

**VILLAGE OF DONALDA**  
**Organizational Meeting of Council,**  
**October 20, 2026**  
**Council Chambers**  
**5001 Main Street, Donalda**  
**AGENDA**

**CALL TO ORDER – MAYOR**

**1. AGENDA**

1.1. Additions and Amendments

**2. OFFICIAL OATH OF OFFICE**

2.1. Confirmation of Official Oath of Office – Councillor Kim Van Gelderen (October 6, 2026)

2.2. Commissioners for Oaths – Legislative Information

**3. ORIENTATION AND TRAINING FOR ELECTED OFFICIALS**

3.1. Mandatory Orientation and Training – Status Update

3.2. Municipal Government Act and Council Governance Resources

3.3. Council Procedural Bylaw – General Duties and Meeting Procedures

**4. SETTING OF REGULAR MEETING DATES, TIME AND PLACE**

4.1. Proposed 2026–2027 Regular Council Meeting Schedule

**5. APPOINTMENT OF CHIEF ELECTED OFFICIAL AND DEPUTY CHIEF ELECTED OFFICIAL**

5.1. Appointment of Mayor

5.2. Appointment of Deputy Mayor

**6. COUNCIL REMUNERATION AND COMPENSATION**

6.1. Council Remuneration and Compensation for 2026–2027

**7. APPOINTMENT OF FINANCIAL AUDITOR**

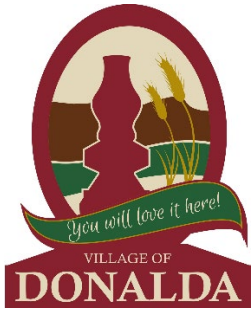
7.1. Appointment of Financial Auditor for the 2027 Fiscal Year

**8. COUNCIL BOARD AND COMMITTEE APPOINTMENTS**

8.1. Village Boards and Committees – 2026–2027 Appointments

8.2. External Boards and Regional Committees – 2026–2027 Appointments

**9. ADJOURNMENT**



| Request for Decision |                                        |
|----------------------|----------------------------------------|
| Meeting              | Organizational Meeting of Council      |
| Meeting Date         | October 20, 2026                       |
| Originated By        | Melanie Veale                          |
| Decision Title       | Official Oath of Office - Confirmation |
| Agenda Number        | 2.1 Official Oath of Office            |

## **Background/Proposal**

Pursuant to Section 156 of the Municipal Government Act, an elected councillor must take the prescribed Official Oath of Office before carrying out the powers, duties or functions of a councillor.

Following the close of nominations for the 2026 municipal by-election, Kim Van Gelderen was declared elected by acclamation to fill the vacant position on the Village of Donalda Council.

Councillor Van Gelderen completed the Official Oath of Office on October 6, 2026, prior to participating in Council business.

## **Discussion/Options/Benefits/Disadvantages**

The Official Oath of Office confirms the councillor's commitment to faithfully and diligently perform the duties of elected office in accordance with applicable legislation.

As Councillor Van Gelderen has already completed the required oath, no further swearing-in ceremony is necessary at the October 20, 2026 Organizational Meeting.

This item is presented to Council for information and to formally acknowledge completion of the oath.

## **Cost / Source of Funding**

Not applicable.

## **Applicable Legislation**

- Municipal Government Act, Section 156
- Oaths of Office Act

## **RECOMMENDATION**

THAT Council accept the confirmation of the Official Oath of Office completed by Councillor Kim Van Gelderen on October 6, 2026, as information.

## **Implementation/Communication**

Administration will retain the signed Official Oath of Office in the Village's municipal records.

## **Target Decision Date**

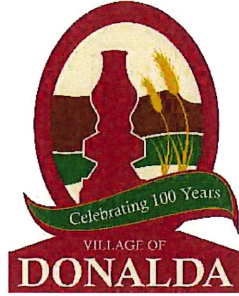
*In the spirit of Truth and Reconciliation, the Village of Donalda acknowledges that we gather, live, and work on Treaty 6 lands, the customary and traditional lands of the Indigenous Peoples of this territory.*

October 20, 2026

## **ATTACHMENTS**

1. Official Oath of Office – Councillor Kim Van Gelderen (October 6, 2026).

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



Village of Donalda

Province of Alberta

## OFFICIAL OATH OF OFFICE

I, Kimberly Van Gelderen., solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for the Village of Donalda.

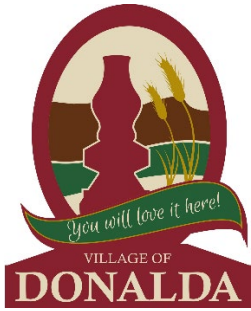
Signature

Dated this 6<sup>th</sup> day of October, 2025  at the Village of Donalda in the Province of Alberta.

Witness

Melanie Veale

Printed Name



| Request for Decision |                                                   |
|----------------------|---------------------------------------------------|
| Meeting              | Organizational Meeting of Council                 |
| Meeting Date         | October 20, 2026                                  |
| Originated By        | Melanie Veale                                     |
| Decision Title       | Commissioners for Oaths – Legislative Information |
| Agenda Number        | 2.2 Official Oath of Office                       |

## **Background/Proposal**

Under Alberta's Notaries and Commissioners Act, members of municipal councils are Commissioners for Oaths by virtue of their elected office.

This authority is granted automatically and does not require a separate appointment or resolution of Council.

The purpose of this report is to provide Council with information regarding the authority, responsibilities and limitations associated with acting as a Commissioner for Oaths in Alberta.

## **Discussion/Options/Benefits/Disadvantages**

As Commissioners for Oaths, members of Council are authorized to:

- Administer oaths and affirmations.
- Take and receive affidavits.
- Take and receive statutory declarations.

When exercising this authority, councillors must ensure that the individual making the oath or declaration appears before them, that the required procedures are followed, and that documents are properly completed.

A Commissioner for Oaths must clearly identify their name and designation when signing documents, using the wording "A Commissioner for Oaths in and for Alberta."

Commissioners for Oaths are not automatically Notaries Public and do not have the authority to perform functions reserved for notaries, such as certifying true copies of documents solely by virtue of their commissioner status.

Council members should exercise appropriate care when acting in this capacity and avoid commissioning documents where a conflict of interest may arise.

As this authority is established through provincial legislation, no formal Council appointment is required.

## **Cost / Source of Funding**

Not applicable.

## **Applicable Legislation**

- Notaries and Commissioners Act, Alberta

*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.*

- Notaries and Commissioners Regulation, Alberta

## **RECOMMENDATION**

THAT Council accept the Commissioners for Oaths – Legislative Information report as information.

## **Implementation/Communication**

Administration will provide Council members with information regarding their authority and responsibilities as Commissioners for Oaths for reference during their term of office.

## **Target Decision Date**

October 20, 2026

## **ATTACHMENTS**

1. Information and Instructions for Commissioners for Oaths, Government of Alberta.



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**INFORMATION  
AND  
INSTRUCTIONS  
For  
Commissioners for Oaths**

This guide is prepared to assist commissioners for oaths. It is not legal advice. If you are in need of legal advice, please consult a lawyer. If anything in this booklet is inconsistent with the *Notaries and Commissioners Act* or the *Commissioners for Oaths Regulation*, the act and regulation govern.

