

VILLAGE OF DONALDA
Regular Council Meeting,
September 22, 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 August 18, 2026

2.2. Special Meeting of Council August 27, 2026

3. DELEGATIONS

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. VILLAGE BUSINESS

5.1. 2026 Tax Recovery Public Auction – Reserve Bid

5.2. Municipal Office Hours, Administrative Capacity and Service Levels

5.3. Financial Reports

5.3.1. Operating Budget Period Ending August 31, 2026

5.3.2. Cheque Register Period Ending August 31, 2026

5.3.3. Bank Account Settlements Period Ending August 31, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Quarterly Community Policing Report – April 1st – June 30, 2026

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

7.3. Chief Administrative Officer

8. GALLERY

9. CLOSED MEETING OF COUNCIL

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

10. NEXT MEETINGS

- 10.1. November 29, 2026
- 10.2. December 15, 2026

11. ADJOURNMENT



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday August 18, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, August 18, 2026, at the Village Complex in Council Chambers.

Councillor: Shaleah Fox
Councillor: Phil Menecola
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

Administration requested the addition of the following item:

6.6 – Clarification of Village of Donalda Library Board Appointments

MOVED by Councillor Menecola THAT the August 18, 2026 Regular Meeting of Council agenda be adopted as amended, with the addition of Item 6.6 – Clarification of Village of Donalda Library Board Appointments under Village Business.

CARRIED (2026-144)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council August 18, 2026

MOVED by Councillor Menecola THAT the minutes of the July 28, 2026, Regular Meeting of Council be approved as presented.

CARRIED (2026-145)

3. DELEGATIONS

3.1. Donalda Village Residents & Owners Committee

The Donalda Village Residents & Owners Committee attended as a delegation and made a presentation to Council.

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 Councillor Menecola THAT Council accept the presentation from the Donalda Village Residents & Owners Committee as information.

CARRIED (2026-146)

4. **PUBLIC HEARINGS**

4.1. Public Hearing – Bylaw No. 776 – Land Use Bylaw Amendment – Part of Block R, Plan 867CF

Mayor Fox declared the Public Hearing regarding Bylaw No. 776 – Land Use Bylaw Amendment – Part of Block R, Plan 867CF open at 7:17 p.m.

No written submissions were received.

The following verbal submissions and questions were received:

- Colleen Coleman asked what the proposed infrastructure would look like to residents and visitors entering the Village. It was clarified that the infrastructure would have an appearance similar to the existing Fire Hall.
- Andre Lorleau asked whether dust control would be considered along Range Road 185 due to increased traffic. It was indicated that the Commission would consider dust control along Range Road 185.
- Byron Norman asked how heavy vehicle traffic would be controlled. It was clarified that vehicle weight restrictions and seasonal road bans would apply.
- Daniel Knudtson asked whether consideration had been given to the amount of traffic that would enter the Village from the south. No comment was provided.

Mayor Fox declared the Public Hearing closed at 7:27 p.m.

4.2. Public Hearing – Removal of Municipal Reserve Designation – South Portion of Block R, Plan 867CF

Mayor Fox declared the Public Hearing regarding the proposed Removal of Municipal Reserve Designation – South Portion of Block R, Plan 867CF open at 7:27 p.m.

No written submissions were received.

No verbal submissions were received.

Mayor Fox declared the Public Hearing closed at 7:31 p.m.

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

5. **VILLAGE BUSINESS**

5.1. Bylaw No. 776 – Land Use Bylaw Amendment – Second and Third Readings

Following the Public Hearing, Council considered second and third readings of Bylaw No. 776.

MOVED by Councillor Menecola THAT Council give second reading to Bylaw No. 776 – Land Use Bylaw Amendment.

CARRIED (2026-147)

MOVED by Councillor Menecola THAT Council give third reading to Bylaw No. 776 – Land Use Bylaw Amendment.

CARRIED (2026-148)

5.2. Removal of Municipal Reserve Designation – South Portion of Block R, Plan 867CF

Following the Public Hearing, Council considered the proposed removal of the Municipal Reserve designation from the south portion of Block R, Plan 867CF. The RFD notes that the north portion of Block R will remain designated as reserve land.

MOVED by Councillor Menecola THAT Council authorize the Chief Administrative Officer to notify the Registrar of Land Titles that Council wishes to remove the reserve designation from the south portion of Block R, Plan 867CF, as described in the attached certificate.

CARRIED (2026-149)

5.3. Governance Modernization Framework

Council discussed the proposed governance relationship with the Donalda Village Residents & Owners Committee, Bylaw No. 775-26, and the Governance & Communication Framework Policy.

MOVED by Councillor Menecola THAT Council appoint Mayor Shaleah Fox as Council representative to meet with the Donalda Village Residents & Owners Committee to discuss the Committee's concerns and report back to Council.

CARRIED (2026-150)

5.3.1. Procedural Bylaw Amendment – Bylaw No. 775-26 – Third & Final Reading

MOVED by Councillor Menecola THAT Council table Third and Final Reading of Bylaw No. 775-26 pending further consideration.

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

CARRIED (2026-151)

5.3.2. Governance & Communication Framework Policy

MOVED by Councillor Menecola THAT Council direct Administration to update the Governance & Communication Framework Policy to incorporate provisions respecting respectful conduct applicable to the Chief Administrative Officer and Village staff positions and return the revised policy to Council for further consideration.

CARRIED (2026-152)

6. **VILLAGE BUSINESS**

6.1. Councillor Resignation – Council Vacancy and Next Steps

Council was advised of the written resignation of Councillor Tanya Metcalfe, dated August 13, 2026, and the resulting vacancy on Council.

MOVED by Councillor Menecola THAT Council receive the written resignation of Councillor Tanya Metcalfe, dated August 13, 2026, as information.

CARRIED (2026-153)

MOVED by Councillor Menecola THAT Council schedule a Special Meeting of Council for August 25, 2026 at 7:00 p.m. to further consider the matters identified in the Request for Decision regarding the Council vacancy, including the statutory and administrative requirements arising from the vacancy and the review of affected board, committee, commission and external appointments.

CARRIED (2026-154)

6.2. Heartland Regional Fire Commission – Advertising and Board Designation

MOVED by Councillor Menecola THAT Council direct Administration to advertise notice of a proposed resolution to establish a regional services commission pursuant to Part 15.1 of the Municipal Government Act for the purpose of forming the Heartland Regional Fire Commission.

CARRIED (2026-155)

MOVED by Councillor Menecola THAT Council appoint Mayor Shaleah Fox as the Village of Donalda representative to the Heartland Regional Fire Commission Board.

CARRIED (2026-156)

6.3. 2026 – 2030 Capital Forecast Amendment – Main Street Sidewalk 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.

MOVED by Councillor Menecola THAT Council approve an amendment to the Village of Donalda 2026–2030 Capital Forecast, removing the 2026 Main Street Sidewalk Project in the amount of \$100,000, funded through the Canada Community-Building Fund;

AND THAT the associated Canada Community-Building Fund funding remain unallocated pending future Council direction and confirmation of eligible use under the program.

CARRIED (2026-157)

6.4. Alberta Community Partnership Grant – Community Needs Assessment

Moved by Councillor Menecola THAT Council decline the invitation for the Village of Donalda to participate with the Village of Alix, Town of Bashaw and Lacombe County in the proposed Alberta Community Partnership Grant application for the Community Needs Assessment project.

CARRIED (2026-158)

6.5. Financial Analysis – Period Ending July 31, 2026

MOVED by Councillor Menecola THAT Council accept the Financial Analysis for the period ending July 31, 2026, including the Operations Revenue & Expense Report, Treasury Report, and Cheque Listing, as information.

CARRIED (2026-159)

6.6. Clarification of Village of Donalda Library Board Appointments

MOVED by Councillor Menecola THAT Council appoint the following individuals to the Village of Donalda Library Board for terms expiring on the dates specified:

- Ronald Gullickson – February 20, 2029;
- Shaleah Fox – November 15, 2026;
- Asha Simser – November 18, 2027; and
- Michael Hayworth – March 17, 2029.

CARRIED (2026-160)

MOVED by Councillor Menecola THAT Council direct Administration to provide the Public Library Services Branch with confirmation of Council's appointments.

CARRIED (2026-161)

7. INFORMATIONAL ITEMS AND CORRESPONDENCE

MOVED by Councillor Menecola THAT Council accept the Informational Items and Correspondence as information.

CARRIED (2026-162)

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. **COMMITTEE AND STAFF REPORTS**

- 8.1. Mayor
- 8.2. Deputy Mayor
- 8.3. Chief Administrative Officer

Council reviewed the Committee and Staff Reports as presented.

MOVED by Deputy Mayor Menecola that Council receive the Committee and Staff Reports as presented.

CARRIED (2026-163)

9. **GALLERY**

Members of the gallery were provided an opportunity to address Council. The following questions and comments were raised:

- Whether the Governance and Communication Framework Policy would also apply to residents and members of the public.
- Concerns regarding the ability of gallery members to hear Council proceedings, and whether the Village would consider installing speakers or microphones for Council meetings.
- A question regarding why the Donalda Village Residents & Owners Committee was not being formally provided with a place on the Council agenda.
- A question regarding the reason for Councillor Metcalfe's resignation.
- A question regarding whether the Village would be conducting a planned release of the wastewater lagoon.

The comments were received by Council.

9. **CLOSED MEETING OF COUNCIL**

- 9.1. Closed Session – Council Confidentiality Matter

Council did not proceed with the Closed Meeting item.

10. **NEXT MEETINGS**

- 10.1. September 22, 2026
- 10.2. October 20, 2026

11. **ADJOURNMENT**

MOVED by Mayor Fox that council adjourns the meeting at 9:10 pm.

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.

Chief Elected Official

Chief Administrative Officer

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



VILLAGE OF DONALDA
Special Meeting of the Council
Thursday, August 27, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Special Meeting of Donalda Village Council was held at 7:00 pm Thursday, August 27 2026, at the Village Complex in Council Chambers.

Councillor: Shaleah Fox
Councillor: Phil Menecola
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 Councillor Menecola THAT Council amend the August 27, 2026 Special Meeting of Council agenda to add a Closed Session for the purpose of receiving and discussing the auditor's report and audit findings.

