42104

Ian Hooper

Ian Hooper
Government of Alberta

Expiry Date: August 15, 2027



NFP Canada Corp.
#200, 17704 103rd Avenue
Edmonton, AB T6S 1J9

P 780.489.4961
F 780.486.0169
nfp.ca

CERTIFICATE OF INSURANCE

NAMED INSURED: Olds Concrete Services (2014) Ltd. &
Olds Concrete Services (2006) Ltd.
6508 48 Ave
Olds, AB T4H 1V1

CERTIFICATE HOLDER: To Whom It May Concern

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY		POLICY TERM		LIMITS OF LIABILITY	
	NUMBER	FROM	TO			
GENERAL LIABILITY Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest * Primary Non-Contributory	Definity Insurance Company			Inclusive Limit	\$ 5,000,000	
	40346304	1-Mar-26	1-Mar-27	General Aggregate	\$ 5,000,000	
				Products/Completed Operations Aggregate	\$ 5,000,000	
				Personal Injury & Advertising Liability	\$ 5,000,000	
				Non-Owned Automobile	\$ 5,000,000	
				SEF 94 - Hired Vehicle Damage	\$ 100,000	
				Tenants Legal Liability	\$ 500,000	
				Employee Benefits	\$ 1,000,000	
				Elevator & Hoist Liability	\$ 100,000	
AUTOMOBILE LIABILITY Per Occurrence * All Owned or Leased Automobiles	Definity Insurance Company			Bodily Injury & Property Damage	\$ 5,000,000	
	64042990	1-Mar-26	1-Mar-27	Combined Single Limit		
UMBRELLA LIABILITY Per Occurrence * Follow Form	Definity Insurance Company			Inclusive Limit	\$ 5,000,000	
	40346304	1-Mar-26	1-Mar-27	Aggregate	\$ 5,000,000	
				Excess of:	Commercial General Liability	
				Excess of:	Automobile Liability	
EQUIPMENT * All Risk	Definity Insurance Company			Limit	As Per On File with Insurer	
	40346304	1-Mar-26	1-Mar-27	Deductible	\$2,500 for All Equipment \$10,000 for Quarrying / Crushing	

ADDITIONAL INSURED/LOSS PAYABLE/LESSOR

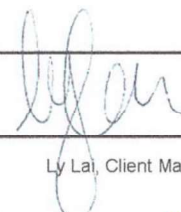
CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail

0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

ADDITIONAL INFORMATION

DATE: 2026-02-04

PER: 

Ly Lai, Client Manager, Business Insurance

ly.lai@nfp.ca

9912 - 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

June 16, 2026

Reference Number: 47318

VILLAGE OF DONALDA
PO BOX 160
DONALDA AB T0B 1H0

Dear Sir or Madam:

Re: OLDS CONCRETE SERVICES (2014) LTD.
6508 48 AVE
OLDS AB T4H 1V1

RFP - N MAIN STREET SIDEWALK

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
5330475	CONCRETE CONSTRUCTION	Apr 10, 2006	worker coverage personal coverage for: JOEL VERMEULEN CHRIS WIFFEN COURTNEY JARED VERMEULEN

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (16617842)

Village of Donalda

Related Experience - Olds Concrete Services (2014) Ltd.

<u>Year</u>	<u>Municipality</u>	<u>Contract Description</u>	
2025	City of Red Deer	Sidewalk Construction and Repairs	
2025	Town of Canmore	Sidewalk Construction and Repairs	
2025	Town of Cochrane	Sidewalk Construction and Repairs	
2025	City of Airdrie	Sidewalk Construction and Repairs	
2025	Village of Consort	Sidewalk Construction and Repairs	
2025	Town of Stettler	Sidewalk Construction and Repairs	
2025	City of Lacombe	49C Ave Plaza	
2024	City of Red Deer	Sidewalk Construction and Repairs	
2024	Town of Canmore	Sidewalk Construction and Repairs	
2024	Town of Sylvan	Memorial Trail Roundabout General Contractor - Border Paving	Concrete Portion
2024	Town of Cochrane	Sidewalk Construction and Repairs	
2024	City of Airdrie	Sidewalk Construction and Repairs	
2024	Town of Stettler	Sidewalk Construction and Repairs	
2023-2024	City of Red Deer	19th Street Roundabout South East Sector Transportation System General Contractor - Pidherney's	Concrete Portion
2023	Town of Canmore	Sidewalk Construction and Repairs	
2023	Town of Cochrane	Sidewalk Construction and Repairs	
2023	City of Red Deer	Transportation Improvement Program	
2023	City of Red Deer	Sidewalk Construction and Repairs	
2023	City of Airdrie	Sidewalk Construction and Repairs	
2022	Town of Canmore	Sidewalk Construction and Repairs	
2022	City of Lacombe	Sidewalk Replacement	
2022	City of Red Deer	Sidewalk Construction and Repairs	
2022	Town of Cochrane	Sidewalk Repair Program	
2022	City of Airdrie	Sidewalk Construction and Repairs	

February 10, 2026

To Whom it May Concern:

Re: Letter of Reference for Olds Concrete City of Lacombe – 49C Avenue Plaza Project

Olds Concrete has successfully completed the 49C Pedestrian Plaza Project for the City of Lacombe on time and on budget. This project, valued at approximately \$1 million, involved construction in Lacombe's downtown core and required sensitive coordination with multiple private businesses. The scope of work included:

- Approximately 1,000 m² of concrete sidewalk installation
- Approximately 379 m of concrete curb and gutter
- Coordination of approximately 923 m² of asphalt paving
- Supply and installation of 10 benches and 18 bollards
- Coordination of the installation of 9 steel poles and approximately 130 m of catenary string lighting
- Coordination and preparation of approximately 422 m² of concrete paving stones

Throughout all phases of construction, the City of Lacombe found Olds Concrete—particularly Joel, Kelby, and Adam—to be professional, transparent, and highly communicative. Despite challenges beyond their control that arose during construction, Olds Concrete maintained the schedule and delivered the project within budget. Their team demonstrated excellent document control, planning, subcontractor management, and overall professionalism.