December 2024

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## **Definitions**

### **Affidavit**

A written statement formally confirmed by swearing an oath or affirming before a competent authority, such as a commissioner for oaths. Affidavits are often used as evidence in court. Affidavits can only be used when a statute or regulation authorizes the use of an affidavit.

### **Affirmation**

A solemn statement that is not religious, confirming that a statement is true. It has the same effect as an oath.

### **Attest**

To affirm the truth of a statement or bear witness to something.

### **Deponent**

A person who gives evidence in writing. The person who makes an affidavit is the deponent.

### **Exhibit**

Evidence in the form of records or other documents that are meant to support a person's affidavit. Exhibits are frequently found annexed, or attached to, affidavits.

### **Jurat**

Describes when, where, and before whom an affidavit was sworn. The jurat appears at the end of the document and must be completed by the commissioner for oaths.

### **Oath**

A solemn statement attesting to the truth of a statement to a Supreme Being or something sacred to the person taking the oath. The person making the oath considers it to be binding on their conscience.

## **Solemn Declaration**

A promise to tell the truth that is used for statutory declarations.

## **Statutory Declaration**

A formal declaration made in a prescribed form that has legal force similar to an oath or affidavit. Statutory declarations are used when no law authorizes the use of an affidavit.

## **The Role and Responsibilities of Commissioners for Oaths**

Commissioners for oaths perform important functions in our society. They are expected to comply with the highest standards of behaviour as set out in the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. The regulation includes a Code of Conduct that is reproduced in this booklet.

## **What Commissioners for Oaths Can Do**

Commissioners for oaths in the Province of Alberta can administer oaths and take and receive affidavits, affirmations and declarations in and for Alberta.

A person may be a commissioner for oaths by virtue of office (*ex officio*), as set out in the *Notaries and Commissioners Act*.

A Commissioner for oaths may also be appointed. A person may apply to be appointed as a commissioner for oaths if they:

- Are at least 18 years old, and
- Reside in Alberta or in the part of the City of Lloydminster that is located in Saskatchewan

The work of commissioners for oaths must be authorized by the *Notaries and Commissioners Act*. Section 19 of that Act provides that anyone who

acts as a commissioner for oaths without authorization can be liable for a fine of up to \$5,000.

Commissioners for oaths are not authorized to do types of work usually done by lawyers, such as conveyancing. The *Legal Profession Act* prohibits anyone who is not a lawyer or member of the Law Society of Alberta from practising law or from representing themselves as a lawyer. Anyone who performs the work of a lawyer when they are not authorized to do so contravenes these provisions and may be prosecuted.

Only judges and lawyers have the authority to:

- Witness or certify and attest deeds, contracts and commercial instruments
- Issue a certificate under the *Guarantees Acknowledgment Act*

### **Affidavits and Statutory Declarations**

**Affidavits** are written statements that are formally confirmed by oath or affirmation. The deponent (person making the affidavit) must swear the oath or affirm before a person with the power to administer an oath or affirmation, such as a commissioner for oaths. An affidavit must be authorized by legislation (a statute or a regulation) which allows or requires the proof of certain facts by way of an affidavit.

**Statutory declarations** are another type of statement of facts, similar to affidavits. They are used when no statute or regulation authorizes the use of an affidavit. Statutory declarations are made pursuant to the *Canada Evidence Act* or the *Alberta Evidence Act*. A person making a statutory declaration must solemnly declare that those statements are true before a person with the power to administer solemn declarations.

Affidavits and statutory declarations are used to establish legal rights. If they are not properly made, problems can arise in establishing these rights. For an affidavit or statutory declaration to be legally valid the oath, affirmation or solemn declaration must be administered properly. If you are unsure about the format of an affidavit or statutory declaration, what it can be used for, or how to complete it, please consult a lawyer.

The importance of affidavits and statutory declarations is reflected in the *Criminal Code*. A person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.

### **A Commissioner for Oaths May be Called to Give Evidence**

A commissioner for oaths may be called into court to establish that an oath, affirmation or solemn declaration was administered properly. To be prepared for this possibility, the commissioner for oaths must follow proper procedure every time.

Commissioners for oaths should establish a consistent procedure from which they do not deviate. This will assist you should you be called upon to testify, as you can indicate what procedure you consistently use even if you cannot recall that particular occasion.

### **Criminal Liability of a Commissioner for Oaths**

The *Criminal Code* places a high degree of responsibility on persons who administer oaths, affirmations and declarations. Section 138 of the *Criminal Code* provides that anyone who signs an affidavit or statutory declaration representing that it was sworn or declared before them when it in fact was not is guilty of an offence and is liable to imprisonment for up to two years.

### **A Spouse's Oath, Affirmation or Declaration**

Commissioners for oaths should not take their spouse's oath, affirmation or declaration. Sections of the *Canada Evidence Act* and the *Alberta Evidence Act* protect spouses from giving evidence against one another. If a commissioner for oaths takes their spouse's oath, affirmation or declaration, this can lead to problems in the proof of affidavits in court. It can also create problems in the prosecution of *Criminal Code* offences involving perjury and the swearing of false affidavits.

## **Taking Affidavits or Statutory Declarations**

For all purposes for which an oath or an affirmation is required or permitted by law, a person may either take an oath or affirm. An oath and an affirmation are of the same force and effect.

A commissioner for oaths should ask if a person wishes to take an oath or an affirmation.

If a person wishes to take an oath, instructions on how to administer an oath are set out below:

### **How to Administer an Oath to a Person Making an Affidavit**

An **oath** is a solemn statement attesting to the truth of a statement to a Supreme Being or something sacred to the person taking the oath. The oath should be administered in the following way:

1. Ensure that the words in the introduction to the affidavit read "make oath and say."
2. Ask the person appearing before you whether they are the individual named in the affidavit as the person making the affidavit. If you know the person, it is not necessary to confirm their identity.
3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.
4. A person taking an oath may hold a text or object appropriate to the person's religious or spiritual beliefs. Say to the person:  
  
"Do you swear that the contents of your affidavit are true, so help you God?"
5. The person responds by saying "I do".
6. You must then complete the jurat (see instructions below).

A person can be sworn in a different way that is sanctioned by their own religion. What is important is that they consider the oath to be binding on their conscience.

If a person wishes to affirm, instructions on how to administer an affirmation are set out below:

### **How to Administer an Affirmation to a Person Making an Affidavit**

An affirmation is a solemn statement that is not religious, confirming that a statement is true.

.

The affirmation should be administered in the following way:

1. Before administering the affirmation, you must amend the words "make oath and say" in the introduction to the affidavit to read "solemnly affirm".
2. Ask the person appearing before you whether they are the individual named in the affidavit. If you know the person, it is not necessary to confirm their identity.
3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.
4. Ask the person:  
  
"Do you solemnly affirm that the contents of your affidavit are true, the whole truth and nothing but the truth?"
5. The person responds by saying "I do".
6. You must then complete the jurat (see instructions below).

## How to Administer a Solemn Declaration to a Person Completing a Statutory Declaration

A **solemn declaration** is a promise to tell the truth that is used for statutory declarations. The *Canada Evidence Act* and the *Alberta Evidence Act* prescribe this form for statutory declarations:

I, \_\_\_\_\_, solemnly declare that (state the fact or facts declared to), and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation.