CARRIED (2026-165)

2. SPECIAL MEETING BUSINESS

2.1. Municipal By-Election – Council Vacancy

MOVED by Councillor Menecola THAT Council approve Motions No. 1 through No. 5 contained in the Request for Decision – 2026 Municipal By-Election – Council Vacancy, as follows:

1. establish Wednesday, October 21, 2026, as Election Day for the Village of Donalda 2026 Municipal By-Election, subject to final confirmation by the Returning Officer that all statutory requirements can be satisfied;
2. reschedule the 2026 Organizational Meeting from October 20, 2026, to Thursday, October 29, 2026;
3. appoint Melanie Veale, Chief Administrative Officer, as Returning Officer;
4. appoint Denise Schonewille as Substitute Returning Officer; and
5. authorize the Returning Officer to undertake the administrative actions necessary to conduct the by-election in accordance with applicable legislation.

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.

AND THAT the remaining recommendations contained in the Request for Decision are brought forward for consideration at the next Regular Meeting of Council.

CARRIED (2026-166)

3. **CLOSED MEETING OF COUNCIL**

3.1. 2025 Audited Financial Statements

Brian King, CPA, attended the meeting and presented the Village of Donalda's 2025 Audited Financial Statements and audit findings to Council. The RFD contemplated the auditor responding directly to Council regarding the Village's financial position, year-end adjustments, cash flow and audit findings or recommendations.

MOVED by Councillor Menecola THAT Council move into Closed Session to receive and discuss the auditor's report and audit findings.

CARRIED (2026-167)

Council entered Closed Session at 7:16 p.m.

Chief Administrative Officer Melanie Veale was dismissed from the Closed Session at 7:17 p.m.

Chief Administrative Officer Melanie Veale returned to the Closed Session at 7:40 p.m.

MOVED by Councillor Menecola THAT Council return to the open meeting.

CARRIED (2026-168)

Council returned to the open meeting at 7:43 p.m.

MOVED by Councillor Menecola THAT Council accept the Village of Donalda 2025 Audited Financial Statements for the year ended December 31, 2025, as presented.

CARRIED (2026-169)

4. **ADJOURNMENT**

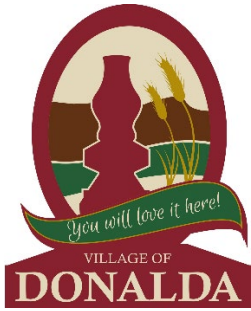
MOVED by S. Fox that council adjourn the meeting at 8:02 pm.

CARRIED (2026-170)

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	Village of Donalda Council
Meeting Date	September 22, 2026
Originated By	Melanie Veale, Chief Administrative Officer
Decision Title	2026 Tax Recovery Public Auction – Reserve Bid
Agenda Number	5.1 Village Business

Purpose

To obtain Council approval of the reserve bid for the property proceeding to the Village of Donalda's 2026 Tax Recovery Public Auction.

Background/Proposal

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

At the July 28, 2026 Regular Meeting of Council, Council approved the Terms and Conditions of Sale and established 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.

At that time, Administration advised Council that the reserve bid would be presented at a future meeting once market values had been confirmed.

Prior to the public auction, Council is required to establish a reserve bid that is as close as reasonably possible to the market value of the parcel.

The subject property currently has an assessed value of approximately \$9,290.00.

Taxservice has advised Administration that assessed values are typically used as the market value/reserve bid for tax recovery purposes. Taxservice further advised that where there is concern that an assessed value may not reflect current market value, the municipality should consider having the assessor review the assessment, obtaining an opinion of value, or obtaining an appraisal.

Administration identified a vacant lot of a similar approximate size currently listed for sale in Donalda for approximately \$20,000. While a listing price does not necessarily establish market value, Administration considered the difference between the asking price and the subject property's assessment sufficient to warrant further review before recommending a reserve bid to Council.

Administration therefore requested that the Village's assessor, Kadin Kustaski, AMAA, BBA, review the assessment and available comparable sales.

Following his review, the assessor advised that an estimated market value of \$10,000 to \$12,000 would be appropriate.

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.

He further advised that the existing assessment of approximately \$10,000 is slightly toward the higher end based on comparable sales and that he does not anticipate a notable near-term increase in the market for vacant land in Donalda. Based on the available market data, the assessor could not confidently support a higher estimate.

Based on the current assessment and the assessor's review of comparable sales, Administration recommends that Council establish the reserve bid at \$10,000.

Discussion/Options/Benefits/Disadvantages

Establishing the reserve bid is a required step before the property can proceed to the tax recovery public auction.

The reserve bid establishes the minimum amount at which the property may be sold at the public auction. If the reserve bid is not met, the property cannot be sold at the public auction.

Administration has taken additional steps to confirm that the current assessment provides a reasonable basis for the reserve bid.

Although a similar-sized vacant lot is currently listed in Donalda for approximately \$20,000, a listing price represents the seller's asking price and does not necessarily represent the amount at which the property would sell.

The Village's assessor reviewed available comparable sales, which provide a stronger indication of actual market activity. Based on that review, the assessor supports an estimated market-value range of approximately \$10,000 to \$12,000.

A reserve bid of \$10,000 therefore:

- is consistent with the property's current assessed value;
- falls within the market-value range supported by the Village's assessor;
- is supported by a review of comparable sales rather than relying solely on a current listing price; and
- provides Council with an objective and documented basis for determining a reserve bid that is as close as reasonably possible to market value.

Should the outstanding 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 is no additional financial expenditure associated with Council establishing the reserve bid based on the existing assessment and the assessor's market-value review.

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

OPTIONS FOR COUNCIL CONSIDERATION

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

1. Establish Reserve Bid at \$10,000 – Recommended

That Council establish the reserve bid at \$10,000, consistent with the property's current assessed value and within the market-value range supported by the Village's assessor.

2. Establish an Alternate Reserve Bid

That Council establish an alternate reserve bid within the assessor-supported market-value range of \$10,000 to \$12,000.

3. Request Additional Market-Value Information

That Council defer establishment of the reserve bid and direct Administration to obtain additional market-value information.

This option is not recommended due to the timing of the tax recovery process. Taxservice has advised that Council's resolution establishing the reserve bid is required prior to the local advertising scheduled for late September.

Applicable Legislation

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

As previously presented to Council, the Village is required to establish the date, time and location of the public auction, approve the Terms and Conditions of Sale, and establish a reserve bid that is as close as reasonably possible to the market value of the parcel prior to the public auction.

RECOMMENDATION

That Council establish the reserve bid for the property proceeding to the Village of Donalda's 2026 Tax Recovery Public Auction at \$10,000, based on the current assessed value and the market-value review completed by the Village's assessor.

Implementation/Communication

Should Council approve the recommendation, Administration will:

- Provide Taxservice with the Council resolution and approved reserve bid.
- Confirm authorization for Taxservice to proceed with the required local advertising and remaining statutory requirements.
- Continue to monitor the tax account for payment or redemption prior to the public auction.
- Advise Council should the property be redeemed prior to the auction.
- Proceed with the October 14, 2026 Tax Recovery Public Auction in accordance with the Municipal Government Act and Council's previously approved Terms and Conditions of Sale.

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.

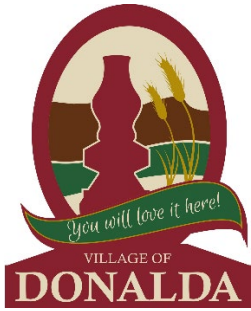
The July RFD similarly directed Administration to continue working with Taxservice on advertising and statutory notices and to monitor the property for redemption.

Target Decision Date

September 22, 2026

ATTACHMENTS

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



Request for Decision	
Meeting	Village of Donalda Council
Meeting Date	September 22, 2026
Originated By	Melanie Veale, Chief Administrative Officer
Decision Title	Municipal Office Hours of Operation
Agenda Number	5.2 Village Business

Purpose

To provide Council with historical, financial and operational context regarding the Village of Donalda's current municipal office hours and administrative staffing levels, and to obtain Council direction regarding whether changes to public office hours, employee working hours or municipal service levels should be considered.

Background/Proposal

The Village of Donalda municipal office is currently open to the public Tuesday through Thursday from 9:00 a.m. to 4:00 p.m.

Mayor Fox has requested that Council review the Village's hours of operation and consider whether changes may be appropriate in light of the Village's financial position, the recently completed 2025 audit and the need to manage operating expenditures.

Administration recognizes Council's responsibility to establish municipal service levels and ensure the long-term financial sustainability of the Village.

In considering changes to office hours, however, there are three separate matters that should be distinguished:

1. Public-facing municipal office hours;
2. Employee working hours; and
3. The level of municipal service Council expects Administration to provide.

Reducing the hours that the municipal office is open to the public does not necessarily reduce municipal expenditures if employees continue working the hours required to perform statutory, financial, regulatory and operational responsibilities.

Conversely, reducing employee working hours will generate wage savings but will also reduce the administrative capacity available to complete municipal work.

Accordingly, Administration recommends that Council consider hours of operation within the broader context of the Village's historical operating model, current workload, financial position and expected service levels.

HISTORICAL OPERATING CONTEXT – 2021 TO 2026

The Village's current operating environment differs considerably from the environment of several years ago.

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 available municipal records indicate a period of relative organizational continuity prior to 2024, compared with the governance and operational disruption that subsequently developed.

The most significant documented governance instability emerged during the 2024–2025 period. Alberta Municipal Affairs has confirmed that the viability screening leading to the current Municipal Viability Review followed councillor resignations that resulted in the Village losing Council quorum twice within a 12-month period, together with governance and operational concerns. The Minister subsequently initiated the Municipal Viability Review in July 2025.

Earlier records reviewed do not demonstrate comparable governance disruption. For example, Council was conducting routine organizational business in 2023, including formally establishing Council remuneration and adopting municipal bylaws through the ordinary governance process.

Administration therefore considers 2024–2026 to represent a period of significant organizational transition rather than a reliable representation of the Village's normal long-term workload.

The Village's service-delivery model has also evolved.

Historically, Donalda relied heavily on contracted and external services. Audited financial statements show the following Village-wide costs:

Year	Salaries, Wages & Benefits	Contracted & General Services	Combined
2021	\$78,737	\$279,120	\$357,857
2022	\$112,610	\$285,640	\$398,250
2023	\$195,445	\$319,609	\$515,054

Both payroll and contracted services increased between 2021 and 2023.