Olds Concrete also upheld a strong commitment to safety, resulting in an excellent safety record for the project. They maintained effective traffic accommodation throughout the various construction phases. In addition, Olds Concrete consistently went above and beyond to work collaboratively with businesses affected by construction. Their clear communication and proactive planning minimized impacts and ensured business access was maintained at all times.

Please accept this letter as a recommendation for Olds Concrete to be considered for any projects tendered this year.

Sincerely,



TJ Brown, E.I.T
Engineering Project Coordinator
Ph: (403) 782-1239
E: tbrown@lacombe.ca



February 23, 2026

Re: Letter of Reference for Olds Concrete Services Ltd
2025 Sidewalk Construction & Repair
2025 Downtown Stamped Concrete & Tree Vault Construction & Repairs

To Whom It May Concern:

The City of Red Deer has worked with Olds Concrete Services Ltd (Olds Concrete) on a number of contracts throughout the last 12 years. Two of the most recent contracts Olds Concrete completed were the 2025 Sidewalk Construction & Repair and the 2025 Downtown Stamped Sidewalk & Tree Vault Construction & Repair. The scope of both projects included traffic and pedestrian accommodation, removal and replacement of sidewalks/curb gutter/tree vaults, granular base preparation, and reinstatement of landscaping reinstatement. The total value of the contracts was approximately \$2,000,000. In 2026, the City chose to award an extension of these projects to Olds Concrete, worth an estimated \$1,800,000. The extension was based on the quality of previous work completed and competitive pricing received.

From project start to finish, Olds Concrete was professional, transparent, and communicative. Olds Concrete completed the work on time, on budget, and with quality workmanship free of major deficiencies. Any minor deficiencies identified were rectified in a timely manner. In addition, Olds Concrete was highly accommodating when the City requested additional work be completed within a tight timeline.

Please let this letter serve as a recommendation for Olds Concrete to be considered for any projects you are tendering this year. If you have any further questions, please feel free to contact me using the information below.

Sincerely,



Jesse Matthews, C.E.T.
The City of Red Deer, Parks & Public Works Department
P: 403-309-8514
E: jesse.matthews@reddeer.ca



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	July 28, 2026
Originated By	Melanie Veale
Decision Title	Operating Revenue & Expense Mid Year Reporting
Agenda Number	5.5 Village Business

Purpose

To present the Operating Revenue and Expense Report for the period ending June 30, 2026, provide Council with a mid-year financial review of the approved 2026 Operating Budget, and seek Council's acceptance of the report for information.

Background/Proposal

In accordance with the Village's financial reporting practices, Administration has prepared the Operating Revenue and Expense Report for the period ending June 30, 2026.

The report provides Council with a comparison of year-to-date actual revenues and expenditures against the approved 2026 Operating Budget and assists Council in monitoring the Village's financial performance and overall fiscal position.

Discussion/Options/Benefits/Disadvantages

As of June 30, 2026, the Village has recorded:

- Total Revenue: \$708,239.09
- Total Expenditures: \$398,985.70
- Year-to-Date Operating Surplus: \$309,253.39

The reported surplus is primarily attributable to the timing of revenues received during the first half of the year and includes:

- the \$150,000 Provincial Conditional Grant for the Infrastructure Assessment and Viability Reporting Project;
- the Local Fiscal Framework (LFFG)/Municipal Sustainability Initiative (MSI) Operating Grant; other grant funding received during the reporting period; and
- the recognition of the majority of annual municipal property tax revenue.

Many of these revenues are either restricted to specific projects or are intended to fund expenditures that will occur later in the fiscal year. Accordingly, the reported surplus should not be interpreted as unrestricted operating funds available for general spending.

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

Administration has completed a mid-year review of the approved 2026 Operating Budget and is satisfied that the Village remains in a stable financial position.

As the majority of annual property tax revenue and grant funding has now been recognized, Administration anticipates limited additional revenue during the second half of the year. Continued financial stability will therefore depend on prudent management of operating expenditures.

Based on the Village's current financial position and approved budget, Administration is of the opinion that the Village remains on track to meet its approved 2026 operating obligations, provided there are no significant unforeseen operational expenditures. Accordingly, Administration is not recommending any budget amendments at this time.

Administration notes one expenditure category requiring continued monitoring:

Legal Services

Year-to-date legal expenditures total \$10,635.50, compared to an approved annual budget of \$4,700.00. The increase is attributable to ongoing legal matters requiring specialized legal advice. Administration will continue to monitor these expenditures throughout the remainder of the fiscal year and will advise Council should additional budget considerations become necessary.

Other budget variances are considered normal timing differences or are associated with grant-funded projects and seasonal operational activities.

