

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 1

**TITLE:** Call to Order

**ORIGINATED BY:** *Karen O'Connor, CAO*

Mayor Lamb calls the March 17 2026, Village of Cremona Regular Council meeting to order at \_\_\_\_\_ pm

**RECOMMENDED ACTION:**

Mayor Lamb calls the Village of Cremona Regular Council Meeting to order at \_\_\_\_\_pm.

INTLS: CAO: *KO*

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 2

**TITLE:** ACCEPTANCE OF AGENDA

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

By resolution, Council must accept the agenda.

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ accepts the Agenda as presented.

OR

**MOTION** THAT Councillor \_\_\_\_\_ accepts the Agenda as amended.

INTLS: CAO: *KO*



**REGULAR COUNCIL MEETING AGENDA**  
**March 17, 2026, at 7:00 p.m.**  
**Council Chambers – 106 1<sup>st</sup> Avenue East**

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**ATTENDANCE:** Mayor Lamb, Deputy Mayor Liu, Councillors, Abrams, Martin & Thompson

**OTHER PRESENT:** CAO, Karen O'Connor, IT Glen Harrison

**ABSENT:**

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- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF COUNCIL MEETING MINUTES**
  - a) March 3, 2026, Special Council Meeting Minutes
- 4. DELEGATION / PRESENTATION:**
  - a) Wild Rose Assessment Service
  - b) Cremona Library-Annual Report
- 5. OPEN FORUM:**
- 6. BUSINESS ARISING FROM PREVIOUS MEETING:**
  - a) **RFD (Discussion)** 2026 Capital Budget
- 7. BYLAWS AND POLICIES:**
  - a) **RFD 26-03-011** Policy No. 2602-01 Unbudgeted Expenditures Authorization and Verification Policy
    - Policy No. 1603-01 Financial Controls
- 8. NEW BUSINESS:**
  - a) **RFD 26-03-012** MPE, Village of Cremona-Building Condition Assessments Proposal

- b) **RFD 26-03-013** Telling Your Story: A Community History Video Partnership
- c) **RFD 26-03-014** Cremona Library, Communication & Access Control Protocol Building & Operational Matters

**9. REPORTS:**

**a) Financial Reports**

- i. Accounts Payable-February 2026
- ii. Financial Report January 1-February 28, 2026

**b) CAO Reports**

**c) CAO Evaluation**

**d) Public Works & Water Operator**

- I. MV Water February 2026 Monthly Summary

**10. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS:**

**Mayor Lamb**

- MVSH Board Key Messages-Feb 19, 2026

**Deputy Mayor Liu**

- Cremona Library letter to Council

**Councillor Abrams**

- FCSS Minutes January 19, 2026
- FCSS Coordinators Report January 2026

**Councillor Martin**

**Councillor Thompson**

**11. CORRESPONDENCE & INFORMATION:**

- MPE 2026-02-12 Cremona Infra Audit - Project Status Update
- PRC Update - March 2026
- 2026 Minister's Awards for Municipal and Public Library Excellence Program
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**12. CLOSED MEETING:** One (1) Legal, One (1) Labor, One (1) Land

**13. RECONVENE:**

**14. ADJOURNMENT:**



## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 3

**TITLE:** Minutes – a) March 3, 2026, Special Council Meeting Minutes

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

Council is advised to review all meeting minutes carefully for any errors or omissions prior to approval.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Please see attached.

**COSTS / SOURCE OF FUNDING (if applicable):**

N/A

**RECOMMENDED ACTION:**

- a) **MOTION** THAT Councillor \_\_\_\_\_ accepts March 3, 2026,  
Special Council Meeting minutes as presented.

*OR*

**MOTION** THAT Councillor \_\_\_\_\_ accepts March 3, 2026,  
Special Council Meeting minutes as amended.

NTLS: CAO: **KO**

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**Minutes of the Village of Cremona Special Council Meeting held on  
Tuesday, March 3, 2026 – Commencing at 7:00 p.m.**

**IN ATTENDANCE:** Mayor Lamb, Deputy Mayor Liu, Councillors Abrams, Martin & Thompson

**OTHERS PRESENT:** CAO, Karen O'Connor, Glen Harison IT Technician and 6 members of the public

**ABSENT:**

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**1.1 CALL TO ORDER:**

Mayor Lamb calls the meeting to order at 7:00 P.M.

**2.1 ADOPTION OF AGENDA:**

**Res: 26/043 MOTION** THAT Councillor Abrams accepts March 3, 2026, agenda as presented.

**CARRIED**

**3. ADOPTION OF COUNCIL MEETING MINUTES**

**a) December 16, 2025, Regular Council Meeting Minutes**

**Res: 26/044 MOTION:** THAT Councillor Thompson accepts December 16, 2025, Regular Council Meeting Minutes as presented.

**CARRIED**

**b) January 20, 2026, Regular Council Meeting**

**Res: 26/045 MOTION:** THAT Councillor Abrams accepts January 20, 2026, Regular Council Meeting Minutes as presented.

**CARRIED**

**c) February 17, 2026, Regular Council Meeting**

**Res: 26/046 MOTION:** THAT Councillor Abrams accepts February 17, 2026, Regular Council Meeting Minutes as presented.

**CARRIED**

**4. BUSINESS ARISING FROM PREVIOUS MEETING:**

**d) 2026 Budget**

**Res: 26/047 MOTION** THAT Council approves the 2026 Operating Budget, with the following amendments to water rates: Water consumption rates will increase from \$4.00 per cubic meter to \$4.25 per cubic meter and Bulk water sales will increase from \$6.00 per cubic meter to \$6.50 per cubic meter. These new rates will take effect in May 2026.

**CARRIED**

**4. ADJOURNMENT**

Mayor Lamb adjourns the Village of Cremona Special Council Meeting on the 3<sup>rd</sup> day of March at 8:14 p.m.

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Mayor Craig Lamb

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CAO, Karen O'Connor

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2025

**AGENDA NO.:** 4 a)

**TITLE: DELEGATION / PRESENTATION:** Wild Rose Assessment Service

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:** With the new property assessment notices being mailed to village residents next week, and with the residential assessments increasing by 5.9%, I believe it would be beneficial to have the assessors provide a presentation for residents. This would give the community an opportunity to better understand the many factors that influence property assessments, how values are determined, and how the assessment process works.

Providing this information directly from the assessor could help residents better understand their notices and the avenues available to them if they have questions or concerns about their assessments.

Kevin from Wild Rose Assessment Services has been completing the Village of Cremona's assessments since 2013 and has extensive knowledge of the local market and assessment process. I believe he would be well suited to provide a clear and informative overview for residents.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

**COSTS / SOURCE OF FUNDING (if applicable):**

**RECOMMENDED ACTION:**

**MOTION** THAT Councilor \_\_\_\_\_ accept the presentation from Kevin of Wild Rose Assessment Services regarding the 2026 property assessments and thank him for the information provided.

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2025

**AGENDA NO.:** 4 b)

**TITLE: DELEGATION / PRESENTATION:** 1) Cremona Library- Annual Report  
2) Cremona Library- 55 Anniversary celebration

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:** 1) Cremona Library Manager and Chair has asked to do a presentation to Council to present key highlights and achievements from 2025.

2) Cremona Library Manager and Committee board Member Betty-Ann has asked to do a presentation to Council regarding the Cremona Library is celebrating their 55 Anniversary in 2026.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

- 1) If the Cremona Municipal Library Board Chair and Manager want to present to Council, it is good practice to have a short, structured presentation (5–10 minutes) that highlights value to the community and accountability for funding. Councils usually appreciate concise information tied to community impact. Annual Report is attached

**COSTS / SOURCE OF FUNDING (if applicable):**

**RECOMMENDED ACTION:**

1)

**MOTION** THAT Councilor \_\_\_\_\_ accepts the presentation from the Cremona Municipal Library Board Chair and Library Manager regarding the 2025 fiscal year highlights and achievements for information only.

*OR / AND*

**MOTION** THAT Councilor \_\_\_\_\_

2)

**MOTION** THAT Councillor \_\_\_\_\_ accepts the presentation from the Cremona Municipal Library Board Chair and the Anniversary Committee member as information.

*OR / AND*

**MOTION** THAT Councillor

INTLS: CAOKO

**AB Library Statistics**

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

**Survey Report**

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://open.alberta.ca/publications/6656702>.

**Approval**

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2026-02-26

**Library Board**

The legal name of the library board.

	Name of library board
	Village of Cremona Library Board

**Name of Library**

Provide the name of the library operated by the library board.

	Name of library
	Cremona Municipal Library

**Library Phone, Email, Website**

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	403-637-3100	cremonalibrary@prl.ab.ca	www.prl.ab.ca/cremona

**Library Address**

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	205 1st Street East		Cremona	Alberta	T0M 0R0

**Contacts**

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Rebecca Smith	rsmith@prl.ab.ca
Respondent (if different than above)		

**Board Governance - Board Members**

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or 780-427-4871 for support.

**Note:** If the chair or library board has a dedicated email address, e.g., "boardchair@xyzlibrary.ca" or "xyzlibraryboard@gmail.com", please provide that email address for the chair.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair (Board member 1)	Jennifer Foat			2027-05-18	No
Board Member 2	Cam Macfarquhar			2028-10-18	No
Board Member 3	Rosemarie McGonigle			2026-10-26	No
Board Member 4	Janice Shand			2028-12-20	No
Board Member 5	Colleen Peterson			2028-01-20	No
Board Member 6	Jennifer Kennedy			2027-10-15	No
Board Member 7	Richard Forsberg			2028-10-18	No
Board Member 8	Autumn Schmidt			2028-10-24	No
Board Member 9	Greg Harris			2026-10-29	No
Board Member 10	Christina Liu			2026-11-01	Yes



**Annual Report**

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

**Board Governance**

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 22, Feb 26, Mar 26, Apr 23, May 28, Jun 25, Sep 24, Oct 22, Nov 26	227

**Library Hours**

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	1,609

**Personnel**

Paid and unpaid staff that worked in the library during the reporting year.

**Staff**

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count only the total number of individual persons that worked in the library during the reporting year. **Each person should only be counted once.** For those that have multiple credentials (i.e., both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. However, for those that have an MLIS or a Library Technician diploma but their position does not require it, still count the credential.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	0	0.00
Library technician	0	0.00
All other credentials (e.g., students, high school, diploma, Library Operations Certificate, other university degree)	7	2,816.00
Total	7	2,816.00

**Volunteers**

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	36	256.00

**Collections**

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

**Collection management**

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	483	123
Non-print items	13	14
Total	496	137

**Print and non-print items**

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	6,113	778	6,891

**Electronic equipment for loan**

Report the number of electronic equipment items available for loan by library users. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

A **wireless hotspot** is a small device that can be loaned to library users to provide them with wi-fi to access the internet anywhere there is cell service.

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	1	1	2

**Total physical collection**

Total library physical library collection (print, non-print and electronic equipment for loan).

	Total physical collection
	6,893

**eContent**

If your library board licenses eContent resources such as eBooks, eAudiobooks, eMagazines/periodicals, eVideos, eMusic, etc., please select the appropriate platforms from the categories below.

**Only report eContent platforms licensed by your library board.** EContent platforms licensed by a library system (if applicable) or the Public Library Services Branch (PLSB), will be captured outside of this report.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

eBook platforms	
eAudiobook platforms	
eLearning platforms	
eMusic and eVideo platforms	
eNews and ePeriodical platforms	
Other common platforms/databases	

**Library board contributions**

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	\$487.06

**Circulation**

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

**Circulation**

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For eContent (i.e., eBooks, eAudiobooks, eNews and ePeriodicals): the numbers may only reflect a portion of total circulations, as it depends on how the eContent platform is configured. Please consult with your library system (if applicable).

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	eBooks	eAudiobooks	eNews and ePeriodicals	Total Circulation
	6,145	1,392	9	215	576	341	8,678

**Interlibrary loan**

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	3,180	5,050
Outside of Alberta	1	0
Total	3,181	5,050

**In library use**

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	418

**Library Access**

This section will cover the ways that library users access the library and the range of services available to them.

**Cardholders**

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	221

**Visits**

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	6,243	3,192

**Information Services**

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	364	520

**Examination Services**

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	n.a.

**Meeting space**

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	n.a.

**Public Workstations**

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	3	n.a.	3

**Public workstation and wi-fi sessions**

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	600	12,463

**Facility**

Provide Information on the building the library was housed in during the reporting year.

**Facility ownership**

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- Band or Settlement
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)
- Military/Department of National Defence (DND)

Report what category the owner of the facility that houses the library falls under. If your library board operates multiple service points in various facilities, please select all that apply.

If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

**Facility size**

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	106.4

**Facility status**

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for an extended period of time at any point during the reporting year? (e.g., for renovations, repairs, personnel issues, or moving, etc.) Yes or no	No	

**Programs**

**A library program (in-person or virtual) is a pre-planned, coordinated event that:**

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

**For hybrid programs** (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

**In-person programs**

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

**Participants should also be counted on a per session basis.** If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	58	120
Young adult	1	2
Adult	29	74
Multigenerational	57	377
Total	145	573

**Digital literacy programs**

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined). **If a digital literacy program could also fit under another category (such as outreach or in-person programs by age group), record it only in this section and do not include it elsewhere to prevent double counting.**

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	48	83

**Outreach programs**

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	7	625

**Virtual programs**

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

**Synchronous virtual programs**

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

**Sessions:** Count the total number of synchronous virtual program sessions offered across all platforms.

**Participants:** For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

**Asynchronous virtual programs**

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

**Sessions:** Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

**Participants:** Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

**Take-home programs**

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

**Take-home program sessions:** count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

**Take-home program participants:** count only the number of program kits taken by library users. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	7	88

**Total programs**

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	207	1,369

**Library Trends**

Each year this question will change to capture current trends in Alberta's public libraries.

**Does the library board have a policy on Artificial Intelligence (AI) usage?** The policy could be about how and/or when the library board uses or restricts AI (e.g., with human resources or policy development), how or when library staff should use AI (e.g. programming, marketing), or policies of another aspect such as whether or not the board will pay for subscriptions of AI products.

Select the answer(s) from the choices below (you may choose all that apply). If you wish to provide additional information, please use the notes field.

	Does the library board have a policy on AI usage?
	No, and the board is not considering implement any policies on AI usage at the moment

**Accomplishments & Comments**

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	<p>Over the last year, the Board remained focused and intentional in advancing the objectives outlined in the Library's Plan of Service. Monthly meetings and discussions were aligned with strategic priorities, ensuring steady progress toward established goals and reinforcing the Board's governance role in guiding sustainable, community-responsive service delivery. The Board also supported the formation of an independent Friends of the Library Society. Recruitment efforts were successful, and the group is currently awaiting final approval of its application. Once established, this volunteer-led organization will enhance community engagement and provide additional support for library initiatives. Community connection remained a strong focus. The library hosted a well-attended, family-friendly, multigenerational cultural event featuring an Indigenous hoop dancer, held at the local arena to accommodate broader community participation. The program strengthened cultural awareness, encouraged intergenerational engagement, and demonstrated the library's role as an inclusive and responsive community connector. The Board further supported a successful fundraising initiative, "Blind Date with a Book," which brought together community volunteers to assist with preparation and packaging. The project fostered new relationships, including a partnership with a local credit union that assisted with sales. The initiative not only generated funds for the library but also strengthened community collaboration and visibility. Overall, the Board is proud of the year's progress and remains committed to responsive, inclusive, and sustainable public library service for the community.</p>

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 5 a)

**TITLE:** OPEN FORUM

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

**Open Forum provides members of the public an opportunity to address Council on matters of municipal concern that are *not* already on the meeting agenda.**

This portion of the meeting is for:

- **Informational only** – no debate or decisions are made.
- **Time-limited** – each speaker will get 3 minutes.
- For comments, questions, or concerns from residents.
- This will be used for Council to hear public viewpoints that may inform future agenda items, research, or decisions.

**What Open Forum is *not* for**

- Not for **personnel matters**, legal issues, or confidential concerns.
- Not for **back-and-forth dialogue**; Council generally listens but does not engage in discussion at that time.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Comments and questions raised during **Open Forum** will be received by Council for information only.

Council will not engage in debate during this portion of the meeting; however, Council will attempt to bring back an answer or follow-up response at the next regular Council meeting, when appropriate.

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ will accept the question and concern as information only

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION RFD**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 6a)

**TITLE: BUSINESS ARISING FROM PREVIOUS MEETING:** 2026 Capital Budget

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:** Council will address the budget at the end of their meeting due to unsure of time it will take.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

**COSTS / SOURCE OF FUNDING (if applicable):**

- 

**RECOMMENDED ACTION:**

**MOTION:** THAT Councillor \_\_\_\_\_ approves that the Village of Cremona will set the capital budget income

**MOTION** THAT Councillor \_\_\_\_\_ approves the Village of Cremona 2026 Capital Budget presented with no or \_\_\_ changes with the residential mill rate and a \_\_\_\_\_ with the tax levy for \_\_\_\_\_.