Declared before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The solemn declaration should be administered in the following way:

1. Ask the person appearing before you whether they are the individual named in the statutory declaration as the person making the statutory declaration. If you know the person, it is not necessary to confirm their identity.
2. Ask the person to sign the statutory declaration. If the statutory declaration has already been signed, ask the person if the signature on the statutory declaration is theirs.
3. Ask the person:  
  
“Do you make this solemn declaration conscientiously believing it to be the truth and knowing that it is of the same force and effect as if made under oath or affirmation?”
4. The person responds by saying "I do".
5. You must then complete the jurat (see instructions).

## Alterations

If there are changes on an affidavit or statutory declaration, including the jurat, you must authenticate them. If changes are not authenticated the affidavit or statutory declaration may not be accepted in court proceedings.

To authenticate the changes, place a check mark at the beginning and end of each of the changes and then write your initials beside each change.

Example:

A.B. ✓fifth✓ ✓February✓ A.B.  
I did on the fourth day of January, 1976.

## The Jurat

The **jurat** describes when, where, and before whom the document was sworn, affirmed or declared. It appears at the end of the document and must be completed by the commissioner for oaths.

The jurat must include:

- The date of swearing, affirming or declaring, and
- The place where the document was sworn, affirmed or declared.

In the case of an oath on an affidavit, it should include the words: “Sworn before me”.

In the case of an affirmation on an affidavit, it should include the words:  
“Affirmed before me”.

In the case of a statutory declaration, it should include the words “Declared before me”.

The ordinary form of jurat for an affidavit is:

Sworn (or affirmed) before me at .....  
Province of Alberta, this. .... day of ..... 20 ..  
.....  
A Commissioner for Oaths in and for Alberta

## **Name and Appointment Expiry Date or Office**

On each document you must legibly print or stamp in legible printing:

- Your name,
- If you are appointed, the date your appointment expires, and
- If you are a commissioner for oaths by virtue of office, your office

If you do not place your name, appointment expiry date or office on a document you attest to you can be found guilty of an offence and liable to a fine of up to \$1,000.

## **Exhibits**

Often an affidavit or statutory declaration will refer to other documents that are attached or annexed as **exhibits**. An exhibit might be evidence in the form of records or other documents that are meant to support the person's affidavit or declaration.

Exhibits must be identified by you. Each exhibit should be marked in this way:

This is Exhibit . . . . . referred to in  
the affidavit (or statutory declaration) of (name of  
person) sworn (or affirmed or declared) before me  
this . . . . . day of . . . . ., 20 . . . . .  
. . . . .  
A Commissioner for Oaths in and for Alberta

## **When a Person is Visually Impaired or Unable to Read**

If the person making the affidavit or statutory declaration is unable to read you must read the document, or cause it to be read, to the person and then ask the person if they understood it. You may only administer the oath, affirmation or solemn declaration if you are satisfied that the person has in fact understood what was read.

In those cases, the ordinary form of jurat must be amended. Insert the following before your signature:

As (name of person) is visually impaired (or unable to read), this affidavit (or statutory declaration) was read to them in my presence, they seemed perfectly to understand it, and made their signature (or mark) in my presence.

### **When a Person Does not speak English**

If the person making the affidavit or statutory declaration does not understand the English language, a person competent to interpret the contents of the affidavit or statutory declaration must first be sworn using the following oath/affirmation.

“Do you swear/solemnly affirm that you understand (the language of the person), that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret the oath (or affirmation or solemn declaration) about to be administered. So help you God”(for an oath).

After the interpreter has interpreted the contents of the document, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through the interpreter.

The ordinary form of jurat must be amended by inserting the following before your signature:

As (name of person) does not understand the language of the affidavit (or statutory declaration), this affidavit (or statutory declaration) was, in my belief, interpreted to (name of person) by (name of interpreter) who first swore (or affirmed) that they understand (the language of the person) and that they would truly interpret the oath (or affirmation or solemn declaration) about to be administered.

## When a Person is Hearing Impaired

If the person making the affidavit or statutory declaration has a hearing impairment but that person is capable of reading, read the declaration or affidavit, and appeared to perfectly understand it, and signed their name, then an interpreter is not required. Here is a sample of the jurat that can be used:

|                                        |   |                             |
|----------------------------------------|---|-----------------------------|
| Sworn (or affirmed/declared) before me | ) |                             |
| at the_____of_____in the               | ) |                             |
| Province of Alberta, this_____         | ) |                             |
| day of_____A.D., 20_____               | ) |                             |
| by the above named_____, who           | ) |                             |
| being hearing and speech impaired      | ) |                             |
| but capable of reading, read over      | ) |                             |
| the above written instrument,          | ) | _____                       |
| they appeared perfectly to             | ) | (Signature of the Deponent) |
| understand it, and signed their        | ) |                             |
| name in my presence.                   | ) |                             |

\_\_\_\_\_  
A Commissioner for Oaths in and for Alberta

If the person is hearing and speech impaired and incapable of reading, a person competent to interpret the document in the sign language known to the person must first be sworn. The following oath/affirmation may be administered.

“You swear/solemnly affirm that you understand (the sign language known to the person) and that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret to (name of person) the oath (or affirmation/solemn declaration) about to be administered to. So help you God”(for an oath).

After the interpreter has interpreted the contents of the documents, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through

the interpreter. In those cases the ordinary form of jurat must be amended by inserting the following before your signature:

As (name of person) being hearing and speech impaired and incapable of reading, this affidavit (or statutory declaration) was in my belief, interpreted to (name of person) by (name of interpreter) who first swore (or affirmed) that they understand (the sign language known to the person) and that they would truly interpret the contents of this affidavit (or statutory declaration) and that they would truly interpret the oath (or affirmation/solemn declaration) about to be administered.

## **Powers**

Commissioners for oaths must ensure that they restrict the use of the appointments to those powers set out in the Act. They may not, as a commissioner for oaths perform other actions, such as certifying true copies, completion of documents etc.

## **Additional Information for Appointed Commissioners for Oaths**

### **Re-appointment of a Commissioner for Oaths**

A notice will be sent to commissioners 8 weeks before their appointment expires. An application form will be included so the commissioner can apply for re-appointment should they wish to do so.

Every commissioner must ensure that they do not act after the expiry date of their appointment.

## **Change of Employment or Address**

If a commissioner for oaths changes their employment or address during their appointment this must be reported to the Department of Justice at the following address or by email at [official.documents@gov.ab.ca](mailto:official.documents@gov.ab.ca):

Official Documents & Appointments  
Rm. 111, 9833 - 109 Street  
Edmonton, Alberta T5K 2E8

## **Inquiries about the Appointment of Commissioners for Oaths**

Inquiries about the appointment of commissioners for oaths may be made to Official Documents & Appointments, at the address shown above or by email at [official.documents@gov.ab.ca](mailto:official.documents@gov.ab.ca)

## **Statute and Regulation**

The work of commissioners for oaths in Alberta is governed by the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. Both can be accessed on the Alberta government website:

<https://www.alberta.ca/notaries-and-commissioners>

The regulation includes a Code of Conduct for Commissioners for Oaths, which is included below.

