



VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 1

TITLE: Call to Order

ORIGINATED BY: *Karen O'Connor, CAO*

Mayor Reid calls the January 21, 2025, Village of Cremona Regular Council meeting to order at _____ PM

RECOMMENDED ACTION:

MOTION: THAT Mayor Reid calls the Village of Cremona Regular Council Meeting to order at _____ p.m.

INTLS: CAO: *KO*



VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

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
January 21, 2025, at 7:00 p.m.
Council Chambers – 106 1st Avenue East

ATTENDANCE: Mayor Reid, Deputy Anderson, Councillors Goebel, Schmidt & Martin

OTHER PRESENT: CAO, Karen O'Connor, Tech Support, Glen Harison

ABSENT:

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) November 19, 2024, Regular Meeting Minutes*
 - b) December 17, 2024, Regular Council Meeting Minutes*
 - c) January 8, 2025, Special Meeting Minutes*
 - d) January 15, 2025, Special Meeting Minutes*
- 4. DELEGATIONS / PRESENTATIONS:**
- 5. BUSINESS ARISING FROM PREVIOUS MEETING:**
 - a) Mayor Reid to ask the question on several resolutions.
- 6. BYLAWS & POLICIES:**
 - a) Procedural Bylaw No. 510-24
- 7. NEW BUSINESS**
 - a) **RFD 25-01-008** FCSS External Funding
 - b) **RFD 25-01-009** Renewal Memorandum of Agreement C.R.A.S.C
 - c) **RFD 25-01-010** Business License Application
 - d) **RFD 25-01-011** Business License Application
 - e) **RFD 25-01-012** Cremona Mobile Home Park Expansion
 - f) **RFD 25-01-013** Cremona Hall Board Society
 - g) **RFD 25-01-014** Cremona Library Board Appointment
 - h) **RFD 25-01-015** Public Works Policy / Master Rate Bylaw

- i) **RFD 25-01-016** Schedule a Budget Workshop Meeting

8. REPORTS

- a) Financial Reports
- b) CAO Reports & Public Works

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9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

MAYOR REID REPORTS

- MVC RCMP & MVSH Q & Q Period

DEPUTY MAYOR ANDERSON REPORTS

- MVSH Board Key Messages, Dec 12, 2024

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10. CORRESPONDENCE & INFORMATION

- MNP Regional RCMP Model Study Dec 2024

11. NEXT MEETING

12. CLOSED MEETING- One (1) Land

13. RECONVENE

14. ADJOURNMENT



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 3

TITLE: Minutes – a) November 19, 2024, Regular Council Meeting Minutes
December 17, 2024, Regular Council Meeting Minutes
January 8 & 15, 2024 Special Council Meeting Minutes

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

The November 19 and December 17, 2024, Regular Council Meeting minutes, as well as the January 8 & 15 Special Council Meeting Minutes, are being presented to the Councillors for review for errors or omissions and approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts November 19, 2024, Regular Council Meeting minutes as presented.

OR

MOTION THAT Councillor _____ accepts November 19, 2024, Regular Council Meeting Minutes as amended.

MOTION THAT Councillor _____ accepts December 17, 2024, Regular Council Meeting minutes as presented.

OR

MOTION THAT Councillor _____ accepts December 17, 2024, Regular Council Meeting Minutes as amended.



MOTION THAT Councillor _____ accepts January 8, 2025,
Special Council Meeting as presented.

OR

MOTION THAT Councillor _____ accepts January 8, 2025,
Special Council Meeting as amended.

MOTION THAT Councillor _____ accepts January 15, 2025,
Special Council Meeting as presented.

OR

MOTION THAT Councillor _____ accepts January 15, 2025,
Special Council Meeting as amended.

INTLS: CAO: KO



Minutes of the Village of Cremona Organizational Council Meeting held on
Tuesday, November 19, 2024 – Commencing at 7:00 p.m.

IN ATTENDANCE: Official Administrator, Douglas Lagore

OTHERS PRESENT: CAO, Karen O'Connor and 21 members of the public

ABSENT:

1.1 CALL TO ORDER:

Res: 24/224 MOTION THAT Official Administrator Doug Lagore calls the meeting to order at 7:00 P.M.

2.1 ADOPTION OF AGENDA:

Res: 24/225 MOTION THAT Official Administrator Doug Lagore accepts the November 19, 2024, Agenda as presented with addition:
RFD 2024-11-065 Roles and Responsibilities of Municipal Official Workshop

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

Res: 24/226 MOTION THAT Official Administrator Doug Lagore accepts October 15, 2024, Regular Council Meeting minutes as presented.

CARRIED

4. DELEGATIONS / PRESENTATIONS-NONE

5. BUSINESS ARISING FROM PREVIOUS MEETING -None

6. BYLAWS & POLICIES -NONE

7. NEW BUSINESS

a) RFD 24-11-062 Cremona Library Appointment

Res: 24/226 MOTION THAT Official Administrator Doug Lagore approves the following individual to the Cremona Library Board for a term beyond three (3) consecutive terms, being Greg Harris's 8th term.

TABLED

Res: 24/227 MOTION THAT Administrator Officer Doug Lagore approves the appointment of Greg Harris's term starts November 20, 2024, and ends November 19, 2025.

TABLED

Res:24/228 MOTION THAT Official Administrator Doug Lagore requests the approval of Greg Harris to the Cremona Library Board will be brought to the attention of the newly appointed Elected Officials at the January 21, 2024, council meeting.

CARRIED

b) RFD 24-11-063 Cremona FCSS Advisory Board Member Appointed

Res: 24/229 MOTION THAT Official Administrator Doug Lagore approves the following individual to the Cremona FCSS Advisory Board for a term beyond three (3) consecutive terms, being Greg Harris-8th term

TABLED

Res: 24/230 MOTION THAT Official Administrator Doug Lagore approves Greg Harris to the Cremona FCSS Advisory Board starting on January 21, 2025, and ends on November 19, 2025.

TABLED

Res:24/231 MOTION THAT Official Administrator Doug Lagore requests the approval of Greg Harris to the FCSS Advisory Board will be brought to the attention of the newly appointed Elected Officials at the January 21, 2024, council meeting.

CARRIED

c) RFD 24-11-064 Business License Application

Res: 24/232 MOTION THAT Official Administrator Doug Lagore approves Birch Tree Learning Centre to operate their daycare business proposal, which will be located at 211 & 213 Railway Avenue, Cremona.

CARRIED

d) **RFD 24-11-065 Roles and Responsibilities of Municipal Officials**

Res: 24/233 MOTION THAT Official Administrator Doug Lagore directs administration requests, Alberta Municipal Affairs Advisory Group conducts a Roles and Responsibilities of Municipal Official's Workshop for Mayor and Council.

CARRIED

8 a) Financial Reports

Res: 24/234 MOTION THAT Official Administrator Doug Lagore accepts the accounts payable report with FCSS and the village's financial reports as information only.

CARRIED

8 b) CAO Report

Res.24/235 MOTION THAT Official Administrator Doug Lagore accepts the CAO's activity report for October 2024, for information only.

CARRIED

9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

- NatGas + Agreement
- RCMP -Village of Cremona Q2 2024 Community Ltr
- RCMP- Village of Cremona Reports November 2024

Res. 24/236 MOTION THAT Official Administrator Doug Lagore accepts all committees and board meeting minutes and reports as information only.

CARRIED

10. CORRESPONDENCE & INFORMATION

- AMSC November Newsletter
- Gfoaalberta New Member Information
- Ltr from R. Mclver M. A.-Oct 2, 2024
- Plains 2024 Emergency Response Plan Process -Oct 29, 2024
- RCMP – Q2 2024 MVC Provincial Community Policing Report

Res. 24/237 MOTION THAT Official Administrator Doug Lagore accepts all correspondence and information as information only.

CARRIED

11. NEXT MEETING

Res: 24/238 MOTION THAT Official Administrator Doug Lagore declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7 p.m. on Tuesday, December 19, 2024, at Council Chambers located at 106 1st Avenue East.

CARRIED

12. CLOSED MEETING-NONE

13. RECONVENE

14. ADJOURNMENT

Res. 24/239 MOTION THAT Official Administrator Doug Lagore adjourns the Village of Cremona Regular Council Meeting on the 17th day of November 2024, at 7:06 p.m.

CARRIED

Official Administrator, Doug Lagore

CAO, Karen O'Connor



Minutes of the Village of Cremona Organizational Council Meeting held on
Tuesday, December 17, 2024 – Commencing at 7:00 p.m.

IN ATTENDANCE: Mayor Reid, Councillors Goebel, Schmidt, Anderson & Martin

OTHERS PRESENT: CAO, Karen O'Connor Official Administrator, Doug Lagore
and 25 members of the public

ABSENT:

1.1 CALL TO ORDER:

Res. 24/248 MOTION THAT Mayor Reid Lagore calls the meeting to order at 7:00 P.M.

2.1 ADOPTION OF AGENDA:

Res: 24/249 MOTION THAT Mayor Reid accepts December 17, 2024,
Agenda as presented with addition:
RFD 2024-12-074 Cremona Council Becoming a Member of SAEWA

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

Res: 24/250 MOTION THAT Mayor Reid accepts December 11, 2024, Special
Council Meeting Minutes with amendments.

CARRIED

4. DELEGATIONS / PRESENTATIONS-Bonnie Akkus- No Show

5. BUSINESS ARISING FROM PREVIOUS MEETING

a) Appointing a Deputy Mayor

Councillor Goebel nominates Councillor Anderson as the Village of Cremona Deputy Mayor.
Councillor Anderson accepts the nomination.

Res: 24/251 MOTION by Councillor Goebel THAT the Village of Cremona appoints Anderson as
Deputy Mayor for the Village of Cremona commencing December 17, 2024.

CARRIED

6. BYLAWS & POLICIES

a) **RFD 24-12-069 Council setting a date for the Committee in Whole**

Res: 24/252 MOTION THAT Mayor Reid schedules the following Committee in Whole, Bylaw & Policies for February 4, 2025, time of the day will be announced closer to the date.

CARRIED

7. NEW BUSINESS

a) **RFD 24-12-070 Appointing Signing Authority**

Res: 24/253 MOTION THAT Deputy Mayor Anderson approves that Official Administrator Douglas Lagore signing authority for the Village of Cremona at Connect First Credit Union, to be removed as of December 17, 2024.

**Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.**

Res:24/254 MOTION THAT Mayor Reid approves that Mayor Robert Reid be appointed as the signing officer for the Village of Cremona at Connect First Credit Union, and further that he be authorized to sign all documents until further notice.

CARRIED

b) **RFD 24-12-071 Partial Road Closure Request on 1st Avenue**

Res: 24/255 MOTION THAT Councillor Schmidt approves the temporary road closure during the Country Fellowship Church performs located at First Ave between #206 up to # 234 First Avenue Cremona on December 20 & 21, being a Friday & Saturday between 5:30 pm and 8 pm, the

CARRIED

c) **RFD 24-12-072 2025 Interim Budget**

Res: 24/256 MOTION THAT Councillor Goebel approves the adoption of the Village of Cremona 2024 Budget as the Village of Cremona 2025 Interim Budget until the 2025 Budget is passed.

CARRIED

d) RFD 24-12-073 Urban System Proposal

Res: 24/257 MOTION THAT Councillor Anderson accepts Urban Systems General Advisory Agreement as presented.

TABLED

Res: 24/258 MOTION THAT Mayor Reid directs the CAO to contact Parkland Community Planning Services for a quote for their service agreements.

CARRIED

e) RFD 24-12-074 Retaining BrownLee LLP Law Firm

Res: 24/259 MOTION THAT Mayor Reid authorized the council to retain the legal firm BrownLee LLP Calgary office, to investigate the land sale of the entirety of the lands, including the Historic United Church, previously owned Cremona Municipal land, Plan 2503EO, Block 4, Alberta Land title number 241 000 197, registered January 2, 2024, to Kelly, Melanie and Nolan Morstad and report back to the council.

DEFEATED

f) RFD 24-12-074 SAEWA Membership

Res: 24/260 MOTION THAT Councillor Anderson approves the Village of Cremona to rejoin SAEWA Board and will submit a \$350.00 2025 membership fee.

CARRIED

8 a) Financial Reports

Res: 24/261 MOTION THAT Councillor Schmidt accepts the accounts payable report with FCSS and the village's financial reports as information only.

Mayor Reid did Not call the Resolution

The resolution will be revisited at a subsequent meeting.

8 b) CAO Report

Res.24/262 MOTION THAT Councillor Schmidt accepts the CAO's activity report for November 2024, for information only.

Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.

8 c) Public Works October & November Report

Res.24/263 MOTION THAT Deputy Mayor accepts the public works activity report for October and November 2024, for information only.

Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.

9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

- MVSH 2025 Operating Requisition
- MVSH Approved 2025 Budget
- MVSH Key Messages-Nov 14, 2024
- MVSH ltr-Nov. 18, 2024
- MVREMC Organizational minutes-Dec 9, 2024
- MVREMC Regular Meeting minutes-Dec 9, 2024
- Ltr for Cremona Hall Board re: Fire lane
- PRLS Board Meeting Minutes-Nov 14, 2024
- PRLS Board Talk-Nov 14, 2024

Res. 24/264 MOTION THAT Councillor Goebel accepts all committees and board meeting minutes and reports as information only.

Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.

Res: 24/265 MOTION THAT Deputy Mayor Anderson nominates Councillor Schmidt to be advisory Member for the village on the Hall Board Fire lane meetings.

CARRIED

10. CORRESPONDENCE & INFORMATION

- M.A. letter Dec 5, 2024
- Ministerial Order No. MSD:094/94
- M.A. Assessment Year Modifiers
- MVC Information Release -Nov 21, 2024

Res. 24/266 MOTION THAT Councillor Schmidt accepts all correspondence and information as information only.

Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.

11. NEXT MEETING

Res: 24/267 MOTION THAT Councillor Schmidt declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7 p.m. on Tuesday, January 21, 2025, at Council Chambers located at 106 1st Avenue East.

Mayor Reid did Not call the question
The resolution will be revisited at a subsequent meeting.

Mayor Reid calls recess at 8:04 pm

Mayor Red calls out of recess at 8:12 pm

12. CLOSED MEETING-One (1) Legal, and One (1) Labour

Res: 24/268 MOTION THAT Mayor Reid calls the meeting to enter a Closed Meeting under one (1) Legal and one (1) Labour, at 8:12 pm.

CARRIED

13. RECONVENE

Res: 24/269 MOTION THAT Mayor Reid reconvenes from a closed meeting to the public at 8:56 p.m.

CARRIED

Res: 24/270 MOTION THAT Councillor Goebel accepts all the Village of Cremona’s first connect institution information as presented.

CARRIED

Res:24/271 **MOTION** THAT Mayor Reid approves that council with complete the CAOs Evaluation at the end of March 2025.

CARRIED

14. ADJOURNMENT

Res. 24/272 **MOTION** THAT Deputy Mayor Anderson adjourns the Village of Cremona Regular Council Meeting on the 17th day of December 2024, at 8:56 p.m.

CARRIED

MAYOR, Robert Reid

CAO, Karen O'Connor



Minutes of the Village of Cremona Special Council Meeting held on
Wednesday, January 8, 2025 – Commencing at 7:00 p.m.

IN ATTENDANCE: Mayor Reid, Deputy Mayor Anderson, Councillors Goebel, Schmidt and Martin

OFFICIAL ADMINISTRATOR: Doug Lagore- Virtual

OTHERS PRESENT: CAO, Karen O'Connor, and 28 members of the public

ABSENT:

1.1 CALL TO ORDER:

Res. 25/001 MOTION THAT Official Administrator Doug Lagore calls the meeting to order at 5:00 P.M.

CARRIED

2. NEW BUSINESS

a) RFD 25-01-001 Appointing Signing Authority

Res:25/002 MOTION THAT Councillor Goebel approves that Deputy Mayor Anderson be appointed as a signing officer for the Village of Cremona at Connect First Credit Union, and further that he be authorized to sign all documents until further notice.

CARRIED

b) RFD 25-01-002 Reviewing Utility Rates

Res: 25/003 MOTION THAT Councillor Martin directs the administration to credit all Village of Cremona residents \$20.00 per home for the next two (2) months February and March 2025 accounts excluding commercial accounts.

CARRIED

c) RFD 25-01-003 Mayor Ried Request a Village Cell

Res: 25/003 MOTION THAT Councillor Schmidt approves that administration to order a cell phone for Mayor Reid at the Village of Cremona expense.

CARRIED

d) RFD 25-01-004 Mayor Reid Requests for the Council Chambers & FCSS Building Access Key

Res: 25/004 MOTION THAT Councillor Maritn approves that Mayor Reid has a key for the Council Chambers / FCSS Building for Council business only.

CARRIED

e) RFD 25-01-005 Code of Conduct for Reviewing

Res: 25/005 MOTION Councillor Anderson accepts the December 11, 2024 council meeting Minutes amended as requested.

CARRIED

f) RFD 25-01-006 Tandem Truck in Public Work Yard

Res: 25/006 MOTION THAT Deputy Mayor Anderson accepts the information provided as information only.

CARRIED

g) RFD 25-01-007 Administration Level of Service

Res: 25/007 MOTION THAT Councillor Martin requests that the CAO is to bring the Level of Service Policy for council to review at the January 21, 2025 meeting.

CARRIED

6. NEXT MEETING

Res: 25/008 MOTION THAT Councillor Schmidt declares that the next Council Meeting for the Village of Cremona will be a Regular Meeting and will take place at 7 pm on Tuesday, January 21, 2024, at 106 1st Avenue East.

CARRIED

**Mayor Reid calls recess at 8:11 pm to return in 15 minutes.
Mayor Reid calls out of recess at 8.:24 pm.**

7. CLOSED MEETING -One (1) Land, and One (1) Labour

Res 25/009 **MOTION** THAT Mayor Reid calls the meeting to enter into a Closed meeting to underSection 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 at 8:24 pm.

CARRIED

8. RECONVENE

Res: 25/010 **MOTION** THAT Mayor Reid reconvenes from a closed meeting under 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 at 9:57 pm.

CARRIED

Res: 25/011 **MOTION** THAT Councillor Goebel accepts Land Sale Agreement, Subdivision application and Urban Systems correspondence as information only.

CARRIED

Res: 25/012 **MOTION** THAT Deputy Mayor Anderson accepts the CAO Employment Agreement as information only.

CARRIED

6. ADJOURNMENT

Res. 25/013 **MOTION** THAT Deputy Mayor Anderson adjourns the Village of Cremona Special Council Meeting on the 8th day of January 2025, at 10:05 p.m.

CARRIED

Mayor, Robert Reid

CAO, Karen O'Connor



Minutes of the Village of Cremona Special Council Meeting held on
Wednesday, January 15, 2025 – Commencing at 7:00 p.m.

IN ATTENDANCE: Mayor Reid, Deputy Mayor Anderson, Councillors Goebel, Schmidt and Martin

OFFICIAL ADMINISTRATOR: Doug Lagore- Virtual

OTHERS PRESENT: CAO, Karen O'Connor, Tech Support, Glen Harrison

ABSENT:

1.1 CALL TO ORDER:

Res. 25/014 MOTION THAT Mayor Reid calls the meeting to order at 7:00 P.M.

CARRIED

2. CLOSED MEETING -One (1) Legal

Res 25/015 MOTION THAT Mayor Reid calls the meeting to enter into a Closed meeting to under 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 at 7:02 pm.

CARRIED

Mayor Reid leaves the meeting due to pecuniary interest M.G.A Sec. 170

3. RECONVENE

Res: 25/016 MOTION THAT Deputy Mayor Anderson reconvenes from a closed meeting under 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 at pm.

CARRIED

Mayor Reid entered the Special Meetings at 7:19 pm.

Res: 25/017 **MOTION** THAT That the CAO be authorized to settle the lawsuit as directed by Council and discussed at the in-camera meeting of January 15th, 2025.

CARRIED

6. ADJOURNMENT

Res. 25/018 **MOTION** THAT Deputy Mayor Anderson adjourns the Village of Cremona Special Council Meeting on the 15th day of January 2025, at 7:23 p.m.

CARRIED

Mayor, Robert Reid

CAO, Karen O'Connor



MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 4 a) None

TITLE: Delegations / Presentation:

ORIGINATED BY: Karen O'Connor, C.A.O.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

RECOMMENDED ACTION:

INTLS: CAO: KO



VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 5a)

TITLE: BUSINESS ARISING FROM PREVIOUS MEETING: Mayor Reid to ask the question

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Several resolutions had not been questioned for” all in favor “

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

- a) **RFD 24-12-070 Appointing Signing Authority**
Res: 24/253 MOTION THAT Deputy Mayor Anderson approves that Official Administrator Doug Lagore's signing authority for the Village of Cremona At Connect First Credit Union, to be removed as of December 17, 2024
- b) **8 a) Financial Reports**
Res: 24/261 MOTION THAT Councillor Schmidt accepts the accounts payable report with FCSS and the village’s financial reports as information only.
- c) **8 b) CAO Report**
Res.24/262 MOTION THAT Councillor Schmidt accepts the CAO’s activity report for November 2024, for information only.
- d) **8 c) Public Works October & November Report**
Res.24/263 MOTION THAT Deputy Mayor accepts the public works activity report for October and November 2024, for information only.
- e) **9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS**
 - MVSH 2025 Operating Requisition

- MVSH Approved 2025 Budget
- MVSH Key Messages-Nov 14, 2024
- MVSH Itr-Nov. 18, 2024
- MVREMC Organizational minutes-Dec 9, 2024
- MVREMC Regular Meeting minutes-Dec 9, 2024
- Ltr for Cremona Hall Board re: Fire Lane
- PRLS Board Meeting Minutes-Nov 14, 2024
- PRLS Board Talk-Nov 14, 2024

Res. 24/264 MOTION THAT Councillor Goebel accepts all committees and board meeting minutes and reports as information only.

f) **10. CORRESPONDENCE & INFORMATION**

- M.A. letter Dec 5, 2024
- Ministerial Order No. MSD:094/94
- M.A. Assessment Year Modifiers
- MVC Information Release -Nov 21, 2024

Res. 24/266 MOTION THAT Councillor Schmidt accepts all correspondence and information as information only.

g) **11. NEXT MEETING**

Res: 24/267 MOTION THAT Councillor Schmidt declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7 p.m. on Tuesday, January 21, 2025, at Council Chambers located at 106 1st Avenue East.

 VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 6 a)

TITLE: Bylaws & Policies- Procedural Bylaw No. 510-24

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: The Procedural Bylaw is attached.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

RECOMMENDED ACTION:

MOTION THAT Council _____ approves the rescinding of the Procedural Bylaw No. 510-24 as presented.

OR

MOTION THAT Council _____ approves the amendment to the Procedural Bylaw No. 510-24
As follows

INTLS: CAO KO

VILLAGE OF CREMONA
BYLAW NO. 510-24**BEING A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

WHEREAS, pursuant to the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended or replaced from time to time, the Council of the Village of Cremona may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Village of Cremona deems it necessary to pass a bylaw establishing a procedure bylaw;

NOW THEREFORE COUNCIL OF THE VILLAGE OF CREMONA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Procedural Bylaw".

2.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 '**ACT**' means the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended, and can be referred to as the *MGA*.
- 2.2 '**AGENDA**' means the list and order of business items for any meeting of Council, or Committees.
- 2.3 '**BYLAW**' means a bylaw of the Village.
- 2.4 '**CAO**' means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 '**CHAIRPERSON**' means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 '**CLOSED MEETING OF COUNCIL**' means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 '**COUNCIL**' means the Mayor and Councillors of the Village of Cremona.
- 2.8 '**COUNCIL COMMITTEE**' means a committee, board or other body established by council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 '**COUNCIL MEETING**' means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.
- 2.10 '**DELEGATION**' means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 '**DEPUTY MAYOR**' means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.

- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement directed to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.20 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.21 **'QUORUM'** means a majority of Members of Council as prescribed in the Act.
- 2.22 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor or a majority of Council pursuant to the Act.
- 2.23 **'VILLAGE'** means the Corporation or the Village of Cremona.

3.0 **APPLICATION**

- 3.1 This bylaw applies to all meetings of Council.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,
 - (d) Bourinot's Rules of Order.
- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act as Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.

- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 **DEPUTY MAYOR**

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting.

5.0 **ORGANIZATIONAL MEETING**

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
- (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments of Council Members to Committees shall be for a term of one (1) year. Councillors may be appointed to the same committee at the annual organizational meeting.

6.0 **REGULAR MEETINGS OF COUNCIL**

- 6.1 Regular Meetings of Council shall be held in the Village of Cremona Council Chambers at 106 First Avenue East unless notice is given in accordance with the *Act* that the Regular Meeting will be held elsewhere in the community.
- 6.2 Regular Meetings of Council shall be held every third Tuesday. When the meeting day falls on a Statutory Holiday, the meeting shall be held on the following day which is not a statutory holiday, unless otherwise set by resolution of Council.

 Mayor

- 6.3 Regular Meetings of Council shall commence at 7:00 pm.
- 6.4 If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
- 6.5 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 6.6 Confidential or items discussed in-camera are not to be disclosed or discussed in the public until the information is discussed in a public meeting.

7.0 **SPECIAL COUNCIL MEETINGS**

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 **PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

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- 8.3.4 request that administrative staff present a report on the issue at hand;
 - 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
 - 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission, and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.

- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 **CLOSED MEETING OF COUNCIL (In Camera)**

- 9.1 The Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except a Motion to revert to a meeting held in public.
- 9.3 For the purposes of the Act, a meeting or part of a meeting is considered to be closed to the public if:
 - 8.3.1 any members of the public are not permitted to attend the entire meeting or part of the meeting,
 - 8.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
 - 8.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
 - 8.4.1 the part of the meeting that is to be closed, and
 - 8.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Act may deliberate and make its decision in a meeting closed to the public.
- 8.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

10.0 **AGENDA**

- 10.1 The Agenda shall list the items and order of business for the meeting,
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Thursday prior to the Tuesday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Tuesday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
 - (a) members of Council,
 - (b) representatives of the local news media,
 - (c) all staff who are entitled to receive copies, and
 - (d) published on the Village website.
- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Thursday prior to the Tuesday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Thursday prior to the Tuesday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Thursday prior to the Tuesday on which the meeting is to be held.
- 10.7 The subject matter of **an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.**
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 **COMMUNICATIONS**

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
 - (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,

(d) be submitted to the CAO no later than noon on the Thursday prior to the Tuesday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.

11.2 On receipt of a communication for Council the CAO, may:

- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
- (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
- (c) place a copy of the communication in each members' mailbox.

12.0 **DELEGATIONS**

12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO and the Mayor to arrive no later than Noon (12:00 p.m.) on the Thursday immediately prior to the next Council meeting.

12.2 Delegations are scheduled at the discretion of the CAO and Mayor, subject to:

- (a) the volume of material on any given agenda;
- (b) the number of requests for a specific meeting date and urgency of request; or
- (c) subject matter.

12.3 The written submission will indicate the following information:

- (a) complete name of the presenter(s) and contact information (ie. mailing address, email, telephone/fax number) and organization they are representing (if applicable);
- (b) nature and purpose of the delegation and the material to be covered/presented; and
- (c) any PowerPoint presentation or other material to be used or presented at the meeting.

12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.

12.5 Information presented by the delegation will be restricted to one topic per person noted in the written submission and recorded on the meeting agenda. The delegation will be limited to three (3) minutes.

12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.

12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.

12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions.

13.0 **ORDER OF BUSINESS AT MEETINGS**

13.1 The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order,
- (b) Agenda - Amendments and Adoption,
- (d) Adoption of Previous Minutes,
- (e) Delegations
- (f) Public Hearing (If Required),
- (g) Bylaws, Policies
- (g) Old Business,
- (h) New Business,
- (i) Financial
- (j) Administration
- (I) Council Committee Reports
- (m) Correspondence
- (n) Closed Meeting (If Required),
- (o) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 **QUORUM**

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

- (a) failure to constitute a quorum, or
- (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to **the** meeting commencing.


Mayor
CAO

15.0 **ADJOURNMENT**

15.1 A Council meeting shall adjourn no later than 9:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 9:00 p.m. by resolution.

15.2 A Member may move a motion to adjourn a Meeting at any time, except when:

- (a) another Member has the floor,
- (b) a call for a vote has been made,
- (c) the Members are voting, or
- (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

15.3 A motion to adjourn shall be put without comment or debate.

16.0 **CANCELLATION OF MEETINGS**

16.1 Council meetings may be cancelled:

- (a) by a majority of Council at a previous meeting, or
- (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
- (c) with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public.

16.2 Special Council meetings may be cancelled:

- (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public
- (b) by the Mayor with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public

17.0 **MINUTES OF COUNCIL**

17.1 The chief administrative officer shall ensure that:

17.1.1 minutes of each council meeting:

- (a) are recorded in the English language without note or comment,
- (b) include the names of the Councillors present at the council meeting,
- (c) are given to council for adoption at a subsequent council meeting, and
- (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.

17.2 The Presiding Officer shall present the Minutes to Council with a request for a motion to confirm the Minutes.

17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for recess
 - (c) Point of Order
 - (d) Referral Motion
 - (e) Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a Member is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.12 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.13 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.14 No member shall, subject to the *Act*, leave the Council Chamber after a question is put to a vote until the vote is taken.
- 18.15 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.16 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER, AND PROCEDURE

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.

- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favor of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 207 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes,
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.

- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:
 - (a) be considered at the regular council meeting preceding **the meeting at which** the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
 - (a) it is a motion made or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration;
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.

- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
- (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
- (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,
 - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the *Act*:
- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
 - (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 **URGENT BUSINESS**

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
- (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice,

26.0 **RECESS**

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 ATTENDANCE OF MEETINGS THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

- 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
- (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
 - (c) The facilities enable all the meeting's participants to watch and/or hear each other.

This Bylaw shall come into full force and effect upon approval by resolution of Council.

Bylaw No 490-18 and amendments thereto are hereby rescinded.

Read for a first time on this 4th day of July 2024 Procedural Bylaw No. 510-24; Motion No.: 24/163

Read for the second time on this 16th day July of 2024; Procedural Bylaw No. 510-24

Motion No. :24/178

Read for the third and final time on this 16th day of July 2024; Procedural Bylaw No. 510-24

Motion No. :24/179.



Mayor



Chief Administrative Officer

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-008

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 a)

TITLE: New Business - FCSS 2025 External Funding Request

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Councillor must review the external funding organization that has requested money from the Village of Cremona FCSS department as presented.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the FCSS 2025 external funding to programs that the FCSS coordinator and the FCSS Advisory Board have chosen, as well as the allocated funds per organization.

OR

MOTION THAT Councillor _____ apposes to the FCSS external funding to the programs that they have chosen.

INTLS: CAO KO

2025 Cremona FCSS Funding Requests

1. CESD Family School Wellness

Ask: \$3000

- Concerned that funding just goes into pot for wages. Cremona FSW asked for funds for Rainbows training and this definitely could come out of FCSS funds
- No other communities fund them anymore because more intervention than prevention
- Can keep some money in our FCSS funds and have them apply per program to partner

2. CESD YES program

Ask: \$5490 (\$15 x 366 students)

- Wages for 0.8 success coach to do Social Emotional learning for k-8 in Cremona School
- They are doing preventative programming
- Can keep the money in our community and have them apply per program
- Fund to full ask

3. Olds Hospice

Ask: \$500

- NavCare and Bereavement support
- A little unsure what the funds will be used for. Will they come do workshops?

4. Hope 4 MVC kids

Ask: \$2000 ; \$200

- Program 7 to help fund specialized services and assessments for kids is ineligible (\$2000)
- Volunteer retention program (\$200)

5. MVESS Outreach Services

Ask: \$8005.95 (original ask \$3125)

- On the fourth Thursday of each month, the Outreach Coordinator is available at the Cremona FCSS from 10:00 AM to 1:00 PM for drop-in sessions. These sessions provide accessible, appointment-free opportunities for individuals to connect with services. Additionally, the Outreach Coordinator is available for scheduled appointments in Cremona outside of these designated drop-in hours, to ensure flexible and responsive support for clients.
- Building Better Boundaries (adults, 4 sessions)
- Financial Literacy (adults, 4 sessions)
- Grief Recovery Method (adults, 8 sessions)
- Beautiful Me (female youth, 1 session)

*Can't fund money for rent/utilities/insurance. If take that off their application it is \$4223.70

6. Moccasin House

Ask: \$520

- Ribbon Skirt Making (all ages)

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

	Applicant	2024 funding	2025 Amount requested	2025 Amount Recommended	2025 Board Approved	Motioned By	All in Favour
1	Family School Wellness	\$1500	\$3000.00	0	0 – will keep \$500 set aside for specific projects	Bonnie	Yes. Carried
2	Youth Empowerment and Support (Y.E.S)	\$2500	\$5490.00	\$5490.00	\$3000	Corrie	Yes. Carried
3	Olds & District Hospice	\$500	\$500.00	\$500.00	\$500	Shane	Yes. Carried
4	MVC Hope 4 Kids	\$500	\$200	\$200.00	0 – lots of funding streams	Shane	Yes. Carried
5	MV Emergency Shelter	\$3500	\$8005.95 (\$4223.70)	\$3000	\$3125	Shane	Yes. Carried
6	MV Moccasin House	\$500 (approved in April by board)	\$520.00	\$520.00	0 – will apply for Cremona Rec and Culture grant to run it	Corrie	Yes. Carried
	Total	\$9200	\$12, 835	\$9710	\$7125		

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-01-009

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 b)

TITLE: New Business - Renewal Memorandum of Agreement C.R.A.S.C.