Cost / Source of Funding

There are no financial implications associated with acceptance of this report.

Administration will continue to monitor revenues, expenditures, grant-funded projects and overall budget performance throughout the remainder of 2026.

OPTIONS FOR COUNCIL CONSIDERATION

1. That Council accept the Operating Revenue and Expense Report for the period ending June 30, 2026, as presented for information.
2. Direct Administration to provide additional financial analysis regarding identified budget variances.
3. Provide alternative direction to Administration.

Applicable Legislation

- Municipal Government Act
- Public Sector Accounting Standards (PSAS)
- Village of Donalda Financial Policies
- 2026 Operating Budget

RECOMMENDATION

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.

THAT Council accept the Operating Revenue and Expense Report for the period ending June 30, 2026, as presented for information.

Implementation/Communication

Administration will continue to:

- monitor monthly revenues and expenditures;
- monitor legal expenditures and other significant budget variances;
- ensure grant funding is administered in accordance with funding agreements;
- provide Council with regular financial updates throughout the fiscal year; and
- bring forward recommendations should future budget amendments become necessary.

Target Decision Date

July 28, 2026

ATTACHMENTS

1. Operating Revenue & Expense Report – Period Ending June 30, 2026
2. Cheque Listing – Period Ending June 30, 2026
3. Treasury Report - Period Ending June 30, 2026



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
GENERAL REVENUE						
1-00-100	Residential Taxes	0.00	(190,248.97)	(176,092.00)	14,156.97	(183,434.31)
1-00-101	ASFF - School Tax Requisition	(161.80)	(50,300.45)	(47,120.44)	3,180.01	(37,039.73)
1-00-102	Seniors Requisition	(15.38)	(6,667.86)	(6,365.01)	302.85	(6,328.58)
1-00-103	Designated Industrial Property Req.	(0.04)	(0.66)	(0.43)	0.23	(0.43)
1-00-110	Non-Residential Taxes	0.00	(25,851.80)	(13,583.75)	12,268.05	(30,590.96)
1-00-120	Linear Taxes	(458.07)	(7,928.67)	(13,105.10)	(5,176.43)	(13,105.10)
1-00-130	Franchise - ATCO	(2,531.24)	(14,989.19)	(35,399.00)	(20,409.81)	(12,364.39)
1-00-140	Franchise - Apex Utilities Inc.	(2,147.85)	(17,964.49)	(35,831.17)	(17,866.68)	(10,960.46)
1-00-200	Penalties & Costs on Taxes	0.00	(10,887.32)	(1,500.00)	9,387.32	(779.71)
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
* TOTAL GENERAL REVENUE		(5,314.38)	(324,791.07)	(332,184.40)	(7,393.33)	(296,003.67)
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	(72,712.00)	(123,229.47)	(72,712.00)	50,517.47	0.00
* TOTAL GRANTS & OTHER REVENUE		(72,712.00)	(123,229.47)	(80,594.00)	42,635.47	(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.	0.00	(317.50)	(500.00)	(182.50)	(325.00)
1-12-418	Maintenance service revenue	0.00	0.00	(500.00)	(500.00)	0.00
1-12-419	Newsletter Ads	(295.00)	(595.00)	(1,000.00)	(405.00)	(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	(1,254.00)	(2,140.46)	(100.00)	2,040.46	(82.37)
1-12-751	FCSS Management Revenue	0.00	(3,986.00)	0.00	3,986.00	0.00
* TOTAL ADMINISTRATIVE REVENUE		(1,549.00)	(7,473.96)	(7,125.50)	348.46	111.63
EMERGENCY MANAGEMENT REVENUE						
1-23-410	Fire Charges	(2,016.74)	(12,066.45)	(25,000.00)	(12,933.55)	(12,061.16)
1-24-410	Emergency Management Service Revenue	(501.96)	(3,003.30)	(6,000.00)	(2,996.70)	(3,001.98)



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
* TOTAL EMERGENCY MANAGEMENT REV		(2,518.70)	(15,069.75)	(31,000.00)	(15,930.25)	(15,063.14)
BYLAW REVENUE						
1-21-530	Fines-Bylaw	0.00	0.00	(500.00)	(500.00)	0.00
1-26-521	Dog License	(30.00)	(615.00)	(500.00)	115.00	(211.50)
1-26-522	Cat License	0.00	(240.00)	(200.00)	40.00	(140.00)
1-26-523	Business License	(80.00)	11.83	(200.00)	(211.83)	(360.00)
* TOTAL BYLAW REVENUE		(110.00)	(843.17)	(1,400.00)	(556.83)	(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	(8,237.06)	(46,289.37)	(89,000.00)	(42,710.63)	(41,170.46)
1-41-401	Penalties - Water	(45.00)	(45.00)	(700.00)	(655.00)	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		(8,282.06)	(196,334.37)	(90,000.00)	106,334.37	(40,812.48)
SEWER REVENUE						
1-42-400	Sewer Services	(1,567.00)	(9,380.00)	(19,000.00)	(9,620.00)	(9,330.87)
* TOTAL SEWER REVENUE		(1,567.00)	(9,380.00)	(19,000.00)	(9,620.00)	(9,330.87)
WASTE REVENUE						
1-43-400	Garbage Fees	(3,706.50)	(22,072.30)	(44,000.00)	(21,927.70)	(21,883.15)
* TOTAL WASTE REVENUE		(3,706.50)	(22,072.30)	(44,000.00)	(21,927.70)	(21,883.15)
CEMETERY REVENUE						
1-56-463	Perpetual Care Fee	(200.00)	(400.00)	(1,000.00)	(600.00)	0.00
1-56-464	Sale of Cemetery Plots	0.00	(200.00)	(500.00)	(300.00)	200.00
1-56-466	Snow Removal Revenue	0.00	0.00	(100.00)	(100.00)	0.00
1-56-467	Interment Fee	(250.00)	(500.00)	(1,200.00)	(700.00)	0.00