## **Code of Conduct for Commissioners for Oaths**

1. A commissioner for oaths must
  - (a) discharge all of the commissioner for oaths' responsibilities with honesty, dignity and integrity;
  - (b) treat all persons fairly, courteously and with respect;
  - (c) provide services in a professional, ethical and responsible manner;
  - (d) comply with the terms and conditions of the commissioner for oaths' appointment;
  - (e) comply with
    - (i) the Notaries and Commissioners Act,
    - (ii) the applicable regulations under the Notaries and Commissioners Act,
    - (iii) any other law or directives that govern the conduct of commissioners for oaths in the discharge of their responsibilities, and
    - (iv) any direction issued to the commissioner for oaths under section 22 of the Act;
  - (f) act in a manner that maintains and upholds the honour and reputation of the office of commissioner for oaths;
  - (g) maintain up to date knowledge on the law and directives governing the duties and conduct of commissioners for oaths;
  - (h) hold in strict confidence all information of a confidential nature that comes to the commissioner for oaths' knowledge, except as is required to perform the services of the commissioner for oaths or as otherwise required by law.
2. A commissioner for oaths must not
  - (a) mislead or attempt to mislead anyone in the discharge of the commissioner for oaths' responsibilities;
  - (b) participate in the preparation or delivery of any document that is false, incomplete, misleading, deceptive or fraudulent;

- (c) participate in the preparation or delivery of any document that
  - (i) has the appearance of being validly issued by a court or other legitimate authority but is not,
  - (ii) is intended to or has the effect of deceiving any person, or
  - (iii) otherwise is lacking valid legal effect.

**SAMPLE – Affidavit**

CANADA

PROVINCE OF ALBERTA

TO WIT

AFFIDAVIT

I, \_\_\_\_\_ of the City of \_\_\_\_\_ in

the Province of Alberta, MAKE OATH AND

SAY/AFFIRM:

1. THAT

SWORN (or Affirmed) before me

At \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_

---

(Signature of the Deponent)

---

A Commissioner for Oaths/Notary  
Public in and for  
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES

## **SAMPLE – Statutory Declaration**

### STATUTORY DECLARATION

CANADA

PROVINCE OF ALBERTA

In the Matter of \_\_\_\_\_

TO WIT:

I, \_\_\_\_\_, of \_\_\_\_\_, in the Province of Alberta, do  
solemnly declare as follows:

And I make this solemn declaration conscientiously believing it to be true  
and knowing that it is of the same force and effect as it made under oath  
or affirmation.

DECLARED before me

At \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_

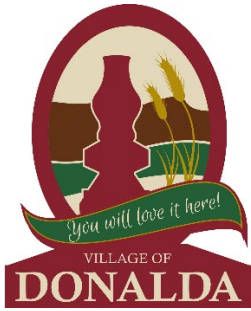
---

(Signature of the Deponent)

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for  
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES



| Request for Decision |                                                |
|----------------------|------------------------------------------------|
| Meeting              | Organizational Meeting of Council              |
| Meeting Date         | October 20, 2026                               |
| Originated By        | Melanie Veale                                  |
| Decision Title       | Orientation and Training for Elected Officials |
| Agenda Number        | 3.1 Mandatory Orientation and Training         |

## **Background/Proposal**

The Municipal Government Act (MGA) establishes requirements for the orientation and training of elected municipal officials to ensure councillors understand their legislative responsibilities, governance obligations and the roles of Council and Administration.

Following the 2025 municipal general election, members of the Village of Donalda Council participated in mandatory orientation training delivered by Brownlee LLP on October 27, 2025.

Following the 2026 Council vacancy and subsequent acclamation of Councillor Kim Van Gelderen, Administration arranged an orientation session on October 6, 2026, attended by Councillor Van Gelderen, Mayor Shaleah Fox and Deputy Mayor Phil Menecola.

The purpose of this report is to provide Council with an update on orientation activities completed and identify any outstanding training requirements.

## **Discussion/Options/Benefits/Disadvantages**

Municipal councillor orientation supports an understanding of the legislative and operational framework within which municipal governments operate.

The Village's orientation materials address the following subjects:

- Municipal governance and the role of municipalities in Alberta.
- Roles and responsibilities of Council, individual councillors and the Chief Administrative Officer.
- Municipal Government Act and applicable legislation.
- Council meeting procedures, decision-making and governance.
- Municipal financial administration, budgeting and reporting.
- Municipal policies, bylaws and administrative procedures.
- Public participation, accountability and confidentiality.
- Municipal emergency management responsibilities.
- Village of Donalda operations, infrastructure and current municipal priorities.

Administration has also prepared Village-specific orientation materials and reference documents to support councillors in carrying out their responsibilities.

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The October 6, 2026 session provided an initial introduction to municipal governance and Village operations. Administration will continue to coordinate any additional training required to satisfy applicable legislative requirements.

Emergency management training requirements will also be reviewed to ensure all members of Council have completed the training applicable to their responsibilities.

Ongoing training and professional development opportunities will be communicated to Council as appropriate, taking into consideration operational priorities and available financial resources.

This report is presented for information. No additional training expenditure or approval is requested at this time.

### **Cost / Source of Funding**

No additional expenditure is requested.

Any future training expenses will be considered within the approved operating budget or brought forward for Council approval where required.

### **Applicable Legislation**

- Municipal Government Act, RSA 2000, c. M-26.
- Local Authority Emergency Management Regulation, AR 203/2018.

### **RECOMMENDATION**

THAT Council accept the Orientation and Training for Elected Officials report as information.

### **Implementation/Communication**

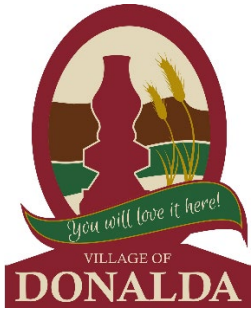
Administration will:

- Maintain records of orientation and training completed by Council members.
- Identify and coordinate any outstanding mandatory training.
- Provide Council with relevant legislative and municipal governance resources.
- Communicate additional training opportunities as appropriate.

### **Target Decision Date**

October 20, 2026

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| Request for Decision |                                                           |
|----------------------|-----------------------------------------------------------|
| Meeting              | Organizational Meeting of Council                         |
| Meeting Date         | October 20, 2026                                          |
| Originated By        | Melanie Veale                                             |
| Decision Title       | Setting of Regular Council Meeting Dates, Time and Place  |
| Agenda Number        | 4.1 – Proposed 2026–2027 Regular Council Meeting Schedule |

## **Background/Proposal**

The Municipal Government Act provides for Council to establish the dates, times and locations of its Regular Council Meetings.

At the annual Organizational Meeting, Council considers and approves its regular meeting schedule for the upcoming year to provide consistency, transparency and advance notice to Council members, Administration and the public.

The Village of Donalda has traditionally held Regular Council Meetings on the third Tuesday of each month, commencing at 7:00 p.m. in Council Chambers at 5001 Main Street, Donalda.

Administration proposes continuing this schedule for the 2026–2027 Council year.