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Village of Cremona Council to renew the Memorandum of agreement 2025-2027 LARB and CARB

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This company has all the training for assessment, reviewing inquiries, and complaints. There is a base fee for the village, \$900 per year. If Cremona has any residents who require CRASC services, the cost is accordingly, as indicated in the attached agreement. Cremona's history is that CRASC has not had any cases for the past five years.

The MGA Act states that all municipalities have an ARB clerk and CARB clerk representing them.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves the renewal of the Capital Region Assessment Services Commission Participant Memorandum of Agreement 2025-2027 as presented.

INTLS: CAO KO

Office Use Only

Member or Participant

Municipality: _____

Received: _____

**PARTICIPANT
MEMORANDUM OF AGREEMENT
2025 - 2027**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

Capital Region Assessment Services Commission

C.R.A.S.C.



1 January 2025

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “**Commission**”)

and

(the “**Participant**”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant.

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant.

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.
- e. “**Panelist**” means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. “**Assessment Review Board**” and “**ARB**” mean either the Local Assessment Review Board (“LARB”) or the Composite Assessment Review Board (“CARB”).
- g. “**Assessment Clerk**” means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

- h.** “Term” means the term of this agreement as set forth in Section 2.

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panelist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c.** annually providing the Participant with:
 - i.** a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
 - ii.** the name of the chair of the LARB and CARB;
 - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e.** providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f.** assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g.** preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h.** annually meeting with the Panelists to review activities and ensure that the

Panelists are current with respect to Assessment Review Board hearing information.

Panelist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panelists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panelist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panelist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint

- Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A", and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule" A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. LEGAL EXPENSES

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw.

The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

7. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

8. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

9. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

10. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

11. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

12. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

13. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

OTHER:

14. Judicial Review of an ARB decision:

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION:

CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per:
Authorized Signature

Name

Date

THE PARTICIPANT:

Name of Participant Municipality

Per:
Authorized Signature

Name

Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$900, plus;
- b. Per parcel fee of \$0.35, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:**
 - \$800 for each LARB hearing
 - \$800 for each CARB hearing
- b. **Panelist:**
 - \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.
 - \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
 - \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.

c. Presiding Officer:

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

d. Assessment Clerk:

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

4. Judicial Review

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to “Notice to Obtain Record of Proceedings” and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

COMMISSION’S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT’S SERVICE ADDRESS

The Participant’s address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____

Sept 6, 2024

Dear CRASC ARB PARTICIPANT:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2025 to 2027.

We have made some changes from the expiring 2022-2024 agreement, primarily to better clarify the obligations of the Commission and the Participants; also, to adjust the fees that CRASC will charge.

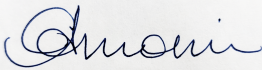
For each CRASC ARB PARTICIPANT that you administer, would you please follow the instructions below:

1. Print out a copy of the Agreement.
2. Complete the following sections of the Agreement:
 - Page 2, Print the Name of your municipality on the line immediately above (the "Participant").
 - Page 8, Complete all sections under the heading: THE PARTICIPANT
Please ensure an authorized signer completes this section
 - Page 11, Complete all information lines under PARTICIPANT'S SERVICE ADDRESS.
3. Scan and email a copy of the completed Agreement to gerryl.amorin@crasc.ca

On receipt of your signed Agreement, the Commission will sign Page 8 to complete a fully executed Agreement. CRASC will scan and email a copy to you for your records.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3-year term.

Sincerely,



Gerryl Amorin, CPA | Manager, Finance Officer

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-010

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 c)

TITLE: New Business - Business License Application

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Village of Cremona has received a business license application for Little Rays of Sunshine.
This is a registered day home with the province.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves the Little Rays of Sunshine to operate their Register day home within the Village of Cremona.

INTLS: CAO KO

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-01-011

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 d)

TITLE: New Business - Business License Application

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Village of Cremona has received a business license application for Siberian Sauna.
The business is operating out of 213 Railway Ave.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves the Siberian Sauna Ltd to operate his Manufacturing and Rental Business within the Village of Cremona.

INTLS: CAO KO



PO BOX 10, 205 1ST STREET EAST - CREMONA, ALBERTA TOM ORO
Ph.: 403-637-3762 Fax: 403-637-2101 www.cremona.ca

BUSINESS LICENSE APPLICATION

This is an application for a Business License under the provisions of the Business License Bylaw 398-05 to operate a business within the limits of the Village of Cremona. A provincial license may or may not be required for the proposed business. The onus will be on the applicant to contact the Provincial Consumer and Corporate Affairs office in Calgary, Alberta. Business licenses are issued for the calendar year and expire at midnight December 31 of that year. If you have any questions please contact the Village of Cremona Office at 403.637.3762. **PLEASE NOTIFY THE VILLAGE OFFICE IF YOUR BUSINESS CHANGES OWNERSHIP, NAME OR PHONE NUMBER.**

This information is being collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) and will be used for Business Licensing application purposes. You should be aware that this application can and may be disclosed to members of the public in accordance with the FOIP Act. The Village of Cremona would like to distribute the information provided on this form to the Village of Cremona Website as well as to the Cremona/Water Valley & District Chamber of Commerce.

I permit my business information to made public I do not wish to have my business information made public

WE ACCEPT NO RESPONSIBILITY FOR BUSINESSES LOCATED ON RENTAL PREMISES THAT DO NOT HAVE THE APPROVAL OF THE PROPERTY OWNER.

Name of Business: Siberian Sauna

Registered Name: SIBERIAN SAUNA LTD

Please check the box that applies to your application:

New Application Renewal with no changes Renewal with changes

Type of Business: SAUNA PRODUCTS RETAIL + LIGHT MANUFACTURING
(Identify Products of Service) + RENTAL

Home Occupation Local Resident MV County Resident Outside MV County

Do you have a Provincial License from the Department of Consumer and Corporate Affairs? If yes, what is your Provincial License Number: 2022997023

Location of Business Premises: 213 RAILWAY AVE

Mailing Address: GENERAL DELIVERY CREMONA Prov. AB PC: TOM ORO

Bus. Phone: 780 782 3755 Cell: _____ Emerg: _____; Fax: _____

Website: SIBERIAN SAUNA Email Address: SIBERIANSAUNA@YAHOO.COM

Applicant's Name (Print): Victor Sibera

Applicant's Signature: [Signature] Date: Jan 3/25

FOR OFFICE USE ONLY

Approved Refused Receipt No. _____ Land Use Classification _____ Conforms? _____

Date of Issue: _____ Fee: _____ License No.: _____

Signature of Licensing Officer: _____

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-012

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 e)

TITLE: New Business - Cremona Mobile Home Park Expansion

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: The owner of the Cremona Mobile Home Park is sharing his plans to develop more pads/homes within the existing park. Attached is Simon Kim proposal.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves the Cremona Mobile Home Park expansion, and to ensure the development stays within the Village of Cremona Land Use Bylaw No. 395-06.

INTLS: CAO KO

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-01-013

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 f)

TITLE: New Business - Cremona Hall

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: The Cremona Hall Board Society wants to enter into an agreement with the village to take care of all snow removal on the Cremona Hall Board Land. Perry Roberts will work with Cremona Public Works and Barry to place signage for Fire Lane. The Arena and Hall wishes to ask the village to request residents on the East side of Centre Street to angle park.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves that the Village of Cremona enters into an agreement between the Village of Cremona public works and Cremona Hall Board Society that the village will maintain all snow removal from the Hall Board land.

MOTION THAT Councillor _____ approves that asking residents to angle park on the east side of Centre Street will help a great deal with the large number of vehicles at the Arena, Hall and Curling rink.

MOTION THAT Councillor _____ approves that Cremona Public Works and Arena Manager will work together with erecting Fire Lane signage and Angle Parking Only Signs.

INTLS: CAO KO

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-014

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 g)

TITLE: New Business - Cremona Library Board Appointment

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Please review the attached email for an explanation of the Deputy Mayor's setting on the Library Board as an alternate.

AND

The approval of Colleen Peterson on the library board was tabled in October 2024.

The O.A. had concerns with the posts on social media by Colleen Peterson.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves that Deputy Mayor Anderson will be appointed to be the second municipality board member on the Cremona Library Board term starting January 21, 2025, to October 24, 2025

OR

MOTION THAT Councillor _____ approves that Deputy Mayor Anderson's appointment to hold the alternate board member on the Cremona Library board be rescinded due to regularization with the Library Act.

AND

MOTION THAT Councillor _____ approves that Colleen Pederson on the Cremona Library Board Term starting January 21, 2025, ending January 20, 2027.

INTLS: CAO **KO**

Karen Oconnor

From: Rebecca Smith <rsmith@prl.ab.ca>
Sent: January 15, 2025 2:30 PM
To: Karen Oconnor
Subject: FW: Village of Cremona Library Board appointments

Hi Karen,

Thank you for sending the notice regarding the council members appointed to the library board. Please see below email from Ken Allan at Municipal Affairs, PLSB regarding Derald Anderson's appointment to the library board and advise whether his appointment will be rescinded, or if he will remain appointed to the library board in addition to Councillor Schmidt. Libraries Act does allow for a maximum of 2 municipal council members to serve on municipal library board. All library board members are expected to attend each meeting as individuals serving on the library board.

Also, did the motion appointing Councillor Schmidt and Deputy Mayor Anderson to the library board include the requirements as per Libraries Act? The motion indicates the term length ex "term starting Dec 11, 2024 and ending October 24, 2026". If this was not done, please ensure that this is corrected at the next council meeting.

Thank you, I look forward to your response regarding Deputy Mayor Anderson's appointment and follow-up regarding Greg Harris and Colleen Peterson, when these have been sorted out.

Rebecca Smith (she/ her)
Cremona Municipal Library

From: Ken Allan <Ken.Allan@gov.ab.ca>
Sent: Wednesday, January 15, 2025 12:56 PM
To: Rebecca Smith <rsmith@prl.ab.ca>
Subject: RE: Village of Cremona Library Board appointments

Hi Rebecca,

There is no provision in the *Libraries Act* for the appointment of an alternate member to a municipal library board like the Village of Cremona Library Board.

Because the appointment of Deputy Mayor Anderson does not appear to be consistent with the *Libraries Act*, they could be at risk of being held individually liable if the board is sued. To avoid this risk, I would recommend council rescind the appointment of Deputy Mayor Anderson to the Village of Cremona Library Board.

If council wants to send a councillor to a meeting when Councillor Schmidt is not available, that councillor can always attend the meeting as a guest. All board meetings are open to the public as stated in section 5 of the Libraries Regulation. Note that guests at library board meetings cannot make motions or vote.

Let me know if you or any of your board members have any questions about this. Have a good day.

Ken A

--

Ken Allan (he/him)
Library Legislative Advisor

Public Library Services Branch
Government of Alberta

Tel 780-641-9363
Cell 780-292-2228
ken.allan@gov.ab.ca
www.albertalibraries.ca

I respectfully acknowledge that I work and live in Treaty Six territory and the traditional homeland of the Métis Nation.

Classification: Protected A

From: Rebecca Smith <rsmith@prl.ab.ca>
Sent: Wednesday, January 15, 2025 12:15 PM
To: Ken Allan <Ken.Allan@gov.ab.ca>
Subject: FW: Village of Cremona Library Board appointments

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi Ken,

Our municipal council has appointed an alternate council member to the Library Board, yet acknowledge that “being an alternate board member he is unable to vote”. See attached letter that I received. If council appointed 2 councillors to the library, we have 2 library board members from council now, right? They can’t appoint an alternate, as library boards are not allowed to have alternates is my understanding. Any insight or explanation you could provide would be appreciated.

Thanks,

Rebecca Smith (she/ her) | Library Manager
403-637-3100 | rsmith@prl.ab.ca

205, 1st Street E | Cremona, AB | TOM ORO
www.cremonalibrary.prl.ab.ca

The Cremona Municipal Library is situated on the traditional territories of the Niitsitapi (Blackfoot) and the people of the Treaty 7 region in Southern Alberta, which includes the Siksika, the Piikuni, the Kainai, the Tsuut’ina and the Stoney Nakoda First Nations, including Chiniki, Bearspaw, and the Wesley First Nations. The area is also home to the Métis Nation of Alberta, Region 3. We honour and respect the diverse histories, languages, and cultures of all Indigenous peoples who have shared their stories and cared for this land for generations. We are committed to fostering a space where these stories can be celebrated and heard.

From: Karen Oconnor <koconnor@cremona.ca>
Sent: Wednesday, January 15, 2025 12:04 PM
To: Rebecca Smith <rsmith@prl.ab.ca>
Subject: RE: Village of Cremona Library Board appointments

Hi Rebecca,

Please find attached the letter of appointment, I apologize I had that letter stamped “emailed” Greg Harris is being reviewed at the Jan 21, 2025 meeting. Mayor Reid didn’t know the procedure on this resolution.

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-015

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 h)

TITLE: New Business - Public Works / Contract Work

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Resident inquiring if the Village public works is hirable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____

**VILLAGE OF CREMONA
BYLAW # 513-24
Establish Fees for the Provisions of Various Services**

BEING A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING FEES FOR THE PROVISION OF VARIOUS SERVICES AS WELL AS INFORMATIONAL SERVICES THAT DO NOT FALL WITHIN THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

WHEREAS, pursuant to Section 7 (f) of the Municipal Government Act, Chapter M-26-1, Revised Statutes of Alberta 2000 and amendments thereto authorize the Council may pass a Bylaw establishing fees for the provisions of services;

AND WHEREAS, the Council of the Village of Cremona deems it desirable to charge fees for the provision of various services including informational services that are not pertaining to the Freedom of Information and Protection of Privacy Act;

NOW THEREFORE, be it resolved that under the authority of the Municipal Government Act, the Council of the Village of Cremona in the Province of Alberta duly assembled, hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be referred to as the "**2024 Master Rates & Fees Bylaw**".

2. SEVERABILITY

2.1 If any provisions of this Bylaw are declared invalid because of any word, phrase, clause sentence or paragraph or section of this Bylaw or any documents which form part of this Bylaw or an application thereto to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

3. FEES

3.1 The fees are set out in Schedule A attached to and forming part of this Bylaw.

4. REPEAL

4.1 Bylaw 509-23 is hereby repealed.

This By-law shall have full force and effect on the final passing thereof.

READ A FIRST TIME THIS 28th DAY OF MAY A.D., 2024.

READ A SECOND TIME THIS 28th DAY OF MAY A.D., 2024.

GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING ON THIS 28TH DAY OF MAY A.D., 2024

READ A THIRD AND FINAL TIME THIS 28TH DAY OF MAY A.D., 2024.


TIM HAGEN, MAYOR


KAREN O'CONNOR, CAO

BYLAW 513-24

**SCHEDULE A – MASTER RATES AND FEES BYLAW
COPORTATE SERVICES**

All charges are GST exempt unless otherwise specified

Administration Fees

NSF Cheque(s)	\$40.00 per cheque	
Photocopying	\$1.00 per page/ \$0.50 per page non-profit organization	
Administration Fee	\$35.00 per hour	
Fax Services	\$2.00 per page to send \$1.00 per page to receive	
FOIP Application ⁹ (per FOIP) Act)	\$25.00	
Village Maps	\$5.00	
Financial Statements	\$15.00 (available on website)	
Land Use Bylaw	\$15.00(available on website)	
Accounts Receivable Penalties	1.50%	
Animal / Dog License Fees		
Dog License Altered	\$25.00	
Dog License Unaltered	\$35.00-Over 6 months	
Altered and Unaltered License Amnesty for January only	\$0.00	
Replacement License	\$5.00	
Dog Declared as "Vicious"	\$100.00	
Guide Dog	\$0.00	
Business License Fees -Bylaw 387-05		
Business — Retail	\$50.00/yr.	\$25.00 after July 1
Home Occupation	\$50.00/yr.	\$25.00 after July 1
Hawker or Peddler	\$25.00/yr.	\$12.50 after July 1
Contractor	\$50.00/yr.	\$25.00 after July 1
Agent	\$25.00/yr.	\$35.50 after July 1
Cemetery Fees-Bylaw 509-23		
Resident (includes MVC Residents)-- Standard	\$350 + GST & \$350 Perpetual Care + GST	
Non-Resident Standard	\$1000 + GST & \$1,000 Perpetual Care + GST	
Resident (includes MVC Residents) — Cremains	\$350 + GST	
Non-Resident Cremains	\$1000 + GST	
Memorial Wall	\$100 + \$200 Perpetual Care + GST	
Cemetery Opening/Closing:		
Standard — Summer (May-October)	\$750 + GST	
Standard — Winter (November-April)	\$850 + GST	
Cremains (Urn)— Summer (May-October)	\$75 + GST	
Cremains (Urn)— Winter (November-April)	\$50 + GST	
Over Time Fees:	\$50+ GST	
Weekdays outside of 8:00 a.m. — 3:00 p.m. & Weekends and Statutory Holidays	\$50 per hour per person + GST	
MEMORIAL WALL FEES:		
Memorial Wall: + \$200.00 Perpetual Care Fee		\$100.00

30/10/10

Public Works Service Fees	
Property Pin Search	\$20.00/hr. + GST
No guarantee to find pin and no more than 2 hours per location to be spent trying to locate.	
Custom Labor	\$50.00+ GST per hour Equipment \$125.00/ hour
Tax Fees	
Tax Certificate	\$40.00
Tax Caveat Charge for Tax Arrears	\$35.00
Statement of Assessment	\$5.00
Bylaw # 502-20	8% on current taxes after June 30; and
Tax Penalties	12% on outstanding balance as of December 31
Tax Recovery Registration	\$25
Administrative fee for auction	\$10% of total sale price
Appeal of Property Assessment (refundable)	\$50/property Residential \$150/property Non-Residential
Utility Fees	
Bulk Water (per m3)	\$6.00 (\$0.025 per gallon)
Service Charge per refill	\$20.00
Residential Garbage (black, blue & green carts)	\$25.00 per month
Garbage Bin Purchase	\$85+ GST
Flat Water Fee for the first 10 m3 consumption	\$25.00
Water Metered per m3	\$3.50/m3 after 10 m of water used
Infrastructure Water Fee	\$12.00/month
Water Security Deposit (GST Exempt)	\$150
Damage to the water meter	\$750.00
Water disconnect/connect by request	\$50
Water disconnected/reconnecting due to non-payment	\$100
Flat Wastewater Fee for the first 10 m3 consumption	\$15.00/month
Wastewater water consumption after 10 m3	\$1.75/m3
Infrastructure Wastewater Fee	\$8.00/ month

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Bylaw 513-24

PLANNING AND DEVELOPMENT RATES

Development Miscellaneous Fees

Compliance Letters	\$100.00
Development Extension	\$200.00
Development Appeal	\$300.00
Discharge — Registering Caveats	\$100.00
Encroachment Agreement	\$150.00
Land Title — Encumbrance Fee	\$20.00
Subdivision Appeal Fee	\$250.00
Variance — Relaxation	\$250.00
Zoning Letter (Land Use Designation Letters)	\$25.00

Development Permit

Residential Development Permits Permitted Use	\$100.00
Residential Development Permits Discretionary	\$200.00
Commercial/Industrial Development Permits Permitted	\$150.00
Commercial/Industrial Development Permits Discretionary	\$250.00

**** If setbacks are not met in accordance with the Land Use Bylaw, they are discretionary permit
MAY must go to the Municipal Planning Commission for approval.**

MUNICIPAL ENFORCEMENT / BYLAW FINES

DOG BYLAW NO. 402-07

	Infraction	1st Offence	2nd Offence
Section 3	RESPONSIBILITIES OF DOG OWNERS		
3.1. (a)	Owner to fail to obtain annual license	\$100	\$200
3.1. (b) i	Owner fail to ensure dog not running at large - licensed	\$50	\$100
3.1 (b) ii	Owner fail to ensure dog not running at large - unlicensed	\$100	\$200
3.1 (c) i	Owner fail to ensure dog under control of competent person -	\$50	\$100
3.1 (c) ii	Owner fail to ensure dog under control of competent person - unlicensed	\$100	\$200
3.1 (d)	Owner fail to immediately remove feces from the property	\$100	\$200
3.2 (a)	Owner abandoning a dog	\$250	\$500
3.3 (a)	Person leave dog in unattended Motor Vehicle - inadequate	\$250	\$500
3.3. (b)	Person leaves dog in an unattended Motor Vehicle with access to people or animals	\$100	\$200
Section 4	NUISANCE - owner of dog that:		
4.1 (a)	Bite/attack a person or animal	\$300	\$500
4.1 (b)	Chase/threatened a person	\$200	\$400
4.1 (c)	Chase animal/bicycle/vehicle	\$200	\$400
4.1 (d)	Cause injury to person/animal	\$300	\$500
4.1 (e)	Cause damage public/private property	\$100	\$200
4.1 (f)	Cause garbage to be scattered	\$100	\$200
4.1 (g)	In season is kept where attraction to other dogs	\$100	\$150
4.1 (h)	Enter garden/floral area	\$100	\$200
4.1 (i)	Be in area playground equipment and play area in playground	\$100	\$200
4.2	Habitually or excessively bark/howl/otherwise disturbs person	\$150	\$300
4.3	Owner/occupant of premise allow excessive accumulation of feces	\$100	\$200

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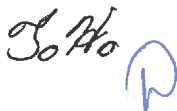
Section 5	INTERFERENCE		
5.1 (a)	Person untie/loosen/free dog allowing to run at large	\$100	\$200
5.2 (b)	Person abuse/tease/torment/annoy dog	\$150	\$300
Section 6	VICIOUS DOG - Owner of Vicious dog:		
6.1 (a)	Fail to have dog tattooed or micro chipped within 5 days	\$250	\$500
6.1 (b)	Fail to license dog as "Vicious Dog" within 5 days	\$500	\$1000
6.2 (a)	Fail to inform new owner dog is "Vicious Dog"	\$500	\$1000
6.2 (b)	Fail to notify Village within 3 days of death or change of	\$250	\$500
6.2 (c)	New owner knowing dog is "Vicious Dog" fail to license within 3	\$500	\$1000
6.2 (d)	Fail to obtain annual license	\$500	\$1000
6.2 (e)	Fail to ensure dog wear license tag when off property	\$250	\$500
6.3 (a)	Fail to confine dog indoors	\$500	\$1000
6.3 (b)	When not indoors, fail to confine in locked pen or structure	\$500	\$1000
6.4 (a)	When off property, fail to muzzle dog	\$500	\$1000
6.4 (b)	When off property, fail to secure adequate leash longer than 1	\$500	\$1000
6.4 (c)	Fail to ensure dog under control of competent person	\$500	\$1000
6.4 (d)	Fail to notify Village immediately if dog is running at large	\$500	\$1000
6.5 (a)	Bite/attach a person or animal	\$1000	\$2000
6.5 (b)	Chase person/animal	\$750	\$1500
6.5 (c)	Injure or cause injury to person/animal	\$1000	\$2000
6.5 (d)	Damage/destroy property	\$250	\$500
Section 7	LICENSING		
7.1	Owner fail to obtain annual license	\$100	\$200
7.2	Person knows dog is "Vicious Dog" and license otherwise	\$500	\$1000
7.3	Person provide false/misleading information for licensing	\$50	\$100
7.4	Owner of license dog fail to have tag attached when off property	\$100	\$200
7.5	Keep more than 2 dogs on premise		
Section 9	OBSTRUCTION		
9.1	Willfully interfere with or obstruct an Animal Control Officer who is attempting to capture or impound a dog	\$500	\$750
9.2	Provide false ownership information to Animal Control Officer	\$500	\$750

RESIDENTIAL COMMUNITY STANDARDS FINES Bylaw 476-17

Offence	1st Offence	2 nd Offence	3rd & Subsequent
Untidy Properties	\$100	\$250	\$400
Nuisances Escaping Property	\$100	\$250	\$400
Maintenance of building structures & fences	\$100	\$250	\$500
Graffiti Prevention & Abatement	\$100	\$250	\$500
Weeds Grass, Trees & Sidewalks	\$100	\$250	\$300

Pursuant to Section 566(1) of the Municipal Government Act, a Person who is guilty of such an offence is liable.


- a. To fine of not more than \$10,000; or
- b. To imprisonment for not more than one year, or both fine and imprisonment

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Bylaw 513-24

TRAFFIC BYLAW 452-14

Section #	Description	Penalty
3	Park recreational vehicles on a roadway, alley, or public parking lot between November 1 and April 1 for longer than 10 consecutive days	\$150
4	For any type of motor vehicle that has removal camping accommodation installed, the operator or owner shall not remove and leave the camping accommodation on or extending over any sidewalk boulevard, alley, or portion of the roadway.	\$150
5	Parking a commercial vehicle in excess of 13 meters in length on any highway within the Village except in approved areas.	\$200
6	Vehicle weight restriction, road ban based on the vehicle GVW of 75 or 9) percent.	\$200
7	Not obeying traffic control devices	\$150
8	Parking on yellow or blue curb	\$150
9	Exceeding the speed limit in residential areas of 30 km/h	\$150
10 a	Parking or leaving a vehicle in a space reserved for disabled persons without proper permit.	\$150
10 b	Parking or leaving a vehicle on private land in a space reserved for disabled persons parking.	\$150
10 d) a.	A driver shall not stop or park a vehicle on a sidewalk or boulevard	\$150
b.	On a crosswalk or any part of a crosswalk	\$150
c.	Within an intersection other than immediately nearest to a curb in a "T" intersection	\$150
d.	Within a intersection nearer than 4 meters to the projection of the corner property line immediately ahead or immediately to the rear.	\$150
e.	Within 5 meters on the approach to a stop sign or yield sign.	\$150
f.	Within 5 meters of any fire hydrant or when a hydrant is not located at the curb, within 5 meters of the point on the curb nearest the hydrant.	\$150
g.	Within 1.5 meters of any access to a garage, private road or drive way or a vehicle crossway over a sidewalk to a parking area.	\$150
h.	Within 5 metres of the near side of a marked crosswalk.	\$150
i.	Alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic.	\$150
j.	At any other place where a traffic control device prohibits stopping or parking during the times stopping or parking is prohibited.	\$150
k.	On the roadway side of a vehicle parked or stopped at the curb or edge of the	\$150
l.	At or near the side of any fire, explosion, accident or other incident if stopping or parking would obstruct traffic or hinder police, fire, ambulance, rescue officers or volunteers.	\$150
m.	In any alley when the stopping or parking would obstruct traffic except when standing temporarily for the purpose of and while actually engaged in loading or	\$150
n.	Where No Parking signs are located no person shall be parking any vehicle in contravention of conditions stated on the sign.	\$150
11. a.	Parking parallel in an angle parking zone on Railway Avenue	\$150

Jo Ho


Schedule "B"

**VILLAGE OF CREMONA
BUILDING PERMIT FEE SCHEDULE**

Residential Installations

Description	Permit Fee – not including SCC levy*
New Single Family Dwellings, Additions	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.35 per square foot of main floor
Relocation of a Building (on piles or blocking only)	\$160.00
Accessory Building, Renovation, Deck, Basement Development or Suite (not at time of new home construction)	\$0.30 per square foot of developed area
Roof Mounted Solar Panels	\$225.00
Solid Fuel, Hot Tubs, Pools, Demolition	\$160.00
Minimum Residential Building Permit Fee	\$160.00

Commercial, Industrial, Institutional

Description	Permit Fee – not including SCC levy*
New, Addition, Renovation	\$5.50 per \$1000 of Project Value **
Minimum Building Permit Fee (including Demolition Permits)	\$250.00

**NOTE: Project Value is based on the actual cost of material and labour
Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



Schedule "B"

**VILLAGE OF CREMONA
ELECTRICAL PERMIT FEE SCHEDULE**

Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy	Total Fee
0 – 1200	\$160.00	\$6.40	\$166.40
1201 - 1500	\$180.00	\$7.20	\$187.20
1501 – 2000	\$210.00	\$8.40	\$218.40
2001 – 2500	\$230.00	\$9.20	\$239.20
2501 – 3500	\$265.00	\$10.60	\$275.60
Over 3500	\$265.00 plus \$0.10 per square foot		

Description	Permit Fee	SCC Levy	Total Fee
Permanent Service Connection Only	\$125.00	\$5.00	\$130.00
Temporary Power / Underground Service	\$125.00	\$5.00	\$130.00
Alternative Energy (Solar)	\$150.00	\$6.00	\$156.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

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**VILLAGE OF CREMONA
ELECTRICAL PERMIT FEE SCHEDULE**

OTHER THAN NEW RESIDENTIAL INSTALLATION

Installation Cost	Permit Fee	SCC Levy	Total Fee
0 - 500.00	\$125.00	\$4.50	\$129.50
500.01 - 1,000	\$135.00	\$4.50	\$139.50
1,001 - 1,500.00	\$145.00	\$5.80	\$150.80
1,500.01 - 2,000.00	\$155.00	\$6.20	\$161.20
2,000.01 - 2,500.00	\$165.00	\$6.60	\$171.60
2,500.01 - 3,000.00	\$170.00	\$6.80	\$176.80
3,000.01 - 3,500.00	\$175.00	\$7.00	\$182.00
3,500.01 - 4,000.00	\$180.00	\$7.20	\$187.20
4,000.01 - 4,500.00	\$185.00	\$7.40	\$192.40
4,500.01 - 5,000.00	\$190.00	\$7.60	\$197.60
5,000.01 - 5,500.00	\$195.00	\$7.80	\$202.80
5,500.01 - 6,000.00	\$200.00	\$8.00	\$208.00
6,000.01 - 6,500.00	\$205.00	\$8.20	\$213.20
6,500.01 - 7,000.00	\$210.00	\$8.40	\$218.40
7,000.01 - 7,500.00	\$215.00	\$8.60	\$223.60
7,500.01 - 8,000.00	\$220.00	\$8.80	\$228.80
8,000.01 - 8,500.00	\$225.00	\$9.00	\$234.00
8,500.01 - 9,000.00	\$230.00	\$9.20	\$239.20
9,000.01 - 9,500.00	\$235.00	\$9.40	\$244.40
9,500.01 - 10,000.00	\$240.00	\$9.60	\$249.60
10,000.01 - 11,000.00	\$245.00	\$9.80	\$254.80
11,000.01 - 12,000.00	\$255.00	\$10.20	\$265.20
12,000.01 - 13,000.00	\$265.00	\$10.60	\$275.60
13,000.01 - 14,000.00	\$275.00	\$11.00	\$286.00
14,000.01 - 15,000.00	\$285.00	\$11.40	\$296.40
15,000.01 - 16,000.00	\$295.00	\$11.80	\$306.80
16,000.01 - 17,000.00	\$305.00	\$12.20	\$317.20
17,000.01 - 18,000.00	\$315.00	\$12.60	\$327.60
18,000.01 - 19,000.00	\$325.00	\$13.00	\$338.00
19,000.01 - 20,000.00	\$335.00	\$13.40	\$348.40
20,000.01 - 21,000.00	\$340.00	\$13.60	\$353.60
21,000.01 - 22,000.00	\$345.00	\$13.80	\$358.80
22,000.01 - 23,000.00	\$350.00	\$14.00	\$364.00
23,000.01 - 24,000.00	\$355.00	\$14.20	\$369.20
24,000.01 - 25,000.00	\$360.00	\$14.40	\$374.40
25,000.01 - 26,000.00	\$365.00	\$14.60	\$379.60
26,000.01 - 27,000.00	\$370.00	\$14.80	\$384.80
27,000.01 - 28,000.00	\$375.00	\$15.00	\$390.00
28,000.01 - 29,000.00	\$380.00	\$15.20	\$395.20
29,000.01 - 30,000.00	\$385.00	\$15.40	\$400.40
30,000.01 - 31,000.00	\$390.00	\$15.60	\$405.60
31,000.01 - 32,000.00	\$395.00	\$15.80	\$410.80
32,000.01 - 33,000.00	\$400.00	\$16.00	\$416.00
33,000.01 - 34,000.00	\$405.00	\$16.20	\$421.20
34,000.01 - 35,000.00	\$410.00	\$16.40	\$426.40
35,000.01 - 36,000.00	\$415.00	\$16.60	\$431.60
36,000.01 - 37,000.00	\$420.00	\$16.80	\$436.80
37,000.01 - 38,000.00	\$425.00	\$17.00	\$442.00

