

VILLAGE OF DONALDA
Regular Council Meeting,
October 20, 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 September 22, 2026

2.2. Special Meeting of Council October 6, 2026

2.3. Municipal Planning Commission Meeting October 6, 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. Parkland Regional Library System – Proposed 2027 Budget

5.2. Build Communities Strong Fund – Community Stream: Outstanding Capital Allocations

5.3. Bylaw No. 777-26 Access to Information and Protection of Privacy Administration Bylaw

5.4. Protection of Privacy Policy and Privacy Management Program

5.5. Proposed Financial Recovery Plan 2026–2031 – Administration Review and Comments

5.6. Workplace Health and Safety, Employee Well-being and Organizational Sustainability

5.7. Financial Reports

5.7.1. Operating Budget Period Ending September 30, 2026

5.7.2. Cheque Register Period Ending September 30, 2026

5.7.3. Bank Account Settlements Period Ending September 30, 2026

6. INFORMATIONAL ITEMS & CORRESPONDENCE

6.1. Emera, ATCO & Canadian Utilities Merger Announcement

7. COMMITTEE AND STAFF REPORTS

7.1. Mayor

7.2. Deputy Mayor

7.3. Councillor

7.4. Chief Administrative Officer

7.5. Donalda Village Residents and Owners Committee

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

8. **GALLERY**

9. **CLOSED MEETING OF COUNCIL**

Public Works Personnel Matter – Employee Leave and Staffing Considerations
Municipal Government Act, Section 197(2), and Access to Information Act, Section 20(1)
– *Disclosure Harmful to Personal Privacy.*

10. **NEXT MEETINGS**

- 10.1. December 15, 2026
- 10.2. January 19, 2027

11. **ADJOURNMENT**



VILLAGE OF DONALDA
Regular Meeting of the Council
Tuesday September 22, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Regular Meeting of Donalda Village Council was held at 7:00 pm Tuesday, September 22, 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 7:01 pm.

1. AGENDA

1.1. Additions and Amendments

Mayor Fox requested the addition of the following item:

- 4.1 – Procedural Bylaw Amendment – Bylaw No. 775-26 – Third and Final Reading

Administration brought forward the following additional item to the Chair:

- 5.4 – IMPACT 2026 FCSSAA Annual Conference

MOVED by Councillor Menecola THAT the September 22, 2026 Regular Meeting of Council agenda be adopted as amended, with the addition of Item 4.1 – Procedural Bylaw Amendment – Bylaw No. 775-26 – Third and Final Reading, and Item 5.4 – IMPACT 2026 FCSSAA Annual Conference.

CARRIED (2026-171)

2. PREVIOUS MINUTES

2.1. Regular Meeting of Council August 18, 2026

MOVED by Councillor Menecola THAT the minutes of the August 18, 2026, Regular Meeting of Council be approved as presented.

CARRIED (2026-172)

2.2. Special Meeting of Council August 27, 2026

MOVED by Councillor Menecola THAT the minutes of the August 27, 2026, Special Meeting of Council be approved as presented.

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

CARRIED (2026-173)

3. **DELEGATIONS**

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

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

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

Council considered Bylaw No. 775-26 for Third and Final Reading.

MOVED by Councillor Menecola THAT Council amend the draft Bylaw No. 775-26 by removing Sections 3 and 6;

AND THAT Council give Third and Final Reading to Bylaw No. 775-26, as amended.

CARRIED (2026-174)

5. **VILLAGE BUSINESS**

5.1. 2026 Tax Recovery Public Auction – Reserve Bid

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

MOVED by Councillor Menecola THAT Council establish the reserve bid for the property proceeding to the Village of Donalda's 2026 Tax Recovery Public Auction at \$10,000.

CARRIED (2026-175)

5.2. Municipal Office Hours of Operation

Council discussed municipal office hours, administrative capacity, service levels, and the need to prioritize essential municipal responsibilities.

MOVED by Councillor Menecola THAT the Village of Donalda Municipal Office be closed to the public on Thursdays and that Policy No. 7 – Village Office Operations be amended accordingly;

AND THAT Administration triage non-emergent administrative tasks based on operational priority, with priority given to public safety, emergency matters, statutory and regulatory requirements, and essential municipal services;

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

AND THAT Administration reduce or defer lower-priority and discretionary municipal services and activities, including Village beautification and similar non-essential initiatives, where necessary to manage available administrative and operational capacity.

CARRIED (2026-176)

5.3. Financial Analysis – Period Ending August 31, 2026

Council reviewed the financial reports presented for the period ending August 31, 2026, including the Operating Budget, Cheque Register, and Bank Account Settlements.

MOVED by Councillor Menecola THAT Council accept the financial analysis as presented.

CARRIED (2026-177)

5.4. IMPACT 2026 – FCSSAA Annual Conference

Council considered attendance at the IMPACT 2026 FCSSAA Annual Conference and the approved \$600 conference subsidy.

MOVED by Councillor Menecola THAT Council accept the IMPACT 2026 FCSSAA Annual Conference information and approved conference subsidy as information;

AND THAT the Village of Donalda not proceed with attendance at the 2026 conference.

CARRIED (2026-178)

6. **INFORMATIONAL ITEMS AND CORRESPONDENCE**

Council reviewed the informational items and correspondence presented in the meeting package.

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

CARRIED (2026-179)

7. **COMMITTEE AND STAFF REPORTS**

7.1. Mayor

7.2. Deputy Mayor

7.3. Chief Administrative Officer

Council reviewed the Committee and Staff Reports as presented.

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

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

CARRIED (2026-180)

8. **GALLERY**

During the Gallery portion of the meeting, the following comments and suggestions were raised by members of the public:

- A suggestion was made that Council take immediate action to reduce municipal expenditures by approximately \$10,000 per month.
- A member of the gallery advised that they had conducted an online search comparing administrative staffing in municipalities of a similar population size and suggested that Council consider reducing administrative staffing levels and hours based on those comparisons.
- A concern was raised regarding changes to the format of the Operations Revenue and Expense Report, specifically that the report no longer included a monthly amount-to-date column, which the speaker indicated had previously assisted with comparing and reviewing the Village's financial information.

No motions were made arising from the Gallery discussion.

9. **CLOSED MEETING OF COUNCIL**

There were no Closed Meeting items for consideration.

10. **NEXT MEETINGS**

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

11. **ADJOURNMENT**

MOVED by Mayor Fox that council adjourns the meeting at 8:33 pm.

CARRIED (2026-181)

SIGNATURE ON FILE

Chief Elected Official

SIGNATURE ON FILE

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
October 6, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Special Meeting of Donalda Village Council was held at 7:00 pm Tuesday, October 6th 2026, at the Village Complex in Council Chambers.

Councillor: Shaleah Fox
Councillor: Phil Menecola
Councillor: Kim Van Gelderen
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 adopt the October 6, 2026 Special Meeting agenda as presented.

CARRIED (2026-182)

2. SPECIAL MEETING BUSINESS

2.1. Heartland Regional Fire Commission – Establishment Resolution

Council considered the proposed establishment resolution for the Heartland Regional Fire Commission pursuant to Part 15.1 of the Municipal Government Act.

Administration advised that Council had previously authorized public notice of the proposed establishment resolution at its August 18, 2026 Regular Meeting and that the required public notice had been completed.

MOVED by Deputy Mayor Phil Menecola THAT Council of the Village of Donalda, having completed the required public notice, hereby resolves to establish a Regional Services Commission pursuant to Part 15.1 of the Municipal Government Act to be known as the Heartland Regional Fire Commission, for the purpose of providing regional fire and rescue services, with the members of the Commission to be:

- County of Stettler No. 6;
- Village of Big Valley;

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- Village of Donalda;
- Summer Village of Rochon Sands; and
- Summer Village of White Sands;

AND THAT the first Board of Directors be constituted as Janet Adam, Shaleah Fox, Allan Gano, Dan Hiller, Wade Hunter, Elaine Macdonald, and Leona Thorogood;

AND THAT the interim Chair of the Board of Directors be Allan Gano;

AND THAT Administration be authorized to provide a certified copy of this resolution and any required supporting municipal documentation for submission to the Minister of Municipal Affairs as part of the establishment process;

AND FURTHER THAT Council's approval of the establishment of the Heartland Regional Fire Commission does not constitute approval of the final member service agreement, operating cost-allocation formula, annual requisition, capital contribution, debt, reserve contribution, service fees or other binding financial commitment, and that any such matter requiring municipal approval be returned to Council for consideration prior to execution or commitment.

CARRIED (2026-183)

3. ADJOURNMENT

MOVED by S. Fox that council adjourn the meeting at 7:08 pm.

CARRIED (2026-184)

SIGNATURE ON FILE

Chief Elected Official

SIGNATURE ON FILE

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
Municipal Planning Commission
October 6, 2026
7:00pm
Council Chambers
5001 Main Street, Donalda
MINUTES

The Special Meeting of Donalda Village Council was held at 7:00 pm Tuesday, October 6th 2026, at the Village Complex in Council Chambers.

Councillor: Shaleah Fox
Councillor: Phil Menecola
Councillor: Kim Van Gelderen
Staff: CAO Melanie Veale

CALL TO ORDER

Mayor Fox called the meeting to order at 7:09 pm.

1. AGENDA

1.1. Additions and Amendments

MOVED by Councillor Menecola THAT the Municipal Planning Commission adopt the October 6, 2026 Municipal Planning Commission Meeting Agenda as presented.

CARRIED (MPC 2026-01)

2. BUSINESS

2.1. Subdivision Application SUB2026-01 — Reservoir and Truck Fill Station

The Municipal Planning Commission considered Subdivision Application SUB2026-01 for Block R, Plan 867CF, to facilitate the development of the Shirley McClellan Regional Water Services Commission reservoir and truck fill station.

The proposed subdivision creates two parcels:

A north parcel of approximately 8,229 m², containing the existing ball diamond and remaining under Village ownership.

A south parcel of approximately 5,907 m², intended for the reservoir and truck fill station project and subsequent transfer to the County of Stettler No. 6.

The Commission reviewed the subdivision application, planning report, proposed subdivision sketch and subdivision decision letter.

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 application was considered in accordance with the Municipal Government Act, applicable subdivision regulations, the Village's statutory plans and Land Use Bylaw.

MOVED by Deputy Mayor Phil Menecola THAT the Village of Donalda Municipal Planning Commission, acting as the Subdivision Authority, approve Subdivision Application SUB2026-01 for Block R, Plan 867CF, in accordance with the approved subdivision sketch and subject to the following conditions:

The subdivision shall be carried out by an instrument acceptable to the Registrar of the Land Titles Office.

Provision of an easement agreement satisfactory to the Village of Donalda that allows for the placement and maintenance of the Village entranceway/wayfinding sign in the southeast corner of the proposed south parcel.

Provision of an executed certificate confirming that Village of Donalda Council has authorized the removal of the municipal reserve designation from the proposed south parcel.

CARRIED (MPC 2026-02)

3. **ADJOURNMENT**

MOVED by S. Fox that council adjourn the meeting at 7:25 pm.

CARRIED (MPC 2026-03)

SIGNATURE ON FILE

Chief Elected Official

SIGNATURE ON FILE

Chief Administrative Officer

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Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Parkland Regional Library System – Proposed 2027 Budget
Agenda Number	5.1 Village Business

Purpose

To present the Parkland Regional Library System (PRLS) Proposed 2027 Budget for Council's review and consideration of approval, including the proposed increase to the municipal per capita requisition.

Background/Proposal

The Village of Donalda is a participating municipality in the Parkland Regional Library System, which provides regional library services, resources, technology, and operational support to participating municipalities and member libraries.

PRLS has circulated its Proposed 2027 Budget, including supporting budget notes and a municipal requisition comparison outlining the financial implications for participating municipalities.

The proposed 2027 budget establishes a municipal requisition of \$11.05 per capita, compared with \$9.99 per capita in 2026.

This represents an increase of \$1.06 per capita, or approximately 10.61%.

For the Village of Donalda, based on a billing population of 226, the proposed annual requisition would increase from \$2,257.74 in 2026 to \$2,497.30 in 2027.

The proposed increase represents an additional annual expenditure of \$239.56.

Discussion/Options/Benefits/Disadvantages

1. Overview of the Proposed 2027 Budget

The PRLS Proposed 2027 Budget identifies the following financial allocations:

Budget Category	2026 Budget	Proposed 2027 Budget
Total Revenue	\$3,938,991	\$4,120,709
Support Materials and Services Direct to Libraries	\$1,451,466	\$1,442,684
Cost of Services	\$2,487,525	\$2,515,025
Total Operating Expenditures	\$3,938,991	\$3,957,709
Capital Expenditures	Separately funded	\$163,000
Total Proposed 2027 Expenditures	—	\$4,120,709

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 proposed budget reflects an increase in operating expenditures, along with the incorporation of capital expenditures into the annual budget.

PRLS indicates that operating expenditures, excluding capital expenditures and the direct-flow Alberta Rural Library Services Grant, are anticipated to increase by approximately 1.44% in 2027.

2. Proposed Municipal Requisition Increase

The proposed requisition increases from \$9.99 to \$11.05 per capita.

The financial implications for the Village of Donalda are summarized below:

Description	2026	Proposed 2027
Billing Population	226	226
Per Capita Requisition	\$9.99	\$11.05
Annual Municipal Requisition	\$2,257.74	\$2,497.30

Annual Increase: \$239.56
Percentage Increase: 10.61%

The proposed increase is primarily associated with the inclusion of capital expenditures within the annual operating and capital budget.

Although the additional annual cost to the Village is relatively modest, the increase represents an ongoing municipal financial commitment and should be considered alongside other anticipated 2027 operating expenditures.

3. Capital Expenditure Requirements

A significant change in the proposed 2027 budget is the inclusion of capital replacement expenditures directly within the annual budget.

Previously, certain capital requirements were funded through supplementary reserve allocations.

PRLS has indicated that the revised approach is intended to maintain reserve levels and provide a clearer representation of the organization's financial requirements.

The proposed 2027 capital expenditures include:

Capital Item	Proposed Expenditure
Replacement Van	\$65,000
Headquarters Computers	\$60,000
Building	\$30,000

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Equipment	\$8,000
Total Capital Expenditures	\$163,000

The inclusion of these expenditures contributes to the proposed increase in municipal requisitions.

While the approach may provide more predictable annual capital funding, future requisition requirements will depend on PRLS's ongoing operating and capital replacement needs.

The submitted budget does not provide a multiyear capital funding or requisition forecast.

4. Operating Expenditure Considerations

PRLS has identified several expenditure adjustments within the proposed budget.

These include:

- Salary expenditures increasing by approximately 1.8%, reflecting eligible employees advancing through the existing salary grid, without a cost-of-living adjustment.
- Trustee expenses decreasing from \$26,000 to \$20,000.
- Twenty expenditure accounts remaining unchanged from the 2026 budget.
- Adjustments to software licensing and technology expenditures.
- Increased allocations for member library computers.
- Modest increases in electronic content and other library service requirements.

The proposed budget indicates that PRLS has undertaken a review of its operating expenditures while maintaining its existing service structure.

5. Provincial Funding Considerations

PRLS's proposed budget assumes that provincial operating grant funding will remain at the existing rate of \$4.75 per capita, calculated using 2019 population figures.

The Alberta Rural Library Services Grant is also assumed to remain at \$5.60 per capita, based on the same population figures.

According to the budget notes, provincial grants account for approximately 38.6% of PRLS's proposed total income.

As provincial grant funding is assumed to remain unchanged, municipal requisitions continue to represent an important source of funding for regional library operations and capital requirements.

6. Municipal Financial Considerations

At its September 2026 meeting, Village Council provided direction to reduce municipal expenditures and prioritize essential municipal services.

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

Administration continues to consider this direction when reviewing financial commitments and anticipated operating requirements.

The proposed PRLS requisition increase of \$239.56 represents a relatively small additional annual expenditure for the Village.

However, Council should consider the proposed increase within the broader context of the Village's 2027 operating budget, anticipated financial obligations, and available municipal resources.

The PRLS requisition forms part of the Village's ongoing financial commitment to regional library services.

Approval of the proposed budget would establish the Village's anticipated 2027 requisition at \$2,497.30, based on the population and rate identified in the submitted budget.

7. Budget Approval Requirements

The Parkland Regional Library System Agreement establishes the approval process for annual budgets and requisition increases.

Under clause 8.2 of the agreement, the proposed budget becomes effective upon receipt of written approval from:

- At least two-thirds of the parties to the agreement; and
- Parties representing at least two-thirds of the total member population.

Clause 8.6 establishes the same approval requirement for increases to the municipal requisition.

Accordingly, approval of the proposed budget is determined collectively by participating municipalities in accordance with the PRLS agreement.

Council's decision will form part of this regional approval process.

Cost / Source of Funding

The proposed 2027 PRLS municipal requisition for the Village of Donalda is \$2,497.30, compared with \$2,257.74 in 2026.

This represents an additional annual expenditure of \$239.56, or approximately 10.61%.

If the proposed budget is approved in accordance with the PRLS agreement, the Village's 2027 requisition would be incorporated into the municipality's 2027 operating budget considerations.

The proposed increase is primarily associated with PRLS incorporating capital replacement expenditures into its annual budget.

No expenditure authorization beyond the proposed 2027 requisition is requested through this report.

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

OPTIONS FOR COUNCIL CONSIDERATION

1. Approve the Proposed 2027 Budget (Recommended)
That Council approve the Parkland Regional Library System Proposed 2027 Budget, including the municipal requisition of \$11.05 per capita, representing an anticipated annual contribution of \$2,497.30 for the Village of Donalda.
2. Request Additional Information
That Council request additional information or clarification from the Parkland Regional Library System regarding the Proposed 2027 Budget prior to providing its decision.
3. Decline Approval
That Council decline to approve the Parkland Regional Library System Proposed 2027 Budget and direct administration to communicate Council's decision to PRLS.

Council's decision under this option would form part of the regional approval process established by the PRLS Agreement and would not independently determine whether the proposed budget takes effect.

Applicable Legislation

- Libraries Act, RSA 2000, c. L-11
- Libraries Regulation, AR 141/98
- Municipal Government Act, RSA 2000, c. M-26
- Parkland Regional Library System Agreement — Clauses 8.1, 8.2 and 8.6

The PRLS Agreement establishes the requirements for submitting and approving the annual regional library budget and municipal requisitions.

RECOMMENDATION

Administration recommends that Council approve the Parkland Regional Library System Proposed 2027 Budget.

The proposed increase of \$239.56 represents a relatively modest additional annual financial commitment for the Village.

The submitted budget provides an explanation of the proposed increase, particularly the incorporation of capital replacement expenditures into the annual budget, and identifies measures intended to manage operating expenditure increases.

Implementation/Communication

Following Council's decision, administration will provide written notification to the Parkland Regional Library System regarding Council's approval or non-approval of the proposed 2027 budget.

Should the proposed budget receive the required approval from participating municipalities in accordance with the PRLS Agreement, administration will incorporate the applicable municipal requisition into the Village of Donalda's 2027 Operating Budget.

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.

No additional public communication is anticipated beyond the regular Council meeting minutes and municipal budget reporting processes.

Target Decision Date

October 20, 2026

ATTACHMENTS

1. Parkland Regional Library System — Proposed 2027 Budget and Budget Notes.
2. Parkland Regional Library System — 2026–2027 Municipal Requisition Comparison (included in Attachment 1).



Proposed BUDGET 2027

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2027 Budget

Salary uses current grid with step awarded

	Present Budget	Proposed Budget
	2026	2027
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,774
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,234,174	2,485,636
1.4 Alberta Rural Library Services Grant	452,928	386,652
1.5 Interest Income	50,000	46,000
TOTAL Income	3,938,991	4,120,709
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	452,928	386,652
2.2 Allotment Funds Issued to Libraries	253,392	254,866
2.3 Computer Maint.Agree. Software licenses	242,398	257,770
2.4 Cooperative Collection Fund	25,000	25,000
2.5 eContent Platform fees, Subscriptions	73,000	73,000
2.6 On Reserve, On Settlement Grant expenses	84,756	84,756
2.7 Freight	1,200	1,200
2.8 Internet Connection Fees	9,600	10,290
2.9 Library Services Tools	8,000	6,500
2.10 Marketing/Advocacy	20,000	20,000
2.11 Member Library Computers	67,092	102,000
2.12 Outlets - Contribution to Operating	600	600
2.13 ILL Postage for libraries	2,300	1,950
2.14 Records purchased Cataloguing	9,000	9,000
2.15 Supplies purchased (mylar, library supplies)	17,600	19,500
2.16 Vehicle expense	58,000	58,000
2.17 Workshop/Training expense	16,000	16,000
PRL Circulating Collections		
2.18 Audio Book	5,000	5,000
2.19 eContent	85,000	90,000
2.20 Large Print	12,000	12,000
2.21 Programming Kits	5,000	5,000
2.22 Professional Development Materials (formerly reference)	3,600	3,600
TOTAL Support Materials & Services Direct to Libraries	1,451,466	1,442,684
Cost of Services		
3.1 Audit	23,500	23,500
3.2 Bank expenses	1,200	1,000
3.3 Bank Investment Fees	4,700	5,000
3.4 Building-Repairs/Maintenance	27,250	27,250
3.5 Dues/Fees/Memberships	13,000	13,000
3.6 Insurance	26,500	27,000
3.7 Janitorial/Snow removal/Outdoor maintenance expense	38,000	37,000
3.8 Photocopy	4,000	7,000
3.9 Salaries	1,844,451	1,877,500
3.10 Salaries - Employee Benefits	391,024	390,000
3.11 Staff Development	18,000	18,000
3.12 Supplies/Stationery/Building	21,400	20,275
3.13 Telephone	11,000	11,000
3.14 Travel	3,500	3,500
3.15 Trustee expense	26,000	20,000
3.16 Utilities	34,000	34,000
TOTAL Cost of Services	2,487,525	2,515,025
TOTAL Expenses (library materials & cost of service)	3,938,991	3,957,709
Capital expense		65,000 Van 60,000 HQ Comp. 30,000 Building 8,000 Equip.
TOTAL Capital Expense		163,000
AMOUNT PER CAPITA REQUISITION	9.99	11.05

Population 224,945 times AMOUNT PER CAPITA
Pop increase of 1,774 over 2026

Notes for the Parkland Regional Library System Budget 2027

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2027, the Executive Committee is recommending the \$11.05 budget, which is a \$1.06 increase over the 2026 budget. This budget includes capital expense purchases, which is a change from the old process.

In an effort to maintain the level of reserves as recommended by the auditors and revamp the reserves to correctly reflect the fiscal position of the organization in a more easily understood

format, the Executive Committee recommended that the capital expenses be reflected in the actual budget, rather than using an additional supplement.

The budget assumes that the Government of Alberta operating grant will remain at the 2023 rate of \$4.75 per capita, calculated using the 2019 Alberta Municipal Affairs population list. It also assumes that the Rural Library Services Grant will remain at \$5.60 per capita, based on the same 2019 population figures.

Points within the budget to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027. (This does not include the Alberta Rural Library Services Grant which is a direct payment from funds Parkland receives, which is out of PRLS' control and based on funding from the Government)
- For 2027, twenty expense lines are projected to remain unchanged from 2026, nine will see increases, and seven will decrease
- To balance the budget, it will be necessary to increase the municipal requisition/levy by \$1.06. This is primarily to allow the inclusion of capital required for maintaining Parkland's current service structure
- Computer Software License costs are increasing – these costs have been significant, resulting in changes to software licenses in order to protect from dramatic cost increases in this area (line 2.3)
- Internet Connection fees have increased slightly due to pricing beyond Parkland's control (line 2.8)
- Member Library Computers (line 2.11) has changed from reflecting the .30 cent per capita allotment to the actual cost of the computers required for member libraries
- Supplies purchased (line 2.15) reflects the actual cost of these library supplies, which previously had some of the direct costs for the libraries coming from Supplies/Stationery (line 3.12)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase. No COLA was added. The increase to the salary line equals approximately 1.8%. (line 3.9)

Provincial grants amount to approximately 38.6% of PRLS' total income (lines 1.1, 1.2, 1.4), based on the \$11.05 budget.

**Parkland Regional Library System
Requisition Comparison for 2026 - 2027**

	2026		2027		Requisition change
	billing population	per capita 9.99	billing population	per capita 11.05	2026 to 2027
ALIX	783	7,822.17	783	8,652.15	829.98
ALLIANCE	166	1,658.34	166	1,834.30	175.96
AMISK	219	2,187.81	219	2,419.95	232.14
BASHAW	848	8,471.52	848	9,370.40	898.88
BAWLF	412	4,115.88	412	4,552.60	436.72
BENTLEY	1,042	10,409.58	1,042	11,514.10	1,104.52
BIG VALLEY	331	3,306.69	331	3,657.55	350.86
BIRCHCLIFF SV	211	2,107.89	211	2,331.55	223.66
BITTERN LAKE	216	2,157.84	216	2,386.80	228.96
BLACKFALDS	11,415	114,035.85	11,415	126,135.75	12,099.90
BOWDEN	1,280	12,787.20	1,280	14,144.00	1,356.80
CAMROSE	18,772	187,532.28	19,984	220,823.20	33,290.92
CAMROSE COUNTY	8,504	84,954.96	8,504	93,969.20	9,014.24
CARSTAIRS	5,313	53,076.87	5,313	58,708.65	5,631.78
CASTOR	803	8,021.97	803	8,873.15	851.18
CLEARWATER M D	11,865	118,531.35	12,335	136,301.75	17,770.40
CLIVE	775	7,742.25	775	8,563.75	821.50
CORONATION	868	8,671.32	868	9,591.40	920.08
CREMONA	437	4,365.63	437	4,828.85	463.22
CZAR	248	2,477.52	248	2,740.40	262.88
DAYSLAND	789	7,882.11	789	8,718.45	836.34
DELBURNE	919	9,180.81	919	10,154.95	974.14
DIDSBURY	5,070	50,649.30	5,070	56,023.50	5,374.20
DONALDA	226	2,257.74	226	2,497.30	239.56
ECKVILLE	1,014	10,129.86	1,014	11,204.70	1,074.84
EDBERG	126	1,258.74	126	1,392.30	133.56
ELNORA	288	2,877.12	288	3,182.40	305.28
FLAGSTAFF COUNTY	3,660	36,563.40	3,660	40,443.00	3,879.60
FORESTBURG	807	8,061.93	807	8,917.35	855.42
GULL LAKE	226	2,257.74	226	2,497.30	239.56
HALF MOON BAY SV	65	649.35	65	718.25	68.90
HARDISTY	548	5,474.52	548	6,055.40	580.88
HAY LAKES	456	4,555.44	456	5,038.80	483.36
HEISLER	135	1,348.65	135	1,491.75	143.10
HUGHENDEN	213	2,127.87	213	2,353.65	225.78
INNISFAIL	7,985	79,770.15	7,985	88,234.25	8,464.10
JARVIS BAY SV	213	2,127.87	213	2,353.65	225.78
KILLAM	918	9,170.82	918	10,143.90	973.08
LACOMBE	14,258	142,437.42	14,258	157,550.90	15,113.48
LACOMBE COUNTY	10,283	102,727.17	10,283	113,627.15	10,899.98
LOUGHEED	225	2,247.75	225	2,486.25	238.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	143,440.05	13,759.86
NORGLIWOLD SV	306	3,056.94	306	3,381.30	324.36
OLDS	9,209	91,997.91	9,209	101,759.45	9,761.54
PAINTERTH COUNTY	1,990	19,880.10	2,082	23,006.10	3,126.00
PARKLAND BEACH SV	168	1,678.32	168	1,856.40	178.08
PENHOLD	3,484	34,805.16	3,484	38,498.20	3,693.04
PONOKA	7,331	73,236.69	7,331	81,007.55	7,770.86
PONOKA COUNTY	9,998	99,880.02	9,998	110,477.90	10,597.88
PROVOST	1,900	18,981.00	1,900	20,995.00	2,014.00
PROVOST MD	2,071	20,689.29	2,071	22,884.55	2,195.26
RED DEER COUNTY	19,933	199,130.67	19,933	220,259.65	21,128.98
RIMBEY	2,470	24,675.30	2,470	27,293.50	2,618.20
ROCHON SANDS SV	97	969.03	97	1,071.85	102.82
ROCKY	6,765	67,582.35	6,765	74,753.25	7,170.90
ROSALIND	162	1,618.38	162	1,790.10	171.72
SEDGEWICK	761	7,602.39	761	8,409.05	806.66
STETTLER	5,695	56,893.05	5,695	62,929.75	6,036.70
STETTLER COUNTY	5,666	56,603.34	5,666	62,609.30	6,005.96
SUNBREAKER COVE SV	131	1,308.69	131	1,447.55	138.86
SUNDRE	2,672	26,693.28	2,672	29,525.60	2,832.32
SYLVAN LAKE	16,275	162,587.25	16,275	179,838.75	17,251.50
WHITE SANDS	174	1,738.26	174	1,922.70	184.44
	223,171	2,229,478.29	224,945	2,485,642.25	256,163.96

Brief Notes – September 2027

INCOME

- 1.1 The Provincial Operating Grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita using 2019 population statistics
- 1.2 The On Reserve, On Settlement grant from the PLSB for reserve populations within Parkland's service area. It is calculated at \$10.35 per capita; \$4.75 operating grant used by PRLS and \$5.60 funding for First Nations initiatives (line 2.6)
- 1.3 Estimated requisition to municipalities to balance budget increased to \$11.05 to cover capital purchases
- 1.4 Grant received for service to rural residents at a rate of \$5.60 per capita; based on the PRLS membership agreement, the grant is dispersed directly to member libraries as directed by municipalities and municipal districts that do not appoint a library board
- 1.5 Decrease reflects the changes in interest rates and estimated returns on investments in RBC investment program and the operating bank account

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB, grant entirely dispersed - see line 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to dramatic increase costs for maintenance agreements SoftChoice for Microsoft Office suite. Changes implemented to software provided on public computers have mitigated the overall budget increase. Other software providers are also increasing their fees by an average of 5% per year. This line also includes purchases of non-capital hardware and misc. I.T. items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line maintained for eContent platform fees and subscription for the TAL (The Alberta Library) core of eResources and other library license agreement renewals like eMagazines
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the Indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2026 level - for vendor freight costs for library materials, in-house collections, IT equipment, and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for price increases for internet service provision to member libraries and HQ
- 2.9 Decreased slightly to \$6,500 – tools to assist with cataloguing library materials like WebDewey, as well as Audio Cine, Survey Monkey, Loomly etc.

- 2.10 Held at 2026 level - used to provide tools for marketing, advocacy, and other initiatives for member libraries and PRLS
- 2.11 This line used to reflect .30 cents per capita (plus the remainder of costs to come from reserves). In 2027, the budget includes the actual cost of providing computers for member libraries without using reserve funds
- 2.12 Held at \$600 - operating funding provided to PRLS' three outlet libraries as set by board policy, if local library outlet's sponsoring society provides matching funds
- 2.13 Reduced to reflect actual cost – includes both interlibrary loan postage reimbursement to libraries and interlibrary Loans sent from HQ for libraries
- 2.14 Purchase cataloguing records
- 2.15 Increased slightly to reflect actual cost - used for purchasing library material processing items such as laminated book covers, multimedia cases, as well as library cards
- 2.16 Held at 2026 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel prices
- 2.17 Held at \$16,000 - includes costs for all workshops, conferences, projects, and training activities for member libraries, library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2026 level to support the physical audiobook collection
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2026 level \$12,000 to support Large Print collection
- 2.21 Held at 2026 level \$5,000 to build new kits and replace consumables in current kits for programming in member libraries
- 2.22 Held at 2026 level \$3,600 for reference and professional materials in both print and eResources used by member libraries and PRLS staff

COST OF SERVICES

- 3.1 Held at 2026 level. Covers MNP's agreement to provide audit services, as well as costs for annual letter from PRLS lawyers required for the audit
- 3.2 Reduced slightly to \$1,000 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increase slightly to \$5,000 based on review of actual over a three-year period. Management fee for the RBC investment program
- 3.4 Held at 2026 level \$27,250 - actual costs reviewed. Covers maintenance and repair, however not capital repairs or replacement
- 3.5 Held at 2026 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Rural Municipalities of Alberta (RMA) etc.)
- 3.6 Increased slightly to \$27,000 based on actual and anticipated increases - covers five vehicles, general liability, cyber, bond and crime insurance, building and contents, as

well as employee drivers abstracts and reimbursements for business use on personal vehicles. Parkland also pays content insurance for its outlet libraries

- 3.7 Reduced slightly to \$37,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased to cover increased costs for providing printed material for training. Reflects contract and usage fees for photocopiers
- 3.9 Reflects current staff levels, with eligible staff receiving a step on the grid but no COLA
- 3.10 Reflects predicted costs for staff benefits, including but not limited to LAPP and Blue Cross based on current staff levels
- 3.11 Held at the 2026 amount – to fund PRLS staff attend and travel to continuing education activities such as seminars, conferences and courses, along with staff performance and support items and activities
- 3.12 Supplies line covers the cost of book processing supplies, general office supplies including stationery, and any other building supplies
- 3.13 Held at 2026 level - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2026 level – Based on 5-year review of actual expenses to travel including \$0.57 km reimbursement when staff are unable to use PRLS staff vehicles
- 3.15 Reduced due to the suspension of the Advocacy Committee; includes travel, honorarium and expenses for Executive Committee meetings, external meetings for trustees, and to support trustee activities using virtual and in-person meetings
- 3.16 Held at 2026 level of \$34,000 - based on review of actual costs and then estimated

Also included is a document comparing the change in requisition paid by each municipality in 2026 and 2027.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Build Communities Strong Fund – Community Stream: Outstanding Capital Allocations
Agenda Number	5.2 Village Business

Purpose

To provide Council with information regarding the Village of Donalda's outstanding Build Communities Strong Fund – Community Stream (BCSF-CS) allocations, the December 31, 2026 expenditure deadline associated with the 2021 allocation, and the need to identify eligible capital infrastructure projects to preserve available grant funding.

Background/Proposal

The Village of Donalda receives capital infrastructure funding through the Build Communities Strong Fund – Community Stream, formerly known as the Canada Community-Building Fund (CCBF).