INTLS: CAO KO

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION RFD 26-03-011**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 7 a)

**TITLE:** BYLAWS AND POLICIES - Policy No. 2602-001 Unbudgeted Expenditures Authorization and Verification Policy,

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

WHEREAS pursuant to the Municipal Government Act, Council is required to establish procedures to authorize and verify expenditures that are not included in the approved annual budget;

AND WHEREAS Council deems it necessary to adopt a formal policy to ensure transparency, accountability, and proper financial controls for unbudgeted expenditures;

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

**RECOMMENDED ACTION:**

**MOTION** THAT Council \_\_\_\_\_ hereby adopts Policy No.2602-001, Unbudgeted Expenditures Authorization and Verification Policy, as presented and attached to this resolution.

AND FURTHER THAT the policy shall take effect immediately upon passage of this resolution.

INTLS: CAO KO



## *Village of Cremona*

POLICY NO. 2602-01

### Unbudgeted Expenditures Authorization and Verification Policy

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#### **POLICY STATEMENT:**

To establish procedures for authorization, verification, and reporting of expenditures that were not included in the approved annual operating or capital budget, in accordance with the Municipal Government Act (MGA).

#### **AUTHORITY:**

This policy applies to all municipal departments, Council, the Chief Administrative Officer (CAO), and any person authorized to incur expenditures on behalf of the municipality.

#### **3. Definitions**

**Unbudgeted Expenditure** – An expense not included in the current year’s approved operating or capital budget.

**Emergency Expenditure** – An unforeseen expenditure necessary to protect public safety, prevent significant property damage, or maintain essential municipal services.

#### **4. Policy Statement**

Council shall ensure that all unbudgeted expenditures are authorized, verified, and funded in a transparent and accountable manner prior to funds being committed or expended, except in cases of emergency as defined herein.

#### **5. Authorization Procedures**

##### **5.1 CAO Authority**

The CAO is authorized to approve unbudgeted expenditures up to \$\_\_\_\_\_ per occurrence, provided:

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- Funds are available within existing budget reallocations or unrestricted surplus; and
- The expenditure does not commit the municipality to ongoing financial obligations beyond the current fiscal year without Council approval.

## **5.2 Council Authority**

Council approval by resolution is required for:

- Any unbudgeted expenditure exceeding \$\_\_\_\_\_;
- Any expenditure requiring a transfer from reserves;
- Any borrowing;
- Any expenditure that creates a new program, service level increase, or ongoing financial commitment.

## **6. Emergency Expenditures**

6.1 The CAO may authorize emergency expenditures exceeding the administrative limit where necessary to:

- Protect life or property;
- Restore essential services;
- Mitigate significant financial risk.

6.2 Emergency expenditures shall be reported to Council at the next regular Council meeting, including:

- Description of the emergency;
- Total cost incurred;
- Funding source;
- Any recommended follow-up actions.

## **7. Verification Requirements**

Prior to payment of any unbudgeted expenditure, the following must be verified:

- Written justification outlining necessity and urgency;
- Confirmation of funding source;
- Supporting documentation (quotes, contracts, invoices);
- Confirmation of compliance with procurement policy;
- Certification by the CAO or designate.

## **8. Funding Sources**

Unbudgeted expenditures may be funded through:

- Reallocation within the approved budget (where permitted);
- Transfer from reserves (by Council resolution);
- Current year operating surplus;
- Other lawful revenue sources.

Borrowing must comply with the Municipal Government Act and applicable bylaws.

## **9. Reporting**

The CAO shall provide quarterly reports to Council identifying:

- All unbudgeted expenditures approved under administrative authority;
- Funding sources;
- Budget impact summary.

## **10. Compliance**

Failure to comply with this policy may result in disciplinary action and/or review by Council.

## **11. Effective Date**

This policy comes into effect upon adoption by Council resolution and remains in effect until amended or rescinded.



## Village of Cremona

Policy #1603-01

### Financial Controls

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#### **POLICY STATEMENT:**

The Village of Cremona will provide guidelines to staff regarding the financial controls required to be maintained so that the assets of the Village are protected.

#### **1 DEFINITIONS**

- 1.1 NSF means cheques that do not clear through the customers financial institution account due to “Not Sufficient Funds” in their account.
- 1.2 Village means the Village of Cremona, in the Province of Alberta

#### **2 RESPONSIBILITIES**

- 2.1 Chief Administrative Officer to:
  - 2.1.1 Provide forms and procedures to support the implementation of this policy.
  - 2.1.2 Ensure that all financial activity complies with this policy.

#### **3 ANNUAL BUDGET AND MONTHLY REPORTS**

- 3.1 Annual operating budgets shall be prepared as required by the Municipal Government Act. Operating budgets shall document, by function, sources of operating revenues to the Village, and expenditures to be incurred.
- 3.2 Annual capital budgets shall be prepared as required by the Municipal Government Act. Capital budgets shall document sources of funding for capital works, and projects acquisition or project costs to the Village.
- 3.3 Operating and capital budgets following approval by Council shall be entered into the Village accounting system.
- 3.4 Council shall be provided with monthly summary operating and capital revenue and expenditure reports showing a comparison to the approved budget, with a report from the Chief Administrative Officer providing background information on any significant variation from budget.

- 3.5 Council shall be provided monthly with reports showing the financial activity for the previous month, and the reports shall demonstrate that:
  - 3.5.1 that all revenue has been processed, and promptly recorded to appropriate accounts;
  - 3.5.2 that all invoices and charges regarding expenditures have been processed, and promptly recorded to appropriate that all mandatory payroll remittances and filings have occurred as required.

#### **4 FINANCIAL PROCEDURES**

- 4.1 All revenues received, such as taxes, utilities, service fees, government grants or other fees, whether received at the Village office or by an authorized agent of the Village of Cremona, shall be subject to a receipt being issued for each transaction, a duplicate receipt is retained on the financial software system at the Village office. Where payments are not presented in person, the receipt shall be retained on the financial software system at the Village office unless a specific request is received asking that the receipt be forwarded to the customer or vendor. In the case of tax payments a receipt is always mailed to the payee.
- 4.2 Where an authorized agent of the Village of Cremona receives revenue on behalf of the Village (such as for community events) each transaction shall be subject to a manual receipt being issued. Revenue received shall be forwarded to the Village office with copies of all manual receipts within 30 days.
- 4.3 Where an authorized agent of the Village of Cremona receives commission on revenue collected on behalf of the Village, such commission shall be paid separately through the accounts payable system and the full amount of the revenue collected shall be received by the Chief Administrative Officer, or their designate, and deposited to the Village bank account.
- 4.4 All revenues received by the Village shall be processed *as per Village of Cremona Cash Handling Policy 1006-01*.
  - 4.4.1 Processing of revenues shall include balancing of receipts issued to cheques and cash received that day;
  - 4.4.2 *Petty Cash shall be handled as per Petty Cash Procedure and Guidelines Policy #1008-01.*
  - 4.4.3 Postdated cheques shall not be accepted unless approved by the Chief Administrative Officer where special circumstances are considered.
- 4.5 Each day direct deposit payments (Telepays) are collected by way of fax/email/or on-line from the appropriate financial institutions. The sequence numbers are tracked to ensure all documents have been received. These documents state the name, account number and amount paid. The Telepays are posted to the financial system once the deposit to the bank has been confirmed. Daily Telepays are posted to one batch and the batch number is recorded on the Telepays document once posted. All Telepays are then filed together for easy reference.

- 4.6 At the end of the day the financial system generates a report of the amount of cash, cheques and other payment forms received in the day. The Corporate Services Coordinator or designate cashes out the till which contains a float of \$ 200.00 and balances the cash, cheques and POS machine. Once balanced the bank deposit is prepared and verified by the CAO. The deposit is then taken to the bank by 4:30 p.m.
- 4.7 There is minimal cash kept in the office.

## **5 ACCOUNTS PAYABLE**

- 5.1 The Corporate Services Coordinator is in charge of accounts payable. Cheque runs are prepared once every two weeks for signing on Thursdays. The Corporate Services Coordinator receives all the invoices and distributes the invoices to the appropriate departments who approve the invoices and record the appropriate G/L code to the invoice. If an invoice references a quote, a copy of the quote is attached to the invoice as backup. The coded invoices are returned to the Corporate Services Coordinator.
- 5.2 The Corporate Services Coordinator then enters all the invoices into an Invoice Batch. This batch is then reviewed for accuracy of vendors, dates, amounts, GST amounts, G/L coding and invoice signing authorities by the Chief Administrative Officer. If there are any questions or concerns regarding the backup, the invoice is pulled until proper backup can be produced.
- 5.3 For the review of all accounts payable documents and cheques the Chief Administrative Officer shall present the actual invoices and other original documents received by the Village supporting these disbursements to the Mayor or Council member signing the cheques.
- 5.4 Following the approval and signing of accounts payable cheques the original invoices and other documents received by the Village supporting these disbursements shall be marked to show their approval.
- 5.5 The cheques are returned to the Corporate Services Coordinator to distribute either by mail or arranged pick-up. The Corporate Services Coordinator then files the cheque stub, the paid invoice and any appropriate backup into file folders.
- 5.6 Once the invoice batch has been approved the Corporate Services Coordinator prepares direct deposit (EFT) batch. The EFT cheque batch is uploaded to the Customer Automated Funds Transfer (CAFT) site. The CAFT system replies with an email of acceptance which is received by the Corporate Services Coordinator and CAO. Any cheque issued must have one (1) administration authorized signature and one (1) Council authorized signature. The Corporate Services Coordinator prints the three (3) part cheques or prepares the EFT file. The supporting backup is attached to each signed cheque or copy of the EFT cheque. They then are given to the CAO (or authorized Administration Staff) for verifying batch totals to the cheque register and initialing each cheque. The cheque register is given to Council, usually the Mayor, for review and to sign off on the payable run.

## **6 PROCUREMENT CARDS**

- 6.1 The Chief Administrative Officer, and other designated staff, shall maintain a credit card.
- 6.2 Credit cards shall only be utilized for Village expenditures, such as the following:

- 6.2.1 hotel reservations and payments for members of Council, staff and committee members;
  - 6.2.2 conference and convention registrations previous approved by Council or the Chief Administrative Officer;
  - 6.2.3 office supplies, and;
  - 6.2.4 purchases where a cheque or a purchase order will not be accepted.
- 6.3 A Procurement Card Reconciliation shall be presented to Council monthly in accordance with *Procurement Card Procedure and Guidelines Policy #1007-01*.

**7 BANK RECONCILIATIONS**

- 7.1 Bank statements are reconciled to the general ledger by the Corporate Services Coordinator monthly and reviewed by the Chief Administrative Officer.

**8 NSF CHEQUES**

- 8.1 There will be a charge of \$35.00 for all NSF cheques received by the Village which will be added to the utilities or tax account, or account receivable, where applicable.
- 8.2 Where a payment received is returned as NSF, the previous credit to the utilities or tax account will be reversed and any arrears or non-payment penalties added as specified by bylaw or policy.

**9 GST**

- 8.3 The financial system automatically calculates the appropriate percentage of GST based on the rating indicated on the revenue billing. The person entering the transaction checks off the appropriate GST box and the amounts are properly posted to the accounts.
- 8.4 When it comes time for the GST returns to be completed, the Corporate Services Coordinator prepares the returns, claiming the rebate and/or ITCs. This is done on a quarterly basis.

**10 PROCESSING OF THE TAX LEVY**

- 10.1 The assessment roll shall be prepared in accordance with the Municipal Government Act. The Chief Administrative Officer shall advise Council when the Assessor has completed the assessment and provide a summary of assessment changes.
- 10.2 The tax roll shall be prepared and published in accordance with the Municipal Government Act.
- 10.3 An Assessment and Tax Notice containing the information required by the Municipal Government Act and Village of Cremona bylaw or policy shall be prepared following the passing of the tax rate bylaw.
- 10.4 Bylaw 447-13 and any amendments is a Bylaw of the Village of Cremona to provide for penalties for unpaid taxes and the payment of taxes by installments.

- 10.5 With property tax receivables, individuals are given notices on outstanding accounts as additional interest and penalties are applied. The Town places a caveat on the property so any potential buyers are aware of the taxes necessary on the property.
- 10.6 If there are tax arrears at the time of sale, the lawyers will contact the Village for the amount and collect this amount from the client as part of the house purchase process. These funds are then forwarded to the Village.
- 10.7 Properties that have had demand notices not replied to after three years, the property is put up for "tax sale". The Village follows steps set out by the MGA before a property is put up for auction.

**11 UTILITIES**

- 11.1 The monthly utility bill is mailed around the 5<sup>th</sup> of the month showing any overdue balance forward.
- 11.2 Arrears letters are generated for any accounts that are outstanding over 60 days and mailed the following business day.
- 11.3 If the account is not paid in full or if the property owner does not make any arrangements for payments with the CAO or designate, the Village can transfer the amount owing to the property owner's tax account.

END OF POLICY

**Resolution # 206-16**

**Date Passed:** October 18, 2016

**Effective Date:** October 19, 2016

**Reviewed:** September 2017 by Auditor



VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 26-03-012**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 8 a)

**TITLE:** New Business: MPE, Village of Cremona-Building Condition Assessments Proposal

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

The initial audit conducted by MPE Engineering focused solely on the Village's water and wastewater systems. Municipal Affairs requires a more comprehensive review that includes all municipal facilities and land to support budgeting, long-term planning, and compliance with the Conditional Grant Agreement (CGA).

The additional assessment will provide:

- A detailed breakdown of municipal infrastructure projects.
- A prioritized 10-year workplan for capital replacement and ongoing maintenance.
- Essential information for long-term planning, and in the event of Village dissolution, ensures the County can integrate Village assets into their planning.

Current Status:

- MPE has provided a Building Condition Assessment, Scope & Proposal to complete the requested municipal facilities review.
- The cost for this additional assessment is **\$56,630.00**.
- The Village has \$20,000 remaining from the ACP Grant, leaving a balance of **\$36,630.00** that the Village must cover.
- The Province has confirmed that no additional funding beyond the \$150,000 ACP grant will be provided.

Conditional Grant Agreement (CGA) Requirements:

- Section 4(h) of the CGA states that the Village is responsible for any project cost overruns.
- The infrastructure audit must include municipal facilities to satisfy the terms of the ACP grant.
- Retention of the \$150,000 ACP grant is contingent on meeting these requirements.

**Decision for Council:**

Council must decide whether to proceed with the additional municipal facilities assessment.

Options include:

1. Proceed with MPE's additional assessment: ensures full compliance with the CGA, provides the required 10-year infrastructure workplan, and retains the ACP grant. The Village covers the \$36,630 shortfall.
2. Do not proceed: the audit will remain incomplete, potentially jeopardizing the ACP grant and the Village's ability to fully plan and budget for infrastructure needs.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

**Recommendation:**

To retain the ACP grant and fully comply with Provincial requirements, it is recommended that Council approve proceeding with MPE's municipal facilities assessment and cover the \$36,630 cost difference from Village funds.

**COSTS / SOURCE OF FUNDING (if applicable):** \$36,630

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves the expenditure of \$36,630 from Village funds to complete the project and maintain compliance with the CGA requirements, therefore Council authorizes MPE Engineering to proceed with the municipal facilities assessment For the sum being \$56,630.00.

**MOTION** THAT Councillor \_\_\_\_\_ approves that administration proceeds with a grant application Using the village MSI funds to cover the extra cost.

OR

**MOTION** THAT Councillor \_\_\_\_\_

INTLS: CAO KO

6715 8 St NE  
Calgary, AB T2E 7H7  
Phone: 403-250-1362  
Toll Free: 1-800-351-0929  
Email: calgary@mpe.ca



a division of Englobe

Village of Cremona  
205 1 Street E  
Cremona, AB T0M 0B9

February 27, 2026  
File: N:\2490-019-00\L01-1.0

**Attention:** Karen O'Connor  
Chief Administrative Officer – Village of Cremona

Dear Ms. O'Connor:

**Re: Village of Cremona – Water Treatment Plant, Old United Church, Public Works Shop, Fire Hall/Administration Office/Library, and SCADA Building  
Building Condition Assessments - Scope & Fee Proposal**

## 1 PROJECT UNDERSTANDING

We are pleased to submit a proposal for Engineering Services to assist the Village of Cremona (Village) in assessing the condition of the Water Treatment Plant (WTP), Old United Church (OUC), Public Works Shop (PWS), Fire Hall/Administration Office/Library (Office), and SCADA buildings. The buildings are located at the addresses below:

- WTP Building – 209 1 St E
- OUC Building – 106 1 Ave E
- PWS Building – 209 1 St E
- Office Building – 205 1 St E
- SCADA Building – Well Sites SE 9 30 4 W5

MPE, a division of Englobe (MPE) understands that the purpose of this project is to provide an assessment report for each building based on a visual investigation defining the current condition of the building's envelope, structural, mechanical and electrical systems, as well as perceived civil site grading. The intent of the reports is to provide recommendations for future capital planning considerations in the short term (5 years or less) and long term (10 to 20 years) for replacement/renovations of the systems and/or the building as a whole. The report will include a defined condition rating for each reviewed component associated with an order of magnitude cost estimate (Class D) and suggested timeline for its repair and/or replacement.

Resumes of MPE's Key Team Members on this project can be supplied to the Village of Cremona outlining previous project experience at request.