Installation Cost	Permit Fee	SCC Levy	Total Fee
38,001.00 - 39,000.00	\$430.00	\$17.20	\$447.20
39,001.00 - 40,000.00	\$435.00	\$17.40	\$452.40
40,001.00 - 41,000.00	\$440.00	\$17.60	\$457.60
41,001.00 - 42,000.00	\$445.00	\$17.80	\$462.80
42,001.00 - 43,000.00	\$450.00	\$18.00	\$468.00
43,001.00 - 44,000.00	\$455.00	\$18.20	\$473.20
44,001.00 - 45,000.00	\$460.00	\$18.40	\$478.40
45,001.00 - 46,000.00	\$465.00	\$18.60	\$483.60
46,001.00 - 47,000.00	\$470.00	\$18.80	\$488.80
47,001.00 - 48,000.00	\$480.00	\$19.20	\$499.20
48,001.00 - 49,000.00	\$490.00	\$19.60	\$509.60
49,001.00 - 50,000.00	\$500.00	\$20.00	\$520.00
50,001.00 - 60,000.00	\$520.00	\$20.80	\$540.80
60,001.00 - 70,000.00	\$540.00	\$21.60	\$561.60
70,001.00 - 80,000.00	\$580.00	\$23.20	\$603.20
80,001.00 - 90,000.00	\$620.00	\$24.80	\$644.80
90,001.00 - 100,000.00	\$660.00	\$26.40	\$686.40
100,001.00 - 110,000.00	\$700.00	\$28.00	\$728.00
110,001.00 - 120,000.00	\$740.00	\$29.60	\$769.60
120,001.00 - 130,000.00	\$780.00	\$31.20	\$811.20
130,001.00 - 140,000.00	\$895.00	\$35.80	\$930.80
140,001.00 - 150,000.00	\$935.00	\$37.40	\$972.40
150,001.00 - 160,000.00	\$975.00	\$39.00	\$1,014.00
160,001.00 - 170,000.00	\$1,015.00	\$40.60	\$1,055.60
170,001.00 - 180,000.00	\$1,050.00	\$42.00	\$1,092.00
180,001.00 - 190,000.00	\$1,090.00	\$43.60	\$1,133.60
190,001.00 - 200,000.00	\$1,125.00	\$45.00	\$1,170.00
200,001.00 - 210,000.00	\$1,160.00	\$46.40	\$1,206.40
210,001.00 - 220,000.00	\$1,190.00	\$47.60	\$1,237.60
220,001.00 - 230,000.00	\$1,225.00	\$49.00	\$1,274.00
230,001.00 - 240,000.00	\$1,255.00	\$50.20	\$1,305.20
240,001.00 - 250,000.00	\$1,390.00	\$55.60	\$1,445.60
250,001.00 - 300,000.00	\$1,520.00	\$60.80	\$1,580.80
300,001.00 - 350,000.00	\$1,650.00	\$66.00	\$1,716.00
350,001.00 - 400,000.00	\$1,785.00	\$71.40	\$1,856.40
400,001.00 - 450,000.00	\$1,915.00	\$76.60	\$1,991.60
450,001.00 - 500,000.00	\$2,050.00	\$82.00	\$2,132.00
500,001.00 - 550,000.00	\$2,180.00	\$87.20	\$2,267.20
550,001.00 - 600,000.00	\$2,310.00	\$92.40	\$2,402.40
600,001.00 - 650,000.00	\$2,445.00	\$97.80	\$2,542.80
650,001.00 - 700,000.00	\$2,575.00	\$103.00	\$2,678.00
700,001.00 - 750,000.00	\$2,710.00	\$108.40	\$2,818.40
750,001.00 - 800,000.00	\$2,840.00	\$113.60	\$2,953.60
800,001.00 - 850,000.00	\$2,975.00	\$119.00	\$3,094.00
850,001.00 - 900,000.00	\$3,105.00	\$124.20	\$3,229.20
900,001.00 - 950,000.00	\$3,235.00	\$129.40	\$3,364.40
950,001.00 - 1,000,000.00	\$3,370.00	\$134.80	\$3,504.80

For projects over \$1,000,000 divide the total installation cost by \$1,000 and then times by 3.370 plus SC Levy

SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Schedule "B"

**VILLAGE OF CREMONA
ELECTRICAL PERMIT FEE SCHEDULE**

Annual Electrical Permits

Description	Permit Fee	SCC Levy	Total Fee
Annual Electrical Maintenance	\$350.00	\$14.00	\$364.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

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Effective April 1, 2024

Schedule "B"

**VILLAGE OF CREMONA
GAS PERMIT FEE SCHEDULE**

Residential Installations

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$125.00	\$5.00	\$130.00
2	\$140.00	\$5.60	\$145.60
3	\$155.00	\$6.20	\$161.20
4	\$170.00	\$6.80	\$176.80
5	\$180.00	\$7.20	\$187.20
6	\$190.00	\$7.60	\$197.60
7	\$200.00	\$8.00	\$208.00
8	\$210.00	\$8.40	\$218.40
9	\$220.00	\$8.80	\$228.80
10	\$230.00	\$9.20	\$239.20
Over 10	\$230.00 plus \$8.00 per outlet over 20		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$125.00	\$5.00	\$130.00
Temporary Heat	\$150.00	\$6.00	\$156.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



Effective April 1, 2024

Schedule "B"

**VILLAGE OF CREMONA
GAS PERMIT FEE SCHEDULE**

Commercial, Industrial, Institutional

BTU Input	Permit Fee	SCC Levy	Total Fee
0 to 150,000	\$125.00	\$4.50	\$129.50
150,001 to 250,000	\$175.00	\$7.00	\$182.00
250,001 to 500,000	\$225.00	\$9.00	\$234.00
500,001 to 1,000,000	\$275.00	\$11.00	\$286.00
Over 1,000,000	\$275.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU		

Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SCC Levy	Total Fee
Tank Set	\$125.00	\$5.00	\$130.00
Propane Cylinder Refill Centre	\$200.00	\$8.00	\$208.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

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Effective April 1, 2024

Schedule "B"

**VILLAGE OF CREMONA
PLUMBING PERMIT FEE SCHEDULE**

Residential & Non-residential Installations

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$125.00	\$5.00	\$130.00
2	\$125.00	\$5.00	\$130.00
3	\$125.00	\$5.00	\$130.00
4	\$135.00	\$5.40	\$140.40
5	\$145.00	\$5.80	\$150.80
6	\$155.00	\$6.20	\$161.20
7	\$165.00	\$6.60	\$171.60
8	\$175.00	\$7.00	\$182.00
9	\$185.00	\$7.40	\$192.40
10	\$195.00	\$7.80	\$202.80
11	\$200.00	\$8.00	\$208.00
12	\$210.00	\$8.40	\$218.40
13	\$220.00	\$8.80	\$228.80
14	\$230.00	\$9.20	\$239.20
15	\$240.00	\$9.60	\$249.60
16	\$250.00	\$10.00	\$260.00
17	\$260.00	\$10.40	\$270.40
18	\$270.00	\$10.80	\$280.80
19	\$280.00	\$11.20	\$291.20
20	\$290.00	\$11.60	\$301.60

Add \$5.00 for each fixture over 20

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

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Effective April 1, 2024

Schedule "B"

**VILLAGE OF CREMONA
PRIVATE SEWAGE PERMIT FEE SCHEDULE**

Description	Permit Fee	SCC Levy	Total Fee
Holding Tanks	\$250.00	\$10.00	\$260.00
Fields, Open Discharge, Mounds, Sand Filters, Treatment Tanks, etc.	\$350.00	\$14.00	\$364.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



Effective April 1, 2024

Schedule "B"

**VILLAGE OF CREMONA
MISCELLANEOUS FEE SCHEDULE**

Description	Fee
Additional Inspections (beyond QMP requirements (SCO Discretion))	\$125.00 / inspection subject to 4% SC Levy
Request for Extension	6 months – no charge Another 6 months – 10% of permit fee minimum \$125.00 subject to 4% SC Levy
	New permit required beyond one year
Alternative Solutions / Variances	\$150.00/hour minimum 2-hour charge
Work Commencing without a permit	Double Permit Fee subject to 4% SC Levy
Additional work found during inspection not on the original permit	\$75.00 subject to 4% SC Levy
Issued Building Permits Change to Drawings or Design	\$150.00 subject to 4% SC Levy
Private Sewage Inspection for Subdivision Approval	\$150.00/hour minimum 2-hour charge plus GST

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Effective April 1, 2024

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-01-016

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 7 i)

TITLE: New Business - Schedule 2025 Budget Workshop

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Council to schedule a meeting to work only on the village's budget.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves to sets the _____ date to hold a Committee in Whole Meeting to work on 2025 budget.

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 8 a)

TITLE: Reports – Financial Reports

ORIGINATED BY: *Karen O'Connor CAO*

BACKGROUND / PROPOSAL:

Accounts payable for December 1 to 31, 2024, total sum being \$ 67,308.75

Financial Report for FCSS & Village

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts Accounts Payable Reports and FCSS & Villages Financial Reports as information only.

INTLS: CAO: KO



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
TAXES & REQUISITIONS						
1-00-00-111-00	Residential Property Taxes	(356,751.09)	(383,080.06)	(382,567.04)	0.00	(383,080.06)
1-00-00-112-00	Commercial Property Taxes	(80,397.24)	(112,490.98)	(85,194.58)	0.00	(112,490.98)
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	0.00	0.00	0.00
1-00-00-114-00	Farmland Property Taxes	(337.42)	(509.51)	(425.72)	0.00	(509.51)
1-00-00-115-00	Linear Taxes	(13,262.38)	(14,858.04)	(15,638.36)	0.00	(14,858.04)
1-00-00-118-00	Designated Industrial Property	(75.40)	(81.94)	(81.94)	0.00	(81.94)
1-00-00-120-00	Alberta School Foundation Tax Levy	(130,166.11)	(138,324.26)	(138,278.82)	0.00	(138,324.26)
1-00-00-121-00	Seniors' Foundation Tax Levy	(19,645.39)	(19,956.22)	(19,949.26)	0.00	(19,956.22)
1-00-00-210-00	Grants In Lieu	(1,922.70)	(1,966.72)	(1,966.72)	0.00	(1,966.72)
1-00-00-122-00	AB Policing Levy	(18,765.51)	(14,588.24)	(19,581.30)	0.00	(14,588.24)
1-00-00-510-00	Penalties & Costs on Taxes	(6,399.09)	(6,500.00)	(5,260.33)	(6,003.22)	(6,500.00)
*	TOTAL TAXES & REQUISITIONS	(627,722.33)	(692,355.97)	(668,944.07)	(6,003.22)	(692,355.97)
TAXES & REQUISITIONS EXP						
2-00-00-754-00	Designated Industrial Requisition	0.00	82.10	0.00	0.00	82.10
2-00-00-755-00	AB Policing Requisition	15,585.00	19,563.59	0.00	0.00	19,563.59
2-00-00-740-00	ASFF Requisition	130,671.23	138,288.99	103,716.74	0.00	138,288.99
2-00-00-753-00	MV Seniors's Housing Requisition	19,678.00	19,957.00	19,957.00	5,082.75	19,957.00
*	TOTAL TAXES & REQUISITIONS EXP	165,934.23	177,891.68	123,673.74	5,082.75	177,891.68
**	TOTAL TAX REVENUE FOR MUNICIPA	(461,788.10)	(514,464.29)	(545,270.33)	(920.47)	(514,464.29)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
COUNCILLOR EXPENSE						
2-11-00-146-00	Community Grants & Enhancements	0.00	500.00	5,000.00	0.00	500.00
2-11-00-170-00	Election Costs	4,688.37	2,500.00	4,409.33	0.00	2,500.00
2-11-00-220-00	Advertising	494.50	300.00	1,950.00	0.00	300.00
2-11-00-232-00	Legal Fees	0.00	2,000.00	6,251.81	0.00	2,000.00
2-11-00-270-00	Miscellaneous Costs & Services	1,879.18	1,250.00	3,252.03	0.00	1,250.00
2-11-00-560-00	Building Rental	0.00	0.00	0.00	0.00	0.00
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,580.00	2,600.00	1,940.00	0.00	2,600.00
2-11-01-140-00	Benefits Cnc 1	50.04	50.00	56.86	0.00	50.00
2-11-00-225-00	Registrations & Memberships	2,425.30	2,500.00	2,136.07	250.83	2,500.00
2-11-00-230-00	Professional & Consulting Services	255.00	8,000.00	5,652.14	0.00	8,000.00
2-11-01-148-00	CONVENTN/COUN 1/PER DIEM	0.00	0.00	0.00	0.00	0.00
2-11-01-211-00	Travel & Subsistence - Cncl 1	90.90	100.00	0.00	0.00	100.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	2,930.00	4,000.00	2,595.00	0.00	4,000.00
2-11-02-140-00	Benefits Cnc 2	65.98	150.00	104.82	0.00	150.00
2-11-02-211-00	Travel & Subsistence - Cncl 2	117.16	150.00	94.69	0.00	150.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	1,490.00	2,000.00	1,285.00	0.00	2,000.00
2-11-03-140-00	Benefits Cnc 3	28.61	65.00	31.50	0.00	65.00
2-11-03-148-00	CONVENTIONS/TRAINING-CNC 3	0.00	500.00	0.00	0.00	500.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	0.00	150.00	0.00	0.00	150.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,100.00	2,300.00	1,285.00	0.00	2,300.00
2-11-04-140-00	Benefits Cnc 4	40.32	50.00	31.50	0.00	50.00
2-11-04-148-00	CONVENTION/COUN4/PER DIEM	0.00	500.00	0.00	0.00	500.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	(30.30)	500.00	0.00	0.00	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	1,750.00	2,300.00	935.00	0.00	2,300.00
2-11-05-140-00	Benefits Cnc 5	33.60	50.00	22.92	0.00	50.00
2-11-05-148-00	CONVENTN/COUN 2/PER DIEM	0.00	250.00	0.00	0.00	250.00
2-11-05-211-00	Travel & Subsistence - Cncl 5	137.36	250.00	0.00	0.00	250.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	730.00	500.00	165.00	0.00	500.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	500.00	730.43	0.00	500.00
2-69-00-528-01	Building Repairs Main FCSS/Council	0.00	500.00	1,129.22	0.00	500.00
2-69-00-540-01	Electricity FCSS/Council	2,342.70	1,250.00	1,960.33	0.00	1,250.00
2-69-00-543-01	Natural Gas FCSS/Council	2,613.36	1,500.00	2,518.34	0.00	1,500.00
*P	TOTAL COUNCILLOR EXPENSE	26,812.08	37,265.00	43,536.99	250.83	37,265.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
ADMIN & GENERAL						
1-12-00-410-00	Tax Certificate & Information	(600.00)	(1,560.00)	(1,201.90)	(40.00)	(1,560.00)
1-12-00-155-00	Business License	(925.00)	(1,000.00)	(1,187.51)	(100.00)	(1,000.00)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	0.00	0.00	0.00	0.00
1-12-00-550-00	Return on Investments	(2,047.22)	(200.00)	(104.12)	0.00	(200.00)
1-12-00-590-00	Other Revenue - Admin	(1,165.37)	(2,000.00)	(1,073.71)	0.00	(2,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(225.16)	(50.00)	0.00	0.00	(50.00)
1-12-00-840-00	Provincial Grant	(54,536.00)	(54,520.00)	0.00	0.00	(54,520.00)
* TOTAL ADMIN & GENERAL		(59,498.75)	(59,330.00)	(3,567.24)	(140.00)	(59,330.00)
ADMINISTRATION EXPENSE						
2-12-00-100-00	Salaries & Wages	56,059.65	46,000.00	48,078.73	1,599.36	46,000.00
2-12-00-140-00	Employee Benefits	7,315.98	6,000.00	6,898.83	229.85	6,000.00
2-12-00-148-00	Training & Development - Admin	0.00	250.00	0.00	0.00	250.00
2-12-00-150-00	Freight & Postage	628.30	200.00	75.62	0.00	200.00
2-12-00-220-00	Advertising	1,327.73	1,400.00	824.00	0.00	1,400.00
2-12-00-210-00	Licenses & Permits - Admin	0.00	25.00	0.00	0.00	25.00
2-12-00-211-00	Travel & Subsistence	403.32	250.00	0.00	0.00	250.00
2-12-00-217-00	Telephone, Internet & Security	14,448.57	10,000.00	14,646.48	0.00	10,000.00
2-12-00-224-00	Resource Materials/Supplies	0.00	100.00	0.00	0.00	100.00
2-12-00-225-00	Registrations & Memberships	356.50	500.00	404.00	0.00	500.00
2-12-00-230-00	Professional Services	8,220.76	18,000.00	15,832.59	0.00	18,000.00
2-12-00-231-00	Assessment Services	8,576.24	8,600.00	8,650.91	650.00	8,600.00
2-12-00-232-00	Legal Fees	6,754.29	12,000.00	10,560.89	208.62	12,000.00
2-12-00-233-00	Audit Fees	14,465.00	22,000.00	13,350.00	0.00	22,000.00
2-12-00-274-00	Insurance	24,416.00	20,000.00	26,440.00	0.00	20,000.00
2-12-00-510-00	General Office Supplies	3,186.47	7,000.00	2,441.95	0.00	7,000.00
2-12-00-511-00	Computer Supplies & Furnishings	1,380.60	0.00	134.95	0.00	0.00
2-12-00-515-00	TECHNOLOGY	4,974.43	500.00	14,956.34	5,140.29	500.00
2-12-00-519-00	Miscellaneous Supplies & Costs	0.00	0.00	0.00	0.00	0.00
2-12-00-525-00	Rentals & Leases	4,228.43	4,200.00	4,467.99	299.60	4,200.00
2-12-00-526-00	SHRED-IT	193.65	200.00	853.96	0.00	200.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	0.00	400.00	0.00	0.00	400.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	0.00	500.00	0.00	0.00	500.00
2-12-00-543-00	Natural Gas	0.00	0.00	0.00	0.00	0.00
2-12-00-814-00	Service Charges & Interest	2,448.24	9,600.00	5,666.03	0.00	9,600.00
2-12-00-815-00	Penny Rounding	(0.04)	0.00	0.00	0.01	0.00
2-12-00-823-00	Loan Interest - LOC	5,490.64	200.00	0.00	0.00	200.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	0.00	0.00	0.00	0.00
2-12-00-915-01	Bad Debt - Property Taxes	967.96	0.00	0.00	0.00	0.00
2-12-00-995-00	Building Amortization - Admin	7,155.72	0.00	0.00	0.00	0.00
2-12-00-995-01	Office Equipment Amortization	7,586.14	0.00	0.00	0.00	0.00
2-69-00-528-00	Building Repairs Maint - Admin	599.98	400.00	1,059.03	0.00	400.00
2-69-00-230-00	Professional Services/Janitorial Admin	865.00	3,000.00	2,255.39	0.00	3,000.00
2-69-00-540-00	Electricity Admin	2,913.42	9,500.00	1,501.66	0.00	9,500.00
2-69-00-543-00	Natural Gas Admin	1,184.56	7,500.00	973.24	0.00	7,500.00
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*	TOTAL ADMINISTRATION EXPENSE	186,147.54	188,325.00	180,072.59	8,127.73	188,325.00
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**	NET ADMINISTRATION	153,460.87	166,260.00	220,042.34	8,238.56	166,260.00
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	CAO EXPENSES					
2-12-01-100-00	Salaries & Wages - CAO	79,848.38	84,000.00	84,357.82	3,232.49	84,000.00
2-12-01-140-00	Employee Benefits - CAO	9,969.36	15,000.00	16,293.93	674.64	15,000.00
2-12-01-148-00	Training & Development - CAO	185.00	1,000.00	739.51	0.00	1,000.00
2-12-01-211-00	Travel & Subsistance - CAO	79.10	1,200.00	710.64	0.00	1,200.00
2-12-01-211-01	Accomodations - CAO	0.00	1,000.00	0.00	0.00	1,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	0.00	0.00	0.00
2-12-01-223-00	Membership & Registrations-CAO	50.00	500.00	500.00	0.00	500.00
2-12-01-225-00	Conference Registrations - CAO	0.00	500.00	0.00	0.00	500.00
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*	TOTAL CAO EXPENSES	90,131.84	103,200.00	102,601.90	3,907.13	103,200.00
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***	TOTAL NET ADMIN & CAO	(218,195.39)	(245,004.29)	(222,626.09)	11,225.22	(245,004.29)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FIRE REVENUE						
1-23-00-590-00	Revenue - Fire	0.00	(5,000.00)	(4,565.22)	0.00	(5,000.00)
*	TOTAL FIRE REVENUE	0.00	(5,000.00)	(4,565.22)	0.00	(5,000.00)
FIRE EXPENSES						
2-23-00-217-00	Telephone, Internet & Security	4,529.71	1,200.00	1,070.88	0.00	1,200.00
2-23-00-230-00	Professional Services	1,301.08	1,200.00	120.00	0.00	1,200.00
2-23-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
2-23-00-526-00	Equipment Purchases - Fire	4,220.29	4,000.00	31,039.56	0.00	4,000.00
2-23-00-528-01	Firehall Repairs & Maintenance	2,374.54	2,500.00	2,370.10	0.00	2,500.00
2-23-00-740-00	Fire Services Requisition	56,535.00	74,898.85	62,608.68	0.00	74,898.85
2-69-00-230-04	Prof. Services - Janitorial - Firehall	360.00	1,200.00	1,140.00	0.00	1,200.00
2-69-00-543-04	Natural Gas - Fire Hall	2,369.43	7,500.00	2,473.50	0.00	7,500.00
2-69-00-540-04	Electricity - Fire Hall	5,826.85	9,500.00	5,885.87	0.00	9,500.00
*	TOTAL FIRE EXPENSES	77,516.90	101,998.85	106,708.59	0.00	101,998.85
DISASTER SERVICES EXPENSE						
2-24-00-230-00	Professional Services - Disaster Serv.	0.00	35.00	0.00	0.00	35.00
*	TOTAL DISASTER SERVICES EXPENS	0.00	35.00	0.00	0.00	35.00
BYLAW & ENFORCEMENT						
1-26-00-420-00	Traffic Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-450-00	Bylaw Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-521-00	Dog License Fees	(150.00)	(150.00)	(125.00)	0.00	(150.00)
*	TOTAL BYLAW & ENFORCEMENT	(150.00)	(350.00)	(125.00)	0.00	(350.00)
BYLAW & ENFORCEMENT EXPENSE						
2-26-00-230-00	Professional Services - Bylaw	150.00	500.00	0.00	0.00	500.00
2-26-00-510-00	General Supplies	0.00	0.00	218.40	0.00	0.00
*	TOTAL BYLAW & ENFORCEMENT EXPE	150.00	500.00	218.40	0.00	500.00
**	NET BYLAW & ENFORCEMENT	77,516.90	97,183.85	102,236.77	0.00	97,183.85



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
PUBLIC WORKS						
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS EXPENSE						
2-31-00-100-00	Salaries & Wages	23,568.92	25,000.00	36,296.39	1,433.25	25,000.00
2-31-00-140-00	Employee Benefits	3,205.49	5,250.00	6,006.12	298.81	5,250.00
2-31-00-148-00	Training & Development - Public Works	150.00	500.00	0.00	0.00	500.00
2-31-00-150-00	Freight & Postage	0.00	0.00	51.91	0.00	0.00
2-31-00-211-00	Travel & Subsistence	0.00	500.00	0.00	0.00	500.00
2-31-00-217-00	Telephone & Internet	336.83	1,000.00	340.26	0.00	1,000.00
2-31-00-223-00	Memberships & Registration	0.00	0.00	0.00	0.00	0.00
2-31-00-230-00	Professional Services	696.95	0.00	188.51	0.00	0.00
2-31-00-515-00	TECHNOLOGY	1,786.10	1,000.00	49.95	0.00	1,000.00
2-31-00-518-00	Protective Clothing, Etc.	248.99	750.00	700.77	0.00	750.00
2-31-00-521-00	Fuel Costs	3,906.81	7,000.00	2,368.36	0.00	7,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	9,546.52	10,000.00	6,010.13	1,126.30	10,000.00
2-31-01-230-00	Professional Services - Shop	0.00	0.00	0.00	0.00	0.00
2-31-00-510-00	General Supplies	2,832.18	500.00	2,866.71	47.30	500.00
2-31-01-510-00	General Supplies - Shop	0.00	500.00	0.00	233.28	500.00
2-31-01-512-00	Shop Tools	1,081.11	3,000.00	2,932.72	6.25	3,000.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	0.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	0.00
2-69-00-528-02	Building Repairs & Main PW Shop	0.00	3,500.00	854.98	0.00	3,500.00
2-69-00-540-02	Electricity PW	20,110.04	25,000.00	13,652.45	0.00	25,000.00
2-69-00-543-02	Natural Gas PW Shop	5,736.83	7,000.00	6,906.98	0.00	7,000.00
*	TOTAL PUBLIC WORKS EXPENSE	73,206.77	90,500.00	79,226.24	3,145.19	90,500.00
**	NET PUBLIC WORKS	73,206.77	90,500.00	79,226.24	3,145.19	90,500.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
ROADWAYS EXPENSE						
2-32-00-100-00	SALARIES & WAGES	13,089.78	20,000.00	17,669.71	698.52	20,000.00
2-32-00-140-00	Employee Benefits	1,396.45	4,400.00	3,282.48	151.08	4,400.00
2-32-00-150-00	Freight & Postage	0.00	0.00	0.00	0.00	0.00
2-32-00-220-00	Advertising	0.00	200.00	0.00	0.00	200.00
2-32-00-230-00	Other Contracted Services - Streets	138.00	1,500.00	884.00	0.00	1,500.00
2-32-00-252-01	Snow Removal	2,860.00	3,000.00	3,215.00	0.00	3,000.00
2-32-00-510-00	General Supplies	1,412.08	500.00	2,773.55	0.00	500.00
2-32-00-514-00	Signage	0.00	5,000.00	4,748.63	0.00	5,000.00
2-32-00-520-00	Chemicals - Street	642.24	1,000.00	2,553.60	0.00	1,000.00
2-32-00-521-00	Fuel Costs - Roads	934.19	1,500.00	2,817.72	0.00	1,500.00
2-32-00-528-00	Repairs & Maintenance - Roads	17,356.70	50,000.00	49,760.12	413.34	50,000.00
2-32-00-540-00	Street Lights	19,296.96	25,000.00	17,486.49	0.00	25,000.00
2-32-00-831-00	Debenture-Interest	0.00	5,653.76	0.00	0.00	5,653.76
2-32-00-832-00	Debenture-Principle	0.00	65,455.76	0.00	0.00	65,455.76
2-32-01-512-00	SMALL TOOLS - ROADS	599.95	1,000.00	0.00	0.00	1,000.00
* TOTAL ROADWAYS EXPENSE		57,726.35	184,209.52	105,191.30	1,262.94	184,209.52



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
WATER REVENUE						
1-41-00-410-00	Basic Fees - Water	(22,593.48)	(34,272.00)	(68,397.82)	0.00	(34,272.00)
1-41-00-411-00	Water Consumption Fees	(120,433.84)	(125,000.00)	(70,372.88)	0.00	(125,000.00)
1-41-00-412-00	Bulk Water Sales	(47,422.21)	(50,000.00)	(97,773.16)	0.00	(50,000.00)
1-41-00-510-00	Utility Penalties	(3,858.33)	(3,500.00)	(7,643.04)	0.00	(3,500.00)
1-41-00-540-00	Franchise & Concess.	(57,532.01)	(50,000.00)	(49,978.94)	(2,616.14)	(50,000.00)
1-41-00-590-00	Other Revenue - Water	(112,818.52)	(19,000.00)	(1,148.44)	0.00	(19,000.00)
* TOTAL WATER		(364,658.39)	(281,772.00)	(295,314.28)	(2,616.14)	(281,772.00)
WATER EXPENSE						
2-41-00-100-00	Salaries & Wages	17,847.72	30,000.00	54,209.00	1,980.25	30,000.00
2-41-00-140-00	Employee Benefits	3,014.54	5,250.00	8,429.29	374.68	5,250.00
2-41-00-148-00	Training & Development - Water	736.58	1,500.00	251.38	0.00	1,500.00
2-41-00-150-00	Freight & Postage	3,770.33	5,000.00	3,942.98	0.00	5,000.00
2-41-00-210-00	Licenses - Water	0.00	2,500.00	0.00	0.00	2,500.00
2-41-00-211-00	Travel & Subsistence	0.00	250.00	0.00	0.00	250.00
2-41-00-223-00	Memberships - Water	2,500.00	0.00	0.00	0.00	0.00
2-41-00-225-00	Conference Registrations	0.00	1,500.00	0.00	0.00	1,500.00
2-41-00-230-00	Professional Services	8,169.80	5,000.00	7,493.42	451.50	5,000.00
2-41-00-253-00	R & M - Infrastructure	12,037.38	50,000.00	20,976.76	0.00	50,000.00
2-41-00-274-00	INSURANCE	0.00	10,000.00	0.00	0.00	10,000.00
2-41-00-510-00	General Supplies	994.54	1,000.00	1,416.71	43.79	1,000.00
2-41-00-512-00	WATER TOOLS	0.00	0.00	2,459.08	0.00	0.00
2-41-00-515-00	Water Operator Support - Town of Sundre	88,488.27	25,000.00	6,962.40	1,425.00	25,000.00
2-41-00-516-00	Water Meters	2,372.69	1,000.00	511.41	0.00	1,000.00
2-41-00-520-00	Chemicals - Water	7,151.36	7,500.00	2,227.65	0.00	7,500.00
2-41-00-528-00	Equipment - Repairs/Maintenance	5,318.19	7,500.00	7,618.74	86.59	7,500.00
2-41-00-528-01	Building - Repairs/Maintenance	0.00	1,000.00	0.00	0.00	1,000.00
2-41-00-528-02	Hydrant - Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00
2-41-00-528-03	BULK WATER STN REPAIRS	900.00	500.00	320.88	0.00	500.00
2-41-00-995-00	Engineered Structure - Amortization	61,822.80	0.00	0.00	0.00	0.00
2-41-00-995-01	Land/Improvement - Amortization	0.00	0.00	0.00	0.00	0.00
2-41-00-995-02	Water Equip & Meter - Amortization	6,197.21	0.00	0.00	0.00	0.00
2-69-00-540-03	Electricity Water	29,812.78	35,000.00	21,059.19	0.00	35,000.00
2-69-00-543-03	Natural Gas Water Wells	982.57	1,500.00	1,409.76	0.00	1,500.00
* TOTAL WATER EXPENSE		252,116.76	191,000.00	139,288.65	4,361.81	191,000.00
** NET WATER		(54,815.28)	93,437.52	(50,834.33)	3,008.61	93,437.52