The program provides funding for eligible municipal infrastructure projects, subject to established eligibility criteria, application requirements, expenditure timelines, and reporting obligations.

On August 28, 2026, Alberta Municipal Affairs Grant Advisor Mercedes Lincango contacted administration regarding outstanding Community Stream allocations associated with the Village.

Municipal Affairs identified unpaid allocations dating from 2021 through 2026 and advised that the Village's 2021 allocation must be expended on an accepted eligible project before December 31, 2026.

Under the program requirements, municipalities may carry forward allocated funding for five years following the year of allocation, providing a total of six years to utilize the funding. Extensions to the expenditure deadline are not permitted.

Following further correspondence, Municipal Affairs provided a revised allocation release calculation in September 2026.

The calculation identifies the following outstanding allocations:

Allocation Year	Unpaid Allocation
2021	\$100,000
2022	\$50,000
2023	\$50,000
2024	\$63,166
2025	\$63,726
2026	\$63,597

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.

Total	\$390,489
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Municipal Affairs further advised that:

- A minimum of \$12,734 in eligible projects is required to release the outstanding 2021 allocation.
- A minimum of \$316,385 in eligible project commitments is required to release all outstanding allocations from 2021 through 2026.
- One eligible project or multiple eligible projects may be submitted to satisfy the required project amounts.
- Municipal Affairs is available to review draft project applications through MA Connect before formal submission.

The revised \$316,385 figure supersedes the preliminary amount of \$518,983 previously communicated by Municipal Affairs.

The allocation release calculation also identifies a previously proposed Multi-Sport, Multi-Season Structure and Recreation Space project (CCBF-2328), with \$105,000 in federal funding assigned.

This project was not commenced and was subsequently closed as the Village reassessed its capital priorities and identified more pressing municipal infrastructure requirements.

No expenditures were incurred in relation to the proposed recreation project.

Administration will seek confirmation from Municipal Affairs regarding whether the closure of this project has been fully reflected in the allocation release calculation and whether any adjustment to the minimum eligible project commitment is required.

Discussion/Options/Benefits/Disadvantages

1. Outstanding Capital Funding and Expenditure Deadline

The Village has \$390,489 in Community Stream allocations identified as unpaid for the years 2021 through 2026.

Of immediate concern is the December 31, 2026 expenditure deadline associated with the 2021 allocation.

Municipal Affairs has confirmed that extensions are not permitted and that the outstanding 2021 allocation may be lost if the applicable program requirements are not satisfied.

Although Municipal Affairs has identified a minimum eligible project commitment of \$12,734 to release the 2021 allocation, project approval and the incurring of eligible expenditures are separate requirements.

The Village must ensure that any proposed project meets the applicable program conditions and expenditure deadlines.

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.

2. Wastewater Lagoon Infrastructure – Valve Replacement

Administration has identified the replacement of failed valves within the Village's wastewater lagoon as an essential infrastructure priority.

The affected valves control wastewater movement between lagoon cells and are associated with the lagoon discharge system.

Due to the failure of these valves, the Village is currently relying on temporary air plugs to manage wastewater flow.

The condition of the valves presents an operational and regulatory compliance concern requiring permanent infrastructure rehabilitation.

Aquatech has been requested to provide an estimated replacement cost and associated scope of work. Administration is awaiting this information.

The proposed project would involve replacing the failed valves and completing any associated infrastructure work necessary to restore reliable flow control within the wastewater lagoon system.

Given the nature of the work, administration considers the project appropriate for preliminary consideration under the Community Stream wastewater infrastructure category.

Final project eligibility must be confirmed by Alberta Municipal Affairs.

3. Alignment with Municipal Infrastructure Priorities

The Village is currently undertaking a comprehensive infrastructure assessment through WSP to evaluate municipal infrastructure conditions and identify capital investment priorities.

This assessment includes water distribution, wastewater infrastructure, roads, sidewalks, stormwater, and other municipal assets.

The wastewater lagoon valve replacement represents an identified infrastructure requirement affecting the operation of an essential municipal service.

Addressing this deficiency aligns with Council's direction to prioritize essential municipal services and regulatory compliance.

The proposed rehabilitation would also reduce reliance on temporary flow-control measures and support the continued operation of the lagoon system.

4. Capital Funding Opportunity

The outstanding Community Stream allocations present an opportunity to fund eligible infrastructure improvements without relying exclusively on municipal operating revenues.

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 wastewater lagoon valve replacement may qualify as capital rehabilitation of municipal wastewater infrastructure, subject to program approval.

If approved, eligible project expenditures may contribute toward the minimum project commitments identified by Municipal Affairs.

Administration will seek confirmation regarding the project's eligibility and whether the proposed expenditure timing would satisfy the December 31, 2026 deadline associated with the 2021 allocation.

Should the estimated project cost be insufficient to meet the applicable minimum commitment, other eligible capital projects may need to be considered.

5. Financial and Administrative Considerations

At its September 2026 meeting, Council directed administration to reduce municipal expenditures and prioritize essential services.

The proposed lagoon valve replacement is associated with maintaining the operation and regulatory compliance of essential wastewater infrastructure.

Community Stream funding is restricted to eligible capital infrastructure projects and is not generally available to offset ordinary municipal operating expenses.

Administration considers it appropriate to investigate whether the required infrastructure rehabilitation can be supported through the Village's outstanding capital grant allocations.

The final project scope, cost, eligibility, and expenditure timeline must be confirmed before a financial commitment is presented for Council authorization.

Given the December 31, 2026 deadline, administration recommends proceeding with the eligibility review while awaiting Aquatech's replacement estimate.

The Village's obligation to address wastewater compliance requirements remains independent of whether the project receives Community Stream funding approval.

COST / SOURCE OF FUNDING

Funding Source: Build Communities Strong Fund – Community Stream (formerly Canada Community-Building Fund).

Description	Amount
Outstanding allocations identified for 2021–2026	\$390,489
Minimum eligible project amount identified for 2021 allocation	\$12,734
Minimum eligible project commitments identified for all outstanding allocations	\$316,385

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 minimum project commitment figures are based on the September 2026 allocation release calculation and remain subject to confirmation regarding the previously closed Multi-Sport project.

The wastewater lagoon valve replacement may be eligible for Community Stream funding, subject to Municipal Affairs' review and approval.

No expenditure authorization is requested through this RFD.

Administration will bring forward the project scope, estimated cost, proposed funding allocation, and any required budget amendments for Council's consideration once the information is available.

Cost / Source of Funding

The BCSF-CS allocation is intended for eligible infrastructure expenditures and is not general operating revenue.

Any outstanding prior-year BCSF-CS funding must be reconciled and confirmed before it is relied upon as available project funding.

This Request for Decision does not authorize a specific capital project or additional municipal expenditure.

Any future project funding commitments requiring Council approval will be presented through a separate Request for Decision.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Proceed with Grant Eligibility Review (Recommended)

Direct administration to pursue preliminary Community Stream eligibility confirmation for the wastewater lagoon valve replacement, obtain the project estimate from Aquatech, and bring forward the proposed project for Council's consideration.

Benefits: Supports essential wastewater infrastructure, addresses an identified compliance concern, and provides an opportunity to preserve available capital grant funding.

Disadvantages: Project eligibility, cost, and completion timing have not yet been confirmed.

Option 2 – Identify Alternative Eligible Capital Projects

Direct administration to investigate other eligible capital infrastructure projects that may satisfy the outstanding Community Stream allocation requirements.

Benefits: Provides flexibility to identify projects that may meet program requirements.

Disadvantages: May delay progress on an identified wastewater infrastructure compliance issue and may not identify projects capable of meeting the approaching expenditure deadline.

Option 3 – Defer Capital Funding 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.

Defer further consideration until additional project information and infrastructure planning are available.

Benefits: Allows additional time for project assessment and financial planning.

Disadvantages: May jeopardize the outstanding 2021 allocation because the December 31, 2026 expenditure deadline cannot be extended. Deferral would not eliminate the need to address the lagoon's compliance requirements.

Applicable Legislation

- Municipal Government Act, RSA 2000, c. M-26.
- Build Communities Strong Fund – Community Stream program guidelines and funding agreements.
- Village of Donalda approved 2026 Operating and Capital Budget.
- Village of Donalda 2026–2030 Capital Forecast.
- Applicable municipal procurement policies and procedures.

RECOMMENDATION

Administration recommends that Council recognize the replacement of the failed wastewater lagoon valves as a priority municipal infrastructure and regulatory compliance requirement.

Administration further recommends pursuing Community Stream funding eligibility for the proposed rehabilitation project while Aquatech finalizes the replacement cost and scope of work.

Given the December 31, 2026 deadline associated with the outstanding 2021 allocation, timely review of the proposed project is necessary to determine whether the Village can utilize available capital funding.

The proposed project and associated financial requirements will be brought forward for Council's consideration once the necessary information is available.

Implementation/Communication

Following Council's direction, administration will consult with Alberta Municipal Affairs regarding the proposed lagoon valve replacement and the requirements for accessing outstanding Community Stream allocations.

Administration will review the replacement estimate and project scope provided by Aquatech, including the anticipated timeline for completing the work.

The status of the previously closed Multi-Sport project will also be confirmed with Municipal Affairs to ensure the allocation release calculation accurately reflects the Village's outstanding project commitments.

Any proposed capital expenditures requiring Council authorization will be brought forward in accordance with municipal budget and procurement requirements.

Administration will continue coordinating with the Village's wastewater operators regarding the operational and regulatory compliance requirements associated with the lagoon infrastructure.

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. Village of Donalda – CCBF Allocation Release Calculation, September 2026.
2. Village of Donalda 2026–2030 Capital Forecast

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.

Project No.	Project Title	Status Reason	Start Date	Completion Date
GTF-1202	Asphalt Patching 2021	Closed	2020-09-22	2021-10-01
GTF-309	Direct Fill Line to Water Standpipe Reso	Closed	2018-11-30	2019-01-01
GTF-704715	Lawson Crescent Curbing and Drainage	Closed	2010-01-01	2011-12-31
GTF-704716	Curb Stop Replacement Program	Closed	2010-01-01	2011-12-31
GTF-704717	Olson St. Sidewalk Replacement	Closed	2010-01-01	2011-12-31
GTF-704718	Traffic Sign Placement Project	Closed	2010-01-01	2010-12-31
GTF-704719	Rail Lands Water Servicing Project	Closed	2010-01-01	2012-12-31
GTF-704820	Block 2 & 7 sewer main lining project	Closed	2010-01-01	2014-12-31
GTF-707020	Waste Water Lagoon Burm Rehab	Closed	2012-01-01	2013-12-31
GTF-707284	Curbstop (water shutoff) replacement p	Closed	2012-01-01	2014-12-31
GTF-708122	Railway water Line Phase 2	Closed	2012-01-01	2012-12-31
GTF-708484	New Swales Construction on Haviland &	Closed	2012-01-01	2012-12-31
GTF-708485	Placement of 3 New Fire Hydrants	Closed	2012-01-01	2014-12-31
GTF-708497	Curbstop, Water and Sewer Line Install	Closed	2012-01-01	2012-12-31
GTF-709173	Sewer Rehabilitation	Closed	2013-01-01	2015-12-31
GTF-710512	Water Standpipe Rehabilitation Project	Closed	2015-01-01	2017-12-31
GTF-711184	Main Street South Sidewalk Project	Closed	2016-01-01	2016-12-31
GTF-982	Main Street South Sidewalk Project	Closed	2020-06-01	2022-10-31
CCBF-2328	Multi-Sport, Multi-Season Structure and	In Progress	2025-05-01	2025-12-30

To Release 2021-2026 Allocations

Federal Spent Amount	\$ 661,751.00
Federal Shared Amount	\$ 105,000.00
Total Allocated Funds	\$ 766,751.00

Total CCBF Allocations	\$ 1,069,974.00
Total Allocated Funds	\$ 766,751.00
Credit	\$ 13,162.00
	\$ 316,385.00

To Release 2021 Allocation Only

Total CCBF Allocations	\$ 1,069,974.00
Total Allocated Funds	\$ 766,751.00
Less 2022-26 Allocations	\$ 290,489.00

\$ 12,734.00 Plus credit

To Release 2022 Allocation Only

Total CCBF Allocations	\$ 1,069,974.00	
Total Allocated Funds	\$ 766,751.00	
Less 2023-26 Allocation	\$ 240,489.00	
	\$ 62,734.00	Plus credit

Total Funding Sources Amount	Federal Share Amount	Federal Spent Amount
\$ 63,000.00	\$ 50,000.00	\$ -
\$ 250,000.00	\$ 50,000.00	\$ 10,152.00
\$ 15,000.00	\$ 2,500.00	\$ -
\$ 44,201.00	\$ 44,201.00	\$ 44,201.00
\$ 19,820.00	\$ 7,410.00	\$ 7,410.00
\$ 2,245.00	\$ 561.00	\$ 561.00
\$ 24,699.00	\$ 24,699.00	\$ 24,699.00
\$ 195,000.00	\$ 195,000.00	\$ -
\$ 30,536.00	\$ 30,536.00	\$ 30,536.00
\$ 93,390.00	\$ 91,682.00	\$ 91,682.00
\$ 16,830.00	\$ 16,830.00	\$ 16,830.00
\$ 5,375.00	\$ 5,375.00	\$ 5,375.00
\$ 30,685.00	\$ 30,685.00	\$ 30,685.00
\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
\$ 68,248.00	\$ 68,248.00	\$ 68,248.00
\$ 150,000.00	\$ 150,000.00	\$ 35,778.00
\$ 70,000.00	\$ 52,875.00	\$ -
\$ 205,000.00	\$ 205,000.00	\$ 281,594.00
		\$ 661,751.00
\$ 105,000.00	\$ 105,000.00	\$ -

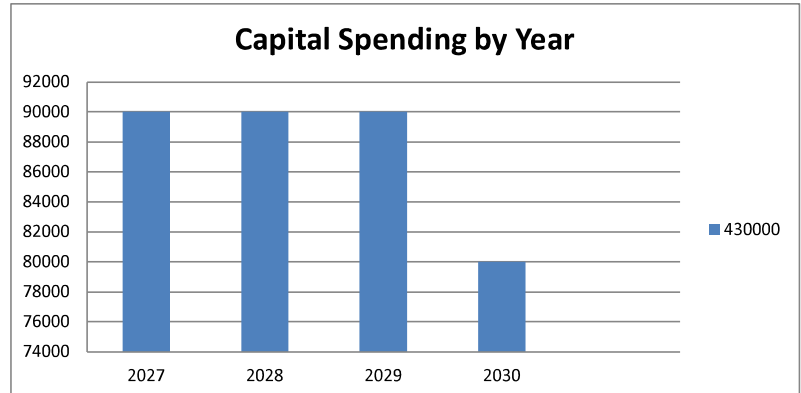
CCBF Allocations

Fiscal Year	Allocation
FY2005	\$ 9,533.00
FY2006	\$ 9,533.00
FY2007	\$ 12,717.00
FY2008	\$ 15,907.00
FY2009	\$ 31,795.00
FY2010	\$ 50,000.00
FY2011	\$ 50,000.00
FY2012	\$ 50,000.00
FY2013	\$ 50,000.00
FY2014	\$ 50,000.00
FY2015	\$ 50,000.00
FY2016	\$ 50,000.00
FY2017	\$ 50,000.00

FY2018	\$	50,000.00	
FY2019	\$	100,000.00	
FY2020	\$	50,000.00	
FY2021	\$	100,000.00	Unpaid
FY2022	\$	50,000.00	Unpaid
FY2023	\$	50,000.00	Unpaid
FY2024	\$	63,166.00	Unpaid
FY2025	\$	63,726.00	Unpaid
FY2026	\$	63,597.00	Unpaid
		\$ 1,069,974.00	

Project	Year	MSI	CCBF	LGFF	Municipal Affairs	Borrowing	Total
Main Street Sidewalks	2026	-	100,000.00	-	-	-	100,000.00
Emergency Infrastructure Repair & Maintenance	2026	-	150,000.00	-	-	-	150,000.00
Curb Stops 2026	2026	20,000.00	-	-	-	-	20,000.00
Lagoon Bioaugmentation 2026	2026	-	-	10,000.00	-	-	10,000.00
Infrastructure Audit (Viability Report)	2026	-	-	-	150,000.00	-	150,000.00
Curb Stops 2027	2027	20,000.00	-	-	-	-	20,000.00
Lagoon Bioaugmentation 2027	2027	-	-	10,000.00	-	-	10,000.00
Residential Sidewalks 2027	2027	-	60,000.00	-	-	-	60,000.00
Curb Stops 2028	2028	20,000.00	-	-	-	-	20,000.00
Lagoon Bioaugmentation 2028	2028	-	-	10,000.00	-	-	10,000.00
Residential Sidewalks 2028	2028	-	60,000.00	-	-	-	60,000.00
Curb Stops 2029	2029	20,000.00	-	-	-	-	20,000.00
Lagoon Bioaugmentation 2029	2029	-	-	10,000.00	-	-	10,000.00
Residential Sidewalks 2029	2029	-	60,000.00	-	-	-	60,000.00
Curb Stops 2030	2030	20,000.00	-	-	-	-	20,000.00
Residential Sidewalks 2030	2030	-	60,000.00	-	-	-	60,000.00

Year	Total
2026	430000
2027	90000
2028	90000
2029	90000
2030	80000





Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Access to Information and Protection of Privacy Administration Bylaw
Agenda Number	5.3 Village Business

Purpose

To request that Council consider and adopt the Village of Donalda Access to Information and Protection of Privacy Administration Bylaw, which will replace the Village's existing Freedom of Information and Protection of Privacy (FOIP) administration bylaw and establish the administrative framework required under Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

Background/Proposal

On June 11, 2025, Alberta's former Freedom of Information and Protection of Privacy Act was replaced by two separate pieces of legislation:

- The Access to Information Act (ATIA), governing access to records held by public bodies.
- The Protection of Privacy Act (POPA), governing the collection, use, disclosure and protection of personal information.

Under the new legislative framework, municipalities are required to establish appropriate administrative processes and maintain a documented Privacy Management Program (PMP).

At the June 23, 2026 Regular Meeting of Council, Council passed Resolution 2026-111, approving the Village of Donalda's participation in the Open North POPA Compliance Training Program and authorizing the Chief Administrative Officer to execute the required agreement on behalf of the Village.

The program was intended to assist participating municipalities in understanding the legislative requirements and developing the policies, procedures, inventories and supporting documentation necessary for privacy compliance.

Administration has participated in the collaborative initiative and undertaken the development of the Village's Privacy Management Program, adapting the supplied framework to Donalda's organizational structure, staffing capacity, existing records systems and municipal operations.

As part of this work, Administration has prepared a new Access to Information and Protection of Privacy Administration Bylaw.

The proposed bylaw will:

- Designate the Chief Administrative Officer as the Head of the Village for the purposes of ATIA and POPA.
- Designate the CAO as the Village's Access to Information Coordinator and Privacy 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.

- Establish provisions for the written delegation of statutory powers, duties and functions.
- Provide an administrative framework for receiving and responding to access-to-information requests.
- Establish responsibilities for privacy management, incident response, complaints, correction requests and related matters.
- Provide for the collection of fees in accordance with ATIA and its regulations.
- Support the implementation and ongoing administration of the Village's Privacy Management Program.
- Repeal the Village's existing FOIP Bylaw No. 620 and any amendments thereto upon the new bylaw coming into force.

The proposed bylaw is intended to establish the legislative and administrative authority necessary to support the Village's updated privacy governance framework.

Discussion/Options/Benefits/Disadvantages

The Village's existing FOIP administration bylaw was established under legislation that has since been replaced by ATIA and PIPA.

Adoption of the proposed administration bylaw will provide a clear and current governance structure for the Village's responsibilities under both Acts.

The proposed framework recognizes the limited administrative resources available to a small municipality and consolidates the primary administrative responsibilities within the CAO position.

The CAO will be responsible for overseeing access-to-information and privacy matters, while retaining the ability to assign administrative functions to appropriate employees or service providers. Any delegation of statutory powers reserved to the Head must be completed in writing in accordance with the applicable legislation.

The proposed bylaw also supports the Village's Privacy Management Program, which establishes operational procedures relating to personal information inventories, information security, collection notices, access and correction requests, privacy complaints, privacy impact assessments, incident response and employee training.

Benefits

- Updates the Village's administrative framework to reflect current provincial legislation.
- Replaces an outdated FOIP bylaw.
- Establishes clear responsibilities and accountability for privacy and access-to-information administration.
- Supports consistent handling of personal information and municipal records.
- Provides a documented framework for managing privacy risks and statutory obligations.
- Allows administrative procedures and supporting documentation to be maintained as legislation and operational requirements change.
- Supports continuity of municipal operations and reduces reliance on informal administrative practices.

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

Implementation will require Administration to maintain applicable policies, procedures, inventories, forms and training records.

The Village will also need to periodically review its practices to ensure continued alignment with legislative requirements.

The proposed bylaw does not require the establishment of additional municipal positions.

Cost / Source of Funding

At the June 23, 2026 Regular Meeting of Council, Council approved the Village's participation in the Open North POPA Compliance Training Program through Resolution 2026-111.

The original Request for Decision identified an estimated participation cost of approximately \$2,435 to \$2,995, including GST, depending on the final number of participating municipalities.

The development of the proposed administration bylaw and supporting Privacy Management Program forms part of the Village's work arising from this Council-authorized compliance initiative.

No additional expenditure is being requested through this Request for Decision.

Implementation and ongoing administration will be undertaken using existing municipal resources. Any future expenditures requiring additional funding will be addressed through the Village's established budget and expenditure approval processes.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Adopt the Proposed Bylaw

Council provides first and second readings and, subject to unanimous consent to consider third reading at the same meeting, provides third and final reading to the proposed Access to Information and Protection of Privacy Administration Bylaw.

Option 2 – Provide Initial Readings

Council provides first and/or second reading to the proposed bylaw and directs Administration to bring the bylaw forward for further consideration at a subsequent meeting.

Option 3 – Refer Back to Administration

Council refers the proposed bylaw back to Administration for further review or amendments.

Applicable Legislation

- Access to Information Act, SA 2024, c A-1.4, and applicable regulations.
- Protection of Privacy Act, SA 2024, c P-28.5, and applicable regulations.
- Municipal Government Act, RSA 2000, c M-26.
- Village of Donalda Freedom of Information and Protection of Privacy Bylaw No. 620, subject to confirmation against the signed original.

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 give first, second and third readings to Bylaw No. 777-26, being the Access to Information and Protection of Privacy Administration Bylaw, subject to the unanimous consent required to consider third reading at the same meeting.

Implementation/Communication

Following Council's adoption of the proposed bylaw, Administration will undertake the following:

1. Bylaw Administration: Finalize the adopted bylaw, obtain the required signatures and update the Village's bylaw register to reflect the repeal of FOIP Bylaw No. 620 and adoption of the replacement bylaw.
2. Privacy Management Program: Update the Village's Privacy Management Program and supporting administrative documentation to reference the adopted bylaw and designated administrative responsibilities.
3. Administrative Procedures: Implement and maintain the required forms, procedures, notices, inventories and supporting records for access-to-information and privacy administration.
4. Employee Awareness: Communicate applicable privacy and access-to-information responsibilities to employees, Council members and other individuals handling Village information.
5. Public Information: Make information regarding the Village's privacy practices, access-to-information procedures and Personal Information Bank Directory available as required by legislation.
6. Ongoing Review: Monitor legislative changes and review the Village's Privacy Management Program and associated procedures periodically to support continued compliance.

Implementation will be incorporated into the Village's existing administrative operations.

Target Decision Date

October 20, 2026

ATTACHMENTS

1. Draft Village of Donalda Access to Information and Protection of Privacy Administration Bylaw.
2. Existing Village of Donalda FOIP Bylaw No. 620.

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

**VILLAGE OF DONALDA
BYLAW NO. 777-26**

**ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ADMINISTRATION
BYLAW**

A BYLAW OF THE VILLAGE OF DONALDA, IN THE PROVINCE OF ALBERTA, to establish the administrative structure of the Village of Donalda in relation to the Access to Information Act and the Protection of Privacy Act, to designate the Head, ATI Coordinator and Privacy Officer, and to provide for fees and related administration.

WHEREAS the Access to Information Act, SA 2024, c A-1.4 (ATIA), came into force on June 11, 2025 and replaced the access-to-information provisions of the former Freedom of Information and Protection of Privacy Act;

WHEREAS the Protection of Privacy Act, SA 2024, c P-28.5 (POPA), came into force on June 11, 2025 and replaced the privacy provisions of the former Freedom of Information and Protection of Privacy Act;

WHEREAS section 98(a) of ATIA requires a local public body, by bylaw or other legal instrument by which it acts, to designate a person or group of persons as the Head of the local public body for the purposes of ATIA;

WHEREAS section 98(b) of ATIA permits a local public body to set fees required to be paid under section 96, provided those fees do not exceed the fees provided for in the regulations;

WHEREAS section 87 of ATIA and section 55 of POPA permit the Head of a public body to delegate, in writing, powers, duties or functions of the Head, except the power to delegate;

WHEREAS the Protection of Privacy (Ministerial) Regulation requires a public body to designate or identify a Privacy Officer as part of its Privacy Management Program;

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

1. SHORT TITLE

1.1 This Bylaw may be cited as the “Access to Information and Protection of Privacy Administration Bylaw.”

2. PURPOSE

2.1 The purpose of this Bylaw is to establish a clear and practical administrative structure for the Village’s responsibilities under ATIA and POPA, including designation of the Head, ATI Coordinator and Privacy Officer, administration of access requests and privacy matters, and the charging of fees authorized by ATIA.

3. DEFINITIONS AND INTERPRETATION

3.1 In this Bylaw, unless the context otherwise requires:

- (a)** “**ATIA**” means the Access to Information Act, SA 2024, c A-1.4, as amended, and includes regulations made under that Act.
- (b)** “**ATI Coordinator**” means the position responsible for the day-to-day administration of ATIA for the Village.
- (c)** “**CAO**” means the Chief Administrative Officer of the Village of Donalda and includes a person duly appointed to act in that position.
- (d)** “**Council**” means the Council of the Village of Donalda.
- (e)** “**Head**” means the person designated by Council under section 4 of this Bylaw as the Head of the Village for the purposes of ATIA and, by operation of the definition of “head” used under POPA, for the purposes of POPA.
- (f)** “**POPA**” means the Protection of Privacy Act, SA 2024, c P-28.5, as amended, and includes regulations made under that Act.
- (g)** “**Privacy Management Program**” or “**PMP**” means the Village’s documented privacy management program established and implemented in accordance with POPA and its regulations.

(h) **“Privacy Officer”** means the position designated to oversee the day-to-day administration of POPA and the Village’s privacy compliance and Privacy Management Program.

(i) **“Village”** means the municipal corporation of the Village of Donalda.

3.2 Words and phrases not defined in this Bylaw have the meanings assigned to them in ATIA, POPA and their respective regulations.

3.3 If this Bylaw conflicts with ATIA, POPA or an applicable regulation, the legislation prevails to the extent of the conflict.

4. DESIGNATION OF HEAD

4.1 Council designates the position of Chief Administrative Officer as the Head of the Village of Donalda for the purposes of ATIA pursuant to section 98(a) of ATIA.

4.2 The person duly appointed as Acting Chief Administrative Officer is the Head while acting in that position.

4.3 For clarity, the Head designated under subsection 4.1 is also the Head for purposes of POPA, as POPA uses the definition of “head” established by ATIA.

5. ATI COORDINATOR AND PRIVACY OFFICER

5.1 The CAO is designated as the Village’s ATI Coordinator for the day-to-day administration of ATIA.

5.2 The CAO is designated as the Village’s Privacy Officer for the day-to-day administration of POPA and the Village’s Privacy Management Program.

5.3 The CAO may assign administrative tasks relating to access to information, privacy, records management, training, incident response or the Privacy Management Program to Village employees or service providers, provided that any statutory power, duty or function reserved to the Head is exercised by the Head or under a valid written delegation.

6. POWERS, DUTIES AND DELEGATION

6.1 The Head shall exercise the powers, duties and functions assigned to the Head under ATIA and POPA and shall ensure that the Village administers both Acts and their regulations.

6.2 The Head may delegate, in writing, any power, duty or function that may lawfully be delegated under section 87 of ATIA or section 55 of POPA, except the power to delegate.

6.3 A written delegation shall identify the person or position to whom authority is delegated, specify the powers, duties or functions delegated, and may establish any conditions, restrictions or alternate-position arrangements considered appropriate by the Head.

6.4 An administrative assignment under subsection 5.3 is not a statutory delegation unless it is made in writing in accordance with the applicable Act.

7. ACCESS TO INFORMATION ADMINISTRATION

7.1 The ATI Coordinator shall receive and coordinate requests for access to records made to the Village under ATIA and shall support the Head in meeting the Village’s statutory duties and timelines.

7.2 The ATI Coordinator may establish administrative forms, file-numbering conventions, tracking tools, notices, checklists and procedures consistent with ATIA, its regulations and this Bylaw.

7.3 Village employees, contractors and service providers shall provide records and reasonable assistance required for the Village to respond to an access request or otherwise comply with ATIA.

8. PRIVACY ADMINISTRATION

8.1 The Privacy Officer shall coordinate the Village’s compliance with POPA and administration of the Privacy Management Program, including privacy policies and procedures, personal information inventories and personal information banks, collection notices, privacy impact assessments, correction requests, privacy complaints, privacy incident response and training.

8.2 The Privacy Officer may establish and update administrative procedures, standards, forms, templates, checklists and guidance required to implement the Privacy Management Program, provided they are consistent with Council policy, POPA and applicable regulations.

8.3 The Village shall make information about its Privacy Management Program and Personal Information Bank Directory available as required by POPA and its regulations.

9. FEES

9.1 Fees associated with requests for access to information shall be assessed and charged in accordance with the Access to Information Act and the Access to Information Regulation, as amended from time to time.

9.2 No fee shall be charged unless authorized by the applicable legislation, and no fee shall exceed the amount permitted under the legislation.

9.3 The Head may excuse an applicant from paying all or part of a fee where authorized by the Access to Information Act.

10. RECORDS AND CONFIDENTIALITY

10.1 Records created or received in the administration of ATIA, POPA and the Privacy Management Program are Village records and shall be managed in accordance with applicable legislation and the Village's records management and retention requirements.

10.2 Personal information and confidential information shall be accessed, used, disclosed, stored, transmitted and disposed of only as authorized by law and in accordance with the Village's approved privacy, security and records-management controls.

11. SEVERABILITY

11.1 If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid provision shall be severed and the remainder of the Bylaw shall continue in force.

12. REPEAL

12.1 Village of Donalda Bylaw No. 620, being the Freedom of Information and Protection of Privacy administration bylaw, and all amendments thereto, are hereby repealed upon this Bylaw coming into force.

13. COMING INTO FORCE

13.1 This Bylaw comes into force upon receiving third and final reading and being duly signed in accordance with the Municipal Government Act.

READ a first time this ____ day of _____, 2026.

READ a second time this ____ day of _____, 2026.

UNANIMOUS CONSENT given for consideration of third reading this ____ day of _____, 2026.

READ a third and final time this ____ day of _____, 2026.

Mayor (Chief Elected Official)

Chief Administrative Officer

VILLAGE OF DONALDA

BYLAW #620

A BYLAW OF THE VILLAGE OF DONALDA IN THE PROVINCE OF ALBERTA, for the purpose of establishing the administrative structure of the Village of Donalda in relation to the Freedom of Information and Protection of Privacy Act and to set fees thereunder.

WHEREAS, pursuant to Section 89 of the Freedom of Information and Protection of Privacy Act, S.A. 1994, C.F.-18.5, The Village of Donalda must designate a person or group of persons as the head of the Village of Donalda for the purpose of the Act.

AND WHEREAS, pursuant to Section 87 and 89 of the Freedom of Information and Protection of Privacy Act, the Village of Donalda may set fees payable to the Village of Donalda for services provided under the Act and Regulations.

NOW THEREFORE, the Council of the Village of Donalda, hereby enacts as follows:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

Purpose

The purpose of this Bylaw is to establish the administrative structure of the Village of Donalda in relation to the Freedom of Information and Protection of Privacy Act, and to set fees thereunder.

Definitions

In this Bylaw unless the context otherwise requires:

- a) **"Act"** means the Freedom of Information and Protection of Privacy Act, S.A. 1994, C.F.-18.5,
- b) **"Applicant"** means a person who makes a request for access to a record under Section 7(1) of the Act,
- c) **"Village"** means the Village of Donalda and includes any board, committee, commission, panel, agency, or corporation that is created or owned by the Village of Donalda and all the members or officers of which are appointed or chosen by the Village of Donalda including the Stettler Waste Management Authority and the County of Stettler Regional Recreational Board, but does not include the Stettler Fire Commission, Donalda and District Family Community Support Services, County of Stettler Housing Authority, Donalda Municipal Library Board, Donalda and District Museum Board, Donalda and District Seniors Board, Donalda Cemetery Board and Stettler and District Ambulance Association.
- d) **"Village Administrator"** means the person appointed as the Chief Administrative Officer of the Village of Donalda and includes any person who holds the position of Village Administrator in an Acting Capacity.
- e) **"Province"** means the Province of Alberta.

Interpretation

The headings in the Bylaw are for reference purposes only.

PART 2 - DESIGNATED HEAD

For the purpose of the Act, the Village Administrator is designated as the Head of the Village of Donald.

PART 3 - FEES

Where an applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for request for information from the Province.

PART 4 - GENERAL

Effective Date

This Bylaw shall come into effect upon third and final reading thereof

Repeal

Where a request for information was given and not disposed of before the coming into force of this Bylaw, the request is deemed to be a request made on October 1st, 1999, under the provisions of the Act.

MOVED BY COUNCILOR
VICTOR RICKELHOFF that By-law #620 receive
first reading on this the 28th day of October, 1999.

CARRIED.

MOVED BY MAYOR KNUDTSON that By-law #620 receive
second reading on this the 28th day of October, 1999.

CARRIED.

MOVED BY COUNCILOR MEKAY that By-law #620 be introduced
for third reading on this the 28th day of October 1999.

CARRIED UNANIMOUSLY.