## 2 SCOPE OF WORK

### 2.1 SCOPE OF SERVICES

MPE proposes the following scope of work to complete the Building Condition Assessments for the Village of Cremona:

- Data Collection:
  - Collect and review all reports, drawings and existing building data made available from the Village and others as appropriate. Paper copies of records applicable to the buildings included in this assessment scope will be digitized by MPE for the Village.
  - General field inspection/review of all readily visible building systems/components and discussion with Village staff to gather anecdotal evidence that may assist with the project.
  
- Preparation of a Condition Assessment Report that shall specify the condition of the systems and provide recommendations for which year building components/systems shall be repaired or replaced based on their existing condition. This report will include a detailed summary of the following:
  - Building Envelope Components
    - Exterior cladding, finishes, doors, windows and trim.
    - Roofing membrane composition, gutter systems, downspouts, roof openings/supports, flashing and trim.
    - Review of the building envelope will be based on the observed visual condition only. Building envelope performance as it relates to the current edition of the National Energy Code of Canada for Buildings will not be assessed as part of the proposed condition assessment.
  - Building Structural Components
    - Foundations, framing, columns, beams, trusses, rafters, decks/guardrails, stairwells and diaphragms.
  - Building Mechanical Systems
    - Heating, ventilation and Air Conditioning (HVAC) systems
    - Plumbing and gas systems, water heaters, pumps, boilers, fixtures and specialty equipment.
  - Building Electrical Systems
    - Main power distribution (including transformers), emergency generators, fire alarm systems, lighting, life safety, general security systems and communications.
  - Building Civil Site Grading

- Perceived civil site grading to identify locations where drainage may affect or compromise the performance of the facility or building components.
- Identification of Hazardous Conditions
  - Indicate potential locations of mold and/or asbestos that may require further testing or remediation.

The above scope of work in **Section 2.1** is based upon the following assumptions:

- The Village will provide record drawings and other pertinent information for MPE's use.
- The proposed condition assessment is visual in nature and only elements readily visible will be assessed. MPE has not included any non-destructive testing, survey or materials testing (hazardous or otherwise) in this proposed scope of work.

## 2.2 FACILITY CONDITION INDEX (FCI)

The assessment report will include a 5-year facility condition index (FCI), calculated based on the 5-year renewal need and current replacement value of the building. Provided FCI rating criteria:

- Good: 0% to 10% FCI
- Fair: 10% to 25% FCI
- Poor: 25% to 60% FCI
- Prohibitive to repair: 60% + FCI

## 2.3 SCHEDULE

MPE will perform the site investigation building envelope, structural, and civil scope of work for all facilities on the same day to permit a reduction in project costs. Due to travel requirements, MPE will perform the site investigation mechanical and electrical scope of work for all facilities in two days, utilizing carpooling to permit a reduction in project costs. Following notice of award, MPE will coordinate with the Village to schedule a date and time in which all facilities will be accessible. MPE understands the seasonal limitations for this type of work; therefore, it is suggested that the investigations are conducted within fifteen (15) business days following notice of award provided by the Village.

The completed Condition Assessment Reports will be issued to the Village of Cremona a maximum of thirty (30) business days following the date of the site investigation. The submission deadline is negotiable and can be tailored to accommodate the needs of the Village.

### 3 FEES

#### 3.1 PROFESSIONAL SERVICES FEE

Based on the above scope of work outlined, MPE can provide the engineering services at a fixed fee of **\$56,630** which includes all disbursements and travel as outlined below. If additional scope of work is required above what has been outlined in this letter, it will be charged at a mutually agreed upon fee once the scope has been defined. The proposed fee has been allocated to the project as per the table provided below:

All Building Condition Assessments Milestone Phase	Professional Services Fee Consultation
<b>Project Management (all buildings)</b>	
Project Setup & Administration	\$300
<b>Sub-Total</b>	<b>\$300</b>
<b>Civil, Building Envelope, and Structural (all buildings)</b>	
Site Inspections	\$1,225
Draft Report	\$11,410
Internal Review	\$2,100
Author Edits	\$1,630
Travel Disbursements	\$450
<b>Sub-Total</b>	<b>\$16,815</b>
<b>Mechanical (all buildings)</b>	
Site Inspections	\$1,420
Draft Report	\$11,340
Internal Review	\$2,400
Author Edits	\$1,890
Travel Disbursements	\$3,145
<b>Sub-Total</b>	<b>\$20,195</b>
<b>Electrical (all buildings)</b>	
Site Inspections	\$1,420
Draft Report	\$11,340
Internal Review	\$2,400
Author Edits	\$1,890
Travel Disbursements	\$2,270
<b>Sub-Total</b>	<b>\$19,320</b>
<b>Consulting Fee Total</b>	<b>\$56,630.00</b>

The following items are not included in the above fixed fee:

- GST will be added to all invoices.



## 4 CLOSURE

MPE, a division of Englobe would like to thank the Village of Cremona for the opportunity to provide these Engineering Services and we look forward to working with you to successfully complete this project. Following receipt of your authorization to proceed, MPE will provide our Confirmation of Assignment documentation for execution. If you have any questions, comments or concerns please contact the undersigned.

Yours truly,  
**MPE a division of Englobe**



Marshall Dushinski, E.I.T.  
Structural Engineer  
(403) 370-9861  
mdushinski@mpe.ca





 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 26-03-013**

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 8 b)

**TITLE:** New Business: Telling Your Story: A Community History Video Partnership

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

Craig Baird, creator and host of Canadian History Ehx, has invited the Village of Cremona to participate in a community storytelling project that will document the history and heritage of communities across Canada.

As part of this initiative, Mr. Baird would visit Cremona and produce a 10–20 minute professionally produced video highlighting the community’s history, heritage sites, and preservation efforts. The video would be shared across his national social media and media platforms, reaching a large audience interested in Canadian history and travel.

Filming would occur between June and September 2026, with the final video delivered within two weeks of filming for municipal review and approval prior to publication.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Potential benefits to the Village include:

Promotion of the community’s history and heritage

Increased tourism and community visibility

A professionally produced promotional video the Village could also use for marketing and economic development

National exposure through the Canadian History Ehx platforms.

**COSTS / SOURCE OF FUNDING (if applicable):**

- \$500 total
- \$250 upon acceptance
- \$250 once the video has been delivered for your review

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approve the Village of Cremona entering into a Community History Video Partnership with Canadian History Ehx for the production of a community history video at a cost of \$500.

## Telling Your Story: A Community History Video Partnership

Dear Council Members,

My name is Craig Baird, and I am the creator and host of *Canadian History Ehx*, one of Canada's leading history podcasts and radio programs.

I launched *Canadian History Ehx* in 2019 with the goal of exploring and sharing Canada's rich past. What began as a small podcast has grown into one of the most-listened-to history shows in the country, now reaching over one million downloads per year and airing nationally on the Corus Radio Network. Alongside the show, I manage social media channels with a combined audience of more than 300,000 followers, and I am the author of the best-selling book *Canada's Main Street: The Epic Story of the Trans-Canada Highway*.

This year, I am embarking on an ambitious coast-to-coast-to-coast journey across Canada to document our country's past and present. The stories, interviews, and experiences from this trip will become a series of videos and a future book focused on the people, places, and communities that shape Canada.

With my background in journalism and video production, my goal is to visit communities like yours to tell your story—highlighting your history, heritage, and the ways you preserve it for future generations. These videos are designed not only to celebrate local history, but also to serve as lasting, shareable promotional pieces for your community.

To help fund this journey, I am offering communities the opportunity to partner with me for the creation of a dedicated feature video about their history and heritage.

What I'm offering:

- A 10–20 minute professionally produced video focused on your community's history, heritage, and preservation efforts
- Distribution across my social media platforms, YouTube channel, and TikTok, reaching hundreds of thousands of history-interested viewers. My follower count is as follows:
  - Twitter (65,000): <https://x.com/CraigBaird>
  - Instagram (48,000): @cdnhistoryehx
  - Threads (40,000): <https://www.threads.com/@cdnhistoryehx>
  - Bluesky (25,000): <https://bsky.app/profile/cdnhistoryehx.bsky.social>
  - TikTok (35,000): @cdnhistoryehx
  - YouTube (6,800): <https://www.youtube.com/@CanadianHistoryEhx>
  - Facebook (106,000): <https://www.facebook.com/CanadianHistoryEhx>
- A collaborative process: no video will be published without your approval after review
- A two-week turnaround: all videos will be delivered for review within two weeks of filming

- Filming will take place during my journey between June and September (although some can be done earlier than June due to proximity to my location of Stony Plain, Alberta).

Cost:

- \$500 total
- \$250 upon acceptance
- \$250 once the video has been delivered for your review

My aim is to create something that your community can be proud of—an engaging, accurate, and accessible story that showcases what makes your town unique, while also introducing it to a large, Canada-wide audience interested in history, travel, and heritage.

Thank you very much for considering this proposal. I would be happy to answer any questions or discuss how we can tailor this project to best serve your community.

Sincerely,  
Craig Baird  
*Canadian History Ehx*



## REQUEST FOR DECISION 26-03-014

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 8 c)

**TITLE:** New Business: Communication & Access Control Protocol Building & Operational Matters

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:** The Village of Cremona administration received a email from Cremona Library Manager on March 3, 2026, presenting a document Communication Access Control Protocol Building & Operational Matters.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The Memorandum of Understanding (MOU) between the Village and the Library Board is the proper place to define: Building access, Maintenance responsibilities, Communication procedures, Safety inspections, After-hours access, Roles of Village staff vs. Library staff

If a protocol like this is created outside the MOU, it can create confusion because the Library Board cannot unilaterally set operational rules for a municipal staff.

**COSTS / SOURCE OF FUNDING (if applicable):**

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ Council notes that matters relating to building access, maintenance, and operational coordination should be addressed through the Memorandum of Understanding between the Village of Cremona and the Library Board rather than through a standalone protocol.

## **Communication & Access Control Protocol**

### **Building & Operational Matters**

#### **Purpose**

To establish a clear and consistent communication and access process between Village of Cremona Administration (“Village Administration”) and the Village of Cremona Library Board (the “Board”) to ensure operational continuity, patron safety, asset protection, and appropriate risk management.

#### **Scope**

This protocol applies to any building-related, infrastructure, or operational matter that affects the library’s premises, systems, access, or service delivery.

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#### **Protocol Statement**

The Board affirms that timely, direct communication regarding building and operational matters affecting the library is essential to responsible governance and effective management of library services.

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### **1. Notification of Building & Operational Matters**

The Library Manager shall be informed of any matter, planned or unplanned, that affects or may reasonably affect:

- Access to the library premises
- Building systems (fire alarms, electrical, HVAC, plumbing, security systems, etc.)
- Utilities (power, natural gas, etc.)
- Contractor or staff entry into library-controlled spaces
- Safety systems or emergency procedures
- Any condition that may disrupt library operations

Notification shall occur:

- As soon as the matter is scheduled or known, for planned activities
  - As soon as reasonably possible, for unplanned or emergency situations
  - With estimated timelines for resolution where available
-

## **2. Access Control**

Village Administration retains a copy of the library key for emergency purposes only.

Non-emergency access to the library by Village staff or contractors shall occur only with prior notification to and coordination with the Library Manager.

Unauthorized access to library-controlled spaces is not permitted.

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## **3. Implementation**

Upon adoption, this protocol shall be communicated to Village Administration and recognized as an operational standard governing building-related matters affecting the library.



March 10, 2026

Dear Village of Cremona Council,

At its recent meeting, the Village of Cremona Library Board reviewed its information-sharing practices and clarified its process regarding the distribution of Board materials.

As the Library Board operates as a separate corporate entity under the Libraries Act, it is responsible for its own governance records and their distribution. Going forward, approved Library Board meeting minutes will be posted on the library's website and will no longer be automatically forwarded for inclusion in Council meeting materials.

This update maintains transparency while clarifying governance roles and ensuring that Board documents are managed in accordance with the Board's statutory authority.

The Board will continue to provide its annual report, proposed budget, and audited financial statements to Council in accordance with legislative requirements. Should Council require additional information at any time, requests may be directed to the Board Chair and/or the Library Manager.

The Board remains committed to clear and respectful communication in its ongoing interactions with Council.

Sincerely,



Jennifer Foat  
Chair  
Village of Cremona Library Board

/rs

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 9 a)

**TITLE:** Reports – Financial Reports

**ORIGINATED BY:** *Karen O'Connor CAO*

**BACKGROUND / PROPOSAL:**

Accounts payable for February 1 to 28<sup>th</sup> 2026, total sum being \$ 117,169.88

Financial Report January 1 to February 28, 2026

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The three subscriptions on the credit card: Grammarly, Microsoft, & Adobe

**RECOMMENDED ACTION:**

**MOTION THAT** Councillor \_\_\_\_\_ *approve the Accounts Payable  
in the amount of \$ **117,169.88** and the Financial Report as presented.*

INTLS: CAO: KO



# VILLAGE OF CREMONA

## Cheque Listing For Council

2026-Mar-6  
3:53:57PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20260030	2026-02-11	SUNCOR ENERGY PRODUCTS PARTNERSHIP	258	FUEL FOR RANGER	76.98	311.43
20260030			259	FUEL FOR F-150	67.15	
20260030			260	FUEL FOR RANGER	64.93	
20260030			261	DISCOUNT	(3.36)	
20260030			262	FUEL FOR JERRY CAN	7.43	
20260030			263	FUEL FOR F-350	100.00	
20260030			264	DISCOUNT	(1.70)	
20260031	2026-02-10	ALBERTA MUNICIPAL SERVICES CORPORATION	5	VOC UTILITIES - JAN 2026	7,608.08	7,608.08
20260032	2026-02-10	COCHRANE LAKE GAS CO-OP LTD	909	NAT GAS - WATER - JAN 2026	47.20	47.20
20260033	2026-02-10	EPCOR	16551354	ELECTRICITY - WATER - JAN 2026	10.41	10.41
20260034	2026-02-10	RECEIVER GENERAL	117	REMITTANCE - PP#1 & 2 - 2026	4,475.36	4,475.36
20260035	2026-02-10	TELUS COMMUNICATIONS	2552080753	FIREHALL - INTERNET - JAN 2026	101.89	4,959.28
20260035			2552080754	FCSS INTERNET - JAN 2026	89.28	
20260035			2552080755	VOC OFFICE PHONES - JAN & FEB 2	3,722.27	
20260035			2552080756	VOC SECURITY CAMERAS - JAN & F	1,045.84	
20260036	2026-02-10	TELUS MOBILITY	591	VOC CELL PHONES - JAN	405.08	405.08
20260037	2026-02-12	ALBERTA MUNICIPALITIES	04847	MEMBERSHIP - 2026	288.75	2,489.31
20260037			1805378	MS 365 & SECURITY - JAN 2026	221.87	
20260037			V1044_1	FCSS BUSINESS CARD SUPPLIES	111.30	
20260037			V1047_7	SUBSCRIPTION - FEB 2026	87.61	
20260037			V1077_1	SEIZURE REVIEW	50.00	
20260037			V314_218.24	FCSS NEWSLETTER	207.61	
20260037			V326_50	FCSS SENIOR'S TRIP DEPOSIT	410.00	
20260037			V333_157	OFFICE SUPPLIES	395.08	
20260037			V349_73	DESK CALENDARS	11.03	
20260037			V351_94	FCSS GENERAL SUPPLIES	13.63	
20260037			V351_95	FCSS FOOD PANTRY	99.63	
20260037			V434_235	CHARGED TO WRONG CREDIT CARI	127.77	
20260037			V434_236	REFUND	(262.49)	
20260037			V434_237	FCSS CALENDAR	15.11	
20260037			V434_238	FCSS MENTAL HEALTH SUPPLIES	273.62	
20260037			V434_239	FCSS MENTAL HEALTH SUPPLIES	174.91	
20260037			V434_240	FCSS REFUND	(6.56)	
20260037			V434_241	FCSS REFUND	(3.28)	
20260037			V47_980475	CHRIS GABRIS - SNOW CLEARING	100.00	
20260037			V482_16	FCSS PLAYGROUP SNACKS	39.41	
20260037	V791_48	SUBSCRIPTION - JAN 2026	27.29			
20260037	V877_38	SUBSCRIPTION - JAN 2026	107.02			
20260038	2026-02-12	CANON CANADA INC	1400264589	FCSS COPIER USAGE	130.20	130.20
20260039	2026-02-12	MOUNTAIN VIEW COUNTY	271387	2025 SALT/SAND USAGE	1,034.05	1,034.05
20260040	2026-02-12	OUR CAN CO., DIVISION OF BUCKWHEAT'S CONTR	21332	PORTABLE TOILET RENTAL	126.00	126.00
20260041	2026-02-12	SHRED-IT INTERNATIONAL ULC	1009624364TQ00	SHREDDING SERVICES	241.09	241.09
20260042	2026-02-12	2187986 ALBERTA LTD., SHANNON DESIGNS	4240E	FCSS SWAG	1,632.68	1,632.68
20260043	2026-02-12	ALBERTA MUNICIPALITIES	RG202601-065	2026 MEMBERSHIP	1,492.18	1,492.18
20260044	2026-02-12	BADGER DAYLIGHTING LIMITED PARTNERSHIP	2995409	302 CENTRE ST - WATER MAIN BRE/	3,500.70	3,500.70
20260045	2026-02-12	BLACK, TERRY, BUMPER TO BUMPER	64171	OIL & FILTERS	163.61	163.61
20260046	2026-02-12	CANON CANADA INC	4030827929	FCSS COPIER USAGE	417.14	417.14
20260047	2026-02-12	CATALIS TECHNOLOGIES CANADA LTD	INV308367935	ANNUAL LICENSE - 2026	5,999.45	6,377.45
20260047			INV308368189	CEMETERY TRAINING	378.00	
20260048	2026-02-12	GLENN MICHAEL CONTRACTING	0014	CENTRE & 2ND AVE - WATER MAIN E	22,436.59	23,948.59
20260048			0015	CAMERA SEWER LINE AT ARENA	1,512.00	
20260049	2026-02-12	GLOBAL TECH SOLUTIONS	000043-R-0011	MONTHLY AGREEMENT - FEB 2026	787.00	1,018.25
20260049			000120	TECH SUPPORT	203.75	