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
SANITARY REVENUE						
1-42-00-410-00	Basic Fees - Sewer	(16,037.35)	(22,656.00)	(22,342.68)	0.00	(22,656.00)
1-42-00-411-00	Sewer Consumption Fees	(26,152.07)	(66,323.10)	(35,180.50)	0.00	(66,323.10)
1-42-00-540-00	Franchise & Concess.	(13,788.68)	(12,000.00)	(16,409.46)	(654.04)	(12,000.00)
* TOTAL SANITARY		(55,978.10)	(100,979.10)	(73,932.64)	(654.04)	(100,979.10)
SANITARY EXPENSE						
2-42-00-100-00	Salaries & Wages	944.00	5,000.00	3,025.75	0.00	5,000.00
2-42-00-140-00	Employee Benefits	129.27	500.00	631.17	0.00	500.00
2-42-00-210-00	Licenses - Sewer	0.00	0.00	0.00	0.00	0.00
2-42-00-230-00	Professional Services - Sewer	455.00	2,000.00	0.00	0.00	2,000.00
2-42-00-253-00	R & M - Infrastructure	0.00	45,000.00	30,901.36	0.00	45,000.00
2-42-00-270-00	Lab Testing	53.13	250.00	133.01	0.00	250.00
2-42-00-510-00	General Supplies	74.74	500.00	35.76	0.00	500.00
2-42-00-520-00	Chemicals - Sewer	1,032.41	1,200.00	0.00	0.00	1,200.00
2-42-00-523-00	Sewer Flushing	0.00	5,000.00	0.00	0.00	5,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	11,692.50	10,000.00	3,302.14	0.00	10,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	0.00	1,000.00	0.00	0.00	1,000.00
* TOTAL SANITARY EXPENSE		14,381.05	70,450.00	38,029.19	0.00	70,450.00
** NET WASTEWATER		(41,597.05)	(30,529.10)	(35,903.45)	(654.04)	(30,529.10)
GARBAGE REVENUE						
1-43-00-254-00	Costs Recovered - Garbage	0.00	0.00	125.00	0.00	0.00
1-43-00-410-00	Solid Waste Collection Fee	(48,401.27)	(61,800.00)	(56,663.82)	0.00	(61,800.00)
* TOTAL GARBAGE		(48,401.27)	(61,800.00)	(56,538.82)	0.00	(61,800.00)
GARBAGE EXPENSE						
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	44,285.69	36,250.00	43,472.29	681.91	36,250.00
2-43-00-510-00	General Supplies	0.00	250.00	246.15	0.00	250.00
2-43-00-850-00	Waste Commission Grant	9,335.46	20,000.00	5,008.04	1,155.87	20,000.00
* TOTAL GARBAGE EXPENSE		53,621.15	56,500.00	48,726.48	1,837.78	56,500.00
** NET WASTE		5,219.88	(5,300.00)	(7,812.34)	1,837.78	(5,300.00)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FCSS REVENUE						
1-51-00-840-00	Grant - Prov. - FCSS	(14,847.31)	(14,500.00)	(13,878.41)	(3,369.61)	(14,500.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(61,478.17)	(47,808.00)	(47,808.00)	0.00	(47,808.00)
1-51-00-850-01	MVC Wage Grant	(10,000.00)	(10,000.00)	(10,000.00)	0.00	(10,000.00)
1-51-00-850-02	Village of Cremona 20% Grant	0.00	(3,330.33)	0.00	0.00	(3,330.33)
* TOTAL FCSS		(86,325.48)	(75,638.33)	(71,686.41)	(3,369.61)	(75,638.33)
FCSS EXPENSE						
2-51-00-100-00	Salaries & Wages	34,855.07	36,000.00	39,647.61	1,680.00	36,000.00
2-51-00-140-00	Employee Benefits	7,670.35	8,000.00	7,483.52	130.52	8,000.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	309.35	0.00	0.00
2-51-00-150-00	Freight & Postage	23.14	50.00	67.70	0.00	50.00
2-51-00-211-00	Travel & Subsistance	3,175.39	2,500.00	1,707.50	0.00	2,500.00
2-51-00-217-00	Telephone & Internet	2,362.30	2,200.00	1,896.54	0.00	2,200.00
2-51-00-220-00	Advertising	988.75	500.00	730.52	0.00	500.00
2-51-00-223-00	Memberships - FCSS	114.00	125.00	114.00	0.00	125.00
2-51-00-225-00	Conference Registrations	1,005.00	1,000.00	670.00	0.00	1,000.00
2-51-00-230-00	Professional Services	2,680.70	2,000.00	3,713.10	0.00	2,000.00
2-51-00-231-00	Janitorial	0.00	250.00	0.00	0.00	250.00
2-51-00-400-00	Community Programs	7,122.54	2,200.00	3,423.10	0.00	2,200.00
2-51-00-410-00	Adult Programs	3,507.05	3,000.00	873.99	0.00	3,000.00
2-51-00-411-00	Children-Youth Programs	6,884.46	3,000.00	2,847.64	0.00	3,000.00
2-51-00-412-00	Family Programs	(245.36)	1,000.00	2,287.71	0.00	1,000.00
2-51-00-413-00	Adult & Seniors' Programs	17,668.74	0.00	2,826.12	65.00	0.00
2-51-00-414-00	Local Grants (External Funding)	6,200.00	6,300.00	8,700.00	0.00	6,300.00
2-51-00-510-00	General Supplies	1,684.19	0.00	2,230.13	0.00	0.00
2-51-00-560-00	COPIER LEASE	3,105.12	3,150.00	3,039.78	0.00	3,150.00
2-51-00-990-05	Community Newsletter	1,126.42	1,120.00	846.98	0.00	1,120.00
* TOTAL FCSS EXPENSE		99,927.86	72,395.00	83,415.29	1,875.52	72,395.00
** NET FCSS		13,602.38	(3,243.33)	11,728.88	(1,494.09)	(3,243.33)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FOOD PANTRY						
1-51-00-990-15	FCSS FOOD PANTRY	(1,418.80)	0.00	(2,362.35)	0.00	0.00
2-51-00-990-15	FOOD PANTRY	1,047.28	0.00	339.24	0.00	0.00
*	TOTAL FOOD PANTRY	(371.52)	0.00	(2,023.11)	0.00	0.00
FOOD PANTRY EXPENSE						
2-51-00-990-14	Adult Programs	0.00	0.00	0.00	0.00	0.00
*	TOTAL FOOD PANTRY EXPENSE	0.00	0.00	0.00	0.00	0.00
**P	SURPLUS /DEFICIT	(371.52)	0.00	(2,023.11)	0.00	0.00
YEAR GRANT REVENUE						
1-51-00-990-07	MVC Grant - Health Funding - First Aid	0.00	0.00	(1,593.75)	0.00	0.00
1-51-00-990-08	MVC Grant - TPT Grant	0.00	0.00	(4,100.00)	0.00	0.00
1-51-00-990-01	Donations/Fees - Summer Fun	(7,225.00)	(3,500.00)	(8,153.35)	0.00	(3,500.00)
*	TOTAL YEAR GRANT REVENUE	(7,225.00)	(3,500.00)	(13,847.10)	0.00	(3,500.00)
**	TOTAL REVENUE	(7,225.00)	(3,500.00)	(13,847.10)	0.00	(3,500.00)
SENIOR MEAL REVENUE						
1-51-00-990-17	FCSS SENIOR'S MEALS PROGRAM	0.00	0.00	(1,115.00)	0.00	0.00
*	TOTAL SENIOR MEAL REVENUE	0.00	0.00	(1,115.00)	0.00	0.00
SENIOR MEAL EXPENSE						
2-51-00-990-17	FCSS SENIOR'S MEALS PROGRAM	0.00	0.00	2,252.33	0.00	0.00
*	TOTAL SENIOR MEAL EXPENSE	0.00	0.00	2,252.33	0.00	0.00
**P	SURPLUS / DEFICIT	0.00	0.00	1,137.33	0.00	0.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
CEMETERY REVENUE						
1-56-00-410-00	Plot - Cemetery	(1,350.00)	(1,500.00)	(2,067.50)	0.00	(1,500.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,650.00)	(2,000.00)	(1,250.00)	0.00	(2,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(750.00)	(1,000.00)	(1,225.00)	0.00	(1,000.00)
1-56-00-850-00	Grant - Local Govt. - Cemetery	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)
* TOTAL CEMETERY		(3,750.00)	(6,000.00)	(6,042.50)	0.00	(6,000.00)
CEMETERY EXPENSE						
2-56-00-100-00	Salaries & Wages	0.00	5,000.00	3,686.69	0.00	5,000.00
2-56-00-140-00	Employee Benefits	0.00	850.00	531.69	0.00	850.00
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	750.00	1,000.00	650.00	0.00	1,000.00
2-56-00-510-00	General Supplies	0.00	250.00	116.42	0.00	250.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	0.00	1,500.00	619.99	619.99	1,500.00
* TOTAL CEMETERY EXPENSE		750.00	8,600.00	5,604.79	619.99	8,600.00
PLAN & DEVELOPMENT REVENUE						
1-61-00-410-00	Building Permits	(528.08)	(1,100.00)	(620.82)	(26.56)	(1,100.00)
1-61-00-419-00	Compliance Certificates	(100.00)	(1,000.00)	(500.00)	0.00	(1,000.00)
1-61-00-520-00	Development Permit Fees	0.00	(1,200.00)	(500.00)	0.00	(1,200.00)
1-61-00-521-00	Subdivision Fees	0.00	(1,000.00)	0.00	0.00	(1,000.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	(250.00)	0.00	0.00	(250.00)
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-590-00	Land Sales	0.00	(47,000.00)	(41,935.85)	0.00	(47,000.00)
* TOTAL PLANNING & DEVELOPMENT		(628.08)	(51,550.00)	(43,556.67)	(26.56)	(51,550.00)
PLAN & DEVELOPMENT EXPENSE						
2-61-00-220-00	Advertising	0.00	500.00	0.00	0.00	500.00
2-61-00-230-00	Professional Services	527.32	15,000.00	5,900.00	0.00	15,000.00
2-61-00-233-00	Land Title Changes	65.75	150.00	40.00	0.00	150.00
2-61-00-148-00	Training - Planning	57.24	500.00	0.00	0.00	500.00
* TOTAL PLANNING & DEVELOPMENT E		650.31	16,150.00	5,940.00	0.00	16,150.00
** NET PLANNING & DEVELOPMENT		(2,977.77)	(32,800.00)	(38,054.38)	593.43	(32,800.00)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
CULTURE & RECR. REVENUE						
1-71-00-990-02	Donation - Cremona Days	(8,850.00)	(13,780.00)	(9,550.00)	0.00	(13,780.00)
1-71-00-990-08	Donation/Fees - WinterFest	(4,000.00)	(4,000.00)	150.10	0.00	(4,000.00)
*	TOTAL CULTURE & RECREATION	(12,850.00)	(17,780.00)	(9,399.90)	0.00	(17,780.00)
CULTURE & RECR. EXPENSE						
2-71-00-990-08	WinterFest	1,747.62	1,500.00	1,841.05	0.00	1,500.00
2-71-00-990-02	Cremona Days	10,155.68	13,000.00	5,358.10	0.00	13,000.00
*	TOTAL CULTURE & RECREATION EXP	11,903.30	14,500.00	7,199.15	0.00	14,500.00
**	NET CULTURE & REC	(946.70)	(3,280.00)	(2,200.75)	0.00	(3,280.00)
PARKS & RECR. REV						
1-71-00-830-00	Grant - Recreation - Federal	0.00	(2,610.00)	0.00	0.00	(2,610.00)
1-71-00-990-00	Donation - Recreation	0.00	(1,000.00)	0.00	0.00	(1,000.00)
1-71-00-850-00	Grant - Local Govt -Recreation	0.00	0.00	0.00	0.00	0.00
1-71-00-990-01	Donation - Playground	0.00	0.00	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION	0.00	(3,610.00)	0.00	0.00	(3,610.00)
PARKS & RECREATION EXPENSE						
2-72-00-100-00	SALARIES & WAGES	24,363.79	25,000.00	12,918.08	0.00	25,000.00
2-72-00-140-00	Employee Benefits	4,208.66	4,300.00	1,752.95	0.00	4,300.00
2-72-00-521-00	Fuel Costs - Parks	1,022.48	1,500.00	883.15	0.00	1,500.00
2-72-01-512-00	Parks - Small Tools	486.00	500.00	0.00	0.00	500.00
2-72-00-148-00	Training & Development - Parks	0.00	0.00	0.00	0.00	0.00
2-72-00-230-00	Other Contracted Services	1,781.00	2,500.00	5,219.48	0.00	2,500.00
2-72-00-510-00	General Supplies	2,418.04	1,500.00	1,781.93	0.00	1,500.00
2-72-00-513-00	Beautification - Parks	0.00	5,000.00	327.99	0.00	5,000.00
2-72-00-528-00	Equipment Repairs & Maint. - Park	1,546.05	2,000.00	2,755.09	0.00	2,000.00
2-72-00-528-01	Playground Repairs & Maint.	0.00	0.00	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION EXPEN	35,826.02	42,300.00	25,638.67	0.00	42,300.00
**	NET PARK & REC	35,826.02	38,690.00	25,638.67	0.00	38,690.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
LIBRARY						
1-74-00-590-00	Other Revenue - Library	0.00	(8,497.60)	0.00	0.00	(8,497.60)
1-74-00-850-00	Grants - Local Govt - Library	(34,811.88)	(35,861.00)	(35,861.00)	0.00	(35,861.00)
1-74-00-254-01	LIB COST RECOVERY - ELECTRICITY	(2,255.86)	(3,500.00)	(729.74)	0.00	(3,500.00)
1-74-00-254-02	LIB COST RECOVERY - GAS	(890.89)	(1,850.00)	(425.34)	0.00	(1,850.00)
1-74-00-254-03	LIB COST RECOVERY - TELEPHONE	(629.82)	(700.00)	(1,049.70)	0.00	(700.00)
*	TOTAL LIBRARY	(38,588.45)	(50,408.60)	(38,065.78)	0.00	(50,408.60)
LIBRARY EXPENSE						
2-74-00-274-00	Insurance Library	927.50	850.00	0.00	0.00	850.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	250.00	0.00	0.00	250.00
2-74-00-850-00	Cremona Library	42,841.88	35,861.00	44,358.60	0.00	35,861.00
2-74-00-850-02	CREMONA LIBRARY -VILLAGE ALLOCATION	0.00	8,497.60	0.00	0.00	8,497.60
2-74-00-850-01	Parkland Regional Library	3,657.50	4,150.00	4,149.36	1,071.74	4,150.00
2-74-00-217-00	Library Office Phone	668.00	0.00	676.47	0.00	0.00
2-69-00-540-05	Electricity - Library	2,913.44	3,500.00	2,430.60	0.00	3,500.00
2-69-00-543-05	Natural Gas - Library	1,184.70	1,850.00	931.63	0.00	1,850.00
*	TOTAL LIBRARY EXPENSE	52,193.02	54,958.60	52,546.66	1,071.74	54,958.60
**	SURPLUS / DEFESSET	13,604.57	4,550.00	14,480.88	1,071.74	4,550.00

*** End of Report ***

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 8 b)

TITLE: Reports – CAO & PW's Monthly Reports

ORIGINATED BY: *Karen O'Connor CAO*

BACKGROUND / PROPOSAL:

Once a month, the CAO will provide an update on the Village's important happenings. Highlighted notes from each department are listed below in point form.

To follow is the public works December report.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration:

- Working with FCSS Coordinator
- Several meetings with legal
- ERP yearend
- Permanent Electors Register - Spatial Data Engagement
- Worked on the village website
- Completed Council minutes and agenda package
- Working on budget
- Utility Billing reviewing
- Permanent Electors Register - Elector Data Sharing Agreement
- Worked on budget

Events and Meetings Attended:

- Meeting at MVC with Emergency Management
- Several Meetings with lawyers
- Meeting with Playquest -Meagan
- ESS Meeting at Fire Hall
-

Planning & Development:

- Correspond with interested developers commercial and residential

RECOMMENDED ACTION:

MOTION That Councillor _____ accepts the December CAO Report as information only.

INTLS: CAO: KO

PUBLIC WORKS REPORT FOR DECEMBER 2024

FOR THE FIRST 2 WEEKS OF DECEMBER TAKE 2 WATER SAMPLES DURING EACH TUESDAY TO AB HEALTH DIDSBURY.

BECAUSE OF HOLIDAY SEASON THE FINAL 2 WEEKS OF DECEMBERS 2 WATER BACTERIA SAMPLES TAKEN DURING EACH WEEK ON BOTH MONDAYS TO AB HEALTH DIDSBURY.

DECEMBER 3RD REPLACED 2 WATER METERS ON THE VILLAGE SIDE, AT 1 RESIDENT AND 1 BUSINESS

DECEMBER 4TH REPLACED 2 MORE WATER METERS IN TRAILER PARK

DURING THE SECOND WEEK OF DECEMBER REPLACED TRANSFER PUMP ASSEMBLY AND WIRED IN FOR WATER PLANT MYSELF SAVING A CONTRACTORS FEE OF \$3500 PLUS

PLOWING , SHOVELING SNOW AS REQUIRED

DO WATER METER READINGS FOR MONTH OF DEC 2024

TAKE WATER SAMPLES FROM WELL #112 OR #2 AND SUBMIT TO LAB FOR IRON AND MANGANESE TESTING

LOG AND SUBMIT DAILY WATER TEST RESULTS TO ALBERTA ENVIRONMENT AND PARKS. (AEP), IN THE MONTHLY REPORT

FOR THOSE PEOPLE THAT DON'T KNOW OR ARENT SURE PUBLIC WORKS & AND WATER OPERATIONS TECH DOES HAVE AUTOMOTIVE CERTIFICATION LIC. HEAVY DUTY CERTIFICATION LIC. CLASS #1 DRIVERS LICENSE. ALSO DOES HAVE SMALL WATER & WASTEWATER CERTIFICATION LIC. FOR ALBERTA GOVERNMENT WATER PROGRAMS. ALSO FOR THOSE THAT ARENT SURE VILLAGE OF CREMONA DOES HAVE FULL TECHNICAL SUPPORT AND AFTER HOURS SUPPORT FOR ANY HELP REQUIRED FOR WATER AND SEWER AT A VERY MINIMAL COST TO CREMONA, COMPARED TO HAVING ANOTHER FULL TIME WATER TECHNICIAN ON STAFF OR A CONTRACTOR. OVER THE LAST 14 MONTHS THIS HAS SAVED CREMONA A MULTITUDE OF MONEY.

PUBLIC WORKS & WATER WORKS BARRY WIENS



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 9

TITLE: Minutes – Boards, Committees, Commissions

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL:

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

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:

Please see attached minutes for review and information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council accept the minutes of:

MAYOR REID REPORTS

- MVC RCMP & MVSH Q & Q Period

DEPUTY MAYOR ANDERSON REPORTS

- MVSH Board Key Messages, Dec 12, 2024

MOTION THAT Councillor _____ accepts the Minutes/reports, Committees, and Commissions as information only.

MAYOR REID REPORTS

Karen Oconnor

From: Angela Aalbers <aaalbers@mvcounty.com>
Sent: January 9, 2025 8:30 AM
To: Mayor Lance Colby; Richard Warnock; Rhonda Hunter; jdahl@olds.ca; Robert Reid
Cc: Laura Campmans; Jeff Holmes; Karen Oconnor
Subject: Re: Request for an All Council meeting

Happy new year Mayors and congratulations Mayor Reid.

In preparation for our all Council meeting on February 26th, this is just a reminder to submit your Council questions for both the RCMP and MVSH. As discussed, submitting questions before the engagement will allow the presenters to better prepare and make the evening more efficient. This does not stop questions being asked from the floor.

If you could please discuss with your councils and submit your collective questions by the close of business on January 24th it would be much appreciated.

Best regards,
Angela

Sent from my iPhone

On Dec 11, 2024, at 1:47 PM, Angela Aalbers <aaalbers@mvcounty.com> wrote:

Mayors,

As a follow up, could you please have a discussion with your Council and send me any questions you may have for the RCMP / MVC engagement session on February 26th. The idea is to provide both the RCMP and MVSH with a list of questions from our Municipalities so they can build their presentations around those and make the meeting as efficient as possible. There will still be an opportunity to ask questions from the floor as well. If possible, could I please get your questions by January 24th, 2025.

I have included the questions that MVC asked K-division at our RMA meeting.

Best regards,
Angela

From: Angela Aalbers
Sent: November 28, 2024 9:36 AM
To: Judy Dahl <mayor@Olds.ca>; Mayor Lance Colby <lancec@carstairs.ca>; Richard Warnock <richard.w@sundre.com>; Rhonda Hunter <rhunter@didsbury.ca>
Cc: Laura Campmans <lcampmans@mvcounty.com>; Jeff Holmes <jholmes@mvcounty.com>; cao <cao@cremona.ca>
Subject: Request for an All Council meeting

Honorable Mayors,

Good morning. The following (unadopted) motion was made at our regular council meeting yesterday (November 27th)

“That Council direct Administration to organize an all-Council information session with K-Division and Mountain View Seniors Housing, which will include light refreshments.”

The County was able to meet with K Division at the November RMA conference and we felt we heard some extremely valuable information from the RCMP that we would like to share with our Urban partners. The most effective way to do this is hold an all Council meeting to engage everyone at the same time. We also want to invite MVSH to the same meeting to maximize the information shared as we appreciate how valuable everyone’s time is and also how busy we all are. The plan is that each presentation and Q&A would take 1 hour.

This email is to give you a heads up as to what we are trying to arrange and seek your support for such a meeting.

Laura Campmans will be arranging a suitable evening in February that best fits the RCMP, MVSH and the municipal Councils. She will be reaching out to your administration once we confirm availability of the RCMP and MVSH.

Regards,
Angela Aalbers
<K Division Letter (ID 861938).docx>

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DEPUTY MAYOR ANDERSON REPORTS



ADMINISTRATION OFFICE

#301 6501 51 Street, Olds, Alberta, T4H 1Y6

P: (403) 556-2957 E: admin.assistant@mvsh.ca

F: 587-796-0773

BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of December 12, 2024.

Key Messages

- The Board held their regular meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-4:00 pm
- The Board reviewed and approved the revised 2025 Capital Budget, and the 2026-2029 Capital Budget Forecast.
- The Board expressed their excitement for the stakeholder presentation that will be provided as part of an all-council meeting which will occur in February 2025. This is a great step and opportunity to strengthen communication and share data with Municipal Councils.
- The Board was pleased with the increased revenue, which is a result of the increase in occupancy levels and the savings for utilities.
- The Board was pleased to see the positive outcomes from the on-going work happening with recruitment and retention strategies within the organization.
- The Board identified a potential opportunity for Administration to explore the option of a contingency process to assist with unbudgeted items/repairs that may arise.
- The Board and Administration continue with the on-going policy review.
- Board members wish to extend their sincere thanks and appreciation to staff and maintenance contractors for all their hard work and dedication to MVSH residents and each other as a team throughout 2024. The Board looks forward to more successes with everyone in 2025!

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, February 20, 2025, 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

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 10

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:

- MNP Regional RCMP Model Study Dec 2024
-

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the attached correspondence as information only.

INTLS: CAO: KO



Regional RCMP Model Study

Town of Carstairs

December 2024

Chad Lins, MBA, CPA, CMA, BSA

Partner, Consulting Services

Chad.Lins@mnp.ca

T: 204.336.6196

Executive Summary

The Town of Carstairs is seeking to explore the creation of a Regional RCMP Policing Model including the Town of Carstairs, Town of Didsbury, Town of Crossfield, Village of Cremona and Mountainview County to improve the services offered by the RCMP by consolidating the region's resources into a single command structure and creating a sustainable delivery model.

This exploration of regionalization is prompted by the proximity of the municipalities and population growth, specifically in the Town of Carstairs (at a rate of 20.1% between 2016 and 2021 and a municipal census that counted a population of 5,313), resulting in the expectation that Carstairs will be required to enter a Municipal Police Service Agreement (MPSA) soon.

Additionally, the response time to occurrences in the Town of Carstairs is below the Alberta Municipal Detachment average. Both the slower response times and growth rate indicate the need to proactively build infrastructure that can service a growing population with growing needs. The need for infrastructure has been echoed across all stakeholders. Currently, the Didsbury detachment cannot expand to include any new resources due to physical constraints.

Stakeholder engagement has shown support for regionalization, an increased demand for community engagement and communication, and a desire to be serviced by specialized units such as school resource officers, crime reduction and others, which potentially could be justified with a larger served population.

Through this analysis the report evaluates a future-state non-regionalized model where both the Didsbury Detachment and Carstairs Detachment police jurisdictions operate under the post-model separately but in parallel and a regionalized model where governance, management and human resources for policing the entire region are managed and deployed as a single team.

Non-Regionalized Model

The non-regionalized model assumes a similar MPSA resourcing model number for the Carstairs MPSA detachment as the current Didsbury detachment due to the similar populations.

The non-regionalized model would not have any new financial implications on the Town of Didsbury and would result in a cost increase of \$448,000 for the Town of Carstairs compared to policing contributions in 2024. The model would include both the current detachment in Didsbury and a new detachment building in Carstairs. The seven provincial constables are assumed to be split between the two detachments, with one becoming a Sergeant for Carstairs and the Didsbury Staff Sergeant would be replaced with a Sergeant. Each detachment would have an authorized strength of eight Regular Members and two civilian support positions, adding one Constable and one Sergeant overall. With a full complement of staff for the two separate detachments, the maximum services hours possible to provide would be 16 hours per day, resulting in 8 on call hours, a reduction in current service times.

Regionalized Model

The regionalized model would leverage the same number of total sworn officers as the non-regionalized, with a Staff Sergeant and Sergeant as opposed to two Sergeants. Through leveraging sworn officers as a single unit, the regional detachment, at full complement, would be able to provide 24/7 coverage, with a 3.5 FTE surplus that could allow for more proactive policing and specialized services. While a cost-sharing model would need to be developed for the regional partners (likely based on population, activity and other factors), the regional detachment with 16 Regular Members (RM) would have an estimated RCMP cost of \$3 million in 2024/25. Civilian support costs would increase total detachment costs to \$3.3 million.

When evaluating the regional model, there are several implementation considerations to be analyzed. This includes establishing governance frameworks and operational structure, developing formalized agreements and standardized operating procedures and creating a cost sharing agreement between regional partners. Other considerations include navigating the province's involvement and developing buy in from all stakeholders.

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Introduction

The Town of Carstairs led a group of municipal partners in engaging MNP LLP (MNP) to conduct a Regional RCMP Model Study for their region with the goal of exploring the creation of a regional RCMP policing model. The group of municipalities is considering a regional RCMP policing model as a potential way to improve the effectiveness and efficiency of the services provided by the RCMP by consolidating RCMP resources from the surrounding regional area into a single command structure. The Town of Carstairs recently completed a municipal census that demonstrated the municipality has exceeded the population threshold for entering a Municipal Police Service Agreement (MPSA) and starting to pay for 70% of their policing which will change some of the policing dynamics in the region. This need for resource expansion through the MPSA is occurring alongside the pressing need to address building limitations in the RCMP Didsbury Detachment building that has reached capacity and cannot accommodate any further expansion of the police complement. To provide well-rounded service, the municipalities are seeking to explore different models and options, including regionalization.

Project Objectives

The objectives of the Regional RCMP Policing Model Study are to:

- Consult with stakeholders to understand the current state of policing and public safety in their community;
- Analyse the current service level and demand;
- Use these inputs to create both a regional and non-regional service model; and
- Conduct a detailed analysis to fully understand the impacts on the stakeholders and highlight the expected benefits and limitations associated with each option.

Report Scope

The Regional RCMP Policing Model Study scope includes the following five municipalities:

- Town of Carstairs
- Town of Didsbury
- Town of Crossfield
- Village of Cremona
- Mountainview County (does not include the RCMP Sundre and Olds Detachment data in this analysis and is limited to the service provision received from the Didsbury Detachment).

The scope of the report includes a summary of the current state, two RCMP policing model options, one regional and one MPSA based. The model options consider:

- Staffing and Service Levels;

- Infrastructure;
- Financial Implications;
- Benefits; and
- Risks and Limitations

The report concludes with implementation recommendations for the partner municipalities if they decide to pursue a regional model. The report is not intended to provide a recommendation for either a regional RCMP policing model or non-regionalized, individual MPSA municipally-led model, but rather to inform an in-depth understanding of the benefits, challenges, and implications of these two options to support a well-informed decision going forward.

Methodology and Approach

The project utilized a mixed methodological approach including both quantitative and qualitative data to ensure that the findings of the study are based on multiple lines of evidence. The study included a data request to understand key information about the current state and interviews with key stakeholders across the region. Cross jurisdictional research was also conducted to better understand existing RCMP regional approaches and any critical success factors to pursuing a regional model.

Data Collection

The following is a detailed list of qualitative and quantitative information requested from the RCMP, Town of Carstairs, Town of Didsbury, Town of Crossfield, Village of Cremona, and Mountainview County to complete the current state analysis of resourcing, services, governance, and financial information. The list below provides the data that was requested throughout the engagement. Some, but not all, of this data was available or delivered for review.

Table 1: Project Request for Information

Category	Documents
RCMP	<ul style="list-style-type: none"> • Didsbury Municipal Annual Performance Plan (APP) (2020-2024) or applicable years • Didsbury Municipal Detachment Profile (2023) • Didsbury Provincial Detachment Profile (2023) • Airdrie Provincial Detachment Profile (2023) • Didsbury Municipal Detachment Calls for Service Report (2019-2023) • Didsbury Provincial Detachment Calls for Service Report (2019-2023) • Airdrie Provincial Detachment Calls for Service Report (2019-2023) • Didsbury Municipal 2023 December – 5 Year Crime Stats • Didsbury Provincial 2023 December – 5 Year Crime Stats • Airdrie Provincial 2023 December – 5 Year Crime Stats • Financials <ul style="list-style-type: none"> ○ Didsbury Municipal Multi-Year Financial Plans (2020-2024) or applicable years

Category	Documents
	<ul style="list-style-type: none"> ○ RCMP Final Reconciliations (2019/20-2023/24) or applicable years ● HR Information <ul style="list-style-type: none"> ○ Most recent Organizational Charts (Didsbury/Airdrie Provincial) ○ Annual FTEs (utilization) (most recent 5 years) (Didsbury Airdrie Provincial) ○ Annual Authorized Strength (Didsbury MPSA Annex A) ● Other relevant documents
Municipalities	<ul style="list-style-type: none"> ● Annual Police Funding Model Contribution (2020-2024) ● Municipal Budgets (2022-2024)

Internal and External Interviews

In addition to the data requested, in-person and virtual interviews were conducted with internal and select external stakeholders. All the stakeholder organizations consulted are detailed in the table below.

Table 2: Stakeholder Organizations Consulted

Stakeholder Group	Stakeholder Roles
RCMP	'K' Division South District Didsbury Detachment Commander
Government of Alberta	Alberta Justice Contract Policing and Policing Oversight Police Planning and Contract Coordination
Town of Carstairs	Council, Administration
Town of Crossfield	Council, Administration
Mountain View County	Council, Administration
Diamond Valley	Public Safety and Fire
Cross-Jurisdiction Regional Detachments	Elk Valley Detachment Commander Peace Region Detachment Commander

The report leverages key themes from stakeholder feedback regarding the current state of policing in Carstairs and partner municipalities. Stakeholder interviews collected diverse perspectives from the Didsbury RCMP detachment, RCMP South District, elected officials, and the Provincial Government on topics such as community safety issues, trends, future readiness, resourcing, and governance. These insights provide a comprehensive understanding of the strengths and areas for improvement in policing, which is important for making informed decisions about service delivery and public safety enhancements.

Additionally, cross-jurisdictional interviews were conducted with regional detachments in Elk Valley, B.C. and Peace Region in Alberta to glean insights and leading practices for a regional detachment model.

Regional Partner Population and Demographic Trends

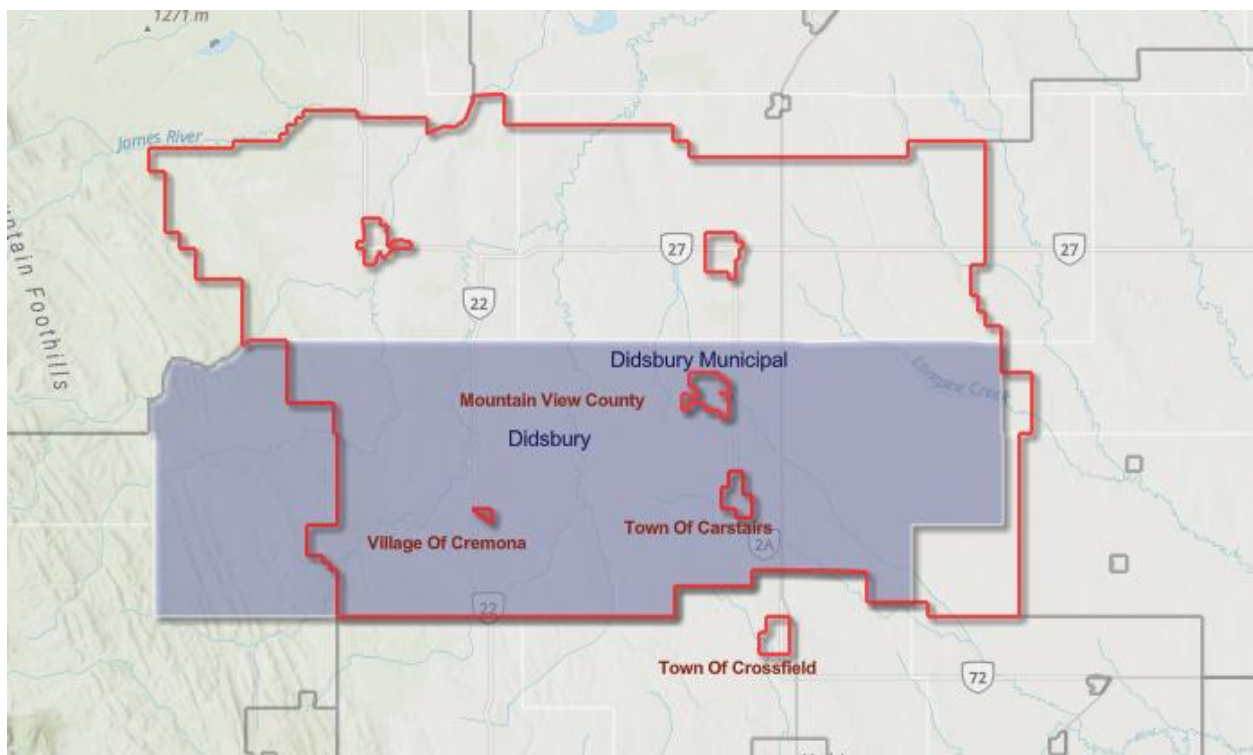
Geography

The region in the study is comprised of five municipalities located in central Alberta, including:

- Town of Carstairs
- Town of Didsbury
- Town of Crossfield
- Village of Cremona
- Mountain View County.