## **Discussion/Options/Benefits/Disadvantages**

The proposed schedule maintains the Village's established meeting arrangements, with Regular Council Meetings held monthly on the third Tuesday at 7:00 p.m.

Maintaining a consistent meeting schedule supports Council and Administration in preparing meeting agendas, financial reporting, operational updates and matters requiring Council consideration.

Special Council Meetings may be called when necessary in accordance with the *Municipal Government Act* and the Village's Procedural Bylaw.

The proposed meeting schedule is provided below for Council's consideration.

## **Proposed Regular Council Meeting Schedule – 2026–2027**

| Date              | Time      | Location         |
|-------------------|-----------|------------------|
| November 17, 2026 | 7:00 p.m. | Council Chambers |
| December 15, 2026 | 7:00 p.m. | Council Chambers |
| January 19, 2027  | 7:00 p.m. | Council Chambers |
| February 16, 2027 | 7:00 p.m. | Council Chambers |
| March 16, 2027    | 7:00 p.m. | Council Chambers |
| April 20, 2027    | 7:00 p.m. | Council Chambers |

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|                    |           |                  |
|--------------------|-----------|------------------|
| May 18, 2027       | 7:00 p.m. | Council Chambers |
| June 15, 2027      | 7:00 p.m. | Council Chambers |
| July 20, 2027      | 7:00 p.m. | Council Chambers |
| August 17, 2027    | 7:00 p.m. | Council Chambers |
| September 21, 2027 | 7:00 p.m. | Council Chambers |
| October 19, 2027   | 7:00 p.m. | Council Chambers |

**Location:** Village of Donalda Council Chambers, 5001 Main Street, Donalda, Alberta.

The date of the next Organizational Meeting should be established separately in accordance with applicable legislative requirements.

### **Cost / Source of Funding**

No additional expenditure is anticipated beyond regular Council meeting and administrative operating expenses.

### **Applicable Legislation**

- Municipal Government Act, Sections 192–195.
- Village of Donalda Council Procedural Bylaw, as amended.

### **RECOMMENDATION**

THAT Council approve the 2026–2027 Regular Council Meeting Schedule, with meetings to be held on the third Tuesday of each month, commencing at 7:00 p.m. in Council Chambers at 5001 Main Street, Donalda, Alberta, as presented.

### **Implementation/Communication**

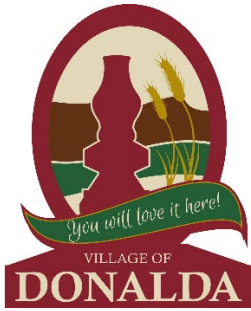
Administration will publish the approved meeting schedule on the Village's official website and make the schedule available to the public.

Any subsequent changes to the approved meeting dates, times or locations will be communicated in accordance with the Municipal Government Act and the Village's Procedural Bylaw.

### **Target Decision Date**

October 20, 2026

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| Request for Decision |                                           |
|----------------------|-------------------------------------------|
| Meeting              | Organizational Meeting of Council         |
| Meeting Date         | October 20, 2026                          |
| Originated By        | Melanie Veale                             |
| Decision Title       | Council Remuneration and Compensation     |
| Agenda Number        | 6.1 Council Remuneration and Compensation |

## **Background/Proposal**

At the annual Organizational Meeting, Council reviews the remuneration and compensation provided to elected officials.

At the November 3, 2025 Organizational Meeting, Council resolved to maintain its existing remuneration rates pending consideration during the 2026 operating budget deliberations.

The remuneration rates remained unchanged following those deliberations.

Administration is presenting the existing compensation structure for Council's consideration and confirmation for the 2026–2027 Council year.

## **Discussion/Options/Benefits/Disadvantages**

The Village of Donalda currently provides the following remuneration and compensation to elected officials:

| Compensation Category                                             | Existing Rate                                                   |
|-------------------------------------------------------------------|-----------------------------------------------------------------|
| Annual supervision allowance                                      | \$1,200 per Council member                                      |
| Supervision allowance payment schedule                            | \$300 quarterly, payable in March, June, September and December |
| Half-day meeting attendance (4 hours or less, excluding travel)   | \$60                                                            |
| Full-day meeting attendance (more than 4 hours, excluding travel) | \$120                                                           |
| Mileage for authorized Council travel                             | \$0.60 per kilometre                                            |

The annual supervision allowance is paid quarterly rather than as a single annual payment.

Council may maintain the existing compensation structure or direct Administration to bring forward proposed amendments for consideration.

Given the Village's ongoing financial review and Council's direction to manage municipal expenditures, Administration recommends maintaining the existing rates without an increase.

This approach provides continuity and predictability for budgeting purposes while avoiding additional remuneration costs.

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## **Cost / Source of Funding**

Council remuneration and authorized travel expenses are funded through the Village's annual operating budget.

Maintaining the existing rates will not result in an increase to the established compensation structure.

Actual annual expenditures will depend on meeting attendance, authorized travel and other eligible activities.

## **Applicable Legislation**

- Municipal Government Act, Section 275 – Council authority to provide remuneration and expenses to councillors.
- Village of Donalda applicable Council remuneration resolutions and policies.

## **RECOMMENDATION**

THAT Council maintain the existing remuneration and compensation rates for the 2026–2027 Council year as follows:

Annual supervision allowance: \$1,200 per Council member, payable in quarterly instalments of \$300 in March, June, September and December;

Half-day meeting attendance: \$60 for meetings of four hours or less, excluding travel time;

Full-day meeting attendance: \$120 for meetings exceeding four hours, excluding travel time; and

Mileage: \$0.60 per kilometre for authorized Council travel;

AND THAT these rates remain in effect unless subsequently amended by resolution of Council.

## **Implementation/Communication**

Administration will continue processing Council remuneration and eligible expense claims in accordance with the approved rates and established municipal payroll and financial procedures.

The approved rates will be incorporated into future operating budget preparations.

## **Target Decision Date**

October 20, 2026

## **Attachments**

1. Council Remuneration Comparative Review

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## ATTACHMENT A | COUNCIL REMUNERATION COMPARATIVE REVIEW

Organizational Meeting: October 20, 2026 | Agenda Item 6.1

### Purpose

To provide Council with examples of remuneration arrangements in Alberta villages and small municipalities, and to support discussion about whether Donalda's current structure continues to meet its needs. This attachment is intended to inform consideration, not to prescribe a change.

### 1. Current Donalda remuneration

| Component                            | Current rate                                                                    |
|--------------------------------------|---------------------------------------------------------------------------------|
| Annual supervision allowance         | \$1,200 per councillor, paid \$300 quarterly (March, June, September, December) |
| Meeting attendance (4 hours or less) | \$60                                                                            |
| Meeting attendance (over 4 hours)    | \$120                                                                           |
| Authorized mileage                   | \$0.60/km                                                                       |

Council confirmed these rates remained unchanged during the 2026 budget deliberations.