This demonstrates that changes in payroll cannot be considered in isolation. Municipal work may be performed through employees, contractors, regional partnerships or a combination of these approaches.

The historical General Government figures illustrate this shift particularly clearly.

In 2021, General Government reported approximately \$47,800 in salaries and benefits and \$153,812 in contracted/general services.

By 2022, those amounts were approximately \$66,085 and \$157,407.

In 2023, General Government payroll increased to approximately \$142,901, while contracted/general services declined to approximately \$100,891.

This indicates that a shift toward greater internal administrative capacity was already occurring before the current Administration.

MORE RECENT STAFFING EXPERIENCE

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 more detailed Village operating records show that Administration payroll has not simply increased continuously.

Direct Administration payroll accounts were approximately:

- 2024 actual: \$239,218.71
- 2025 actual: \$184,421.84
- 2026 budget: \$145,538.03

Administration contracted/service-delivery costs were approximately \$21,817 in 2024 and \$15,200 in 2025.

Accordingly, the current 2026 budget already represents a substantial reduction from the 2024 Administration payroll level.

The principal issue in 2026 is that actual hours required to complete municipal responsibilities have exceeded the assumptions used in establishing the staffing baseline.

CURRENT WORKLOAD IS NOT A NORMAL BASELINE

The 2026 workload contains several significant responsibilities that are temporary, exceptional or project-driven.

These include:

- the Municipal Viability Review;
- administration of the 2026 municipal by-election;
- the \$150,000 Municipal Infrastructure Audit;
- reservoir and truck-fill planning and land matters;
- grant administration and reporting;
- water and wastewater compliance;
- infrastructure and regulatory matters;
- legal and insurance matters;
- records, privacy and POPIA/ATIA compliance;
- financial reporting and audit follow-up;
- evening Council and special meetings; and
- governance modernization and policy work.

The Village's staffing analysis has already identified the viability review, by-election, reservoir project, grant administration, infrastructure audit, regulatory matters and evening Council/special meetings as workload that should be tracked separately from the long-term staffing baseline.

The CAO's April 2026 report also identifies continuing demands associated with legislative compliance, audit preparation, aged receivables, water/wastewater compliance, the viability review, infrastructure audit and regulatory reporting.

For this reason, Administration does not recommend using 2026 actual hours alone to establish the permanent staffing requirement.

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

The municipal office currently provides public counter access for three days per week.

Public office hours represent only part of the work performed by Administration.

A considerable amount of work requires uninterrupted administrative time, including:

- financial processing and reconciliations;
- preparation of Council agendas and Requests for Decision;
- preparation and maintenance of minutes and municipal records;
- grant applications and reporting;
- utility and taxation administration;
- planning and development matters;
- regulatory reporting;
- policy and bylaw preparation;
- correspondence with provincial agencies and municipal partners;
- privacy and access-to-information responsibilities;
- legal and insurance matters; and
- project and contract administration.

Council could therefore reduce public-facing office hours without reducing employee working hours.

This may provide additional uninterrupted administrative time but would not result in significant direct wage savings.

To obtain material payroll savings, Council would need to reduce employee working hours, which would necessarily reduce the capacity available to complete municipal responsibilities.

Financial pressure is real and requires continued attention.

Historical audited results show operating expenses increasing from approximately:

- \$637,241 in 2021
- \$658,002 in 2022
- \$941,038 in 2023

while operating revenues increased from:

- \$568,367 in 2021
- \$608,329 in 2022
- \$721,049 in 2023.

The financial sustainability issue therefore developed over several years and cannot reasonably be attributed to the current municipal office schedule alone.

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.

Recent records also indicate a decline in unrestricted financial capacity, supporting the need for a formal multi-year financial sustainability and reserve-rebuilding strategy.

However, the 2026 financial position must also distinguish between ordinary recurring operating costs and extraordinary or externally funded expenditures.

Examples include:

- emergency water-line repairs;
- lagoon treatment;
- sewer contracted work;
- legal matters;
- prior-year FCSS timing;
- the grant-funded Infrastructure Audit; and
- other project-specific expenditures.

The province has also confirmed a 2026 LGFF Operating allocation of \$72,712, which must be incorporated into the final 2026 financial forecast.

Accordingly, Administration recommends that permanent service reductions be based on the Village's normalized recurring operating position rather than individual year-to-date variances.

Administration recommends that Council assess municipal staffing using a whole-cost approach:

Employee wages + payroll costs + contracted services + shared services = total cost of delivering municipal services

Cost / Source of Funding

A reduction in Village employee hours does not necessarily result in an equivalent reduction in total municipal costs if the work must subsequently be:

- contracted externally;
- performed by another employee;
- deferred and completed later;
- completed through overtime/additional hours; or
- left incomplete.

The Village's recent transition toward a hybrid service-delivery model seeks to balance internal capacity with contracted expertise, particularly for specialized functions such as water operations, engineering, planning and other technical services.

If Council wishes to reduce employee hours, the approximate direct gross-wage savings can be calculated as follows:

Reduction	Annual Hours Reduced	Annual Gross Wage Saving
4 hours/week	208	208 × applicable hourly rate
8 hours/week	416	416 × applicable hourly rate

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.

12 hours/week	624	624 × applicable hourly rate
---------------	-----	------------------------------

Additional employer payroll-cost savings may occur depending upon the position.

These savings should be compared with the value and priority of the work that would no longer be completed within existing timelines.

A reduction in administrative working hours may result in:

- reduced public availability;
- longer response and processing times;
- slower grant and project administration;
- delayed financial reconciliations and reporting;
- reduced capacity for policy and bylaw work;
- reduced ability to undertake discretionary initiatives;
- increased reliance on contractors;
- increased backlog;
- increased pressure during statutory deadlines; and
- prioritization of legislated requirements over non-statutory Council or community initiatives.

Council should therefore establish not only the number of hours it wishes to fund but also the corresponding level of service it expects Administration to deliver.

OPTIONS FOR COUNCIL CONSIDERATION

1. Maintain Current Public and Employee Hours

Maintain the existing office hours and staffing model while Administration continues expenditure control measures and develops the 2027 budget based on a normalized staffing baseline.

2. Reduce Public-Facing Office Hours Only

Reduce the hours the municipal office is open to the public while maintaining employee working hours.

This option would create additional uninterrupted administrative time but would provide little or no direct wage savings.

3. Undertake Staffing and Service-Level Review

Direct Administration to prepare a detailed analysis of alternative staffing levels, including reductions of 4, 8 and 12 hours per week, together with:

- annual wage and payroll savings;
- work that could be discontinued or deferred;
- potential contractor costs;
- statutory and regulatory impacts;
- effect on public service levels; and

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.

- recommended minimum administrative capacity.

4. Reduce Employee Working Hours

Council may direct an immediate reduction in employee working hours.

If this option is selected, Council should also identify the corresponding services, projects or discretionary responsibilities that are to be reduced, delayed or discontinued.

5. Council Direction

Council may provide alternative direction.

The historical information does not support considering municipal office hours in isolation from the Village's broader operating model.

Donalda has experienced significant changes in:

- governance continuity;
- administrative responsibilities;
- infrastructure requirements;
- regulatory obligations;
- financial reporting;
- grant administration; and
- the balance between internal and contracted service delivery.

The principal governance disruption documented by Municipal Affairs emerged during the 2024–2025 period and ultimately contributed to the current Viability Review.

Current staffing costs must therefore be evaluated against both the services being provided and the extraordinary workload associated with this period of transition.

Reducing employee hours can produce measurable savings. However, an effective reduction requires Council to determine which municipal services or expectations will also be reduced.

Administration considers a deliberate staffing and service-level review preferable to reducing hours without identifying the resulting operational consequences.

Applicable Legislation

- Municipal Government Act, RSA 2000, c. M-26, including ss. 201, 204, 205, 207 and 208;
- Employment Standards Code, RSA 2000, c. E-9, where changes to employee working hours or employment terms are contemplated;
- applicable Village of Donalda CAO Bylaw and/or CAO employment agreement;
- applicable Village personnel/employment policies; and
- Village of Donalda Procedural Bylaw, as applicable to Council consideration and direction.

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

RECOMMENDATION

THAT Council maintain the current municipal office hours and administrative staffing structure and direct Administration to continue monitoring the 2026 financial position and develop a normalized staffing and service-delivery baseline as part of the 2027 budget process.

Or

THAT Council direct Administration to prepare a municipal staffing and service-level analysis identifying the estimated annual financial savings, contracted-service implications and operational impacts associated with alternative administrative staffing levels, including reductions of 4, 8 and 12 hours per week, and that the analysis distinguish between public office hours and employee working hours and be presented to Council as part of the 2027 budget and service-level planning process.

Implementation/Communication

If Council directs Administration to undertake a staffing and service-level review, Administration will:

- prepare a comparative analysis of current and alternative administrative staffing levels;
- calculate the estimated annual wage and payroll savings associated with reductions of 4, 8 and 12 hours per week;
- identify the municipal services, projects and administrative functions that may be delayed, reduced, reassigned or discontinued under each option;
- review the potential effect on contracted-service costs and the Village's hybrid service-delivery model;
- identify statutory, regulatory and operational requirements that must continue regardless of staffing level;
- distinguish between public office hours and employee working hours;
- review applicable employment agreements, Village policies and employment-law considerations before recommending any material change to employee working hours; and
- present the analysis to Council as part of the 2027 budget and service-level planning process.

If Council directs a change to public office hours only, Administration will update public notices, the Village website, voicemail, office signage and other municipal communications and establish an effective date for the revised hours.

If Council directs a reduction in employee working hours, Administration will first review the affected employment terms and implementation requirements before making the change, and will report back to Council where further direction is required.

Target Decision Date

September 22, 2026

ATTACHMENTS

1. Policy 7: Village Office Operations

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

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

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

Policy Category: Employment

Policy Number: 7

Date Approved by Council: January 16, 2018.