The location of the region within Alberta can be found in Figure 1. The Towns of Carstairs, Didsbury and Crossfield are all located along Highway 2A, also known as the Calgary-Edmonton Economic Corridor. This increases accessibility, and economic movement. Four of the five municipalities are located within the boundaries of Mountainview County (the larger red outline in Figure 1) with Crossfield located slightly south in Rockyview County. The Didsbury Municipal and Didsbury Provincial detachments police most of the communities included in the study and their area of jurisdiction is shaded in blue below.

Figure 1: Regions and Didsbury Municipal and Provincial RCMP Detachment Boundaries



The Town of Carstairs is approximately 48 kilometers north of Calgary and 241 kilometers south of Edmonton. The town's geography includes a mix of agricultural land and small forested areas, contributing to its rural charm and agricultural productivity. Major transportation routes, such as Highway 2A, provide essential connectivity to nearby towns of Didsbury and Crossfield, facilitating the movement of goods and services. Carstairs' strategic location within the Calgary-Edmonton corridor enhances its accessibility and economic potential.

The Town of Didsbury lies at the foothills of the Rocky Mountains. The town is approximately halfway between Calgary and Red Deer, providing convenient access to both cities. Surrounded by Mountain View County, Didsbury benefits from its central location and well-developed transportation infrastructure, which supports its role as a commercial and service hub for the surrounding region.

The Town of Crossfield, located in the Calgary Metropolitan Region of Alberta, is surrounded by Rocky View County. Positioned along Highway 2A, Crossfield is approximately 43 kilometers north of Calgary. The town's geography is marked by its agricultural land and proximity to natural gas processing facilities, which play a significant role in the local economy. Crossfield's historical roots as a rail station on the Canadian Pacific Railway line underscore its importance as a transportation and economic center. The town's connectivity to major highways enhances its accessibility and growth potential.

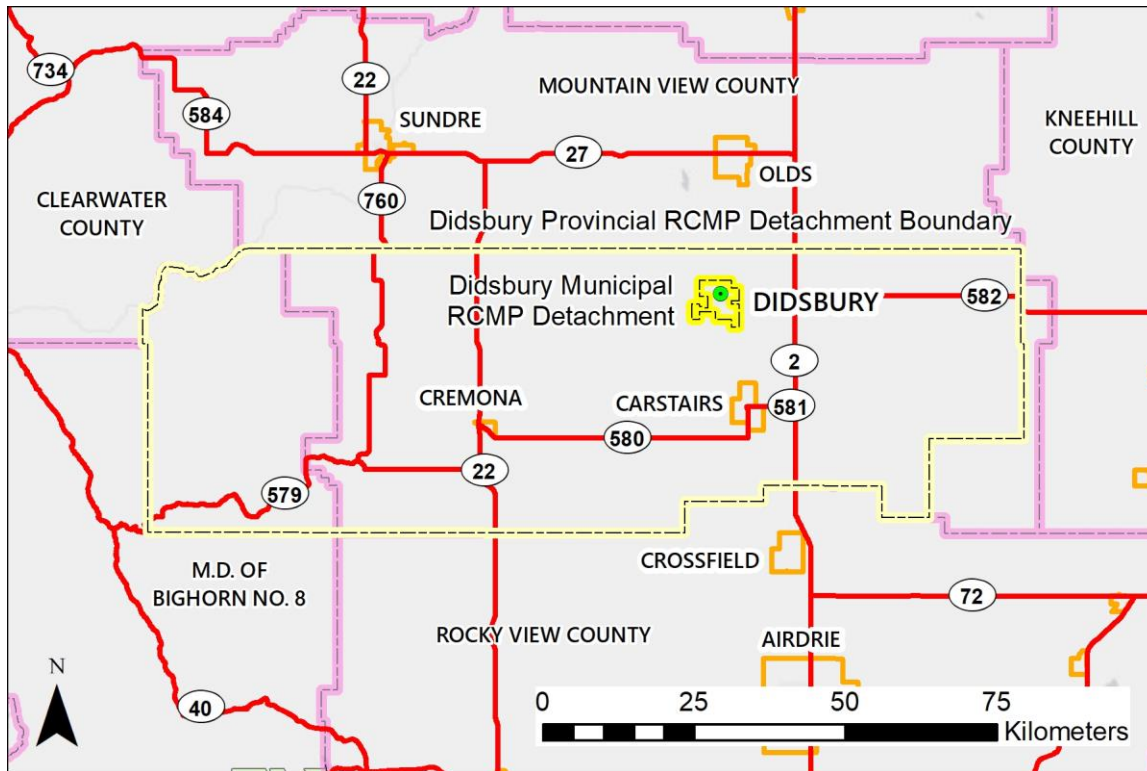
The Village of Cremona is located along the Cowboy Trail (Highway 22), north of Cochrane and west of Carstairs. This village is characterized by its scenic rural landscape, which includes rolling hills and agricultural land. Cremona's geography supports a variety of farming activities and outdoor recreational opportunities. The village's position along Highway 22 provides essential connectivity to neighboring communities and contributes to its role as a quaint, yet vital, part of the region's rural fabric.

Mountain View County is a municipal district that encompasses almost 4,000 square kilometers, characterized by its rich agricultural landscape. The County includes five municipalities (including the Town of Carstairs, Town of Didsbury and Village of Cremona) and 21 localities. The county's geography includes rolling prairies, fertile farmlands, and ranches that contribute significantly to its economic stability. The area's topography supports diverse agricultural practices, from crop cultivation to livestock farming, making it a vital agricultural hub within the region. The network of highways and rural roads ensures connectivity with adjacent municipalities, facilitating the movement of agricultural produce and other goods.

The geographical proximity of these communities can support either the current post model detachment or the implementation of a regional policing model. The close distances between the Town of Carstairs, Town of Didsbury, Town of Crossfield, Village of Cremona, and Mountain View County facilitates efficient coordination and resource sharing.

The shared infrastructure, such as major highways and transportation routes shown in Figure 2, further enhances the potential effectiveness of a regional policing strategy by enabling strategic deployment of police personnel across a region without sacrificing response times.

Figure 2: Regional Geography and Transportation Connections (Didsbury Detachment area of jurisdiction highlighted in yellow)



The below table shows key distances from the Didsbury Municipal detachment, using the shortest path on roadways, to the center of the municipalities.

Table 3: Distance from Didsbury Detachment to Municipalities

Destination from Didsbury Detachment	Distance	Time
Town of Carstairs	14.4 km	12 minutes
Village of Cremona	38.6 km	27 minutes
Town of Crossfield	33.9 km	22 minutes

Demographics

The following sections provide demographic information on the region including details on population, diversity, and education and employment.

Population

According to the 2021 federal census, Mountain View County has the largest population of the five communities at 12,981, followed by the Town of Didsbury (5,070), the Town of Carstairs (4,898), the Town of Crossfield (3,599) and the Village of Cremona (437). While the Town of Carstairs recently completed a municipal census and recorded a population of 5,313, for the sake of consistency between comparators, federal census numbers will be used for this analysis. However, it should be noted that Mountain View County, despite having the highest population, has the lowest population density per square kilometre of 3.4, much lower than the next lowest, which is the Village of Cremona with a population density of 225.9 per square kilometre. The other municipalities in the region are similar in terms of population density, with the Town of Carstairs being the densest, at 416 per square km. The Town of Carstairs having the highest population density speaks to the potential reduction in response time if a detachment were to be in the Town, being closer to a more concentrated population.

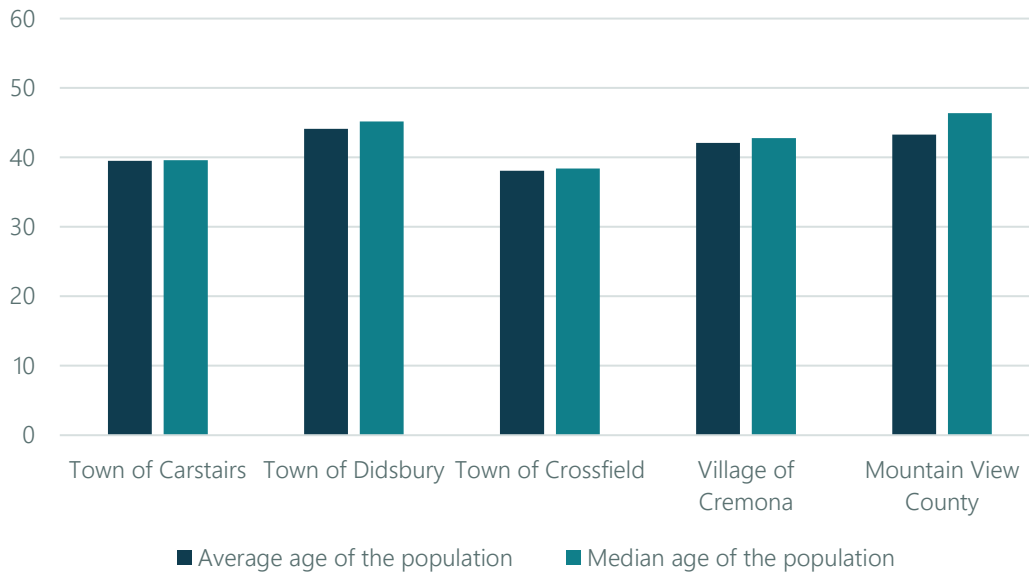
The municipalities saw significant variation in their population changes between 2016 and 2021. Carstairs and Crossfield experienced significant growth (20.1% and 20.7% growth respectively), while the Town of Didsbury, Village of Cremona and Mountain View County saw slight declines (-3.8%, -1.6% and -0.7%).

Table 4: Regional Population Summary

	Population (2021)	Grown Rate (2016 to 2021)
Town of Carstairs	4,898	20.1%
Town of Didsbury	5,070	-3.8%
Town of Crossfield	3,599	20.7%
Village of Cremona	437	-1.6%
Mountainview County	12,981	-0.7%
TOTAL	26,985	

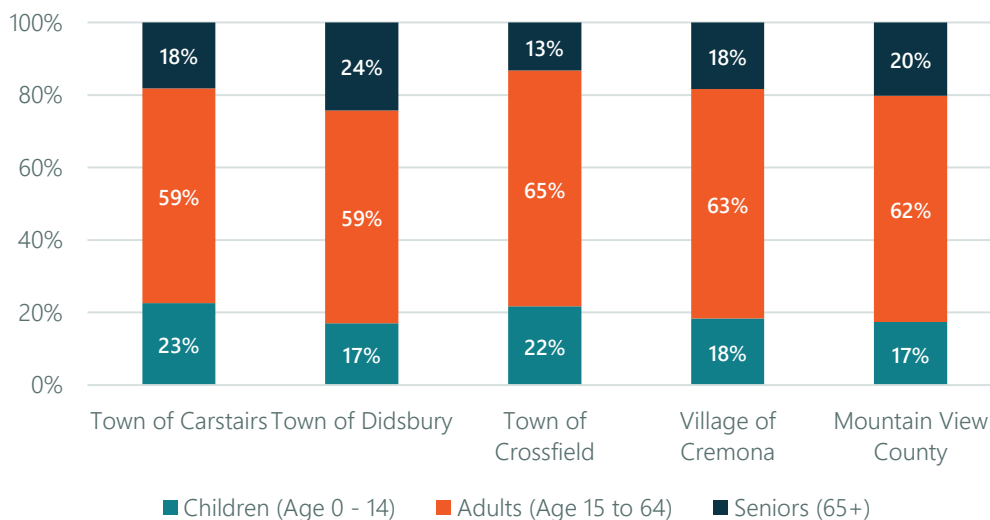
Overall, the weighted average age of the municipalities is 42 years old, similar to the national average of 41.9 years, as seen in the figure below.

Figure 3: Average and Median Ages of Population by Municipality



As shown in Figure 3 and Figure 4, the Town of Carstairs and the Town of Crossfield have the youngest populations, with higher proportions of children ages 0 – 14 (22.6% and 21.7% of the population) than the Alberta average of 19%. Didsbury had the oldest population with 24.3% over 65. According to the age-crime curve criminological theory, the onset of most criminal activity begins in early adolescence, and most offenders desist from offending by their mid-twenties.¹ This could indicate that there is a higher risk of crime or greater need for crime prevention activities in communities with younger populations.

Figure 4: Age Proportion of Population by Municipality



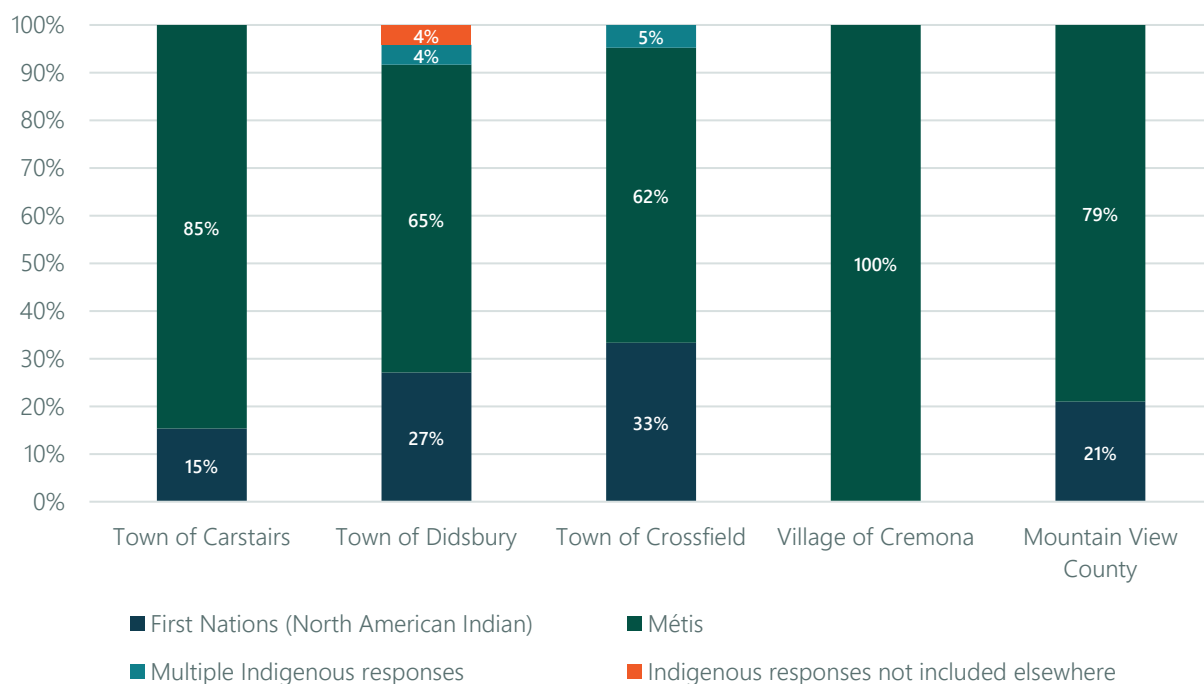
¹ Emerging Adults in the Justice System: Brief Literature Review and Environmental Scan <https://www.justice.gc.ca/eng/rp-pr/cj-jp/yj-jj/eajs-jasj/review-examen.html#s2>

Diversity and Indigenous People

In data collection by Statistics Canada, 'Visible minority' refers to whether a person is a visible minority or not, as defined by the *Employment Equity Act*. The *Employment Equity Act* defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour." The municipalities in the region have a significantly smaller segment of people that identify as a visibility minority as compared to the Alberta average of 27.8%. In the Town of Carstairs 3.6% of the population identifies as a visible minority, along with 4% in the Town of Didsbury, 7.5% in the Town of Crossfield, 3.9% in the Village of Cremona and 1.6% in Mountain View County.

All municipalities, except for the Village of Cremona, are below the provincial population proportion of Indigenous people (6.8%). The Town of Carstairs has 5.6% of its population identifying as Indigenous, while the portion of the population identifying as Indigenous is 4.9% in the Town of Didsbury, 6.1% in the Town of Crossfield, 11.8% in the Village of Cremona, and 4.6% in Mountain View County. Most of the Indigenous identifying population in the region is Metis, followed by First Nations, as seen in Figure 5.

Figure 5: Indigenous Identities by Municipality



Education and Employment

At the time of the 2021 census, all five municipalities included in the study were slightly below but close to the provincial unemployment rate of 11.5%, except for the Village of Cremona, which had an unemployment rate at almost double the provincial rate at 21.6%. The Town of Carstairs had an unemployment rate of 10.2%, the Town of Didsbury 10.3%, the Town of Crossfield 10.6% and Mountain View County had a rate of 7.9%.

Between the municipalities total income levels (median and average) were similar to the median ranging from \$38,800 (Village of Cremona) to \$48,800 (Town of Crossfield) as shown in Figure 6. The average income had a similar spread, from \$47,200 (Village of Cremona) to \$57,650. (Town of Crossfield). The Village of Cremona, Town of Didsbury and Mountain View County were below the provincial median income of \$44,800, with the Town of Carstairs and Town of Crossfield exceeding the median. However, all municipalities were below the provincial average individual income of \$60,850.

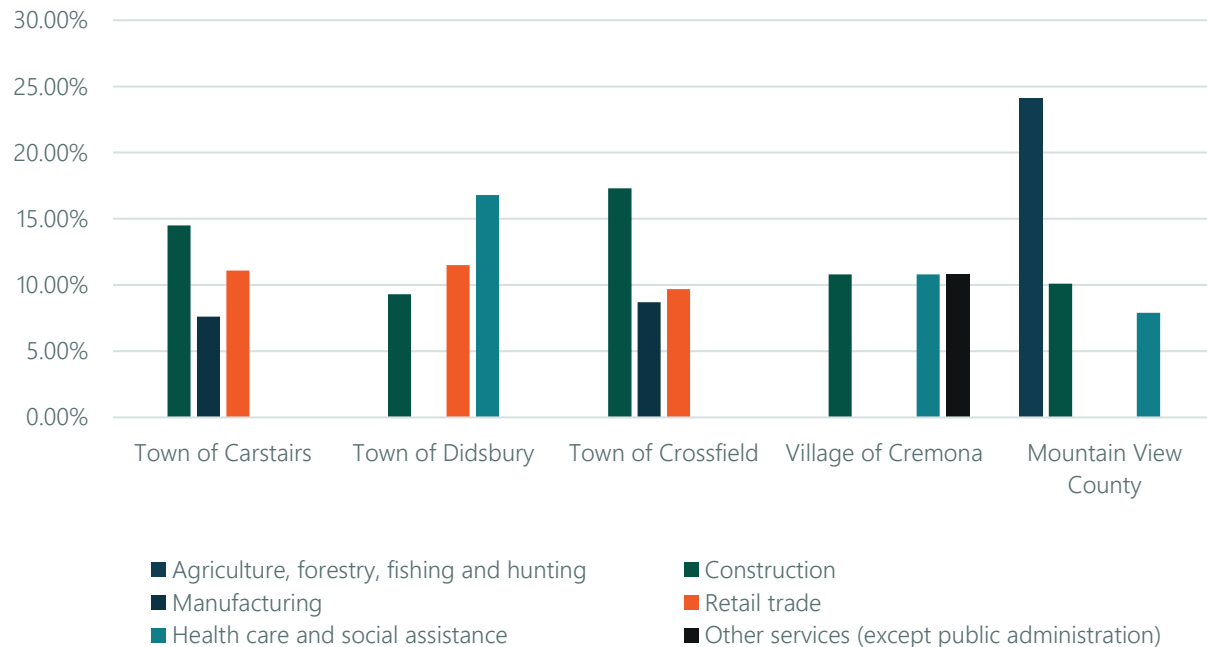
Figure 6: Total Income for Individual Recipients by Municipality



Most of the five municipalities, except for Mountain View County and the Village of Cremona, showed above average rates of residents with no high school diploma or equivalency certificate. The provincial rate stands at 11.5% without a high school degree or equivalency, while the Town of Carstairs has a rate of 16.4%, the Town of Didsbury a rate of 23.3%, the Town of Crossfield a rate of 19.2%, the Village of Cremona a rate of 5.9% and Mountain View County with a rate of 10.7%.

The municipalities had similar industries that employed their populations, with the largest overall being agriculture, forestry, fishing and hunting, primarily driven by a large number of workers in Mountain View County. Construction was the second largest industry and was one of the top three industries in each municipality. Health care and social insurance was a top industry in the Town of Didsbury, the Village of Cremona and Mountain View County, making it the third largest industry overall. Figure 7 shows the top three industries in each municipality.

Figure 7: Top 3 NAICS Industry Sectors per Municipality



Key Takeaways for Consideration

The geography and existing infrastructure of the partner municipalities are well positioned to facilitate a regional policing model. The population trends are quite variable in the region with significant growth in Crossfield and Carstairs and population declines in the other three. If new infrastructure is developed in the region, it would likely be best suited in one of the growing areas where service demand is likely to be higher based on population densities. This is only one consideration and historical calls for service and occurrence data form another important consideration when analyzing the regional context.

Current Public Safety Model

The following sections outline the current public safety model in the Town of Carstairs and surrounding municipalities including the impacts of provincial legislation and agreements, current public safety services, and themes from stakeholder engagement. This section also includes insights and takeaways from a jurisdictional review of other regions operating with a regional model.

Provincial Legislation and Agreements

The following sections highlight relevant impacts of the *Police Act* and police service agreements and future requirements that the Town of Carstairs will face with its ongoing population growth.

Alberta Police Act

The *Police Act* defines how policing and the administration of policing operate in Alberta. It outlines the responsibilities of the minister, the government, and municipalities for policing, including setting the population threshold at which a municipality must provide its own municipal police service. The Act offers several options for these services.

The *Police Act* establishes the Law Enforcement Review Board (LERB) to conduct inquiries and reviews of complaints and disciplinary actions related to police officers and police services, ensuring accountability and oversight in policing. Municipal oversight is provided formally through a police commission where an independent police service is established or, in communities policed by the RCMP, provided formally through a municipally authorized policing committee if there is a Municipal Policing Service Agreement (MPSA) in place, or informally through a police advisory body or the municipality directly.

In December 2022, the Minister of Public Safety and Emergency Services introduced Bill 6, the *Police Amendment Act* (PAA) which subsequently received Royal Assent on December 15, 2022. The PAA introduces significant reforms aimed at enhancing the transparency, accountability, and civilian involvement in policing within the province. The PAA introduces several new mandated structures for civilian oversight in policing:

- I. Communities with a population of under 15,000 policed by the RCMP with a Municipal Police Service Agreement (MPSA) will be represented by regional policing committees but will have the option to form their own municipal policing committee.
- II. Communities with a population over 15,000 that are policed by the RCMP with an MPSA will be required to establish municipal policing committee.
- III. Communities policed by the RCMP under a Provincial Police Service Agreement (PPSA) will be represented by a Provincial Police Advisory Board consisting of up to 15 members, including representatives from First Nations and Métis communities. This board will play an advisory role in policing matters across Alberta.

Police Service Agreements

Most of the RCMP detachments in the southern Alberta region are post detachments. A post detachment includes a mix of resources serving two different policing contracts. Some of the resources are funded through the Provincial Police Service Agreement (PPSA) between the Province of Alberta and Public Safety Canada or the Federal government to contract the RCMP. The province pays for 70% of the costs under the agreement and the Federal government pays the remaining 30%. The PPSA covers RCMP policing for the entire province except for areas that have their own municipal, regional or First Nations police service or a Municipal Police Service Agreement (MPSA) with a municipality.

Municipalities (does not include Specialized Municipalities or Municipal Districts) with populations over 5,000 must enter into an agreement with the RCMP for policing or contract another police service. Municipalities with MPSAs must pay 70% of the policing costs if their population is between 5,000 and 15,000 and 90% of policing costs once their population exceeds 15,000. The Federal government pays the remaining costs. In 2019/20, the Province of Alberta implemented a new Police Funding Model (PFM) to recoup a portion of the frontline policing costs of the PPSA from the municipalities receiving service. The proportion of costs recouped grew annually from 10% in year 1 to a maximum of 30% by year 4 through a formula that only considered frontline policing costs.

The municipality of Didsbury exceeded the 5,000-population threshold in the 2016 census and entered an MPSA with the RCMP, establishing the new detachment in 2020. During this time, Didsbury became a post detachment as it included PPSA and MPSA funded resources working together to police the entire detachment area. The resources essentially operate as a single team. The enhanced resource added for Carstairs was included in the model but was required to be dedicated to the Town of Carstairs because of the agreement in place. That position has essentially been absorbed into the post detachment. The RCMP does provide separate reporting to reflect the provincial and municipal efforts and occurrences for the post detachment team although this reporting is very focused on the reactive work of the service with minimal reporting reflecting the proactive or community engagement efforts.

As shown in the Regional Population and Demographic Trends section, the Town of Carstairs is experiencing a high population growth and according to a 2024 municipal census has passed the 5,000-population threshold. The Town of Didsbury is at risk of falling below the 5,000-population threshold in the next census based on population trends and may end up falling back under the PPSA and the new PFM in the future.

Transitioning to a MPSA

When a municipality exceeds the 5,000-population threshold, as determined by federal census, the municipality notifies the province, who in turn notifies Public Safety Canada. If the municipality wishes to continue receiving services from the RCMP, there is generally a two-year transition process to set up the necessary requirements and agreements and become an established MPSA partner.

In discussions with the province, it was indicated to the Town of Carstairs that they can begin the transition process after surpassing a population of 5,000 in a municipal census. It is important to note

that even with support from the province, Public Safety Canada will also have to approve the transition as the other contract partner in an MPSA and one of the parties in the contract.

Public Safety Services

The following sections provide a description of the public safety services in the region of study. This includes police as well as community peace officers (CPO) and bylaw officers. The RCMP serves most of the region from the Didsbury Detachment while the CPOs and Bylaw officers are not integrated and work independently in their own municipalities.

Community Peace Officers and Bylaw Officers

Four of the five municipalities employ local bylaw and community peace officers to support provincial statute and bylaw enforcement efforts. The region employs nine community peace officers and one bylaw officer that support public safety efforts in the region. Each group of officers is employed by their respective municipality. These services and schedules are not integrated or coordinated across municipalities or with the RCMP in the region and each group only has jurisdiction in their municipality of employment. The following table outlines the resources in each municipality.

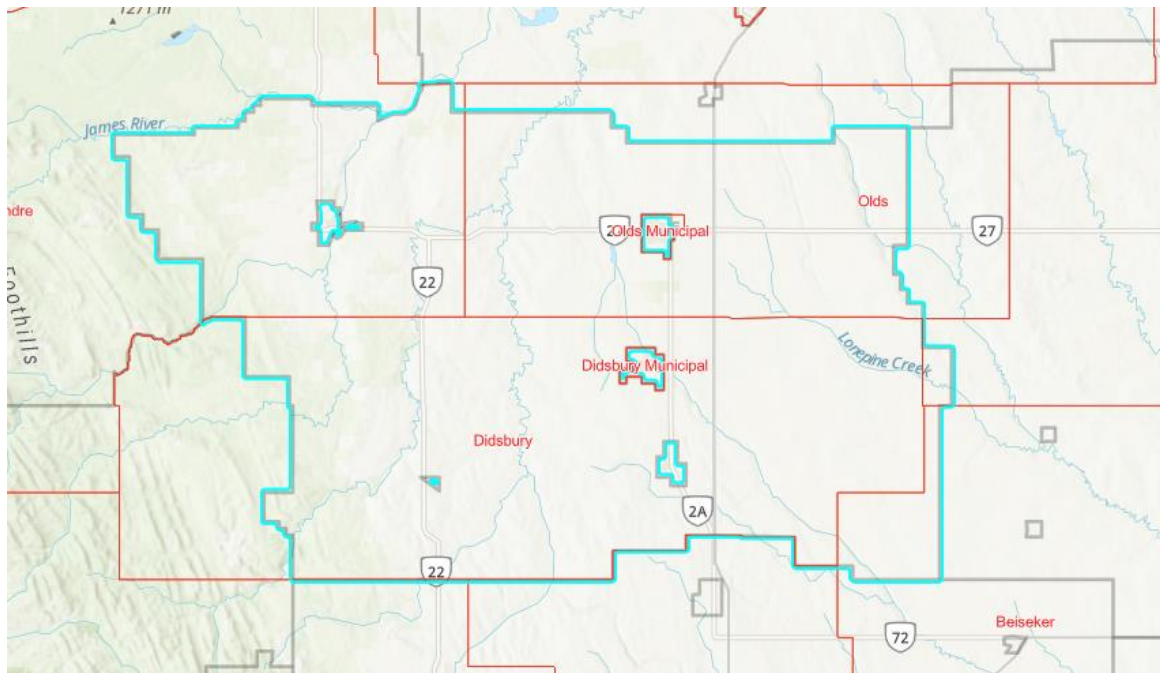
Table 5: Community Peace Officers and Bylaw Officers by Municipality

Municipality	Protective Services Officers
Carstairs	2 Community Peace Officers 1 Bylaw Officer
Didsbury	2 Community Peace Officers
Crossfield	1 Community Peace Officer
Mountain View County	4 Community Peace Officers

Police

Carstairs, Didsbury, Cremona and the surrounding rural area of Mountainview County all receive policing services from the RCMP out of the RCMP detachment located in Didsbury. Large portions of Mountainview County also fall into the Olds and Sundre Detachment areas. The figure below details the boundaries of the RCMP detachment areas in red compared to the boundary of Mountainview County in light blue.

Figure 8: Regional Detachment Areas (Mountainview County is outlined in light blue)



The Airdrie RCMP Provincial Detachment (located in the same building as the Airdrie municipal RCMP and RCMP South District resources) is responsible for policing the Town of Crossfield. Prior to the implementation of the Police Funding Model (PFM), the Town of Carstairs and the Town of Crossfield entered into agreements with the Minister of Justice and Solicitor General to pay for and receive services from an “enhanced member” RCMP position that would be dedicated to each of the towns. These resources work out of the Didsbury and Airdrie detachments. In 2019/20 when the PFM was implemented, the positions remained but the contributions from the municipalities were transitioned to contributions through the new PFM and they no longer directly paid for a position in the same way as the original enhanced positions.

Organizational Structure and Staffing Levels

Figure 9 provides the organizational structure of the municipal and provincial detachments in Didsbury and the provincial detachment in Airdrie. The established positions serving the region include ranks such as Staff Sergeant, Sergeant, Corporal, and Constable. Between the two detachments, the area is policed by 27 sworn officers and three enhanced sworn positions supported by seven public servants and one municipal employee. Sundre and Olds complements were not included in the scope of this study.

Figure 9: Regional Detachment Organizational Charts based on Authorized Strength (Didsbury Provincial and Municipal and Airdrie Provincial)

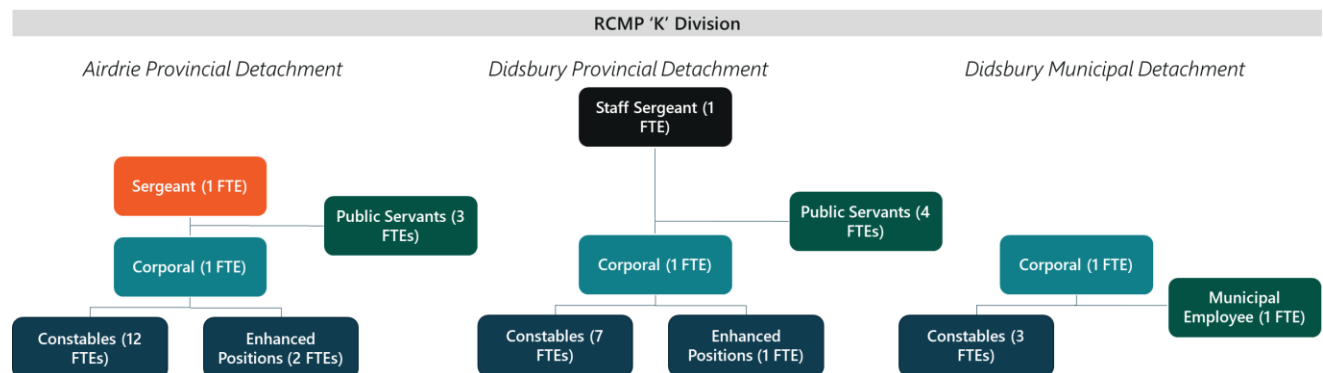


Table 6 provides a summary of the authorized positions serving the regional partners including both sworn officers and civilian staff.