### 2. Examples from other Alberta municipalities

The figures below are dated examples from published municipal materials identified during the preliminary review. They are not a verified survey of all rates in effect in October 2026. Base allowances and meeting payments should not be treated as equivalent.

| Municipality | Published compensation example                                                                                 | Qualification / period                                                    |
|--------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Big Valley   | Annual allowance plus meeting fees                                                                             | 2025 policy available; current numerical rates require verification       |
| Rochon Sands | \$3,000 annual remuneration per elected official                                                               | 2025 organizational decision; confirm eligibility of other payments       |
| White Sands  | Mayor \$2,500/year; councillors \$1,750/year; specified additional meetings \$125 (up to 4h) / \$200 (over 4h) | 2025 policy; some meetings may be covered by base allowance               |
| Forestburg   | Mayor \$7,440/year; Deputy Mayor and councillors \$6,200/year                                                  | April 2026 decision; additional meeting compensation may apply            |
| Glenwood     | \$75 per meeting; \$100 for Mayor at Council meetings                                                          | February 2025 resolution; base allowance and current status not confirmed |

|          |                                                                                |                                                            |
|----------|--------------------------------------------------------------------------------|------------------------------------------------------------|
| Longview | \$60 under 2h; \$110 up to 4h; \$200 over 4h                                   | 2024 decision for 2025; current status not confirmed       |
| Marwayne | \$150 under 4h; \$250 over 4h                                                  | 2024 review; current status not confirmed                  |
| Delburne | Mayor \$450/month; councillors \$350/month, plus eligible meeting compensation | 2025 candidate information; additional rates not confirmed |

### 3. What the comparison shows

- Models vary: annual or monthly honorariums, meeting-based payments, and blended approaches are all represented.
- An annual allowance alone does not show total compensation; meeting frequency, eligible duties and travel affect annual cost.
- Some municipalities distinguish Mayor and councillor compensation; Donalda currently applies the same annual allowance to all members.
- A meaningful future benchmark should compare annualized totals under consistent meeting and travel assumptions, rather than individual rates in isolation.

### 4. Illustrative annual cost under Donalda's model

Assuming three Council members, twelve regular meetings per year at the \$60 half-day rate, and no other paid meetings or travel:

| Cost element                    | Illustrative annual amount |
|---------------------------------|----------------------------|
| Annual allowances: 3 × \$1,200  | \$3,600                    |
| Regular meetings: 3 × 12 × \$60 | \$2,160                    |
| Total                           | \$5,760                    |

This is an illustration only, not an estimate of actual 2026 spending. Additional meetings, committee duties, travel and employer-related costs are excluded.

### 5. Questions for Council discussion

1. Does the current allowance-plus-meeting-fee model adequately reflect meeting preparation, governance responsibilities, regional representation and training?
2. Should the Mayor and Deputy Mayor receive different compensation for additional responsibilities?
3. Are the current definitions of eligible meetings and half-day/full-day attendance clear and administratively practical?
4. Would a fixed monthly honorarium, meeting-based structure, or the existing blended model better support predictable budgeting?

5. How should financial sustainability, fairness and accessibility of Council service be balanced?
6. Would Council benefit from a scheduled remuneration review every two or four years?

## 6. Options for Council

**Option A – Continue existing rates and model.** No change to annual allowance, meeting fees or mileage; revisit during a future budget cycle.

**Option B – Request a fuller comparative review.** Administration returns with verified current policies, annualized cost scenarios and any proposed changes.

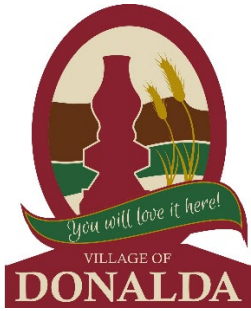
**Option C – Establish a regular review cycle.** Maintain existing rates now and set a periodic review date or trigger.

## 7. Administrative closing observation

The preliminary examples show that there is no single compensation model used by small Alberta municipalities. Council may determine that Donalda's current rates and structure remain appropriate, or request a further review of the structure without committing to an increase or decrease. Any changes should be evaluated for full-year budget impact before adoption.

## Source references for follow-up verification

- Village of Big Valley – municipal information / 2025 Council Remuneration Policy:  
<https://www.villageofbigvalley.ca/municipal-information/>
- Village of Glenwood – 2025 Council agenda/minutes: [https://glenwood.ca/wp-content/uploads/documents/Council-Agenda-and-Minutes/2025/2025\\_03\\_19\\_Agenda\\_Package.pdf](https://glenwood.ca/wp-content/uploads/documents/Council-Agenda-and-Minutes/2025/2025_03_19_Agenda_Package.pdf)
- Village of Longview – 2024 organizational meeting materials:  
<https://village.longview.ab.ca/wordpress/wp-content/uploads/2024/11/Nov-19-2024-Regular-Council-meeting-PDF-package-v3.pdf>
- Village of Marwayne – 2024 remuneration review:  
<https://www.marwayne.ca/public/download/files/251744>
- Village of Delburne – published candidate information:  
[https://www.delburne.ca/download\\_file/view/3414/665](https://www.delburne.ca/download_file/view/3414/665)
- Rochon Sands, White Sands and Forestburg – 2025–2026 municipal meeting/policy documents referenced in preliminary review; exact document links should be confirmed before public distribution.



| Request for Decision |                                                         |
|----------------------|---------------------------------------------------------|
| Meeting              | Organizational Meeting of Council                       |
| Meeting Date         | October 20, 2026                                        |
| Originated By        | Melanie Veale                                           |
| Decision Title       | Appointment of Municipal Auditor – 2027 Fiscal Year     |
| Agenda Number        | 7.1 Appointment of Municipal Auditor – 2027 Fiscal Year |

## **Background/Proposal**

Under the Municipal Government Act (MGA), Council is responsible for appointing a qualified auditor to conduct the annual audit of the municipality's financial statements.

At the November 3, 2025 Organizational Meeting, Council appointed Brian King Professional Corporation as the Village of Donalda's municipal auditor for the 2026 fiscal year.

Brian King Professional Corporation has provided municipal auditing services to the Village and has established familiarity with its financial records, accounting practices and municipal operations.

Administration is presenting the appointment of the municipal auditor for the 2027 fiscal year for Council's consideration.

## **Discussion/Options/Benefits/Disadvantages**

Municipal auditing is a specialized area of professional accounting that requires knowledge of Canadian public sector accounting standards, municipal legislation, government funding arrangements, tangible capital assets and statutory financial reporting requirements.

Although the Village of Donalda is a small municipality, its annual audit must meet the same fundamental legislative and professional standards applicable to larger municipalities.

Municipalities are required to prepare annual financial statements and have them audited by a qualified professional auditor. Audited financial statements must be submitted to Alberta Municipal Affairs within the prescribed reporting timelines.

The size of a municipality does not necessarily reduce the complexity of its financial reporting obligations.

Brian King Professional Corporation has an established working relationship with the Village and familiarity with its accounting records, historical transactions, financial reporting practices and municipal operations.

Continuity of audit services offers several practical benefits, including:

- Familiarity with the Village's financial records and accounting systems.
- Knowledge of historical transactions and prior-year financial reporting.
- Understanding of municipal funding arrangements and applicable accounting standards.
- Continuity in year-end audit planning and financial statement preparation.

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- Reduced transition requirements associated with engaging a new auditor.

For smaller municipalities with limited administrative and financial resources, maintaining continuity with a qualified municipal auditor can assist in meeting annual reporting obligations.