MOVED BY COUNCILOR RICKELHOFF that By-law #620 receive
third and final reading on this the 28th day of October, 1999.

CARRIED.


Mayor


CHIEF ADMINISTRATIVE OFFICER



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Protection of Privacy Policy and Privacy Management Program
Agenda Number	5.4 Village Business

Purpose

To seek Council's approval of the Village of Donalda Protection of Privacy Policy and authorization for Administration to implement and maintain the supporting Privacy Management Program (PMP), in accordance with Alberta's Protection of Privacy Act (POPA) and Access to Information Act (ATIA).

Background/Proposal

On June 11, 2025, Alberta's new Protection of Privacy Act and Access to Information Act came into force, replacing the former Freedom of Information and Protection of Privacy Act framework.

These legislative changes require municipalities to review and update their privacy governance, administrative procedures and practices for managing personal information.

At the June 23, 2026 Regular Council Meeting, Council passed Resolution 2026-111, approving the Village's participation in the Open North POPA Compliance Training Program and authorizing the Chief Administrative Officer to execute the required agreement.

Through this Council-authorized initiative, Administration has undertaken a review of the Village's existing records-management practices, information-handling responsibilities and privacy-related procedures.

Administration has adapted the program materials to reflect the Village's organizational structure, available resources and municipal operations.

The resulting Privacy Management Program establishes a documented framework for the collection, use, disclosure, protection, retention and disposition of personal information.

Discussion/Options/Benefits/Disadvantages

The proposed Protection of Privacy Policy establishes Council-level expectations for the responsible management of personal information.

The supporting Privacy Management Program provides operational procedures, standards and forms for Administration to implement these expectations.

The program addresses:

- Roles, responsibilities and accountability for privacy management.
- Identification and management of personal information banks and inventories.
- Classification and protection of municipal information.

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.

- Collection notices and authorized handling of personal information.
- Access and correction requests involving personal information.
- Privacy complaints, incidents and breach-response procedures.
- Privacy impact assessments for new or significantly changed municipal activities.
- Employee, Council and applicable contractor privacy training.
- Ongoing program monitoring, review and administrative updates.

The program has been developed with consideration for the Village's limited staffing and administrative resources. Its implementation will be phased into existing municipal operations.

Council's responsibility is to establish the overarching policy direction and governance framework.

Administration's responsibility is to implement, maintain and update the operational procedures, forms, inventories and training materials necessary to support the policy and applicable legislation.

The proposed policy and program will be aligned with Bylaw No. 777-26, subject to Council's adoption of that bylaw, including the designation of the Chief Administrative Officer as Privacy Officer.

Adoption of the policy and implementation of the program will provide consistent administrative practices, clearer accountability, improved protection of personal information and a documented framework for responding to privacy-related matters.

Implementation will require ongoing administrative attention, including updating municipal forms, maintaining inventories, providing training and periodically reviewing procedures. Adoption of the policy does not, by itself, establish full legislative compliance; the Village must continue to apply and maintain the program.

Cost / Source of Funding

Council previously approved participation in the Open North POPA Compliance Training Program through Resolution 2026-111.

The original Request for Decision identified an estimated participation cost of \$2,435 to \$2,995, including GST, depending on the final number of participating municipalities.

No additional expenditure is requested through this Request for Decision.

Implementation will primarily be undertaken using existing administrative resources. Any future expenditures beyond existing authorizations will be addressed through the Village's established budget approval processes.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Approve: Adopt the Protection of Privacy Policy and authorize Administration to implement and maintain the supporting Privacy Management Program.

Option 2 – Amend: Adopt the policy with amendments directed by Council.

Option 3 – Defer: Defer consideration pending additional information or revisions.

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

Applicable Legislation

- Protection of Privacy Act (POPA) and applicable regulations.
- Access to Information Act (ATIA) and applicable regulations.
- Municipal Government Act.
- Village of Donalda Access to Information and Protection of Privacy Administration Bylaw No. 777-26, subject to adoption.
- Applicable municipal records-retention requirements.

RECOMMENDATION

THAT Council adopt the Village of Donalda Protection of Privacy Policy, as presented, and authorize Administration to implement and maintain the supporting Privacy Management Program, including associated procedures, standards, forms, inventories and training materials, in accordance with the Protection of Privacy Act and Access to Information Act.

Implementation/Communication

Following Council's approval, Administration will:

1. Finalize the Protection of Privacy Policy and supporting Privacy Management Program, incorporating any amendments directed by Council.
2. Align references to the CAO, Head of the Public Body and Privacy Officer with the adopted administration bylaw.
3. Implement the operational procedures, forms and standards in phases, prioritizing legislative obligations and areas of greatest privacy risk.
4. Maintain and update the personal information inventory and public-facing directory of personal information banks.
5. Review municipal forms and collection notices and make necessary updates.
6. Provide applicable privacy training and guidance to staff and Council.
7. Make appropriate privacy-policy information and public-facing resources available through the Village office and website.
8. Review the program periodically and report material policy, resource or legislative issues to Council as required.

Administrative procedures and working documents will be maintained under the authority of the CAO, while substantive changes to the Council-approved policy will be brought back to Council for consideration.

Target Decision Date

October 20, 2026

ATTACHMENTS

1. Village of Donalda Protection of Privacy Policy – Draft.
2. Village of Donalda Privacy Management Program – September 2026 Draft.

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.

Protection of Privacy Policy

Privacy Management Program - Council Policy

Policy Category	Administration / Office Policies	Policy Number	To be assigned
Approved By	Village of Donalda Council	Effective Date	Upon Council approval
Responsible Officer	Chief Administrative Officer / Privacy Officer	Review Cycle	Annual and as required
Related Legislation	Protection of Privacy Act (POPA); Access to Information Act (ATIA)	Status	Draft for Council approval

1. Purpose

The purpose of this policy is to establish the Village of Donalda's Privacy Management Program (PMP) and to set out the principles, responsibilities, and rules governing the collection, use, disclosure, protection, retention, and disposition of personal information.

2. Scope

This policy applies to:

- Village employees, including Council members, contractors, students and volunteers providing services on behalf of the Village; and
- all records containing personal information, regardless of format or location, that are in the custody or under the control of the Village.

If any provision of this policy conflicts with ATIA or POPA, the applicable legislation prevails.

3. Definitions

Term	Meaning
ATIA	the Access to Information Act, SA 2024, Chapter A-1.4.
CAO	the Chief Administrative Officer of the Village of Donalda or their delegate.
Council	the Village of Donalda Council.
Employee	a person employed by the Village. For the purposes of POPA, this includes a person who performs a service for the Village as an appointee, volunteer or student, or under a contract or agency relationship, and includes members of Council acting in that capacity.
Personal information	recorded information about an identifiable individual, as defined by POPA.

Term	Meaning
Personal Information Bank (PIB)	a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
POPA	the Protection of Privacy Act, SA 2024, Chapter P-28.5.
Privacy Impact Assessment (PIA)	an analytical process to identify and address potential privacy issues with respect to a new, or substantial change to an existing, administrative practice, program, project or service involving the collection, use or disclosure of personal information.
Privacy incident	a loss of, or unauthorized access to, use or disclosure of personal information.
Village	the corporation of the Village of Donalda.

4. Privacy Principles

The Village is committed to handling personal information with care and respect. Its privacy practices are guided by the following principles:

Accountability: The Village is responsible for personal information in its custody or under its control. The CAO, as Head of the local public body where designated by the applicable Village ATIA/POPA designation bylaw, bears overall accountability.

Identifying purposes: The Village identifies the purpose for collecting personal information at or before collection.

Consent: The Village obtains and documents consent where consent is the legal authority for a use or disclosure. Consent is not used where another legal authority already applies.

Limiting collection: The Village collects only personal information that is authorized and necessary for the identified purpose.

Limiting use, disclosure and retention: The Village uses, discloses and retains personal information only for authorized purposes and in accordance with applicable records-retention requirements.

Accuracy: The Village makes reasonable efforts to ensure that personal information used to make a decision about an individual is accurate, complete and up to date.

Safeguards: The Village applies physical, technological and administrative safeguards appropriate to the sensitivity of the information.

Openness: The Village makes information about its privacy policies and practices available to the public.

Individual access and correction: Individuals may request access to, and correction of, their personal information subject to ATIA and POPA.

Challenging compliance: Individuals may raise concerns about the Village's handling of their personal information and may exercise rights available through the OIPC.

5. Responsibilities

5.1 Council

- approves privacy-related bylaws and this policy; and
- supports the Village's compliance with ATIA, POPA and the Privacy Management Program.

5.2 Chief Administrative Officer / Privacy Officer

- carries out the obligations of the Head of the Local Public Body under ATIA and POPA that relate to the Village, as applicable under the Village's designation/delegation instruments;
- administers and implements this policy and the Privacy Management Program;
- develops, maintains and approves operational procedures, standards, forms, inventories, guidelines and training materials;
- maintains the Village's Personal Information Inventory and public Directory of Personal Information Banks;
- leads privacy impact assessments, privacy incident response, privacy complaints and access/correction processes;
- communicates with the Office of the Information and Privacy Commissioner of Alberta (OIPC) as required; and
- monitors the effectiveness of the PMP and reports significant privacy matters to Council when appropriate.

5.3 Assistant CAO and other employees

- carry out assigned privacy and records-management duties within their roles;
- collect, use and disclose personal information only where authorized;
- apply the required safeguards and security classifications;
- cooperate with access requests, PIAs, audits, reviews and investigations;
- complete required privacy training; and
- report suspected or actual privacy incidents to the CAO / Privacy Officer immediately and assist with containment where possible.

6. Collection, Use and Disclosure

The Village will collect personal information only as authorized by law, for law-enforcement purposes, or as necessary for its operating programs or activities. Personal information will normally be collected directly from the individual, subject to exceptions under POPA.

When collecting personal information directly, the Village will provide the required collection notice, including the purpose, legal authority, contact information for questions, and any required notice respecting use of an automated system.

The Village will use and disclose personal information only as permitted by ATIA and POPA. Where consent is relied on as the authority for a use or disclosure, consent will be obtained and documented in accordance with the Consent for Use and Disclosure Procedure.

The Village will not sell personal information in any circumstance or for any purpose, including marketing or advertising.

7. Personal Information Banks and Transparency

The Village will maintain an internal Personal Information Inventory and a public Directory of Personal Information Banks. The public directory will identify the types of personal information held, the categories of individuals affected, the authority for collection, and the purposes for which the information is collected, used or disclosed.

The Privacy Management Program and public-facing privacy information will be made accessible to the public, with sensitive internal security details excluded from public versions.

8. Accuracy, Access and Correction

The Village will make reasonable efforts to ensure that personal information used to make a decision directly affecting an individual is complete and accurate. Individuals may request access to records containing their personal information and may request correction of inaccurate or incomplete personal information in accordance with ATIA, POPA and the Village's Personal Information Access and Correction Requests Procedure.

The Village will verify identity before releasing personal information to an applicant.

9. Safeguards and Security Classification

The Village will implement reasonable physical, technological and administrative security arrangements appropriate to the sensitivity of the information. The Village will apply its Data and Information Security Classification Procedure and Standard to information assets in its custody or under its control.

- Physical safeguards may include restricted office access, lockable filing/storage, secure disposal and controlled access to sensitive paper records.
- Technological safeguards may include role-based system access, passwords, multi-factor authentication where available, secure backups, patching and appropriate protection of information in transit.
- Administrative safeguards include policies, procedures, privacy training, privacy impact assessments, contractual privacy requirements, records-management practices and incident-response processes.

Contracts that may involve the collection, use or disclosure of personal information will include requirements for reasonable security arrangements.

10. Retention and Disposition

Where the Village uses an individual's personal information to make a decision that directly affects the individual, the Village will retain that information for at least one year after using it, as required by the source PMP framework. Other records containing personal information will be retained and disposed of in accordance with the Village's records-retention framework and applicable law.

11. Privacy Impact Assessments and Automated Systems

The Village will complete a Privacy Impact Assessment for a new, or substantial change to an existing, administrative practice, program, project or service that involves the collection, use or disclosure of personal information where required by POPA and the applicable regulation.

Where an automated system is used in a manner that requires disclosure or assessment under POPA, the Village will follow the Collection Notice Procedure and Privacy Impact Assessment Procedure.

12. Privacy Incidents and Complaints

The Village will investigate suspected and actual privacy incidents and respond in accordance with the Privacy Incident and Breach Response Procedure. Employees and Council members acting in their municipal capacity must report suspected or actual privacy incidents to the CAO / Privacy Officer immediately.

Where an incident creates a real risk of significant harm, the Village will complete the required notifications to affected individuals, the OIPC and the Minister in accordance with POPA and the incident-response procedure.

Privacy complaints will be received, reviewed and documented in accordance with the Privacy Complaint Procedure.

13. Training and Awareness

Employees who collect, access, use or manage records and personal information must complete privacy and access-to-information training as part of onboarding and on a recurring basis in accordance with the Privacy Training Procedure. Refresher or topic-specific training will be provided when needed, including for Council members, contractors, students or volunteers who handle municipal personal information.

14. Privacy Management Program Administration

The Village will maintain a documented Privacy Management Program consisting of this Council-approved policy and supporting procedures, standards, forms, inventories, guidelines and training materials administered by the CAO / Privacy Officer.

The PMP will be reviewed, assessed and updated annually, or when significant changes occur to the Village's programs, systems or legal obligations.

15. Non-compliance

Employees who fail to comply with this policy and associated procedures or standards may be subject to corrective action in accordance with applicable Village employment policies, agreements or contracts. Failure to comply with duties imposed by ATIA or POPIA may also result in statutory consequences.

16. Related Documents

- Applicable Village ATIA/POPIA designation or delegation bylaw/instrument
- Records Retention and Disposition Bylaw / Retention of Records Policy
- Personal Information Bank and Inventory Procedure
- Data and Information Security Classification Procedure and Standard
- Collection Notice Procedure and Standard
- Consent for Use and Disclosure Procedure and Standard
- Personal Information Access and Correction Requests Procedure
- Privacy Complaint Procedure
- Privacy Impact Assessment Procedure
- Privacy Incident and Breach Response Procedure
- Privacy Training Procedure
- Village of Donalda Personal Information Inventory and Directory of Personal Information Banks

Council Motion No.	_____
Date Approved	_____
Signed	Mayor: _____ CAO: _____

Privacy Management Program

Draft PMP Overview, Policy, and Procedures

September 2026

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Village of Donalda Privacy Management Program Overview

This document provides an overview of the Village's PMP for informational and convenience purposes. However, readers should refer to the applicable legislation, regulations, bylaws, and policies for the authoritative statement of the Village's obligations and of individual rights.

Introduction

The *Protection of Privacy Act* (POPA) came into force on June 11, 2025, replacing the privacy provisions of the former *Freedom of Information and Protection of Privacy Act* (FOIP), which governed how Alberta public bodies, including municipalities, handled personal information. POPA modernizes Alberta's privacy rules by introducing:

- Mandatory notification when a privacy incident creates a real risk of significant harm to an individual;
- New rules for data matching, non-personal data, and automated systems (including artificial intelligence);
- A requirement for every public body to establish and implement a documented Privacy Management Program;
- Stronger enforcement and the most significant privacy penalties in Canada for misuse of personal information.

In addition, FOIP's access-to-information provisions have been separated into a companion statute, the Access to Information Act (ATIA), which governs how the Village responds to formal records requests from members of the public.

About the Privacy Management Program

A Privacy Management Program (PMP) is a documented set of policies, procedures, and practices that a public body establishes to manage its obligations under the *Protection of Privacy Act* (POPA). Every public body in Alberta is required to have a PMP in place.

The Village of Donalda's PMP consists of policy, which sets out the principles and rules governing the handling of personal information, and a series of Procedures addressing specific privacy functions, including collection notices, correction of personal information, privacy complaints, privacy impact assessments, privacy incident response, personal information banks, and data and information security classification. Supporting forms, templates, and guidelines accompany these documents to assist employees in applying the PMP in their day-to-day work.

The Village's Privacy Commitment

Vision and Principles

The Village of Donalda is committed to handling personal information with care and respect. We collect only the personal information we need to deliver our programs and services, we protect it with reasonable safeguards, and we are open about how we use it.

The Village's privacy practices are guided by the following ten fair information principles:

- **Accountability:** The Village is responsible for all personal information in its custody or under its control. The Chief Administrative Officer bears overall administrative accountability and exercises the statutory powers of the Head where formally designated by Council. Day-to-day management of the privacy program is delegated to the CAO / Privacy Officer.
- **Identifying Purposes:** The Village identifies the purpose for collecting personal information at or before the time of collection. Personal information will not be used or disclosed for a new purpose without the individual's consent or as authorized by POPA.
- **Consent:** The Village collects, uses, and discloses personal information with the knowledge and consent of the individual, except where authorized or required by law. The Village relies on the authority granted under POPA to carry out its core municipal functions.
- **Limiting Collection:** The Village limits the collection of personal information to what is necessary for the identified purposes. Personal information is collected by fair and lawful means.
- **Limiting Use, Disclosure, and Retention:** The Village uses, discloses, and retains personal information only for the purposes for which it was collected, or as authorized by POPA. Personal information is retained and disposed of in accordance with the Village's Records Retention and Disposition Bylaw.
- **Accuracy:** The Village makes reasonable efforts to ensure that personal information used to make a decision about an individual is accurate, complete, and up to date.
- **Safeguards:** The Village protects personal information with physical, technological, and administrative safeguards appropriate to the sensitivity of the information.
- **Openness:** The Village makes information about its privacy policies and practices available to the public.
- **Individual Access:** Individuals have the right to access their personal information held by the Village and to request corrections, subject to the limited exceptions set out in the Access to Information Act.
- **Challenging Compliance:** Individuals may raise concerns about the Village's compliance with its privacy obligations. Complaints are reviewed in accordance with the Privacy Complaint Procedure and may be referred to the Office of the Information and Privacy Commissioner of Alberta.

PMP Governance

Village of Donalda operating model: Council approves the high-level Protection of Privacy Policy. The CAO, acting as Privacy Officer, maintains and administers the procedures, standards, forms, inventories, training and operational controls that support the policy. The Assistant CAO and other employees carry out assigned privacy and records-management duties within their roles. This structure is intended to keep the program practical and sustainable for a small municipality while preserving all statutory responsibilities.

The Chief Administrative Officer (CAO) is the head of the local public body for the purposes of POPA and ATIA and bears overall responsibility for the Village's compliance with the Privacy Legislation.

The Chief Administrative Officer (CAO) serves as the Village's Privacy Officer and is responsible for day-to-day management of the Privacy Management Program. The Assistant CAO supports implementation, records management, training, and administration as assigned by the CAO. The CAO / Privacy Officer is responsible for developing, implementing, and maintaining the Village's Privacy Management Program, including coordinating privacy incident responses, leading training, conducting privacy impact assessments, and communicating with the Office of the Information and Privacy Commissioner of Alberta (OIPC).

The CAO / Privacy Officer monitors the effectiveness of the Village's Privacy Management Program on an ongoing basis. Monitoring activities include:

- Reviewing privacy incident reports and trends to identify systemic issues;
- Following up on privacy impact assessment recommendations to confirm implementation;
- Tracking completion of mandatory privacy training;
- Reviewing and updating the personal information bank directory;
- Monitoring legislative and regulatory developments that may affect the Village's privacy obligations; and
- Reporting annually to the CAO on the status of the Privacy Management Program and the Privacy Action Plan.

The PMP will be reviewed, assessed and updated annually, or when significant changes occur to the Village's programs, systems, or legal obligations.

PMP Controls

The Village's Privacy Management Program is supported by the following internal policies and Procedures:

- applicable Village ATIA/POPA designation bylaw
- Records Retention and Disposition Bylaw
- Personal Information Bank and Inventory Procedure
- Data and Information Security Classification Procedure
- Collection Notices Procedure
- Consent for Use and Disclosure Procedure
- Personal Information Access and Correction Requests Procedure
- Privacy Complaint Procedure
- Privacy Impact Assessment Procedure
- Privacy Incident and Breach Response Procedure
- Privacy Training Procedure

Directory of Personal Information Banks

The Village maintains a directory of personal information banks (PIBs) that identifies the types of personal information the Village holds, how it is used, and the authority for its collection. The directory is made available to the public.

Collection of Personal Information

The Village collects personal information only as authorized by law, for the purposes of law enforcement, or as necessary for the Village's operating programs and activities. Personal information is collected directly from the individual the information is about, subject to exceptions under POPA.

When personal information is collected directly from an individual, the Village provides notice of the purpose of the collection, the legal authority for the collection, and contact information for a person who can answer questions about the collection. Where the Village intends to input the information into an automated system, this is disclosed at the time of collection.

The Village's Collection Notices Procedure establishes detailed procedures for providing notice and obtaining consent.

Access and Correction

Individuals have the right to access records containing their personal information in the custody or under the control of the Village, subject to limited exceptions set out in ATIA. The Village requires individuals to provide acceptable identification to verify their identity before releasing personal information. If an individual believes their personal information held by the Village is incorrect, incomplete, or inaccurate, they may request a correction. Where practical and when directly requested by the individual, employees may make factual corrections without a formal request under POPA.

The Village's Personal Information Access and Correction Requests Procedure describes the process for submitting, reviewing, and responding to personal information access and correction requests.

Privacy Complaints

Individuals have the right to raise concerns about the collection, use, disclosure, or safeguarding of their personal information. The Village's Privacy Complaint Procedure establishes a clear process for receiving, reviewing, and responding to complaints. If an individual is not satisfied with the Village's response, they may file a complaint with the OIPC.

Privacy Incident Response

The Village investigates all privacy incidents, including suspected and actual incidents. The Privacy Incident and Breach Response Procedure describes the roles and responsibilities for managing incidents through five phases: reporting, containment, investigation and evaluation, notification, and prevention. Where a privacy incident creates a real risk of significant harm, the Village will notify affected individuals, the OIPC, and the Minister as required by POPA.

Non-personal Data

The Village may create non-personal data from the information it collects for research, analysis, and program planning purposes. Before creating non-personal data, the Village will assess the risk of re-identification, document security measures to reduce that risk, identify and account for potential bias, assign a security classification, and verify accuracy where the data will inform decisions about programs or services.

Automated Systems and AI

The Village recognizes that automated systems, including systems that use artificial intelligence or machine learning, may be used to support municipal programs and services. Before implementing any automated system that collects, uses, or discloses personal information, the Village will complete a Privacy Impact Assessment. Where the Village uses an automated system to generate content or make decisions, recommendations, or predictions about individuals, it will disclose this to individuals at the time of collection.

Retention and Disposition of Personal Information

Where the Village uses an individual's personal information to make a decision that directly affects the individual, the Village retains that information for at least one year after using it. The Village retains and disposes of all records, including those containing personal information, in accordance with the Records Retention and Disposition Bylaw.

Protection of Personal Information

Physical Safeguards

The Village protects personal information through physical measures, including locked filing cabinets and storage rooms, restricted access to areas where personal information is stored, secure disposal of physical records (shredding), and building access controls.

Technological Safeguards

The Village protects personal information through technological measures, including role-based access controls on information systems, password policies, multi-factor authentication where available, encryption of data in transit, firewalls and network security monitoring, regular software updates and patch management, and secure backup procedures.

Administrative Safeguards

The Village protects personal information through administrative measures, including internal policies and Procedures, privacy training for all employees, privacy impact assessments for new or changed programs, and confidentiality obligations in employment agreements and contracts with third parties.

Privacy Training for Employees

All Village employees who collect, access, use, or manage records and personal information must complete privacy and access-to-information training as part of onboarding and on a recurring three-year basis. employees responsible for the applicable program or service receive additional training on their program area

responsibilities. Refresher training, updates on legislative changes, and topic-specific awareness sessions are provided as needed.

Public Transparency

The Village makes information about its Privacy Management Program publicly available.

Individuals may contact the CAO / Privacy Officer to request additional information about the Village's privacy practices.

Privacy Policy and Procedures

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Protection of Privacy Policy

Purpose

The purpose of this policy is to establish the Village of Donalda's Privacy Management Program (PMP) and to set out the principles, responsibilities, and rules governing the collection, use, disclosure, protection, retention, and disposition of personal information.

Definitions

"ATIA" means the *Access to Information Act*, SA 2024, Chapter A-1.4.

"Automated system" means any system, software or process that uses computation as whole or part of a system to determine outcomes, make or aid decisions, inform policy implementation, collect data or observations, or otherwise interact with individuals and/or communities. Automated systems include, but are not limited to, systems derived from machine learning, statistics, or other data processing or artificial intelligence techniques, and exclude passive computing infrastructure.

"CAO" means the Chief Administrative Officer of the Village of Donalda or their delegate.

"Control" means the responsibility and accountability for making decisions about the handling of information, regardless of whether the Village has custody of the information. The Village has control over any information it has created or received as part of its mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

"Council" means the Village of Donalda Council.

"Custody" means the effective physical possession of information.

"Data derived from personal information" means data created by data matching that identifies any individual whose personal information was used in the data matching.

"Data matching" means linking personal information between 2 or more databases or other electronic sources of information to create new data. Includes the merging of two or more sources to create new information about an individual. The personal information in the data must still be identifiable.

"Employee" is a person employed by the Village of Donalda. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

"Ministerial Regulation" means the Protection of Privacy (Ministerial) Regulation, AR 143/2025.

"Non-personal data" means data, including data derived from personal information, that has been generated, modified or anonymized so that it does not identify any individual, and includes synthetic data and any other type of non-personal data identified in the POPA regulations.

"Personal information" means recorded information about an identifiable individual, including:

- the individual's name, home or business address, home or business telephone number, home or business email address, or other contact information, except where the individual has provided the

information on behalf of the individual's employer or principal in the individual's capacity as an employee or agent;

- the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
- the individual's age, gender identity, sex, sexual orientation, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual's health and health care history, including information about the individual's physical or mental health;
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinions about the individual; and,
- the individual's personal views or opinions, except if they are about someone else.

"Personal Information Bank" or "PIB" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual. A PIB allows individuals to know the type of personal information the Village may have about them, how it is used, and the Village's authority for the collection.

"POPA" means the *Protection of Privacy Act*, SA 2024, Chapter P-28.5.

"Privacy Impact Assessment" or "PIA" means an analytical process to help identify and address potential privacy issues with respect to a new, or substantial change to an existing administrative practice, program, project or service that will involve the collection, use or disclosure of personal information.

"Privacy incident" means a loss of, or unauthorized access to, use or disclosure of personal information.

"Record" means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

"Supervisor" means an Employee who supervises other Employees, and includes responsible employees, responsible employees, and Coordinators.

"Synthetic data" means artificial data created to maintain the structure and patterns of real data without being linked to any individual in the original data set.

"Village" means the corporation of the Village of Donalda.

Scope

- This policy applies to:
 - Village Employees, including Council Members, contractors, students, and volunteers providing services on behalf of the Village

- All records containing personal information, regardless of format or location, that are in the custody or under the control of the Village.
- If any provision of this policy conflicts with any provision of ATIA or POPA, the provision of ATIA or POPA prevails.

Policy

1. Responsibilities

- 1.1. Council is responsible for:
 - 1.1.1. Approving privacy-related bylaws and policies; and
 - 1.1.2. Supporting the Village's compliance with the Privacy Legislation.
- 1.2. Chief Administrative Officer is responsible for:
 - 1.2.1. Protecting personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction as set out in section 10(1) of POPA;
 - 1.2.2. Exercising the powers and duties of the Head of the Local Public Body under ATIA and POPA where formally designated by Council; and
 - 1.2.3. Maintaining an up-to-date delegation instrument for the Head of the Local Public Body's delegated powers and duties.
- 1.3. CAO / Privacy Officer is responsible for:
 - 1.3.1. Developing and implementing policies, procedures, standards, and guidelines to manage the Village's compliance with ATIA and POPA;
 - 1.3.2. Communicating with the Office of the Information and Privacy Commissioner of Alberta, including coordinating any negotiations, mediations, inquiries, and investigations on behalf of the Village;
 - 1.3.3. Assisting with establishing and endorsing standards and procedures to ensure compliance with the privacy protection measures in POPA regarding the collection, use, disclosure, accuracy, retention, and safeguards of personal information;
 - 1.3.4. Leading the Village's training on ATIA and POPA, policies, procedures, and tools; and
 - 1.3.5. Leading the Village's privacy incident response, when required.
- 1.4. employees responsible for the applicable program or service are responsible for:
 - 1.4.1. Serving as point of contact for the CAO / Privacy Officer to ensure that access to information requests are processed effectively;
 - 1.4.2. Ensuring that information that can be routinely disclosed is identified;
 - 1.4.3. Ensuring that privacy protection measures are implemented;
 - 1.4.4. Ensuring all employees receive access and privacy training as applicable for their role;

- 1.4.5. Ensuring all employees are compliant with the Protection of Privacy Policy;
 - 1.4.6. Attending specific training, and in consultation with the CAO / Privacy Officer, providing corresponding advice and guidance to their program area(s) regarding compliance with ATIA and POPA;
 - 1.4.7. Seeking guidance from the CAO / Privacy Officer regarding new or complex situations involving personal information;
 - 1.4.8. Leading the program area(s) response, which includes coordinating the search for, identifying and retrieving records, responsive to access to information requests;
 - 1.4.9. Facilitating the completion and maintenance of program area(s) PIAs;
 - 1.4.10. Creating or modifying PIBs on behalf of the program area(s);
 - 1.4.11. Supporting their program area(s) to protect personal information, report any suspected or actual privacy incidents, helping with audits and privacy incident investigations, and assisting with implementation of corrective actions; and
 - 1.4.12. Conducting regular reviews to ensure compliance with the Protection of Privacy Policy, including reporting noncompliance concerns to the CAO / Privacy Officer when issues arise.
- 1.5. Employees are responsible for:
- 1.5.1. Participating in privacy training to understand appropriate collection, use, protection, management, disclosure, correction, and disposition of personal information as required by their job duties and responsibilities;
 - 1.5.2. Only collecting, using, and disclosing personal information as authorized by POPA;
 - 1.5.3. Implementing reasonable safeguards to protect personal information;
 - 1.5.4. Participating in PIAs to help identify and address potential privacy risks with respect to a new, or a substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information;
 - 1.5.5. Responding to access to information requests in a timely manner by searching for, documenting, and producing all responsive records;
 - 1.5.6. Reporting any privacy incidents to the CAO / Privacy Officer, and limiting the scope and impact of any privacy incident when possible;
 - 1.5.7. Reviewing privacy recommendations and implementing the recommended privacy risk mitigation strategies where possible; and
 - 1.5.8. Making factual corrections to personal information without a formal request, if this is practical and expedites public business, when directly requested by the individual to whom the personal information relates.

2. Privacy Management Structure

2.1. The Chief Administrative Officer serves as Head of the Local Public Body where designated by Council under the applicable Village ATIA/POPA designation bylaw or resolution.

2.2. The Chief Administrative Officer is designated to act as CAO / Privacy Officer for the Village.

2.2.1. In the event of the CAO / Privacy Officer's absence, coverage will be arranged in accordance with the Village's applicable delegation and acting-CAO arrangements.

3. Collection of Personal Information and Notice

3.1. The Village will only collect personal information as authorized by law, for the purposes of law enforcement, or as necessary for the Village's operating programs or activities.

3.2. Personal information is collected directly from the individual the information is about, subject to exceptions under POPA.

3.3. When information is collected directly from an individual, the Village provides notice of the purpose, the legal authority for the collection, the contact information of an individual who can answer questions about the collection, and the Village's intent, if any, to input the information into an automated system to generate content or make decisions, recommendations or predictions, subject to exceptions under POPA.

4. Use and Disclosure of Personal Information

4.1. The Village will maintain a directory of personal information banks and make it available to the public.

4.2. The Village may only use personal information to the extent permitted under ATIA and POPA.

4.3. The Village may only disclose personal information as permitted under ATIA and POPA.

4.4. When consent is the authority for the use or disclosure of personal information, the Village will collect and document consent in accordance with the Consent for Use and Disclosure Procedure.

5. Sale of Personal Information

5.1. The Village is prohibited from selling personal information in any circumstance or for any purpose, including for marketing or advertising purposes.

6. Accuracy and Correction of Personal Information

6.1. The Village will make reasonable efforts to ensure that personal information used to make a decision directly affecting an individual is complete and accurate.

6.2. Individuals have the right to access records in the custody or under the control of the Village containing their personal information, subject to limited and specific exceptions set out in ATIA.

6.3. In the event that an individual believes any of the personal information in the custody or under the control of the Village is incorrect, incomplete, or otherwise inaccurate, the individual to whom the personal information relates may request that it be corrected.

- 6.4. Correction requests will be reviewed in accordance with the Personal Information Access and Correction Requests Procedure.
- 7. Privacy Complaints**
 - 7.1. Individuals have the right to raise concerns about the collection, use, disclosure, or safeguarding of their personal information, and to have those concerns reviewed under POPA.
 - 7.2. Individuals who wish to submit a complaint may do so in writing to the CAO / Privacy Officer.
 - 7.3. Privacy complaints will be reviewed in accordance with the Privacy Complaint Procedure.
- 8. Retention and Disposition of Personal Information**
 - 8.1. Where the Village uses an individual's personal information to make a decision that directly affects the individual, the Village will retain the personal information for at least one year after using it.
 - 8.2. Records containing personal information will be retained and disposed of in accordance with the Village's Retention and Disposition Bylaw.
- 9. Protection of Personal Information, Data Derived from Personal Information and Non-Personal Data**
 - 9.1. The Village is committed to implementing reasonable security arrangements to protect personal information, data derived from personal information and non-personal data in its custody or under its control against such risks, including unauthorized access, collection, use, disclosure, or destruction. Reasonable security arrangements will consist of physical, technological, and/or administrative safeguards appropriate to the sensitivity of the information.
 - 9.2. When an applicant makes an access to information request for their personal information, the Village will require them to provide acceptable proof to verify the applicant's identity, to show that they are the individual whose personal information is being requested.
 - 9.3. All contracts entered into by the Village that may involve the collection, use, or disclosure of personal information in the performance of the contract will include a requirement for reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.
- 10. Data Matching and Creation of Data Derived from Personal Information**
 - 10.1. As permitted under POPA s. 17, the Village may carry out Data Matching to create data derived from personal information for the following purposes:
 - 10.1.1. Research and analysis
 - 10.1.2. Planning, administering, delivering, managing, monitoring or evaluating a program or service
 - 10.2. For the purposes of data matching, the Village must not collect personal information directly from the individual, but may obtain the personal information from another public body or use personal information already in its custody or control.