Date Reviewed and/or Amended by Council: November 19, 2024, Resolution # 1.1

Policy Name: Village Office Operations

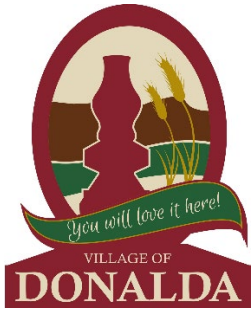
- 1) Council has the authority to stipulate operating days and hours for office staff to attend and have the Village Office open.
- 2) Until August 5, 2024, Village Office Hours open to the public will be:
 - a. Mondays and Tuesdays, 9:00 AM - 4:00 PM (open during lunch hour)
 - b. Wednesdays by appointment only
 - c. Village Office will be closed on all Statutory and Non-Statutory Holidays outlined in Village of Donalda Employment Policy #6.
- 3) Effective August 6, 2024, Village Office Hours open to the public will be:
 - a. Tuesdays, Wednesdays and Thursdays, 9:00 AM – 4:00 PM (open during lunch hour)
 - b. Village Office will be closed on all Statutory and Non-Statutory Holidays outlined in Village of Donalda Employment Policy #6.
- 4) Effective Tuesday November 26, 2024 the Village Office will be closed from 12 to 1pm for lunch on Village operating days.

SIGNATURE ON FILE

Chief Administrative Officer

SIGNATURE ON FILE

Chief Elected Official



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	September 22, 2026
Originated By	Melanie Veale
Decision Title	Financial Analysis – Period Ending August 31, 2026
Agenda Number	5.3 Village Business

Purpose

To present the Village of Donalda's financial reports for the period ending August 31, 2026, provide Council with an updated review of the 2026 operating position, identify significant budget variances and known remaining obligations, and provide a preliminary year-end financial forecast.

Background/Proposal

Administration has completed a review of the Village's financial position for the eight-month period ending August 31, 2026.

The financial package presented to Council includes:

- Operating Budget Report;
- Cheque Register; and
- Bank Account Settlements.

The Operating Budget Report compares year-to-date actual revenues and expenditures with the approved 2026 Operating Budget.

As part of this review, Administration has separated regular operating activity from significant one-time, periodic and restricted grant-funded expenditures. This provides Council with a clearer understanding of the Village's ongoing operating position and the financial obligations expected through December 31.

Of particular importance, the financial statement includes \$150,000 in Provincial Conditional Collaborative Grant revenue designated for the WSP infrastructure audit. This is restricted project funding and is not available to support general municipal operations.

Discussion/Options/Benefits/Disadvantages

1. August 31 Financial Position

The August 31 financial statement reports approximately \$622,799 in revenue and \$516,108 in expenditures, resulting in a reported year-to-date difference of approximately +\$106,691.

However, this reported position includes the full \$150,000 restricted infrastructure-audit grant, while only \$17,568.24 of the related WSP infrastructure-audit expenditure had been recorded at August 31.

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.

For management-reporting purposes, Administration has therefore removed both the restricted grant revenue and the related project expenditures from the general operating comparison.

Adjusted Operating Snapshot – August 31	Amount
Adjusted Operating Revenue	\$472,799
Adjusted Operating Expenses	\$498,539
Adjusted YTD Operating Position	(\$25,740)

This adjustment does not alter the Village's accounting records. It is presented solely to provide Council with a clearer picture of general municipal operations without the timing effect created by the restricted infrastructure grant.

2. Restricted Infrastructure Audit

The WSP infrastructure audit is being treated separately from general municipal operations.

Infrastructure Audit	Amount
Restricted Provincial Grant	\$150,000
Project Expense Recorded to August 31	\$17,568
Restricted Project Balance	approx. \$132,432

The remaining restricted funding will be applied to eligible WSP project costs when the final infrastructure-audit expense is received.

The remaining project funding is therefore not considered available operating revenue and the corresponding project expenditure has been excluded from the operating forecast. The August ledger shows \$132,431.76 remaining within the infrastructure-audit budget.

3. Revenue Forecast – September to December

The August 31 financial statement does not include all revenue expected during the remaining four months of the year.

Administration has prepared a conservative forecast based on known funding, actual utility revenue trends and remaining budgeted revenues that are reasonably expected to be received.

Expected Revenue – Sept. to Dec.	Forecast
LGFF Operating Grant	\$72,712
Water Revenue	\$31,617
Sewer Revenue	\$6,263

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.

Expected Revenue – Sept. to Dec.	Forecast
Garbage Revenue	\$14,755
ATCO Franchise Fee	\$18,004
Apex Utilities Franchise Fee	\$16,846
Fire Service Revenue	\$8,889
Emergency Management Revenue	\$1,990
Forecast Additional Core Revenue	approx. \$171,075

The Village expects to receive the \$72,712 LGFF Operating Grant, which had not been recorded as of August 31.

Utility revenues through August 31 total approximately:

- Water – \$63,235;
- Sewer – \$12,525; and
- Garbage – \$29,509.

Based on the average monthly revenue generated during the first eight months of 2026, Administration estimates approximately \$52,634 in additional utility revenue from September through December.

The forecast does not rely on additional miscellaneous revenues such as development fees, licenses, cemetery fees, tax penalties, tax-recovery fees or other incidental revenue. Any such revenue received before year-end would improve the operating result.

4. Remaining Expense Obligations

The approved annual operating budget contains substantially more remaining expenditure authority than Administration presently expects will actually be required.

Administration does not anticipate additional discretionary contractor expenditures during the remainder of 2026.

Contracted expenditures for the balance of the year are expected to be limited primarily to the Aquatech water-operator arrangement and normal recurring municipal service obligations.

Based on current information, Administration estimates the following remaining expenses:

Estimated Remaining Expense	Best Estimate
Payroll and Employer Costs – Sept. to Dec.	\$70,000
Fire Service Agreement	\$25,000
Emergency Management Agreement	\$6,000

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.

Estimated Remaining Expense	Best Estimate
Rural Policing	\$14,494
Provincial Education / ASFF	\$21,168
Stettler Waste Management Authority	\$4,500
Garbage Collection	\$7,139
SMRWSC Water Consumption	\$12,349
SMRWSC Debenture	\$6,891
Aquatech Water Operator	\$8,000
Street Lighting	\$9,112
Shop Power / Natural Gas	\$1,403
Office Heating / Power	\$1,713
Telephone / Website / Bank Charges	\$2,030
Remaining Council Costs	\$2,879
Estimated Remaining Operating Expenses	approx. \$192,700

The \$70,000 payroll estimate is a planning allowance for remaining Administration, Public Works and other municipal payroll and employer-related costs through December. Actual payroll will depend on hours worked and departmental allocation.

The August ledger shows that the full \$25,000 Fire Service Agreement and \$6,000 Emergency Management Agreement remain unrecorded, along with the \$14,494.47 Rural Policing budget.

The remaining requisition budget includes approximately \$21,168 for the Provincial Education/ASFF requisition and \$4,500 for the Stettler Waste Management Authority.

The actual amount spent through year-end may be lower or higher depending primarily on winter operations, water consumption, payroll, emergency repairs and other unforeseen municipal requirements.

5. Preliminary Year-End Forecast

Combining the adjusted August 31 operating position with the forecast remaining revenues and expenses provides the following preliminary planning estimate:

2026 Preliminary Operating Forecast	Approx. Amount
Adjusted Operating Position – August 31	(\$25,740)
Forecast Additional Core Revenue	+\$171,075

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

2026 Preliminary Operating Forecast	Approx. Amount
Forecast Remaining Operating Expenses	(\$192,700)
Preliminary Year-End Planning Position	approx. (\$47,365)

The approximately \$47,000 potential shortfall should be considered a planning estimate and not a final projected deficit.

The forecast intentionally takes a conservative approach. It does not assume additional miscellaneous operating revenues that may be received before year-end and includes allowances for remaining expenses that may ultimately be lower than estimated.

The estimate will change as actual September through December revenues and expenditures are recorded.

6. Utility Operations

Water, sewer and garbage operations have generated approximately \$105,269 in direct revenue through August 31.

Service	Revenue	Expenses	Reported Position
Water	\$63,235	\$91,747	(\$28,512)
Sewer	\$12,525	\$16,715	(\$4,190)
Garbage	\$29,509	\$23,219	+\$6,290
Total	\$105,269	\$131,680	(\$26,411)

The reported utility expenditure includes significant expenditures that are not representative of normal monthly operations.

Water expenses include the \$35,244.41 localized water leak repair. Removing this one-time repair for management-analysis purposes results in adjusted direct water expenses of approximately \$56,502, compared with \$63,235 in revenue.

Sewer expenses include \$8,885 in lagoon cleaning and maintenance. Removing this periodic maintenance expenditure for management-analysis purposes results in adjusted direct sewer expenses of approximately \$7,830, compared with \$12,525 in revenue. The \$6,160 in contracted sewer services remains included in the adjusted calculation.

Garbage revenue exceeds direct expenditure by approximately \$6,290 through August 31.

Adjusted Utility Analysis	Direct Position
Water	+\$6,733
Sewer	+\$4,695

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.

Adjusted Utility Analysis	Direct Position
Garbage	+\$6,290
Combined Adjusted Direct Position	+\$17,718

This analysis is provided for management purposes only and does not represent a final utility surplus, as it does not necessarily allocate all municipal administrative, equipment, infrastructure, depreciation or year-end costs to individual utility functions.

7. Administration and Technology

Administration salaries and wages total approximately \$107,849 through August 31 compared with an annual budget of \$133,120.

Legal expenses total approximately \$12,386 against an annual budget of \$4,700, representing a significant 2026 variance.

Technology-related expenditures have also exceeded the amounts originally budgeted:

Technology / Contracted Services	YTD Actual	Annual Budget
Other Contracted Services	\$11,191	\$1,000
Computer Expenses	\$3,965	\$750
Combined	\$15,156	\$1,750

The expenditures include recurring software licensing, network/IT services and security monitoring, as well as technology implementation and setup costs.

The computer expenditures also include computers purchased for Councillors, with a separate \$519.60 one-time cost for setup of the Council computers.

The 2027 budget should more clearly distinguish between recurring technology requirements and one-time equipment or implementation costs.

8. Roads and Winter Operations

Streets and Roads expenditures total approximately \$64,172 against an annual budget of approximately \$136,912, leaving approximately \$72,739 in budget authority at August 31.