## Cheque Listing For Council

2026-Mar-6

3:53:57PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260049	2026-02-12	GLOBAL TECH SOLUTIONS	000129	TECH SUPPORT	27.50	1,018.25
20260050	2026-02-12	GUNDERSON, JENNIFER	26	CLEANING SERVICES - JAN 2026	210.00	210.00
20260051	2026-02-12	KLIS ELECTRIC/1938149 ALBERTA LTD	8808	REMOVE CHRISTMAS LIGHTS	305.24	305.24
20260052	2026-02-12	LANGTON, EMMA	1	FCSS SENIOR'S DANCE	50.00	50.00
20260053	2026-02-12	MARK CROUCH BACKHOE SERVICE LTD.	68365	OPENING & CLOSING CEMETERY PI	779.62	779.62
20260054	2026-02-12	MCDONALD, SANDRA	SL-CrFCSS-005	FCSS GRIEF CIRCLE	180.00	180.00
20260055	2026-02-12	MESSER CANADA INC, 15687	2109830430	OXYGEN/ACETYLENE	54.09	54.09
20260056	2026-02-12	MLT AIKINS	6646266	PLANNING LEGAL FEES	4,291.88	4,291.88
20260057	2026-02-12	MOUNTAIN VIEW REGIONAL WASTE	0000054851	LANDFILL CHARGES - JAN 2026	753.00	753.00
20260058	2026-02-12	MOUNTAIN VIEW WATER LTD.	1009	MONTHLY CHARGES & EXTRA WORI	26,635.35	26,635.35
20260059	2026-02-12	OUR CAN CO., DIVISION OF BUCKWHEAT'S CONTR	21495	PORTABLE TOILET RENTAL	126.00	259.88
20260059			21513	PORTABLE TOILET CLEANING	133.88	
20260060	2026-02-12	PCPS COMMUNITY PLANNING SERVICES	22819	PLANNING SERVICES	1,047.37	1,047.37
20260061	2026-02-12	SHRED-IT INTERNATIONAL ULC	8101200135	SHREDDING SERVICES	244.71	244.71
20260062	2026-02-12	TOWN OF PENHOLD	43644	2026 MEMBERSHIP - MAYORS & REE	150.00	150.00
20260063	2026-02-12	ZONE 3 BUSINESS SOLUTIONS INC.	196251	COPIER USAGE	331.92	331.92
(EFT) 219	2026-02-06	THOMPSON, JENNIE L				
(EFT) 220	2026-02-06	MARTIN, ERIC S				
(EFT) 221	2026-02-06	ABRAMS, LESLIE-ANN				
(EFT) 222	2026-02-06	LIU, WENTSIN				
(EFT) 223	2026-02-06	RYAN, SANDRA A				
(EFT) 224	2026-02-06	O'CONNOR, KAREN M				
(EFT) 225	2026-02-06	VORNHOLT, MEGHAN E				
(EFT) 226	2026-02-06	MARCOTTE, DAVID J				
(EFT) 227	2026-02-06	STEVENS, DAN L				
(EFT) 228	2026-02-18	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	0000422059	WASTE PICKUP - JAN 2026	2,354.27	2,354.27
(EFT) 229	2026-02-18	LOCAL AUTHORITIES PENSION PLAN	10919890-F7M3	EM# 450 - PP# 2 - 2026	709.73	4,766.28
(EFT) 229			10919944-D1F9	PENALTIES - OG INVOICE - 2025-06-	47.29	
(EFT) 229			10951724-S7Q2	EM# 450 - PP# 3 - 2026	709.73	
(EFT) 229			10980811-C4X4	EM# 450 - AUG 2025	1,439.37	
(EFT) 229			AMT OWING	AMOUNT OUTSTANDING ON ACCT	1,860.16	
(EFT) 230	2026-02-18	MOUNTAIN VIEW PUBLISHING INC.	MVP20909	COUNCIL BUSINESS CARDS	210.00	1,119.30
(EFT) 230			MVP598885	ATCO FRANCHISE FEES	909.30	
(EFT) 231	2026-02-18	WILD ROSE ASSESSMENT SERVICE	10079	PROGRESS PMT - FEB 2026	691.26	691.26
(EFT) 236	2026-02-20	RYAN, SANDRA A				
(EFT) 237	2026-02-20	O'CONNOR, KAREN M				
(EFT) 238	2026-02-20	VORNHOLT, MEGHAN E				
(EFT) 239	2026-02-20	STEVENS, DAN L				

**Total 117,169.88**

\*\*\* End of Report \*\*\*



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>TAXES &amp; REQUISITIONS</b>					
1-00-00-111-00	Residential Property Taxes	(382,567.04)	(418,356.93)	(417,033.49)	(69,726.15)
1-00-00-112-00	Commercial Property Taxes	(85,194.58)	(88,232.54)	(88,232.58)	(14,705.42)
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	0.00	0.00
1-00-00-114-00	Farmland Property Taxes	(425.72)	(354.49)	(354.48)	(59.08)
1-00-00-115-00	Linear Taxes	(15,638.36)	(15,629.56)	(16,408.36)	(2,604.93)
1-00-00-118-00	Designated Industrial Property	(81.94)	(86.63)	(86.63)	(14.44)
1-00-00-120-00	Alberta School Foundation Tax Levy	(138,278.82)	(151,431.68)	(151,431.68)	(25,238.61)
1-00-00-121-00	Seniors' Foundation Tax Levy	(19,949.26)	(20,327.18)	(20,327.18)	(3,387.86)
1-00-00-210-00	Grants In Lieu	(1,966.72)	(2,061.78)	(2,061.78)	(343.63)
1-00-00-122-00	AB Policing Levy	(19,581.30)	(22,350.86)	(22,350.86)	(3,725.14)
1-00-00-510-00	Penalties & Costs on Taxes	(5,260.33)	(6,500.00)	(15,172.30)	(1,083.33)
<b>*</b>	<b>TOTAL TAXES &amp; REQUISITIONS</b>	<b>(668,944.07)</b>	<b>(725,331.65)</b>	<b>(733,459.34)</b>	<b>(120,888.60)</b>
<b>TAXES &amp; REQUISITIONS EXP</b>					
2-00-00-754-00	Designated Industrial Requisition	0.00	86.63	0.00	14.44
2-00-00-755-00	AB Policing Requisition	0.00	22,350.00	46,490.00	3,725.00
2-00-00-740-00	ASFF Requisition	138,288.99	151,416.36	151,416.36	25,236.06
2-00-00-753-00	MV Seniors's Housing Requisition	19,957.00	20,331.00	20,331.00	3,388.50
<b>*</b>	<b>TOTAL TAXES &amp; REQUISITIONS EXP</b>	<b>158,245.99</b>	<b>194,183.99</b>	<b>218,237.36</b>	<b>32,364.00</b>
<b>**</b>	<b>TOTAL TAX REVENUE FOR MUNICIPA</b>	<b>(510,698.08)</b>	<b>(531,147.66)</b>	<b>(515,221.98)</b>	<b>(88,524.61)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>COUNCILLOR EXPENSE</b>					
2-11-00-146-00	Community Grants & Enhancements	5,000.00	500.00	0.00	83.33
2-11-00-170-00	Election Costs	4,409.33	2,500.00	1,772.56	416.67
2-11-00-220-00	Advertising	1,950.00	5,000.00	836.31	333.34
2-11-00-232-00	Legal Fees	6,251.81	2,000.00	2,920.48	333.33
2-11-00-270-00	Miscellaneous Costs & Services	3,622.74	1,250.00	656.14	208.33
2-11-00-540-00	Electricity - Council	1,092.92	1,250.00	791.98	208.33
2-11-00-543-00	Natural Gas - Council	1,259.17	1,500.00	874.87	250.00
2-11-00-560-00	Building Rental	0.00	0.00	0.00	0.00
2-11-01-100-00	Per Diems & Meetings - Cnc 1	1,940.00	1,000.00	675.00	166.67
2-11-01-140-00	Benefits Cnc 1	56.86	0.00	18.30	4.16
2-11-01-148-00	CONVENTN/COUN 1/PER DIEM	0.00	0.00	0.00	0.00
2-11-01-211-00	Travel & Subsistance - Cncl 1	0.00	0.00	0.00	25.00
2-11-00-225-00	Registrations & Memberships	2,136.07	2,500.00	2,024.31	416.67
2-11-00-230-00	Professional & Consulting Services	5,652.14	4,000.00	1,911.33	666.67
2-11-02-100-00	Per Diems & Meetings - Cnc 2	2,595.00	1,000.00	1,635.00	166.67
2-11-02-140-00	Benefits Cnc 2	104.82	0.00	73.29	4.16
2-11-02-211-00	Travel & Subsistence - Cncl 2	94.69	0.00	0.00	41.66
2-11-03-100-00	Per Diems & Meetings - Cnc 3	1,285.00	1,000.00	1,468.47	166.67
2-11-03-140-00	Benefits Cnc 3	31.50	0.00	70.45	0.00
2-11-03-148-00	CONVENTIONS/TRAINING-CNC 3	0.00	0.00	0.00	0.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	0.00	0.00	0.00	33.34
2-11-04-100-00	Per Diems & Meetings - Cnc 4	1,285.00	1,000.00	1,035.00	166.67
2-11-04-140-00	Benefits Cnc 4	31.50	0.00	30.62	0.00
2-11-04-148-00	CONVENTION/COUN4/PER DIEM	0.00	0.00	0.00	0.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	0.00	0.00	0.00	25.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	935.00	1,000.00	1,035.00	166.67
2-11-05-140-00	Benefits Cnc 5	22.92	0.00	30.62	0.00
2-11-05-148-00	CONVENTN/COUN 2/PER DIEM	0.00	0.00	0.00	0.00
2-11-05-211-00	Travel & Subsistence - Cncl 5	0.00	0.00	0.00	25.00
2-69-00-230-01	Prof. Services - Janitorial FCSS	165.00	500.00	0.00	83.33
2-69-00-510-01	Building General Supplies FCSS/Council	730.43	500.00	159.91	83.33
2-69-00-528-01	Building Repairs Main FCSS/Council	1,129.22	500.00	216.05	83.33
<b>*P</b>	<b>TOTAL COUNCILLOR EXPENSE</b>	<b>41,781.12</b>	<b>27,000.00</b>	<b>18,235.69</b>	<b>4,158.33</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>ADMIN &amp; GENERAL</b>					
1-12-00-410-00	Tax Certificate & Information	(1,201.90)	(1,200.00)	(1,320.00)	(200.00)
1-12-00-155-00	Business License	(1,187.51)	(1,000.00)	(1,075.00)	(166.67)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	0.00	0.00	0.00
1-12-00-550-00	Return on Investments	(105.02)	(100.00)	(90.85)	(16.67)
1-12-00-590-00	Other Revenue - Admin	(1,073.71)	(2,000.00)	(1,942.84)	(333.33)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	0.00	0.00	0.00	0.00
1-12-00-840-00	Provincial Grant	0.00	(27,260.00)	(54,536.00)	(4,543.33)
<b>* TOTAL ADMIN &amp; GENERAL</b>		<b>(3,568.14)</b>	<b>(31,560.00)</b>	<b>(58,964.69)</b>	<b>(5,260.00)</b>
<b>ADMINISTRATION EXPENSE</b>					
2-12-00-100-00	Salaries & Wages	48,078.73	46,000.00	46,152.90	9,333.34
2-12-00-140-00	Employee Benefits	6,898.83	6,000.00	6,447.10	1,216.66
2-12-00-148-00	Training & Development - Admin	0.00	250.00	1,012.50	41.67
2-12-00-150-00	Freight & Postage	106.77	200.00	1,113.96	33.33
2-12-00-220-00	Advertising	824.00	1,400.00	1,738.00	166.66
2-12-00-210-00	Licenses & Permits - Admin	0.00	25.00	0.00	4.17
2-12-00-211-00	Travel & Subsistence	0.00	250.00	27.46	41.67
2-12-00-217-00	Telephone, Internet & Security	14,646.48	10,000.00	12,641.85	1,666.67
2-12-00-224-00	Resource Materials/Supplies	0.00	0.00	0.00	0.00
2-12-00-225-00	Registrations & Memberships	404.00	500.00	496.00	83.33
2-12-00-230-00	Professional Services	16,264.45	18,000.00	8,706.22	1,333.34
2-12-00-231-00	Assessment Services	8,650.91	8,600.00	8,863.81	1,433.33
2-12-00-232-00	Legal Fees	10,769.51	25,000.00	26,563.15	4,166.67
2-12-00-233-00	Audit Fees	13,350.00	20,000.00	21,523.25	2,833.34
2-12-00-274-00	Insurance	26,440.00	16,000.00	30,900.00	2,666.67
2-12-00-510-00	General Office Supplies	3,075.23	7,000.00	3,279.72	500.00
2-12-00-511-00	Computer Supplies & Furnishings	134.95	0.00	1,728.48	0.00
2-12-00-515-00	TECHNOLOGY	17,778.79	2,000.00	15,872.12	333.33
2-12-00-519-00	Miscellaneous Supplies & Costs	0.00	0.00	0.00	0.00
2-12-00-525-00	Rentals & Leases	4,648.59	4,700.00	6,161.31	783.33
2-12-00-526-00	SHRED-IT	853.96	900.00	1,342.46	150.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	0.00	400.00	0.00	66.67
2-12-00-528-01	Building -Repairs/Maint.-Admin	0.00	500.00	0.00	83.33
2-12-00-543-00	Natural Gas	0.00	0.00	0.00	0.00
2-12-00-814-00	Service Charges & Interest	7,342.18	7,000.00	6,520.81	1,000.00
2-12-00-815-00	Penny Rounding	0.00	0.00	(0.03)	0.00
2-12-00-823-00	Loan Interest - LOC	0.00	200.00	0.00	33.33



