



REGULAR COUNCIL MEETING AGENDA
March 20, 2018 at 7:00 p.m.
Council Chambers – 106 1st Avenue East

ATTENDANCE:

Mayor: T. Hagen; **Councillors:** R. Reid, B. Scribner; J. Shi; S. Temple

Chief Administrative Officer: L. Smith; **Corporate Services Coordinator:** S. Ryan

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

MEETING: Regular Council Meeting

Date: March 20, 2018


AGENDA NO.:1

TITLE: Call to Order

ORIGINATED BY: L. Smith, Chief Administrative Officer

Mayor Hagen called the March 20, 2018 Village of Cremona Council meeting to order at _____ p.m.

INTLS: CAO: LS

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.: 2

TITLE: Acceptance of the Agenda

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

By resolution, Council may add, move or remove items to the agenda.


RECOMMENDED ACTION:

That Council accept the Agenda as presented.

OR

That Council accept the Agenda as amended.

INTLS: CAO: LS

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.: 3 a)

TITLE: Minutes – February 20, 2018 Regular Council Meeting

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

The February 20, 2018 Regular Council Meeting minutes are being presented to Council for their review and approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council accept the February 20, 2018 Regular Council Meeting minutes as presented.

OR

That Council accept the February 20, 2018 Regular Council Meeting minutes as amended.

INTLS: CAO: LS



**Minutes of the Village of Cremona Regular Council Meeting held on
Tuesday, February 20, 2018 – Commencing at 7:02 p.m.**

Present: Mayor, T. Hagen; **Deputy Mayor:** J. Shi
Councillors: B. Scribner, R. Reid; S. Temple
Chief administrative Officer: L. Smith
Corporate Services Coordinator: S. Ryan

5 members of the public were in attendance.

AGENDA

Item 8 b) Cremona Skate Park Association was added to the agenda.

Res. 014-18 **MOTION:** Moved by Councillor Temple that Council accept the Agenda as amended.

Carried

MINUTES

3 a) January 16, 2018 Regular Council Meeting

The January 16, 2018 Regular Council Meeting minutes were presented to Council for their review and approval.

Res. 015-18 **MOTION:** Moved by Councillor Reid that Council accept the January 16, 2018 Regular Council Meeting minutes as presented.

Carried

3 b) Minutes from Committees, Commissions and Boards

Council was provided with the following minutes for their review and information:

- October 27, 2017 SAEWA Minutes & Board Meeting Summary
- November 30, 2017 SAEWA Board Meeting Summary
- November 15, 2017 Didsbury and District Community Policing Association Committee
- January 11, 2018 Cremona Municipal Library Board
- January 11, 2018 Cremona/Water Valley Chamber of Commerce
- January 25, 2018 Key Messages Mountain View Seniors' Housing Board
- January 30, 2018 Municipal Area Partnership Committee
- February 6, 2018 FCSS Advisory Board

Res. 016-18 **MOTION:** Moved by Councillor Temple that Council accept the minutes of the October 27, 2017 SAEWA Minutes & Board Meeting Summary, the November 30, 2017 SAEWA Board Meeting Summary, the November 15, 2017 Didsbury and District Community Policing Association Committee, the January 11, 2018 Cremona Municipal Library Board, the January 11, 2018 Cremona/Water Valley Chamber of Commerce, the January 25, 2018 Key Messages Mountain View Seniors' Housing Board, the January 30, 2018 Municipal Area Partnership Committee and the February 6, 2018 FCSS Advisory Board as information only.

Carried

BUSINESS ARISING FROM MINUTES

No items.

DELEGATIONS

No delegations

PUBLIC HEARINGS

No public hearings.

BYLAWS & POLICIES

7 a) Water Wastewater Bylaw 461-15 Amendment

Bylaw 461-15 required an amendment to speak to water line breakage not just frozen water lines.

- Res. 017-18** **MOTION:** Moved by Councillor Reid that Council grant first reading to amend Water Wastewater Bylaw 461-15 on the 20th day of February, 2018. **Carried**
- Res. 018-18** **MOTION:** Moved by Councillor Reid that Council grant second reading to amend Water Wastewater Bylaw 461-15 on the 20th day of February, 2018. **Carried**
- Res. 019-18** **MOTION:** Moved by Councillor Reid that Council grant unanimous consent to proceed to a third reading to amend Water Wastewater Bylaw 461-15 on the 20th day of February, 2018. **Carried**
- Res. 020-18** **MOTION:** Moved by Councillor Reid that Council grant third and final reading to amend Water Wastewater Bylaw 461-15 on the 20th day of February, 2018. **Carried Unanimously**

7 b Policies Required to be Rescinded or Replaced

The Village has several policies that are no longer pertinent to the operations of the Village of Cremona. Administration is bringing these policies to Council for rescinding or direction to develop a replacement policy.