This amount should not be interpreted as an expected expenditure or as surplus funding.

A portion must remain available for normal fall and winter operations, including:

- Public Works payroll;
- snow removal and sanding;
- fuel;

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.

- equipment operation and maintenance;
- street lighting;
- shop utilities; and
- unforeseen winter maintenance.

Administration will continue to manage winter operations within the available budget wherever practical.

9. Expenditure Management – Remainder of 2026

Administration will continue to maintain essential municipal services while limiting discretionary expenditures through the remainder of the year.

Administration will:

- manage CAO and Assistant CAO hours to approximately 32 hours per week where operationally practical;
- make no additional discretionary contractor commitments;
- limit contracted services primarily to the Aquatech water-operator arrangement and existing recurring municipal obligations;
- defer non-essential purchases;
- control additional legal costs where possible;
- defer non-essential training and travel;
- avoid new unfunded projects unless directed by Council;
- limit discretionary technology and equipment purchases;
- preserve sufficient operating capacity for winter Public Works requirements; and
- prioritize water, wastewater, roads, public safety, regulatory obligations and necessary repairs.

Essential municipal services, statutory requirements, existing contractual obligations and emergency repairs will continue as required.

10. Financial Outlook

The August 31 financial results show that the Village continues to face operating pressure; however, several of the largest reported variances arise from identifiable one-time, periodic or restricted grant-funded expenditures rather than recurring monthly operating costs.

The current preliminary forecast suggests a potential year-end operating shortfall of approximately \$47,000, subject to actual September through December results.

The forecast is intended to provide Council with a reasonable planning range rather than a final year-end result.

The final position will depend primarily on:

- actual payroll through December;
- receipt of the LGFF Operating Grant;
- utility revenue and water consumption;

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.

- winter Public Works requirements;
- outstanding agreements and requisitions;
- legal expenses;
- unforeseen infrastructure or emergency repairs;
- miscellaneous operating revenues; and
- year-end accounting entries and classifications.

Administration will continue to update the forecast as additional actual results become available.

Cost / Source of Funding

There is no new expenditure or funding request associated with this RFD.

The financial reports and forecast are presented for Council's information and financial oversight.

Administration will continue to manage expenditures within available municipal resources and the approved 2026 Operating Budget.

The \$150,000 infrastructure-audit grant is restricted project funding and will continue to be accounted for separately from general municipal operations.

OPTIONS FOR COUNCIL CONSIDERATION

1. Accept the Financial Analysis for the period ending August 31, 2026, including the Operating Budget Report, Cheque Register and Bank Account Settlements, as information; or
2. Direct Administration to provide additional information or analysis regarding a specific revenue, expenditure, budget variance or financial transaction.

Applicable Legislation

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

RECOMMENDATION

That Council accept the Financial Analysis for the period ending August 31, 2026, including the Operating Budget Report, Cheque Register and Bank Account Settlements, as information.

Implementation/Communication

Administration will continue to monitor actual revenues and expenditures through the remainder of 2026 and update the year-end forecast as additional financial information becomes available.

Particular attention will be given to:

- payroll;

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.

- utility revenues and expenditures;
- winter Public Works costs;
- outstanding agreements and requisitions;
- legal expenses;
- contracted services;
- operating cash flow;
- restricted grant-funded projects; and
- year-end accounting adjustments.

The results of the 2026 financial review will also be used to strengthen the 2027 budget, particularly in areas where actual recurring costs have demonstrated that existing budget allocations do not accurately reflect municipal operating requirements.

Target Decision Date

September 22, 2026

ATTACHMENTS

1. Operating Revenue & Expense Report – Period Ending August 31, 2026
2. Cheque Listing – Period Ending August 31, 2026
3. Treasury Report - Period Ending August 31, 2026



VILLAGE OF DONALDA
For the Period Ending August 31, 2026
Operations Revenue & Expense Report

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
TAXATION REVENUE							
1-00-100	Residential Taxes	(188,455.18)	(117,394.64)	(176,092.00)	12,363.18	71,060.54	(184,283.38)
1-00-101	ASFF - School Tax Requisition	(49,868.95)	(31,413.60)	(47,120.44)	2,748.51	18,455.35	(37,294.31)
1-00-102	Seniors Requisition	(6,607.61)	(4,243.36)	(6,365.01)	242.60	2,364.25	(6,365.01)
1-00-103	Designated Industrial Property Req.	(0.66)	(0.32)	(0.43)	0.23	0.34	(0.43)
1-00-110	Non-Residential Taxes	(25,851.80)	(9,055.84)	(13,583.75)	12,268.05	16,795.96	(31,809.05)
1-00-120	Linear Taxes	(7,928.67)	(8,736.72)	(13,105.10)	(5,176.43)	(808.05)	(13,105.10)
* TOTAL TAXATION REVENUE		(278,712.87)	(170,844.48)	(256,266.73)	22,446.14	107,868.39	(272,857.28)
GENERAL REVENUE							
1-69-100	Grazing Revenue	0.00	(1,191.68)	(1,787.50)	(1,787.50)	(1,191.68)	0.00
1-00-111	Canada Summer Jobs	(1,575.00)	(2,100.00)	(2,100.00)	(525.00)	(525.00)	0.00
1-00-130	Franchise - ATCO	(17,395.44)	(23,599.36)	(35,399.00)	(18,003.56)	(6,203.92)	(17,681.74)
1-00-140	Franchise - Apex Utilities Inc.	(18,984.68)	(23,887.44)	(35,831.17)	(16,846.49)	(4,902.76)	(14,292.76)
1-00-210	Penalties Accounts Receivable	48.34	0.00	0.00	(48.34)	(48.34)	0.00
1-00-840	Conditional Collaborative Grant - Prov	(150,000.00)	(100,000.00)	(150,000.00)	0.00	50,000.00	0.00
1-00-845	LGFF Operating Grant	0.00	(48,474.64)	(72,712.00)	(72,712.00)	(48,474.64)	0.00
* TOTAL GENERAL REVENUE		(187,906.78)	(199,253.12)	(297,829.67)	(109,922.89)	(11,346.34)	(31,974.50)
ADMINISTRATION REVENUE							
1-12-266	Tax Recovery Fees	(435.00)	(1,560.00)	(2,340.00)	(1,905.00)	(1,125.00)	664.00
1-12-411	Photocopy, Fax, Sales, etc.	0.00	(123.68)	(185.50)	(185.50)	(123.68)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(317.50)	(333.36)	(500.00)	(182.50)	(15.86)	(425.00)
1-12-418	Maintenance service revenue	0.00	(333.36)	(500.00)	(500.00)	(333.36)	0.00
1-12-419	Newsletter Ads	(595.00)	(666.64)	(1,000.00)	(405.00)	(71.64)	(360.00)
1-12-550	Investment Income - Bank Int.	0.00	(1,666.64)	(2,500.00)	(2,500.00)	(1,666.64)	0.00
1-12-561	Rental Revenue	0.00	0.00	0.00	0.00	0.00	(740.00)
1-12-590	Miscellaneous Admin. Revenue	(898.46)	(66.64)	(100.00)	798.46	831.82	(737.42)
1-12-751	FCSS Management Revenue	(12,300.00)	0.00	0.00	12,300.00	12,300.00	0.00
1-12-420	Assessment Complaint Appeal Fees	(50.00)	0.00	0.00	50.00	50.00	0.00
* TOTAL ADMINISTRATION REVENUE		(14,595.96)	(4,750.32)	(7,125.50)	7,470.46	9,845.64	(1,598.42)
FINES							



VILLAGE OF DONALDA

For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 2 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
1-21-530	Fines-Bylaw	0.00	(333.36)	(500.00)	(500.00)	(333.36)	0.00
* TOTAL FINES		0.00	(333.36)	(500.00)	(500.00)	(333.36)	0.00
FIRE							
1-23-410	Fire Charges	(16,111.26)	(16,666.64)	(25,000.00)	(8,888.74)	(555.38)	(16,128.63)
* TOTAL FIRE		(16,111.26)	(16,666.64)	(25,000.00)	(8,888.74)	(555.38)	(16,128.63)
EMERGENCY SERVICES							
1-24-410	Emergency Management Service Revenue	(4,010.04)	(4,000.00)	(6,000.00)	(1,989.96)	10.04	(4,014.36)
* TOTAL EMERGENCY SERVICES		(4,010.04)	(4,000.00)	(6,000.00)	(1,989.96)	10.04	(4,014.36)
LICENSES							
1-26-521	Dog License	(700.00)	(333.36)	(500.00)	200.00	366.64	(241.50)
1-26-522	Cat License	(240.00)	(133.36)	(200.00)	40.00	106.64	(140.00)
1-26-523	Business License	(18.17)	(133.36)	(200.00)	(181.83)	(115.19)	(390.00)
* TOTAL LICENSES		(958.17)	(600.08)	(900.00)	58.17	358.09	(771.50)
PUBLIC WORKS REVENUE							
1-32-560	Equipment Revenue	0.00	(126.96)	(190.48)	(190.48)	(126.96)	(190.48)
* TOTAL PUBLIC WORKS REVENUE		0.00	(126.96)	(190.48)	(190.48)	(126.96)	(190.48)
WATER REVENUE							
1-41-400	Water Sales	(62,722.79)	(59,333.36)	(89,000.00)	(26,277.21)	3,389.43	(57,626.16)
1-41-401	Penalties - Water	(511.89)	(466.64)	(700.00)	(188.11)	45.25	357.98
1-41-414	Water On/Off Fee	0.00	(200.00)	(300.00)	(300.00)	(200.00)	0.00
* TOTAL WATER REVENUE		(63,234.68)	(60,000.00)	(90,000.00)	(26,765.32)	3,234.68	(57,268.18)
SEWER REVENUE							
1-42-400	Sewer Services	(12,525.00)	(12,666.64)	(19,000.00)	(6,475.00)	(141.64)	(12,464.87)
* TOTAL SEWER REVENUE		(12,525.00)	(12,666.64)	(19,000.00)	(6,475.00)	(141.64)	(12,464.87)