- 10.3. All data matching activities between two public bodies must undergo a Privacy Impact Assessment and security review, including assessment of re-identification risk and bias.

11. Creation of Non-personal Data

- 11.1. The Village may create non-personal data from the personal information it collects for the following purposes:
 - 11.1.1. Research and analysis
 - 11.1.2. Planning, administering, delivering, managing, monitoring or evaluating a program or service
- 11.2. The Village will make reasonable efforts to ensure that:
 - 11.2.1. The identity of an individual who is the subject of non-personal data cannot be re-identified from the data. Prior to creating non-personal data, the risk of re-identification will be assessed and security measures to reduce the risk will be documented;
 - 11.2.2. The methods to create the non-personal data identify and account for potential bias;
 - 11.2.3. A record is created which identifies the security classification of the non-personal data; and
 - 11.2.4. Non-personal data that will be used to inform decisions about programs or services is accurate.

12. Privacy Impact Assessment (“PIA”)

- 12.1. The Village will prepare a PIA with respect to a new, or a substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information, as prescribed in POPA s. 26 and the Ministerial Regulation s. 7.
- 12.2. PIAs will be completed and submitted in accordance with the Privacy Impact Assessment Procedure.
- 12.3. A PIA must be submitted to the Office of the Information and Privacy Commissioner (“OIPC”) if one or more factors apply, as prescribed in POPA s. 26 and the Ministerial Regulation s. 7(5).

13. Privacy Incident Response

- 13.1. The Village will investigate all privacy incidents, including actual and suspected incidents, and may respond to any such incident.
- 13.2. An investigation is triggered by the submission of a Privacy Incident Report Form, at the direction of the OIPC or the CAO / Privacy Officer.
- 13.3. The Village will respond to privacy incidents in accordance with the Privacy Incident and Breach Response Procedure.

14. Training and Awareness

- 14.1. All Village Employees who collect, access, use, or manage records and personal information must complete privacy training as part of onboarding and on a recurring basis in accordance with the Privacy Training Procedure.
- 14.2. Refresher training, updates on legislative changes, and topic-specific awareness (e.g. privacy impact assessments, breach prevention, new policies) will be provided to relevant individuals as needed.

15. Privacy Management Program (PMP)

- 15.1. The Village will establish and implement a PMP consisting of documented policies and procedures that promote the Village's compliance with its duties under POPA.
- 15.2. The Village shall make the PMP publicly accessible.
- 15.3. The PMP shall be reviewed, assessed and updated annually, or when significant changes occur to the Village's programs, systems, or legal obligations.

16. Consequences of non-compliance

- 16.1. Employees who fail to adhere to this policy and any associated standards and procedures may be subject to corrective action, including dismissal from employment, in accordance with applicable Village employment policies and agreements, or the specified terms outlined in their employment contract. Failure to comply with the duties imposed by ATIA and/or POPA or otherwise acting in contravention of the legislation may lead to penalties or offences under ATIA and/or POPA.

Related Documents

- applicable Village ATIA/POPA designation bylaw
- Records Retention and Disposition Bylaw
- Personal Information Bank and Inventory Procedure
- Data and Information Security Classification Procedure
- Collection Notices Procedure
- Personal Information Access and Correction Requests Procedure
- Privacy Complaint Procedure
- Privacy Impact Assessment Procedure
- Privacy Incident and Breach Response Procedure
- Privacy Training Procedure

Personal Information Bank and Inventory Procedure

Purpose

The purpose of this Procedure is to establish a consistent process for identifying the Village's collections of personal information, including personal information banks (PIBs), and for maintaining a publicly accessible directory of PIBs.

Definitions

"Personal information bank" or "PIB" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

"Personal information inventory" or "PI inventory" means a comprehensive list of all collections of personal information maintained by the Village. This is an internal document that lists PIBs and collections of personal information that do not meet PIB criteria.

"Directory of personal information banks" or "PIB directory" means a list of the Village's PIBs that must be made available to the public for inspection and copying as required by POPA s. 57. The directory must include:

- the title and location of the PIB;
- a description of the kind of personal information and the categories of individuals whose personal information is included;
- the authority for collecting the personal information;
- the purposes for which the personal information was collected or compiled and the purposes for which it is used or disclosed.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Initiate processes to develop, maintain, and update the personal information inventory and the directory of personal information banks;
- 1.2.2. Coordinate the annual PIB review with all program areas;
- 1.2.3. Provide guidance and training to program areas on completing the PI Inventory Template;

- 1.2.4. Assign a unique PIB reference number to each new personal information bank;
- 1.2.5. Publish the updated PIB directory on the Village's website and make it available to the public upon request; and
- 1.2.6. Report to the CAO on the status of the PIB inventory as part of the annual PMP review.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Assist the CAO / Privacy Officer, as required, in developing, maintaining, and updating the personal information inventory and the directory of personal information banks for their program area;
- 1.3.2. Review and update their program area PIB entries at least annually or when a significant change occurs to a program or service;
- 1.3.3. Notify the CAO / Privacy Officer when a new personal information bank is created, or an existing bank is substantially changed or retired; and
- 1.3.4. Ensure that employees in their program areas understand which personal information banks they work with and how information is to be handled.

1.4. Employees

- 1.4.1. Participate in the PI inventory process as needed by providing information and expertise about their areas of responsibility.
- 1.4.2. Maintain awareness of the personal information banks they work with and how information is to be handled.

2. Procedures

2.1. Personal Information Inventory Process

- 2.1.1. The CAO / Privacy Officer will periodically initiate a process to develop, maintain and update an inventory of personal information in the custody or under the control of the Village.
 - The scope, level of detail, and timing of the personal information inventory process will be determined based on the Village's current privacy management and information security objectives.
- 2.1.2. The CAO / Privacy Officer will coordinate with the employee responsible for the applicable program or service of the relevant program area(s) to ensure that the objectives of the personal information inventory process are understood and appropriate tools, templates and instructions are provided.
- 2.1.3. Each program area or program area will identify the collections of personal information it has in its custody and compile a preliminary list using the PI Inventory Template.
- 2.1.4. The employee responsible for the applicable program or service will submit the completed program area PI Inventory Template(s) to the CAO / Privacy Officer.

2.1.5. The CAO / Privacy Officer will review the submitted program area PI Inventory Templates and follow up with the employee responsible for the applicable program or service as needed to identify collections of personal information that meet the following three criteria to be considered a PIB:

- It contains personal information as defined in POPA.
- It takes the form of a “collection.”
- It is organized or retrievable by the name or an identifying number, symbol or other particular assigned to an individual.

2.2. Detailed Personal Information Bank Information

2.2.1. The employee responsible for the applicable program or service will, in consultation with employees, document the following detailed information for each PIB:

- **Title:** Description of the PIB that reflects the information contained.
- **Location:** A list of all the locations (program area and/or program area) where the information is maintained. This may also include other offices that have copies of the PIB in their custody.
- **Information Maintained:** A description of the contents of the PIB and the types of personal information contained within.
- **Individuals:** A description of the categories of individuals for whom personal information is contained in the collection. Examples include, but are not limited to:

- 1 Employees
- 2 Residents
- 3 Visitors
- 4 Clients / Customers
- 5 Program participants
- 6 Owners (business, property, vehicle, etc.)
- 7 Victims / Complainants / Witnesses

- **Purpose of Collection and Use:** A description of the purpose for which the personal information was collected or compiled and how it is used or disclosed. All current uses of the information by the Village or other authorized individuals/organizations will also be listed. This includes authorized consistent uses, other permitted disclosures, and authorized information exchanges.
- **Disclosure:**
- **Legal Authority:** A list of the specific legal authorities for the collection of the personal information. This may be a statute or a regulation. If more than one legal authority exists, all will be listed.

1.1.2. The PIB information will be provided in the format specified and within the timeframe specified by the CAO / Privacy Officer.

1.2. Directory of Personal Information Banks

1.2.1. Once each program area's PIB listings have been received, the CAO / Privacy Officer will compile the information into a single PIB Directory.

1.2.2. The PIB Directory will be classified as "Public" in accordance with the Data and Information Security Classification Procedure.

1.2.3. The CAO / Privacy Officer will arrange for the PIB Directory to be published on the Village's website.

1.2.4. The PIB Directory will be reviewed and updated as directed by the CAO / Privacy Officer.

1.3. Using the PI Inventory

1.3.1. Departmental PI Inventory Templates may be compiled into a master Personal Information Inventory and retained internally for planning purposes.

1.3.2. Completed PI Inventory Templates (including working copies, drafts, and final versions) will be classified as "Protected B" in accordance with the Data and Information Security Classification Procedure.

1.3.3. All PIBs and collections of personal information will be assigned an appropriate security classification level in accordance with the Data and Information Security Classification Procedure.

Related Documents

- Protection of Privacy Policy
- [Guide to Identifying and Developing Personal Information Banks \(Government of Alberta\)](#)
- PI Inventory (Departmental) Template
- PI Inventory (Master) and PIB Directory Template
- Data and Information Security Classification Procedure

Data and Information Security Classification Procedure

Purpose

The purpose of this Procedure is to establish the security classification levels that must be applied to all data and information assets, including personal information, in the custody and/or under the control of the Village. The security classification level of the data or information asset determines the extent and type of security arrangements required to protect it.

This Procedure aligns with the data and information security classification levels established by the Government of Canada and by the Government of Alberta, and supports data and information sharing across jurisdictions.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Data” means any facts, concepts, quantities, characters, or instructions stored or transmitted in electronic formats.

“Information” means any collection of data that is processed, analyzed, interpreted, classified, or communicated to serve a useful purpose, present facts, or represent knowledge.

“Information asset” means information recognized as having value for the purpose of enabling the Village to perform its business functions. Information assets can include data and intellectual property.

“Information system” means any set of components used to handle information, including applications, services, or any other assets that handle information.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Provide guidance to program areas on the application of the security classification standard;
and
- 1.2.2. Review and update the security classification standard as needed.

1.3. employees responsible for the applicable program or service:

1.3.1. Ensure that all data and information assets within their program areas are assigned a security classification level; and

1.3.2. Ensure compliance within their program areas with this Procedure.

1.4. IT Systems Administrator:

1.4.1. Provide advice and technical support for implementation of appropriate technical safeguards to protect information at each classification level in the Village's information systems.

1.5. Employees:

1.5.1. Apply the appropriate security classification to data and information they create or manage; and

1.5.2. Handle data and information in accordance with the safeguards required for the assigned classification level.

2. Procedures

2.1. All Village data or information assets must be assigned one of the following security classification levels as detailed in Schedule A: Data and Information Security Classification Standard: [Schedule A: Data and Information Security Classification Standard](#)

2.1.1. Public

2.1.2. Protected A

2.1.3. Protected B

2.1.4. Protected C

2.2. Data and information assets are classified at all stages of their lifecycle and may change over time. For example, a document may be classified as Protected B in draft format but as Public once finalized and approved.

2.3. When classifying data and information, employees should consider the potential impact of unauthorized access, disclosure, modification, or destruction on individuals, the Village, and other organizations.

2.4. Where data or information spans multiple classification levels, the highest applicable level will be applied.

2.5. Non-personal data and data derived from personal information must be assigned a security classification level. When classifying non-personal data, employees should consider the risk that individuals could be re-identified from the data, either on its own or in combination with other available information. Data derived from personal information that could enable re-identification should be classified at the same level as the underlying personal information.

2.6. Data and information assets will be handled in accordance with the guidelines as detailed in Data and Information Handling Guidelines.

Related Documents

- Protection of Privacy Policy
- [Government of Alberta: Safeguarding Government Information](#)

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Schedule A: Data and Information Security Classification Standard

Level	Description	Examples
Public	Data and information that may be viewed by all members of the public. Data and information that, if compromised, will not result in injury to individuals or the Village. Personal information can not be classified as Public.	- Publicly posted media releases - Council Agendas - Council Minutes - Open Data - Approved website content
Protected A	Data and information that may be seen by all Village Employees but would not normally be available outside the Village. Data and information that, if compromised, could cause injury to individuals or the Village.	- Data used by Village employees during the course of work, such as internal reports, procedures and memorandums - Policy interpretations - Internal procedure manuals / SOPs
Protected B	Data and information that is sensitive within the Village, with access restricted to Village employees only, on a need-to-know-basis. Data and information that, if compromised, could cause serious injury to individuals or the Village.	- Bid packages - Request for proposal (RFP) submissions - Non-disclosure agreements (NDAs)
Protected C	Data and information that is extremely sensitive within the Village and accessible only to designated or relevant staff members due to its potential impact on the Village. Data and information that, if compromised, could cause extremely grave injury to individuals or the Village. Personal information defined as “sensitive” under POPA, including but not limited to biometric information, medical information, banking information, ethnicity, race-based information, Social Insurance Number (SIN), passport	- Human resources information, including: - Recruitment information - Training records - Employee salaries - Medical records - Financial information - Legal information, including contracts - User credentials

	information, driver's licence information, child custody information, tax information, etc.	• Notes of in-camera Council meetings • Testing and auditing procedures • Payment Card Information (PCI) data
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Collection Notice Procedure

Purpose

The purpose of this Procedure is to establish requirements for providing notification when collecting personal information.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Automated system” means any system, software or process that uses computation as whole or part of a system to determine outcomes, make or aid decisions, inform policy implementation, collect data or observations, or otherwise interact with individuals and/or communities. Automated systems include, but are not limited to, systems derived from machine learning, statistics, or other data processing or artificial intelligence techniques, and exclude passive computing infrastructure.

“Collection notice” means a written or verbal statement provided to an individual at or before the time personal information is collected, which informs the individual of the purpose, legal authority, and contact information for questions about the collection.

Procedure

This Procedure applies to all Village of Donaldda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donaldda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Develop and maintain standard collection notice templates for use across program areas;
- 1.2.2. Review collection notices for compliance with POPA when requested; and
- 1.2.3. Maintain a central record of collection notices in use across the Village.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Ensure that collection notices are in place for all personal information collection points within their program areas;
- 1.3.2. Ensure that employees understand when and how to provide collection notices; and
- 1.3.3. Ensure compliance within their program areas with this Procedure.

1.4. Employees:

- 1.4.1. Provide collection notices to individuals when collecting personal information directly;
- 1.4.2. Use the approved collection notice templates or consult the CAO / Privacy Officer before using custom notices; and

2. Procedures

- 2.1. A collection notice must be provided whenever the Village collects personal information directly from an individual, unless an exception under POPA applies. A collection notice must be provided whenever the Village collects personal information directly from an individual.
- 2.2. The collection notice must be provided at the time of collection and may be given either in writing, such as on a form, or verbally, such as during a telephone call or an in-person conversation.
 - 2.2.1. Where notice is provided verbally, the employee must document that notice was given, including the date and the information provided.
- 2.3. Collection notices must follow the structure as specified in [Schedule A: Collection Notice Standard](#) and include the following elements:
 - 2.3.1. Purpose statement: The purpose for which the information is collected;
 - 2.3.2. Legal authority: The specific legal authority for the collection;
 - 2.3.3. Contact information: The email address, telephone number or other contact information to which the individual may direct their questions about the collection; and
 - 2.3.4. Automated system use: The Village's intention, if any, at that time to input the information into an automated system to generate content or make decisions, recommendations or predictions.
- 2.4. The CAO / Privacy Officer will review existing collection notices at least annually or when a PIA identifies a need to update a notice.

Related Documents

- Protection of Privacy Policy
- [Schedule A: Collection Notice Standard](#)
- [Fact Sheet: Collection Notice \(Government of Alberta\)](#)

Schedule A: Collection Notice Standard

Structure of collection notices

Collection notices will follow one of the two structures shown in the examples below.

Example 1: Standard Notice

The personal information collected through this [MEDIUM] is used for [PURPOSE STATEMENT]. This collection is authorized by [LEGAL AUTHORITY]. For questions about the collection of personal information, please contact the Village of Donalda's CAO / Privacy Officer at email Village Office, telephone 403-883-2345, or Box 160, Donalda, Alberta T0B 1H0.

Example 2: Notice with automated system use (if applicable)

The personal information collected through this [MEDIUM] is used for [PURPOSE STATEMENT] and will be input into an automated system to [AUTOMATED SYSTEM USE STATEMENT]. This collection is authorized by [LEGAL AUTHORITY]. For questions about the collection of personal information, please contact the Village of Donalda's CAO / Privacy Officer at: email Village Office; or telephone 403-883-2345; or Box 160, Donalda, Alberta T0B 1H0.

Do not modify any language in the collection notice except for the highlighted placeholder text. Further guidance on customizing the placeholder text is provided in the next section.

Content of collection notices

Medium

Specify the medium in which the personal information will be collected. For example:

Form
Website
Application

Purpose Statement

The collection notice must clearly state the purpose(s) for collecting the personal information. The purpose statement enables an individual to decide whether to provide the Village with their personal information. For example:

The personal information collected through this Grant Application is for the purpose of administering the Village's Grants to Organizations program.

Legal Authority

In the collection notice, there is a need to cite the specific legal authority which permits the Village to collect the personal information. Section 4 of POPA contains legal authorities that enable the collection of personal information for one or more of the following three reasons:

- **4(a)** - the collection of the personal information is expressly authorized by an enactment of Alberta or Canada,
- **4(b)** - that information is collected for the purposes of law enforcement, or
- **4(c)** - **that information relates directly to and is necessary for an operating program or activity of the Village, including a common or integrated program or service.**

4(c) will be the applicable POPA legal authority in most situations. For example:

This collection is authorized by section 4(c) of the *Protection of Privacy Act*.

If more than one POPA legal authority applies, cite all of them. If section **4(a)** is cited, also cite the name of the relevant enactment and the sections that explicitly authorize collection. For example:

This collection is authorized by sections 4(a) and 4(c) of the *Protection of Privacy Act* and section 3 of the *Municipal Government Act*.

Contact Information

The collection notice must include the contact information of the CAO / Privacy Officer.

Automated System Use

The collection notice must also disclose whether the Village intends to enter personal information into an automated system to generate content or make decisions, recommendations, or predictions. If the Village does not intend to use the personal information in an automated system, this statement is not required.

If a statement on automated system use is required, it should include the following information:

- The name of the automated system
- How the personal information entered into the automated system will be processed or transformed, and
- How Village employees will use the output from the automated system (if not clear from the purpose statement)

The Automated System Use statement may be inserted after the Purpose Statement. For example:

The personal information collected through this survey is for collecting community feedback with respect to housing needs in the Village of Donalda and will be input into an automated system (SurveyMonkey) to generate survey results and trends.

What is an Automated System?

Under POPA, an Automated System is defined as “any system, software, or process that uses computation as a whole or part of a system to determine outcomes, make or aid decisions, inform policy implementation, collect data or observations, or otherwise interact with individuals and/or communities. Automated systems include, but are not limited to, systems derived from machine learning, statistics, or other data processing or artificial intelligence techniques, and exclude passive computing infrastructure.”

A key question to ask when determining whether a system is an automated system is:

Does the system assist or replace human judgment, discretion, or critical thought?

Humans usually apply rules with reasoning and an understanding of the context in which the decision is being made. If the system replaces or augments that process, it could be considered an automated system.

Examples:

- **Survey platforms (e.g., SurveyMonkey)** that may use AI features for data analysis (e.g., sentiment or thematic analysis), segmentation, summarization, and/or visualization of survey responses.

What is NOT an Automated System?

Automated systems do not include ‘passive computing infrastructure,’ which is “any intermediary technology that does not influence or determine the outcome of decisions, make or aid in decisions, inform policy implementation, or collect data or observations, including web hosting, domain registration, networking, caching, data storage, or cybersecurity.”

Examples:

- **Diamond GP**
- **Microsoft 365 / SharePoint**

Example notices

Example 1: Standard Notice

The personal information collected through this form is used for account administration and customer verification. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the Village of Donalda’s CAO / Privacy Officer at email Village Office, telephone 403-883-2345, or Box 160, Donalda, Alberta T0B 1H0.

Example 2: Notice with automated system use (if applicable)

The personal information collected through this survey is used to gather community feedback on housing needs in the Village of Donalda and will be entered into an automated system (SurveyMonkey) to generate survey results and trends. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the Village of Donalda’s CAO / Privacy Officer at: email Village Office; or telephone 403-883-2345; or Box 160, Donalda, Alberta T0B 1H0.

Village of Donalda

Consent for Use and Disclosure Procedure

Purpose

The purpose of this Procedure is to establish requirements for obtaining, documenting, relying on, and withdrawing an individual's consent to the use or disclosure of their personal information.

Under the Protection of Privacy Act (POPA), Village of Donalda may use or disclose personal information only where an authority in the Act applies. Consent is one such authority. It is not a substitute for the others, and it is not the primary basis on which Village of Donalda operates. This Procedure sets out when consent is the appropriate authority, when it is not, and what is required for a consent to be valid.

Requirements for notifying individuals at the point of collection are set out in the Collection Notice Procedure.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Authorized representative” means a person who is permitted under POPA or another enactment to act on behalf of an individual, including in giving or withdrawing consent.

“Consent” means an individual's recorded, voluntary and clear agreement, given in the prescribed manner, to a specified use or disclosure of personal information that the individual has identified.

“Head” means the head of the public body for the purposes of POPA. For Village of Donalda, the Head is the Chief Administrative Officer.

“Prescribed manner” means the requirements for obtaining valid consent set out in section 2 of the Protection of Privacy Regulation, including the requirement that the Head establish rules governing the purposes for which electronic consent and oral consent are acceptable.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;
- 1.1.2. As Head, establish and approve the rules respecting the purposes for which electronic consent and oral consent are acceptable, as required by section 2 of the Protection of Privacy Regulation, being the rules set out in Schedule A: Consent Standard; and
- 1.1.3. Approve any amendment to those rules.

1.2. CAO / Privacy Officer:

- 1.2.1. Develop and maintain consent form templates for each form of consent;
- 1.2.2. Advise Employees and responsible employees on whether consent is the appropriate authority for a proposed use or disclosure, and on what form of consent is required;
- 1.2.3. Review consent forms for compliance with POPA when requested;
- 1.2.4. Maintain a central record of consent forms in use across Village of Donalda; and
- 1.2.5. Recommend amendments to Schedule A to the Head where legislation, guidance, or Village of Donalda practice changes.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Ensure that consent is obtained and documented in accordance with this Procedure and Schedule A wherever their program areas rely on consent as the authority for a use or disclosure;
- 1.3.2. Determine, from the purposes approved by the Head in Schedule A, which forms of consent their program area will accept for a given use or disclosure, and ensure that choice is communicated to individuals;
- 1.3.3. Document the identity authentication method their program area applies; and
- 1.3.4. Ensure compliance within their program areas with this Procedure.

1.4. Employees:

- 1.4.1. Determine, before seeking consent, whether another authority under POPA applies;
- 1.4.2. Obtain consent in accordance with this Procedure and Schedule A where consent is the authority being relied on;
- 1.4.3. Record every consent as required; and
- 1.4.4. Consult the CAO / Privacy Officer where it is unclear whether a proposed use or disclosure is authorized.

2. Determining whether consent is required

- 2.1. Village of Donalda may use personal information only where authorized under section 12 of POPA, and may disclose personal information only where authorized under section 13 of POPA. Consent of the individual is one of the authorities available under each of those sections.
- 2.2. Employees must not seek consent for a use or disclosure that is already authorized on another basis, including where the use or disclosure is for the purpose for which the information was collected or for a consistent purpose. Seeking consent in those circumstances misleads the individual by implying that they may refuse, when refusal would not change the outcome.
- 2.3. Where no other authority applies, the use or disclosure may proceed only with the individual's consent, or not at all.

- 2.4. Employees must not rely on implied or deemed consent. Implied consent is a concept under Alberta's private sector legislation and is not an authority available to a public body under POPA. Where an individual voluntarily provides personal information for a stated purpose, the authority for using it for that purpose is section 12 of POPA, not consent, and no consent is required or should be sought.
- 2.5. Consent does not authorize a use or disclosure that POPA otherwise prohibits. Personal information must not be sold in any circumstance or for any purpose, and consent does not make a sale permissible.
- 2.6. Where an Employee is uncertain whether another authority applies, the question must be referred to the CAO / Privacy Officer before the use or disclosure occurs.

3. Obtaining consent

3.1. Requirements for a valid consent

- 3.1.1. A consent is valid only if the individual has identified the specific personal information to which the consent applies and has consented to a specified use or disclosure of that information. General, blanket, or open-ended consents are not valid.
- 3.1.2. A request for consent must be made in plain language and must inform the individual of the personal information involved, the specific use or disclosure being consented to, the purpose of that use or disclosure, the identity of any party to whom the information will be disclosed, any adverse consequences of consenting or of declining, and the contact information for questions.
- 3.1.3. Consent must be given voluntarily. An Employee must not make the provision of a program or service conditional on consent to a use or disclosure that is not necessary to provide that program or service.
- 3.1.4. A consent should specify the period for which it is effective. Where no period is specified, the consent applies only to the use or disclosure identified in it and expires once that use or disclosure has taken place.
- 3.1.5. Village of Donalda must use or disclose the personal information only to the extent necessary to carry out the purpose stated in the consent, and not for any other purpose.

3.2. Form of consent

- 3.2.1. Consent may be given in writing, electronically, or orally. The requirements applicable to each form are set out in Schedule A: Consent Standard, which constitutes the rules established by the Head for the purposes of section 2 of the Protection of Privacy Regulation. Employees must satisfy the requirements of this section 3 as to the substance of a consent, and the requirements of Schedule A as to its form.
- 3.2.2. Written consent is accepted for any use or disclosure for which consent is the authority.

- 3.2.3. Electronic consent and oral consent are valid only for the purposes listed in Schedule A as approved by the Head. A program area may decide not to offer electronic or oral consent for a particular use or disclosure, but must not accept either form for a purpose that is not listed in Schedule A.
- 3.2.4. Before consent is given, the program area must explicitly communicate to the individual which forms of consent it will accept for that use or disclosure.
- 3.2.5. Employees must use the approved consent form for the form of consent being obtained, or consult the CAO / Privacy Officer before using an alternative.

3.3. Consent given by a representative

- 3.3.1. Consent must be given by the individual the information is about, or by their authorized representative.
- 3.3.2. Where consent is given by a person other than the individual, the Employee must confirm and document the basis on which that person is authorized to act, and must retain a copy of any supporting document.
- 3.3.3. Where it is unclear whether a person is authorized to give consent on another individual's behalf, the matter must be referred to the CAO / Privacy Officer before the consent is accepted.

3.4. Authenticating identity

- 3.4.1. Before accepting a consent, and before making a disclosure in reliance on it, the Employee must be satisfied of the identity of the individual giving the consent, and of any person exercising the right of consent on another individual's behalf.
- 3.4.2. The level of authentication applied must be appropriate to the sensitivity of the personal information and the nature of the use or disclosure. Requests received remotely, including by telephone or online, require a higher level of authentication than those made in person.
- 3.4.3. Departments must document the authentication method they apply for each use or disclosure for which they accept consent.

3.5. Recording consent

- 3.5.1. Every consent must be recorded in accordance with clause A.1 of Schedule A, and in the form required by Schedule A for the form of consent obtained.
- 3.5.2. A use or disclosure made in reliance on consent that has not been recorded cannot be demonstrated to be authorized, and is treated as an unauthorized use or disclosure for the purposes of the Privacy Incident and Breach Response Procedure.

4. Withdrawing consent

- 4.1. An individual may withdraw or change their consent at any time. The Employee receiving the withdrawal must forward it to the CAO / Privacy Officer without delay.

4.2. On receiving a withdrawal, Village of Donalda will:

- (a) inform the individual of the likely outcomes of withdrawing their consent, where these are not readily apparent, including that withdrawal affects future uses and disclosures but does not reverse those already made;
- (b) confirm with the individual that they still wish to withdraw their consent;
- (c) record the withdrawal;
- (d) stop the use or disclosure that was authorized by the consent; and
- (e) retain the record of withdrawal with the original record of consent, in accordance with the Retention and Disposition Bylaw.

4.3. Withdrawal does not affect a use or disclosure for which Village of Donalda has an authority under POPA other than consent. Where that is the case, the Employee must advise the individual that the use or disclosure will continue and explain the authority relied on.

4.4. Where withdrawal will affect a program or service the individual receives, the Employee must advise the individual of that consequence and refer the matter to the CAO / Privacy Officer.

5. Review and records

5.1. The CAO / Privacy Officer will review the consent forms in use at least annually, and whenever a PIA, a legislative change, or guidance from the Office of the Information and Privacy Commissioner identifies a need to update them.

5.2. Schedule A may be amended only with the approval of the Head, as it constitutes the rules required under section 2 of the Protection of Privacy Regulation.

5.3. Records of consent are managed in accordance with the Records Retention and Disposition Bylaw.

Related Documents

- Protection of Privacy Policy
- Schedule A: Consent Standard
- Collection Notice Procedure
- Privacy Impact Assessment Procedure
- Privacy Incident and Breach Response Procedure
- Records Retention and Disposition Bylaw
- Electronic Transactions Act

Schedule A: Consent Standard

This Standard accompanies the Consent for Use and Disclosure Procedure and sets out the requirements that must be met for a consent to the use or disclosure of personal information to be valid as to its form. It gives effect to sections 12(1)(b) and 13(1)(c) of the Protection of Privacy Act (POPA), which permit a use or disclosure where the individual has identified the information and consented in the prescribed manner, and to section 2 of the Protection of Privacy Regulation (Alta Reg 132/2025), which prescribes that manner.

Section 2 of the Regulation makes electronic consent and oral consent valid only where the Head of the public body has established rules respecting the purposes for which each form is acceptable. This Standard constitutes those rules. It is approved by the Head and may be amended only by the Head.

Definitions

All definitions in the Protection of Privacy Policy and the Consent for Use and Disclosure Procedure apply to this Standard. In addition:

“Electronic consent” means a consent provided by electronic means, including being created, recorded, transmitted or stored in digital form by electronic means, or by other means that have similar capabilities for creation, recording, transmission or storage.

“Electronic signature” means electronic information that an individual creates or adopts in order to sign a record, and that is in, attached to, or associated with the record.

“Oral consent” means a consent given verbally, whether in person or by telephone, and recorded in accordance with clause A.4 of this Standard.

“Written consent” means a consent given on paper and bearing the handwritten signature of the individual giving it.

Standard

A.1 Record of consent

- A.1.1 In every case where consent is the authority for a use or disclosure, a record of the consent must be created that is accessible in the event of a dispute or complaint.
- A.1.2 The record of consent must be retained for the life of the record containing the personal information to which it applies, in accordance with the Retention and Disposition Bylaw.
- A.1.3 The record of consent must be retained with, or be traceable to, the record containing the personal information, so that the authority for a use or disclosure can be established after the fact.
- A.1.4 A use or disclosure made in reliance on a consent for which no record exists cannot be shown to have been authorized.

A.2 Written consent

- A.2.1 Written consent is accepted for any use or disclosure for which consent is the authority. Where a use or disclosure is not listed in clause A.3.2 or A.4.2, written consent is the only acceptable form.
- A.2.2 A written consent must bear the handwritten signature of the individual giving it, or of their authorized representative.
- A.2.3 The original signed consent, or a complete scanned copy of it, must be retained.

A.3 Electronic consent

- A.3.1 Electronic consent may be used where written consent is unavailable or inaccessible to the individual, and only for a purpose listed in clause A.3.2.
- A.3.2 The Head has approved electronic consent for the following purposes:
- (a) approved purpose to be documented
 - (b) approved purpose to be documented
 - (c) approved purpose to be documented
- A.3.3 Village of Donalda must explicitly communicate to the individual, before the consent is given, that it will accept electronic consent for that purpose.
- A.3.4 An electronic consent is valid only if all of the following are met:
- (a) it includes the electronic signature of the individual giving the consent;
 - (b) it is provided in a manner consistent with the electronic signature requirements in section 16(2) of the Electronic Transactions Act;
 - (c) the association of the electronic signature with the consent is reliable for the purpose for which the consent is given;
 - (d) it can be authenticated in a manner that allows the individual giving the consent to be identified;
 - (e) it is accessible and readable for subsequent reference;
 - (f) it demonstrates that the record has not been altered since the consent was given;
 - (g) it is retained for the applicable retention period; and
 - (h) it meets the information technology standards, if any, established by Village of Donalda.

A.4 Oral consent

- A.4.1 Oral consent may be accepted from an individual who is legally able to give consent but is unable to provide written or electronic consent by reason of disability, impairment, or other lawful reason, and only for a purpose listed in clause A.4.2.
- A.4.2 The Head has approved oral consent for the following purposes:
- (a) approved purpose to be documented

(b) approved purpose to be documented

A.4.3 Village of Donalda must explicitly communicate to the individual, before the consent is given, that it will accept oral consent for that purpose.

A.4.4 The method used to authenticate the identity of the individual giving oral consent must be reliable for verifying that identity and for associating the consent with that individual.

A.4.5 A record of the oral consent must be created in one of the following forms, and no other:

- (a) an audio recording of the consent created by or on behalf of Village of Donalda;
- (b) documentation of the consent created by an independent third party, including a third party signing on the individual's behalf in the individual's presence; or
- (c) documentation of the consent created by Village of Donalda in accordance with clause A.4.6.

A.4.6 Where documentation is created by Village of Donalda under clause A.4.5(c), the Employee obtaining the consent must record the date and time of the consent, the identity of the individual and how it was authenticated, the specific personal information identified by the individual, the specific use or disclosure consented to and its purpose, what the individual was told about the consequences of consenting, and the name of the Employee who obtained the consent.

A.5 Consent given by a representative

A.5.1 Where consent is given by a person on behalf of the individual the information is about, the record of consent must identify that person, state the basis on which they are authorized to act, and include a copy of any supporting document.

A.5.2 The identity of the person exercising the right of consent must be authenticated in the same manner as that of the individual.

A.6 Forms

A.6.1 Employees must use the consent form approved by the CAO / Privacy Officer for the form of consent being obtained.