Municipal audits require specialized professional knowledge and experience. Audit firms must have the qualifications, resources and capacity to undertake municipal engagements within legislated reporting timelines.

For smaller municipalities, the availability of appropriately experienced auditors is a relevant consideration when making an appointment.

While the availability of municipal auditors varies, maintaining an established professional relationship provides continuity and supports predictable annual audit planning.

The Village's 2025 financial audit was completed in 2026 by Brian King Professional Corporation.

The associated professional fees were:

| Description                            | Amount             |
|----------------------------------------|--------------------|
| Audit and bank reconciliation services | \$12,450.00        |
| GST                                    | \$622.50           |
| <b>Total invoiced</b>                  | <b>\$13,072.50</b> |

The invoice included financial statement audit and bank reconciliation services.

It is important to recognize that municipal audit engagements may involve additional accounting and reconciliation assistance, particularly where year-end adjustments or supporting financial information are required.

Accordingly, the total professional fee should be considered in relation to the scope of services provided rather than being viewed solely as the cost of an independent financial statement audit.

Administration considers Brian King Professional Corporation's familiarity with the Village's financial operations, established professional relationship and continuity of municipal audit services to be relevant considerations in the appointment process.

Retaining an auditor with knowledge of the Village's financial history and reporting requirements supports consistency in the annual audit process.

Administration recommends continuing the existing appointment for the 2027 fiscal year.

**Cost / Source of Funding**

The cost of the annual municipal audit is funded through the Village's operating budget.

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The 2025 audit and related bank reconciliation services totalled \$12,450 before GST.

Professional fees for the 2027 fiscal year will be incorporated into the applicable operating budget and confirmed through the annual audit engagement arrangements.

No change in auditor is proposed.

### **Applicable Legislation**

Municipal Government Act, RSA 2000, c. M-26, as amended

- Section 276: Preparation of annual municipal financial statements.
- Section 278: Submission of audited financial statements and financial information to the Minister.
- Section 280: Appointment of municipal auditor.

Canadian Public Sector Accounting Standards

Applicable financial reporting standards for Canadian municipalities.

### **RECOMMENDATION**

THAT Council appoint Brian King Professional Corporation as the municipal auditor for the Village of Donalda for the 2027 fiscal year.

### **Implementation/Communication**

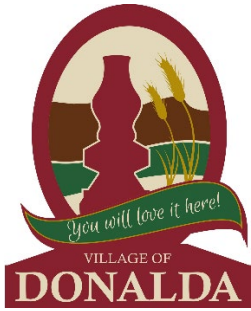
Following Council's appointment, Administration will:

- Notify Brian King Professional Corporation of the appointment.
- Coordinate the annual audit engagement and associated scheduling requirements.
- Confirm the scope of professional services and applicable fees.
- Prepare and provide the financial records and supporting documentation required for the audit.
- Coordinate completion of the audited financial statements and applicable legislative reporting requirements.

### **Target Decision Date**

October 20, 2026

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| Request for Decision |                                                                 |
|----------------------|-----------------------------------------------------------------|
| Meeting              | Organizational Meeting of Council                               |
| Meeting Date         | October 20, 2026                                                |
| Originated By        | Melanie Veale                                                   |
| Decision Title       | External Boards and Regional Committee Appointments (2026–2027) |
| Agenda Number        | 8.1 Village Boards and Committees                               |

## **Background/Proposal**

The Village of Donalda participates in various external boards, regional commissions, committees and community organizations to support regional service delivery, intermunicipal cooperation and representation of municipal interests.

Section 2 of the Village of Donalda Procedural Bylaw No. 772-24 establishes provisions respecting Council appointments to boards and committees. Appointments ordinarily occur at the annual Organizational Meeting and generally continue until the next Organizational Meeting unless otherwise specified.

At the November 3, 2025 Organizational Meeting, Council approved its board and committee appointments for the 2025–2026 term through Resolution 167-25.

Since that time, several changes have occurred, including the resignation of Councillor Tanya Metcalfe, changes to regional organizational structures and the development of the Heartland Regional Fire Commission.

Administration has reviewed the previous appointments, the Village's procedural bylaw and available information concerning the continued operation of external organizations.

The purpose of this Request for Decision is to confirm appropriate representation for the 2026–2027 term, address identified vacancies and ensure the Village's appointment schedule reflects current regional arrangements.

## **Discussion/Options/Benefits/Disadvantages**

### **1. Continuation of External Representation**

Participation in external boards, commissions and committees allows Council to represent the Village's interests in regional services, planning, economic development, community programs and intermunicipal initiatives.

Several organizations identified in the Village's Procedural Bylaw continue to operate and provide services or opportunities for regional participation.

Administration recommends maintaining representation with these organizations, subject to their governing agreements and Council's consideration of individual appointments.

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## 2. Changes to Regional Organizations

Parkland Community Planning Services ceased operations in March 2026.

Accordingly, Administration does not recommend appointing a Council representative to Parkland Community Planning Services or its former board for the 2026–2027 term.

The organization remains referenced in Procedural Bylaw No. 772-24. Administration recommends addressing these outdated references through a future housekeeping amendment rather than continuing appointments to a discontinued organization.

## 3. Heartland Regional Fire Commission

At the August 18, 2026 Regular Council Meeting, Council appointed Mayor Shaleah Fox as the Village's representative to the Heartland Regional Fire Commission Board through Resolution 2026-156.

This appointment is included in Schedule B for continuity and information.

The appointment remains subject to the Commission's formal establishment and governing documents.

The continued operation and purpose of the Stettler Regional Fire Department Advisory Committee should be confirmed in light of the evolving regional fire governance structure.

## 4. Vacancies Following Councillor Resignation

The resignation of Councillor Tanya Metcalfe on August 13, 2026 affected several external appointments.

Based on the November 2025 Organizational Meeting record, these include:

- Donalda and District Museum Society.
- East Central Alberta Heritage Society.
- Shirley McClellan Regional Water Services Commission.
- Stettler Regional Waste Management Authority – alternate representative.

The Village's Procedural Bylaw also identifies an alternate representative for the Shirley McClellan Regional Water Services Commission.

Administration recommends that Council address the required primary and alternate appointments.

Where subsequent Council resolutions have changed representation, the most recent approved appointments should govern.

## 5. Appointments Requiring Further Verification

Administration has identified several organizations or committees whose current meeting activity, membership structure or continued need for a dedicated Council representative requires further confirmation.

These include:

- Destination Stettler.

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- Lamp Park Committee.
- RCMP Community Consultative Group.
- Red Deer River Municipal Users Group.
- Stettler Regional Fire Department Advisory Committee.
- Regional Emergency Management Advisory Committee.
- Intermunicipal Development Plan Committee.

These organizations or committees remain referenced in the Village's governing framework or previous appointment records.

The absence of recent public meeting information does not necessarily indicate that an organization is inactive.

Administration recommends retaining these matters for review and confirming their status before making changes to established representation requirements.

## 6. Procedural Bylaw Review

Procedural Bylaw No. 772-24 identifies several external organizations and prescribes councillor representation.

Changes to regional organizational structures may require corresponding updates to the Village's procedural bylaw.

Administration recommends that any necessary housekeeping amendments be presented separately for Council's consideration.