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	0.00	0.00	0.00
2-12-00-915-01	Bad Debt - Property Taxes	0.00	0.00	0.00	0.00
2-12-00-995-00	Building Amortization - Admin	0.00	0.00	0.00	0.00
2-12-00-995-01	Office Equipment Amortization	0.00	0.00	0.00	0.00
2-69-00-528-00	Building Repairs Maint - Admin	1,059.03	0.00	240.00	0.00
2-69-00-230-00	Professional Services/Janitorial Admin	2,255.39	1,000.00	690.00	166.67
2-69-00-540-00	Electricity Admin	1,606.28	2,000.00	1,038.48	333.33
2-69-00-543-00	Natural Gas Admin	973.24	1,500.00	638.38	250.00
		<hr/>	<hr/>	<hr/>	<hr/>
<b>*</b>	<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>186,161.32</b>	<b>179,425.00</b>	<b>203,697.93</b>	<b>28,720.84</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>**</b>	<b>NET ADMINISTRATION</b>	<b>224,374.30</b>	<b>174,865.00</b>	<b>162,968.93</b>	<b>27,619.17</b>
 <b>CAO EXPENSES</b>					
2-12-01-100-00	Salaries & Wages - CAO	84,357.82	87,360.00	84,041.30	14,560.00
2-12-01-140-00	Employee Benefits - CAO	16,293.93	17,000.00	16,778.62	2,833.33
2-12-01-148-00	Training & Development - CAO	739.51	1,000.00	115.00	166.67
2-12-01-211-00	Travel & Subsistance - CAO	710.64	1,200.00	0.00	200.00
2-12-01-211-01	Accomodations - CAO	0.00	1,000.00	0.00	166.67
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	0.00	0.00
2-12-01-223-00	Membership & Registrations-CAO	500.00	500.00	0.00	83.33
2-12-01-225-00	Conference Registrations - CAO	0.00	500.00	0.00	83.33
		<hr/>	<hr/>	<hr/>	<hr/>
<b>*</b>	<b>TOTAL CAO EXPENSES</b>	<b>102,601.90</b>	<b>108,560.00</b>	<b>100,934.92</b>	<b>18,093.33</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>***</b>	<b>TOTAL NET ADMIN &amp; CAO</b>	<b>(183,721.88)</b>	<b>(247,722.66)</b>	<b>(251,318.13)</b>	<b>(42,812.11)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>FIRE REVENUE</b>					
1-23-00-590-00	Revenue - Fire	(4,565.22)	(5,000.00)	0.00	(833.33)
<b>*</b>	<b>TOTAL FIRE REVENUE</b>	<b>(4,565.22)</b>	<b>(5,000.00)</b>	<b>0.00</b>	<b>(833.33)</b>
<b>FIRE EXPENSES</b>					
2-23-00-217-00	Telephone, Internet & Security	1,070.88	1,200.00	1,171.84	200.00
2-23-00-230-00	Professional Services	120.00	1,200.00	0.00	83.34
2-23-00-510-00	General Supplies	0.00	0.00	55.92	0.00
2-23-00-526-00	Equipment Purchases - Fire	31,039.56	8,356.00	0.00	833.34
2-23-00-528-01	Firehall Repairs & Maintenance	2,370.10	2,500.00	4,201.11	416.67
2-23-00-740-00	Fire Services Requisition	62,608.68	65,026.00	25,446.75	9,500.00
2-69-00-230-04	Prof. Services - Janitorial - Firehall	1,140.00	1,200.00	1,380.00	200.00
2-69-00-543-04	Natural Gas - Fire Hall	2,473.50	3,000.00	3,291.59	500.00
2-69-00-540-04	Electricity - Fire Hall	6,513.52	7,000.00	5,403.79	916.66
<b>*</b>	<b>TOTAL FIRE EXPENSES</b>	<b>107,336.24</b>	<b>89,482.00</b>	<b>40,951.00</b>	<b>12,650.01</b>
<b>DISASTER SERVICES EXPENSE</b>					
2-24-00-230-00	Professional Services - Disaster Serv.	0.00	35.00	0.00	0.00
<b>*</b>	<b>TOTAL DISASTER SERVICES EXPENS</b>	<b>0.00</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BYLAW &amp; ENFORCEMENT</b>					
1-26-00-420-00	Traffic Fines	0.00	(100.00)	(350.00)	(16.67)
1-26-00-450-00	Bylaw Fines	0.00	(100.00)	(100.00)	(16.67)
1-26-00-521-00	Dog License Fees	(125.00)	(150.00)	(135.00)	(25.00)
<b>*</b>	<b>TOTAL BYLAW &amp; ENFORCEMENT</b>	<b>(125.00)</b>	<b>(350.00)</b>	<b>(585.00)</b>	<b>(58.33)</b>
<b>BYLAW &amp; ENFORCEMENT EXPENSE</b>					
2-26-00-230-00	Professional Services - Bylaw	0.00	500.00	0.00	58.34
2-26-00-510-00	General Supplies	218.40	0.00	0.00	0.00
<b>*</b>	<b>TOTAL BYLAW &amp; ENFORCEMENT EXPE</b>	<b>218.40</b>	<b>500.00</b>	<b>0.00</b>	<b>58.34</b>
<b>**</b>	<b>NET BYLAW &amp; ENFORCEMENT</b>	<b>102,864.42</b>	<b>84,667.00</b>	<b>40,366.00</b>	<b>11,816.68</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>PUBLIC WORKS</b>					
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	(6,350.85)	0.00
<b>*</b>	<b>TOTAL PUBLIC WORKS</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,350.85)</b>	<b>0.00</b>
<b>PUBLIC WORKS EXPENSE</b>					
2-31-00-100-00	Salaries & Wages	36,296.39	40,000.00	27,982.65	5,000.00
2-31-00-140-00	Employee Benefits	6,006.12	8,500.00	5,157.47	866.66
2-31-00-148-00	Training & Development - Public Works	0.00	500.00	89.93	83.33
2-31-00-150-00	Freight & Postage	51.91	0.00	0.00	8.34
2-31-00-211-00	Travel & Subsistance	32.38	50.00	0.00	8.33
2-31-00-217-00	Telephone & Internet	340.26	5,000.00	278.21	41.66
2-31-00-223-00	Memberships & Registration	0.00	0.00	0.00	0.00
2-31-00-230-00	Professional Services	188.51	250.00	223.00	41.67
2-31-00-515-00	TECHNOLOGY	49.95	2,000.00	1,527.48	333.33
2-31-00-518-00	Protective Clothing, Etc.	700.77	750.00	105.75	125.00
2-31-00-521-00	Fuel Costs	2,368.36	3,500.00	3,190.55	500.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	7,110.63	10,000.00	6,543.10	833.34
2-31-01-230-00	Professional Services - Shop	0.00	0.00	0.00	0.00
2-31-00-510-00	General Supplies	2,914.01	0.00	2,555.03	0.00
2-31-01-510-00	General Supplies - Shop	233.28	2,500.00	0.00	416.67
2-31-01-512-00	Shop Tools	2,938.97	3,000.00	1,872.09	500.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	0.00	4,500.00	0.00	750.00
2-69-00-528-02	Building Repairs & Main PW Shop	854.98	4,500.00	0.00	750.00
2-69-00-540-02	Electricity PW	14,851.26	15,000.00	16,438.80	2,500.00
2-69-00-543-02	Natural Gas PW Shop	6,906.98	7,000.00	5,480.23	916.66
<b>*</b>	<b>TOTAL PUBLIC WORKS EXPENSE</b>	<b>81,844.76</b>	<b>107,050.00</b>	<b>71,444.29</b>	<b>13,674.99</b>
<b>**</b>	<b>NET PUBLIC WORKS</b>	<b>81,844.76</b>	<b>107,050.00</b>	<b>65,093.44</b>	<b>13,674.99</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>ROADWAYS EXPENSE</b>					
2-32-00-100-00	SALARIES & WAGES	17,669.71	20,000.00	8,222.86	1,666.66
2-32-00-140-00	Employee Benefits	3,282.48	4,400.00	1,605.32	333.34
2-32-00-150-00	Freight & Postage	0.00	0.00	377.72	0.00
2-32-00-220-00	Advertising	0.00	200.00	0.00	0.00
2-32-00-230-00	Other Contracted Services - Streets	884.00	1,500.00	2,491.20	500.00
2-32-00-252-01	Snow Removal	3,215.00	4,000.00	9,250.38	666.67
2-32-00-510-00	General Supplies	2,773.55	500.00	1,950.23	166.66
2-32-00-514-00	Signage	4,748.63	1,000.00	2,715.17	83.34
2-32-00-520-00	Chemicals - Street	2,553.60	1,000.00	0.00	416.66
2-32-00-521-00	Fuel Costs - Roads	2,817.72	3,000.00	869.47	250.00
2-32-00-528-00	Repairs & Maintenance - Roads	51,199.16	45,000.00	25,101.19	5,833.34
2-32-00-540-00	Street Lights	19,185.08	20,000.00	19,689.09	3,000.00
2-32-00-831-00	Debenture-Interest	0.00	3,606.41	1,553.36	426.12
2-32-00-832-00	Debenture-Principle	0.00	61,849.35	31,174.52	10,483.18
2-32-01-512-00	SMALL TOOLS - ROADS	0.00	1,000.00	0.00	0.00
<b>* TOTAL ROADWAYS EXPENSE</b>		<b>108,328.93</b>	<b>167,055.76</b>	<b>105,000.51</b>	<b>23,825.97</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>WATER REVENUE</b>					
1-41-00-410-00	Basic Fees - Water	(68,397.82)	(70,000.00)	(62,728.30)	0.00
1-41-00-411-00	Water Consumption Fees	(70,372.88)	(70,000.00)	(49,908.15)	(20,833.34)
1-41-00-412-00	Bulk Water Sales	(97,773.16)	(50,000.00)	(59,269.13)	(10,833.34)
1-41-00-510-00	Utility Penalties	(7,643.04)	(5,000.00)	(7,112.26)	(1,083.34)
1-41-00-540-00	Franchise & Concess.	(49,978.94)	(40,000.00)	(60,191.56)	(10,000.00)
1-41-00-590-00	Other Revenue - Water	(1,148.44)	(1,100.00)	0.00	(183.33)
<b>* TOTAL WATER</b>		<b>(295,314.28)</b>	<b>(236,100.00)</b>	<b>(239,209.40)</b>	<b>(42,933.35)</b>
<b>WATER EXPENSE</b>					
2-41-00-100-00	Salaries & Wages	54,209.00	55,000.00	44,719.75	1,666.66
2-41-00-140-00	Employee Benefits	8,429.29	9,000.00	7,992.07	833.34
2-41-00-148-00	Training & Development - Water	251.38	1,500.00	726.86	250.00
2-41-00-150-00	Freight & Postage	4,681.36	5,000.00	3,834.18	500.00
2-41-00-211-00	Travel & Substantance	0.00	250.00	168.69	41.67
2-41-00-223-00	Memberships - Water	0.00	0.00	2,948.14	500.00
2-41-00-225-00	Conference Registrations	0.00	1,500.00	0.00	0.00
2-41-00-230-00	Professional Services	7,944.92	10,000.00	4,640.17	1,166.66
2-41-00-253-00	R & M - Infrastructure	21,441.28	50,000.00	44,072.32	8,333.33
2-41-00-274-00	INSURANCE	0.00	10,000.00	0.00	1,666.67
2-41-00-510-00	General Supplies	1,426.22	2,000.00	3,629.75	583.34
2-41-00-512-00	WATER TOOLS	2,459.08	500.00	0.00	41.66
2-41-00-515-00	Water Operator Support - MV Water	8,387.40	10,000.00	20,868.07	24,166.66
2-41-00-516-00	Water Meters	511.41	1,000.00	185.39	83.34
2-41-00-520-00	Chemicals - Water	2,227.65	3,500.00	1,762.41	416.66
2-41-00-528-00	Equipment - Repairs/Maintenance	7,701.25	14,000.00	7,437.05	833.34
2-41-00-528-01	Building - Repairs/Maintenance	0.00	1,000.00	0.00	166.67
2-41-00-528-03	BULK WATER STN REPAIRS	320.88	500.00	0.00	83.33
2-41-00-995-00	Engineered Structure - Amortization	0.00	0.00	0.00	0.00
2-41-00-995-01	Land/Improvement - Amortization	0.00	0.00	0.00	0.00
2-41-00-995-02	Water Equip & Meter - Amortization	0.00	0.00	0.00	0.00
2-69-00-540-03	Electricity Water	22,862.97	20,000.00	14,085.73	2,166.66
2-69-00-543-03	Natural Gas Water Wells	1,409.76	1,500.00	360.90	83.34
<b>* TOTAL WATER EXPENSE</b>		<b>144,263.85</b>	<b>196,250.00</b>	<b>157,431.48</b>	<b>43,583.33</b>
<b>** NET WATER</b>		<b>(42,721.50)</b>	<b>127,205.76</b>	<b>23,222.59</b>	<b>24,475.94</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>SANITARY REVENUE</b>					
1-42-00-410-00	Basic Fees - Sewer	(22,342.68)	(22,656.00)	(22,418.04)	0.00
1-42-00-411-00	Sewer Consumption Fees	(35,180.50)	(66,323.10)	(77,029.80)	(11,053.85)
1-42-00-540-00	Franchise & Concess.	(16,409.46)	(16,000.00)	(15,047.77)	(2,666.67)
		<u>(73,932.64)</u>	<u>(104,979.10)</u>	<u>(114,495.61)</u>	<u>(13,720.52)</u>
<b>*</b>	<b>TOTAL SANITARY</b>	<b>(73,932.64)</b>	<b>(104,979.10)</b>	<b>(114,495.61)</b>	<b>(13,720.52)</b>
<b>SANITARY EXPENSE</b>					
2-42-00-100-00	Salaries & Wages	3,025.75	5,000.00	4,812.00	833.33
2-42-00-140-00	Employee Benefits	631.17	700.00	906.06	166.66
2-42-00-230-00	Professional Services - Sewer	0.00	2,000.00	0.00	3,333.34
2-42-00-253-00	R & M - Infrastructure	30,901.36	40,000.00	9,867.50	3,655.96
2-42-00-270-00	Lab Testing	133.01	250.00	296.50	41.67
2-42-00-510-00	General Supplies	35.76	500.00	0.00	83.33
2-42-00-520-00	Chemicals - Sewer	0.00	1,200.00	2,410.00	416.66
2-42-00-523-00	Sewer Flushing	0.00	15,000.00	1,450.00	833.34
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	6,076.49	5,000.00	4,673.73	833.33
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	0.00	1,000.00	0.00	166.67
		<u>40,803.54</u>	<u>70,650.00</u>	<u>24,415.79</u>	<u>10,364.29</u>
<b>*</b>	<b>TOTAL SANITARY EXPENSE</b>	<b>40,803.54</b>	<b>70,650.00</b>	<b>24,415.79</b>	<b>10,364.29</b>
<b>**</b>	<b>NET WASTEWATER</b>	<b>(33,129.10)</b>	<b>(34,329.10)</b>	<b>(90,079.82)</b>	<b>(3,356.22)</b>
<b>GARBAGE REVENUE</b>					
1-43-00-410-00	Solid Waste Collection Fee	(56,663.82)	(61,800.00)	(63,328.36)	(10,650.00)
		<u>(56,663.82)</u>	<u>(61,800.00)</u>	<u>(63,328.36)</u>	<u>(10,650.00)</u>
<b>*</b>	<b>TOTAL GARBAGE</b>	<b>(56,663.82)</b>	<b>(61,800.00)</b>	<b>(63,328.36)</b>	<b>(10,650.00)</b>
<b>GARBAGE EXPENSE</b>					
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	44,154.20	45,000.00	47,940.45	7,500.00
2-43-00-510-00	General Supplies	246.15	250.00	0.00	41.67
2-43-00-850-00	Waste Commission Grant	5,008.04	10,000.00	4,623.48	833.34
		<u>49,408.39</u>	<u>55,250.00</u>	<u>52,563.93</u>	<u>8,375.01</u>
<b>*</b>	<b>TOTAL GARBAGE EXPENSE</b>	<b>49,408.39</b>	<b>55,250.00</b>	<b>52,563.93</b>	<b>8,375.01</b>
<b>**</b>	<b>NET WASTE</b>	<b>(7,255.43)</b>	<b>(6,550.00)</b>	<b>(10,764.43)</b>	<b>(2,274.99)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>FCSS REVENUE</b>					
1-51-00-840-00	Grant - Prov. - FCSS	(13,878.41)	(13,878.41)	(13,478.41)	(2,166.66)
1-51-00-850-00	Grant - Local Govt. - FCSS	(47,808.00)	(47,808.00)	(48,446.54)	(8,000.00)
1-51-00-850-01	MVC Wage Grant	(10,000.00)	(10,000.00)	(10,000.00)	(1,666.67)
1-51-00-850-02	Village of Cremona 20% Grant	0.00	(3,442.00)	(3,442.00)	(657.00)
<b>* TOTAL FCSS</b>		<b>(71,686.41)</b>	<b>(75,128.41)</b>	<b>(75,366.95)</b>	<b>(12,490.33)</b>
<b>FCSS EXPENSE</b>					
2-51-00-100-00	Salaries & Wages	39,647.61	43,680.00	44,355.00	7,451.08
2-51-00-140-00	Employee Benefits	7,483.52	8,000.00	9,227.46	1,333.33
2-51-00-148-00	Training & Development - FCSS	309.35	250.00	174.00	0.00
2-51-00-150-00	Freight & Postage	67.70	50.00	38.86	0.00
2-51-00-211-00	Travel & Subsistance	1,881.79	2,500.00	2,172.32	166.66
2-51-00-217-00	Telephone & Internet	1,896.54	1,500.00	1,216.78	150.00
2-51-00-220-00	Advertising	730.52	250.00	250.00	0.00
2-51-00-223-00	Memberships - FCSS	114.00	114.00	114.00	19.00
2-51-00-225-00	Conference Registrations	670.00	800.00	495.00	0.00
2-51-00-230-00	Professional Services	3,713.10	2,000.00	390.00	83.34
2-51-00-231-00	Janitorial	0.00	250.00	240.00	41.67
2-51-00-400-00	Community Programs	3,496.64	1,000.00	636.11	133.34
2-51-00-410-00	Adult Programs	873.99	1,000.00	584.45	133.34
2-51-00-411-00	Children-Youth Programs	2,847.64	1,500.00	344.47	108.34
2-51-00-412-00	Family Programs	2,287.71	1,200.00	517.03	166.66
2-51-00-414-00	Local Grants (External Funding)	8,700.00	7,625.00	6,625.00	1,265.00
2-51-00-419-00	Volunteers	1,500.00	500.00	1,005.00	100.00
2-51-00-510-00	General Supplies	409.13	750.00	676.37	133.34
2-51-00-560-00	COPIER LEASE	3,758.01	3,150.00	4,511.48	333.34
2-51-00-990-05	Community Newsletter	846.98	1,000.00	1,186.29	83.34
2-69-00-540-01	Electricity FCSS	1,092.92	1,250.00	1,042.21	183.34
2-69-00-543-01	Natural Gas FCSS	1,259.17	1,300.00	1,494.06	233.34
<b>* TOTAL FCSS EXPENSE</b>		<b>83,586.32</b>	<b>79,669.00</b>	<b>77,295.89</b>	<b>12,118.46</b>
<b>** NET FCSS</b>		<b>11,899.91</b>	<b>4,540.59</b>	<b>1,928.94</b>	<b>(371.87)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>FOOD PANTRY</b>					
1-51-00-990-15	FCSS FOOD PANTRY	(2,362.35)	0.00	(1,015.70)	(83.34)
2-51-00-990-15	FOOD PANTRY	339.24	0.00	789.13	83.34
<b>*</b>	<b>TOTAL FOOD PANTRY</b>	<b>(2,023.11)</b>	<b>0.00</b>	<b>(226.57)</b>	<b>0.00</b>
<b>FOOD PANTRY EXPENSE</b>					
2-51-00-990-14	Adult Programs	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL FOOD PANTRY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>**P</b>	<b>SURPLUS /DEFICIT</b>	<b>(2,023.11)</b>	<b>0.00</b>	<b>(226.57)</b>	<b>0.00</b>
<b>YEAR GRANT REVENUE</b>					
1-51-00-990-01	Donations/Fees - Summer Fun	(8,153.35)	0.00	(7,149.50)	0.00
1-51-00-990-07	MVC Grant - Health Funding - First Aid	(1,593.75)	0.00	(1,710.00)	0.00
1-51-00-990-08	MVC Grant - TPT Grant	(4,100.00)	0.00	(2,500.00)	0.00
1-51-00-990-18	FCSS CMHA Mental Health Grant	0.00	0.00	(11,992.99)	0.00
<b>*</b>	<b>TOTAL YEAR GRANT REVENUE</b>	<b>(13,847.10)</b>	<b>0.00</b>	<b>(23,352.49)</b>	<b>0.00</b>
<b>**</b>	<b>TOTAL REVENUE</b>	<b>(13,847.10)</b>	<b>0.00</b>	<b>(23,352.49)</b>	<b>0.00</b>
<b>YEAR GRANT EXPENSE</b>					
2-51-00-990-01	Summer Fun Program	7,535.79	0.00	6,723.41	0.00
2-51-00-990-07	Health Funding Expense - First Aid	1,770.47	0.00	1,710.00	0.00
2-51-00-990-08	TPT Funding Expense - Senior's Trip	3,283.98	0.00	2,450.00	0.00
2-51-00-990-18	CMHA Mental Health Grant	0.00	0.00	9,262.70	0.00
<b>*</b>	<b>TOTAL YEAR GRANT EXPENSE</b>	<b>12,590.24</b>	<b>0.00</b>	<b>20,146.11</b>	<b>0.00</b>
<b>**</b>	<b>TOTALS</b>	<b>12,590.24</b>	<b>0.00</b>	<b>20,146.11</b>	<b>0.00</b>
<b>SENIOR PROGRAMS</b>					
1-51-00-413-00	Senior's Programs	(2,835.00)	0.00	(6,520.00)	0.00
2-51-00-413-00	Seniors' Programs	2,250.52	2,500.00	8,819.10	333.34
<b>*</b>	<b>TOTAL SENIOR PROGRAMS</b>	<b>(584.48)</b>	<b>2,500.00</b>	<b>2,299.10</b>	<b>333.34</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>CEMETERY REVENUE</b>					
1-56-00-850-00	Grant - Local Govt. - Cemetery	(1,500.00)	(1,500.00)	(1,500.00)	(250.00)
1-56-00-410-00	Plot - Cemetery	(2,067.50)	(1,500.00)	(700.00)	(166.66)
1-56-00-411-00	Perpetual Care - Cemetery	(1,250.00)	(2,000.00)	(1,050.00)	(166.66)
1-56-00-412-00	Opening & Closing - Cemetery	(1,225.00)	(1,000.00)	(1,600.00)	(166.67)
<b>* TOTAL CEMETERY</b>		<b>(6,042.50)</b>	<b>(6,000.00)</b>	<b>(4,850.00)</b>	<b>(749.99)</b>
<b>CEMETERY EXPENSE</b>					
2-56-00-100-00	Salaries & Wages	3,686.69	5,000.00	3,363.90	583.34
2-56-00-140-00	Employee Benefits	531.69	850.00	547.99	141.67
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	1,950.00	1,000.00	1,300.00	250.00
2-56-00-510-00	General Supplies	116.42	5,000.00	0.00	166.66
2-56-00-528-00	Repairs & Maintenance - Cemetery	1,239.98	1,500.00	0.00	250.00
<b>* TOTAL CEMETERY EXPENSE</b>		<b>7,524.78</b>	<b>13,350.00</b>	<b>5,211.89</b>	<b>1,391.67</b>
<b>PLAN &amp; DEVELOPMENT REVENUE</b>					
1-61-00-410-00	Building Permits	(620.82)	(750.00)	(417.09)	(125.00)
1-61-00-419-00	Compliance Certificates	(500.00)	(500.00)	(300.00)	(83.33)
1-61-00-520-00	Development Permits	(500.00)	(500.00)	(350.00)	(83.33)
1-61-00-521-00	Subdivision Fees	0.00	0.00	0.00	1,708.34
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	(50.00)	0.00	(8.33)
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00
1-61-00-590-00	Land Sales	(41,935.85)	0.00	0.00	0.00
<b>* TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>(43,556.67)</b>	<b>(1,800.00)</b>	<b>(1,067.09)</b>	<b>1,408.34</b>
<b>PLAN &amp; DEVELOPMENT EXPENSE</b>					
2-61-00-230-00	Professional Services	5,900.00	10,000.00	0.00	1,666.67
2-61-00-233-00	Land Title Changes	40.00	150.00	10.10	25.00
2-61-00-148-00	Training - Planning	0.00	250.00	0.00	0.00
2-61-00-220-00	Advertising	0.00	840.00	0.00	41.66
<b>* TOTAL PLANNING &amp; DEVELOPMENT E</b>		<b>5,940.00</b>	<b>11,240.00</b>	<b>10.10</b>	<b>1,733.33</b>
<b>** NET PLANNING &amp; DEVELOPMENT</b>		<b>(36,718.87)</b>	<b>19,290.00</b>	<b>1,604.00</b>	<b>4,116.69</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>CULTURE &amp; RECR. REVENUE</b>					
1-71-00-990-02	Donation - Cremona Days	(9,550.00)	(13,780.00)	(7,267.00)	(1,166.66)
1-71-00-990-08	Donation/Fees - WinterFest	150.10	0.00	(40.00)	0.00
<b>*</b>	<b>TOTAL CULTURE &amp; RECREATION</b>	<b>(9,399.90)</b>	<b>(13,780.00)</b>	<b>(7,307.00)</b>	<b>(1,166.66)</b>
<b>CULTURE &amp; RECR. EXPENSE</b>					
2-71-00-990-02	Cremona Days	5,358.10	5,000.00	9,823.82	1,166.66
2-71-00-990-08	WinterFest	1,841.05	0.00	40.00	0.00
<b>*</b>	<b>TOTAL CULTURE &amp; RECREATION EXP</b>	<b>7,199.15</b>	<b>5,000.00</b>	<b>9,863.82</b>	<b>1,166.66</b>
<b>**</b>	<b>NET CULTURE &amp; REC</b>	<b>(2,200.75)</b>	<b>(8,780.00)</b>	<b>2,556.82</b>	<b>0.00</b>
<b>PARKS &amp; RECR. REV</b>					
1-71-00-830-00	Grant - Recreation - Federal	0.00	(2,610.00)	0.00	(3,333.34)
1-71-00-990-00	Donation - Recreation	0.00	(1,000.00)	0.00	(833.34)
1-71-00-850-00	Grant - Local Govt -Recreation	0.00	0.00	0.00	0.00
1-71-00-990-01	Donation - Playground	0.00	0.00	0.00	(3,483.34)
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION</b>	<b>0.00</b>	<b>(3,610.00)</b>	<b>0.00</b>	<b>(7,650.02)</b>
<b>PARKS &amp; RECREATION EXPENSE</b>					
2-72-00-100-00	SALARIES & WAGES	12,918.08	15,000.00	9,365.88	1,666.66
2-72-00-140-00	Employee Benefits	1,752.95	2,300.00	1,449.81	250.00
2-72-00-521-00	Fuel Costs - Parks	883.15	1,500.00	612.70	125.00
2-72-01-512-00	Parks - Small Tools	0.00	0.00	640.00	0.00
2-72-00-230-00	Other Contracted Services	5,459.48	5,500.00	4,530.00	750.00
2-72-00-510-00	General Supplies	1,781.93	2,000.00	1,769.81	250.00
2-72-00-513-00	Beautification - Parks	327.99	5,000.00	0.00	333.34
2-72-00-528-00	Equipment Repairs & Maint. - Park	2,755.09	3,000.00	4,626.01	333.34
2-72-00-528-01	Playground Repairs & Maint.	0.00	0.00	0.00	0.00
2-72-00-148-00	Training & Development - Parks	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION EXPEN</b>	<b>25,878.67</b>	<b>34,300.00</b>	<b>22,994.21</b>	<b>3,708.34</b>
<b>**</b>	<b>NET PARK &amp; REC</b>	<b>25,878.67</b>	<b>30,690.00</b>	<b>22,994.21</b>	<b>(3,941.68)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Actual	2025 Budget	2025 Actual	2026 YTD Budget
<b>LIBRARY</b>					
1-74-00-590-00	Other Revenue - Library	0.00	(8,497.60)	0.00	0.00
1-74-00-850-00	Grants - Local Govt - Library	(35,861.00)	(36,757.53)	(36,757.53)	0.00
1-74-00-254-01	LIB COST RECOVERY - ELECTRICITY	(729.74)	(3,700.00)	(1,173.44)	(166.66)
1-74-00-254-02	LIB COST RECOVERY - GAS	(425.34)	(1,700.00)	(722.52)	(166.66)
1-74-00-254-03	LIB COST RECOVERY - TELEPHONE	(1,049.70)	(900.00)	(839.76)	0.00
<b>*</b>	<b>TOTAL LIBRARY</b>	<b>(38,065.78)</b>	<b>(51,555.13)</b>	<b>(39,493.25)</b>	<b>(333.32)</b>
<b>LIBRARY EXPENSE</b>					
2-74-00-850-01	Parkland Regional Library	4,149.36	4,501.32	4,286.97	727.60
2-74-00-217-00	Library Office Phone	676.47	0.00	529.95	0.00
2-69-00-540-05	Electricity - Library	2,535.21	3,700.00	900.86	166.66
2-69-00-543-05	Natural Gas - Library	931.63	1,700.00	548.44	166.66
2-74-00-274-00	Insurance Library	0.00	850.00	0.00	0.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	250.00	0.00	41.67
2-74-00-850-00	Cremona Library	44,358.60	36,757.53	44,791.03	0.00
2-74-00-850-02	CREMONA LIBRARY -VILLAGE ALLOCATION	0.00	15,350.00	8,710.04	416.66
<b>*</b>	<b>TOTAL LIBRARY EXPENSE</b>	<b>52,651.27</b>	<b>63,108.85</b>	<b>59,767.29</b>	<b>1,519.25</b>
<b>**</b>	<b>SURPLUS / DEFESET</b>	<b>14,585.49</b>	<b>11,553.72</b>	<b>20,274.04</b>	<b>1,185.93</b>