A.6.2 A program area requiring a form not among the approved templates must obtain the CAO / Privacy Officer's approval before using it.

A.7 Amendment

A.7.1 This Standard may be amended only with the approval of the Head, as it constitutes the rules required under section 2 of the Protection of Privacy Regulation.

A.7.2 The CAO / Privacy Officer will review this Standard at least annually and recommend amendments to the Head where legislation, guidance from the Office of the Information and Privacy Commissioner, or Village of Donalda practice changes.

Personal Information Access and Correction Requests Procedure

Purpose

The purpose of this Procedure is to establish a clear process for receiving, reviewing, and responding to requests to access or correct personal information in the custody or under the control of the Village.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Receive, acknowledge, and manage all formal requests to access and correct personal information;
- 1.2.2. Coordinate with the relevant program area to review access and correction requests; and
- 1.2.3. Communicate the outcome of the access and correction request to the individual.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Cooperate with the CAO / Privacy Officer in reviewing access and correction requests;
- 1.3.2. Ensure compliance within their program areas with this Procedure; and
- 1.3.3. Ensure that corrections are applied to all relevant records within their program areas.

1.4. Employees:

- 1.4.1. Direct any individual who wishes to request access or correction of their personal information to the CAO / Privacy Officer;
- 1.4.2. Where practical and when directly requested by the individual, make factual corrections to personal information without a formal request; and
- 1.4.3. Cooperate with access and correction requests, including locating and updating records as directed.

2. Procedures

2.1. Access Requests

- 2.1.1. An individual may submit a written request to access records containing their personal information to the CAO / Privacy Officer. The request should describe the records or personal information sought with sufficient detail to enable the Village to identify and locate the records.
- 2.1.2. The CAO / Privacy Officer will acknowledge receipt of the request within five business days.
- 2.1.3. The CAO / Privacy Officer will verify the identity of the applicant by requiring acceptable identification before processing the request.
- 2.1.4. The CAO / Privacy Officer will search the personal information inventory and PIB directory to identify all locations where the requested personal information may be held. The Coordinator will then issue a records search request to the relevant program area(s).
- 2.1.5. employees responsible for the applicable program or service will coordinate the search within their program areas, ensuring that all responsive records are identified, collected, and provided to the CAO / Privacy Officer within the timeframe specified.
- 2.1.6. The CAO / Privacy Officer will review the responsive records and apply any exceptions to disclosure permitted under ATIA. Where information is withheld, the Coordinator will identify the specific exception(s) relied upon.
- 2.1.7. The CAO / Privacy Officer will respond to the applicant within the timeframe prescribed by ATIA. The response will include the records or portions of records to be disclosed, identification of any information withheld and the applicable exception(s), and information about the applicant's right to request a review by the OIPC.
- 2.1.8. The CAO / Privacy Officer will maintain a log of all access requests, including the date received, the nature of the request, the response provided, and the date of response.

2.2. Correction Requests

- 2.2.1. An individual who believes that personal information in the custody or under the control of the Village is incorrect, incomplete, or otherwise inaccurate may submit a written request for correction to the CAO / Privacy Officer using the form provided on the Village's website.
- 2.2.2. The CAO / Privacy Officer will acknowledge receipt of the request within five business days.
- 2.2.3. The CAO / Privacy Officer will forward the request to the relevant program area for review. The program area will assess whether the correction is warranted based on the evidence provided.
- 2.2.4. If the correction is warranted, the program area will make the correction and notify the CAO / Privacy Officer. The CAO / Privacy Officer will confirm the correction to the individual in writing.
- 2.2.5. If the Village determines that a correction is not warranted, the CAO / Privacy Officer will notify the individual in writing, provide reasons for the refusal, and advise the individual of their right to request that a notation of disagreement be attached to the record.

2.2.6. Where personal information that has been corrected or annotated with a notation of disagreement was previously disclosed to another body, the CAO / Privacy Officer will notify that body of the correction or notation, where reasonable.

2.2.7. If the individual is not satisfied with the outcome, they may request a review by the OIPC.

Related Documents

- Protection of Privacy Policy
- [Access to Information Request form \(Government of Alberta\)](#)
- [Request to Correct Personal Information form \(Government of Alberta\)](#)
- Schedule A: Access Request Processing Checklist

Schedule A: Access Request Processing Checklist

The CAO / Privacy Officer will use the following checklist when processing an access to information request for personal information:

- Confirm the request is in writing and describes the records or personal information sought;
- Verify the applicant's identity with acceptable identification;
- Search the personal information inventory and PIB directory to identify relevant PIBs and record holdings;
- Issue records search requests to the relevant program area(s) with a specified response deadline;
- Collect and review all responsive records from program areas;
- Identify any third-party personal information in the responsive records and determine whether consultation with the third party is required under ATIA;
- Apply any mandatory or discretionary exceptions to disclosure under ATIA and document the basis for each exception applied;
- Prepare the response package, including severed records where applicable;
- Send the response to the applicant within the prescribed timeframe, advising of any withheld information and the right to request a review by the OIPC; and
- Record the request in the access request log.

Privacy Complaint Procedure

Purpose

The purpose of this Procedure is to establish a clear process for receiving, reviewing, and responding to complaints alleging that the Village has not complied with POPA in its handling of personal information.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Privacy complaint” means a written statement from an individual alleging that the Village has failed to comply with POPA in its collection, use, disclosure, or protection of that individual’s personal information.

Procedure

This Procedure applies to all Village of Donalds Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalds as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure.

1.2. CAO / Privacy Officer:

- 1.2.1. Receive, acknowledge, and manage all privacy complaints;
- 1.2.2. Investigate complaints or assign them for investigation;
- 1.2.3. Communicate findings and outcomes to the complainant; and
- 1.2.4. Maintain records of all complaints and their resolution.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Cooperate with the CAO / Privacy Officer during complaint investigations;
- 1.3.2. Ensure compliance within their program areas with this Procedure; and
- 1.3.3. Implement corrective actions recommended as a result of a complaint investigation.

1.4. Employees:

- 1.4.1. Cooperate with complaint investigations, including providing information and records as requested; and
- 1.4.2. Direct any individual who wishes to make a privacy complaint to the CAO / Privacy Officer.

2. Procedures

- 2.1. An individual who believes the Village has failed to comply with POPA in its handling of their personal information may submit a written complaint to the CAO / Privacy Officer. Written complaints should include:
 - 2.1.1. Name and contact information of the individual
 - 2.1.2. Description of the breach or incident
 - 2.1.3. Dates, parties involved, and any additional relevant information
 - 2.1.4. Desired resolution
- 2.2. The CAO / Privacy Officer will acknowledge receipt of the complaint within five business days.
- 2.3. The CAO / Privacy Officer will review the complaint to determine whether it falls within the scope of POPA. If the complaint does not relate to POPA, the CAO / Privacy Officer will inform the complainant and, where appropriate, redirect them to the correct process.
- 2.4. If the complaint is within scope, the CAO / Privacy Officer will investigate it. The investigation may include reviewing records, interviewing relevant employees, and consulting with the affected program area.
- 2.5. The CAO / Privacy Officer will complete the investigation and provide a written response to the complainant within 30 business days of receiving the complaint, unless the complexity of the matter requires additional time. If additional time is needed, the CAO / Privacy Officer will notify the complainant of the expected timeline.
- 2.6. The written response will include a summary of the complaint, the findings of the investigation, and any corrective action the Village will take.
- 2.7. If the complainant is not satisfied with the outcome, they may file a complaint with the OIPC.
- 2.8. The CAO / Privacy Officer will maintain a log of all privacy complaints, including the nature of the complaint, the date received, the outcome, and any corrective actions taken.

Related Documents

- Protection of Privacy Policy
- Schedule A: Privacy Complaint Form

Schedule A: Privacy Complaint Form

For members of the public

Use this form to submit a complaint about the Village of Donaldda's handling of your personal information. Submit this form to the CAO / Privacy Officer by email, mail, or in person.

Section 1: Your Information

Full name:	
Mailing address:	
Phone number:	
Email address:	
Preferred contact method:	

Section 2: Details of Complaint

Which Village program area, program, or service does this complaint relate to?

--

Describe the incident. Please include as much detail as possible:

- What personal information is involved
- What you believe the Village did or failed to do
- When the issue occurred or when you became aware of it
- Any steps you have already taken to resolve the issue

--

What outcome are you seeking?

--

Section 3: Supporting Documents

Please attach copies (not originals) of any supporting documents. List attached documents below:

--

Section 4: Declaration and Signature

I confirm that the information provided in this form is true and complete to the best of my knowledge.

Signature:	
Date:	

Contact:

CAO / Privacy Officer, Village of Donalda
Box 160, Donalda, Alberta T0B 1H0
Email: Village Office
Phone: 403-883-2345

Privacy Impact Assessment Procedure

Purpose

The purpose of this Procedure is to assist Village Employees in developing a Preliminary Privacy Impact Assessment (PPIA), and if required, a Privacy Impact Assessment (PIA).

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Preliminary Privacy Impact Assessment” or “PPIA” means a preliminary assessment to identify the privacy implications of a Village initiative, and to determine whether a full Privacy Impact Assessment should be completed for an initiative.

“Privacy Impact Assessment” or “PIA” means an analytical process to help identify and address potential privacy issues with respect to a new, or substantial change to an existing administrative practice, program, project or service that will involve the collection, use or disclosure of personal information.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;
- 1.1.2. Review and approve/reject completed PIAs

1.2. CAO / Privacy Officer:

- 1.2.1. Develop and maintain internal PPIA and PIA templates and guidelines in accordance with POPA and OIPC requirements
- 1.2.2. Review PPIAs and provide feedback in a timely manner;
- 1.2.3. Assist in the development of PPIAs when requested;
- 1.2.4. Work with responsible employees/responsible employees and the PIA team to complete any required PIAs;
- 1.2.5. Provide analysis and recommendations of PIAs for the CAO's review;
- 1.2.6. Determine if PIAs require submission to OIPC and, if so, review for completeness prior to submission;

1.2.7. Monitor projects with PPIAs and PIAs to ensure any recommendations have been appropriately implemented; and

1.2.8. Advise the CAO if there are issues with the implementation of PPIA and/or PIA recommendations.

1.3. employees responsible for the applicable program or service:

1.3.1. Ensure compliance within their program areas with this Procedure

1.3.2. Complete PPIAs when required and forward them to the CAO / Privacy Officer prior to advancing any related Request for Direction/Decision, or otherwise, prior to implementation of the project;

1.3.3. Work with the CAO / Privacy Officer and Employees to complete any required PIAs prior to implementation of the project; and

1.3.4. Implement any recommendations resulting from PPIAs and/or PIAs.

1.4. Employees:

1.4.1. Participate in the PIA process by providing information and expertise about their areas of responsibility; and

1.4.2. Implement recommendations from PPIAs and PIAs that apply to their work.

2. Procedures

2.1. Preliminary Privacy Impact Assessments (PPIA)

2.1.1. All PPIAs will use the Village's Preliminary PIA Template, available via the Village's designated records location.

2.1.2. A PPIA will be completed for any new, or substantial change to an existing administrative practice, program, project or service that potentially involves the collection, use or disclosure of personal information.

2.1.3. The responsible employee responsible for the applicable program or service will complete a PPIA and forward it to the CAO / Privacy Officer prior to advancing any Request for Direction/Decision. If no Request for Direction/Decision is required, the PPIA will be completed and forwarded to the CAO / Privacy Officer prior to implementation of the program or project.

2.1.4. Further information on completing a PPIA is detailed in the Privacy Impact Assessment Guidelines. If requested, the CAO / Privacy Officer will work with the employee responsible for the applicable program or service to assist in completing the PPIA.

2.1.5. The CAO / Privacy Officer will complete a risk analysis and will provide the employee responsible for the applicable program or service with a report. The report will advise whether the project is approved, conditionally approved with recommendations, requires more analysis, and/or requires a PIA.

2.1.6. The information from this report and/or subsequent PIA report will be included in the Request for Direction/Decision, if one is required.

2.1.7. The CAO / Privacy Officer will follow up with the employee responsible for the applicable program or service on the implementation of any recommendations within the timeframe specified in the report.

2.1.8. If the CAO / Privacy Officer advises that a PIA is required, a PIA will be completed, in collaboration with the CAO / Privacy Officer, prior to the start of the proposed program or project.

2.1.9. The completion of a PIA will comply with the procedures in Section 2.2.

2.2. Privacy Impact Assessments (PIA)

2.2.1. The CAO / Privacy Officer will assess whether a PIA must be submitted to the Commissioner by using the OIPC's PIA Submission Assessment Tool

2.2.2. PIAs will be completed using the most current version of the POPA PIA Template, available via the OIPC website.

2.2.3. When the CAO / Privacy Officer advises that a PIA is required, the employee responsible for the applicable program or service and the CAO / Privacy Officer will establish a timeline for the development of the PIA.

2.2.4. The PIA development team will include individuals who are familiar with the project, initiative, program, administrative practice or process, or information system associated with the PIA. This includes, but is not limited to, the following members:

- employee responsible for the applicable program or service
- CAO / Privacy Officer
- IT System Administrator, for projects with IT elements (e.g., website, database, etc.)
- Employees

2.2.5. The employee responsible for the applicable program or service for the project will lead the completion of the PIA with support and input from the other team members. The CAO / Privacy Officer will review the document and complete the risk analysis and recommendations sections of the PIA.

2.2.6. Once the PIA is completed, it will be submitted to the CAO for final approval.

2.2.7. Following approval, the CAO / Privacy Officer will submit the completed PIA to the Commissioner, if required.

2.2.8. The CAO / Privacy Officer will monitor the project at prescribed times to ensure any recommendations in the PIA have been implemented.

Related Documents

- Protection of Privacy Policy
- Schedule A: Preliminary PIA Template

- [PIA Submission Assessment Tool \(OIPC\)](#)
- [POPA PIA Template \(OIPC\)](#)
- [POPA PIA Template and Completion Guide \(OIPC\)](#)

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Schedule A: Preliminary PIA Template

Complete this Preliminary PIA (PPIA) for any new or substantially modified project, program, or service that will access, collect, use, disclose, or dispose of personal information. Submit the completed form to the CAO / Privacy Officer.

Section 1: Project Information

Project / program name:	
Department:	
Project lead:	
Date completed:	
Target implementation date:	

Section 2: Project Description

Briefly describe the project, program, or service and its purpose:

--

Is this:

- ☐ A new program, project, or service
- ☐ A substantial change to an existing program, project, or service

If a change, describe what is changing:

--

Section 3: Personal Information Assessment

Will this project involve the collection of personal information?

- ☐ Yes ☐ No

If yes, list the types of personal information that will be collected:

--

How will personal information be collected?

- ☐ Directly from the individual
☐ Indirectly (from another source)
☐ Both

If indirectly, identify the source:

What is the legal authority for the collection?

- ☐ Section 4(a) of POPA (i.e., authorized by an enactment of Alberta or Canada)
☐ Section 4(b) of POPA (i.e., law enforcement purposes)
☐ Section 4(c) of POPA (i.e., necessary for operating programs or activities)

If Section 4(a), identify the enactment:

Will personal information be used in an automated system (including AI)?

- ☐ Yes ☐ No

If yes, describe:

Will personal information be disclosed to a third party?

- ☐ Yes ☐ No

If yes, identify the third party and authority for disclosure:

Will a service provider or contractor have access to personal information?

- ☐ Yes ☐ No

If yes, identify the service provider or contractor:

Will the project involve data matching or the creation of non-personal data?

☐Yes ☐No

If yes, describe:

Section 4: Risk Assessment

Does this project involve any of the following? (check all that apply)

- ☐Personal information of high sensitivity (health, financial, SIN, biometric)
- ☐Personal information of a significant number of individuals
- ☐New or innovative technology
- ☐Data matching or linking of databases
- ☐Transfer or storage of personal information outside Canada
- ☐Change from direct to indirect collection
- ☐Increased sharing of personal information between programs or public bodies
- ☐Creation of non-personal data from personal information

Section 5: PPIA Determination

Based on the responses above, the CAO / Privacy Officer determines:

☐No full PIA is required. The project may proceed with the following recommendations:

☐A full PIA is required before the project proceeds. The full PIA must be completed using the OIPC POPA PIA Template.

CAO / Privacy Officer:	
Signature:	
Date:	

Privacy Incident and Breach Response Procedure

Purpose

The purpose of this Procedure is to enable the Village to identify, manage, and respond to privacy incidents by outlining the protocol that all employees must follow when a suspected or actual privacy breach occurs.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

“Privacy breach” means a confirmed unauthorized collection, access, use, disclosure or destruction of personal information or non-personal data.

“Privacy incident” means any potential unauthorized collection, access, use, disclosure or destruction of personal information or non-personal data. This may include complaints, observations, or reasonable suspicions of unauthorized activity involving personal information, non-personal data, or any other potential breach of POPA.

“Real risk of significant harm” or “RROSH” means the threshold at which notification is required in the event of a privacy incident. Determining if RROSH exists includes, but is not limited to, assessing:

- if there is a reasonable basis to believe that the personal information has been misused or will be misused;
- whether the incident occurred as a result of malicious intent;
- the sensitivity of the personal information involved in the incident; and
- any steps taken to reduce the risk of significant harm

“Significant harm” means bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, identity theft, negative effects on insurability, negative effects to an individual’s credit record, damage to or loss of property or other legal harms or financial losses.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, “employee” includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Intake and validate Privacy Incident Report Form information;

- 1.2.2. Investigate all suspected and actual privacy incidents;
- 1.2.3. Direct privacy incident response activities across affected program area(s);
- 1.2.4. Support containment of privacy incident;
- 1.2.5. Conduct interviews and coordinate the collection of evidence and facts related to the privacy incident, and amend such information for accuracy, when required;
- 1.2.6. Investigate and evaluate the privacy incidents and conduct a risk and harms assessment;
- 1.2.7. Assemble and lead the Privacy Incident Response Team, when warranted;
- 1.2.8. Act as decision maker to involve third-party investigative services, as required;
- 1.2.9. Make escalation decisions related to privacy incidents;
- 1.3. employees responsible for the applicable program or service:
 - 1.3.1. Ensure compliance within their program areas with this Procedure;
 - 1.3.2. Cooperate with the CAO / Privacy Officer during incident investigations; and
 - 1.3.3. Assign a program area point of contact within three business days of a request from the CAO / Privacy Officer.
- 1.4. Employees:
 - 1.4.1. Report suspected or actual privacy incidents to their employee responsible for the applicable program or service and the CAO / Privacy Officer immediately;
 - 1.4.2. Notify the RCMP if the privacy incident involves theft or other criminal activity;
 - 1.4.3. Immediately undertake containment efforts; and
 - 1.4.4. Assist with privacy incident investigations as required.

2. Procedures

2.1. Reporting

- 2.1.1. A suspected or actual privacy incident should immediately be reported by any employee to the CAO / Privacy Officer.
 - Employees can report a privacy incident using the Privacy Incident Report Form (Internal) available on the Village's designated records location.
 - The public can fill out a Privacy Incident Report Form (External) available on the Village's website.

2.2. Containment

- 2.2.1. The CAO / Privacy Officer, with the affected program area(s) will take and document immediate steps to contain the privacy incident and to secure the related records or information systems to prevent any further privacy incident from occurring.

2.2.2. The IT System Administrator may be engaged to assist with containment. Examples of containment activities include:

- Stopping the unauthorized practice;
- Recovering records;
- Shutting down the information system(s) that may have been breached;
- Revoking or changing computer access codes or correcting weaknesses in physical security; and
- Contacting an unintended recipient to request written confirmation of the destruction of a document received in error.

2.2.3. Employees should be mindful not to destroy evidence that may be valuable in determining the cause and extent of the privacy incident, or that will allow the Village to take appropriate corrective action.

2.2.4. Where the privacy incident involves theft or other criminal activity, the affected program area should notify the RCMP.

2.3. Investigation and Evaluation

2.3.1. Once the privacy incident is contained, the CAO / Privacy Officer will assign resources to investigate with the involvement of other parties, as necessary, and complete the following:

- Identify and analyze the events that led to the privacy incident;
- Obtain all relevant evidence;
- Document the privacy incident and containment activities;
- Inventory all personal information that was subject to the incident and determine the number of affected individuals;
- Assess the level of potential harm associated with the incident; and,
- Recommend a Privacy Incident Response Team, where required.

2.3.2. The CAO / Privacy Officer will lead an objective investigation and address any real or perceived conflicts of interest.

2.3.3. The CAO / Privacy Officer will determine and involve appropriate individuals and/or third-party investigative services, as required.

2.3.4. All privacy incident investigations result in a Letter of Findings.

2.4. Notification to Affected Individuals

2.4.1. The CAO / Privacy Officer will determine whether notification is required to be given to the affected individual(s), the OIPC and the Minister. In making the determination, the CAO / Privacy Officer will consult and collaborate with the affected program area(s).

2.4.2. Notification to affected individual(s) is based on the severity of the incident and whether real risk of significant harm (RROSH) exists.

- Low-risk incidents that do not meet RROSH criteria, notification to affected individual(s) is not required. However, the affected program area(s) may, at their discretion, choose to issue courtesy notifications to protect the Village's reputation or to ensure fairness.
- High-risk incidents will require further investigation to determine where they meet RROSH criteria.

1 If RROSH criteria were met, notification to affected individual(s) is required.

2 If RROSH criteria were not met, notification to affected individual(s) is not required. However, the affected program area(s) may, at their discretion, choose to issue courtesy notifications to protect the Village's reputation or to ensure fairness.

2.4.3. Notification to affected individual(s) occurs directly unless direct notification could cause more harm, is cost-prohibitive, or contact information is unavailable. In such instances, indirect notification may occur.

2.4.4. The employee responsible for the affected program area must assign a point of contact within three days of receiving the request from the CAO / Privacy Officer. The assigned point of contact will be identified as the Village's contact to answer questions about the privacy incident in the Letter of Notification to the affected individual(s).

2.4.5. Notifications to individuals will include the following information:

- Date of the privacy incident and the date the incident was discovered;
- Description of the privacy incident;
- General description of information lost, accessed, used or disclosed without authorization;
- Steps taken so far to mitigate the harm or risk of harm;
- Steps the affected individual can take to further mitigate the risk of harm;
- Contact information of an individual within the affected program area who can answer questions or provide further information;
- That individuals have a right to complain to the OIPC; and
- Any other relevant information.

2.5. Notification to CAO and Village Council

2.5.1. The CAO / Privacy Officer will inform the CAO of:

- Incidents requiring notification to affected individual(s);
- Incidents requiring notification to OIPC and the Minister;
- Incidents requiring notification to third-party service providers; and,

- Incidents that have financial, legal or reputational impacts on the Village.

2.5.2. The CAO will inform Council of any incidents that have financial, legal or reputational impacts on the Village.

2.6. Prevention

2.6.1. Once the immediate steps have been taken to mitigate the risks associated with the privacy incident and notification has been completed (if required), the CAO / Privacy Officer and/or the Privacy Incident Response Team will develop prevention strategies to mitigate against similar future privacy incidents.

2.6.2. Mitigation and prevention strategies should reflect the significance of the privacy incident and the likelihood of recurrence. Strategies may include a review of:

- Physical safeguards (e.g., locks, alarms, security monitoring)
- Technical safeguards (e.g., access restrictions, device encryption); and
- Administrative safeguards (e.g., policies, contractual clauses)

2.7. Follow-up

2.7.1. The Village tracks all privacy incidents across the organization and uses the information to identify trends in the types of privacy incidents occurring. This information can help identify underlying patterns in personal information handling practices and may help prevent future privacy incidents.

2.7.2. The CAO / Privacy Officer will follow up with the affected program area(s) on the implementation of recommendations.

Related Documents

- Protection of Privacy Policy
- Schedule A: Privacy Incident Report Form (Internal)
- Schedule B: Privacy Incident Report Form (External)
- Schedule C: Privacy Incident Risk and Harms Assessment
- [POPA Breach Notification Assessment Tool \(OIPC\)](#)
- [POPA Breach Notification Form \(OIPC\)](#)
- [Individual Notification Template \(Government of Alberta\)](#)

Schedule A: Privacy Incident Report Form (Internal)

For Village of Donalda employees only

Report a suspected or actual privacy incident as soon as possible. Submit this form to the CAO / Privacy Officer. If the CAO / Privacy Officer is unavailable, submit to the Chief Administrative Officer.

Section 1: Reporter Information

Name:	
Position / title:	
Department:	
Phone / email:	
Date of this report:	

Section 2: Incident Details

Date incident discovered:	
Date incident occurred (if known):	
Location of incident:	

Type of incident (check all that apply):

- ☐ Loss of records or devices
- ☐ Unauthorized access
- ☐ Unauthorized disclosure
- ☐ Unauthorized use
- ☐ Unauthorized collection
- ☐ Theft
- ☐ Unauthorized destruction or modification
- ☐ Other: _____

Describe what happened:

Format of PI:

- ☐ Paper
- ☐ Electronic
- ☐ Email
- ☐ Verbal
- ☐ Other: _____

Estimated number of individuals affected: _____

Types of personal information involved:

Examples:

- *Name, home address, phone number, or email address*
- *Age, gender identity, sex, sexual orientation, marital status or family status*
- *Identifying number or symbol (e.g., SIN, health card number)*
- *Health information (physical or mental health, health care history)*
- *Financial information (income, banking, tax records)*
- *Employment history and criminal record information*
- *Biometric information (fingerprints, facial recognition data)*
- *Race, ethnic origin, religious or political beliefs*
- *Anyone else's opinions about the individual*
- *The individual's own personal views or opinions*

Section 3: Containment

What immediate steps have been taken to contain the incident?

--

Has the personal information been recovered?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Unknown

For Office Use Only

Incident file number:	
Confirmed incident?	☐ Yes ☐ No ☐ Under investigation
RROSH assessment:	☐ RROSH exists ☐ No RROSH
OIPC notified:	☐ Yes – Date: Click or tap to enter a date. ☐ Not required
Individuals notified:	☐ Yes – Date: Click or tap to enter a date. ☐ Not required
CAO informed:	☐ Yes – Date: Click or tap to enter a date. ☐ Not required
Investigation findings:	
Corrective actions:	
Date closed:	Click or tap to enter a date.

Schedule B: Privacy Incident Report Form (External)

For members of the public

Use this form to report a suspected or actual privacy incident involving your personal information held by the Village of Donalda. Submit this form to the CAO / Privacy Officer by email, mail, or in person.

Section 1: Your Information

Full name:	
Mailing address:	
Phone number:	
Email address:	
Preferred contact method:	

Section 2: Incident Details

Which Village program area, program, or service does this report relate to?

--

Describe the incident. Please include as much detail as possible:

--

When did the incident occur or when did you become aware of it?

--

What personal information do you believe was affected?

Examples:

- Name, home address, phone number, or email address
- Age, gender identity, sex, sexual orientation, marital status or family status

- *Identifying number or symbol (e.g., SIN, health card number)*
- *Health information (physical or mental health, health care history)*
- *Financial information (income, banking, tax records)*
- *Employment history and criminal record information*
- *Biometric information (fingerprints, facial recognition data)*
- *Race, ethnic origin, religious or political beliefs*
- *Anyone else's opinions about the individual*
- *The individual's own personal views or opinions*

--

Section 3: Declaration and Signature

I confirm that the information provided in this form is true and complete to the best of my knowledge.

Signature:	
Date:	

Contact:

CAO / Privacy Officer, Village of Donalda
 Box 160, Donalda, Alberta T0B 1H0
 Email: Village Office
 Phone: 403-883-2345

Schedule C: Guideline for Privacy Incident Risk and Harms Assessment

Purpose

This guideline assists the CAO / Privacy Officer in conducting a risk and harms assessment following a privacy incident. The assessment determines whether the incident creates a real risk of significant harm (RROSH) to the individuals whose personal information was involved, triggering the mandatory notification requirements under POPIA s. 10.

When to Use This Assessment

This guideline should be used for every confirmed privacy incident where personal information has been or may have been subject to unauthorized access, use, disclosure, loss, or destruction. The assessment is conducted during the Investigation and Evaluation phase of the Privacy Incident and Breach Response Procedure.

Legal Framework

Real Risk of Significant Harm

Under POPIA s. 10(2), where a privacy incident creates RROSH to the individuals whose personal information was involved, the Village must:

1. Notify the affected individuals;
2. Notify the Office of the Information and Privacy Commissioner (OIPC); and
3. Notify the Minister.

Significant Harm

The Ministerial Regulation s. 4(2) defines significant harm as including “bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, identity theft, negative effects on insurability, negative effects to an individual’s credit record, damage to or loss of property or other legal harms or financial losses.”

Factors for Determining RROSH

In assessing whether RROSH exists as a result of a privacy incident, the Ministerial Regulation s. 4(1) requires public bodies to consider various factors, including but not limited to:

- Whether there is a reasonable basis to believe that the personal information has been or will be misused;
- Whether the incident occurred as a result of malicious intent;
- The sensitivity of the personal information involved; and
- Any steps taken to reduce the risk of significant harm.

Risk and Harms Assessment

The following framework guides the assessment. For each factor, the CAO / Privacy Officer should document the analysis and assign a risk level.

Step 1: Describe the Incident

Incident file number:	
Date of incident:	
Date discovered:	
Type of incident:	
Brief description:	
Number of affected individuals (estimated):	

Step 2: Assess Sensitivity of Personal Information

Consider the types of personal information involved and their sensitivity. Higher sensitivity increases the likelihood of RROSH.

Types of personal information involved:

Examples:

- Name, home address, phone number, or email address
- Age, gender identity, sex, sexual orientation, marital status or family status
- Identifying number or symbol (e.g., SIN, health card number)
- Health information (physical or mental health, health care history)
- Financial information (income, banking, tax records)
- Employment history and criminal record information
- Biometric information (fingerprints, facial recognition data)
- Race, ethnic origin, religious or political beliefs
- Anyone else's opinions about the individual
- The individual's own personal views or opinions

Sensitivity Level	Examples of Personal Information
Low	Name, business contact information
Medium	Home address, phone number, email, date of birth, employment information
High	Financial information, health information, SIN, biometric information, criminal record, personal information about minors or vulnerable individuals

Sensitivity assessment for this incident

Low	Medium	High
☐	☐	☐

Step 3: Assess Probability of Misuse

Consider the following factors:

Was the incident caused by malicious intent?

- ☐ Yes
- ☐ No
- ☐ Unknown

Is the information in a form that could be used for identity theft or fraud?

- ☐ Yes
- ☐ No
- ☐ Unknown

Has the information been recovered?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Unknown

Was the unintended recipient a known, trusted party (e.g., another public body, a service provider with a confidentiality agreement)?

- ☐ Yes

- ☐ No
- ☐ Not applicable
- ☐ Unknown

Is there evidence that the information has been or will be misused?

- ☐ Yes
- ☐ No
- ☐ Unknown

Probability of misuse assessment

Low	Medium	High
☐	☐	☐

Step 4: Assess Potential Harm to Individuals

Consider the types of harm that could result if the personal information is misused or further disclosed:

- ☐ Identity theft or fraud
- ☐ Financial loss
- ☐ Damage to reputation or relationships
- ☐ Humiliation or embarrassment
- ☐ Loss of employment, business, or professional opportunities
- ☐ Negative effects on insurability or credit record
- ☐ Physical safety risk
- ☐ Other potential harms

If other, describe:

Potential severity of harm

Low	Medium	High
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☐	☐	☐
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Step 5: Assess Mitigating Factors

Consider any steps taken to reduce the risk of harm:

- ☐ The information has been recovered and confirmed destroyed by the unintended recipient
- ☐ The information was encrypted and the encryption key was not compromised
- ☐ The unintended recipient has signed a confidentiality agreement or is bound by a statutory duty of confidentiality
- ☐ The information was in a format that is difficult to access or interpret without specialized tools
- ☐ Other mitigating factors

If other, describe:

Effectiveness of mitigation

Fully mitigated	Partially mitigated	Not mitigated
☐	☐	☐

Step 6: RROSH Determination

Based on the assessment above, the CAO / Privacy Officer determines:

☐ RROSH EXISTS – notification is required	☐ Proceed to notification under POPA s. 10.
☐ RROSH DOES NOT EXIST – notification is not required	☐ Document the rationale. ☐ Consider whether courtesy notification is appropriate.

Rationale for determination:

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Determination made by:	
Date:	Click or tap to enter a date.
CAO informed:	☐ Yes – Date: Click or tap to enter a date.

Step 7: Notification (If RROSH Exists)

If RROSH exists, the CAO / Privacy Officer will:

1. Notify the OIPC using the POPA Breach Notification Form.
2. Notify the Minister.
3. Notify affected individuals directly (or indirectly if direct notification could cause more harm, is cost-prohibitive, or contact information is unavailable).
4. Document all notifications, including dates, methods, and content.

Resources

- OIPC: [POPA Breach Notification Assessment Tool](#)
- OIPC: [POPA Breach Notification Form](#)
- Government of Alberta: [Individual Notification Template](#)

Privacy Training Procedure

Purpose

The purpose of this Procedure is to establish the requirements, structure, and schedule for delivering privacy training to all Village of Donalda employees. It supports the Village's Privacy Management Program by ensuring that every employee understands their obligations under the Protection of Privacy Act (POPA) and the Village's internal policies and Procedures.

Definitions

All definitions in the Protection of Privacy Policy apply to this Procedure.

Procedure

This Procedure applies to all Village of Donalda Employees. For the purposes of POPA, "employee" includes a person who performs a service for Village of Donalda as an appointee, volunteer or student, or under a contract or agency relationship, and accordingly this Procedure applies to contractors, volunteers, and members of Council acting in that capacity.

1. Responsibilities

1.1. Chief Administrative Officer:

- 1.1.1. Administer and implement this Procedure;

1.2. CAO / Privacy Officer:

- 1.2.1. Develop and maintain the Privacy Training Standard and all supporting training materials.
- 1.2.2. Schedule and deliver training sessions in accordance with the Privacy Training Standard.
- 1.2.3. Confirm employee participation in privacy training with Chief Administrative Officer.
- 1.2.4. Identify and deliver topic-specific training in response to new projects, legislative changes, significant OIPC orders, or emerging risks.
- 1.2.5. Report annually to CAO on training completion rates and any outstanding requirements.
- 1.2.6. Maintain current expertise through ongoing professional development in privacy law, privacy management, and information governance.