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
*	TOTAL CEMETERY REVENUE	(450.00)	(1,100.00)	(2,800.00)	(1,700.00)	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	(6,500.00)	(6,500.00)	(6,500.00)	0.00	0.00
1-74-771	Library Agreement	(1,445.00)	(1,445.00)	(1,450.00)	(5.00)	0.00
*	TOTAL CULTURE REVENUE	(7,945.00)	(7,945.00)	(7,950.00)	(5.00)	0.00
COUNCIL EXPENSE						
2-11-150	Council Meeting Pay	2,279.74	4,921.80	6,300.00	1,378.20	3,722.29
2-11-151	Council Supervision Pay	910.43	1,822.11	3,600.00	1,777.89	1,204.97
2-11-211	Travel & Subsistence	0.00	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	3,190.17	7,417.23	12,200.00	4,782.77	5,309.50
ADMINISTRATION EXPENSE						
2-12-110	Salaries & Wages	13,242.50	79,341.00	133,120.00	53,779.00	70,808.00
2-12-130	Payroll Deductions	1,055.42	6,309.59	9,185.57	2,875.98	5,712.86
2-12-131	Vacation Pay	524.10	3,005.43	2,232.46	(772.97)	2,809.92
2-12-132	Payroll Benefits	0.00	0.00	1,000.00	1,000.00	0.00
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



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
2-12-212	Course Fee Registration	0.00	1,275.00	2,000.00	725.00	0.00
2-12-216	Postage	14.59	1,254.59	1,650.00	395.41	1,855.24
2-12-217	Telephone	0.00	0.00	1,500.00	1,500.00	0.00
2-12-220	Advertising & Memberships	247.00	4,445.06	4,000.00	(445.06)	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)	504.00
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	78.00	10,635.50	4,700.00	(5,935.50)	4,657.25
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	300.00	1,050.00	2,500.00	1,450.00	778.61
2-12-255	Other Contracted Services	659.00	9,798.33	1,000.00	(8,798.33)	10,774.91
2-12-256	Contracted Services - CAO	0.00	0.00	427.40	427.40	(472.40)
2-12-270	Computer Expenses	0.00	4,122.78	750.00	(3,372.78)	675.34
2-12-271	Website Fees	127.38	726.26	1,300.00	573.74	689.91
2-12-274	Insurance & Bond	0.00	13,005.00	12,500.00	(505.00)	12,459.00
2-12-275	Workman's Compensation	0.00	9,186.08	7,200.00	(1,986.08)	10,656.70
2-12-277	Health & Safety	320.67	1,180.21	5,000.00	3,819.79	8,857.97
2-12-505	Photocopier Costs	145.65	2,272.62	3,000.00	727.38	2,940.11
2-12-510	General Office Supplies	94.72	1,114.63	3,000.00	1,885.37	2,089.57
2-12-540	Utilities - Heating	171.70	2,011.75	2,500.00	488.25	2,221.36
2-12-541	Utilities - Power	234.79	1,549.58	3,200.00	1,650.42	1,642.02
2-12-590	Miscellaneous	0.00	7.73	500.00	492.27	3,000.00
2-12-810	Bank Charges & Fees	512.21	1,754.17	3,000.00	1,245.83	1,479.26
2-12-150	Meeting Pay	0.00	0.00	660.00	660.00	0.00
* TOTAL ADMINISTRATION EXPENSE		17,727.73	155,388.63	222,075.43	66,686.80	200,938.39
EMERGENCY MANAGEMENT EXPENSE						
2-23-410	Fire Service Agreement	0.00	5,516.26	25,000.00	19,483.74	(25,000.00)
2-24-410	Emergency Management Agreement	0.00	0.00	6,000.00	6,000.00	0.00
* TOTAL EMERGENCY MANAGEMENT EXP		0.00	5,516.26	31,000.00	25,483.74	(25,000.00)
BYLAW & RURAL POLICING EXPENSE						
2-26-751	Bylaw Enforcement	383.77	1,825.08	5,000.00	3,174.92	1,817.90
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	1,825.08	19,494.47	17,669.39	1,817.90



