



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.

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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

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