1.3. employees responsible for the applicable program or service:

- 1.3.1. Complete the training required for their role within the applicable timeframe.
- 1.3.2. Ensure that employees under their supervision complete required training on time and are released from operational duties to attend.
- 1.3.3. Notify the CAO / Privacy Officer when a temporary or contract worker who will handle personal information is engaged, in advance of the start date.
- 1.3.4. Follow up with employees who have not completed required training and escalates unresolved cases as needed.

1.4. Chief Administrative Officer

- 1.4.1. Notifies the CAO / Privacy Officer of all new hires and role changes so that training can be scheduled.
- 1.4.2. Includes privacy training in the standard onboarding checklist.
- 1.4.3. Maintains the training completion record described.
- 1.4.4. Provides completion reports to the CAO / Privacy Officer on request.

1.5. Employees:

- 1.5.1. Complete the training required for their role within the applicable timeframe.
- 1.5.2. Apply training in their day-to-day work
- 1.5.3. Consult their supervisor or the CAO / Privacy Officer when they are unsure how a privacy requirement applies to a specific situation.

2. Procedures

2.1. New employee training

- 2.1.1. Chief Administrative Officer notifies the CAO / Privacy Officer of each new hire at the time of onboarding.
- 2.1.2. The CAO / Privacy Officer schedules the new employee into the next available Level 1 privacy training session, which must take place within 30 days of the employee's start date. Where no session falls within that window, the Coordinator provides the training materials for asynchronous review and administers a short quiz, and the employee attends the next scheduled session as a follow-up.
- 2.1.3. An employee appointed to a management or supervisory role completes Level 2 training within 60 days of the appointment, whether the appointment is a new hire, a promotion, or an acting assignment.

2.2. Initial implementation

- 2.2.1. In the first 60 days following approval of this Procedure, all Village employees will complete privacy training as follows:
 - All employees will complete Level 1 privacy training
 - employees responsible for the applicable program or service will complete Level 2 privacy training
- 2.2.2. The CAO / Privacy Officer will schedule privacy training sessions in consultation with employees responsible for the applicable program or service to limit operational disruption.

2.3. Ongoing refresher cycle

- 2.3.1. Refresher training is delivered on a three-year rolling cycle and is scheduled each fall.
- 2.3.2. The CAO / Privacy Officer uses the training completion record to identify employees who are due for a refresher and confirms the schedule with the responsible employees.

2.3.3. An employee who completes Level 1 training as a new hire enters the refresher cycle three years from that completion date.

2.4. Temporary and contract staff

2.4.1. Before a temporary or contract worker who will handle personal information begins work, the responsible Village employee notifies the CAO / Privacy Officer.

2.4.2. The Coordinator provides the worker with appropriate training materials for asynchronous review.

2.4.3. The worker will complete training within 10 business days of the start of the contract.

2.5. Tracking and record-keeping

2.5.1. Chief Administrative Officer will maintain a training completion record for every employee. The record includes the employee's name, position, and program area, the date of initial training, the date of the most recent refresher, the date of any Level 2 training, and any topic-specific sessions attended.

2.5.2. The CAO / Privacy Officer will review the record at least annually to confirm that all employees are current and to identify any outstanding requirements. Where an employee has not completed required training within the applicable timeframe, the Coordinator will notify the employee's supervisor or the CAO, who is responsible for arranging completion.

2.6. Topic-specific training

2.6.1. The CAO / Privacy Officer may develop and deliver additional sessions where a specific need arises. Topic-specific training is not a substitute for Level 1 or Level 2 training and does not reset the refresher cycle, but attendance is recorded in the training completion record.

2.7. Maintenance of training materials

2.7.1. The CAO / Privacy Officer will review the Privacy Training Standard and associated training materials at least annually and update them promptly following amendments to the Protection of Privacy Act, changes to Village privacy policies or Procedures, significant orders or guidance from the Office of the Information and Privacy Commissioner, or lessons learned from privacy incidents.

2.7.2. Participating employees will complete an evaluation form at the end of each session, and the Coordinator will use the results to improve the material.

Related Documents

- Protection of Privacy Policy
- Schedule A: Privacy Training Standard

Schedule A: Privacy Training Standard

This Schedule sets out the required audiences, timing, delivery methods, and content for privacy training at the Village of Donalda. It forms part of the Privacy Training Procedure.

Overview of Training Requirements

Level	Who it applies to	Timing	Delivery
Level 1	All employees who collect, access, use, or manage records and personal information Temporary or contract staff who will handle personal information	For permanent staff: Within 30 days of hire Refresher training required every three years For temporary or contract staff: Within 10 business days of the start of the contract Refresher training required on renewal of the contract	For permanent staff: [TBD: In person or live online] For temporary or contract staff: [TBD: Asynchronous review of the Level 1 materials]
Level 2	All employees in a management or supervisory role, in addition to Level 1	Within 60 days of appointment to the role Refresher training required every three years	[TBD: In person or live online]
Level 3	The CAO / Privacy Officer	Ongoing	Professional development in privacy law, privacy management, and information governance

Level 1 Privacy Training: All Village Employees

Level 1 training gives every employee the working knowledge needed to handle personal information properly in their day-to-day duties. It covers:

- An introduction to the Protection of Privacy Act and why it matters for municipal employees.
- Collection of personal information, including the authority to collect, notice requirements, and collecting only what is needed.
- Individual rights, including access requests, correction requests, and privacy complaints.
- Recognizing and reporting privacy incidents.
- Protecting personal information in daily practice.

At a minimum, this training will include the Government of Alberta's Protection of Privacy Act for Public Bodies course, supplemented with additional information about the Village's Privacy Management Program. [Protection of Privacy Act for Public Bodies course](#)

The Coordinator may deliver this training in a group setting or one-on-one, as needed.

Level 1 Privacy Training for Temporary and Contract Staff

Temporary and contract staff who will handle personal information receive the Level 1 training materials for asynchronous review within 10 business days of the start of the contract.

The content is the same as the Level 1 Privacy Training delivered to all Village employees.

Level 2 Privacy Training: employees responsible for the applicable program or service

Level 2 training builds on the Level 1 training content, addressing the supervisory and decision-making responsibilities that come with a management role. It covers:

- Departmental responsibilities under the Protection of Privacy Policy.
- Privacy Impact Assessments: when a preliminary or full assessment is required, and the responsible employee's role in each.
- The Personal Information Bank and Inventory Procedure: creating, maintaining, and reviewing program area personal information banks.
- The responsible employee's role in privacy incident containment, investigation, and corrective action.
- Assigning security classification levels to program area information assets.
- Coordinating program area records searches for access to information requests.

Level 3 Privacy Training: CAO / Privacy Officer

The CAO / Privacy Officer will maintain current expertise through ongoing professional development in privacy law, privacy management, and information governance. This may include courses, certification programs, conferences, sector networks, and monitoring of orders and guidance issued by the Office of the Information and Privacy Commissioner of Alberta.

Topic-specific training

The CAO / Privacy Officer may develop and deliver topic-specific sessions as needed. Examples include:

- Privacy Impact Assessment workshops for project teams.
- Breach prevention sessions for program areas handling sensitive personal information.
- Awareness sessions following legislative changes or significant OIPC orders.
- Awareness sessions on automated systems and artificial intelligence tools.

Training materials

The CAO / Privacy Officer develops and maintains the materials required to deliver the training described in this Schedule, including slide decks, participant handouts, quick reference guides, quizzes, and evaluation forms. Materials are stored in the Village's records system and are made available to employees for reference after the session.

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Appendix: Village of Donalda Current Privacy and Records Controls

This appendix documents the Village's current operating practices identified during the 2026 POPA implementation review. It is an operational reference and should be reviewed with the Personal Information Inventory and PIB Directory at least annually.

Physical access: The municipal administrative office, including the CAO office, central filing cabinet and Assistant CAO workstation, is restricted to authorized persons. The central records filing cabinet is lockable and is secured when the office is closed or unattended.

Catalis access: Catalis access is limited to the CAO and Assistant CAO, with auditor access provided when required for audit purposes.

Paper records: The central filing cabinet contains separate record files for taxation/property records, employee/payroll records, elections and other municipal functions. Health and safety records are separately identifiable. Completed municipal service requests are retained in a work-order binder; Handi-Van records are retained in a separate binder; utility service records and approved-vendor records are also maintained in dedicated binders.

Council records: Council packages are distributed electronically. Confidential and closed-session Council records are maintained electronically and must be restricted to authorized users. Councillor administrative files and election records are maintained in the central filing cabinet.

Planning and development: Development permit records are maintained in paper and electronic form. Public permit notices may be posted in the municipal lobby as required by the applicable planning process; only information authorized or necessary for public notice should be displayed. Subdivision, Land Use Bylaw application and property-compliance correspondence are maintained electronically.

Bylaw enforcement: Bylaw files are maintained electronically, with information required for investigation provided to the designated bylaw enforcement officer on a need-to-know basis. Complaint identity and contact information are not to be disclosed merely because the subject of a complaint requests it.

Water and Public Works: Water sampling and compliance records are maintained electronically. The qualified water operator maintains a current-year accordion working file for inspection/audit readiness. Public Works photographs are taken on the municipal Public Works cellphone and forwarded to Administration for filing in the appropriate electronic municipal record.

Email and electronic records: Email is a communication system, not the permanent filing location for substantive municipal records. Substantive email and attachments are to be saved to the appropriate municipal electronic record collection. Transitory messages may be disposed of in accordance with the Village's records-management requirements.

Sensitive information: Protected C information includes highly sensitive HR/payroll, banking, legal, confidential Council, privacy-incident and similar records. Access is limited to persons who require the information to perform an authorized municipal function.

PI inventory and directory: The Village maintains an internal Personal Information Inventory and a public Personal Information Bank Directory. Internal storage locations, security controls and other details that could increase security risk are not included in the public directory.

Implementation Priorities

- Adopt the Protection of Privacy Policy by Council and confirm the CAO as the operational Privacy Officer.
- Approve/issue the supporting procedures, standards, forms and checklists administratively, except where Council approval is legally required.
- Finalize and publish the Personal Information Bank Directory and review it whenever a program or collection changes.
- Add or update POPA collection notices on Village forms and review public-facing forms for unnecessary collection.
- Formalize electronic filing conventions for substantive email and restricted folders for HR, legal, insurance, privacy and confidential Council records.
- Review privacy/confidentiality clauses for contractors and service providers that receive or handle Village personal information, including bylaw enforcement and IT services.
- Provide role-appropriate privacy training to employees, Council and contractors who handle personal information.
- Review the Village records-retention framework, including the relationship between the policy reference to Bylaw 670 and the supplied schedule marked Bylaw 760/2012, before making substantive retention-schedule changes.



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Proposed Financial Recovery Plan 2026–2031 – Administration Review and Comments
Agenda Number	5.5 Village Business

Purpose

To provide Council with an administrative review of the councillor-submitted Financial Recovery Plan 2026–2031, including considerations related to the Village's financial position, existing financial management practices, administrative capacity, essential municipal services and infrastructure obligations.

Background/Proposal

Administration received correspondence from Mayor Shaleah Fox requesting that a Financial Recovery Plan 2026–2031, prepared on behalf of a fellow Councillor, be included for Council's consideration during the upcoming budget discussion.

The proposed document outlines a multi-year approach to financial stabilization, expenditure reduction, cash management, reserve rebuilding, financial controls and reporting.

The submission also includes Schedule C, a proposed 2027 Budget Preparation Directive, which establishes expectations for financial analysis, expenditure reviews, service-level considerations and preparation of the 2027 operating and capital budgets.

At its September 2026 meeting, Council provided direction to reduce municipal expenditures and prioritize essential services and operational requirements.

Administration acknowledges the importance of responsible financial management and Council's responsibility to establish financial priorities, approve municipal budgets and determine appropriate service levels.

The following comments are provided to assist Council in evaluating the proposed plan within the Village's current financial and operational circumstances.

Discussion/Options/Benefits/Disadvantages

1. Financial Baseline and Expenditure Reduction Targets

The proposed Financial Recovery Plan identifies expenditure reductions as a primary component of financial stabilization.

However, the document does not establish specific dollar amounts for the proposed 2026 or 2027–2031 reductions. These amounts remain blank pending further determination.

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.

Before adopting expenditure reduction targets, Council should consider the Village's actual financial position, including:

- Approved operating and capital budgets.
- Year-to-date revenues and expenditures.
- Projected year-end operating results.
- Available unrestricted operating cash.
- Restricted grants and reserve balances.
- Existing financial commitments and contractual obligations.
- Essential infrastructure maintenance and anticipated capital requirements.

A financial recovery target should be supported by verified financial information and an assessment of the operational consequences of achieving the proposed reductions.

Administration recommends that financial targets be considered through the 2027 budget process, using actual expenditure information and realistic financial projections.

2. Existing Financial Reporting and Additional Requirements

The proposed plan establishes a comprehensive monthly reporting framework, including financial dashboards, cash-flow forecasts, expenditure reduction schedules, reserve reporting and financial reconciliations.

Administration recognizes the importance of providing Council with reliable financial information to support informed decision-making.

The Village currently prepares financial information and reports through its existing financial management processes.

Before implementing additional reporting requirements, consideration should be given to:

- Information already available through existing financial reports.
- Reporting that can be generated through the Village's financial software.
- The administrative resources required to prepare additional schedules and reconciliations.
- The frequency of reporting necessary for effective Council oversight.
- The practical value of each reporting requirement relative to the resources required.

Given the Village's limited administrative capacity, reporting expectations should be proportionate to municipal operations and focused on information that materially assists Council in making financial decisions.

3. Essential Municipal Services and Infrastructure Obligations

The proposed plan identifies expenditure control as a principal objective.

Administration emphasizes that expenditure reduction decisions must also consider the Village's responsibility to maintain essential municipal services and address infrastructure deficiencies that may present operational, environmental, safety or regulatory risks.

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 Village continues to manage aging and legacy infrastructure requiring ongoing maintenance and, in some circumstances, rehabilitation or replacement.

Current wastewater infrastructure considerations include:

- Wastewater Lagoon Infrastructure

The Village has identified deficiencies involving wastewater lagoon valves that control flow between lagoon cells and discharge operations.

Temporary measures are currently being used pending permanent corrective work. Administration is awaiting further information regarding the recommended scope and estimated cost of repairs.

Wastewater Collection Line – Block 12 Alley

The Village's wastewater operators have identified a potential blockage requiring collection-line flushing. The affected infrastructure may have implications for residents in Blocks 9 and 14.

Wastewater Collection Line – Frank's Dip

The wastewater collection infrastructure at Frank's Dip represents an ongoing legacy infrastructure concern affecting Block 2.

Flushing has been identified as necessary to address current maintenance concerns. Additional assessment may be required to determine whether longer-term rehabilitation is necessary.

Deferring essential wastewater maintenance may increase the potential for service interruptions, wastewater backups, property damage, emergency repair costs and environmental or regulatory concerns.

These infrastructure requirements should be considered when establishing expenditure reduction targets and identifying municipal spending priorities.

4. Capital Planning and Available Grant Funding

The proposed plan appropriately identifies the need to consider capital expenditures, funding sources and the consequences of deferring projects.

Administration notes that the Village has outstanding Community Stream capital grant allocations that require consideration as part of its infrastructure planning.

The Village has been advised of expenditure deadlines associated with these allocations, including the December 31, 2026 deadline applicable to the 2021 allocation.

Capital planning should therefore consider:

- Infrastructure condition and operational urgency.
- Regulatory and essential-service requirements.
- Available grant funding and eligibility conditions.
- Project scope, costs and procurement requirements.
- Grant expenditure and reporting deadlines.

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.

- Long-term maintenance and replacement costs.

The WSP infrastructure assessment will also provide information relevant to future capital priorities.

Administration recommends that capital planning and financial recovery objectives be considered together to avoid expenditure decisions that could unintentionally increase future infrastructure costs or jeopardize available funding.

5. Administrative Capacity and Implementation

The proposed Financial Recovery Plan includes numerous administrative responsibilities, including detailed expenditure reviews, cash-flow projections, monthly dashboards, multi-year forecasts and additional financial reporting.

Implementation would require consideration of existing staffing resources, operational responsibilities, financial system capabilities and competing statutory and essential-service requirements.

Administration supports financial accountability and effective reporting. However, any additional requirements should be assessed for feasibility, implementation timing and the resources necessary to complete them.

Council may wish to identify priority reporting requirements for implementation through the 2027 budget process rather than adopting all proposed measures simultaneously.

6. Governance and Administrative Responsibilities

The proposed plan recognizes the distinction between Council's governance responsibilities and the CAO's responsibility for municipal administration.

Council is responsible for establishing municipal priorities, approving budgets, adopting policies and determining service levels.

The CAO is responsible for managing municipal operations and implementing Council's lawful direction within approved budgets, policies and delegated authority.

Administration recommends that any financial recovery direction continue to respect these responsibilities and be established through clear Council resolutions identifying the intended financial outcomes.

7. Status of the Proposed Document

The Financial Recovery Plan 2026–2031 is a councillor-submitted proposal and has not been prepared or financially validated by Administration.

The document contains proposed expenditure reduction targets that have not yet been quantified. It also references supporting financial control and reporting materials that were not included in the submission provided to Administration.

Accordingly, Administration recommends that Council consider the document as a proposed framework for financial planning and budget discussion rather than as a completed, financially substantiated recovery plan.

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.

Cost / Source of Funding

There is no immediate financial expenditure associated with receiving the proposed plan for consideration.

Implementation of the proposed measures may involve additional administrative work, changes to municipal service levels, professional assistance or other costs that have not yet been quantified.

Any proposed expenditure reductions should be evaluated against actual operating costs, contractual obligations, essential-service requirements and potential longer-term financial consequences.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Receive the Submission and Consider It During Budget Deliberations

Council receives the proposed Financial Recovery Plan 2026–2031 as information and considers its objectives and proposed reporting requirements during preparation and deliberation of the 2027 operating and capital budgets.

Option 2 – Direct Further Financial Analysis

Council directs Administration to review specific elements of the proposed plan and return with financial analysis, implementation considerations and recommendations for Council's consideration.

Option 3 – Provide Alternative Direction

Council provides alternative direction regarding financial priorities, expenditure review requirements or the development of a municipal financial management framework.

Applicable Legislation

The proposed plan references the Municipal Government Act and the respective responsibilities of Council and the Chief Administrative Officer.

Any resulting financial direction must remain consistent with applicable legislation, Village bylaws, approved budgets, financial policies, employment obligations and grant agreements.

Specific legislative and financial implications should be assessed as individual measures are developed for Council's consideration.

RECOMMENDATION

That Council receive the proposed Financial Recovery Plan 2026–2031 and Administration's review as information, and consider the proposed financial objectives and reporting requirements as part of the 2027 operating and capital budget deliberations.

This approach allows Council to consider the proposed framework while ensuring that financial targets, reporting requirements and implementation measures are informed by verified financial information, available administrative resources and the Village's essential municipal service obligations.

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

Implementation/Communication

Following Council's consideration of the proposed Financial Recovery Plan 2026–2031, Administration will proceed in accordance with the direction established by Council resolution.

Should Council receive the submission as information and refer its objectives for consideration during the 2027 budget process, Administration will:

1. Incorporate Council's financial priorities and expenditure reduction objectives into the preparation of the proposed 2027 Operating and Capital Budgets.
2. Continue reviewing municipal expenditures to identify potential efficiencies, distinguishing between essential service requirements, contractual and legislative obligations, and discretionary expenditures.
3. Provide Council with available financial information, including budget-to-actual results, projected year-end expenditures, and relevant financial considerations to support informed budget decisions.
4. Identify potential operational and service-level implications associated with proposed expenditure reductions, including impacts on staffing capacity, infrastructure maintenance, regulatory compliance, and municipal service delivery.
5. Consider the Village's immediate and longer-term infrastructure requirements, including the findings of the WSP infrastructure assessment, wastewater infrastructure concerns, and available capital grant funding.
6. Review the proposed additional financial reporting requirements to determine their feasibility within existing administrative resources and financial management systems.
7. Present financial recommendations and budget options to Council for consideration and approval through the established budget process.

Any additional financial controls, reporting obligations, expenditure reduction targets, or changes to municipal service levels requiring Council authorization will be brought forward for Council consideration before implementation.

Communication regarding approved changes to municipal services, office operations, or other matters affecting residents will be undertaken as required.

Administration will continue to prioritize essential municipal services, public safety, regulatory compliance, and the protection of municipal infrastructure within its existing authority and approved budget.

Target Decision Date

October 20, 2026

ATTACHMENTS

1. Councillor Submission – Financial Recovery Plan 2026–2031, including Schedule C.
2. Administration Review and Comments – Proposed Financial Recovery Plan 2026–2031.

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.

FINANCIAL RECOVERY PLAN

2026–2031

Stabilize • Recover • Rebuild

Plan Status	Council Approval / Working Draft
Approved By	Village Council
Resolution No.	_____
Approval Date	_____
Review Frequency	Monthly monitoring; formal annual review

Purpose: restore sustainable operations, rebuild unrestricted cash and reserves, strengthen financial controls, and establish clear accountability while maintaining the governance/administration separation required by Alberta's Municipal Government Act.

1. EXECUTIVE SUMMARY

The Financial Recovery Plan establishes a structured 2026–2031 approach to stabilize the Village's financial position, restore sustainable operations, rebuild cash and reserve capacity, and strengthen financial oversight. The plan is designed around the statutory separation between Council's governance role and the CAO/Administration's administrative role.

- 2026 stabilization target: reduce expenditures by \$_____ during the balance of 2026.
- 2027–2031 planning target: reduce annual expenditures by \$_____ relative to the previously projected expenditure base, subject to Council-approved annual budgets.
- 2027 revenue assumption: no substantial increase in revenue is assumed; recovery must therefore rely primarily on expenditure control, service/budget decisions, cash management and disciplined implementation.
- Financial recovery will be monitored monthly through budget-to-actual results, cash position, bank reconciliations, fund balances, material variances and a recovery dashboard.
- The plan does not authorize Council to administer day-to-day operations. Council establishes direction and approves policy/budget decisions; the CAO and Administration implement those decisions and report results.

2. MGA GOVERNANCE FRAMEWORK

This plan is intended to operate within the Municipal Government Act (MGA). The role descriptions below summarize the governance structure and should be read together with the current MGA and any applicable Village bylaws or CAO delegation instruments.

MGA Area	Council	CAO / Administration
s. 153 – General duties of councillors	Participate in developing/evaluating municipal policies and programs; participate in Council meetings; obtain information about municipal operations from the CAO; keep confidential matters confidential; perform other statutory/bylaw duties.	Provides the information and administrative support needed for Council to exercise its governance role.
ss. 207–208 – CAO / administration	Council deals with administration through the CAO and assigns duties by bylaw/resolution within its lawful authority.	CAO is the administrative head; ensures policies/programs are implemented; advises Council on operations; performs statutory/assigned duties; ensures appropriate staffing and administration.
Part 8 – Budgets & expenditures	Adopts operating/capital budgets, determines priorities and authorizes expenditures as required by the MGA.	Prepares budgets/forecasts and administer expenditures within approved budget, policy and delegated authority; provides reporting to Council.

3. GOVERNANCE PRINCIPLE FOR RECOVERY

Council decides WHAT financial outcomes and service priorities are required. The CAO/Administration determines HOW approved direction is implemented through municipal operations, staffing, purchasing, workflow and administration, subject to legislation, bylaws, policy, budget and lawful Council direction. Council oversight may become more frequent and detailed during recovery, but oversight should be exercised through policy, budget decisions, resolutions, reporting requirements and evaluation of the CAO—not by individual councillors directing employees or carrying out administrative functions.

4. FINANCIAL RECOVERY OBJECTIVES

Objective	2026	2027	2028–2031
Operating stabilization	Reduce remaining-year expenditures by \$_____	Implement \$_____ annual expenditure reduction target	Maintain structurally sustainable operating budgets
Cash position	Stop/slow further cash depletion and establish reliable cash forecast	Begin rebuilding unrestricted operating cash	Build and maintain Council-approved minimum cash level
Reserves	Protect restricted funds; avoid unsupported reserve use	Adopt/confirm reserve targets and begin rebuilding	Progressively restore reserve capacity
Controls	Implement Financial Controls Policy and monthly sign-off	Full monthly compliance	Annual review and continuous improvement
Reporting	Monthly recovery reporting	Monthly dashboard + year-end forecast	Monthly monitoring and annual recovery-plan refresh

5. RECOVERY ACTION PLAN – COUNCIL VS. ADMINISTRATION

Recovery Area	Council – Governance / Decision Role	CAO / Administration – Implementation Role	Timing / Evidence
Immediate expenditure control	Approve the \$_____ 2026 reduction target; determine service-level or budget amendments requiring Council authority.	Identify specific reductions; control discretionary spending; implement approved changes; track savings achieved.	Immediate; monthly savings report.
2027–2031 structural reduction	Set the \$_____ annual expenditure-reduction target and approve annual service/budget choices.	Develop detailed cost-reduction options; recommend operational changes; implement adopted budget.	2027 budget cycle; annual refresh.
Budget & forecast	Approve operating/capital budgets and amendments; set recovery priorities.	Prepare realistic budget, multi-year forecast and year-end projections; identify risks and options.	Annual budget + monthly forecast.
Service levels	Determine which municipal services/service levels Council will fund where a policy choice is required.	Design efficient delivery of approved services and manage operations.	During budget/recovery decisions.
Staffing & organization	Approve total budget and policies; manage/evaluate the CAO relationship.	CAO manages employees, assignments, staffing structure and performance within authority and budget.	Ongoing.
Purchasing & contracts	Adopt purchasing/authorization policy; approve transactions reserved to Council.	Conduct procurement, approve within delegated authority, administer contracts.	Ongoing; monthly exception reporting.
Cash management	Set minimum unrestricted cash target and restrictions on use of reserves.	Prepare rolling cash-flow forecast; manage timing of receipts/payments; flag shortfalls early.	Monthly / 13-week cash forecast recommended.
Reserves & restricted funds	Adopt reserve policy/targets and authorize uses requiring Council approval.	Maintain schedules, reconcile funds and ensure restrictions/conditions are observed.	Monthly.
Financial controls	Adopt Financial Controls Policy, authorization matrix and reporting requirements.	Implement controls; reconcile accounts; maintain documentation and independent review trail.	Immediate / monthly.
Monitoring & corrective action	Review dashboard; make budget/policy/service decisions when targets are off track.	Explain variances, recommend corrective options and implement Council decisions.	Every Council reporting cycle.
External expertise / audit	Authorize external professional reviews where Council determines necessary.	Coordinate with auditor/advisors, provide records and implement approved recommendations.	As required.

6. PHASED IMPLEMENTATION

Phase	Period	Council Actions	Administration Actions
1 – Stabilize	Remainder of 2026	Adopt plan and controls; approve \$_____ reduction target; require monthly reporting; decide necessary service/budget changes.	Implement immediate savings; freeze/defer non-essential discretionary spending where authorized; complete reconciliations; establish cash forecast; report results.
2 – Reset	2027 Budget	Approve sustainable 2027 budget based on no substantial revenue increase and \$_____ expenditure-reduction target; establish cash/reserve targets.	Prepare detailed reduction plan and budget options; quantify service impacts; recommend implementation plan.
3 – Rebuild	2027–2029	Monitor operating results; direct annual allocation of available surplus to cash/reserve rebuilding through budget decisions.	Maintain expenditure discipline; execute approved budgets; report cash/reserve progress.
4 – Sustain	2030–2031	Confirm long-term financial sustainability targets and update policies as needed.	Maintain controls, forecasting, asset/capital planning and sustainable operations.

7. 2026 IMMEDIATE STABILIZATION ACTIONS

- Council adopts the Financial Recovery Plan and Financial Controls Policy package.
- Council establishes the \$_____ remaining-2026 expenditure reduction target and identifies any service-level changes requiring Council decision.
- Administration prepares a line-by-line expenditure reduction schedule showing proposed reduction, timing, operational impact and forecast year-end savings.
- Administration prepares a current cash position and rolling cash-flow forecast distinguishing unrestricted cash from reserves, grants and restricted/designated funds.
- Administration completes and reviews all monthly bank and credit-card reconciliations and reports unresolved items.
- Administration identifies all discretionary commitments, contracts, subscriptions, professional services and non-essential purchases for review within existing authority and contractual obligations.
- Council receives monthly recovery reporting and considers corrective budget/policy action where the recovery trajectory is not being achieved.

8. 2027–2031 STRUCTURAL RECOVERY

The annual \$_____ expenditure-reduction target should be translated into specific, sustainable budget changes rather than temporary deferrals that merely move costs into a later year. Administration should present options and operational consequences; Council should select the service, budget and policy direction.

Review Category	Administration Analysis	Council Decision Where Required
Staffing / contracted services	Cost, necessity, workload, alternatives, service impact	Budget/service-level direction; CAO employment matters reserved to Council
Professional & consulting costs	Recurring vs. exceptional costs; alternatives; procurement options	Budget envelope / major contracts requiring Council approval
Programs & discretionary spending	Full cost and community/service impact	Continue, reduce, redesign or discontinue service/program
Facilities / utilities / maintenance	Operating cost trends, efficiencies, deferred-maintenance risk	Service/capital priorities and budget
Insurance / technology / subscriptions	Benchmarking, duplication, contract terms	Budget and policy direction where material
Capital spending	Urgency, funding source, lifecycle impact, grant restrictions	Capital plan and project approval

9. CASH & RESERVE REBUILDING FRAMEWORK

Recovery should distinguish accounting surplus from available unrestricted cash. Council should establish formal targets after Administration quantifies operating cash needs, restricted funds, committed funds and seasonal cash-flow requirements.

Measure	Council Role	Administration Role
Minimum unrestricted operating cash	Approve target (e.g., expressed as months of normal operating expenditure or another Council-selected measure).	Calculate recommended level and report actual balance monthly.
Operating surplus allocation	Approve annual budget allocation priorities.	Calculate available surplus after obligations/restrictions and recommend allocation.
Reserve targets	Approve reserve policy, purpose and target levels.	Maintain reserve schedules and recommend annual contributions.
Restricted/grant funds	Authorize only uses permitted by legislation/agreement and Council authority.	Track separately and ensure funds are not represented as unrestricted cash.

10. MONTHLY FINANCIAL RECOVERY REPORTING

Administration shall provide Council with the reporting required by Schedule B – Monthly Financial Reporting Requirements, together with a Financial Recovery Dashboard. At minimum, recovery reporting should show:

- Year-to-date revenue and expenditures compared with approved budget;
- 2026/annual expenditure-reduction target, savings implemented and savings actually realized;
- Current year-end surplus/(deficit) forecast;
- Total cash and estimated unrestricted operating cash;
- Reserve, grant and restricted/designated fund balances;
- Accounts receivable and accounts payable, including significant overdue/committed amounts;
- Completion/status of bank and credit-card reconciliations;
- Material budget variances and explanations;
- Projected cash position and anticipated cash shortfalls;
- Recovery actions due, completed, delayed or requiring Council decision; and
- Significant financial risks or unresolved financial-control issues.

11. FINANCIAL RECOVERY DASHBOARD

Indicator	Target / Measure	Current	Status	Required Action
2026 expenditure reduction	\$ _____	\$ _____	☐ On Track ☐ At Risk ☐ Off Track	_____
2027–2031 annual expenditure reduction	\$ _____ annually	\$ _____	☐ On Track ☐ At Risk ☐ Off Track	_____
Projected year-end surplus/(deficit)	Council-approved target	\$ _____	☐ On Track ☐ At Risk ☐ Off Track	_____
Unrestricted operating cash	Council-approved minimum	\$ _____	☐ On Track ☐ At Risk ☐ Off Track	_____
Reserve rebuilding	Annual Council target	\$ _____	☐ On Track ☐ At Risk ☐ Off Track	_____
Bank reconciliations	100% monthly completed/reviewed	_____	☐ Complete ☐ Exception	_____
Material control exceptions	0 unresolved beyond approved due date	_____	☐ Clear ☐ Action Needed	_____

12. CORRECTIVE ACTION TRIGGERS

The following events shall be specifically identified to Council. Administration shall provide analysis and options; Council shall determine any budget, service-level or policy response requiring Council authority:

- Projected year-end deficit worsens materially from the approved recovery forecast;
- Expenditure-reduction target is not being achieved;
- Unrestricted cash is projected to fall below the Council-approved minimum;
- A material unbudgeted expenditure or commitment arises;
- A material revenue shortfall is identified;
- Restricted or grant funding may be insufficient, ineligible or at risk;
- A bank reconciliation or material financial-control issue remains unresolved;
- A significant liability, legal/contractual commitment or capital requirement arises.

13. ACCOUNTABILITY & REPORTING RELATIONSHIP

Council Will	Council Will Not	CAO / Administration Will
Set recovery objectives, budgets, policies, service priorities and reporting requirements; review performance; make Council-level corrective decisions; evaluate the CAO.	Direct individual employees; personally perform accounting/procurement functions; make day-to-day operational decisions assigned to the CAO; substitute individual councillor direction for Council decisions.	Advise Council; prepare budgets/forecasts/options; implement lawful Council decisions; manage staff and operations; administer expenditures; maintain records/controls; report results and risks promptly.

14. ANNUAL REVIEW & COMPLETION

Council shall formally review this plan at least annually as part of the budget process. Administration shall update the multi-year forecast and report progress against recovery targets. Council may amend targets based on verified financial results, service requirements, legislative obligations, capital needs and other material circumstances.

The recovery plan may be considered substantially complete when Council determines, based on verified financial reporting, that the Village has achieved sustainable operating results, an adequate unrestricted cash position, appropriate reserve capacity, reliable financial controls and a manageable forward financial outlook.

15. APPROVAL

Council Approval	
Resolution No.	_____
Date Adopted	_____
Mayor	_____
CAO	_____
Next Formal Review	_____

APPENDIX – MGA REFERENCE NOTES

Key statutory references used in structuring this plan include MGA s.153 (general duties of councillors), ss.207–208 (CAO/administrative responsibilities), and Part 8 provisions governing municipal budgets and expenditures, including the requirement that municipal expenditures be authorized in accordance with the MGA. This plan is an operational governance document and is not a substitute for legal advice or the current consolidated legislation.