Table 6: Authorized Positions Serving the Regional Partners (based on Detachment Profiles from February 2024)

Established Positions	Staff Sergeant	Sergeant	Corporal	Constable	Enhanced	Public Servants	Municipal Employee	TOTAL
Airdrie Provincial		1	1	12	2	3		19
Didsbury Provincial	1		1	7	1	4		10
Didsbury Municipal			1	3			1	4
TOTAL	1	1	3	22	3	7	1	38

The Didsbury municipal complement is four sworn officers, 1 Corporal and 3 Constables and no additional officers were projected in the MPSA Multi-Year Financial Plan (published July 31, 2024) for the next five years. There is one municipal employee currently providing administrative support to the detachment and no additional positions were projected.

The Town of Didsbury has a detachment building owned by the Town of Didsbury and leased to the RCMP that provides operational space for both the municipal and provincial resources.

Governance

There is no governance or advisory groups involving any of the potential regional partners. The RCMP detachment commanders report to the municipal elected and administrative leadership.

Service Delivery

The following section provides the current regional policing activity trend analysis. The analysis includes benchmarking against comparison jurisdictions using statistical analysis, trend analysis and call-type analysis to better understand the public safety activity and demand police are responding to in the region. Carstairs, Cremona and Mountainview County are captured in the Didsbury (provincial) data and Crossfield’s policing service is reflected in the Airdrie rural statistics. All the data captured in the statistical analysis is at the detachment agreement level and cannot be further broken down into individual municipalities. The Airdrie rural data does capture policing activity from outside the area of study included in this report.

Calls for Service

A trend analysis is included below to demonstrate the current level of demand for policing services in the communities. Trends form an important part of the overall picture but cannot be considered in isolation due to the ability for outside factors to influence the trends. For example, a lack of staffing or change in enforcement policy could result in lower reported offences or occurrences. This may or may not actually reflect a drop in crime or reflect a greater sense of community safety. In general, however, trends can provide a baseline for anticipating future policing demands and highlight areas that require further inquiry to fully understand.

Figure 10 below provides a visual representation of the annual calls for services in Airdrie and Didsbury from 2020 through 2023. As shown, the annual calls for service have decreased over a four-year period for both Didsbury provincial and municipal and increased for the Airdrie provincial area.

Figure 10: Policing Calls for Service, Airdrie and Didsbury Detachments 2020-2023

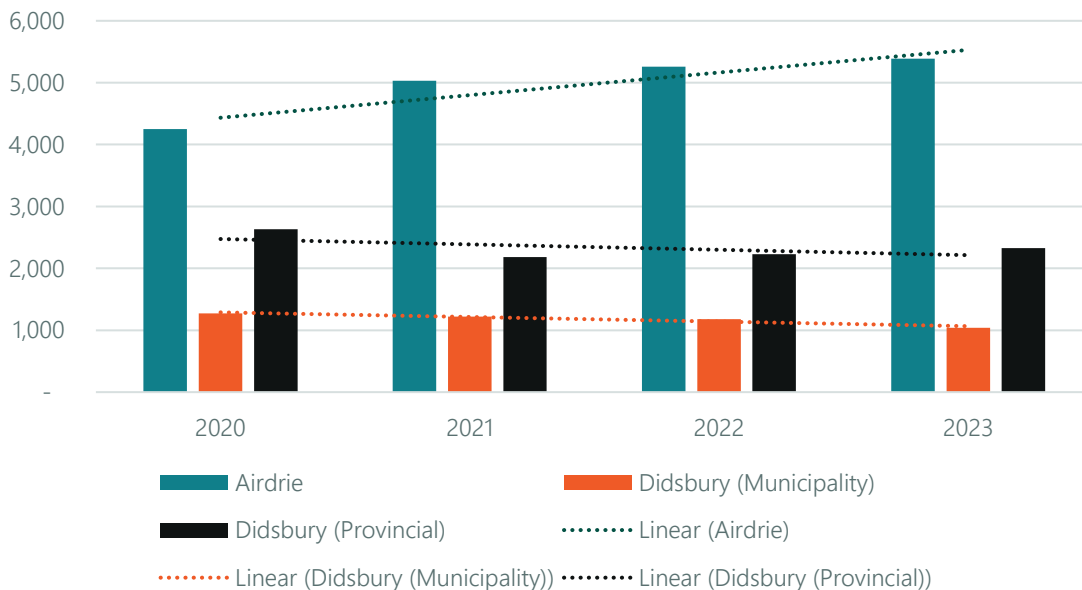
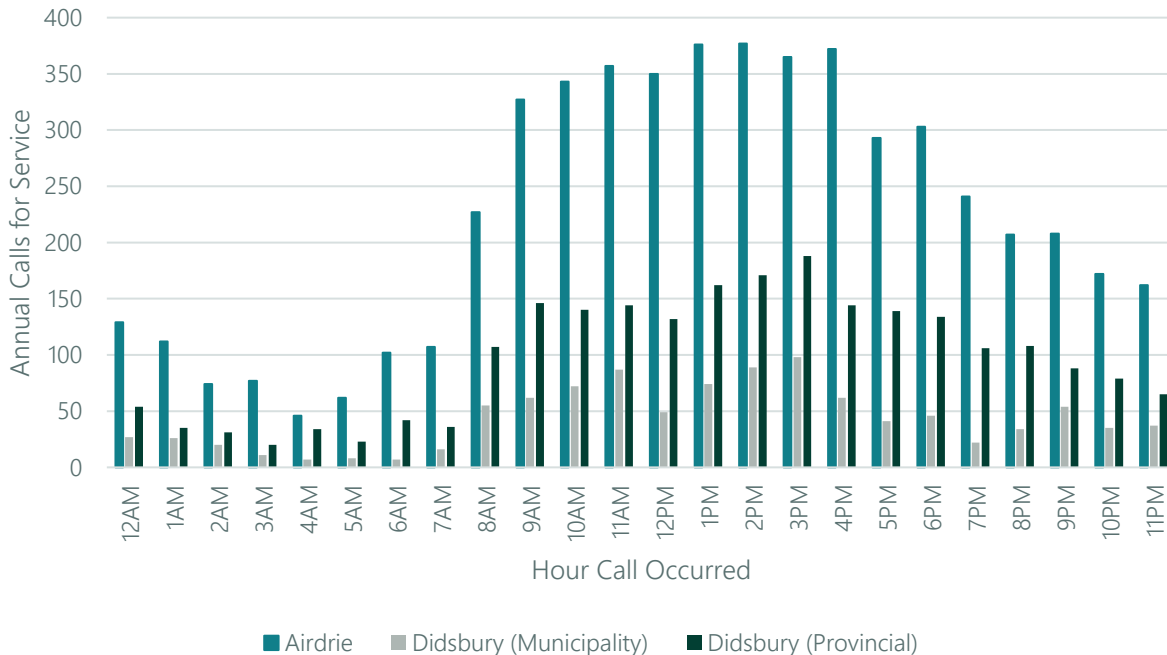


Figure 11 shows the average annual calls for service during each hour of the day based on calls reported in 2023 for the Airdrie provincial and Didsbury detachments. This chart illustrates the times of peak

demand and how many calls are received annually during each one-hour period throughout the day. As shown below, annual calls for service for each jurisdiction tend to peak in the early afternoon.

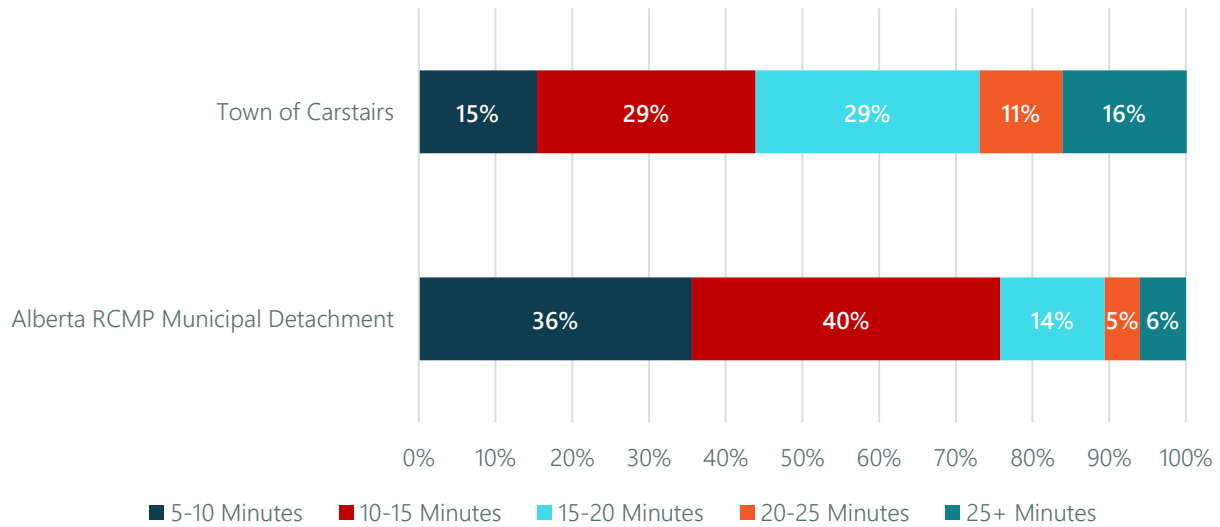
Figure 11: Annual Calls for Service by Time of Day, Airdrie and Didsbury 2023



Response Time Analysis for Carstairs

Average response time is also recorded for each call for service. The following graph compares the response times for priority 1 and 2 calls in the Town of Carstairs’ with the Alberta RCMP Municipal Detachment K Division response times. It should be noted that to calculate total response times, 4.75 minutes is added to Priority 1 and 6.25 minutes is added to Priority 2 trips to account for queue time, call length, file maintenance, and dispatch. The average for the Alberta RCMP Municipal Detachment (K Division) was taken for all calls in 2023 while the Town of Carstairs used an average over three years (2021-2023) to ensure a representative average. Overall, the average response time for the Town of Carstairs is 4.7 minutes longer than the Alberta RCMP Municipal Detachment, (17.8 minutes versus 13.1 minutes). Over half of the calls for the Town of Carstairs have a response time of over 15 minutes compared to approximately 25% of calls for the Alberta RCMP Municipal Detachment. This analysis was not available for the entire region and was a one-off analysis provided to Carstairs by the RCMP.

Figure 12: Total response times for Carstairs and Alberta RCMP Municipal Detachment K Division



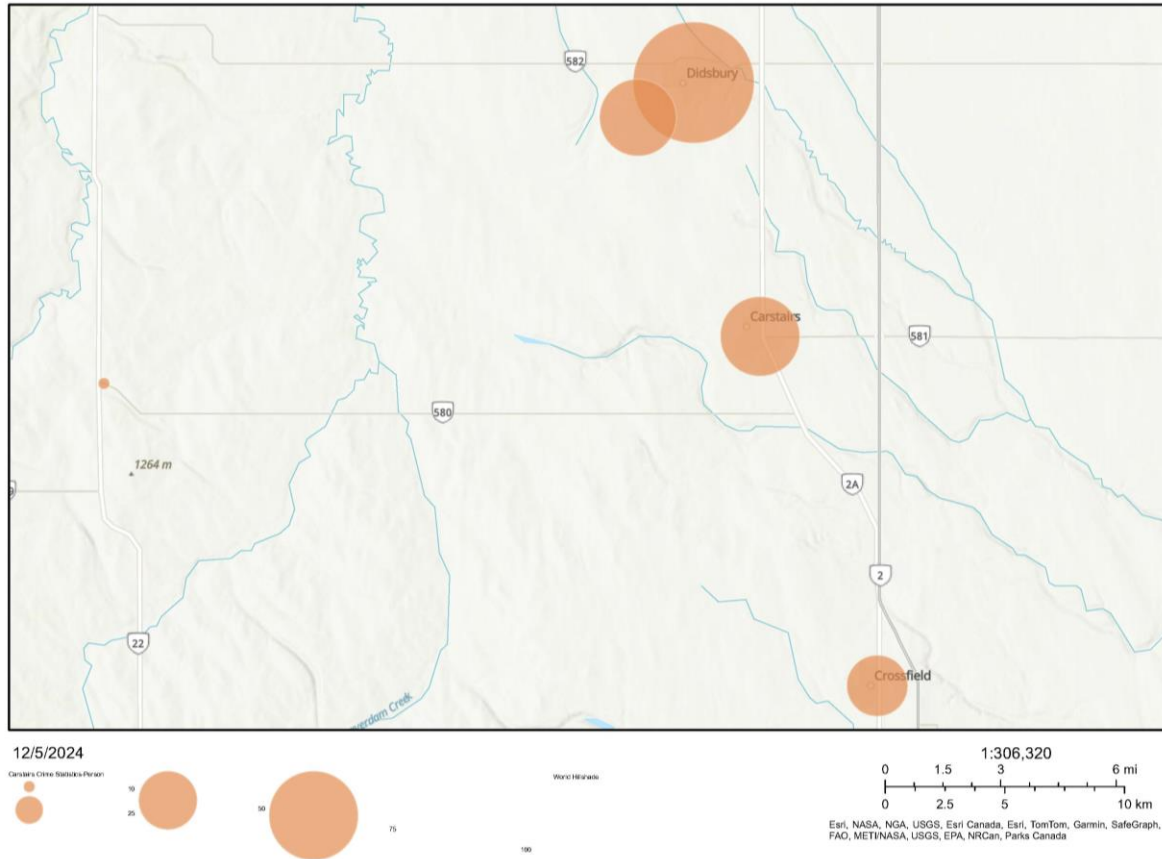
Occurrences by Geography

Utilizing occurrence data broken down by geography, assumptions can be drawn about where resources and officer time are often allocated and in highest demand.

The occurrence numbers illustrated through the maps below were determined by Didsbury Provincial response data for The Town of Carstairs, Mountain View County (the region outside of the other municipalities listed) and the Village of Cremona. The Town of Crossfield utilizes response data from the Airdrie Provincial detachment and the Town of Didsbury occurrence data is based on the Didsbury Municipal detachment response data.

The following map shows the distribution of occurrences related to crimes against persons, with the majority occurring in Didsbury and its surrounding area, but with still significant amounts in Carstairs and Crossfield, and a smaller concentration in Cremona. It is important to note that the map displays of concentration (size of the circles) are relative to other circles within the same map, and not between different maps. Mountainview County data is demonstrated by the circle located right next to Didsbury.

Crime Statistics - Crimes Against Persons (Average 2020-2023)



The below table provides more detail on crimes against person occurrences. The Town of Didsbury had the highest average crimes against person occurrences, and all communities in the region are experiencing average growth over 10%.

Table 7: Crimes Against Person Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Town of Didsbury	71	125	95	113	101	24%
Town of Carstairs	70	82	44	72	67	11%
Mountainview County	41	62	62	95	65	35%
Town of Crossfield	41	46	70	51	52	12%
Village of Cremona	6	24	14	2	12	58%

Property crime occurrences show similar results with the majority of occurrences taking place in Didsbury.

Crime Statistics - Property Crimes (Average 2020-2023)

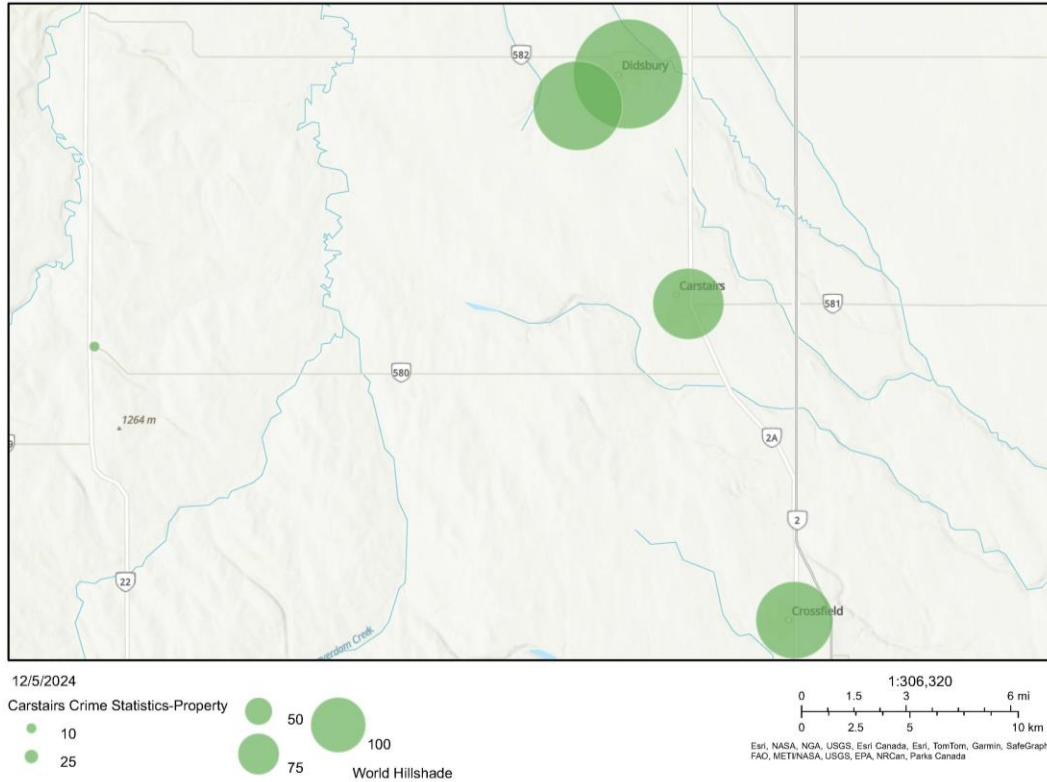


Table 8 provides a summary of property crime occurrences by location from 2020 to 2023. As shown, the Town of Didsbury experienced the highest average property crime occurrences and is the only municipality to experience an increase in occurrences over the last four years although it was small at 1%. The other municipalities are experiencing a decrease in property crime.

Table 8: Property Crime Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Town of Didsbury	193	271	164	169	199	1%
Mountain View County	209	183	133	124	162	-16%
Town of Crossfield	132	150	162	117	140	-2%
Town of Carstairs	132	140	121	124	129	-2%
Village of Cremona	20	24	19	12	19	-13%

Other criminal code refers to criminal code occurrences that are not crimes against persons or properties. This includes offensive weapons, disturbing the peace, fail to comply and others. The below map illustrates where that majority of occurrences are located.

Crime Statistics - Other Criminal Code (Average 2020-2023)

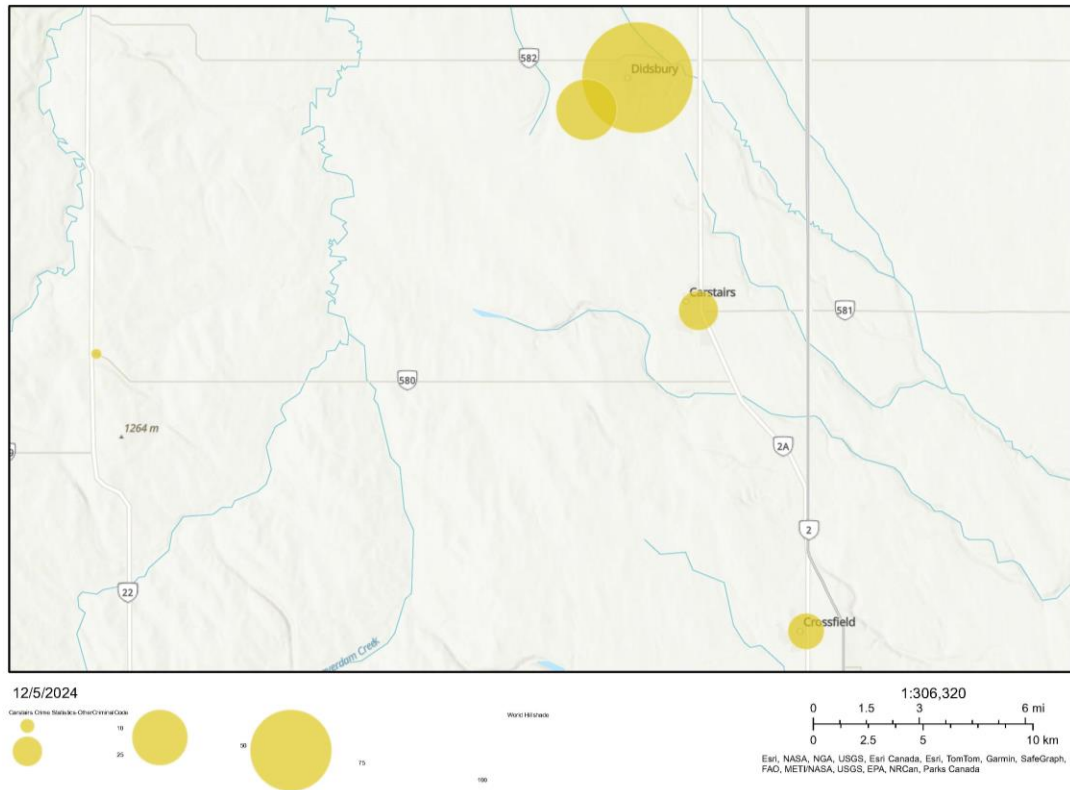


Table 9 demonstrates that the Town of Didsbury experienced the highest average of other criminal code occurrences and the highest average growth rate of 22%. All municipalities with the exception of the Town of Crossfield are also experiencing growth.

Table 9: Other Criminal Code Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Town of Didsbury	71	100	115	128	103.5	22%
Mountain View County	49	58	47	67	55.25	14%
Town of Carstairs	35	27	34	42	34.5	9%
Town of Crossfield	33	42	35	15	31.25	-16%
Village of Cremona	7	4	11	3	6.25	20%

As shown in the following map, when all criminal occurrences are considered in the analysis, Didsbury had the highest annual increase and was growing at the most aggressive rate.

Crime Statistics - Total Criminal Code (Average 2020-2023)

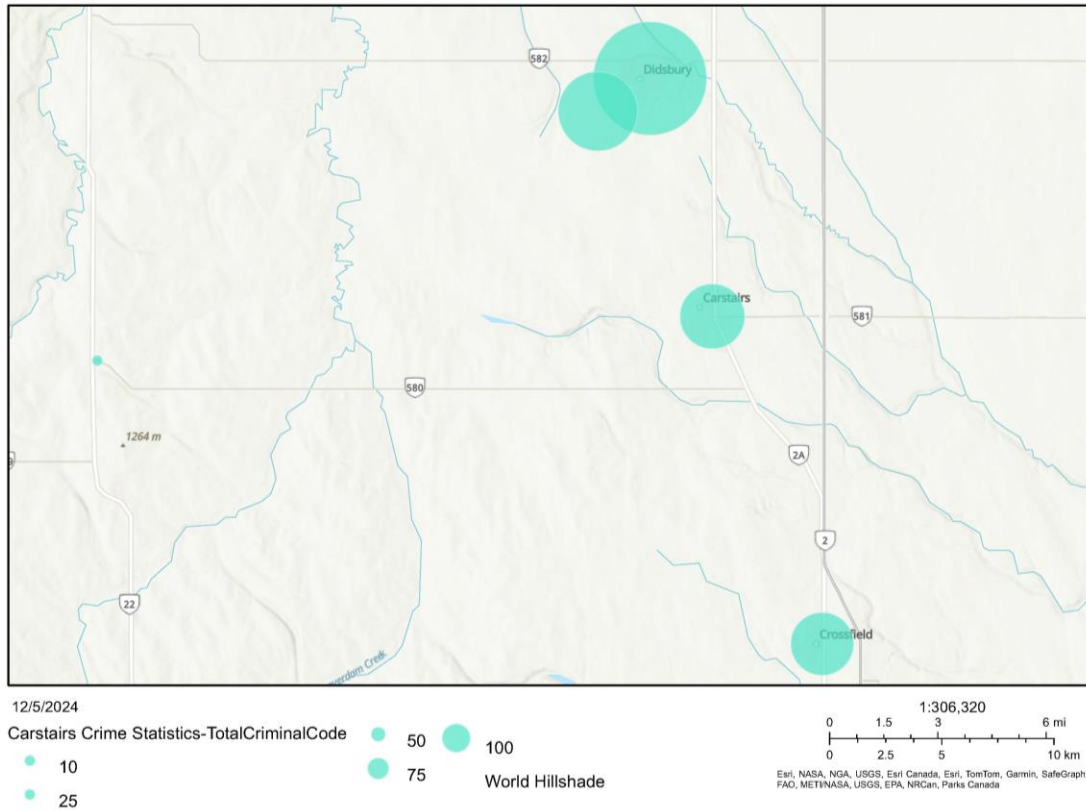


Table 10 shows that both the Town of Carstairs and Town of Didsbury are experiencing overall growth in total criminal occurrences but Carstairs at a much lower rate. Additionally, the Town of Carstairs growth rate is below their population growth rate of 20.1%.

Table 10: Total Criminal Code Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Town of Didsbury	335	496	374	410	404	11%
Mountainview County	299	303	242	286	283	0%
Town of Carstairs	237	249	199	238	231	2%
Village of Cremona	33	52	44	17	37	-6%
Town of Crossfield	33	42	35	15	31	-16%

The following map shows that Mountain View County experiences the highest annual average of provincial traffic calls. Again, it is important to note that while Mountain View County appears for the sake of analysis immediately beside the Town of Didsbury, occurrences are spread over a large geographical area.

Crime Statistics - Provincial Traffic (Average 2020-2023)

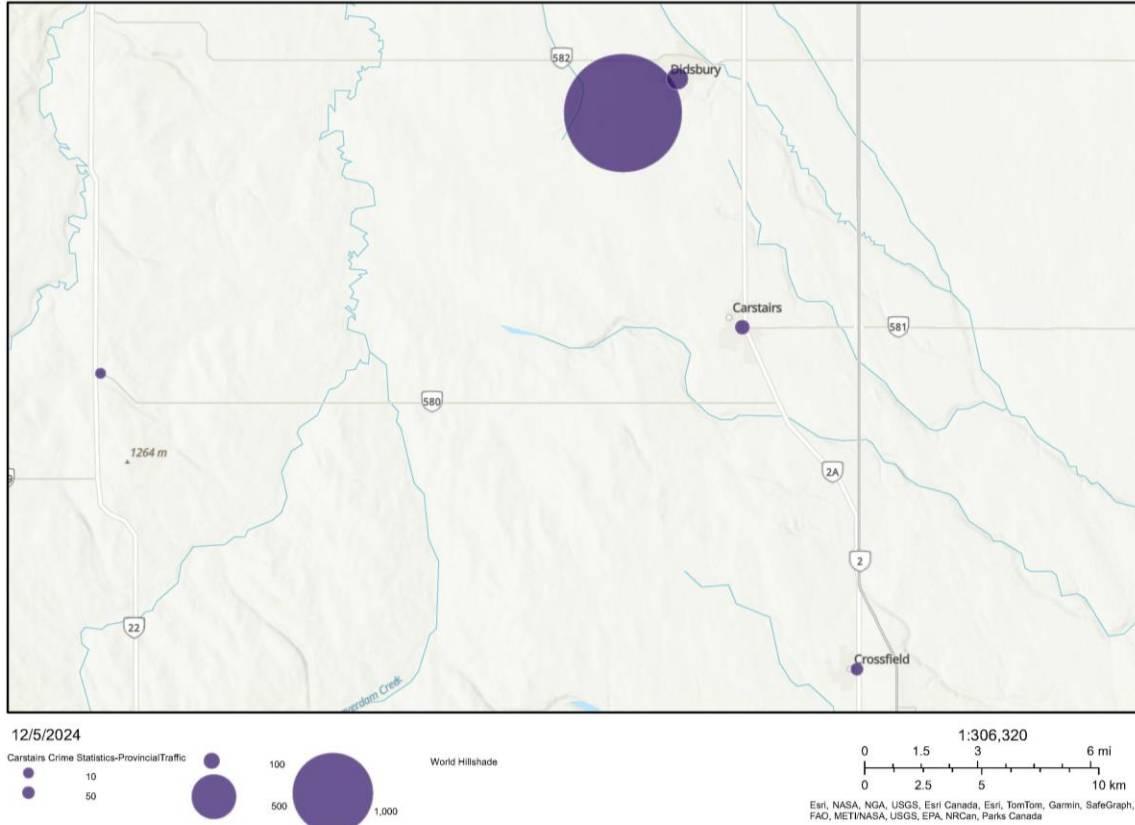


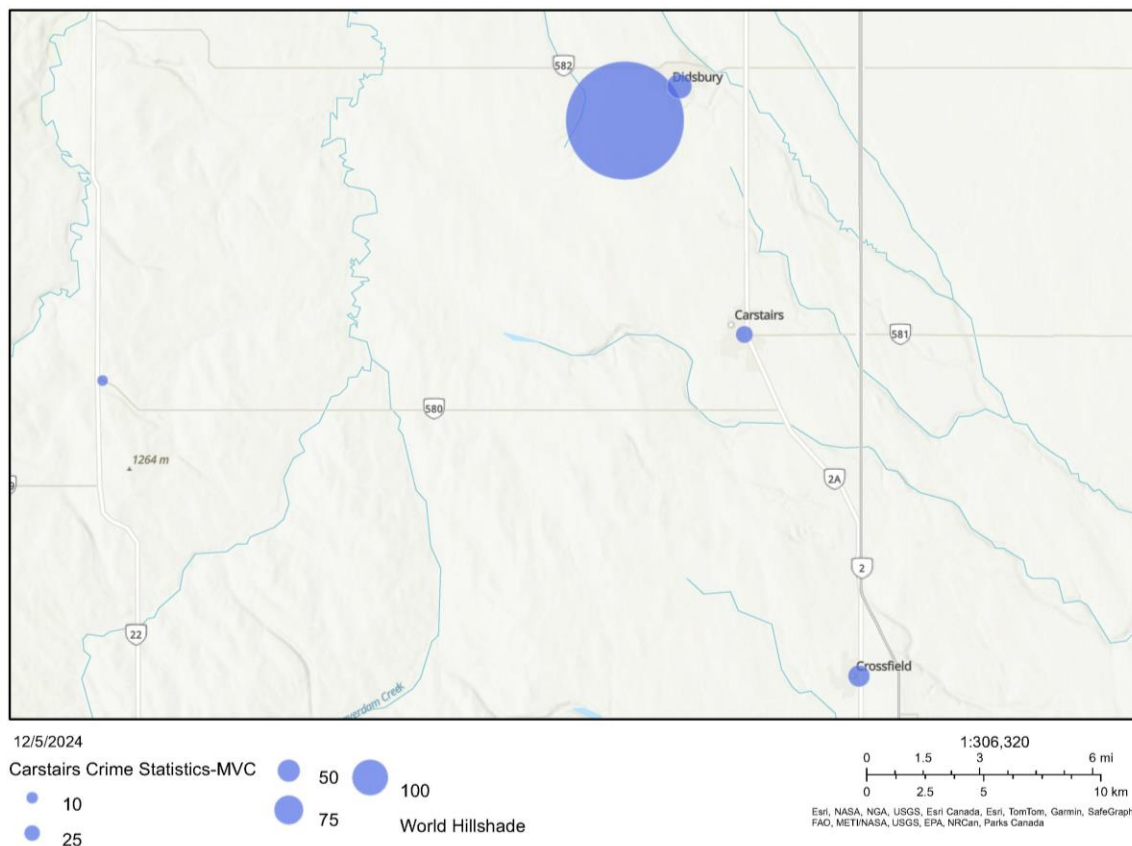
Table 11 demonstrates that while Mountain View County has the highest average annual traffic occurrences, it is experiencing a reduction in average annual growth of -15%, with Town of Carstairs is experiencing the highest growth rate, outpacing the population growth.