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
STREETS & ROADS EXPENSE						
2-32-110	Salaries - Roads & Streets	1,399.00	13,030.00	32,000.00	18,970.00	18,173.55
2-32-111	Salaries - Shop Work Hours	2,075.00	10,293.50	28,500.00	18,206.50	17,920.50
2-32-130	Payroll Deductions	277.19	1,841.50	4,800.00	2,958.50	2,842.11
2-32-131	Vacation Pay	399.52	1,759.13	6,127.00	4,367.87	2,018.79
2-32-132	Payroll Benefits (Health Spending)	0.00	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	239.93	848.60	576.00	(272.60)	1,949.45
2-32-230	Engineering Fees	0.00	0.00	3,472.50	3,472.50	0.00
2-32-250	Road & Street Repairs	344.51	344.51	3,000.00	2,655.49	3,065.83
2-32-251	Equipment Repairs & Maint.	421.56	2,344.78	3,500.00	1,155.22	3,222.58
2-32-252	Sidewalk & Curb Repairs	0.00	0.00	2,184.37	2,184.37	2,184.37
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	640.11	1,713.11	5,000.00	3,286.89	34,106.17
2-32-515	Equipment Rental	279.50	339.50	2,500.00	2,160.50	664.76
2-32-521	Gas & Diesel Fuel	0.00	3,960.82	7,500.00	3,539.18	7,203.24
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	3,948.60
2-32-541	Street Lights	1,903.94	11,156.19	22,615.00	11,458.81	12,049.84
2-32-542	Shop Power	250.87	1,272.45	2,000.00	727.55	1,256.98
2-32-543	Shop Natural Gas	133.12	1,793.07	2,600.00	806.93	2,091.38
2-32-590	Miscellaneous	0.00	0.00	500.00	500.00	91.96
* TOTAL STREETS & ROADS EXPENSE		8,364.25	53,622.18	136,911.61	83,289.43	113,723.73
WATER EXPENSE						
2-41-110	Salaries - Water Related	1,195.00	8,185.00	10,000.00	1,815.00	4,387.50
2-41-130	Payroll Deductions	96.67	651.17	800.00	148.83	351.00
2-41-211	Travel & Subsistence	0.00	0.00	105.00	105.00	105.00
2-41-212	COURSE REGISTRATION FEES	0.00	0.00	450.00	450.00	450.00
2-41-215	Freight	0.00	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	0.00	1,232.95	5,000.00	3,767.05	0.00
2-41-265	Water Tower	127.41	981.24	0.00	(981.24)	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	0.00	3,109.18	10,000.00	6,890.82	6,129.24
2-41-601	SMRWSC - Water Consumption	5,224.54	28,090.60	46,000.00	17,909.40	18,806.19



VILLAGE OF DONALDA
For the Period Ending June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2025 YTD Actual
* TOTAL WATER EXPENSE		6,643.62	78,091.62	75,430.00	(2,661.62)	30,051.08
SEWER EXPENSE						
2-42-110	Salaries - Sewer Related	57.00	928.50	775.90	(152.60)	1,180.50
2-42-130	Payroll Deductions	4.67	73.97	94.80	20.83	93.87
2-42-251	Lagoon Cleaning & Maintenance	0.00	8,885.00	0.00	(8,885.00)	0.00
2-42-275	Contracted Services - Sewer	0.00	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		61.67	16,147.47	2,179.28	(13,968.19)	7,374.37
WASTE REMOVAL EXPENSE						
2-43-110	Salaries - Garbage Related	342.00	1,896.00	2,000.00	104.00	540.00
2-43-130	Payroll Deductions	28.01	150.63	350.00	199.37	43.03
2-43-251	Repairs & Maintenance	0.00	0.00	85.98	85.98	85.98
2-43-270	Contracted Garbage Pickup	1,681.47	19,015.82	28,000.00	8,984.18	8,298.44
* TOTAL WASTE REMOVAL EXPENSE		2,051.48	21,062.45	30,435.98	9,373.53	8,967.45
CEMETERY EXPENSE						
2-56-110	Salaries - Cemetery	944.00	1,512.50	4,300.00	2,787.50	1,770.60
2-56-130	Payroll Deductions	74.07	118.76	350.00	231.24	139.91
2-56-270	Contracted Services	0.00	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		1,018.07	1,731.26	5,950.00	4,218.74	2,210.51
FCSS EXPENSE						
2-62-111	FCSS - Postage	0.00	151.99	650.00	498.01	121.44
2-62-755	FCSS Programs	372.72	17,290.27	9,760.00	(7,530.27)	582.28
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		372.72	17,442.26	10,637.45	(6,804.81)	703.72
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 June 30, 2026
OPERATIONS REVENUE AND EXPENSE REPORT

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General Ledger	Description	June 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 Maintenance	1,023.00	1,023.00	500.00	(523.00)	607.94
*	TOTAL RENTAL BUILDING EXPENSE	1,023.00	1,023.00	500.00	(523.00)	607.94
RECREATION EXPENSE						
2-72-110	Salaries - Green Space Maintenance	3,073.50	5,820.00	18,000.00	12,180.00	8,774.85
2-72-130	Payroll Deductions	239.95	455.96	1,486.37	1,030.41	695.43
2-72-250	Parks - Contract Services	0.00	0.00	500.00	500.00	4,068.00
*	TOTAL RECREATION EXPENSE	3,313.45	6,275.96	19,986.37	13,710.41	13,538.28
CULTURAL EXPENSE						
2-74-110	Salaries - Culture Related	902.50	2,312.50	289.72	(2,022.78)	378.00
2-74-130	Payroll Deductions	72.32	183.51	35.15	(148.36)	30.03
2-74-232	Village Beautification	0.00	0.00	2,000.00	2,000.00	459.05
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	166.40	1,455.96	3,600.00	2,144.04	1,541.50
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	2,960.00	2,960.00	2,400.00	(560.00)	196.90
*	TOTAL CULTURAL EXPENSE	4,101.22	9,169.71	27,441.45	18,271.74	5,646.21
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 ***