Council and Administration should verify the current MGA and obtain municipal legal/audit advice where a proposed recovery action raises a specific statutory, contractual, employment, procurement, tax, reserve or grant-compliance question.

SCHEDULE C

2027 BUDGET PREPARATION DIRECTIVE

Financial Recovery Plan 2026–2031

Purpose

In support of the Financial Recovery Plan, Council directs the Chief Administrative Officer to prepare and present proposed 2027 Operating and Capital Budgets for Council's consideration based on the following financial direction, assumptions and objectives.

This directive establishes Council's financial priorities and desired outcomes. Responsibility for developing administrative recommendations and determining how proposed efficiencies and operational changes may be implemented remains with the CAO, subject to the Municipal Government Act, Village bylaws, policies, resolutions and approved budgets.

1. Balanced and Sustainable Operating Budget

- The proposed 2027 Operating Budget shall be balanced in accordance with the Municipal Government Act and based on realistic, supportable revenue and expenditure assumptions.
- It shall not rely on a material increase in recurring revenues unless specifically identified and supported, and shall not use one-time revenues to support ongoing operating expenditures without clear disclosure.
- Recurring and one-time items shall be clearly distinguished and the budget shall support the objectives of the Financial Recovery Plan.

2. Expenditure Reduction Target

- Administration shall prepare the proposed 2027 Operating Budget with a target of reducing annual operating expenditures by \$_____ compared with the expenditure base established for the Financial Recovery Plan.
- Administration shall determine and recommend how the target can reasonably be achieved and identify the expenditure category, baseline cost, proposed cost, annual savings, recurring versus one-time nature, operational/service impact, implementation timing and any Council decision required.
- If Administration determines that the full target cannot reasonably be achieved, the CAO shall identify the achievable amount and provide Council with options for addressing the remaining shortfall.

3. Core and Discretionary Expenditures

- Administration shall classify expenditures as: (A) legislatively or contractually required; (B) core municipal operations; or (C) discretionary or adjustable.
- The classification shall provide Council with sufficient information to make informed budget and service-level decisions.

4. Line-by-Line Expenditure Review

- Administration shall conduct a line-by-line review including wages and benefits, contracted services, professional/consulting fees, insurance, utilities, repairs and maintenance, equipment, technology/software, subscriptions, training, travel, office costs, community programs, facilities, vehicles/equipment and other discretionary costs.
- Administration shall identify opportunities for efficiency, consolidation, renegotiation, reduction, deferral or elimination.

5. Staffing Costs

- The budget shall separately identify wages/salaries, employer payroll costs, benefits, overtime, allowances, contracted labour and total staffing costs as a percentage of operating expenditures and operating revenues.
- The CAO shall provide recommendations concerning administrative efficiencies or staffing-cost reductions where appropriate. Nothing in this directive authorizes individual Council members to direct, supervise or manage municipal employees.

6. Contracts and Recurring Commitments

- Administration shall review recurring contracts, subscriptions, service agreements and ongoing commitments and identify annual cost, expiry/renewal dates, cancellation provisions, reasonable alternatives and potential savings for material items.

7. Service-Level Options

- Where recovery may require changes to municipal services or service levels, Administration shall present reasonable options identifying estimated savings, resident/operational impact, implementation requirements, risks and legislative/contractual considerations.
- Council shall determine service-level and policy direction. Administration shall determine how the approved service level is operationally delivered.

8. Capital Budget

- The proposed Capital Budget shall identify essential, safety/legislatively required, asset-protection and discretionary projects; available grants; municipal contribution; reserve funding; operating impacts; and projects that could reasonably be deferred.
- No project shall be presented as fully grant-funded unless funding is confirmed or the funding assumption is clearly disclosed.

9. Cash Position

- Administration shall provide a projected monthly cash-flow forecast for 2027 distinguishing total cash, unrestricted operating cash, reserves, grant funds, tax recovery funds, restricted/designated funds and other committed funds.
- The budget shall identify any period in which insufficient unrestricted operating cash is projected.

10. Reserves and Restricted Funds

- The proposed budget shall not rely on reserves or restricted funds to balance ongoing operations unless the use is legally permitted, consistent with the fund's purpose, clearly disclosed and authorized by Council where required.
- Administration shall provide opening balance, additions, withdrawals and projected year-end balance for each reserve and restricted fund.

11. Recovery of Cash and Reserves

- Administration shall provide Council with options for rebuilding unrestricted operating cash and reserves and identify how any proposed operating surplus could be allocated among cash rebuilding, reserve replenishment, future capital needs or other Council-approved recovery priorities.

12. Revenue Assumptions

- Revenue estimates shall be reasonable and supportable. Property tax, utility, user-fee, grant, investment/interest, transfer, one-time and other material revenues shall be separately identified.
- Material increases from the prior year shall include an explanation of the underlying assumption.

13. Multi-Year Forecast and Risk

- Administration shall prepare an updated 2027–2031 forecast showing revenues, operating expenditures, annual surplus/(deficit), capital expenditures, reserve contributions/withdrawals, unrestricted cash and reserve balances.
- The CAO shall identify significant assumptions and risks, including revenue uncertainty, inflation, contracts, staffing, infrastructure, grants, liabilities, deferred maintenance and cash-flow risks.

14. Alternative Budget Options

- Where Council must make a significant policy or service-level decision, Administration shall provide reasonable alternatives rather than making the policy decision on Council's behalf.
- Where practical, options should include Administration's recommended approach, a greater cost-reduction option and the financial impact of maintaining the existing service/expenditure.

15. Financial Recovery Reconciliation

- Administration shall reconcile the proposed 2027 budget to the Financial Recovery Plan using the following structure: 2026 projected operating expenditures; less permanent 2026 reductions; less proposed 2027 reductions; plus/minus other unavoidable changes; equals 2027 proposed operating expenditures.
- The reconciliation shall clearly identify whether the \$_____ annual expenditure-reduction target has been achieved.

16. Presentation to Council

- The CAO shall present the proposed budget and supporting schedules sufficiently in advance of adoption to allow Council to review assumptions, ask questions, consider service-level options, request additional information, consider amendments and make informed decisions.
- Council retains responsibility for adopting the final operating and capital budgets.

Required Comparative Budget Information

Financial Information	Amount
2025 Actual	\$ _____
2026 Approved Budget	\$ _____
2026 Projected Actual	\$ _____
2027 Proposed Budget	\$ _____
Change from 2026 Projected Actual	\$ _____ / _____ %

Proposed Council Resolution

THAT Council direct the Chief Administrative Officer to prepare the Village's proposed 2027 Operating and Capital Budgets in accordance with Schedule C – 2027 Budget Preparation Directive and the Financial Recovery Plan;

AND THAT the proposed budget be prepared using a target reduction of \$_____ in annual operating expenditures compared with the expenditure base established in the Financial Recovery Plan, with no substantial increase in recurring revenues assumed;

AND THAT Administration provide Council with the financial analysis, expenditure-reduction schedule, service-level options, cash-flow forecast, reserve and restricted-fund schedules, capital plan, budget risks and 2027–2031 financial forecast required by this directive;

AND THAT where Administration determines that a financial recovery target cannot reasonably be achieved, the CAO provide Council with written analysis identifying the shortfall, reasons, financial implications and reasonable alternatives for Council's consideration;

AND THAT Council retain responsibility for determining municipal policies, programs, service levels, financial priorities and adoption of the final operating and capital budgets, while the CAO retain responsibility for administration, staffing, implementation and management of municipal operations in accordance with the Municipal Government Act, Council bylaws, policies, resolutions and approved budgets.

Schedule C Approval

Council Resolution No.	_____
Date Approved	_____
Mayor	_____
CAO	_____

VILLAGE OF DONALDA

ADMINISTRATION REVIEW AND COMMENTS

Proposed Financial Recovery Plan 2026–2031

Meeting Date: October 20, 2026

Prepared By: Chief Administrative Officer

Department: Administration

Document Status: Draft for Review

1. PURPOSE

The purpose of this report is to provide Council with Administration's review and comments regarding the proposed Financial Recovery Plan 2026–2031 submitted for consideration during the Village's upcoming budget discussions.

This review is intended to assist Council in evaluating the proposed financial management framework, its implementation requirements, and its relationship to the Village's existing financial practices, available resources, essential municipal services and infrastructure obligations.

2. BACKGROUND

Administration received correspondence from Mayor Shaleah Fox requesting that the proposed Financial Recovery Plan 2026–2031, prepared on behalf of a fellow Councillor, be included for Council's consideration.

The submission outlines a multi-year financial management framework intended to stabilize municipal operations, reduce expenditures, strengthen financial controls, improve financial reporting and rebuild unrestricted cash and reserve capacity.

The document also includes Schedule C – 2027 Budget Preparation Directive, which proposes detailed requirements for preparing and presenting the Village's 2027 Operating and Capital Budgets.

Administration recognizes Council's responsibility to establish municipal financial priorities and its September 2026 direction to reduce expenditures and prioritize essential services.

The following comments are provided to identify considerations relevant to the proposed plan's implementation.

ADMINISTRATIVE REVIEW

3.1 Financial Position and Recovery Targets

The proposed plan establishes financial stabilization and expenditure reduction as primary objectives.

However, the document does not contain quantified expenditure reduction targets, a verified financial baseline, or supporting financial projections demonstrating the extent of the financial recovery required.

Before establishing financial targets, Administration recommends consideration of:

- Approved operating and capital budgets.
- Actual and projected revenues and expenditures.
- Existing financial commitments and contractual obligations.
- Unrestricted operating cash and reserve balances.
- Restricted grant funding and related obligations.
- Essential municipal service delivery costs.
- Identified infrastructure maintenance and capital requirements.

Financial recovery targets should be based on verified financial information and supported by an assessment of their operational and service-level implications.

The 2027 budget process provides an opportunity to establish realistic financial objectives using the Village's available financial information.

3.2 Financial Reporting and Accountability

The proposed plan identifies several financial reporting measures, including monthly expenditure monitoring, budget-to-actual comparisons, cash-flow forecasting, reserve reporting, reconciliation monitoring and financial recovery dashboards.

Administration recognizes the importance of financial transparency and providing Council with timely, reliable information.

The Village currently maintains financial records and prepares financial reporting through its existing financial management processes.

Before introducing additional reporting requirements, Administration recommends reviewing the information already available and determining whether proposed reporting measures can be accommodated within existing systems and staffing resources.

Particular consideration should be given to the administrative time required to prepare additional financial schedules, forecasts and supporting documentation.

Financial reporting should remain proportionate to the size and complexity of municipal operations while providing Council with sufficient information to fulfill its governance responsibilities.

3.3 Expenditure Review and Operational Efficiencies

Administration acknowledges the importance of reviewing municipal expenditures and identifying opportunities for operational efficiency.

The proposed plan identifies several expenditure categories for review, including staffing, contracted services, professional services, facilities, utilities, maintenance, equipment, technology and discretionary programs.

A review of these expenditures can assist Council in determining financial priorities and considering alternative service delivery approaches.

However, expenditure reductions must be evaluated in relation to:

- Legislative and regulatory obligations.
- Existing contracts and financial commitments.
- Essential municipal services.
- Public safety and operational requirements.
- Staffing capacity and service delivery.
- Infrastructure maintenance and asset protection.
- Potential longer-term financial consequences.

Not all expenditure reductions result in permanent savings. Deferral of necessary maintenance or infrastructure work may result in increased future costs or emergency expenditures.

Administration recommends distinguishing between discretionary expenditures, operational efficiencies and expenditures required to maintain essential municipal services.

3.4 Essential Infrastructure and Legacy Infrastructure Concerns

The Village continues to manage aging and legacy municipal infrastructure that requires ongoing maintenance, assessment and, in some circumstances, rehabilitation or replacement.

These infrastructure obligations are an important consideration in evaluating expenditure reduction measures.

Current wastewater infrastructure concerns include:

Wastewater Lagoon Infrastructure

The Village has identified deficiencies involving valves responsible for controlling wastewater movement between lagoon cells and discharge operations.

Temporary air plugs are currently being utilized due to the condition of the existing valves. Permanent corrective measures are required, and Administration is awaiting further information regarding the recommended work and associated costs.

These concerns require consideration of the Village's wastewater operational and regulatory obligations.

Wastewater Collection Line – Block 12 Alley

Jennifer Wells and Dan, the Village's certified operator, have identified a potential blockage within the wastewater collection line located in the alley of Block 12.

The infrastructure may affect residents in Blocks 9 and 14.

Flushing has been identified as necessary to address the potential obstruction and maintain proper wastewater flow.

Wastewater Collection Line – Frank's Dip

The wastewater collection line located at Frank's Dip represents an ongoing legacy infrastructure concern with potential implications for residents in Block 2.

Flushing has been identified as necessary to address the current maintenance concerns.

While flushing may assist in maintaining wastewater flow, additional assessment may be required to determine whether longer-term infrastructure rehabilitation is warranted.

Failure to address essential wastewater maintenance in a timely manner may increase the risk of service interruptions, wastewater backups, property damage, emergency repair costs and potential environmental or regulatory concerns.

Administration recommends that expenditure reduction decisions recognize the distinction between discretionary municipal activities and maintenance necessary to preserve essential municipal infrastructure.

3.5 Capital Planning and Grant Funding

The proposed Financial Recovery Plan recognizes the importance of reviewing capital expenditures, available grants, funding restrictions and the consequences of deferring infrastructure projects.

Administration notes that the Village has outstanding Community Stream capital grant allocations requiring consideration within its capital planning process.

The Village has been advised that the 2021 allocation is subject to a December 31, 2026 expenditure deadline.

Capital planning should consider project eligibility, infrastructure priorities, grant requirements, available municipal contributions and implementation timelines.

The Village's WSP infrastructure assessment is also expected to provide information relevant to future infrastructure rehabilitation and capital replacement priorities.

Administration recommends integrating capital planning with the 2027 budget process to ensure that financial recovery objectives are considered alongside infrastructure requirements and available grant funding opportunities.

3.6 Administrative Capacity and Implementation Requirements

The proposed Financial Recovery Plan establishes a number of additional administrative responsibilities, including detailed expenditure reduction schedules, financial dashboards, rolling cash-flow forecasts, multi-year financial projections and expanded reporting requirements.

The Village operates with limited administrative and operational staffing resources.

Implementation of additional requirements should therefore be evaluated in relation to existing responsibilities, available financial systems, staff capacity and competing operational priorities.

Administration recommends a phased approach that prioritizes financial information necessary for Council's immediate budget decisions, followed by consideration of additional reporting measures where they provide a demonstrable benefit.

Any implementation schedule should be realistic and consistent with the resources available to the municipality.

3.7 Council Governance and Administrative Responsibilities

The proposed plan recognizes the separation between Council's governance responsibilities and the CAO's administrative responsibilities under the Municipal Government Act.

Council establishes financial priorities, approves budgets, determines municipal service levels and adopts policies.

The CAO is responsible for municipal administration, including managing operations, staffing and implementing Council's lawful decisions within applicable legislative, budgetary and delegated authorities.

Administration supports maintaining this distinction throughout the financial planning and implementation process.

Any additional direction should be clearly established through Council resolution, including the intended financial outcomes, required reporting and matters requiring further Council approval.

3.8 Status and Completeness of the Proposed Plan

The submitted document establishes proposed objectives and processes for financial recovery but does not yet include the verified financial information necessary to determine specific recovery targets.

The expenditure reduction amounts remain unquantified.

The submission also references a Financial Controls Policy and Schedule B – Monthly Financial Reporting Requirements, which were not included in the material provided for this review.

Accordingly, Administration considers the document a proposed financial management framework that may inform Council's budget deliberations.

Further financial analysis and clarification of implementation requirements would be necessary before adopting it as a fully developed municipal financial recovery plan.

4. IMPLEMENTATION AND COMMUNICATION

Following Council's consideration of the proposed Financial Recovery Plan 2026–2031, Administration will proceed in accordance with the direction established by Council resolution.

Should Council receive the submission as information and refer its objectives for consideration during the 2027 budget process, Administration will:

1. Incorporate Council's approved financial priorities into the preparation of the proposed 2027 Operating and Capital Budgets.

2. Continue reviewing municipal expenditures to identify potential efficiencies and distinguish between essential, contractual, legislatively required and discretionary expenditures.
3. Provide available financial information to support Council's consideration of expenditure reduction opportunities and budget alternatives.
4. Identify operational, staffing, infrastructure and service-level implications associated with proposed financial measures.
5. Consider immediate and longer-term infrastructure requirements, including wastewater maintenance, legacy infrastructure concerns, the WSP infrastructure assessment and available capital grant funding.
6. Review proposed additional reporting requirements to determine their feasibility within existing administrative resources and financial management systems.
7. Present recommendations and matters requiring Council decisions through the established budget and reporting processes.

Any additional financial controls, reporting obligations, expenditure reduction targets or changes to municipal service levels requiring Council authorization will be brought forward for consideration prior to implementation.

Communication regarding approved changes affecting municipal services or residents will be undertaken as required.

Administration will continue to prioritize essential municipal services, public safety, regulatory compliance and infrastructure protection within existing authority and approved budgets.

5. FINANCIAL CONSIDERATIONS

Receiving the proposed Financial Recovery Plan for consideration does not, in itself, result in an immediate financial expenditure.

Implementation of the proposed measures may require additional administrative resources, professional services, financial system adjustments or changes to municipal service delivery.

These requirements have not been quantified within the submitted document.

Any financial targets or expenditure reduction measures should be supported by verified financial information and evaluated against existing municipal obligations and service requirements.

6. ADMINISTRATION'S CONCLUDING COMMENTS

Administration recognizes the importance of sustainable municipal finances, responsible expenditure management, financial transparency and long-term planning.

The proposed Financial Recovery Plan identifies several objectives that are relevant to the Village's ongoing financial management and budget development.

However, establishing an effective financial recovery strategy requires a clear understanding of the Village's verified financial position, existing obligations, available resources and essential infrastructure requirements.

Given the Village's limited administrative capacity and ongoing infrastructure challenges, financial management measures should be practical, proportionate and supported by achievable implementation requirements.

Administration recommends that Council consider the proposed framework during the 2027 operating and capital budget process, allowing financial priorities and potential expenditure reductions to be evaluated alongside municipal service requirements, infrastructure obligations and available funding.

This approach would provide Council with the information necessary to establish realistic financial objectives while maintaining essential municipal operations and appropriate governance and administrative responsibilities.

7. RECOMMENDED COUNCIL DIRECTION

THAT Council receive the proposed Financial Recovery Plan 2026–2031 and the accompanying Administration Review and Comments as information;

AND THAT the proposed financial objectives, expenditure reduction measures and reporting requirements be considered during the Village of Donalda's 2027 Operating and Capital Budget deliberations;

AND FURTHER THAT any financial recovery targets or additional implementation requirements be considered in conjunction with verified financial information, available administrative resources, essential municipal service obligations, infrastructure requirements and applicable grant funding conditions.

Prepared by:

Chief Administrative Officer
Village of Donalda

Status: Draft – For Council Consideration



Request for Decision	
Meeting	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	Workplace Health and Safety, Employee Well-being and Organizational Sustainability
Agenda Number	5.6 Village Business

Purpose

To formally advise Council of Administration's concerns regarding the cumulative impact of workplace pressures, difficult public interactions, public communications concerning municipal employees and operations, reduced staffing capacity, and the absence of employer-sponsored health and wellness benefits.

To seek Council's acknowledgment of the identified workplace risks and direction regarding appropriate measures to protect municipal employees, support organizational sustainability, and maintain essential municipal services.

Background/Proposal

The Village of Donalda continues to experience significant organizational and operational pressures associated with aging infrastructure, financial constraints, limited staffing resources, increasing regulatory responsibilities, and the ongoing Municipal Viability Review.

Administration and Public Works employees are responsible for maintaining essential municipal services, addressing infrastructure deficiencies, responding to resident concerns, and implementing Council's operational and financial priorities.

Over the past several months, Administration has become increasingly concerned about the cumulative impact of these pressures on the Village's employees.

In addition to their regular responsibilities, employees have experienced difficult and confrontational public interactions, increased scrutiny of municipal operations, and public criticism concerning administrative practices and municipal decision-making.

Most recently, municipal personnel were filmed by a resident while performing necessary fire hydrant maintenance.

Administration recognizes that residents are entitled to observe municipal operations, express concerns, and hold their municipal government accountable. Recording municipal activities does not, in itself, constitute harassment or inappropriate conduct.

However, Administration believes the broader working environment requires formal consideration, particularly given the Village's limited staffing capacity and the absence of employer-sponsored employee health and wellness benefits.

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 Village is also managing the extended absence of a Public Works employee, further reducing its available operational resources.

Administration considers the cumulative effect of these circumstances to present a significant organizational risk requiring Council's attention and support.

Discussion/Options/Benefits/Disadvantages

1. Workplace Health and Safety

Administration has identified concerns regarding the working environment experienced by municipal employees and contractors.

These concerns include repeated difficult or confrontational public interactions, heightened criticism directed toward municipal employees, increasing workloads, staffing uncertainty, and the demands associated with maintaining essential municipal services under financial constraints.

Administration considers the combination of these factors to present an unacceptable and insufficiently mitigated risk to employee well-being.

This is an administrative assessment of workplace conditions and potential risks. It is not a medical conclusion concerning any individual employee or a determination that particular public criticism constitutes harassment.

Under Alberta's occupational health and safety framework, employers have responsibilities to identify workplace hazards, implement appropriate preventive measures, and respond to concerns involving workplace harassment and violence.

Administration believes that workplace safety must be addressed through appropriate organizational procedures and risk mitigation rather than relying on employees to manage difficult circumstances individually.

2. Employee Health, Wellness and Absence of Benefits

Village of Donalda employees do not currently receive employer-sponsored extended health benefits, prescription drug coverage, or access to an employer-funded Employee and Family Assistance Program.

Employees requiring counselling, psychological services, prescription medications, or other services not covered through publicly funded healthcare programs may be responsible for these expenses personally.

Administration recognizes the Village's financial limitations and Council's direction to reduce expenditures.

However, the absence of employer-funded health and wellness supports is an important consideration when evaluating employee well-being, recruitment, retention, and the sustainability of the Village's workforce.

Employees are expected to maintain professional standards, manage public interactions, respond to operational concerns, and continue delivering essential services despite significant organizational pressures.

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

Administration is concerned that the current combination of workplace pressures and limited employee support mechanisms is not sustainable without additional preventive measures.

The absence of a benefits program does not, by itself, establish a legislative violation. Nevertheless, it increases the importance of reviewing available workplace protections and affordable employee support options.

Administration recommends investigating practical and financially sustainable employee assistance and wellness arrangements suitable for a municipality of Donalda's size.

3. Public Interactions and Employee Protection

Municipal employees routinely interact with residents while performing duties involving water and wastewater operations, infrastructure maintenance, bylaw administration, public inquiries, and other municipal services.

These interactions are a normal and necessary component of municipal operations.

Administration recognizes that residents have the right to raise concerns, question decisions, and express dissatisfaction with municipal services.

However, employees should not be subjected to threats, intimidation, harassment, or inappropriate interference while carrying out authorized municipal duties.

Recent circumstances involving the observation and filming of municipal maintenance activities have reinforced the importance of establishing clear procedures for employees who encounter potentially confrontational situations.

Administration recommends reinforcing incident reporting procedures, employee safety protocols, and appropriate channels for addressing public complaints.

4. Residents Committee Communications and Administrative Impacts

Administration has also identified concerns regarding public materials, meetings, and discussions organized by a local residents committee addressing municipal administration, financial management, staffing, and operational practices.

Administration recognizes and respects the right of residents and community organizations to participate in municipal affairs, question municipal decisions, request information, and express criticism regarding municipal governance and operations.

However, certain public discussions and materials appear to include criticism directed toward municipal Administration, together with interpretations or assertions regarding municipal operations that may not be supported by verified information.

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

Administration is concerned that speculative or unverified information may contribute to misunderstandings regarding municipal finances, employee responsibilities, operational decisions, and the respective roles of Council and Administration.

These circumstances can generate additional administrative demands, including responding to inquiries, clarifying information, correcting inaccuracies, and addressing concerns arising from public discussions.

For a municipality with limited staffing resources, these additional responsibilities can place further pressure on employees already responsible for maintaining essential municipal services.

Administration is also concerned about the cumulative effect of repeated public criticism directed toward identifiable employees, particularly where employees have limited opportunities to respond publicly because of their professional responsibilities.

Public criticism, disagreement, and scrutiny do not, in themselves, constitute workplace harassment. Any concerns involving specific conduct must be assessed objectively and separately from the content of legitimate public criticism.

Administration recommends that Council support a consistent approach to public communications that promotes accurate municipal information, respectful participation, appropriate complaint procedures, and timely clarification of material factual inaccuracies.

Council should also distinguish between submissions from community organizations and verified administrative reporting when considering municipal financial, staffing, and operational decisions.

Administration is not requesting restrictions on residents committee activities or the expression of differing opinions.

The objective is to support informed public participation while ensuring that municipal employees can perform their responsibilities safely and professionally.

5. Staffing Capacity and Operational Continuity

The Village is currently managing the extended absence of a Public Works employee for an anticipated period of approximately 27 weeks, with an uncertain return-to-work date.

For a municipality with a limited workforce, the prolonged absence of one employee significantly affects operational capacity.

Administration remains responsible for coordinating essential infrastructure maintenance, maintaining regulatory compliance, responding to public safety concerns, and implementing Council's financial and operational priorities.

The Village continues to manage legacy infrastructure deficiencies, including water distribution and wastewater collection maintenance requirements.

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.

Council's direction to reduce expenditures and prioritize essential services must be balanced with the Village's continuing obligations regarding public safety, infrastructure maintenance, and regulatory compliance.

Administration is concerned that further staffing pressures, employee absences, or employee turnover may compromise the Village's ability to maintain essential municipal services without additional contracted assistance or operational adjustments.

A separate report addressing Public Works staffing and essential services continuity is being presented for Council's consideration.

6. Council Leadership and Organizational Responsibility

Council is responsible for establishing municipal governance and strategic direction, while the Chief Administrative Officer is responsible for managing municipal administration and employees.

A safe and respectful working environment requires clear organizational expectations and consistent support for employees performing authorized municipal duties.

Administration is requesting Council's formal acknowledgment of the workplace risks identified in this report and support for reasonable measures to address them.

This request is not intended to limit legitimate public criticism, transparency, accountability, or public participation.

Rather, it seeks to ensure that municipal employees and contractors are protected from harassment, intimidation, threats, and inappropriate interference while performing their responsibilities.

Administration believes that employee protection, workplace well-being, and organizational sustainability must be recognized as important considerations in Council's ongoing financial and operational decisions.

RISK ASSESSMENT

Risk Area	Potential Consequences
Employee well-being	Increased workplace stress, absenteeism, and reduced morale
Employee retention	Loss of experienced personnel and increased recruitment challenges
Operational continuity	Reduced capacity to deliver essential municipal services
Workplace safety	Inadequate prevention or response to harassment, intimidation, or threats
Public communications	Increased administrative workload and public misunderstanding arising from unverified information
Financial sustainability	Increased costs associated with turnover, contracted services, and emergency maintenance
Regulatory compliance	Increased risk of delayed maintenance or failure to meet operational obligations

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

Administration considers the combined exposure to these risks to be unacceptable without further assessment and appropriate mitigation measures.

Cost / Source of Funding

No immediate expenditure is requested through this report.

Potential future costs may include workplace safety training, employee assistance services, limited wellness benefits, policy development, or other preventive measures.

Administration recommends investigating affordable employee wellness and assistance options suitable for the Village's financial circumstances.

Any proposed expenditure outside approved budget allocations or delegated spending authority will be brought forward for Council's consideration.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 – Recommended: Approve the recommended motion and direct Administration to undertake the workplace risk and employee support review.

Option 2: Direct Administration to undertake a workplace health and safety review without investigating employee wellness benefit options.

Option 3: Accept the report as information and provide alternative direction.

Applicable Legislation

- Occupational Health and Safety Act and Code (Alberta): Employer responsibilities relating to workplace safety, harassment and violence prevention, hazard assessment, and appropriate response procedures.
- Municipal Government Act (Alberta): Respective governance and administrative responsibilities of Council and the Chief Administrative Officer.
- Access to Information Act and Protection of Privacy Act (Alberta): Requirements regarding the handling and disclosure of personal and confidential information.
- Village of Donalda Personnel and Workplace Policies: Existing workplace safety, respectful conduct, and employee reporting procedures, subject to review.

RECOMMENDATION

Administration recommends that Council formally acknowledge the workplace risks identified in this report and support the development of appropriate mitigation measures.

Administration further recommends that Council recognize the absence of employer-sponsored health and wellness benefits as an organizational vulnerability requiring consideration in future employee support and budget discussions.

Implementation/Communication

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.

Subject to Council's direction, Administration will:

1. Review existing workplace harassment, violence prevention, and employee safety procedures.
2. Document and assess reported incidents involving inappropriate public interactions.
3. Reinforce employee reporting procedures and safe-work practices.
4. Identify practical measures to reduce employee exposure to workplace hazards and unnecessary confrontations.
5. Investigate affordable employee assistance and wellness support options.
6. Establish or reinforce consistent public communication and complaint-response procedures.
7. Support the timely clarification of material factual inaccuracies regarding municipal operations.
8. Report back to Council with recommended mitigation measures, implementation priorities, and associated financial implications.

Target Decision Date

October 20, 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	Regular Meeting of Council
Meeting Date	October 20, 2026
Originated By	Melanie Veale
Decision Title	September 2026 Financial Report and Fourth-Quarter Financial Outlook
Agenda Number	5.7 Village Business

Purpose

To present Council with the Village of Donalda's Operating Revenue and Expense Report for the period ending September 30, 2026, and provide additional context regarding financial reporting, budget variances, and the interpretation of year-to-date financial information.

Background/Proposal

Administration presents monthly financial reports to Council to provide an overview of the Village of Donalda's financial activities and position.

The September 2026 financial reporting package includes:

- Operations Revenue & Expense Report
- Cheque Listing for Council
- Treasury Report

In addition to the regular financial reporting, Administration has undertaken a review of anticipated operating revenues, outstanding financial obligations and expenditure requirements for the remainder of 2026.

This review also considers Council's September 22 and September 29, 2026 direction regarding expenditure containment, staffing and the prioritization of essential municipal services.

The purpose of this report is to provide Council with a balanced assessment of the Village's financial position and anticipated fourth-quarter activity.

Discussion/Options/Benefits/Disadvantages

1. September 30, 2026 Financial Results

The September 2026 Operations Revenue & Expense Report reflects the following year-to-date results:

Description	Amount
Total Revenues	\$642,874.01
Total Expenditures	\$581,925.09
Reported Surplus	\$60,948.92

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 reported results include \$150,000 in conditional provincial grant funding associated with the WSP infrastructure audit project.

Approximately \$17,568 in related project expenditures had been recorded as of September 30.

As this funding relates to a designated infrastructure project, it is considered separately when assessing the Village's general operating activities.

The September report does not yet include the Village's anticipated 2026 Local Government Fiscal Framework (LGFF) Operating Grant funding.

2. Anticipated LGFF Operating Funding

The Village of Donalda anticipates receiving \$72,712 in 2026 LGFF Operating Grant funding.

This funding is intended to support eligible municipal operating expenditures and forms part of the Village's anticipated annual operating revenues.

As of September 30, 2026, the allocation had not yet been received or recorded in the financial report.

Administration has included the anticipated funding in its year-end financial planning.

The outstanding grant allocation is an important consideration when reviewing the Village's financial position and anticipated revenues for the remainder of 2026.

3. Fourth-Quarter Operating Revenues

The Village will continue generating operating revenues throughout October, November and December from municipal utility services, franchise fees and other applicable sources.

Based on September revenue activity, Administration has prepared the following preliminary estimates:

Revenue Source	Estimated October–December
Water Services	\$20,886
Wastewater Services	\$4,734
Garbage Collection	\$11,072
ATCO Franchise Fees	\$8,422
Apex Utilities Franchise Fees	\$5,065
Fire Service Charges	\$6,016
Emergency Management Revenue	\$1,497
Total Estimated Recurring Revenue	\$57,693

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.

These estimates are intended for financial planning and will be reconciled against actual fourth-quarter transactions.

The anticipated \$72,712 LGFF Operating Grant is considered separately and is not duplicated in these estimates.

4. Outstanding Annual Financial Obligations

Administration has identified several annual financial obligations and budgeted commitments that have not yet been fully reflected in the September expenditure results.

These include:

Description	Estimated Remaining Amount
Fire Services Agreement	\$25,000.00
Rural Policing	\$14,494.47
Emergency Management Agreement	\$6,000.00
Stettler Waste Management Authority	\$4,500.00
Remaining Provincial Education Requisition	\$7,222.81
Total	\$57,217.28

The amounts shown are based on known annual requirements and approved budget allocations.

Certain amounts remain subject to confirmation of invoices, requisitions and actual payment requirements.

Administration will continue reconciling these obligations to ensure that expenditures are appropriately recorded and that amounts already recognized are not duplicated.

5. Staffing and Operational Expenditures

Following Council's direction regarding expenditure containment, the Village's continuing staffing complement consists of three employees:

- Chief Administrative Officer
- Assistant Chief Administrative Officer
- Water/Wastewater Operator

The regular scheduled workweek is 32 hours per employee, with the Chief Administrative Officer's annual salary remaining unchanged.

The Water/Wastewater Operator is now the Village's only remaining Public Works employee. Additional hours may be required to meet operational responsibilities, including water and wastewater compliance, infrastructure monitoring, maintenance and emergency response.

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

Administration will monitor actual hours worked and prioritize the allocation of staffing resources to essential municipal services.

The preliminary fourth-quarter base wage forecast is approximately \$45,136, before employer payroll contributions, additional operational hours and any outstanding final employment obligations.

Revised staffing arrangements are expected to reduce certain expenditures compared with the previous staffing complement. Actual savings will depend on essential operational requirements and the extent of additional coverage required.

6. Departmental Expenditures and Cost Containment

Several municipal departments remain below their approved annual expenditure budgets as of September 30, 2026.