\*\*\* End of Report \*\*\*

**MEETING: Regular Council Meeting**

**Date: March 17, 2026**

**AGENDA NO.: 9 b)**

**TITLE: Reports – CAO Monthly Reports, PW Reports, Water Operator Reports**

**ORIGINATED BY: Karen O'Connor, CAO**

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

**BACKGROUND / PROPOSAL:**

Each month, the CAO will provide an update on key developments within the Village. Highlighted notes from each department are outlined below in point form.

Public Works will provide the CAO with a monthly activity report

Water Operator will provide the CAO with a monthly summary report

Cremona Water Operators, Mountain View Water will not be able to attend a council meeting but will answer any questions that Council has for them. If Council has any questions regarding the report, please give them to the CAO and she will get them to Mountain View Water.

**Administration:**

- My monthly meeting with FCSS Coordinator
- Council Agenda packages and minutes- Feb 17, Regular Meeting & March 6
- Completed Yearend LAPP reporting with Rep Christie
- Working on operating budget and capital budget
- Uploaded new assessments and working on balancing AB #'s with Muniware
- Worked on insurance policy
- Built a funding policy

**Events and Meetings Attended:**

- Attended VRSG virtual Meeting with Ross & Dee, MA regarding Infrastructure Audit Meetings with Fire Chief
- Held meeting with land Developer

**Planning & Development:**

- Corresponded with Chris at Urban Systems
- Corresponded with Ross from Municipal Affairs
- 

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ accepts the CAO February activity report as information only.

*AND*

**MOTION** THAT Councillor \_\_\_\_\_ accepts the PW & Water Operators February activity / summary reports as information only.

*INTLS: CAO: KO*

## VILLAGE OF CREMONA CAO PERFORMANCE REVIEW

<b>Name:</b>	<b>Start Date:</b>	<b>Last Review:</b>
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The Village of Cremona Chief Administrative Officer is evaluated on the various roles necessary to manage the affairs of the Village of Cremona within the mandates of the Municipal Government Act and the Village of Cremona Council.

E=Cannot Evaluate 1=Unsatisfactory 2=Needs Improvement 3=Meets Standard 4=Exceeds Standard 5=Outstanding

<b>1.0 RELATIONSHIP WITH Village Council</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.1 Understands the Council's mandate and responsibilities in relation to that of the CAO.						
1.2 Keeps council adequately informed about the Village's Operations.						
1.3 Provides leadership in the development of Council policy and regulations relating to Municipal Government requirements.						
1.4 Ensures that Council receives adequate reports and materials on which to base decisions, including agendas for meetings.						
1.5 Provides good advice, appropriate recommendations, and presents views in a clear, professional, and concise manner to Council.						
1.6 Responds promptly to requests from the Council for specific action.						
1.7 Presents and implements Council policy in a fair and consistent manner to the public and staff.						
1.8 Ensures that Council is involved in establishing annual plans and objectives for the Village's Programs						
1.9 Displays public respect for the role of elected officials and recognition of the local sensitivity of issues.						
Areas of Strength:						
Areas in Need of Improvement:						

<b>2.0 ORGANIZATIONAL PLANNING</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2.1 Provides for the development and implementation of short and long range plans.						
2.2 Ensures that the organizational structure facilitates effective operations.						
2.3 Provides for the development and prioritization of goals by Council.						
2.4 Monitors and evaluates planning within the Village's Programs.						
2.5 Ensures that plans are implemented.						
Areas of Strength:						
Areas in Need of Improvement:						

<b>3.0 COMMUNITY &amp; PUBLIC RELATIONS</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3.1 Deals effectively with the media when required to do so.						
3.2 Provides information and responds to the concerns of the community. Speaks effectively in public and at Council meetings.						
3.3 Develops liaisons and Partnerships to further the Village's relationships with other municipalities to facilitate financial and ethical support.						
3.4 Maintains effective liaison with Alberta's Municipal Government Department and other government and community agencies.						
3.5 Facilitates the functions of volunteer boards, committees, and agencies.						
Areas of Strength:						
Areas in Need of Improvement:						

<b>4.0 BUSINESS &amp; FISCAL MANAGEMENT</b>	<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
4.1 Maintains a working knowledge of budgets, grants and fiscal reporting.						
4.2 Ensures that the various departments within the Village function effectively, consistent with resources.						
4.3 Provides Council with adequate reporting on the financial statutes of the Village Programs.						
4.4 Effectively manages the financial operations of the Village of Cremona to ensure adherence to the budget.						
4.5 Provides for the preparation of budget materials, and the budget documents, in a format acceptable to Council.						
4.6 Appropriately involves the Village staff and Council in establishing budget priorities.						
4.7 Manages within financial, physical and human constraints.						
4.8 Ensures that bylaws and Council resolutions are effectively enforced.						
Areas of Strength:						
Areas in Need of Improvement:						

E=Cannot Evaluate 1=Unsatisfactory 2=Needs Improvement 3=Meets Standard 4=Exceeds Standard 5=Outstanding

<b>5.0 ADMINISTRATIVE SKILLS</b>		<b>E</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5.1	<b>General Leadership Ability</b> - approachable, responsive, and able to unite staff and Council in pursuit of established goals.						
5.2	<b>Communication</b> - able to communicate effectively with staff, Council and the community, both verbally and in writing.						
5.3	<b>Organizational Skills</b> - able to develop and implement plans and mobilize physical and human resources to achieve objectives.						
5.4	<b>Decision Making</b> - able to make effective decisions under pressure or in difficult situations.						
5.5	<b>Planning</b> – able to analyze the needs of the Village, set priorities, and develop short and long range plans for action.						
5.6	<b>Human Relations</b> - able to work effectively with people.						
5.7	<b>Conflict Management</b> - able to analyze opposing points of view and assist parties to arrive at a consensus or creative alternatives.						
5.8	<b>Motivational Skills</b> - able to engender enthusiasm or ownership in an idea or goal.						
5.9	<b>Problem Solving</b> - able to deal with extraordinary or unexpected problems or situations.						
5.10	<b>Commitment</b> - demonstrates energy, time and effort to fulfilling role.						
Areas of Strength:							
Areas in Need of Improvement:							

Overall Comments:

Personal/Professional Development:

RECOMMENDATION:

Chief Administrative Officer's Signature:	Date:
Mayor's Signature:	Date:

## CAO Performance Evaluation: MANAGEMENT AND LEADERSHIP EFFECTIVENESS

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide comments or examples to illustrate the rating.