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Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20260176	2026-06-10	ACCU-FLO METER SERVICE LTD.	124434	METERS, ANTENNAS, PARTS	1,359.33	1,359.33
20260177	2026-06-10	CANADA REVENUE AGENCY	20260515	2026 MAY-WITHOLDING	2,949.69	5,878.80
20260177			20260531	2026 MAY 16-31	2,929.11	
20260178	2026-06-10	HEARTLAND AUTO & INDUSTRIAL SUPPLY	001-625717	SHOP SUPPLIES	66.32	66.32
20260179	2026-06-10	LIDSTONE & COMPANY BARRISTERS AND SOLICITORS	67143	LEGAL FEES	81.90	81.90
20260180	2026-06-10	MICHIE BROTHERS HYDROVAC SERVICES	1045	JET, VAC, FLUSH VILLAGE SEWER L	6,468.00	6,468.00
20260181	2026-06-10	NEXT GEN AUTOMATION	813154	PRINTER CONTRACT	167.56	167.56
20260182	2026-06-10	SHIRLEY McCLELLAN REGIONAL WATER SERVICES	SMRWSC004736	2026 PHASE 1- JUNE BILLING	2,115.09	2,115.09
20260183	2026-06-10	STETTLER TOOL & HARDWARE	10034725	SHOP SUPPLIES	190.54	190.54
20260184	2026-06-10	TELUS	2026-APRIL	2026 APRIL PHONE BILL	97.71	97.71
20260185	2026-06-10	WORKERS' COMPENSATION BOARD	2026JUNE18	2026 JUNE INSTALLMENT PAYMENT	1,153.53	1,153.53
20260191	2026-06-16	DONALDA&DISTRICT COMMUNITY PROMOTION SOCIETY	2026JULY01	2026 CANADA DAY DISBURSEMENT	2,960.00	2,960.00
20260192	2026-06-23	ATCO ELECTRIC	202606231	CREDIT BALANCE PAID	1,907.33	1,907.33
20260193	2026-06-24	ALBERTA MUNICIPAL SERVICES CORP	26-1066053	VILLAGE POWER AND GAS	3,137.64	3,137.64
20260194	2026-06-24	ATB FINANCIAL MASTERCARD	2026MAY	CREDIT CARD CHARGES	1,008.96	1,008.96
20260196	2026-06-24	HEARTLAND AUTO & INDUSTRIAL SUPPLY	001-627458	PUBLIC WORKS SHOP SUPPLIES	19.59	19.59
20260197	2026-06-24	NUTEC ELECTRO TEL	219578	SECURITY MONITORING FOR OFFICE	88.67	141.12
20260197			219620	SECURITY MONITORING FOR SHOP	52.45	
20260198	2026-06-24	OLD MACDONALD KENNELS, ANIMAL SERVICES	10090	2026 APRIL ANIMAL SERVICES	98.46	98.46
20260199	2026-06-24	ROADWAY TRAFFIC PRODUCTS	2607	PUBLIC WORKS SUPPLIES	361.74	361.74
20260200	2026-06-24	RURAL BYLAW	20260502	BYLAW ENFORCEMENT	290.00	290.00
20260201	2026-06-24	SHIRLEY McCLELLAN REGIONAL WATER SERVICES	SMRWSC004765	2026 MAY WATER CONSUMPTION CHARGE	5,224.54	5,224.54
20260202	2026-06-24	STETTLER HOME HARDWARE	145276	SHOP SUPPLIES	272.48	272.48
20260203	2026-06-24	STETTLER TOOL & HARDWARE	10036409	SUPPLIES FOR SHOP	461.98	461.98
20260204	2026-06-24	TAYLOR, HEATHER	DL0626	2026 JUNE-DESIGN AND PRINT	150.00	150.00
20260205	2026-06-24	TELUS	2026MAY	2026 MAY PHONE BILL	97.57	97.57
20260206	2026-06-24	TRINUS TECHNOLOGIES	13178	2026 JUNE NETWORK DEVICE SERVICE	550.83	550.83
20260207	2026-06-24	VITAL EFFECT	13909	MONTHLY WEB HOSTING	133.75	133.75
20260208	2026-06-24	WELLS, JENNIFER	202602	2026 MAY JANITORIAL	150.00	157.86



VILLAGE OF DONALDA

Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20260208	2026-06-24	WELLS, JENNIFER	2026JUNE	SAFETY EQUIPMENT FOR NEW HIRE	7.86	157.86
20260209	2026-06-24	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	0000444299	2026 MAY RESIDENTIAL WASTE	1,765.54	1,765.54

Total 36,318.17

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending June 30, 2026

Consolidated Account Statement	Balance on June 30, 2026
Public Sector Tax Account - Tax Recovery Surplus Roll 354	40.70
Public Sector Operating Account	94,390.08
Public Sector Reserve Account	896.22
Public Sector Savings - Grant Funds	284,833.31
Public Sector Savings - Tax Recovery Surplus Roll 332	8,576.38
Public Sector Savings - MSI Capital Account	51,361.60
Public Sector Savings - Gas Tax Fund (GTF) Account	5,821.26
Total:	\$445,919.55

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.

June 17, 2026

Her Worship Shaleah Fox
Mayor
Village of Donalda
PO Box 160
Donalda AB T0B 1H0

Dear Mayor Fox:

I am pleased to confirm the 2026 funding allocations for your community.

For the Village of Donalda:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$217,392.
 - This includes \$35,366 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2026 LGFF Operating allocation is \$72,712.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$63,597.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$225,279. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a stylized, sweeping underline.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Melanie Veale, Chief Administrative Officer, Village of Donalda



Red Deer Regional
health **foundation**

OUR LEGACY

Investing in Healthcare.
Investing in Community.