VILLAGE OF DONALDA

For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 3 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
WASTE REVENUE							
1-43-400	Garbage Fees	(29,509.20)	(29,333.36)	(44,000.00)	(14,490.80)	175.84	(29,220.85)
*	TOTAL WASTE REVENUE	(29,509.20)	(29,333.36)	(44,000.00)	(14,490.80)	175.84	(29,220.85)
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	(600.00)	(666.64)	(1,000.00)	(400.00)	(66.64)	(200.00)
1-56-464	Sale of Cemetery Plots	(200.00)	(333.36)	(500.00)	(300.00)	(133.36)	100.00
1-56-466	Snow Removal Revenue	0.00	(66.64)	(100.00)	(100.00)	(66.64)	0.00
1-56-467	Interment Fee	(830.00)	(800.00)	(1,200.00)	(370.00)	30.00	(500.00)
*	TOTAL CEMETERY REVENUE	(1,630.00)	(1,866.64)	(2,800.00)	(1,170.00)	(236.64)	(600.00)
PLANNING							
1-66-590	Sale of Land	0.00	0.00	0.00	0.00	0.00	(6,200.00)
1-66-910	Planning Reserve	0.00	(10,666.64)	(16,000.00)	(16,000.00)	(10,666.64)	0.00
1-66-417	Planning & Development Fees	(1,200.00)	0.00	0.00	1,200.00	1,200.00	0.00
*	TOTAL PLANNING	(1,200.00)	(10,666.64)	(16,000.00)	(14,800.00)	(9,466.64)	(6,200.00)
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	0.00	(466.64)	(700.00)	(700.00)	(466.64)	0.00
*	TOTAL RECREATION REVENUE	0.00	(466.64)	(700.00)	(700.00)	(466.64)	0.00
CULTURE REVENUE							
1-74-770	Museum Agreement	(6,500.00)	(4,333.36)	(6,500.00)	0.00	2,166.64	0.00
1-74-771	Library Agreement	(1,445.00)	(966.64)	(1,450.00)	(5.00)	478.36	0.00
1-74-840	Conditional Grant - Provincial	(1,500.00)	(1,500.00)	(1,500.00)	0.00	0.00	0.00
1-74-850	Federal Grant - Heritage Canada	(2,960.00)	(1,600.00)	(2,400.00)	560.00	1,360.00	0.00
*	TOTAL CULTURE REVENUE	(12,405.00)	(8,400.00)	(11,850.00)	555.00	4,005.00	0.00
COUNCIL EXPENSE							
2-11-151	Council Supervision Pay	1,922.11	2,400.00	3,600.00	1,677.89	477.89	2,169.04
2-11-212	Legislative - Discretionary	1,159.79	200.00	300.00	(859.79)	(959.79)	212.50
2-11-150	Council Meeting Pay	5,041.80	4,200.00	6,300.00	1,258.20	(841.80)	3,676.85
2-11-211	Travel & Subsistence	1,197.72	1,333.36	2,000.00	802.28	135.64	422.94



VILLAGE OF DONALDA
For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 4 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
* TOTAL COUNCIL EXPENSE		9,321.42	8,133.36	12,200.00	2,878.58	(1,188.06)	6,481.33
ADMINISTRATIVE EXPENSE							
2-12-110	Salaries & Wages	107,848.50	88,746.64	133,120.00	25,271.50	(19,101.86)	96,083.00
2-12-130	Payroll Deductions	8,578.26	6,123.68	9,185.57	607.31	(2,454.58)	7,734.70
2-12-131	Vacation Pay	3,982.53	1,488.32	2,232.46	(1,750.07)	(2,494.21)	3,798.52
2-12-132	Payroll Benefits	0.00	666.64	1,000.00	1,000.00	666.64	0.00
2-12-212	Course Fee Registration	(193.65)	1,333.36	2,000.00	2,193.65	1,527.01	0.00
2-12-216	Postage	1,317.04	1,100.00	1,650.00	332.96	(217.04)	3,195.36
2-12-217	Telephone	652.05	1,000.00	1,500.00	847.95	347.95	0.00
2-12-220	Advertising & Memberships	4,371.07	2,666.64	4,000.00	(371.07)	(1,704.43)	5,122.95
2-12-224	Land Title Fees	0.00	333.36	500.00	500.00	333.36	0.00
2-12-226	Tax Recovery Fees	2,832.95	133.36	200.00	(2,632.95)	(2,699.59)	504.00
2-12-230	Assessors Fees	3,070.42	3,766.64	5,650.00	2,579.58	696.22	3,041.45
2-12-231	Auditors Fees	3,500.00	3,333.36	5,000.00	1,500.00	(166.64)	100.00
2-12-232	Legal Fees	12,385.50	3,133.36	4,700.00	(7,685.50)	(9,252.14)	4,657.25
2-12-240	Bad Debts	0.00	1,333.36	2,000.00	2,000.00	1,333.36	47,984.34
2-12-251	Repairs & Maintenance	49.96	533.36	800.00	750.04	483.40	0.00
2-12-252	Cleaning - Supplies & Labor	1,200.00	1,666.64	2,500.00	1,300.00	466.64	1,078.61
2-12-255	Other Contracted Services	11,191.33	666.64	1,000.00	(10,191.33)	(10,524.69)	12,328.67
2-12-256	Contracted Services - CAO	0.00	284.96	427.40	427.40	284.96	(427.40)
2-12-270	Computer Expenses	3,964.79	500.00	750.00	(3,214.79)	(3,464.79)	1,053.30
2-12-271	Website Fees	981.02	866.64	1,300.00	318.98	(114.38)	924.75
2-12-274	Insurance & Bond	13,005.00	8,333.36	12,500.00	(505.00)	(4,671.64)	12,543.00
2-12-275	Workman's Compensation	6,921.20	4,800.00	7,200.00	278.80	(2,121.20)	12,284.37
2-12-277	Health & Safety	1,892.72	3,333.36	5,000.00	3,107.28	1,440.64	8,857.97
2-12-505	Photocopier Costs	3,285.93	2,000.00	3,000.00	(285.93)	(1,285.93)	3,333.63
2-12-510	General Office Supplies	1,925.35	2,000.00	3,000.00	1,074.65	74.65	3,293.50
2-12-540	Utilities - Heating	1,884.01	1,666.64	2,500.00	615.99	(217.37)	2,465.57
2-12-541	Utilities - Power	2,102.94	2,133.36	3,200.00	1,097.06	30.42	2,382.80
2-12-590	Miscellaneous	7.73	333.36	500.00	492.27	325.63	3,035.65
2-12-810	Bank Charges & Fees	2,136.51	2,000.00	3,000.00	863.49	(136.51)	1,967.98
2-12-150	Meeting Pay	0.00	440.00	660.00	660.00	440.00	0.00
2-12-211	Travel & Subsistence	1,135.37	666.64	1,000.00	(135.37)	(468.73)	316.03
2-12-152	Election & Census Fees	0.00	666.64	1,000.00	1,000.00	666.64	434.83
2-12-233	INFRASTRUCTURE AUDIT ENGINEERING	17,568.24	100,000.00	150,000.00	132,431.76	82,431.76	0.00
* TOTAL		217,596.77	248,050.32	372,075.43	154,478.66	30,453.55	238,094.83



VILLAGE OF DONALDA
For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 5 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
EMERGENCY MANAGEMENT EXPENSE							
2-23-410	Fire Service Agreement	0.00	16,666.64	25,000.00	25,000.00	16,666.64	(25,000.00)
2-24-410	Emergency Management Agreement	0.00	4,000.00	6,000.00	6,000.00	4,000.00	0.00
* TOTAL EMERGENCY MANAGEMENT EXP		0.00	20,666.64	31,000.00	31,000.00	20,666.64	(25,000.00)
BYLAW & RURAL POLICING EXPENSE							
2-26-751	Bylaw Enforcement	2,039.12	3,333.36	5,000.00	2,960.88	1,294.24	2,376.90
2-26-752	Rural Policing Expense	0.00	9,662.96	14,494.47	14,494.47	9,662.96	0.00
* TOTAL BYLAW & RURAL POLICING E		2,039.12	12,996.32	19,494.47	17,455.35	10,957.20	2,376.90
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	15,698.00	21,333.36	32,000.00	16,302.00	5,635.36	21,550.80
2-32-111	Salaries - Shop Work Hours	13,059.50	19,000.00	28,500.00	15,440.50	5,940.50	20,946.00
2-32-130	Payroll Deductions	2,275.81	3,200.00	4,800.00	2,524.19	924.19	3,343.69
2-32-131	Vacation Pay	2,525.87	4,084.64	6,127.00	3,601.13	1,558.77	2,629.35
2-32-132	Payroll Benefits (Health Spending)	134.94	666.64	1,000.00	865.06	531.70	0.00
2-32-210	Travel	0.00	200.00	300.00	300.00	200.00	0.00
2-32-217	Maintenance Cell Phone	415.41	384.00	576.00	160.59	(31.41)	2,395.11
2-32-230	Engineering Fees	0.00	2,314.96	3,472.50	3,472.50	2,314.96	0.00
2-32-250	Road & Street Repairs	379.66	2,000.00	3,000.00	2,620.34	1,620.34	4,161.67
2-32-251	Equipment Repairs & Maint.	2,241.83	2,333.36	3,500.00	1,258.17	91.53	3,535.55
2-32-252	Sidewalk & Curb Repairs	0.00	1,456.24	2,184.37	2,184.37	1,456.24	2,184.37
2-32-270	Contracted Services	(511.94)	666.64	1,000.00	1,511.94	1,178.58	2,035.00
2-32-271	Insurance Share	0.00	1,008.64	1,513.00	1,513.00	1,008.64	0.00
2-32-510	Small Equipment & Supplies	1,800.27	3,333.36	5,000.00	3,199.73	1,533.09	34,556.10
2-32-515	Equipment Rental	339.50	1,666.64	2,500.00	2,160.50	1,327.14	704.76
2-32-521	Gas & Diesel Fuel	5,362.12	5,000.00	7,500.00	2,137.88	(362.12)	11,535.13
2-32-530	Const. & Maint. Supplies	0.00	815.84	1,223.74	1,223.74	815.84	28.62
2-32-532	Gravel, Cold Mix & Sand	3,751.50	3,333.36	5,000.00	1,248.50	(418.14)	4,086.30
2-32-541	Street Lights	13,502.80	15,076.64	22,615.00	9,112.20	1,573.84	16,019.05
2-32-542	Shop Power	1,546.98	1,333.36	2,000.00	453.02	(213.62)	1,645.51
2-32-543	Shop Natural Gas	1,649.97	1,733.36	2,600.00	950.03	83.39	2,305.41
2-32-590	Miscellaneous	0.00	333.36	500.00	500.00	333.36	115.78
* TOTAL STREETS & ROADS EXPENSE		64,172.22	91,274.40	136,911.61	72,739.39	27,102.18	133,778.20