Table 11: Average Provincial Traffic Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Mountain View County	N/A	N/A	1,650	1,396	1523	-15%
Town of Didsbury	N/A	83	185	247	196	34%
Town of Carstairs	N/A	N/A	65	91	78	40%
Town of Crossfield	N/A	N/A	49	55	52	12%
Village of Cremona	N/A	N/A	31	23	27	-26%

Related to traffic safety and traffic occurrences in Mountain View County, average annual motor vehicle collision occurrences are primarily concentrated in Mountain View County.

Crime Statistics - MVC (Average 2020-2023)



The Town of Crossfield was the only municipality to experience a positive average growth rate in motor vehicle collisions. Mountain View County and the Town of Carstairs, however, only slightly decreased, with average annual growth rates of -2% and -3% respectively.

Table 12: Average Motor Vehicle Collision Occurrences 2020-2023 By Location

Municipality	2020	2021	2022	2023	Average	Average Growth Rate
Mountain View County	N/A	N/A	408	401	404.5	-2%
Town of Didsbury	35	62	76	64	59.25	-16%
Town of Crossfield	N/A	N/A	49	55	52	12%
Town of Carstairs	N/A	N/A	31	30	30.5	-3%
Village of Cremona	N/A	N/A	10	5	7.5	-50%

Overall, the Town of Didsbury had the highest volume of occurrences for the region except for Provincial Traffic and Motor Vehicle Collisions. Occurrences in both Didsbury and Carstairs demonstrated annual average increases in most of the occurrence categories.

Table 13: Summary of Occurrences Average Annual Change

Municipality	Person Crime	Property Crime	Other Criminal Code	Total Criminal Code	Provincial Traffic	MVC
Town of Carstairs	11%	-2%	9%	2%	40%	-3%
Town of Didsbury	24%	1%	22%	11%	34%	-16%
Town of Crossfield	12%	-2%	-16%	-16%	12%	12%
Mountain View County	35%	-16%	14%	0%	-15%	-2%
Village of Cremona	58%	-13%	20%	-6%	-26%	-50%

Criminal Code Type Analysis

Table 14 provides a listing of the top 10 criminal code offences at the detachment agreement level in 2023 ranked in order by number of criminal code offences. As shown below, there are several common offences in the top ten, with assault falling in each jurisdiction’s top three offences. Differing in where the offence fell in the ranking, both Didsbury provincial and municipal had the same occurrences in the top ten.

Table 14: Top 10 Criminal Code Offences by Type, Airdrie and Didsbury 2023

Airdrie		Didsbury (Provincial)		Didsbury (Municipal)	
Offence	#	Offence	#	Offence	#
Theft Under \$5,000	334	Assault	65	Fail to Comply & Breaches	82
Mischief - Damage to Property	114	Theft Under \$5,000	50	Fraud	43
Assault	106	Mischief - Damage to Property	48	Assault	40
Fraud	91	Fraud	47	Theft Under \$5,000	36
Theft of Motor Vehicle	82	Uttering Threats	43	Mischief - Damage To Property	29
Break & Enter	65	Fail to Comply & Breaches	42	Mischief - Other	29
Fail to Comply & Breaches	60	Mischief - Other	39	Criminal Harassment	27
Possession of Stolen Goods	40	Other Criminal Code	37	Uttering Threats	26
Disturbing the peace	39	Break & Enter	34	Other Criminal Code	23
Uttering Threats	38	Criminal Harassment	31	Break & Enter	13

The three tables below provide occurrence summaries for Didsbury Municipal, Didsbury Provincial and Airdrie Provincial between 2019 and 2023 ranked in order of their 5-year average totals. As shown

below, overall offence numbers have decreased significantly for Didsbury (provincial; 57% decrease) while Airdrie had a 9% decrease and Didsbury (municipal) showed an overall increase of 22%. For each of the jurisdictions, there were significant fluctuations among all categories. It should be noted, however that some categories showing significant variations had a small number of offences recorded and therefore will naturally have exaggerated percentage increases.

Table 15: Summary of Criminal Code Offences for Didsbury (provincial)

Didsbury Provincial							
CATEGORY	2019	2020	2021	2022	2023	5 Year Average	% Change 2019 - 2023
Offences Related to Death	0	1	3	1	2	1.4	N/A
Robbery	0	4	1	5	0	2	N/A
Sexual Assaults	8	6	9	9	12	8.8	50%
Other Sexual Offences	12	9	9	3	13	9.2	8%
Assault	101	77	71	50	65	72.8	-36%
Kidnapping/Hostage/Abduction	0	2	0	0	6	1.6	N/A
Extortion	1	1	3	4	7	3.2	600%
Criminal Harassment	33	26	40	22	31	30.4	-6%
Uttering Threats	39	50	45	31	43	41.6	10%
TOTAL PERSONS	194	176	181	125	179	171	-8%
Break & Enter	102	71	65	46	34	63.6	-67%
Theft of Motor Vehicle	103	52	25	21	28	45.8	-73%
Theft Over \$5,000	23	9	13	7	4	11.2	-83%
Theft Under \$5,000	246	125	70	52	50	108.6	-80%
Possession Stolen Goods	58	40	14	16	18	29.2	-69%
Fraud	97	57	59	55	47	63	-52%
Arson	3	4	7	3	1	3.6	-67%
Mischief - Damage To Property	72	92	81	54	48	69.4	-33%
Mischief - Other	194	77	49	30	39	77.8	-80%
TOTAL PROPERTY	898	527	383	284	269	472.2	-70%
Offensive Weapons	10	11	20	19	18	15.6	80%
Disturbing the peace	85	38	17	12	16	33.6	-81%
Fail to Comply & Breaches	75	71	57	41	42	57.2	-44%
OTHER CRIMINAL CODE	55	37	32	24	37	37	-33%
TOTAL OTHER CRIMINAL CODE	225	157	126	96	113	143.4	-50%
TOTAL CRIMINAL CODE	1317	860	690	505	561	786.6	-57%

Table 16: Summary of Criminal Code Offences for Didsbury (municipal)

Didsbury Municipal							
CATEGORY	2019	2020	2021	2022	2023	5 Year Average	% Change 2019 - 2023
Offences Related to Death	0	0	0	0	1	0.2	N/A
Robbery	0	0	1	0	1	0.4	N/A
Sexual Assaults	0	3	6	15	7	6.2	133%
Other Sexual Offences	0	2	7	1	7	3.4	250%
Assault	0	29	60	29	40	31.6	38%
Kidnapping/Hostage/Abduction	0	0	2	0	0	0.4	N/A
Extortion	0	3	0	5	4	2.4	33%
Criminal Harassment	0	12	17	23	27	15.8	125%
Uttering Threats	0	22	32	22	26	20.4	18%
TOTAL PERSONS	0	71	125	95	113	80.8	59%
Break & Enter	0	23	33	13	13	16.4	-43%
Theft of Motor Vehicle	0	21	16	9	5	10.2	-76%
Theft Over \$5,000	0	1	4	1	6	2.4	500%
Theft Under \$5,000	0	57	84	41	36	43.6	-37%
Possession Stolen Goods	0	13	12	8	8	8.2	-38%
Fraud	0	30	30	29	43	26.4	43%
Arson	0	2	0	0	0	0.4	-100%
Mischief - Damage To Property	0	24	58	38	29	29.8	21%
Mischief - Other	0	22	34	25	29	22	32%
TOTAL PROPERTY	0	193	271	164	169	159.4	-12%
Offensive Weapons	0	2	15	6	10	6.6	400%
Disturbing the peace	0	34	36	30	13	22.6	-62%
Fail to Comply & Breaches	0	20	33	62	82	39.4	310%
OTHER CRIMINAL CODE	0	15	16	17	23	14.2	53%
TOTAL OTHER CRIMINAL CODE	0	71	100	115	128	82.8	80%
TOTAL CRIMINAL CODE	0	335	496	374	410	323	22%

Table 17: Summary of Criminal Code Offences for Airdrie

Airdrie							
CATEGORY	2019	2020	2021	2022	2023	5 Year Average	% Change 2019 - 2023
Offences Related to Death	3	2	0	0	1	1.2	-67%
Robbery	3	6	1	7	1	3.6	-67%
Sexual Assaults	7	7	15	15	10	10.8	43%
Other Sexual Offences	2	8	5	13	9	7.4	350%
Assault	59	63	65	74	106	73.4	80%
Kidnapping/Hostage/Abduction	2	4	1	1	8	3.2	300%
Extortion	0	3	1	1	4	1.8	N/A
Criminal Harassment	18	28	30	27	21	24.8	17%
Uttering Threats	14	32	30	31	38	29	171%
TOTAL PERSONS	108	153	148	169	198	155.2	83%
Break & Enter	81	47	48	72	65	62.6	-20%
Theft of Motor Vehicle	112	86	85	89	82	90.8	-27%
Theft Over \$5,000	33	34	33	46	35	36.2	6%
Theft Under \$5,000	289	229	211	367	334	286	16%
Possession Stolen Goods	175	100	84	72	40	94.2	-77%
Fraud	87	79	82	81	91	84	5%
Arson	6	2	2	7	11	5.6	83%
Mischief - Damage To Property	58	122	120	186	114	120	97%
Mischief - Other	87	31	35	30	37	44	-57%
TOTAL PROPERTY	928	730	700	950	809	823.4	-13%
Offensive Weapons	24	29	21	20	16	22	-33%
Disturbing the peace	21	40	39	57	39	39.2	86%
Fail to Comply & Breaches	140	135	129	93	60	111.4	-57%
OTHER CRIMINAL CODE	51	42	45	41	36	43	-29%
TOTAL OTHER CRIMINAL CODE	236	246	234	211	151	215.6	-36%
TOTAL CRIMINAL CODE	1272	1129	1082	1330	1158	1194.2	-9%

Benchmarking Analysis

The objective of this section is to compare the regional area of analysis with other jurisdictions within Alberta. To this end, Olds (Municipal), Olds (Rural) Sundre (Rural), Cochrane (Rural) and the Province of Alberta have been selected to provide a comparison with other nearby geographies. Table 18 summarizes a comparison between jurisdictional police services pertaining to:

- **Population:** total number of residents within a jurisdiction as defined by Statistics Canada.
- **Authorized Strength:** the number of officers that have been approved to provide policing services within a given jurisdiction by the respective police services or governance bodies. It is important to note that there is no standard for determining how many officers should be hired to provide policing services within Canada. As a result, authorized strength will vary from police service to police service.
- **Number of Police Officers:** the number of officers that are on active duty, which may not equal the authorized strength due to budget constraints, recruitment and retention challenges, or other factors.
- **Number of Officers per 100,000 Population:** a rate calculation of officers per population they police that enables comparisons between populations of various sizes.
- **Authorized Strength per 100,000 Population:** a rate calculation of the total number of potential officers that may be hired by a police service per population to enable comparisons between jurisdictions with various population sizes.
- **Crime Severity Index (CSI):** all crimes are assigned a weight, with more serious crimes receiving more weight than less serious crimes. The CSI includes all forms of crime such as violent, property, drug, and traffic. Consequently, the CSI provides a way to track changes in the severity of crime over time.
- **Violent Crime Severity Index:** only violent forms of crime are included such as a homicide or assault.
- **Non-Violent Crime Severity Index:** only non-violent crimes are included such as traffic and drug offences.
- **Weighted Clearance Rate:** clearance refers to when a crime was “solved” by a police service i.e., the police have sufficient evidence to charge for an offence. Similar to the CSI, more serious crimes that have been cleared are assigned a higher weight than less serious crimes. Consequently, the weighted clearance rate provides a way to track changes in the number of crimes solved over time.
- **Incident-Based Crime Statistics:** one distinct event where one or more criminal offenses were committed with one or more victims and one or more perpetrators (annual).
- **Incidents per 100,000 Population:** a rate calculation of the total number of criminal incidents using the population of the jurisdiction to enable comparisons between jurisdictions with various population sizes.
- **Incidents per Officer:** ratio of the annual number of criminal incidents divided by the total annual number of police officers (i.e., not the authorized strength).

Although these metrics are often used to compare police services, the metrics alone are often nuanced and not a direct reflection on the service police are providing. For example, the CSI can decrease if arrests decrease even in the face of increasing crime – or vice versa. Closure rates are typically higher on crimes that involve persons that have a witness, while property crimes often have lower closure rates.

However, when taken as a group, there are order of magnitude inferences that can be generally made. For example, in general, the higher the CSI and incidents per capita are, the higher the officers per 100,000.

The RCMP detachment in Didsbury currently operates under the RCMP post model where both municipal and provincial RCMP officers are deployed from the same location. As part of the post model, municipal and provincial officers may be called on to respond to calls across the entire detachment region if needed, providing greater flexibility for the RCMP to respond to times of peak demand in both the municipal and rural areas.

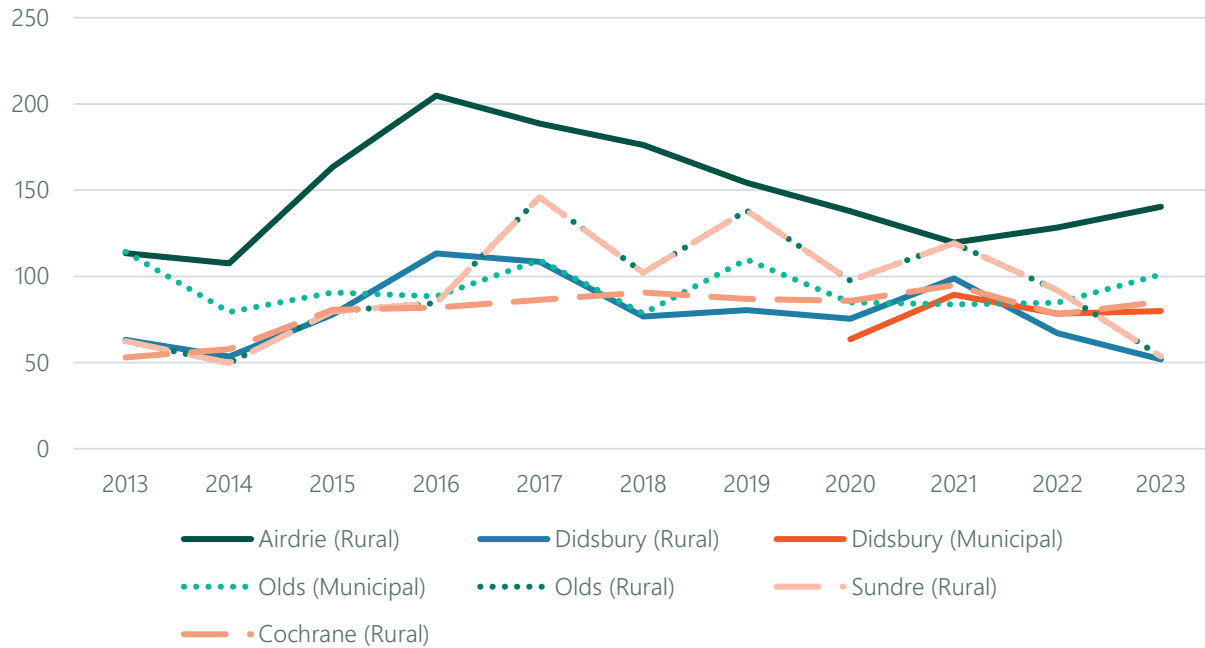
Thus, while the data below separates the officer numbers and incidents within the municipal and rural areas, some of the incidents will likely have been serviced by officers from by a mix of the PPSA and MPSA complements. As a result, the data needs to be interpreted in the context of the demand and resources available to the region, along with an understanding of how these resources may change if the Town of Carstairs establishes its own detachment in the future. For example, a change which results in the Didsbury provincial officers moving out of the Didsbury post model may result in a higher caseload per officer for Didsbury municipal officers.

Table 18: Comparison Between Jurisdictional Police Services, 2023

	Didsbury (Mun)	Didsbury (Prov)	Airdrie (Prov)	Olds (Mun)	Olds (Prov)	Sundre (Prov)	Cochrane (Prov)	Alberta
Crime Severity Index	79.85	51.88	140.37	100.99	53.48	53.48	85.17	103.21
Violent CSI	92.42	77.7	155.93	116.64	35.89	35.89	102.22	110.43
Non-Violent CSI	75.51	42	135.33	95.59	60.96	60.96	79.08	101.19
Weighted Clearance Rate	35.76	38.77	23.42	30.4	25.7	25.7	37.14	34.21
Violent Weighted Clearance Rate	44.56	61.36	39.12	51.13	66.08	66.08	46.88	52.73
Non-Violent Weighted Clearance Rate	31.45	22.06	16.18	20.28	16.2	16.2	32.1	26.13
Actual Incidents	382	476	1078	807	282	594	2,213	393,027.00
Incidents / 100,000	7,365.99	3,795.55	10,798.64	8,345.40	4,693.74	8,629.96	7,558.58	8,651.05

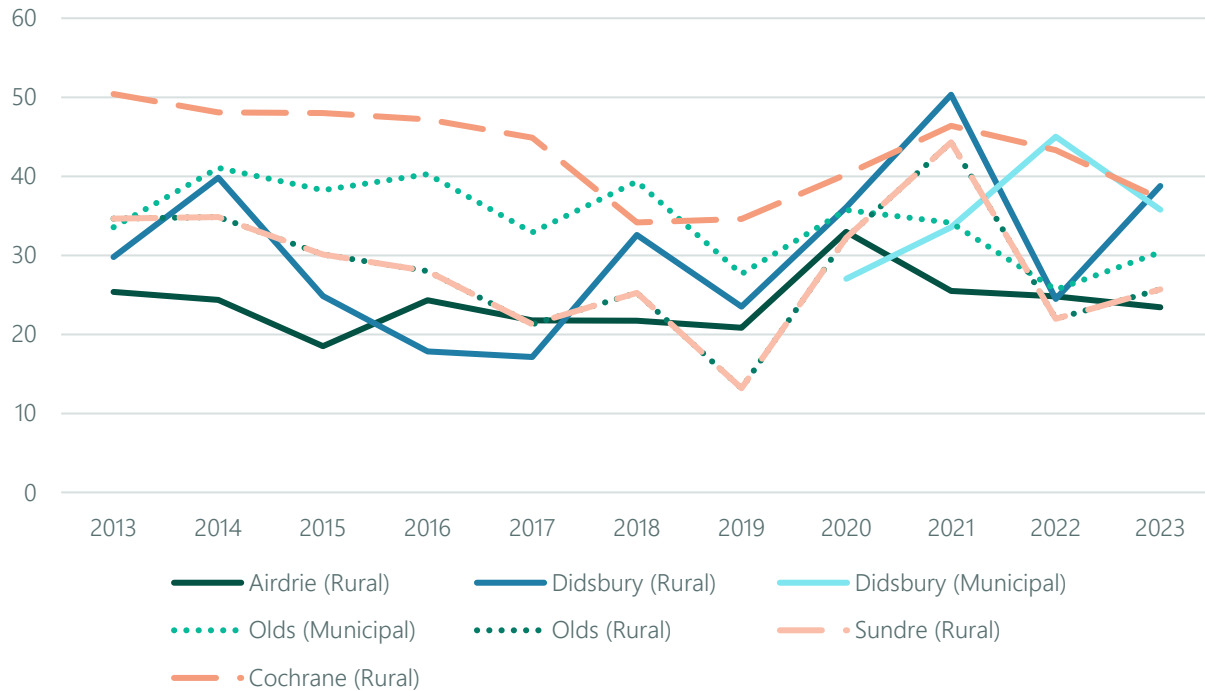
Of the seven comparator municipalities, Airdrie Rural has the highest CSI, though is on a downward trend. Didsbury Municipal has experienced the highest trendline with an increase in CSI of 3.79 per year. Airdrie Rural is the only detachment to surpass the Alberta average CSI of 103.21 in 2023.

Figure 13: Comparator Detachment CSI, 2013 - 2023



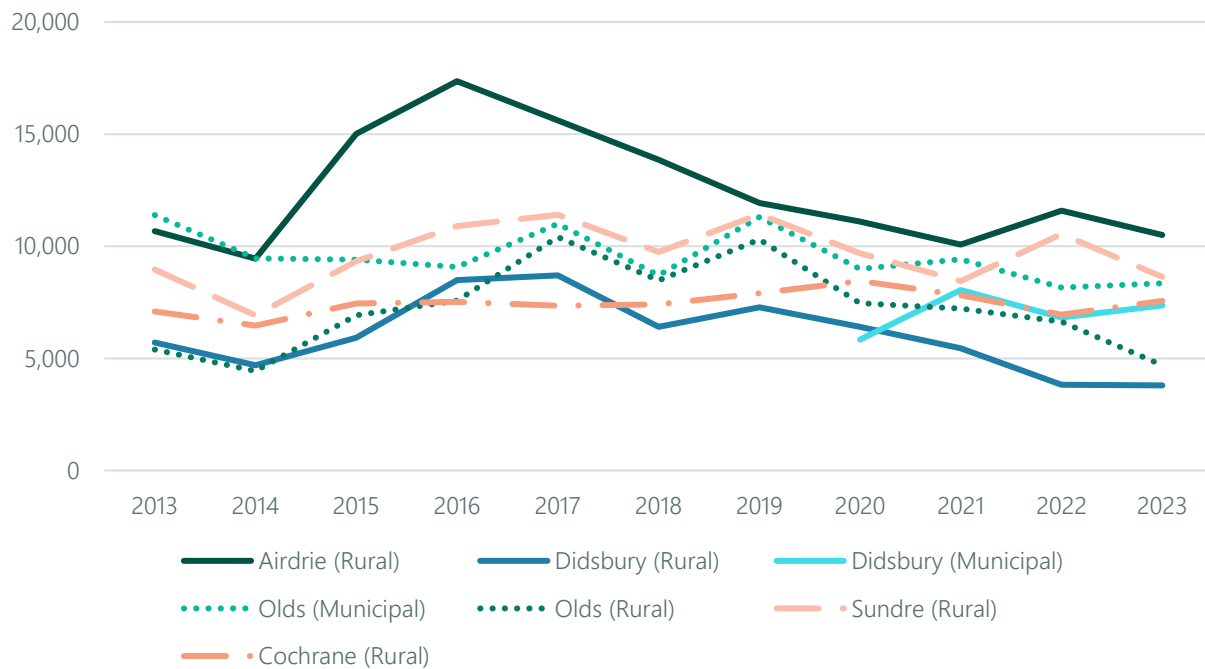
In 2023, Didsbury Provincial had the highest weighted clearance rate at 38.77, followed by Cochrane Provincial and Didsbury Municipal. Most comparator detachments are on a downwards trend, but Didsbury Municipal has experienced the highest trend, increasing 3.76 per year, followed by Didsbury Provincial increasing 0.93 per year and Airdrie Provincial increasing 0.27 per year.

Figure 14: Comparator Detachments Weighted Clearance Rate, 2013 to 2023



Of the Detachment comparators Didsbury Provincial has the lowest Incidents per 100,000 followed by Olds Rural and Didsbury Municipal.

Figure 15: Detachment Comparators Incidents per 100,000, 2013 - 2023



Policing Expenditures

In 2023/24, the five municipalities spent over \$2 million on RCMP services either through the Provincial Police Funding Model (PFM) for the PPSA or in Didsbury’s case directly for their MPSA. 76% of the monies went to the PPSA. In this funding relationship, the municipalities do not have a direct agreement for service or a direct reporting relationship with the RCMP. The PPSA policed communities do not have the ability to directly advocate for service levels as they are part of the larger provincial policing advisory committee representing all the PPSA communities in the province. This will change for Carstairs if they exceed the population threshold of 5,000 in the next census. Carstairs will then be in a similar situation to Didsbury with an MPSA. Didsbury’s population trends demonstrate it may be at risk of falling below the 5,000-population threshold in the next census which would then result in becoming part of the PPSA again. Table 19 provides a summary of policing expenditures by municipality.

Table 19: Municipal Annual Policing Expenditures 2021-2024

Municipality	Policing Agreement	Population	2023/2024 RCMP Expenditures	RCMP Costs/Capita
Didsbury	MPSA	5,070	\$494,850	\$97.60
Carstairs	PPSA	4,898	\$292,394	\$59.70
Crossfield	PPSA	3,599	\$229,169	\$63.68
Mountainview County	PPSA	12,981	\$1,026,999	\$79.12
Total Annual Expenditures			\$2,045,436	

Key Takeways for Consideration

Currently, the Town of Didsbury experiences the most occurrences of the five municipalities compared, with Didsbury Municipal Detachment responding to 22% more occurrences in 2023 than 2019. However, the occurrences have decreased over a four-year period for both Didsbury provincial and municipal and increased for the Airdrie provincial area. Despite not experiencing the greatest number of occurrences, the Town of Carstairs experiences higher response times, and over half of the calls for the Town of Carstairs have a response time of over 15 minutes as compared to approximately 25% of calls for the Alberta RCMP Municipal Detachment average.

CSI, measuring the severity of crime, is highest in the Airdrie Rural detachment. However, over the past 10 years, Didsbury Municipal has experienced the highest trendline with an increase in CSI of 3.79 per year indicating there may be future increases.

Stakeholder Engagement

This section summarizes key themes from stakeholder feedback on the current state of policing in the region. Through stakeholder interviews and previous data collection efforts, diverse perspectives were gathered from the RCMP, elected officials, public survey results and the Provincial Government who shared their views on community safety issues, trends, future readiness, resourcing, and governance. These insights offer a well-rounded understanding of the strengths and areas for improvement in policing, essential for informing future decisions on service delivery and public safety enhancements.

Key Themes

Focus on Future Growth

Several growth-oriented themes arose from stakeholder interviews, highlighting the importance of the following approaches as municipal populations expand.

Youth Engagement: Stakeholders emphasized the importance of engaging youth to foster community safety and prevent future crime. This aims to strengthen community ties and promote positive behaviors from an early age, building a foundation for a safer future.

Regional Collaboration: Many stakeholders highlighted the benefits of adopting a regional policing model to pool resources across municipalities, support specialized units, and enhance service delivery. This approach is forward-looking, recognizing that regional collaboration may be viable to address resource constraints and improve public safety outcomes as communities grow. Another area of concern are the current shift structure and coverage gaps which it is hoped that regionalization may address. Carstairs was identified as a potential hub for regional resources due to its central location relative to surrounding areas.

Infrastructure and Facility Planning: There is a strong focus on future-proofing infrastructure to meet regional demands. Facilities, such as training ranges and all-weather indoor training spaces, are lacking, requiring officers to rely on distant locations, which adds logistical challenges to resourcing and staffing. Both the communities and the RCMP expressed a need for infrastructure expansion to accommodate growing populations and increased demand for policing and emergency services. Without infrastructure expansion, it was stated that there are no avenues for increasing the number of policing resources.

Enhanced Policing and Specialized Units: Expanding specialized roles, such as School Resource Officers, Community Liaison Officers, PACT teams, traffic units, and crime reduction positions, is seen as a proactive measure to improve safety in specific areas but has not been possible due to budget constraints.

Together, these themes underscore a strategic focus on managing anticipated population growth, strengthening regional collaboration, and proactively addressing community safety needs through expanded infrastructure, funding, and service delivery.

Community Safety Issues and Trends

Stakeholder interviews revealed several key concerns about public safety, especially when it comes to property crime, domestic violence, traffic and road safety, and overall public perceptions of safety.

Property Crime: Communities like Carstairs, Crossfield, and surrounding rural areas have seen increases in property crime, including vehicle thefts and break-ins. "Opportunity thefts" such as car break-ins are widespread across all communities, while rural areas face heightened issues with theft, trespassing, and illegal vehicle dismantling activities, known as "chop shops." These crimes frequently occur during the day, taking advantage of residents' absence due to commuting. A 2024 RCMP Policing Priorities Survey indicated that 61% of respondents felt minor property crime should be a local priority, and 66% of respondents felt major property crime should be a local priority.

Domestic Violence: Perceptions exist that domestic violence cases are also on the rise, a trend partly linked to demographic shifts, such as a younger population in certain areas.

Traffic and Road Safety: Traffic and road safety concerns are prominent, with varied community perspectives on enforcement levels. Some residents feel enforcement is excessive, while others see it as insufficient, particularly in areas like Carstairs and Crossfield, where major highways are perceived to have limited enforcement coverage.

Community Safety Perceptions and Resource Gaps: Stakeholders expressed concerns about reduced officer visibility, attributed to high turnover rates and vacancies. This, along with 10-hour shifts that leave limited coverage during off hours, affects the ability to maintain consistent 24/7 policing. Response times during peak hours and emergencies suffer due to these resource constraints, heightening community concerns around safety risks. A 2024 Budget Survey from Crossfield identified that community safety is a top three spending priority for residents.

Resource Allocation and Reporting Structures

Pace of Growth and Current Resources: From stakeholder interviews, several key themes emerged regarding resource allocation and reporting structures. There was reported concern around the pace of growth and misalignment with growth in policing resources. Within this concern there are discussion around current geographical coverage and response times that suffer due to limited resources.

Engagement and Reporting: Stakeholders identified challenges with consistent engagement and reporting among municipal partners. Additionally, a blend of provincial (PPSA officers) and municipal (MPSA officers) resources are within the post detachment, funded by both provincial and local sources, contributes to differing accountability and reporting requirements. Stakeholders emphasized a strong need for enhanced communication and transparency from the RCMP, as well as improved community engagement.

Future Cost-Sharing: Stakeholders discussed regional cost-sharing as part of a future-focused financial strategy to sustainably manage growing populations without overburdening individual municipalities. Additionally, a 2024 Budget Survey from Crossfield identified that 44% of residents support a tax increase to either enhance or maintain services.

Key Takeaways for Consideration

Overall, there is a need to manage the current services provided while also considering future needs. There is a widely shared need for increased infrastructure to allow for an increase in resources. The current limitation of resources and capacity has resulted in various concerns from stakeholders, including a need for increased communication, desire for specialized services, and need for 24/7 presence and proactive policing throughout the region.

Jurisdictional Review

To better understand the current RCMP approach to regional detachments, MNP consulted with two detachment commanders currently overseeing regional detachments including one in southeastern British Columbia and the other in northern Alberta. The discussions were focused on gaining an understanding their operational model and then what are critical success factors to making it work and any lessons learned or considerations for implementing a regional model for Carstairs, Didsbury, Crossfield, Cremona and Mountainview County. The following sections summarize the details provided during the discussions.

Elk Valley Regional Detachment

The Elk Valley Regional Detachment in southeastern British Columbia provides policing services to the communities of Sparwood, Elkford, Hosmer, Fernie, Elko, Baynes Lake, Grasmere, Roosevelt, and Galloway through three physical detachments located in Elkford, Fernie, and Sparwood. Sparwood serves as the main office for the regional detachment. The regional detachment works exclusively using PPSA resources and polices a population of 9,772. The provincial regional detachment works in conjunction with but still separate from the Fernie Municipal Detachment, which polices a population of 6,270. The Elk Valley Detachment has an authorized strength of 13, and Fernie Municipal has an authorized strength of 6. The Elk Valley Regional Detachment authorized strength includes one specialized general investigative services (GIS) member assigned to the provincial detachment as a shared resource for the provincial region.

Despite the Fernie Municipal Detachment being separate from the regional detachment, the two share officers and respond to calls from the various communities. It was reported anecdotally that the calls for service for the detachments were proportionately split based on the authorized strengths, making the overall agreement cost split easily justifiable. Specific costs that can be traced to a detachment, such as overtime, specific infrastructure investments (for example, a new vehicle) or civilian support, will be allocated to the detachment driving the expense without any cost sharing.

It was reported that the regional detachment benefits all, especially as the municipality of Fernie would not be able to afford enough officers to meet its demands at the MPSA cost ratio (70%). By working with the regional detachment, Fernie is able to supplement its municipal response. Other examples of cost savings for the municipal detachment includes renting space from the Fernie Provincial detachment, proportionate to the number of members. The regional model allows for consistent service levels and call response and helps fill gaps caused by vacancies across the entire region. It was

reported that the most important factor in making a regional model work was buy in from all partners, which was created and maintained through strong and consistent communication between the regional detachment leadership and municipal leadership. There is no formal agreement in place between the province and the municipalities defining the regional model service levels or partner relationship.

Peace Region Detachment

The Peace Region Detachment provides services to the Town of Peace River, the Town of Grimshaw and the surrounding area of Peace River County. There were originally detachments in each of the towns that were amalgamated in 2003 and the Grimshaw detachment was transitioned to a satellite office. As the Town of Peace River has a population of over 5,000, they operate as a MPSA and The Town of Grimshaw and the surrounding county fall within the PPSA responsibilities.

The regional detachment has an authorized strength, where if full, 12 sworn officers would be paid for by the Town of Peace River in their MPSA, 5 officers are funded through a Community Tripartite Agreement and the remaining 13 would be funded by the province (total authorized strength of 30). However, the detachment currently has 12 operational officers.