At certain moments, a community is called to decide what kind of future it will create. For Central Alberta, this is that moment.

The *Our Legacy* campaign is a once-in-a-generation opportunity to shape the future of healthcare in our region, not just through bricks and mortar, but through the quality, speed, and compassion of care delivered to our families, friends, and neighbours.

The Government of Alberta has committed \$1.8 billion to redevelop Red Deer Regional Hospital Centre, the largest healthcare investment ever made in Central Alberta. This historic project will expand capacity, modernize facilities, and ultimately include two cardiac catheterization labs.

But buildings alone do not save lives.

Time does. Technology does. Expertise does. Leadership does.

With the full hospital expansion and redevelopment not complete until 2033, the Red Deer Regional Health Foundation is taking decisive action now. Through *Our Legacy*, philanthropy and corporate partnerships will accelerate life-saving care years ahead of schedule and ensure that when the new hospital opens, it is ready to deliver world-class care from day one.

This campaign is not about waiting.

It is about acting when it matters most, and we can act now.

Why This Matters Now

Every year more than half a million people rely on Red Deer Regional Hospital Centre for care. It is the busiest regional hospital in the province, serving patients from across Central Alberta, with nearly half arriving from outside the city.

When you or someone you love needs care, you want two things to be true:

1. That the right expertise is available close to home
2. And that those experts have the tools, technology, and support they need to act quickly and effectively

Our Legacy is about making that expectation a reality, now and for generations to come.

Capital Project At-A-Glance:

- \$1.8 billion government investment in the redevelopment and expansion of Red Deer Regional Hospital Centre
- 200 new beds
- Six new operating rooms
- Two cardiac catheterization labs



Campaign Overview

We are asking you to consider investing in two urgent and interconnected priorities.

Our Legacy Campaign Priorities	Community Investment Needed
#1: Saving Lives Now Fast-tracking a specialized cardiac catheterization lab that will open in 2027, years ahead of the hospital expansion, ensuring patients receive life-saving cardiac care close to home when every minute counts.	\$21.9 million
#2: Building the Future of Care Investing in the latest advanced technology and the people who use it, including robotic-assisted surgery, MRI imaging, and advanced training, to deliver faster, safer, and more sophisticated care across Central Alberta. To provide the best, we must invest in the best.	\$18.1 million

Together, these priorities represent a \$40 million investment in the health, resilience, and future of our community.

Central Albertans have a 50% higher death and disability rate than people in Edmonton and Calgary. Together, we can improve the odds.



Message from Our Campaign Co-Chairs

For both of us, Red Deer Regional Hospital Centre is not just a building. It is deeply woven into our lives.

It has been part of our families' stories for decades. We have sat in hospital rooms hoping for more time. We have seen the extraordinary dedication of healthcare teams, and we have seen what happens when they are asked to do too much without the tools and support they need.

That is why we stepped forward as Co-Chairs of the *Our Legacy* campaign.

The Government of Alberta's investment has created a rare and powerful opportunity. But buildings do not save lives on their own. Equipment does. Expertise does. Leadership does.

Philanthropy is what allows us to act now instead of waiting, to accelerate care instead of delaying it, and to ensure this hospital opens ready to serve our community at the highest level.

This work is personal. It is urgent. And it is essential.

We invite you to join us in leading boldly, investing deeply, and leaving a lasting legacy for Central Alberta.

John Donald and Ken Johnston
Co-Chairs, *Our Legacy* Campaign



Campaign Priority #1: Saving Lives Now

When someone in Central Alberta suffers a heart attack, their first battle is not just with their heart, it is with time.

Today, physicians at Red Deer Regional Hospital Centre are forced to make the same difficult decision more than 2,500 times each year: stabilize patients with clot-busting drugs and transfer them to Calgary or Edmonton for cardiac catheterization, losing precious time along the way.

A cardiac catheterization lab uses minimally invasive procedures to open blocked arteries, restore blood flow, treating and preventing heart attacks, often without open-heart surgery. It is where seconds save lives.

Two cardiac catheterization labs are part of the hospital expansion, but they will not open until 2031. Acting now is the difference between waiting for care and saving lives.

Through the *Our Legacy* campaign, we will retrofit space in the current hospital and open an interim cardiac catheterization lab by 2027. This decision alone is expected to save up to 160 lives before the new hospital doors open.

When the expansion is complete, the interim lab is expected to transition into the permanent space. At that time, there is an opportunity for today's investment to evolve into a state-of-the-art Vascular and Neurology Lab, extending its impact well beyond its initial purpose.

**Patients who travel
over 60 minutes for
cardiac cath lab
care face a 20%
higher risk of death
compared to those
treated locally.**





Saving Lives Now will:

- Improve survival rates and reduce long-term disability after heart attacks
- Keep patients close to home, family, and support during critical moments
- Train local specialists sooner, strengthening care well before 2031

This campaign is advancing because community leaders like the Donald and Lacey families stepped forward. Their \$10 million gift is accelerating access to cardiac care and reshaping the future of healthcare for Central Alberta.



“Our family is pleased to support the development of cardiac services in Central Alberta, something we’ve long advocated for. This initiative will provide essential care to our community and ensure that more lives are saved closer to home.”