VILLAGE OF DONALDA
For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 6 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
WATER EXPENSE							
2-41-110	Salaries - Water Related	12,477.00	6,666.64	10,000.00	(2,477.00)	(5,810.36)	6,187.50
2-41-130	Payroll Deductions	998.91	533.36	800.00	(198.91)	(465.55)	495.91
2-41-211	Travel & Subsistence	0.00	70.00	105.00	105.00	70.00	105.00
2-41-212	COURSE REGISTRATION FEES	0.00	300.00	450.00	450.00	300.00	1,107.14
2-41-215	Freight	61.65	33.36	50.00	(11.65)	(28.29)	0.00
2-41-250	Water Testing Supplies	1,837.52	166.64	250.00	(1,587.52)	(1,670.88)	0.00
2-41-251	Maintenance Supplies	1,232.95	3,333.36	5,000.00	3,767.05	2,100.41	5,753.58
2-41-265	Water Tower	977.73	0.00	0.00	(977.73)	(977.73)	0.00
2-41-270	Contracted Services	37,064.93	333.36	500.00	(36,564.93)	(36,731.57)	256.50
2-41-272	Computer/Software Expense	336.00	1,516.64	2,275.00	1,939.00	1,180.64	(19.85)
2-41-600	SMRWSC - Debenture Payments	3,109.18	6,666.64	10,000.00	6,890.82	3,557.46	6,129.24
2-41-601	SMRWSC - Water Consumption	33,650.65	30,666.64	46,000.00	12,349.35	(2,984.01)	28,582.33
* TOTAL WATER EXPENSE		91,746.52	50,286.64	75,430.00	(16,316.52)	(41,459.88)	48,597.35
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	1,453.50	517.28	775.90	(677.60)	(936.22)	1,266.00
2-42-130	Payroll Deductions	116.02	63.20	94.80	(21.22)	(52.82)	100.81
2-42-251	Lagoon Cleaning & Maintenance	8,885.00	0.00	0.00	(8,885.00)	(8,885.00)	0.00
2-42-275	Contracted Services - Sewer	6,160.00	666.64	1,000.00	(5,160.00)	(5,493.36)	6,000.00
2-42-290	Lagoon Drainage Easement	100.00	133.36	200.00	100.00	33.36	100.00
2-42-590	Miscellaneous	0.00	72.40	108.58	108.58	72.40	0.00
* TOTAL SEWER EXPENSE		16,714.52	1,452.88	2,179.28	(14,535.24)	(15,261.64)	7,466.81
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	2,184.00	1,333.36	2,000.00	(184.00)	(850.64)	1,248.75
2-43-130	Payroll Deductions	174.04	233.36	350.00	175.96	59.32	99.61
2-43-251	Repairs & Maintenance	0.00	57.28	85.98	85.98	57.28	85.98
2-43-270	Contracted Garbage Pickup	20,860.85	18,666.64	28,000.00	7,139.15	(2,194.21)	16,018.99
* TOTAL WASTE REMOVAL EXPENSE		23,218.89	20,290.64	30,435.98	7,217.09	(2,928.25)	17,453.33
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	3,096.50	2,866.64	4,300.00	1,203.50	(229.86)	3,336.60
2-56-130	Payroll Deductions	243.82	233.36	350.00	106.18	(10.46)	264.86
2-56-270	Contracted Services	100.00	466.64	700.00	600.00	366.64	400.00



VILLAGE OF DONALDA

For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 7 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
2-56-510	General Services & Supplies	0.00	400.00	600.00	600.00	400.00	0.00
* TOTAL CEMETERY EXPENSE		3,440.32	3,966.64	5,950.00	2,509.68	526.32	4,001.46
FCSS EXPENSE							
2-62-111	FCSS - Postage	305.14	433.36	650.00	344.86	128.22	300.44
2-62-755	FCSS Programs	17,368.71	6,506.64	9,760.00	(7,608.71)	(10,862.07)	882.28
2-62-756	Community Programming	0.00	75.60	113.45	113.45	75.60	33.45
2-62-760	FCSS Membership Expenses	0.00	76.00	114.00	114.00	76.00	0.00
* TOTAL FCSS EXPENSE		17,673.85	7,091.60	10,637.45	(7,036.40)	(10,582.25)	1,216.17
PLANNING EXPENSE							
2-66-762	Planning Services expenses	329.03	4,000.00	6,000.00	5,670.97	3,670.97	(5,351.20)
* TOTAL PLANNING EXPENSE		329.03	4,000.00	6,000.00	5,670.97	3,670.97	(5,351.20)
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintainence	1,023.00	333.36	500.00	(523.00)	(689.64)	734.87
* TOTAL RENTAL BUILDING EXPENSE		1,023.00	333.36	500.00	(523.00)	(689.64)	734.87
RECREATION PARKS EXPENSE							
2-72-110	Salaries - Green Space Maintenance	13,105.50	12,000.00	18,000.00	4,894.50	(1,105.50)	15,554.85
2-72-130	Payroll Deductions	1,036.32	990.88	1,486.37	450.05	(45.44)	1,235.59
2-72-250	Parks - Contract Services	476.67	333.36	500.00	23.33	(143.31)	4,068.00
* TOTAL RECREATION PARKS EXPEN		14,618.49	13,324.24	19,986.37	5,367.88	(1,294.25)	20,858.44
CULTURE EXPENSE							
2-74-770	Grants - Museum	5,000.00	3,333.36	5,000.00	0.00	(1,666.64)	0.00
2-74-771	Grants - Library	5,000.00	3,333.36	5,000.00	0.00	(1,666.64)	0.00
2-74-775	Parkland Reg. Library Req.	2,257.74	1,466.64	2,200.00	(57.74)	(791.10)	2,217.06
2-74-850	Canada Day Celebration	3,146.67	1,600.00	2,400.00	(746.67)	(1,546.67)	1,696.90
2-74-110	Salaries - Culture Related	2,692.50	193.12	289.72	(2,402.78)	(2,499.38)	618.00
2-74-130	Payroll Deductions	214.18	23.44	35.15	(179.03)	(190.74)	49.29
2-74-232	Village Beautification	75.00	1,333.36	2,000.00	1,925.00	1,258.36	1,078.64
2-74-251	Repairs & Maintenance	0.00	666.64	1,000.00	1,000.00	666.64	815.94
2-74-252	Miscellaneous	67.56	259.04	388.58	321.02	191.48	388.58
2-74-851	ALBERTA DAY CELEBRATION	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00



VILLAGE OF DONALDA
For the Period Ending August 31, 2026
Operations Revenue & Expense Report

Page 8 of 8
2026-Sep-18
2:37:15PM

General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
* TOTAL CULTURE EXPENSE		19,953.65	13,708.96	19,813.45	(140.20)	(6,244.69)	6,864.41
REQUISITION EXPENSES							
2-80-741	Provincial Education - ASFF	20,832.46	28,000.00	42,000.00	21,167.54	7,167.54	0.00
2-80-751	Recreation Requisition County of Stettler	4,140.32	2,636.64	3,955.00	(185.32)	(1,503.68)	0.00
2-80-761	C.of Stettler Housing Auth	9,287.00	6,187.36	9,281.00	(6.00)	(3,099.64)	6,178.00
2-80-771	Stettler Waste Management Auth	0.00	3,000.00	4,500.00	4,500.00	3,000.00	4,407.00
* TOTAL REQUISITION EXPENSES		34,259.78	39,824.00	59,736.00	25,476.22	5,564.22	10,585.00

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 2

Cheque Listing For Council

2026-Sep-18
2:19:09PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20260256	2026-08-12	AQUATECH CANADIAN WATER SERVICES INC.	27173	WATER OPERATIONS SUPPORT/TR	1,911.55	1,911.55
20260257	2026-08-12	ATB FINANCIAL MASTERCARD	JUNE2026	CREDIT CARD FOR JUNE 2026	1,718.13	1,718.13
20260258 20260258	2026-08-12	CANADA REVENUE AGENCY	20260715 20260731	PAYROLL WITHHOLDING JULY 15 PAYROLL WITHHOLDING	3,516.98 4,178.64	7,695.62
20260259	2026-08-12	COUNTY OF STETTTLER HOUSING	2026-REQ03	2026-Q3-STETTTLER HOUSING AUTH	2,321.75	2,321.75
20260260	2026-08-12	DONALDA & DISTRICT MUSEUM SOCIETY	20260812	2026 MUSEUM GRANT	5,000.00	5,000.00
20260261	2026-08-12	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	1020001-454409	2026 JULY RESIDENTIAL WASTE PIC	1,818.63	1,818.63
20260262	2026-08-12	GT HYDRAULIC & BEARING	000-457508	SHOP SUPPLIES-PUBLIC WORKS	60.02	60.02
20260263	2026-08-12	GYRO AG LTD.	6146	FUEL SUPPLIES-PUBLIC WORKS SH	41.99	41.99
20260264	2026-08-12	HACH SERVICE PLUS, ATT: SERVICE DEPT.	422604	WATER TESTER SUPPLIES	993.09	993.09
20260265	2026-08-12	NEXT GEN AUTOMATION	841465	PRINTER RENTAL AND SUPPLIES	185.83	185.83
20260266	2026-08-12	OLD MACDONALD KENNELS, ANIMAL SERVICES	10104	2026 JUNE- ANIMAL SERVICES	103.71	103.71
20260267	2026-08-12	OPEN NORTH INC., NORD OUVERT INC.	541	POPA COMPLIANCE PROJECT	1,217.78	1,217.78
20260268	2026-08-12	PARKLAND REGIONAL LIBRARY	260091	2026-Q3-LIBRARY SERVICE	592.66	592.66
20260269 20260269	2026-08-12	RURAL BYLAW	2020502 20270502A	BYLAW ENFORCEMENT JUN23 BYLAW PATROL MISSED	290.00 145.00	435.00
20260270	2026-08-12	STETTTLER HOME HARDWARE	145768	SHOP SUPPLIES-PUBLIC WORKS	48.29	48.29
20260271	2026-08-12	VILLAGE OF DONALDA LIBRARY	20251119	2026 LIBRARY GRANT	5,000.00	5,000.00
20260272	2026-08-12	WORKERS' COMPENSATION BOARD	2026AUG18	2026 AUG INSTALLMENT PAYMENT	1,153.53	1,153.53
20260273	2026-08-12	THOMPSON, TASHA	2026AUG15	2026 ALBERTA DAYS-FLANNEL FEST	1,500.00	1,500.00
20260280	2026-08-25	ALBERTA MUNICIPAL SERVICES CORP	26-1066937	2026 JULY POWER AND GAS	3,349.03	3,349.03
20260281	2026-08-25	ATB FINANCIAL MASTERCARD	2026JULY	2026 JULY CREDIT CARD	1,391.93	1,391.93
20260282	2026-08-25	BRIAN KING PROFESSIONAL CORPORATION	00004797	2025 FINANCIALS/ BANK REC	13,072.50	13,072.50
20260283 20260283	2026-08-25	CANOE PROCUREMENT GROUP OF CANADA	73711355 73929906	BATHROOM SUPPLIES BATHROOM AND OFFICE SUPPLIES	192.84 319.61	512.45
20260284 20260284	2026-08-25	HACH SERVICE PLUS, ATT: SERVICE DEPT.	424273 424427	RETURN OF SUPPLIES WATER TESTING SUPPLIES	(436.80) 541.07	104.27
20260285	2026-08-25	LIDSTONE & COMPANY BARRISTERS AND SOLICIT	68258	LEGAL FEES	237.83	237.83
20260286 20260286	2026-08-25	NUTEC ELECTRO TEL	221923 221958	SECURITY MONITORING SECURITY MONITORING	88.67 52.45	141.12