- 0 - Don't Know
- 1 - Falls short of requirements
- Rating from 0 - 4: 2 - Meets requirements
- 3 - Performing beyond requirements
- 4 - Exceptional

1. Leadership style fits the Municipality's needs. Rating:

2. Obtains and allocates resources consistent with strategic objectives. Rating:

3. Demonstrates a good understanding of the major issues facing the Council and the Municipality. Rating:

4. Exercises good judgment in dealing with major issues. Rating:

5. Demonstrates consistent values of high ethical awareness, honesty, fairness and courage. Rating:

6. Demonstrates a clear understanding of the local, regional, provincial and national and global issues impacting the Municipality. Rating:

7. Provides positive leadership to staff and elected officials. Rating:

8. Identifies, assesses and manages the principal risks to the Municipality. Rating:

**CATEGORY TOTAL** **0**

## CAO Performance Evaluation: RELATIONSHIP WITH COUNCIL

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide comments or examples to illustrate the rating.

0 - Don't Know

1 - Falls short of requirements

Rating from 0 - 4: 2 - Meets requirements

3 - Performing beyond requirements

4 - Exceptional

1. Presents matters to Council within appropriate timelines. Rating:

2. Acts on Council resolutions/motions and direction in a timely manner. Rating:

3. Facilitates Council's governance, decision-making and committee work. Rating:

4. Facilitates the orientation and training of Councillors. Rating:

5. Keeps Council fully informed on all important aspects of the status and development of the Municipality. Rating:

6. Respects the division of authority between Council and the CAO. Rating:

7. Maintains a positive working relationship with the Mayor and Councillors. Rating:

**CATEGORY TOTAL**

**0**

## CAO Performance Evaluation: RELATIONSHIP WITH STAFF

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know
- 1 - Falls short of requirements
- Rating from 0 - 4: 2 - Meets requirements
- 3 - Performing beyond requirements
- 4 - Exceptional

1. Actively supports and encourages professional development among the staff. Rating:

2. Effectively attracts, retains, motivates and leads a team capable of achieving municipal Rating:

3. Ensures staff succession, including long-term development of candidates for the CAO Rating:

4. Promotes a clear understanding of roles between staff and elected officials. Rating:

5. Ensures an effective participative process of strategic planning to achieve the vision and Rating:

6. Ensures staff are involved in a meaningful way with decision making. Rating:

7. Effectively communicates Council's decisions to staff. Rating:

**CATEGORY TOTAL** **0**

## CAO Performance Evaluation: RELATIONSHIP WITH THE PUBLIC AND MEDIA

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know**  
**1 - Falls short of requirements**  
**Rating from 0 - 4: 2 - Meets requirements**  
**3 - Performing beyond requirements**  
**4 - Exceptional**

1. Serves as chief administrative spokesperson, communicating effectively with all

Rating:

2. Appropriately represents Council's direction.

Rating:

3. Appropriately represents the Municipality and Council in the community.

Rating:

4. Appropriately represents the Municipality and Council outside of the community.

Rating:

5. Ensure that the public perceive the Council and the Municipality in a positive light.

Rating:

6. Ensure that the Municipality maintains appropriate public engagement.

Rating:

**CATEGORY TOTAL**

**0**

## CAO Performance Evaluation: OBJECTIVES AND ACCOMPLISHMENTS

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know**  
**1 - Falls short of requirements**  
**Rating from 0 - 4: 2 - Meets requirements**  
**3 - Performing beyond requirements**  
**4 - Exceptional**

1. Leads the operations of the Municipality and communicates a clear plan that reflects Rating:

2. Establishes objectives, operating, and financial plans for the Municipality that meet the Rating:

3. Continuously monitors and evaluates objectives and plans to ensure they are being Rating:

4. Ensures the Municipality meets or exceeds the financial and operating performance Rating:

5. Reviews and where appropriate, adjusts the long term strategies and objectives of the Rating:

6. Effectively manages both the short and long term growth of the Municipality in a Rating: 0

**CATEGORY TOTAL** **0**

**EVALUATION TOTAL** **0**

### OBJECTIVES

This should be developed by the CAO and reviewed by the Mayor and Council

Key Objectives	Results

Overall impression of performance and results achieved.

## CAO Performance Evaluation: COMMENTS

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- Rating from 0 - 4:
- 0 - Don't Know
  - 1 - Falls short of requirements
  - 2 - Meets requirements
  - 3 - Performing beyond requirements
  - 4 - Exceptional

1. What are the CAO's greatest strengths?

2. What are the things that you have most appreciated that the CAO has accomplished so far this year?

3. What are specific areas where the CAO needs to turn his/her attention in the coming year?

4. Are there any specific training opportunities that the CAO should be utilizing?

Signature of CAO (this indicates only that this appraisal has been discussed with you, not that you agree with the ratings).

_____	_____
Mayor or Deputy Mayor	CAO
_____	_____
Date	Date



**Karen O'Connor**

Chief Administrative Officer

Village of Cremona

205 1 St E Cremona, AB T0M 0B9

koconnor@cremona.ca

**March 5, 2026**

**RE: February 2026 Monthly Operations Summary - Village of Cremona**

Upon commencement of the Operations Agreement, several deficiencies have been noted. These deficiencies have been categorized from high risk, moderate risk, and low risk. This will remain an active tracking list throughout the term of the Agreement and will be updated accordingly and circulated on a monthly basis.

Control Valve Solenoid Failure (Plant) - High (parts ordered due to severity Feb 27 2026)

- Air control solenoid valves have started to leak. These solenoid valves control the valving inside the plant. A complete failure would potentially shut down the treatment process. As there are numerous valves within the facility, a spare will also be kept on-site.

Chlorine Scale - High - PROJECT APPROVED Jan 5 2026 (On Order anticipated delivery 2 weeks)

- The chlorine scale that measures the volume of available chlorine for water disinfection is no longer functioning as is beyond repair. The SCADA alarm for this was found to be disabled. This scale is required to meet compliance and is essential in measuring the dosed volumes of chemicals. The lowest quote received for replacement is \$2,141.95.

Fire Hydrant Flushing - Moderate

- Flushing of the system twice a year is essential in removing deposits from the distribution system and keeping ample available free chlorine and low turbidity to preserve water quality. Will quote this project in May-June

Raw Water Inlet Valve (FCV 210) - Moderate

- The raw water inlet valve for the treatment plant is non-operational and is always in the "on" position. The failure alarm for this valve was found to be disabled due to operational issues. Further diagnosis is required to determine why this valve and alarm were left in this state.



Leaking Manganese Filter B Lower Union - (Previously Low) - Moderate

- There is a pre-existing leak in the lower union connection at Manganese Filter B. The leak has begun to increase. A quote for repair has been obtained for \$1,930 and is awaiting Village approval.

Door Entry Alarms - Treatment Plant and Well Pump House - Low

- MPE Engineering is looking into a way to utilize these sensors, as their current configuration is not useful.

Pressure Differential in Bio Filter A - Low

- The pressure differential for Bio Filter A is abnormally high, which is an indication of the filter performance and useful state. This is under review to establish a repair plan

Reservoir Inspection - Low

- The last noted reservoir inspection was three (3) years ago. Alberta Environment and Protected Areas recommends inspection every two (2) years.

Leaking Distribution Header Union (Distribution Pump House) - Low

- There is a slight leak on the distribution header in the pump house.

Leaking Backwash Water "T" Union/Valve - Low

- The treated backwash line that supplies auxiliary water for site maintenance is leaking. There is currently no way to isolate the line in the event of a leak. Repair plan is currently underway

Pest Control (Well Pump House) - Low

- There is significant rodent activity evident within the well pump house. Pest control measures are recommended to protect the infrastructure from damage and further pest waste. We will continue to monitor



**Completed Repairs/Maintenance:**

Chlorine Dosing Line Burst - High - **Complete (November 2025)**

- A major leak in the chlorine dosing line was repaired. Proper dosage has now been restored to the produced potable water.

Distribution Pump/Bulk Water Station Heater - High - **Complete (November 2025)**

- Replacement of faulty internal circuit board on the natural gas unit heater (Work Order #0001). This unit is now back in operation.

Well Pump House Heater - High - **Complete (November 2025)**

- Replacement of faulty 240V Dual-Pole Load Controller/Thermostat for the electric unit heater. (Work Order #0002). This unit is now back in operation.

Leaking Valve (FV 230A) - Low - **Complete (November 2025)**

- A slight leak in the treatment plant on the flange for valve FV 230A has been repaired.

Air Compressor Automatic Drains - Low - **Complete (November 2025)**

- The automatic drains for the air compressors were found to be turned off due to blocked discharges. The discharge lines should be replaced to preserve the integrity and capacity of the compressor tanks. They were being drained manually on a weekly basis. The automatic drains have now been repaired.

Bray Valve (FV 320A) Air & Oil Leak - High - **Complete (December 2025)**

- The valve actuator for a control valve on "Manganese Filter A" is leaking air and oil. The system can currently compensate for the loss of air, although it puts additional strain on the compressors for the facility. If maintenance is not performed, the leak could go past the working capacity of the compressors or lead to valve failure. This leak has resulted in a failure of operation of the valve. Summit has completed the repair.

Treated Water Chlorine Analyzer - High - **Complete (December 2025)**

- The treated chlorine analyzer that monitors free chlorine in the plants produced water is not reading accurately and requires service. The SCADA alarm for this was found to be disabled. This analyzer is essential to the operation and compliance of the treatment system. ClearTech performed a service to the analyzer on December 15th.

-

Leaking Grundfos Booster Pump (Treatment Plant) - Low - **Complete (December 2025)**

- The booster pump that supplies additional pressure to the operations building is currently not operational and leaking. This system has been bypassed by the Village.



Chlorine Dosing Pump Discharge - High - Complete (December 2025)

- It was noted by the previous operator that the dosing pump was causing major problems with the functionality of the treatment plant. Upon our operator's review, it was identified that the pump itself was not the issue, but rather the discharge location was blocked off due to misuse of the pump. A short-term solution has been implemented by shortening the length of the discharge tubing entering the flow of treated water. Fusion Plumbing has installed a union for future blockage removal. The blockage has been removed.

Uninterrupted Power Supply (UPS) Battery Failure - High - Complete (January 2026)

- It was identified that the existing UPS that provides uninterrupted power to the treatment plant was non-operational and obsolete. The SCADA alarm for the UPS was found to currently be disabled. The UPS is required for AEPA compliance to ensure SCADA trending is uninterrupted, as well as act as a protection for the treatment plant PLC and programming. A replacement has been quoted and approved by the Village. This UPS is now installed and operational.

Water Treatment Plant PLC Card Failure - Complete (January 2026)

- A power outage caused a loss of the automated operations of the chemical dosing pump. It was determined through MPE and Ridgeline Electrical that the lack of UPS on the system (pre-existing condition) caused a failure of the analog PLC card. A replacement was supplied and installed by Ridgeline Electrical. Manual operations of the plant to produce treated water was required while a card was sourced.

Centre Street / 2nd Ave Water Main Break - Complete (January 2026)

- Higher than normal morning flows indicated a leak/break in the distribution system. Leak detection equipment and crew were deployed to site and the leak was found on Center Street and 2nd Avenue. While 4 residents experienced lower than normal pressures during the repair, no service interruptions were experienced throughout the investigation and repair.

Exterior Light (Well Pump House) - Complete (February 2026)

- The exterior light at the well pump house appears to be non-operational.

Failed Trides reference sensor on Swan analyzer( Plant) - Complete (February 2026)

- Failure of a sensor on the chlorine analyzer caused error in free chlorine reading

If you have any questions regarding the above noted deficiencies or corrective actions, please do not hesitate to reach out.

Thank you,  
Mountain View Water Ltd.



## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 10

**TITLE:** Minutes – Boards, Committees, Commissions

**ORIGINATED BY:** Karen O'Connor, CAO

### **BACKGROUND / PROPOSAL:**

Minutes from various boards, committees, and commissions are being presented to Council for their review and information.

Attached to this Request for Review (RFR) are items that Council may wish to address through a formal resolution.

Otherwise, the information is provided for acceptance only.

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

Please see the attached minutes for review and information.

### **COSTS / SOURCE OF FUNDING (if applicable):**

N/A

### **RECOMMENDED ACTION:**

That the Council accepts the minutes of:

#### **Mayor Lamb**

- MVSHG 2025 Stakeholders Engagement Presentation

#### **Deputy Mayor Liu**

- Cremona Library Meeting Minutes Nov 27, 2025 & January 22, 2026

#### **Councillor Abrams**

- FCSS Minutes January 19, 2026
- FCSS Coordinators Report January 2026

#### **Councillor Martin**

#### **Councillor Thompson**

**MOTION** THAT Councillor \_\_\_\_\_ accepts the Minutes, Reports, Committees, and Commissions as information only.

# MAYOR LAMB REPORTS

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# BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of February 19, 2026.

## Key Messages

- The Board held their regular meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-3:00 pm.
- The Board welcomed Craig Lamb, Mayor of Cremona as a Director for Mountain View Seniors' Housing.
- The Board provided management approval on the renewal of the main administrative office lease.
- The Board reviewed and approved the Rental Assistance Benefit (RAB) and the Seniors' Self-Contained (SSC) rental rates.
- The Board appreciated the information regarding the new Federal Program, Build Canada Homes.
- The Board extends their thanks and appreciation to Director of Operations, Susan Read and Director of Facilities, Al Smart for their overview of highlights for 2025.
- The Board reviewed and approved several new and revised key policies.
- The Board sends thanks to Administration for coordinating building tours of our Lodges and some of the Seniors' Self-Contained buildings within the MVSH portfolio. The Board was very impressed with the Lodge staff they were able to meet and speak to as well as how the buildings are operated and maintained.

## Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, March 19, 2026 starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

*If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at [stacey.stilling@mvsh.ca](mailto:stacey.stilling@mvsh.ca)*

# DEPUTY MAYOR LIU REPORTS

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March 10, 2026

Dear Village of Cremona Council,

At its recent meeting, the Village of Cremona Library Board reviewed its information-sharing practices and clarified its process regarding the distribution of Board materials.

As the Library Board operates as a separate corporate entity under the Libraries Act, it is responsible for its own governance records and their distribution. Going forward, approved Library Board meeting minutes will be posted on the library's website and will no longer be automatically forwarded for inclusion in Council meeting materials.

This update maintains transparency while clarifying governance roles and ensuring that Board documents are managed in accordance with the Board's statutory authority.

The Board will continue to provide its annual report, proposed budget, and audited financial statements to Council in accordance with legislative requirements. Should Council require additional information at any time, requests may be directed to the Board Chair and/or the Library Manager.

The Board remains committed to clear and respectful communication in its ongoing interactions with Council.

Sincerely,



Jennifer Foat  
Chair  
Village of Cremona Library Board

/rs

# COUNCILLOR ABRAMS REPORTS

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Cremona FCSS Advisory Board  
 Monday January 19, 2026  
 6:30 pm, FCSS Office

In attendance: Anne, Meghan, Leslie, Corrie, Greg, Ashley, Richard Forsberg (community member)

Minutes

1. Called to order at 6:27pm
2. No additions to agenda
3. Greg motioned to adopt the agenda. All in favor.
4. Ashley motioned to approve the previous minutes (November 2025). All in favor.
5. Business rising out of the minutes – will add the rockets kits to the programming meeting in February.
6. Ashley motioned to approve the Coordinators Report as presented. All in favor.
7. New Business

a. External Funding Requests for 2026

Applicant	2025 funding	2026 amount requested	2026 Amount Recommended	2026 Board Approved Amount	Motioned By
<b>Youth Empowerment and Support (Y.E.S)</b>	\$3000	\$6528	\$3250	\$3250	Greg. All in favor.
<b>Olds &amp; District Hospice – NavCare and Volunteer Driver</b>	\$500	\$500	\$500	\$500	Leslie. All in favor.
<b>MVC Hope 4 Kids- Mental Health First Aid</b>	\$0	\$500	\$70 *based on community size	\$70	Anne. All in favor.
<b>MV Emergency Shelter (MVESS) – Educational programs</b>	\$3125	\$315; then \$2625; then \$3500	\$315 Recommend holding the amount requested back until program in Cremona scheduled	\$315 to be paid once preventative program planned in Cremona as per FCSS guidelines	Greg. All in favor.