The commander spoke to the benefits of their model noting that the having the operational detachment within the Town of Peace River allows for the detachment to retain staff more easily because the 50 km residency requirement applies to the main detachment not the satellite office. This allows officers to live in Peace River even if they are working in Grimshaw.

The regional detachment utilizes a Memorandum of Understanding to govern and administer the regional model and can demonstrate to the partners where various resources are spending their time responding to calls. The detachment leadership reports separately to the province and to the municipality.

Similar to Elk Valley, costs are allocated based on positions between the funders. The Town of Peace River pays for the Detachment Commander, while the province is responsible for the cost for the Sergeant. All expenses related to equipment, cars, and other associated costs are paid based on the relevant cost collator or personnel driving the costs. Civilian support positions include one detachment administration position, two front counter staff, one court support staff, and one position responsible for fleet and evidence management, which includes sending and receiving exhibits. Funding for the civilian support positions is also assigned to an agreement and then their direct and support costs are assigned to the appropriate contract. There is no reconciliation of total costs between the partners. If there is a vacancy within one of the agreements, this results in cost savings for whichever agreement that position is attached to.

The regional detachment works closely with and leverages other public safety and enforcement supports in the region. For example, the Alberta Sheriffs handle prisoner transport and have their own building in the Town of Peace River, with the jail located 10 km down the road.

The Peace Region Detachment commander identified the importance of communication and maintaining ongoing buy-in for the model with the municipal and provincial partners. The partners need to understand the value and service they are receiving through a regional model for it to function

well. The Detachment Commander puts a lot of effort into community engagement and communicating with leadership of the communities served. They reported having a standing meeting with the Mayor of the Town of Peace River to report activity and trends, provide updates, and demonstrate the benefits of being part of the regional model. However, it was noted that this is made more difficult by the lack of data and analysis provided by the RCMP K Division at a detachment level to demonstrate the service levels and values for the individual partners especially as it relates to preventative or proactive policing activity outside of call response and police occurrences.

Key Takeaways for Consideration

The regional detachment commanders both emphasized the need for buy-in amongst the municipal and funding partners for the regional, integrated approach to be successful. It was also clear that political influence and changes in sentiment and personnel can easily affect the model. This relationship is not supported by detailed reporting capabilities by the RCMP to assist the detachment commanders in demonstrating the service levels and value all the partners are receiving from the regional approach. The RCMP also does not have a detailed enough financial billing and tracking system or the ability to calculate partner billings based on actual service use and need and requested service levels. They continue to charge their partners by officer which can lead to a lack of clarity when positions are truly shared across contracts or positions become vacant for any period in a year. Peace River said the formal agreement helped with mitigating some of this risk in their case.

Regional Policing Model Analysis

Two model options were developed to address the need for new infrastructure to support any expansion of policing services in the Carstairs and Didsbury region and the projected Carstairs MPSA. The first is a new separate detachment building in Carstairs that operates in parallel but separate from the Didsbury detachment. It is assumed the new detachment would take some of the provincial resources from the existing detachment and split the attached responsibility of policing the rural area surrounding the new detachment with the Didsbury detachment. This model is called the Non-Regionalized Model.

The second is a fully regionalized model that integrates all the provincial and municipal sworn and civilian members into one team serving the entire geography with the added responsibility of Crossfield. A new building, assumed to be in Carstairs, is still required in this model as there is no room for growth in the current Didsbury detachment. The regional, integrated team would operate out of both buildings, with some team members starting and ending their shift at both sites. It is also assumed the civilian support would be split across the two sites as well. The following sections outline the staffing and service levels, financial implications and benefits and risks of each option.

Non-Regionalized Model

Model Description

The current detachment building does not have additional capacity for any new human resources. Therefore, when the Town of Carstairs enters their own MPSA and if the municipalities decide not to pursue an integrated, regional model, Carstairs will need to find a building to accommodate its resources. The non-regionalized MPSA option assumes that some of the current PPSA police and civilian resources currently working out of the Didsbury detachment would be re-assigned to the new Carstairs detachment and the policing responsibility for the rural areas surrounding the two detachments would be split based on the geographic realities and population densities.

Staffing and Service Levels

Carstairs and Didsbury both have about 5,000 people and calls for service and occurrences are lower in Carstairs; therefore, it was assumed the new MPSA for Carstairs would have a similar number of human resources. The four civilian positions have been split across the two detachments with one included in each of the funding agreements at each site (one PPSA funded and one MPSA funded). The seven provincial constables were split between the two detachments, and one was converted to a Sergeant position to oversee the Carstairs detachment. The provincial Staff Sergeant in the Didsbury detachment was replaced with a Sergeant due to the reduced complement. Each detachment would have the same complement of 8 sworn Regular Members and two civilian support positions. This would create a net increase of two positions, one Constable and one Sergeant.

Table 20: Non-Regional Staffing Levels for Two Separate Detachments

	Didsbury Detachment				Carstairs Detachment			
	Sergeant	Corporal	Constable	Civilian Support	Sergeant	Corporal	Constable	Civilian Support
Municipal Resources		1	3	1		1	3	1
Provincial Resources	1		3	1	1		3	1
TOTAL POSITIONS	1	1	6	2	1	1	6	2

The current service hours for the Didsbury Detachment are 8:00am until 4:00am, requiring 4 hours of operational readiness. This service model requires 14,600 working hours (assuming two officers are on duty for all operational hours).

An 8-member detachment, if fully staffed all year, has approximately 13,424 available hours (See Table 21 below for Available Hours detail). The Detachment Commander should not be included in the frontline operational hours calculation due to their management and oversight responsibilities therefore once they are removed the available hours are reduced to 11,746. This is still an aggressive estimate as the Corporal will also have management and oversight responsibilities that would likely reduce their operational hours further. But even with the Corporal considered fully operational it would not be possible to maintain the current service hours at each of the individual detachments. Each detachment would be short 1.7 FTEs to operate the detachment 20 hours per day if fully staffed with no vacancies. With a fully staffed complement of 7 operational Regular Members, the detachment could operate 16 hours per day with 8 hours of operational readiness or on call required.

Table 21: Annual Constable Available Hours Calculation

Annual Available Hours Calculation	Annual Hours
Total Constable Paid Hours	2,088
Vacation (4 weeks)	-160
Sick (10 shifts)	-100
Court	-70
Training (2 weeks)	-80
Annual Available Hours per Officer	1,678 Hours
Annual Available Hours for 8-Member Detachment	13,424 Hours

The service hours for each detachment with a full complement and no vacancies would be 16 hours per day with 8 hours of operational readiness. This would be a reduction in service from the current state.

Response times would increase for calls in the expanded window of non-operational hours even if the detachment was located closer to the call location during those periods.

Table 22: Detachment Operational Hours 20 Hours of Service and 16 Hours of Service

	20 Service Hours / 4 On Call Hours	16 Service Hours / 8 On Call Hours
Total Detachment Daily Operational Hours	20	16
Total Annual Operational Hours (2 officers always on)	14,600	11,680
Available Operational Hours with 7 Sworn Officers	11,746	11,746
FTE Surplus (Deficit)	(1.7)	0.04

Infrastructure

The Town of Carstairs would need to build a new detachment or find an adequate, existing building to accommodate the new MPSA deployment model. Even in a separate, non-regionalized deployment model it would still be worth pursuing a joint usage agreement with Didsbury for the use of their cells. Cellblocks are very expensive infrastructure, and anecdotal evidence suggests the current demand for the region could be handled by the existing cellblock. The location of court in Didsbury is an added benefit to entering a service agreement to use Didsbury's cells. This would allow for cost-sharing of the infrastructure as well as the variable costs of guards that are dependent upon usage of the space.

Moving resources out of the Didsbury detachment would free up space for growth or co-location of other services such as Community Peace Officers. The new building in Carstairs would require a significant financial investment from the Town but there may be opportunities to co-locate other public safety services in the new building that would have operational benefits for policing. During stakeholder consultation, it was noted that the RCMP provincially have infrastructure needs that could be included in the new build. Carstairs should explore these opportunities with the RCMP and the province during its transition period towards an MPSA. Stakeholders indicated the district and provincial resources in the Airdrie detachment will be exploring a new location over the next number of years and that they will need to be in the vicinity of Airdrie, Carstairs and Didsbury, and near the Calgary Metropolitan Regional area to support its operations in the South District.

Financial Implications

The Didsbury Multi Year Financial Plan 2025-2030 data was used to inform the financial analysis as it includes the necessary planned growth for the RCMP and fully loads the costs with equipment and information technology and other major investments over the next number of years. The 2024/25 fully loaded cost per member outlined in the Multi Year Financial Plan for Didsbury is \$185,572 (before any adjustments) or \$741,000 for the year if fully staffed. This would be an increase of \$448,000 for the Town of Carstairs compared to policing contributions in 2024 or \$90 more per capita. Provincial expenditures would likely not change significantly. Although the province would be paying for an additional Sergeant the analysis assumes the current Staff Sergeant could be replaced with a Sergeant

due to the decrease in complement in the Didsbury detachment and the provincial Corporal and two of the Constables would transition to the new Carstairs municipal complement. The total operational model would be net two new policing resources.

The costs for the PFM contributions for the PPSA communities would continue to be calculated based on the formula for all provincial frontline policing costs and would not be directly linked to the new operational model.

Table 23: Estimated Municipal Policing Costs for Didsbury and Carstairs based on the Didsbury Municipal Multi Year Financial Plan 2025-2030

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Fully Loaded Cost/Regular Member	\$185,197	\$185,817	\$190,630	\$197,513	\$204,672	\$210,736
Complement for Each MP SA	4	4	4	4	4	4
TOTAL ANNUAL COSTS	\$740,788	\$743,269	\$762,520	\$790,051	\$818,686	\$842,946
Estimated Cost/Capita with a Population of 5,000	\$148.16	\$148.65	\$152.50	\$158.01	\$163.74	\$168.59

Benefits

The non-regionalized model allows for the municipal resources to be more dedicated to the two MP SA communities and will provide cleaner reporting. It would also allow the teams to be responsible for policing a smaller geographic area and may reduce response times while officers are on duty. The smaller geographic area may also increase the visibility in the community when officers are on duty. This benefit may not come to fruition though because there would be less officers on duty than a regional model so if an officer is already on a call and another call comes in, they may need to rely on back up from another detachment area which negates any reduction in response times. Both detachments will continue to operate with a mix of MP SA and PPSA resources. The PPSA communities would continue to contribute funds towards policing through the PFM. Each municipality will be able to set up a policing advisory committee for liaising and communicating with the RCMP Detachment leadership and each will also have their own Annual Performance Plan to identify service priorities. A detachment located in the community may result in an increased perception of safety for residents in and around the Town of Carstairs.

Limitations and Risks

The service delivery model with six frontline constables will result in a reduction in service from the current state as service hours would need to be reduced and on call time increased. Each detachment will also be more vulnerable to any leaves and vacancies which would result in further reduction in the service levels. The resources in each detachment will likely need to focus on reactive policing and may be more limited in their ability to be proactive or focus on preventative policing initiatives. The separate

detachment model also prevents specialization of any kind for both sworn and civilian positions because the small complement requires everyone to be a generalist and support the workload wherever needed.

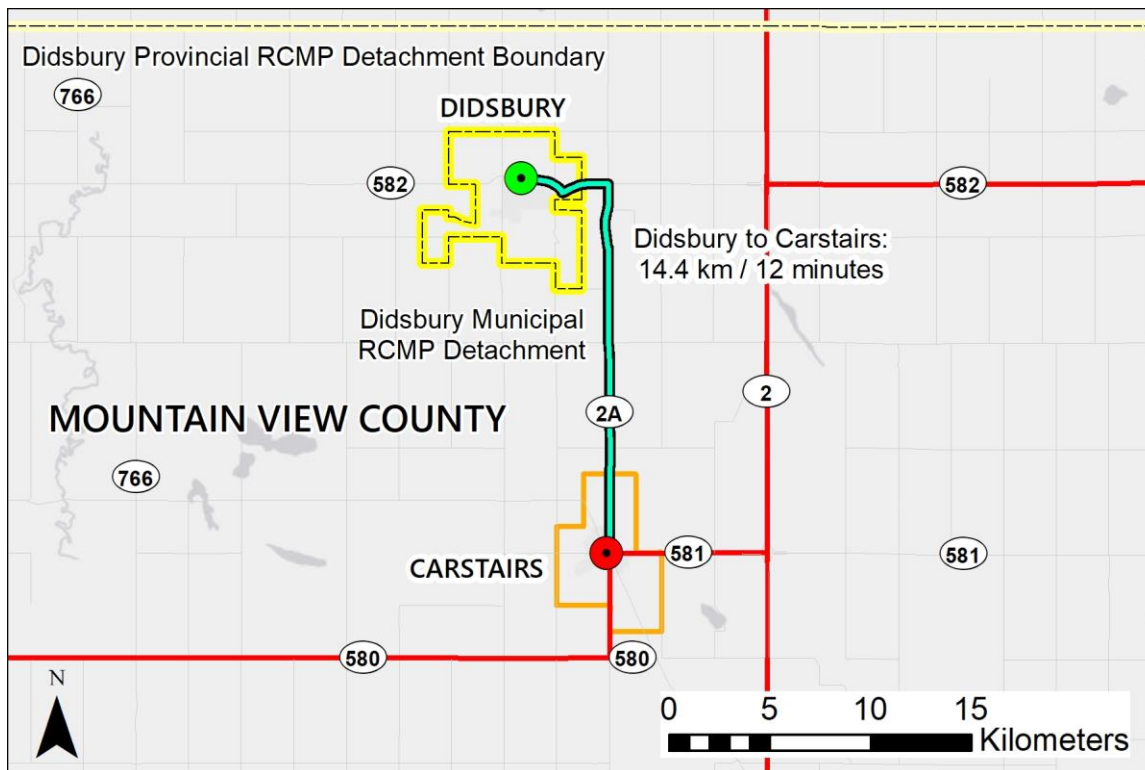
The Town of Carstairs will be paying more than double their current policing costs with a reduction in service and the investment in infrastructure will be significant. The Town of Didsbury will be paying the same amount for reduced service in a non-regionalized model.

Regionalized Model

Model Description

The regionalized model assumes central governance and management for policing the entire region. The human resources would be managed and deployed as single team across the whole region using both the current detachment in Didsbury and a new detachment building in Carstairs. There would continue to be officers and civilian staff that work out of the Didsbury detachment and the Carstairs detachment would include additional space for growth and any additional resources. There would also be opportunity to centralize other provincial resources in this location as needed. The new building would not need additional infrastructure to offload and house prisoners as it was indicated during interviews that the current capacity in Didsbury would be sufficient for the region. The two Towns are in close proximity and would enhance collaboration, as shown in Figure 16.

Figure 16: Distance Between Didsbury Municipal Detachment and Potential Carstairs Detachment



The regional partners will need to set up a joint governance model to facilitate governance and oversight of the regional model, a central reporting point for the Detachment Commander, a platform for community engagement for all the partners to set priorities for region’s policing services and communicate any challenges or issues. This will reduce the time required for the Detachment Commander reporting to community partners individually and will ensure the same information is received at the same time.

An operating and cost sharing agreement will need to be established to set service levels and expectations and define the formula for sharing the costs across all the regional partners. This may be challenging to get buy-in from the province because it would require a unique model outside of the current PFM. It will be challenging to set up a true regional model serving both the municipalities and the surrounding provincial area without participation from the province. The province is about to conduct a review of the PFM so having an alternative option like this that could provide the PPSA communities more direct influence over their policing services may be appealing. It may also attract other PPSA policing municipalities to join. Having the support and buy-in of all the partner municipalities will help with advocating to the province to consider re-directing PFM dollars to this option instead.

Staffing and Service Levels

The total number of sworn officers is the same in the regional model as the non-regional model with slightly different senior positions. Instead of two Sergeant positions split across two detachments the regional model has a Staff Sergeant and Sergeant providing leadership and oversight for the regional team. The Constable and Corporal complement are the same.

Table 24: Staffing Levels for Regional Detachment

	Staff Sergeant	Sergeant	Cpl	Cst	Civilian Support	TOTAL
Municipal Resources		1	1	6	2	10
Provincial Resources	1		1	6	2	10
TOTAL	1	1	2	12	4	20

A detachment that is always staffed with at least two officers 24/7 requires 17,520 operational hours. A 14-member detachment, if fully staffed all year, has 23,492 hours available (this only assumes the Corporal and Constables are considered operational). The Detachment Commander Staff Sergeant and an additional Sergeant would be available in addition to the 14 frontline members considered operational.

Table 25: Annual Constable Available Hours Calculation

Annual Available Hours Calculation	Annual Hours
Total Constable Paid Hours	2,088
Vacation (4 weeks)	-160
Sick (10 shifts)	-100
Court	-70
Training (2 weeks)	-80
Total Working Hours/Officer	1,678

The regional detachment would be able to have officers on duty 24/7 with capacity remaining to accommodate vacancies or additional staffing for peak service hours. This would be an improvement in service levels from the current 20 hours of coverage. The chart below shows the available FTEs if a 20 hour and 24-hour service model were used. A 24/7 operational model would allow officers completely unfettered time off as there would be no requirement to be on Operational Readiness.

Table 26: Regional Detachment Operational Hours

	20 Service Hours / 4 On Call Hours	24 Service Hours / 0 On Call Hours
Total Detachment Daily Operational Hours	20	24
Total Annual Operational Hours (2 officers on at all times)	14,600	17,520
Available Operational Hours with 14 Frontline Sworn Officers	23,492	23,492
FTE Surplus (Deficit)	5.3	3.5

The additional FTE potential opens up the possibility for expanded services, more specialization and more time spent on community engagement and proactive and preventative policing efforts. The Sergeant position could take on an element of the community outreach and support the Detachment Commander in these efforts of making sure local priorities are understood and integrated into the service delivery model where possible. The additional capacity could also take on initiatives like youth outreach, dedicated traffic support and be more flexible depending on the priorities of the community partners. The resources would need to be shared across a larger geography and would need to be mindful of tracking and reporting on the value each partner was getting from any specialized service.

A regional model would also allow for some specialization of civilian support services into functions that are serving the whole region because of the larger workload. This could include services like data analytics, court preparation and support, partner reporting, etc. The municipalities may also want to add a financial analyst or pay for part-time usage of a financial resource from one of the municipalities to support the administration of the cost sharing agreement as the RCMP divisional finance likely will not

have the capacity to accommodate the application of the costs sharing formula or additional analysis needed to complete the reconciliation of costs at the end of the year.

Infrastructure

A new detachment building would be needed to house the operational and support space (locker rooms, fitness facilities, evidence and equipment storage, etc.) for the additional personnel. A new regional building could also provide space to accommodate integration of the community peace officers in the region if desired to allow for more functional coordination and integration of the public safety services. This would allow the two services to cover more ground with patrols and increase visibility and reduce overlap or duplication. The new building similar to the Carstairs only detachment in the previous model could also be large enough to rent out space for additional provincial RCMP resources working in the region.

Financial Implications

The regional detachment with 16 Regular Members (RM) would have an estimated RCMP cost of \$3 million in 2024/25 based on the MYFP fully loaded costs per RM. This would be \$162 per capita for the population in the region if costs were distributed solely based on population. Civilian support costs were added separately for the four positions with an average salary of \$80,000 per year with an added 25% for benefits and associated operational costs (paid for by the partners at a 100%). This would increase total detachment costs to \$3.3 million or \$183 per capita.

Table 27: Estimated Costs for a Regional Detachment

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Pooled Indirect and Direct at 70%/Regular Member	\$173,447	\$173,671	\$178,074	\$184,533	\$191,254	\$196,866
Extra Duty Pay/RM	\$8,750	\$9,056	\$9,373	\$9,701	\$10,041	\$10,392
Corps of Commissionaires/RM	\$3,000	\$3,090	\$3,183	\$3,278	\$3,377	\$3,478
Total Cost/RM	\$185,197	\$185,817	\$190,630	\$197,513	\$204,672	\$210,736
Number of Regular Municipal Members	8	8	8	8	8	8
Total Municipal Expenditures	\$1,481,576	\$1,486,538	\$1,525,040	\$1,580,101	\$1,637,373	\$1,685,891
Number of Total Regular Members	16	16	16	16	16	16
Estimated Total Detachment Costs at 70% using MYFP RM Rate	\$2,963,152	\$2,973,076	\$3,050,080	\$3,160,202	\$3,274,746	\$3,371,783
Policing Costs/Capita*	\$161.65	\$162.19	\$166.39	\$172.40	\$178.65	\$183.94

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Additional Estimated Costs for Civilian Support (4 positions with benefits and administrative costs)	\$400,000	\$414,019	\$428,529	\$443,548	\$459,094	\$475,184
Total Estimated Annual Detachment Costs	\$3,363,152	\$3,387,095	\$3,478,609	\$3,603,750	\$3,733,839	\$3,846,967
Total Cost/Capita*	\$183.47	\$184.77	\$189.77	\$196.59	\$203.69	\$209.86

*To be conservative only 1/3 of the population of Mountainview County was used in this calculation because it also receives policing services from the Sundre Detachment and the Olds Detachment currently

Assuming half the support positions are provincial resources would change the cost implications for these position as they would not be directly charged to the detachment and would be at a rate of 70% with the federal government. The municipal employees would be a full cost to the municipal partners unless there was a way to reconcile all the civilian support positions as they will be providing value and service to all the regional partners.

Benefits

Conceptually, the regional model has several strategic advantages. With a blend of larger and smaller municipalities, the regional model allows for a critical mass of calls for service and workload volumes to justify the presence of officers that smaller municipalities would not have the budget and call volume to otherwise support. The regionalized services also allow for enough capacity within the services to reduce the impact of various leaves and position vacancies to minimize disruption of service provision. The geography of the region makes the regional model very appealing because the municipalities are located in proximity and are knitted together by pockets of interspersed provincial areas. The population moves fluidly throughout the region as does the crime, therefore approaching policing and publicly safety on a regional basis is beneficial to the police service.

The regional model increases staffing and service levels allows for the potential to be a 24/7 detachment. The increased capacity and critical mass of workload allows for the potential of specialized services and support within the region. The regional detachment would be more likely to be able to take on specialized initiatives for sworn officers including community engagement, youth outreach or school resource officer, GIS, traffic, and more. This would be beneficial as the regional partners reported consistent public safety priorities during consultation and occurrence data for the region had consistent trends and areas of demand. The larger pool of resources also provides a buffer to manage leaves and vacancies without immediately having to reduce service levels.

The upcoming review of the PFM may provide an opportunity for the region to lobby to the provincial government to allow a trial of a regional management and governance model that integrates PPSA and MPSA resources but allows PPSA municipalities to have more local influence over their policing investments by directing them into this cost sharing model with local MPSA partners.

Limitations and Risks

The regional model is complex to execute however, and in other locations where the RCMP uses a “regional model” they often lack a formalized structure resulting in several challenges including confusion amongst the municipalities about what value they are receiving from participating in the regional model. They are heavily reliant on good communication and working relationships between the municipal leadership and the RCMP which can be reliant on specific individuals to ensure the success of the model when there are not formalized agreements in place.

The regional model is made overly complex by the following key components of the current RCMP policing model and administration:

- Mixed service provision and complexity of funding “positions” instead of services
- Lack of governance structure and true regional management structure
- Lack of formalized agreements and standard operating procedures
- Lack of data tracking to determine equitable cost sharing
- Combination of PPSA and MPSA municipalities and the variation in their funding contributions

If the province does not allow the PPSA municipalities in the region to participate in the cost sharing model and capture their policing contributions in the regional model it will be difficult to include them in the regional model. They would be limited in their ability to participate in the governance model based on current legislation and they would be unable to be a true participant in the cost sharing agreement. This would be the first regional model of its kind in Alberta that has not only a shared governance structure but also a unique cost sharing agreement. The regional partners will need to work with the RCMP to ensure they can get the reporting to support the administration of the model. It will require getting buy in from all the involved parties.

There is also a risk that there will be no net new positions added when Carstairs finalizes their new MPSA. Due to the low CSI and occurrences the province and the RCMP could decide to transition PPSA resources to the new MPSA instead of adding new positions. This would reduce the complement and service levels in the regional detachment.

The MPSA transition takes at least two years based on discussions with Diamond Valley and the Province of Alberta once the municipality advises Public Safety Canada they have exceeded the population threshold. Many changes could occur within two years, and it is impossible to perfectly forecast what the policing and law enforcement environment will look like.

A true regional service model faces some operational challenges that affect the supervisors’ ability to see all their resources while in the field. The detachment commanders and their supervisors do not have access to the CAD systems, necessitating reliance on PROS and the ATEC mobile app for tracking and managing resource deployment.

Key Takeaways for Consideration

The table below summarizes and compares the two model options.

Table 28: Non-Regionalized and Regionalized Model Comparison

	Non-Regionalized Model	Regionalized Model
Resourcing Model	<ul style="list-style-type: none"> • Positions: 7 Operational Regular Members (per Detachment) • Hours of Service: 16 hours • On Call Hours: 8 hours • Leadership: 1 Sergeant/detachment 	<ul style="list-style-type: none"> • Positions: 14 Operational Regular Members • Potential for 24/7 service • Leadership: 1 Staff Sergeant and 1 Sergeant
Infrastructure Implications	<ul style="list-style-type: none"> • Building of new Carstairs detachment • Potential joint use agreement for cell usage 	<ul style="list-style-type: none"> • Building of new Carstairs detachment
Financial Implications	<ul style="list-style-type: none"> • 2024/25 Cost/Capita: \$148.16 • Increase to Town of Carstairs/Capita: +\$90 • Increase to Town of Didsbury/Capita: \$0 	<ul style="list-style-type: none"> • 2024/25 Cost/Capita: \$183.47 • Cost Sharing model to be determined
Benefits	<ul style="list-style-type: none"> • Dedicated municipal resources to a smaller geographical area • Cleaner reporting 	<ul style="list-style-type: none"> • Capacity to provide presence in smaller municipalities • Potential of 24/7 service • Reduced volatility due to leaves and vacancies • Additional FTEs allow for potential for specialized initiatives
Limitations and Risks	<ul style="list-style-type: none"> • Reduced service hours • Potential volatility due to leaves and vacancies • No potential for specialized service capabilities • Limited ability for proactive or preventative efforts • Members will have to do more Operational Readiness limiting their unfettered time off 	<ul style="list-style-type: none"> • No pre-existing structure or formalized agreements • Cost-sharing model for PPSA municipalities dependant on the province • Timeline to transition to MPSA • Requires buy-in from all the municipal partners • Vulnerable to political perspectives changing and partners wanting to exit the model • RCMP reporting is currently limited in detail to accurately report on value for each regional partner

Implementation Recommendations

There are several steps the municipal partners should take if a regional model is selected.

The first will be to determine buy-in from the group and then begin to familiarize the province with the idea and the required changes to the current state that will be needed. The second will be to begin discussions with the regional partners and the Divisional and District RCMP about their infrastructure needs and determine if there are co-location opportunities to meet their future infrastructure needs in the early stages of Carstairs exploration of building a new detachment. Including the Province in these discussions is an important option to consider as they may be keen to support the RCMP participating in this opportunity to co-locate.

It would also be beneficial to build out the cost sharing model with input from the RCMP to present to the province to make a case for re-directing PPSA policing funds for the municipalities that want to join the regional structure. Ideally this is in advance of, or at the same time as their review of the PFM.

If not already, Carstairs will want to initiate the MPSA process with Public Safety Canada due to the length of the process.

Implementation Considerations

The following sections provide further considerations for approaching the set up of the regional partner model.

Setting up the Regional Governance and Management Structure

One of the key challenges with the RCMP “regional” detachments is they lack a formal governance structure. The regional-based services often have no associated joint decision making, planning, communications, reporting or formal agreements at the governance level. There is no documentation outlining how the regional model should function and what the accountabilities of all the municipalities are or should be. Coupled with limitations in data tracking and reporting, this results in concerns from municipalities that they are not receiving value for their contributions and lack understanding about the services they receive regionally that are not included in a cost sharing arrangement.

Both regional detachment commanders interviewed spoke to the importance of buy-in and all the partners understanding the model. The importance of buy in supports the development of agreed upon frameworks and structure as the first piece of implementation. This will require all the partners working together, including the province and senior Divisional and District RCMP, to ensure the decision makers are at the table that can make a regional model possible.

Establish Formalized Agreements and Standard Operating Procedures

The RCMP regional models are a mix of regional policing and municipal based policing, but there is no agreement or standard operating procedures that document how the model functions or should function. There is no regional governance structure or decision-making body that oversees or are consulted on the regional elements of the model. It is important to develop these agreements to ensure smooth operations upon the establishment of a regional model.

Creating a Cost Sharing Agreement

The ability to cost share in a regional detachment may be limited by the current cost sharing approach used by the RCMP to fund positions compared to determining the full cost of services and sharing those costs amongst partners for integrated services. It becomes difficult to determine if partners are contributing their fair share and to divide non-salary costs between regional partners. If a position becomes vacant this further complicates tracking the contributions amongst the partners.

An alternative would be to utilize a system to monitor costs and demands that better reflect the complexity of today’s policing environment so that both the RCMP and its contract partners can be confident that the costs of policing are transparent and accountable to those ultimately paying for those services. However, there was no indication from the RCMP that a different cost tracking or cost allocation system is being explored to better administer regional or post detachment models.

A more accurate way to distribute frontline and management costs to the partners would be to incorporate their service needs and demands by considering both population and occurrences. As a starting point 50% could be allocated based on population and 50% based on the proportion of occurrences in the partner’s region. This would allow for municipalities with an increased need for resources because of more activity and higher crime to contribute an equitable amount to policing services. A proposed cost allocation model for the regional model is provided in the table below. Estimated costs for 2024/205 of \$3,363,152 were used in the table below.

Table 29: Proposed Cost Allocation Model

	Total Population	Population Proportion (50% cost allocation)	Total Average Occurrences	Occurrence Proportion (50% Cost Allocation)	Total Costs	Total Costs/Capita
Carstairs	4,898	27%	535	10%	\$622,355	\$127.06
Didsbury	5,070	28%	1,105	19%	\$822,495	\$162.23
Crossfield	3,599	20%	825	14%	\$596,990	\$165.88

	Total Population	Population Proportion (50% cost allocation)	Total Average Occurrences	Occurrence Proportion (50% Cost Allocation)	Total Costs	Total Costs/Capita
Cremona	437	2%	113	2%	\$76,637	\$175.37
Mountainview County*	4,327	24%	2,621	55%	\$1,244,675	\$287.65
TOTAL	18,331	100%	5,199	100%	\$3,363,152	

*Only 12/3 of the population is included due to the Sundre and Olds service provision in the region

For specialized services, such as School Resource Officers, it would be beneficial to track the number of hours these resources are spending in each partner community to fairly allocate their costs at the end of the year. A dedicated traffic position could take a similar approach. Any regional proactive work should be evenly split across the partners by population.

Provincial Involvement

The RCMP regional model is further complicated by a large geographical provincial area in the region. The province funds resources that are directly integrated into multiple detachments deployment models making it difficult to determine whether there are enough provincial resources to provide adequate and effective policing services to those areas. These integrated model lacks adequate data collection and monitoring and does not provide clarity if municipalities are supplementing provincial policing resources or vice versa.



Thank you



Wherever business takes you

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MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 11

TITLE: Next Meeting

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

Next Meeting: February 18, 2025

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

- Council may also want to have additional meetings such as Committee of the Whole meetings where no resolutions are made but Council can have discussions about projects, review policies and bylaws or any item they wish to discuss.

RECOMMENDED ACTION:

MOTION THAT Councillor _____, declare that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 p.m. on Tuesday, February 18, 2025, at Council Chambers located at 106 1st Avenue East.

INTLS: CAO: KO



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: January 21, 2025

AGENDA NO.: 12

TITLE: Closed Meeting -One (1) Land

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 Reid convenes a Closed Meeting at ____ p.m.

INTLS: CAO: KO



REQUEST FOR DECISION

MEETING: Closed Meeting

Date: January 21, 2025

AGENDA NO.: 13

TITLE: RECONVENE One (1) Land

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 a resolution to revert to a meeting held in public.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

RECOMMENDED ACTION:

MOTION That Mayor Reid reconvenes from a closed meeting to Regular Council meeting at _____p.m.

INTLS: CAO: KO

MEETING: Regular Council Meeting

Date: January 21, 2025

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 Councillor _____ adjourns the Village of Cremona
Regular Council Meeting on the 21st day of January at _____ p.m.

INTLS: CAO: KO