## **Cost / Source of Funding**

No significant additional costs are anticipated solely from confirming existing appointments.

Eligible meeting remuneration, mileage, travel and related expenses will be administered in accordance with the Village's approved policies and operating budget.

Any additional financial obligations associated with external organizations remain subject to applicable agreements and Council approval.

## **Applicable Legislation**

- Municipal Government Act, RSA 2000, c. M-26.
- Village of Donalda Procedural Bylaw No. 772-24, particularly Sections 2.1–2.7.
- Applicable regional commission bylaws, intermunicipal agreements and organizational terms of reference.
- Council Resolution 167-25 – November 3, 2025 Organizational Meeting appointments.
- Council Resolution 2026-156 – Heartland Regional Fire Commission Board representative.

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## **RECOMMENDATION**

THAT Council approve the 2026–2027 External Board and Regional Committee Appointments as identified in Schedule B, as amended during the Organizational Meeting, subject to applicable legislation, municipal bylaws and governing agreements;

AND THAT Council direct Administration to confirm the status and membership requirements of the organizations identified for further review and bring forward any necessary appointment changes or procedural bylaw amendments for Council's consideration.

## **Implementation/Communication**

Following Council approval, Administration will:

1. Record the approved appointments in the Organizational Meeting minutes.
2. Finalize Schedule B as part of the official meeting record.
3. Notify applicable organizations of Council's appointments.
4. Confirm required alternates, eligibility provisions and appointment terms.
5. Verify outstanding committee and organizational arrangements.
6. Update the Village's website and appointment register.
7. Bring forward any required amendments to Procedural Bylaw No. 772-24.

## **Target Decision Date**

October 20, 2026

## **Attachments**

1. External Boards and Regional Committee Appointments

# SCHEDULE A

## VILLAGE BOARDS AND COMMITTEE APPOINTMENTS

2026–2027

### A. Council Appointments

| Board / Committee                       | Current Representation           | 2026–2027 Appointment  |
|-----------------------------------------|----------------------------------|------------------------|
| Donalda Infrastructure Committee        | Committee of the Whole           | Committee of the Whole |
| Donalda Risk Management Committee       | Committee of the Whole           | Committee of the Whole |
| Municipal Planning Commission           | Committee of the Whole           | Committee of the Whole |
| Regional Emergency Management Committee | Vacant – formerly Tanya Metcalfe |                        |

### B. Statutory Administrative Appointment

| Position       | Current Appointment          |
|----------------|------------------------------|
| Weed Inspector | Chief Administrative Officer |

### C. Administrative Representation – For Information

| Program / Organization                       | Current Representative       |
|----------------------------------------------|------------------------------|
| Family and Community Support Services (FCSS) | Chief Administrative Officer |

### Schedule Notes

1. Committee of the Whole representation consists of all members of Council, subject to the governing bylaw or committee terms of reference.
2. The Regional Emergency Management Committee position requires an appointment following the resignation of Councillor Metcalfe.
3. The Weed Inspector appointment is identified separately from Council committee appointments.
4. FCSS representation is an administrative responsibility of the Chief Administrative Officer and is provided for information.
5. Appointments remain subject to applicable legislation, municipal bylaws and governing agreements.

# VILLAGE OF DONALDA

## SCHEDULE B – EXTERNAL BOARDS AND REGIONAL COMMITTEE APPOINTMENTS

2026–2027 Organizational Meeting – October 20, 2026

### A. Continuing External Boards and Regional Organizations

| Organization                                                          | Last Recorded Appointment                 | Proposed 2026–2027 Appointment |
|-----------------------------------------------------------------------|-------------------------------------------|--------------------------------|
| Central Alberta Economic Partnership (CAEP)                           | Shaleah Fox                               | Shaleah Fox                    |
| County of Stettler Housing Authority                                  | Phil Menecola                             | Phil Menecola                  |
| County of Stettler Regional Recreation Board                          | Phil Menecola                             | Phil Menecola                  |
| Donalda and District Museum Society                                   | Tanya Metcalfe                            | _____                          |
| East Central Alberta Heritage Society                                 | Tanya Metcalfe                            | _____                          |
| Parkland Regional Library Board                                       | Shaleah Fox                               | Shaleah Fox                    |
| Donalda Municipal Library Board                                       | Shaleah Fox                               | Shaleah Fox                    |
| Shirley McClellan Regional Water Services Commission – Representative | Tanya Metcalfe                            | _____                          |
| Shirley McClellan Regional Water Services Commission – Alternate      | Not identified in 2025 appointment record | _____                          |
| Stettler Regional Waste Management Authority – Representative         | Phil Menecola                             | Phil Menecola                  |
| Stettler Regional Waste Management Authority – Alternate              | Tanya Metcalfe                            | _____                          |
| Stettler and District Ambulance Association – Representative          | Shaleah Fox                               | Shaleah Fox                    |
| Stettler and District Ambulance Association – Alternate               | Phil Menecola                             | Phil Menecola                  |

**Note:** The November 2025 appointments are shown as the historical reference. Any subsequent Council resolution changing an appointment should be reflected before final approval.

### B. Heartland Regional Fire Commission

| Organization                             | Existing Appointment              | Status                                                                                |
|------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------|
| Heartland Regional Fire Commission Board | Shaleah Fox – Resolution 2026-156 | Existing Council appointment; subject to formal establishment and governing documents |

### C. Appointments Requiring Confirmation

| Organization / Committee | Last Recorded Representative | Matter to Confirm |
|--------------------------|------------------------------|-------------------|
|--------------------------|------------------------------|-------------------|

|                                                      |                                                         |                                                                     |
|------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------|
| Destination Stettler                                 | Shaleah Fox                                             | Current organizational structure and Council representation         |
| Lamp Park Committee                                  | Not identified in 2025 resolution                       | Current activity and required representative                        |
| RCMP Community Consultative Group                    | Phil Menecola                                           | Continued operation and meeting schedule                            |
| Red Deer River Municipal Users Group                 | Shaleah Fox                                             | Village membership and representation                               |
| Stettler Regional Fire Department Advisory Committee | Shaleah Fox                                             | Continued role following Heartland regional fire governance changes |
| Regional Emergency Management Advisory Committee     | Tanya Metcalfe                                          | Current committee arrangements and replacement representative       |
| Intermunicipal Development Plan Committee            | Mayor and MPC Chairperson under Procedural Bylaw 772-24 | Current committee status and confirmation of designated members     |

These positions remain subject to the Village's procedural bylaw and any applicable governing agreements. Further verification is required before concluding that an appointment is no longer necessary.

#### **D. Discontinued Organization – No Appointment Proposed**

| <b>Organization</b>                                   | <b>Status</b>                | <b>Proposed Action</b>                                               |
|-------------------------------------------------------|------------------------------|----------------------------------------------------------------------|
| Parkland Community Planning Services and former Board | Operations ceased March 2026 | No appointment proposed; review outdated procedural bylaw references |

#### **E. Administrative Follow-Up**

Administration will verify outstanding appointments, notify applicable organizations, update the appointment register and identify any necessary amendments to Procedural Bylaw No. 772-24.

**Final appointments are established by Council resolution and must be recorded in the Organizational Meeting minutes.**