- Res. 021-18** **MOTION:** Moved by Councillor Temple that Council Rescind Policies 2010-09; 2010-01; 2010-02; 2010-03; 2010-04; 2010-05; 2010-06; 2010-07; 2009-07; 2009-01; 2005-01 and 2005-05 as they are no longer pertinent and required by the Village of Cremona. **Carried**
- Res. 022-18** **MOTION:** Moved by Councillor Temple that Council direct Administration to Review Policies 2005-06 Councillor External Event Attendance; and 2005-04 Water Restriction Levels and bring back to Council for approval. **Carried**

7 c) Roll Out Cart Policy

Policy #2007-01 is being brought to Council to be updated and reclassified as Policy #1002-01.

- Res. 023-18** **MOTION:** Moved by Councillor Scribner that Council approve Roll Out Cart Collection Policy #1002-01 as presented. **Carried**

OLD BUSINESS

8 a) Municipal Area Partnership Terms of Reference

As there are many new people on the regional councils, the MAP committee asked that the Terms of Reference be brought to each council for their review and if there are any changes to be made.

Res. 024-18 **MOTION:** Moved by Councillor Reid that Council accept the Municipal Area Partnership Terms of Reference as information only.

Carried

8 b) Cremona Skate Park Association

Members of the Cremona Skate Park Association gave an update to Council since their last time they presented to Council in 2017.

Res. 025-18 **MOTION:** Moved by Councillor Temple that Council direct Administration to send letter to the Cremona Skate Park Committee guaranteeing land will be made available for a skate park provided the project begins prior to January 1, 2022; at which time Council will review the project if not started.

Carried

NEW BUSINESS

9 a) Farm Safety Centre

The Farm Safety Centre is asking for support in the amount of \$.15/resident to a maximum of \$300.

Res. 026-18 **MOTION:** Moved by Councillor Scribner that Council approve to support the Farm Safety Centre in the amount of \$300.00 for 2018 with funds coming from the Council Community Grants & Enhancement budget.

**2 Opposed
Carried**

9 b) Appointment to Assessment Review Board

To deal with Assessment Appeals, the Village of Cremona is a member of the Capital Region Assessment Services Commission. Council is required to appoint the qualified members to the CARB & LARB to hear assessment complaints for the Village of Cremona.

Res. 027-18 **MOTION:** Moved by Councillor Scribner that Council appoint the following members to the Composite Assessment Review Board and Local Assessment Review Board for 2018:
Judy Bennett; Darlene Chartrand; Paul Chauvet; Russell Graff; Tina Groszko; Stewart Hennig; Richard Knowles; Guy Normandeau; Raymond Ralph and Dianne Ross.

And that Council appoint Richard Barham as Clerk of the Composite Assessment Review Board and the Local Assessment Review Board for the Village of Cremona.

Carried

9 c) 5 Year Capital Plan

Under the Modernized Municipal Government Act, municipalities are required to have at the minimum a 5 year capital plan.

Res. 028-18 **MOTION:** Moved by Councillor Scribner that Council accept the 5 Year Capital Plan for 2018-2023 as presented.

Carried

9 d) AUMA Police Funding Model

Mayor Barry Morishita, AUMA President is calling all municipalities across Alberta to join in advocating for the Government of Alberta to implement a new, more equitable police funding model.

Res. 029-18 **MOTION:** Moved by Councillor Reid that Council accept the AUMA Police Funding model request as information only.

Carried

9 e) Cowboy Trail Advertisement

The Village of Cremona advertised in the 2017-2018 edition of the Cowboy Trail Magazine. The cost was shared with the Cremona/Water Valley Chamber of Commerce. The magazine said the 2017 edition was extremely popular, with all copies distributed well in advance of the Labour Day weekend.

The Cowboy Trail Tourism Association is requesting for Cremona to join the partnership in a 4-Page glossy centre fold spread in the Experience The Cowboy Trail magazine.