John Donald, Campaign Cabinet Co-Chair and Red Deer Regional Health Foundation donor

Their generosity shows what is possible when community leadership steps forward.

(l-r): John and Heather Donald, Joan Donald, Kathy and Peter Lacey

Campaign Priority #2: Building the Future of Care

Saving lives now is only the beginning.

As the only referral hospital in Central Alberta, Red Deer Regional Hospital Centre stands at the centre of region's most urgent and complex medical needs, from critical emergency care to cancer treatment. To deliver the exceptional care Central Alberta deserves, the hospital expansion must be accompanied by investments in advanced technology and highly skilled professionals.

Medicine is evolving rapidly. Technology is transforming how we diagnose, treat, and heal. But technology alone is not enough. Its power is realized only when paired with human expertise that is developed through training and experience.

While the hospital expansion will add 200 beds and new operating rooms, advanced medical equipment and specialized training for healthcare teams fall outside base government funding timelines. Without philanthropic and corporate leadership, these critical tools arrive later - if at all - and opportunities are lost.

Through *Our Legacy*, donors will ensure that advanced care arrives on time, not years after the building opens. We can do it now – we don't have to wait.

Building the Future of Care will invest in critical advancements like these:

- A Da Vinci Surgical System, enabling complex, minimally invasive surgical procedures with greater precision and faster recovery
- An MRI Imaging Unit, providing faster, more accurate diagnosis without radiation exposure
- Advanced education and specialized training, ensuring healthcare teams can use new technology and elevate care with confidence and skill.





These investments mean:

- Reduced wait times for diagnosis and treatment, alleviating worry about “what might be”
- Less travel outside the region for care, keeping patients close to critical family and friend supports
- Safer procedures, lower infection risk, and faster recovery so patients can get back to their daily lives more quickly
- Greater ability to recruit and retain top healthcare professionals, ensuring the care needed is available close to home

For patients, it means better outcomes and quality of life.

For families, this means fewer disruptions.

For the community, it means confidence in our healthcare system.

“Seeing is believing” say the Haan and Kooiker families

For the Haan and Kooiker families, owners of Eagle Builders, the lack of advanced medical technology in Red Deer meant seeking care elsewhere, where “modern equipment made a huge difference for us.”

“High-quality healthcare isn’t just a personal concern; it’s a business and community issue. A strong healthcare system supports employee well-being, helps businesses thrive, and instills confidence in the future of our region.”

“We know that businesses and individuals will have to step up to make this happen now. By investing in healthcare, we strengthen our families, our workforce, and our economy.”

The Long Distance Between Help and Home



“A hospital is more than a building—it’s a promise that help will be there when the unthinkable happens. When you can’t rely on your hospital to get the care you need, when you need it, you lose peace of mind.

A few years ago, my father suffered a heart attack at work. Because he was near Calgary and a cardiac catheterization lab, he received rapid care and fully recovered. Had he been closer to Red Deer, the outcome might have been very different.

My grandmother wasn’t as fortunate. After her heart attack, she was transported to Edmonton at a time when every minute mattered. The distance placed an additional burden on her recovery as family needed to travel to be by her side.

These gaps affect more than cardiac care. When my three-year-old experienced a string of seizures we were transferred outside Central Alberta to get the care she needed. This is a reality many families face when the help they need is not available close to home. Without the right technology and resources, we can’t provide the care our community needs.

Investing in our community’s healthcare means improved access, better care, and stronger outcomes for my family and yours.”

Kaelyn Gillard, Sylvan Lake

Why Philanthropy Matters

Many people ask, “Why doesn’t the government just fund this?”

Government funding supports core healthcare services and the construction of hospital infrastructure. But with rising costs, growing demand, and competing priorities across the province, not every critical advancement can be funded on the timeline our community needs.

Philanthropy plays a different role.

Government builds hospitals.

Philanthropy determines how well they serve people.

Through community investment, the Red Deer Regional Health Foundation accelerates care, brings innovation forward, and ensures local healthcare teams have what they need to deliver the care we deserve.

As a donor, your investment is not replacing public funding. It is unlocking possibility.

Join Us to Save and Change Lives

Thanks to early leadership support, this work is underway. But the vision of *Our Legacy* depends on continued investment from people who understand what is at stake.

Your leadership will:

- Deliver urgent cardiac care four years sooner
- Bring advanced technology and training to Central Alberta now, not later
- Strengthen healthcare for our families now and for future generations

This is a moment to lead. A moment to act. A moment to leave a legacy that will be felt for decades.



Our Healthcare. Our Community. Our Leaders.

We are grateful to our Campaign Committee and Foundation Board members for their leadership in shaping a lasting legacy of better healthcare for Central Alberta.

Red Deer Regional Health Foundation Board	<i>Our Legacy Campaign Committee</i>
Charlie Bredo, Chair Shazma Charania Karen Foudy Tyler Hansen Bobbi Liebrecht Dr. Michael Mulholland Mark Music Dr. Jennifer Schendel Al Sim John Sinclair Brandon Stutheit	John Donald, Co-Chair Ken Johnston, Co-Chair Keith Fox Kaelyn Gillard Dr. Adam Hall Peter Kilty Richard Longtin Eric Madsen Steve Wildeboer



For more information, please contact:

Manon Therriault
Chief Executive Officer
Red Deer Regional Health Foundation
Email: foundation@ahs.ca
Phone: 403-343-4773

www.rdrhfoundation.com

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