<b>MV Moccasin House</b>	\$0 Used \$500 from Cremona Rec Board grant for Indigenous programs	\$400- blanket Exercise \$600- Youth Camp	\$400 for blanket exercise  \$600 for youth camp	\$400 to be paid once scheduled and delivered (minimum 15) \$150/kid up to 4 kids once give proof of address of registrants (must live in Cremona or county area we serve)	Leslie. All in favor.  Ashley. All in favor.
<b>Carstairs Library – Comic Con</b>	\$0	\$1100	\$150 *based on community size	\$150	Greg. All in favor.
<b>Accredited Supports- Connect Seniors Supports</b>	\$0	\$300	\$300	\$300	Leslie. All in Favor.
<b>Cremona Library – Teen Advisory Board</b>	\$0	\$2005	\$2005	\$2005	Ashley. All in favor.
<b>Total</b>	<b>\$6625</b>	<b>\$12248</b>	<b>\$7590</b>	<b>\$6275 upfront + \$1315 held back</b>	

\*Important for groups to not be dependent on FCSS as per rules and regulations as funding can change drastically from year to year

b. Grant Applications for 2026

- i. Applying to CMHA rural for \$5000 grant for a monthly men's circle hosted at the Stoney Creek Men's Shed in Water Valley.
- ii. MVC transport grant for 2 seniors trips, comic con bus, seniors expo transport



- iii. MVC health grant for Man Van during Show and Shine
- iv. Cremona Rec board for Summer Fun and Indigenous programming
- 8. Confidential Items – N/A
- 9. Open Discussion
- 10. Adjourned at 8:28pm

Next meeting: Monday Feb 2, 2026

# January 2026 Coordinators Report

## Programming (November-December)

- Newsletter was mailed out Nov 6th and next one goes out January 8th. People can sign up for the email newsletter by emailing fcss@cremona.ca. Newsletter is also available on the VoC website.
- MVFRN
  - Pop-up Play once a month at FCSS: November = 4 adults, 7 kids; December = 4 adults, 7 kids
  - Growing Together playgroup the first two Tuesdays of the month at 9:30am (won't be run by FCSS just drop in, unstructured connection and play)
- "It Ends with Us" event had a engaged conversation with our panel and audience members. Plan to do a few more movie/panel discussions like this around topics like aging, mental health etc.
- Seniors monthly dance class and yoga class. Can only afford to pay facilitators once a month. Can look at a video option for other weeks (will discuss more next meeting when we look at programming).
- Trip to Rosebud was excellent! We did a stop in Carstairs to pick up a some people there this time. New friendships were made (a few seniors even exchanged phone numbers), great conversations had (each person were given a conversation starter card when they got on the bus), and many laughs shared! The play was excellent.
- MVESS is no longer coming once a month for drop-in support. They have changed their model to a mobile model to meet clients where they are at when they need it. Did a tour of Kirsten's place, the shelter in Olds, and it is very well laid out. Have had some staffing changes so hopefully getting back on their feet.
- Mental Health Programs (funded by the mental health grant)
  - Grief support group has typically had 1-2 people every month. The grant will continue for January but then we need to decide if we fund it out of our adult programming budget going forward (will discuss more at February meeting when we talk about programming)
  - Death Café: had 5 at the one is October. Running another Feb 11 in the evening this time.
- Kids after school movies is transitioning to a library program hosted at FCSS but without FCSS involvement
- Next interagency meeting is Feb 19.
- Good Food Box Program – monthly fruit and veggie box pick up from Cochrane. Pricing went up by \$5 (hadn't increased in 4 years). People pay \$40-\$50 for a produce box, FCSS does delivery. Meghan or a volunteer. Also working on volunteers to pick up food bank hampers if families are not able to get to Olds or Cochrane. Will be in January/February. newsletter
- Free smoke alarm check program in collaboration with Cremona Fire Department continuing
- Snow Angels signs

## Resource and Referrals

- November Drop-ins = 8; phone/email = 1

- December drop-ins = 4, phone/email = 1
- Pantry use
  - November = 2 adults, 1 seniors, 1 kid
  - December= 3 adults, 3 seniors, 1 kid
  - Doing some food recovery from KC foods. Using monetary donations for the food pantry to keep the hygiene items stocked.

### Grants update

- Mental Health Grant through Rural Mental Health Network (CMHA) - \$11, 600
  - Facilitators for grief walk and Unstuck grief support group (monthly)
  - Mental health week activities
  - Mental health First Aid – 7 people attended. It was a great course.
  - ASIST course – we had 22 people attend. Amazing course.
  - Will be ordering mental health first aid kits and swag for mental health week this year (need to be done by Jan 31)
- Transportation Grant - \$2500. Will not quite cover the 2 seniors trips but cost recovery from participant fees will cover what we owe.
- Health Grant - \$1710 for Man Van at Cremona Show and Shine. When I spoke with the provincial FCSS supervisor it was suggested that running first aid would not be well aligned with the FCSS Accountability Framework unless it was attended by staff. It was estimated that 39 men visited the Man Van at the Cremona Show and Shine. Think it would be great to have at this event annually. The usual cost of the Man Van is \$4300 for 3 hours, but they worked with us re our grant budget.
- Cremona Rec Board – Summer fun went well! We had 3 staff. I have reached out to MV Moccasin House re indigenous programming. Chantal Chagnon will be coming on Nov 24<sup>th</sup> at 6:30pm for Indigenous Teaching on smudging, medicine wheel, and drumming. Another workshop Jan 26<sup>th</sup>.
- Submitted final grant reports for the 3 MVC grants and the CMHA will be done at the end of the month. Submitted an expression of interest for a 2026 CMHA micro grant to get a men’s group going in collaboration with the Stoney Creek Men’s Shed in Water Valley.

### Coming Up

- Indigenous Teachings Jan 26 at 6:30pm
- Death Café Feb 11 at 6:30pm
- Seniors dance class – last Tuesday of the month at 10am
- Seniors Chair Yoga – 2<sup>nd</sup> Thursday of the month at 10am
- Unstuck Grief Support Group – last Tuesday of the month at 12pm
- Grow Together play group – 1 & 2<sup>nd</sup> Tuesday of the month at 9:30am

**MEETING: Regular Council Meeting**

**Date: March 17, 2026**

**AGENDA NO.: 11**

**TITLE: Correspondence & Information**

**ORIGINATED BY: Karen O'Connor, CAO**

**BACKGROUND / PROPOSAL:**

Attached with this RFR are items for which Council may like to make a formal resolution. otherwise, this is accepted for information only.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The following items are provided:

- MPE 2026-02-12 Cremona Infra Audit - Project Status Update
- PRC Update - March 2026
- 2026 Minister's Awards for Municipal and Public Library Excellence Program

**RECOMMENDED ACTION:**

**MOTION THAT** Councillor \_\_\_\_\_ accept the attached correspondence as information only.

**OR**

**MOTION THAT**



a division of Englobe

**MPE a division of Englobe**  
 Suite 320, 6715 – 8 Street NE  
 Calgary, AB T2E 7H7  
 Telephone (403) 250-1362  
 www.mpe.ca

PROJECT STATUS UPDATE		
<b>Project: Infrastructure Audit</b>	<b>Date: February 12, 2026</b>	
<b>Client: Village of Cremona</b>	<b>Project Number: 2490-019-00</b>	
<b>Attention: Karen O'Connor</b>	<b>MPE Project Manager: Dan Modderman</b>	
<b>Reporting Period: January 1, 2026 to January 31, 2026</b>		
SUMMARY OF TASKS COMPLETED THIS PERIOD		
1. Project Meeting 2. Report figures. 3. Analyze and process sanitary sewer CCTV videos and reports. 4. Analyze and process road condition assessment reports. 5. Create water model, run model and document, analyze and process results. 6. Report draft, infrastructure assessments.		
ACTION ITEMS		ACTION BY
SCHEDULE/MILESTONES		
COST (Excluding GST)		
<b>Budget</b>	<b>\$130,000.00</b>	<b>C of A Date: Aug. 18, 2025</b>
<b>Cost to Date (End of Period)</b>	<b>\$123,207.40 95%</b>	
<b>Cost this Period</b>	<b>\$27,757.00</b>	
<b>Remaining Budget</b>	<b>\$6,792.60</b>	
<b>Comments:</b>		

# PRC Update

March 2026

## Seeing the full picture: oversight in an era of complexity

### A note from our CEO



Policing and oversight are community enterprises. They reflect the pressures, priorities and trust of the people they serve.

Lately, I've been thinking about how much more complex policing has become and what

that means for the cases we handle at the Police Review Commission. Understanding the environment in which police are making decisions helps us assess them fully and objectively.

In Alberta, that environment is increasingly complicated. Many serious matters we review involve some combination of mental health crisis, addiction and suicide risk. Often it isn't one issue. It's several — intersecting in ways that are urgent, unpredictable and deeply human.

These situations don't unfold in controlled settings. They unfold in homes, on streets, and in moments of acute vulnerability. They are not simple files, and they are not "just" policing matters. They are also health matters and social matters, and they reflect the realities facing families, service providers, and front-line responders across Alberta.

Oversight has to meet that reality with balance and clarity. Recognizing baseline complexity is the starting point. It shapes how we review evidence, assess decisions, and communicate outcomes.

Complexity demands rigour and consistency. That's why the professionals at the PRC approach each file with discipline: we examine the facts, test conclusions against policy and law, and document our reasoning clearly. As we gain experience, we will keep strengthening the structures that support this work.

Michael Ewenson, KC  
Police Review Commission CEO

## The numbers

We received **228** total submissions between Feb. 1, 2026 - Feb. 28, 2026. This includes submissions that were withdrawn, redirected, dismissed, and those awaiting classification. As we evolve, we will have the data to support additional reporting and context around the numbers.



## Three new CEO rules released

**Our work is governed by a hierarchy of processes and procedures, as set out in the *Police Act* and the *Police Conduct and Oversight Regulation*.**

CEO rules offer more specific instructions on how we implement requirements set out in legislation. We've recently added three additional CEO rules to the website:

### Releasing Information

This rule governs the process by which we may release information to the public about the findings of Level 1-3 complaints.

### Traffic Related Complaints and Traffic Collisions

This rule allows the CEO to clearly define the scope and priorities of the PRC when handling traffic-related complaints and traffic collisions involving police officers.

### Systemic Reviews

This rule governs how we conduct reviews into trends that emerge from police services, complaint data regarding the interactions between police officers and people in Alberta, as well as trends in complaint processing data and investigative findings that may indicate process challenges or inefficiencies.



For more details on CEO rules, visit the Rules and Regulations section of [this page](#) on our website.

## PRC in the community

### PRC staff attend the First Nations Police Governance Council conference



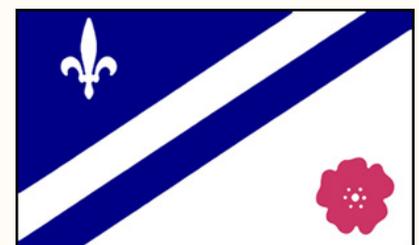
*The FNPGC conference lineup of speakers included Mike Ellis, Minister of Public Safety and Emergency Services (L), Teddy Manywounds, chair of the FNPGC (above), and Chief Keith Blake of the Tsuut'ina Nation Police Service (R).*



Several PRC staff members attended the First Nations Police Governance Council conference on Feb. 18 & 19 at Grey Eagle Resort & Casino in Calgary. The event was an engaging forum for FNPGC council members and community leaders to come together and discuss transformative approaches to First Nations police governance. There were sessions on sustainable funding models, culturally-grounded policing practices, and the integration of Treaty rights in public safety. Attendees had the opportunity to share insights, ask questions, and help shape the future of governance that truly reflects community values and aspirations. "As an Indigenous liaison, this conference provided a valuable opportunity to understand community perspectives, gather firsthand insights on emerging priorities, and integrate this knowledge into our ongoing work in the PRC," said Dana Middleton, the PRC's Indigenous liaison.

### PRC presents to Alberta Advisory Council on the Francophonie

March is Francophonie month in Alberta, and Jason van Rassel, PRC's senior manager, community connections recently presented to the Alberta Advisory Council on the Francophonie (AACF) about engagement efforts with French-speaking Albertans by the PRC implementation team and dating back to the *Police Act* review of 2018-2021. The AACF is a 10-member body that advises the minister of Arts, Culture and Status of Women on implementing the province's French Policy. It ensures the francophone community has a voice in government, advocates for improving services in French, and fosters vitality for Alberta's French-speaking population.



## PRC featured in UK publication *Policing Insight*



The PRC has made news across the pond with a feature in the UK trade publication *Policing Insight*. Contributing editor Sarah Gibbons interviewed PRC CEO Mike Ewenson about the "groundbreaking" launch of the PRC, and why it's a good news story for communities and officers.

Read more [here](#). (full article is paywalled)

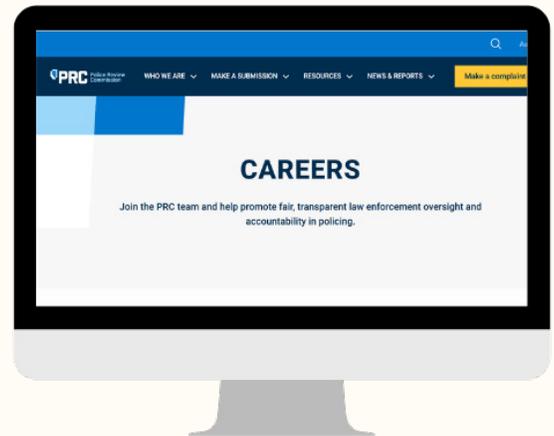
## Careers page now live on [alberataprc.ca](http://alberataprc.ca)

We've recently launched a careers page on our website with information on working for the PRC, and a link to open positions. As an arm's-length agency of the Government of Alberta (GOA), PRC employees are considered members of the Alberta Public Service, and enjoy all associated benefits.

The careers page also has information on becoming a presiding officer for disciplinary hearings. We're building a pool of qualified presiding officers to ensure police officers accused of misconduct have their case heard by a neutral third party.

Visit our careers page [here](#).

*If you notice missing or incorrect information on our website, please contact us at [prcmedia@gov.ab.ca](mailto:prcmedia@gov.ab.ca).*



## Did you know?

We've added more paths on our website for users to submit compliments about a police officer or police service. Users can click **Send a compliment** from the **Make a Submission** drop down on the header menu, or click the **Send a compliment** button on the home page.





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR121350

January 8, 2026

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2026 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and the provision of library services and promotes knowledge sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

The 2026 program features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)**

Awarded for an initiative that exemplifies:

- building the economic capacity and/or resiliency of the community; and/or
- improving the attractiveness of the community to businesses, investors, and visitors.

- **Enhancing Community Engagement or Livability (open to all municipalities)**

Awarded for an initiative that exemplifies:

- increasing accessibility of community services;
- fostering inclusive and welcoming communities;
- improving engagement opportunities for community members; and/or
- strengthening wellness and safety responsiveness.

- **Partnership (open to all municipalities)**

Awarded for an initiative that exemplifies:

- enabling a local or regional partnership\* that achieves results that could not have been accomplished by the municipality alone;
- generating lasting relationships between partners; and/or
- leveraging the unique skill sets or resources of each partner.

\*Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

- **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**

Awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service;
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
- promoting transparency and accountability in municipal operations, fostering trust within the community.

- **Public Library Services (open to all library boards, serving a population under 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

- **Public Library Services (open to all library boards, serving a population over 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-municipal-public-library-excellence](http://www.alberta.ca/ministers-awards-municipal-public-library-excellence). **The deadline for submissions is March 31, 2026.**

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these achievements with your communities.

Sincerely,



Dan Williams, ECA  
Minister of Municipal Affairs



## REQUEST FOR DECISION

**MEETING: Regular Council Meeting**

**Date: March 17, 2025**

**AGENDA NO.: 12**

**TITLE: Closed Meeting -One (1) Legal, One (1) Labor**

**ORIGINATED BY: Karen O'Connor CAO**

### **BACKGROUND / PROPOSAL:**

*Section 197(2) of the MGA states: Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.*

*Section 197(3): When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.*

### **DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The council will be required to make a motion to convene a Closed Meeting to discuss items related to land, legal, or personnel.

### **COSTS / SOURCE OF FUNDING (if applicable):**

### **RECOMMENDED ACTION:**

**MOTION** THAT Mayor Lamb convenes a Closed Meeting at \_\_\_\_ p.m.



## REQUEST FOR DECISION

**MEETING: Closed Meeting**

**Date: March 17, 2026**

**AGENDA NO.: 13**

**TITLE: RECONVENE:**

**ORIGINATED BY: Karen O'Connor, CAO**

**BACKGROUND / PROPOSAL:**

*Section 197(3): When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except for a resolution to revert to a meeting held in public.*

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

A member of the council will announce when the council returns to an open meeting and invite members of the public to attend.

**RECOMMENDED ACTION:**

**MOTION** That Mayor Lamb reconvenes from a closed meeting to Regular Council meeting at \_\_\_\_\_p.m.

INTLS: CAO: KO

**MEETING:** Regular Council Meeting

**Date:** March 17, 2026

**AGENDA NO.:** 14

**TITLE:** Adjournment

**ORIGINATED BY:** *Karen O'Connor, CAO*

**BACKGROUND / PROPOSAL:**

A Member of Council will move to adjourn the meeting.

**RECOMMENDED ACTION:**

**MOTION** THAT Mayor Lamb adjourn the Village of Cremona Regular Council Meeting  
on the 17<sup>th</sup> day of March at \_\_\_\_\_p.m.

INTLS: CAO: **KO**