Department	Annual Budget	YTD Expenditures	Remaining Budget
Streets and Roads	\$136,911.61	\$69,825.76	\$67,085.85
Planning	\$6,000.00	\$329.03	\$5,670.97
Cemetery	\$5,950.00	\$3,763.88	\$2,186.12
Recreation and Parks	\$19,986.37	\$15,295.94	\$4,690.43

These remaining budget allocations do not represent automatic savings, as essential operating expenses will continue.

However, not all approved expenditures are expected to occur before December 31.

Administration continues implementing Council's expenditure-containment direction by prioritizing regulatory compliance, public safety, essential infrastructure and necessary municipal services.

Nonessential activities, discretionary expenditures and certain maintenance activities may be reduced or deferred where operationally appropriate.

The Village's revised staffing arrangements are also expected to affect the remaining expenditures within the streets and roads department.

Administration will continue reviewing expenditures based on operational necessity, existing commitments and available financial resources.

7. Extraordinary and Unplanned Expenditures

During 2026, the Village incurred expenditures that were not fully anticipated in the original operating budget.

These include significant water distribution repairs, wastewater infrastructure maintenance and professional legal services.

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

These costs have affected individual departmental expenditure results and should be distinguished from normal recurring operating costs when assessing annual financial performance.

Administration continues working with qualified operators and service providers to identify necessary maintenance requirements and evaluate the implications of deferring work.

Where infrastructure maintenance is necessary for regulatory compliance, public safety or the protection of municipal assets, Administration will continue identifying associated costs and operational considerations.

8. Treasury Report

The September 2026 Treasury Report provides a summary of the Village's financial account balances as of September 30, 2026.

The report identifies total funds held across the Village's accounts of \$385,360.15.

These balances include operating funds, grant-related accounts, capital funding, reserves and tax recovery surplus accounts.

The account balances are reported according to their respective purposes and should not be interpreted as entirely available for general operating expenditures.

The Treasury Report is provided as part of Council's regular monthly financial reporting package.

9. Fourth-Quarter Financial Outlook

Administration's review indicates that the Village will continue receiving operating revenues while also incurring payroll, utilities, contracted services, requisitions and other essential expenditures.

The Village's anticipated LGFF Operating Grant, ongoing utility and franchise revenues, revised staffing arrangements and expenditure-containment measures are important considerations in assessing the financial outlook for the remainder of 2026.

Although extraordinary expenditures have created financial pressures in certain departments, several expenditure accounts remain below their annual approved budgets.

Not all remaining budget allocations are expected to be required before year-end.

Administration does not recommend assuming that all unspent budget allocations will be expended or treating preliminary estimates as confirmed year-end results.

The final 2026 operating position will depend on actual fourth-quarter revenues and expenditures, confirmation of outstanding obligations, essential infrastructure requirements and year-end accounting adjustments.

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

Administration will continue monitoring financial activity and identifying opportunities to contain costs while maintaining essential municipal operations.

Cost / Source of Funding

The Village's 2026 operating position has been affected by extraordinary infrastructure and legal expenditures, together with annual obligations that remain outstanding.

These pressures must be considered alongside anticipated LGFF Operating Grant funding, continued municipal service revenues, revised staffing expenditures and departmental budget allocations that may remain unspent.

Administration will continue monitoring financial commitments and managing expenditures in accordance with Council's direction, while ensuring that statutory, regulatory and essential service obligations are maintained.

OPTIONS FOR COUNCIL CONSIDERATION

Option 1 — Recommended

Accept the September 2026 Operations Revenue & Expense Report, Cheque Listing for Council, Treasury Report and fourth-quarter financial outlook as information.

Option 2

Direct Administration to provide additional financial information or analysis regarding specific expenditures, obligations or operational requirements.

Applicable Legislation

- Municipal Government Act, RSA 2000, c. M-26
- Council is responsible for municipal governance, financial oversight, and approval of municipal operating budgets.
- Administration is responsible for implementing Council's approved budgets, policies, and operational direction, including the ongoing monitoring and reporting of municipal financial activities.

RECOMMENDATION

That Council accept the Financial Analysis for the period ending September 30, 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

October 20, 2026

ATTACHMENTS

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



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)	(132,068.97)	(176,092.00)	12,363.18	56,386.21	(184,438.04)
1-00-101	ASFF - School Tax Requisition	(49,868.95)	(35,340.30)	(47,120.44)	2,748.51	14,528.65	(37,294.31)
1-00-102	Seniors Requisition	(6,607.61)	(4,773.78)	(6,365.01)	242.60	1,833.83	(6,365.01)
1-00-103	Designated Industrial Property Req.	(0.66)	(0.36)	(0.43)	0.23	0.30	(0.43)
1-00-110	Non-Residential Taxes	(25,851.80)	(10,187.82)	(13,583.75)	12,268.05	15,663.98	(31,809.05)
1-00-120	Linear Taxes	(7,928.67)	(9,828.81)	(13,105.10)	(5,176.43)	(1,900.14)	(13,105.10)
* TOTAL TAXATION REVENUE		(278,712.87)	(192,200.04)	(256,266.73)	22,446.14	86,512.83	(273,011.94)
GENERAL REVENUE							
1-69-100	Grazing Revenue	0.00	(1,340.64)	(1,787.50)	(1,787.50)	(1,340.64)	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)	(26,549.28)	(35,399.00)	(18,003.56)	(9,153.84)	(20,274.38)
1-00-140	Franchise - Apex Utilities Inc.	(18,984.68)	(26,873.37)	(35,831.17)	(16,846.49)	(7,888.69)	(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)	(112,500.00)	(150,000.00)	0.00	37,500.00	0.00
1-00-845	LGFF Operating Grant	0.00	(54,533.97)	(72,712.00)	(72,712.00)	(54,533.97)	0.00
* TOTAL GENERAL REVENUE		(187,906.78)	(223,897.26)	(297,829.67)	(109,922.89)	(35,990.48)	(34,567.14)
ADMINISTRATION REVENUE							
1-12-266	Tax Recovery Fees	(435.00)	(1,755.00)	(2,340.00)	(1,905.00)	(1,320.00)	2,340.00
1-12-411	Photocopy, Fax, Sales, etc.	0.00	(139.14)	(185.50)	(185.50)	(139.14)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(367.50)	(375.03)	(500.00)	(132.50)	(7.53)	(505.00)
1-12-418	Maintenance service revenue	0.00	(375.03)	(500.00)	(500.00)	(375.03)	0.00
1-12-419	Newsletter Ads	(860.00)	(749.97)	(1,000.00)	(140.00)	110.03	(650.00)
1-12-550	Investment Income - Bank Int.	0.00	(1,874.97)	(2,500.00)	(2,500.00)	(1,874.97)	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	(1,423.46)	(74.97)	(100.00)	1,323.46	1,348.49	(741.42)
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		(15,435.96)	(5,344.11)	(7,125.50)	8,310.46	10,091.85	(296.42)
FINES							



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1-21-530	Fines-Bylaw	0.00	(375.03)	(500.00)	(500.00)	(375.03)	0.00
* TOTAL FINES		0.00	(375.03)	(500.00)	(500.00)	(375.03)	0.00
FIRE							
1-23-410	Fire Charges	(16,111.26)	(18,749.97)	(25,000.00)	(8,888.74)	(2,638.71)	(18,122.71)
* TOTAL FIRE		(16,111.26)	(18,749.97)	(25,000.00)	(8,888.74)	(2,638.71)	(18,122.71)
EMERGENCY SERVICES							
1-24-410	Emergency Management Service Revenue	(4,010.04)	(4,500.00)	(6,000.00)	(1,989.96)	(489.96)	(4,510.68)
* TOTAL EMERGENCY SERVICES		(4,010.04)	(4,500.00)	(6,000.00)	(1,989.96)	(489.96)	(4,510.68)
LICENSES							
1-26-521	Dog License	(700.00)	(375.03)	(500.00)	200.00	324.97	(271.50)
1-26-522	Cat License	(240.00)	(150.03)	(200.00)	40.00	89.97	(140.00)
1-26-523	Business License	(18.17)	(150.03)	(200.00)	(181.83)	(131.86)	(390.00)
* TOTAL LICENSES		(958.17)	(675.09)	(900.00)	58.17	283.08	(801.50)
PUBLIC WORKS REVENUE							
1-32-560	Equipment Revenue	0.00	(142.83)	(190.48)	(190.48)	(142.83)	(190.48)
* TOTAL PUBLIC WORKS REVENUE		0.00	(142.83)	(190.48)	(190.48)	(142.83)	(190.48)
WATER REVENUE							
1-41-400	Water Sales	(62,032.05)	(66,750.03)	(89,000.00)	(26,967.95)	(4,717.98)	(65,584.60)
1-41-401	Penalties - Water	(511.89)	(524.97)	(700.00)	(188.11)	(13.08)	357.98
1-41-414	Water On/Off Fee	0.00	(225.00)	(300.00)	(300.00)	(225.00)	0.00
* TOTAL WATER REVENUE		(62,543.94)	(67,500.00)	(90,000.00)	(27,456.06)	(4,956.06)	(65,226.62)
SEWER REVENUE							
1-42-400	Sewer Services	(12,525.00)	(14,249.97)	(19,000.00)	(6,475.00)	(1,724.97)	(14,009.87)
* TOTAL SEWER REVENUE		(12,525.00)	(14,249.97)	(19,000.00)	(6,475.00)	(1,724.97)	(14,009.87)



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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)	(33,000.03)	(44,000.00)	(14,490.80)	(3,490.83)	(32,825.55)
*	TOTAL WASTE REVENUE	(29,509.20)	(33,000.03)	(44,000.00)	(14,490.80)	(3,490.83)	(32,825.55)
CEMETERY REVENUE							
1-56-463	Perpetual Care Fee	(600.00)	(749.97)	(1,000.00)	(400.00)	(149.97)	(200.00)
1-56-464	Sale of Cemetery Plots	(200.00)	(375.03)	(500.00)	(300.00)	(175.03)	100.00
1-56-466	Snow Removal Revenue	0.00	(74.97)	(100.00)	(100.00)	(74.97)	0.00
1-56-467	Interment Fee	(830.00)	(900.00)	(1,200.00)	(370.00)	(70.00)	(500.00)
*	TOTAL CEMETERY REVENUE	(1,630.00)	(2,099.97)	(2,800.00)	(1,170.00)	(469.97)	(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	(11,999.97)	(16,000.00)	(16,000.00)	(11,999.97)	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)	(11,999.97)	(16,000.00)	(14,800.00)	(10,799.97)	(6,200.00)
RECREATION REVENUE							
1-72-850	Government Grants - Recreation	0.00	(524.97)	(700.00)	(700.00)	(524.97)	859.24
*	TOTAL RECREATION REVENUE	0.00	(524.97)	(700.00)	(700.00)	(524.97)	859.24
CULTURE REVENUE							
1-74-770	Museum Agreement	(6,500.00)	(4,875.03)	(6,500.00)	0.00	1,624.97	0.00
1-74-771	Library Agreement	(1,445.00)	(1,087.47)	(1,450.00)	(5.00)	357.53	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)	(1,800.00)	(2,400.00)	560.00	1,160.00	0.00
*	TOTAL CULTURE REVENUE	(12,405.00)	(9,262.50)	(11,850.00)	555.00	3,142.50	0.00
COUNCIL EXPENSE							
2-11-151	Council Supervision Pay	2,524.19	2,700.00	3,600.00	1,075.81	175.81	2,770.62
2-11-212	Legislative - Discretionary	1,159.79	225.00	300.00	(859.79)	(934.79)	212.50
2-11-150	Council Meeting Pay	6,306.27	4,725.00	6,300.00	(6.27)	(1,581.27)	4,096.85
2-11-211	Travel & Subsistence	1,197.72	1,500.03	2,000.00	802.28	302.31	515.34



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General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
* TOTAL COUNCIL EXPENSE		11,187.97	9,150.03	12,200.00	1,012.03	(2,037.94)	7,595.31
ADMINISTRATIVE EXPENSE							
2-12-110	Salaries & Wages	121,593.00	99,839.97	133,120.00	11,527.00	(21,753.03)	109,882.50
2-12-130	Payroll Deductions	9,633.42	6,889.14	9,185.57	(447.85)	(2,744.28)	8,777.53
2-12-131	Vacation Pay	4,448.03	1,674.36	2,232.46	(2,215.57)	(2,773.67)	4,304.83
2-12-132	Payroll Benefits	0.00	749.97	1,000.00	1,000.00	749.97	0.00
2-12-212	Course Fee Registration	(193.65)	1,500.03	2,000.00	2,193.65	1,693.68	0.00
2-12-216	Postage	1,317.04	1,237.50	1,650.00	332.96	(79.54)	3,195.36
2-12-217	Telephone	652.05	1,125.00	1,500.00	847.95	472.95	0.00
2-12-220	Advertising & Memberships	4,755.07	2,999.97	4,000.00	(755.07)	(1,755.10)	5,236.95
2-12-224	Land Title Fees	0.00	375.03	500.00	500.00	375.03	0.00
2-12-226	Tax Recovery Fees	2,832.95	150.03	200.00	(2,632.95)	(2,682.92)	504.00
2-12-230	Assessors Fees	3,070.42	4,237.47	5,650.00	2,579.58	1,167.05	3,041.45
2-12-231	Auditors Fees	3,500.00	3,750.03	5,000.00	1,500.00	250.03	100.00
2-12-232	Legal Fees	20,988.66	3,525.03	4,700.00	(16,288.66)	(17,463.63)	7,704.25
2-12-240	Bad Debts	0.00	1,500.03	2,000.00	2,000.00	1,500.03	47,984.34
2-12-251	Repairs & Maintenance	49.96	600.03	800.00	750.04	550.07	0.00
2-12-252	Cleaning - Supplies & Labor	1,200.00	1,874.97	2,500.00	1,300.00	674.97	1,308.19
2-12-255	Other Contracted Services	11,850.33	749.97	1,000.00	(10,850.33)	(11,100.36)	13,388.03
2-12-256	Contracted Services - CAO	0.00	320.58	427.40	427.40	320.58	(427.40)
2-12-270	Computer Expenses	3,964.79	562.50	750.00	(3,214.79)	(3,402.29)	1,053.30
2-12-271	Website Fees	1,108.40	974.97	1,300.00	191.60	(133.43)	1,121.25
2-12-274	Insurance & Bond	13,005.00	9,375.03	12,500.00	(505.00)	(3,629.97)	12,543.00
2-12-275	Workman's Compensation	6,921.20	5,400.00	7,200.00	278.80	(1,521.20)	12,284.37
2-12-277	Health & Safety	1,892.72	3,750.03	5,000.00	3,107.28	1,857.31	8,857.97
2-12-505	Photocopier Costs	3,285.93	2,250.00	3,000.00	(285.93)	(1,035.93)	3,485.19
2-12-510	General Office Supplies	2,043.35	2,250.00	3,000.00	956.65	206.65	4,082.31
2-12-540	Utilities - Heating	1,989.25	1,874.97	2,500.00	510.75	(114.28)	2,562.29
2-12-541	Utilities - Power	2,608.48	2,400.03	3,200.00	591.52	(208.45)	2,805.67
2-12-590	Miscellaneous	7.73	375.03	500.00	492.27	367.30	3,053.31
2-12-595	Carbon Levy	98.48	0.00	0.00	(98.48)	(98.48)	0.00
2-12-810	Bank Charges & Fees	2,266.93	2,250.00	3,000.00	733.07	(16.93)	2,179.15
2-12-150	Meeting Pay	0.00	495.00	660.00	660.00	495.00	660.00
2-12-211	Travel & Subsistence	1,135.37	749.97	1,000.00	(135.37)	(385.40)	316.03
2-12-152	Election & Census Fees	0.00	749.97	1,000.00	1,000.00	749.97	540.02
2-12-233	INFRASTRUCTURE AUDIT ENGINEERING	17,568.24	112,500.00	150,000.00	132,431.76	94,931.76	0.00
* TOTAL		243,593.15	279,056.61	372,075.43	128,482.28	35,463.46	260,543.89



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EMERGENCY MANAGEMENT EXPENSE							
2-23-410	Fire Service Agreement	0.00	18,749.97	25,000.00	25,000.00	18,749.97	(25,000.00)
2-24-410	Emergency Management Agreement	0.00	4,500.00	6,000.00	6,000.00	4,500.00	0.00
* TOTAL EMERGENCY MANAGEMENT EXP		0.00	23,249.97	31,000.00	31,000.00	23,249.97	(25,000.00)
BYLAW & RURAL POLICING EXPENSE							
2-26-751	Bylaw Enforcement	2,329.12	3,750.03	5,000.00	2,670.88	1,420.91	2,935.90
2-26-752	Rural Policing Expense	0.00	10,870.83	14,494.47	14,494.47	10,870.83	0.00
* TOTAL BYLAW & RURAL POLICING E		2,329.12	14,620.86	19,494.47	17,165.35	12,291.74	2,935.90
STREETS & ROADS EXPENSE							
2-32-110	Salaries - Roads & Streets	16,632.50	24,000.03	32,000.00	15,367.50	7,367.53	23,023.80
2-32-111	Salaries - Shop Work Hours	14,258.00	21,375.00	28,500.00	14,242.00	7,117.00	23,109.00
2-32-130	Payroll Deductions	2,444.00	3,600.00	4,800.00	2,356.00	1,156.00	3,633.10
2-32-131	Vacation Pay	2,772.95	4,595.22	6,127.00	3,354.05	1,822.27	2,891.90
2-32-132	Payroll Benefits (Health Spending)	134.94	749.97	1,000.00	865.06	615.03	0.00
2-32-210	Travel	0.00	225.00	300.00	300.00	225.00	0.00
2-32-217	Maintenance Cell Phone	508.26	432.00	576.00	67.74	(76.26)	2,505.96
2-32-230	Engineering Fees	0.00	2,604.33	3,472.50	3,472.50	2,604.33	0.00
2-32-250	Road & Street Repairs	379.66	2,250.00	3,000.00	2,620.34	1,870.34	5,197.77
2-32-251	Equipment Repairs & Maint.	2,241.83	2,625.03	3,500.00	1,258.17	383.20	4,233.72
2-32-252	Sidewalk & Curb Repairs	0.00	1,638.27	2,184.37	2,184.37	1,638.27	2,184.37
2-32-270	Contracted Services	(511.94)	749.97	1,000.00	1,511.94	1,261.91	2,055.00
2-32-271	Insurance Share	0.00	1,134.72	1,513.00	1,513.00	1,134.72	0.00
2-32-510	Small Equipment & Supplies	1,879.23	3,750.03	5,000.00	3,120.77	1,870.80	35,217.60
2-32-515	Equipment Rental	339.50	1,874.97	2,500.00	2,160.50	1,535.47	704.76
2-32-521	Gas & Diesel Fuel	5,571.52	5,625.00	7,500.00	1,928.48	53.48	8,326.47
2-32-530	Const. & Maint. Supplies	0.00	917.82	1,223.74	1,223.74	917.82	1,018.62
2-32-532	Gravel, Cold Mix & Sand	3,751.50	3,750.03	5,000.00	1,248.50	(1.47)	5,162.70
2-32-541	Street Lights	15,537.61	16,961.22	22,615.00	7,077.39	1,423.61	18,123.00
2-32-542	Shop Power	1,697.80	1,500.03	2,000.00	302.20	(197.77)	1,830.40
2-32-543	Shop Natural Gas	1,760.72	1,950.03	2,600.00	839.28	189.31	2,407.33
2-32-590	Miscellaneous	0.00	375.03	500.00	500.00	375.03	267.42
* TOTAL STREETS & ROADS EXPENSE		69,398.08	102,683.70	136,911.61	67,513.53	33,285.62	141,892.92



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WATER EXPENSE							
2-41-110	Salaries - Water Related	14,265.00	7,499.97	10,000.00	(4,265.00)	(6,765.03)	7,017.00
2-41-130	Payroll Deductions	1,142.79	600.03	800.00	(342.79)	(542.76)	562.57
2-41-211	Travel & Subsistence	0.00	78.75	105.00	105.00	78.75	105.00
2-41-212	COURSE REGISTRATION FEES	0.00	337.50	450.00	450.00	337.50	1,107.14
2-41-215	Freight	104.65	37.53	50.00	(54.65)	(67.12)	0.00
2-41-250	Water Testing Supplies	1,837.52	187.47	250.00	(1,587.52)	(1,650.05)	0.00
2-41-251	Maintenance Supplies	1,342.15	3,750.03	5,000.00	3,657.85	2,407.88	5,753.58
2-41-265	Water Tower	1,062.87	0.00	0.00	(1,062.87)	(1,062.87)	0.00
2-41-270	Contracted Services	37,064.93	375.03	500.00	(36,564.93)	(36,689.90)	441.75
2-41-272	Computer/Software Expense	336.00	1,706.22	2,275.00	1,939.00	1,370.22	(19.85)
2-41-600	SMRWSC - Debenture Payments	4,103.26	7,499.97	10,000.00	5,896.74	3,396.71	6,865.65
2-41-601	SMRWSC - Water Consumption	33,650.65	34,499.97	46,000.00	12,349.35	849.32	32,118.45
* TOTAL WATER EXPENSE		94,909.82	56,572.47	75,430.00	(19,479.82)	(38,337.35)	53,951.29
SEWER EXPENSE							
2-42-110	Salaries - Sewer Related	2,610.00	581.94	775.90	(1,834.10)	(2,028.06)	1,266.00
2-42-130	Payroll Deductions	209.07	71.10	94.80	(114.27)	(137.97)	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	749.97	1,000.00	(5,160.00)	(5,410.03)	6,000.00
2-42-290	Lagoon Drainage Easement	100.00	150.03	200.00	100.00	50.03	100.00
2-42-590	Miscellaneous	0.00	81.45	108.58	108.58	81.45	0.00
* TOTAL SEWER EXPENSE		17,964.07	1,634.49	2,179.28	(15,784.79)	(16,329.58)	7,466.81
WASTE REMOVAL EXPENSE							
2-43-110	Salaries - Garbage Related	2,241.00	1,500.03	2,000.00	(241.00)	(740.97)	1,659.75
2-43-130	Payroll Deductions	178.64	262.53	350.00	171.36	83.89	132.34
2-43-251	Repairs & Maintenance	0.00	64.44	85.98	85.98	64.44	85.98
2-43-270	Contracted Garbage Pickup	22,589.18	20,999.97	28,000.00	5,410.82	(1,589.21)	22,107.46
* TOTAL WASTE REMOVAL EXPENSE		25,008.82	22,826.97	30,435.98	5,427.16	(2,181.85)	23,985.53
CEMETERY EXPENSE							
2-56-110	Salaries - Cemetery	3,396.50	3,224.97	4,300.00	903.50	(171.53)	3,486.60
2-56-130	Payroll Deductions	267.38	262.53	350.00	82.62	(4.85)	276.73
2-56-270	Contracted Services	100.00	524.97	700.00	600.00	424.97	600.00



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2-56-510	General Services & Supplies	0.00	450.00	600.00	600.00	450.00	0.00
* TOTAL CEMETERY EXPENSE		3,763.88	4,462.47	5,950.00	2,186.12	698.59	4,363.33
FCSS EXPENSE							
2-62-111	FCSS - Postage	305.14	487.53	650.00	344.86	182.39	372.00
2-62-755	FCSS Programs	17,518.71	7,319.97	9,760.00	(7,758.71)	(10,198.74)	1,032.28
2-62-756	Community Programming	0.00	85.05	113.45	113.45	85.05	33.45
2-62-760	FCSS Membership Expenses	0.00	85.50	114.00	114.00	85.50	0.00
* TOTAL FCSS EXPENSE		17,823.85	7,978.05	10,637.45	(7,186.40)	(9,845.80)	1,437.73
PLANNING EXPENSE							
2-66-762	Planning Services expenses	329.03	4,500.00	6,000.00	5,670.97	4,170.97	(5,351.20)
* TOTAL PLANNING EXPENSE		329.03	4,500.00	6,000.00	5,670.97	4,170.97	(5,351.20)
RENTAL BUILDING EXPENSE							
2-69-110	Salaries - Rental Space Maintenance	1,023.00	375.03	500.00	(523.00)	(647.97)	734.87
* TOTAL RENTAL BUILDING EXPENSE		1,023.00	375.03	500.00	(523.00)	(647.97)	734.87
RECREATION PARKS EXPENSE							
2-72-110	Salaries - Green Space Maintenance	13,734.00	13,500.00	18,000.00	4,266.00	(234.00)	17,302.35
2-72-130	Payroll Deductions	1,085.27	1,114.74	1,486.37	401.10	29.47	1,374.27
2-72-250	Parks - Contract Services	476.67	375.03	500.00	23.33	(101.64)	4,068.00
* TOTAL RECREATION PARKS EXPEN		15,295.94	14,989.77	19,986.37	4,690.43	(306.17)	22,744.62
CULTURE EXPENSE							
2-74-770	Grants - Museum	5,000.00	3,750.03	5,000.00	0.00	(1,249.97)	0.00
2-74-771	Grants - Library	5,000.00	3,750.03	5,000.00	0.00	(1,249.97)	0.00
2-74-775	Parkland Reg. Library Req.	2,257.74	1,649.97	2,200.00	(57.74)	(607.77)	2,217.06
2-74-850	Canada Day Celebration	3,146.67	1,800.00	2,400.00	(746.67)	(1,346.67)	1,696.90
2-74-110	Salaries - Culture Related	2,806.50	217.26	289.72	(2,516.78)	(2,589.24)	648.00
2-74-130	Payroll Deductions	223.35	26.37	35.15	(188.20)	(196.98)	51.65
2-74-232	Village Beautification	75.00	1,500.03	2,000.00	1,925.00	1,425.03	1,328.64
2-74-251	Repairs & Maintenance	0.00	749.97	1,000.00	1,000.00	749.97	945.92
2-74-252	Miscellaneous	67.56	291.42	388.58	321.02	223.86	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 September 30, 2026

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General Ledger	Description	2026 YTD Actual	2026 YTD Budget	2026 Budget	2026 Budget Remaining \$	2026 YTD \$ Variance	2025 YTD Actual
* TOTAL CULTURE EXPENSE		20,076.82	15,235.08	19,813.45	(263.37)	(4,841.74)	7,276.75
REQUISITION EXPENSES							
2-80-741	Provincial Education - ASFF	20,832.46	31,500.00	42,000.00	21,167.54	10,667.54	0.00
2-80-751	Recreation Requisition County of Stettler	4,140.32	2,966.22	3,955.00	(185.32)	(1,174.10)	0.00
2-80-761	C.of Stettler Housing Auth	9,287.00	6,960.78	9,281.00	(6.00)	(2,326.22)	6,178.00
2-80-771	Stettler Waste Management Auth	0.00	3,375.00	4,500.00	4,500.00	3,375.00	4,407.00
* TOTAL REQUISITION EXPENSES		34,259.78	44,802.00	59,736.00	25,476.22	10,542.22	10,585.00

*** End of Report ***



VILLAGE OF DONALDA

Cheque Listing For Council

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2026-Oct-14
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20260299	2026-09-10	ALBERTA MUNICIPAL DATA SHARING PARTNERSHIP	2026-752	2026 MEMBERSHIP FEES	35.00	35.00
20260300	2026-09-10	BASHAW & DISTRICT SUPPORT SERVICES	2026Q3	2026 Q3 FCSS FUNDING	1,993.00	1,993.00
20260301	2026-09-10	CANADA REVENUE AGENCY	20260815	REVENUE WITHOLDING	3,360.57	6,826.76
20260301			20260831	REVENUE WITHOLDING	3,466.19	
20260302	2026-09-10	CANADA REVENUE AGENCY	2025GST	2025 ASSESSMENT OF GST RETURN	3,479.57	3,479.57
20260303	2026-09-10	CANOE PROCUREMENT GROUP OF CANADA	74012669	PAPER FOR OFFICE	123.90	123.90
20260304	2026-09-10	CARO ANALYTICAL SERVICES	IC2617240	WATER SAMPLE	269.85	269.85
20260305	2026-09-10	DONALDA&DISTRICT COMMUNITY PROMOTION SO	INV-2538	2 PAGE AD IN	270.00	270.00
20260306	2026-09-10	EMCO CORPORATION, EMCO WATERWORKS	731263001496	SUPPLIES FOR WATER/ WASTE WAT	63.00	63.00
20260307	2026-09-10	NEXT GEN AUTOMATION	853765	PRINTER RENTAL	166.32	166.32
20260308	2026-09-10	STETTLER TOOL & HARDWARE	10039087	PUBLIC WORK SHOP SUPPLIES-PAID	82.91	82.91
20260309	2026-09-10	TAXSERVICE	2454176	2026 AUCTION EXPENSE	724.50	724.50
20260310	2026-09-10	WELLS, JENNIFER	2026AUG	2026 AUG JANITORIAL	150.00	150.00
20260315	2026-09-29	ACCU-FLO METER SERVICE LTD.	126342	WATER METER SUPPLIES	96.81	96.81
20260316	2026-09-29	ALBERTA MUNICIPAL SERVICES CORP	26-1067438	2026 AUG POWER AND GAS FOR OF	3,331.90	3,331.90
20260317	2026-09-29	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	1020001-459454	2026 AUG RESIDENTIAL WASTE PICK	1,918.15	1,918.15
20260318	2026-09-29	FCSS ASSOCIATION OF ALBERTA, (FCSSAA)	2273	2026-2027 FCSS ASSOCIATION MEM	114.00	114.00
20260319	2026-09-29	LIDSTONE & COMPANY BARRISTERS AND SOLICIT	68723	LEGAL FEES	393.75	5,993.04
20260319			68724	LEGAL FEES	5,599.29	
20260320	2026-09-29	NUTEC ELECTRO TEL	223019	VILLAGE OFFICE SECURITY	88.67	141.12
20260320			223055	SHOP SECURITY	52.45	
20260321	2026-09-29	RURAL BYLAW	2020902	2026 AUG BYLAW PATROL	290.00	290.00
20260322	2026-09-29	SHIRLEY McCLELLAN REGIONAL WATER SERVICES	SMRWSC005012	DEBENTURE 4&5 PAYMENT	257.67	994.08
20260322			SMRWSC005020	2026 SEPT DEBENTURE 2&3	736.41	
20260323	2026-09-29	TAYLOR, HEATHER	DL0926	2026 SEPT DESIGN & PRINT DONALD	150.00	150.00
20260324	2026-09-29	TELUS	2026AUG	OFFICE PHONE BILL	97.49	97.49
20260325	2026-09-29	TRINUS TECHNOLOGIES	13522	MONTHLY NETWORK DEVICE SERVI	550.83	550.83
20260326	2026-09-29	UFA	2026AUG	FUEL	219.87	219.87
20260327	2026-09-29	VITAL EFFECT	14101	2026 SEPT MONTHLY WEB HOSTING	133.75	133.75

*** End of Report ***



Village of Donalda - Village Business, Financial Reports

Summary of Accounts Period Ending September 30, 2026

Consolidated Account Statement	Balance on September 30, 2026
Public Sector Tax Account - Tax Recovery Surplus Roll 354	44.99
Public Sector Operating Account	31,421.20
Public Sector Reserve Account	906.01
Public Sector Savings - Grant Funds	286,776.14
Public Sector Savings - Tax Recovery Surplus Roll 332	8,634.88
Public Sector Savings - MSI Capital Account	51,715.96
Public Sector Savings - Gas Tax Fund (GTF) Account	5,860.97
Total:	\$385,360.15

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.

From: Argyriou, Aris <aris.argyriou@atco.com>
Sent: October 13, 2026 2:29 PM
To: cao@village.donalda.ab.ca
Cc: Palasz, Filip
Subject: Emera, ATCO & Canadian Utilities Merger Announcement

Hi Melanie,

We are writing to share that Emera, ATCO and Canadian Utilities have announced a transformational agreement that will combine complementary assets, capabilities and expertise to create a company built for long-term growth.

This merger is the largest combination of two Canadian companies in history. Emera and Canadian Utilities will combine to form a larger, more diversified, Canadian-headquartered utility and energy infrastructure company with the scale, capabilities and financial strength needed to meet growing demand across North America. The combined company will operate as Emera and maintain its public company headquarters in Halifax, and Canadian Utilities' corporate and operational headquarters will remain in Calgary and Edmonton.

While the transaction remains subject to regulatory, shareholder, stakeholder and other customary approvals (anticipated to close in the second half of 2027), we recognize that municipalities may have questions about what this announcement could mean for existing relationships and agreements with the ATCO utility companies, including franchise agreements with ATCO Gas and Pipelines Ltd. and ATCO Electric Ltd.

We are committed to keeping you informed throughout the transaction process. Importantly, we want to assure you **the announcement will not affect our ongoing commitments under our existing agreements, or our safe, reliable day-to-day operations**, service delivery, and ongoing work within your community.

Your existing contacts with ATCO remain unchanged, and we will continue to provide the same level of service, support, and engagement you have come to rely on. The long-standing relationship we have established with your community remains of the utmost importance to us, and we are grateful for the partnership we have built over the years.

Should you have any questions regarding the merger, please do not hesitate to reach out to a member of our Stakeholder Relations team. As always, for all day-to-day and local operational support, your Operations leadership contact remains at the ready to assist.

Thank you for your continued partnership and trust, and I look forward to communicating with you as this process unfolds.

Sincerely,

Aris Argyriou

Manager - Stakeholder Relations & Community Development
ATCO Energy Systems

C. 403 869 3882

A. 909 11 Ave SW, Calgary, AB T2R 1N6

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

Request to be put on Agenda for the October 20 2026 Village of Donalda council meeting

The Donalda Village Resident and Owners Committee

Questions regarding August YTD statement:

Discrepancies in the statement.

We have found 19 discrepancies which we only highlight 3 for now.

1. A cheque was wrote to the Auditor for \$13072.50 but only shows \$3500 YTD
2. Workmans Compensation: Showing YTD \$6921.20 yet we have paid \$9186.08
3. Contracted Garbage Pickup: YTD is \$20,860.85 but is actually \$25217.29

These are just 3 of the 19 inconsistencies that we have found.

Also a question regarding our agenda time vs Gallery time. We do believe that we could have Gallery time and our agenda time, not just one.