VILLAGE OF DONALDA

Page 2 of 2

Cheque Listing For Council

2026-Sep-18
2:19:09PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20260287	2026-08-25	SHIRLEY McCLELLAN REGIONAL WATER SERVICES	SMRWSC005008	2026JULY-WATER CONSUMPTION	4,767.05	4,767.05
20260288	2026-08-25	STETTLER HOME HARDWARE	145907	WEED WACKER CORD	31.49	31.49
20260289	2026-08-25	TAYLOR, HEATHER	DL0826	2026 AUG DONALDA LITE DESIGN &	150.00	150.00
20260290	2026-08-25	TELUS	2026JULY	PHONE LINES	97.57	97.57
20260291	2026-08-25	TRINUS TECHNOLOGIES	13403	MONTHLY NETWORK SERVICES	550.83	550.83
20260292	2026-08-25	UFA	202607	PUBLIC WORKS FUEL	1,429.38	1,429.38
20260293	2026-08-25	VITAL EFFECT	14038	MONTHLY WEB HOSTING	133.75	133.75
20260294	2026-08-25	WELLS, JENNIFER	2026APRIL	2026 APRIL JANITORIAL	150.00	300.00
20260294			2026JULY	2026 JULY JANITORIAL	150.00	

Total 58,066.78

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending August 31, 2026

Consolidated Account Statement	Balance on August 31, 2026
Public Sector Tax Account - Tax Recovery Surplus Roll 354	44.90
Public Sector Operating Account	86,567.77
Public Sector Reserve Account	904.12
Public Sector Savings - Grant Funds	286,141.14
Public Sector Savings - Tax Recovery Surplus Roll 332	8,615.76
Public Sector Savings - MSI Capital Account	51,601.45
Public Sector Savings - Gas Tax Fund (GTF) Account	5,847.99
Total:	\$439,723.13

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



2026/09/10

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta

Dear Ms. Veale,

Please find attached the quarterly Community Policing Report for the period of April 1st to June 30, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Bashaw RCMP detachment, and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, the Alberta RCMP is also advancing the rollout of the newly approved black-and-white General Duty vehicle design. This redesign is not simply cosmetic. It reflects a commitment to being a modern, professional, and approachable police service while maintaining a clear connection to the RCMP's history.

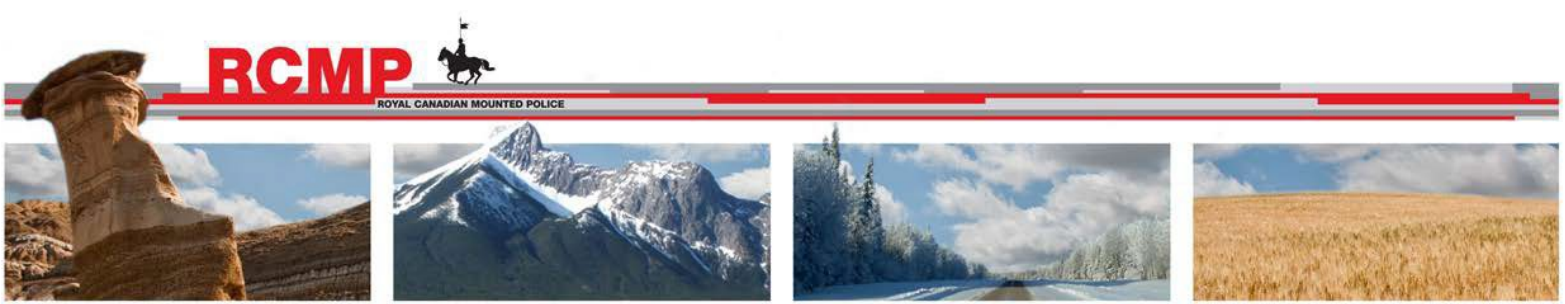
The updated look features white doors on a black base, along with high-visibility, reflective graphics to ensure the vehicles can be easily recognized in all conditions—day or night, in rural or urban settings, and across Alberta's diverse climates. This ensures RCMP vehicles are clearly identifiable as law-enforcement vehicles while remaining visually distinct as the RCMP.

Provinces, territories, and municipalities will be able to include local identifiers based on regional requirements. These variations allow for local flexibility and help demonstrate our connection with the communities we serve, while preserving a consistent, recognizable national RCMP identity.

Given the size and operational demands of the fleet, full conversion to the new design will take place gradually. Vehicles will transition to the new design as part of the natural replacement cycle, allowing older units to be retired without creating unnecessary incremental costs. This phased approach supports fleet consistency and modernization over time.

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

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



Sincerely,

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta



Bashaw Provincial Detachment Crime Statistics (Actual) April - June: 2022 - 2026

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

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	1	2	1	4	100%	300%	0.4
Other Sexual Offences		0	1	1	3	2	N/A	-33%	0.6
Assault		10	2	8	16	4	-60%	-75%	0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	3	5	4	5	25%	25%	0.3
Uttering Threats		3	7	4	2	4	33%	100%	-0.3
TOTAL PERSONS		19	14	20	26	19	0%	-27%	1.2
Break & Enter		5	14	14	13	8	60%	-38%	0.5
Theft of Motor Vehicle		5	11	5	8	5	0%	-38%	-0.3
Theft Over \$5,000		4	4	3	5	3	-25%	-40%	-0.1
Theft Under \$5,000		14	15	20	18	17	21%	-6%	0.9
Possn Stn Goods		3	1	5	2	8	167%	300%	1.1
Fraud		13	8	9	12	14	8%	17%	0.6
Arson		0	1	1	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		6	13	12	15	22	267%	47%	3.4
Mischief - Other		3	2	4	8	19	533%	138%	3.8
TOTAL PROPERTY		53	69	73	81	96	81%	19%	9.8
Offensive Weapons		1	0	1	0	0	-100%	N/A	-0.2
Disturbing the peace		0	6	6	11	4	N/A	-64%	1.3
Fail to Comply & Breaches		5	1	7	0	5	0%	N/A	-0.1
OTHER CRIMINAL CODE		3	1	3	4	12	300%	200%	2.1
TOTAL OTHER CRIMINAL CODE		9	8	17	15	21	133%	40%	3.1
TOTAL CRIMINAL CODE		81	91	110	122	136	68%	11%	14.1



Bashaw Provincial Detachment Crime Statistics (Actual) April - June: 2022 - 2026

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

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	1	-50%	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	0	0	0	1	-50%	N/A	-0.2
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		6	4	13	8	5	-17%	-38%	0.2
TOTAL FEDERAL		9	4	13	8	6	-33%	-25%	-0.2
Liquor Act		1	1	2	0	1	0%	N/A	-0.1
Cannabis Act		0	1	1	0	1	N/A	N/A	0.1
Mental Health Act		15	16	16	19	20	33%	5%	1.3
Other Provincial Stats		21	22	25	13	19	-10%	46%	-1.3
Total Provincial Stats		37	40	44	32	41	11%	28%	0.0
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		3	12	13	19	7	133%	-63%	1.5
Total Municipal		3	13	13	20	7	133%	-65%	1.5
Fatals		1	1	1	0	0	-100%	N/A	-0.3
Injury MVC		2	3	1	1	1	-50%	0%	-0.4
Property Damage MVC (Reportable)		30	29	24	29	19	-37%	-34%	-2.2
Property Damage MVC (Non Reportable)		3	2	3	8	5	67%	-38%	1.0
TOTAL MVC		36	35	29	38	25	-31%	-34%	-1.9
Roadside Suspension - Alcohol (Prov)		5	5	5	1	1	-80%	0%	-1.2
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		191	302	147	136	249	30%	83%	-5.0
Other Traffic		10	7	0	6	1	-90%	-83%	-1.9
Criminal Code Traffic		3	4	5	3	1	-67%	-67%	-0.5
Common Police Activities									
False Alarms		2	5	4	4	3	50%	-25%	0.1
False/Abandoned 911 Call and 911 Act		0	0	0	4	6	N/A	50%	1.6
Suspicious Person/Vehicle/Property		31	20	30	32	35	13%	9%	2.0
Persons Reported Missing		2	0	2	3	2	0%	-33%	0.3
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		16	4	10	15	10	-38%	-33%	-0.1
Form 10 (MHA) (Reported)		0	1	4	1	0	N/A	-100%	0.0