Res. 030-18 **MOTION:** Moved by Councillor Reid that Council accept the advertisement opportunity in *Experience The Cowboy Trail* magazine as information only.

Carried

9 f) Request Parkland Regional Library Board

Parkland Regional Library’s Executive Committee is appealing to member municipalities and local builders for assistance in acquiring a new headquarters building for the regional system.

Res. 031-18 **MOTION:** Moved by Councillor Temple that Council accept the request from Parkland Regional Library Board on having a new headquarters or renovating the current facility as information only.

Carried

9 g) 2018 FCSS Funding Requests

The Cremona FCSS Advisory Board met on February 6, 2018 to review applications and to make the following recommendations to Council.

Organization	Amount Request	Amount Recommended
Accredited Supports – Healthy Families	\$700	\$700
Chinook Arch Victim Services	\$2000	\$1500
CESD#73 Family School Wellness	\$4900	\$3000
CC Engagement Site	\$2982	\$2185
WV Playschool	\$500	\$500
MV Parent Link	\$1000	\$1000
MVC Adult Learning Society	\$179.90	\$179.90
MV Emergency Shelter	\$1000	\$1000
	TOTAL	\$10064.90

Res. 032-18 **MOTION:** Moved by Councillor Scribner that Council approve the 2018 FCSS Funding Requests as presented.

Carried

10 a) Financial Reports

The monthly financial reports for the period ending January 31, 2018 were presented for Council's review and information.

Res. 033-18 **MOTION:** Moved by Councillor Temple that Council accept the Financial Reports for the period ending January 31, 2018 as information only.

Carried

10 b) Chief Administrative Officer Report

Once a month the Chief Administrative Officer provides an update on the happenings of the Village since the previous Council meeting.

Res. 034-18 **MOTION:** Moved by Councillor Scribner that Council accept the CAO Report for February 20, 2018 as information only.

Carried

10 c) Mountain View Regional Waste Management Commission

Mountain View Regional Waste Management Commission provided reports to Council for their review and information.

Res. 035-18 **MOTION:** Moved by Councillor Reid that Council accept the Bank Balance, Financial Report, Investment Update, Loan and Leases as at October 31, 2017 for the Mountain View Regional Waste Management Commission as information.

Carried

10 d) Mountain View Seniors Housing Board

The Mountain View Seniors' Housing Board has provided the 2018 Budget and 2018-2022 Business Plan and Assumptions for Council's review and information.

Res. 036-18 **MOTION:** Moved by Councillor Temple that Council accept the 2018 Budget and 2018-2022 Business Plan and Assumptions from Mountain View Seniors' Housing Board as information only.

Carried

10 e) Cremona & District Emergency Services

The Cremona & District Emergency Services Advisory Report and ACP Renovation Update and Large Capital Request is provided for Council's review and information.

Res. 037-18 **MOTION:** Moved by Councillor Reid that Council accept the Cremona and District and Emergency Services Advisory Report as information; and that Council approve the Cremona Fire ACP Renovation and Large Capital Request in the amount of \$8,320 with funds coming for the 2018 MSI Funding Program.

Carried

11 CORRESPONDENCE & INFORMATION

Council was presented with the following items for their review and information:

- Cremona/Water Valley Chamber of Commerce
- Alberta Transportation – STIP Program
- Mountainview Science and Technology Society
- Too Far Too Fast – stopping cannabis stores in municipalities
- Alberta Municipal Affairs – 17th Annual Minister’s Awards

Res. 038-18 **MOTION:** Moved by Councillor Reid that Council accept the correspondence as information only.

Carried

NEXT MEETING

Res. 039-18 **MOTION:** Moved by Councillor Scribner that Council declare that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 p.m. on March 20, 2018 at Council Chambers located at the historical Cremona United Church 106 1st Avenue East.

Carried

OPEN FORUM

Mayor Hagen: announced the Cremona & District Emergency Services Fireman’s Ball is on March 24, 2018 at the Community Hall. Tickets are \$50 per person and available from any member of the Fire Department.

Mayor Hagen also announced the Community Hall is having Jimmy the Janitor on March 17, 2018. Tickets are \$35 per person and available from Community Hall Board members.

Mayor Hagen also wished David J. Smith of the Didsbury Fire Department good luck as he is competing in the Seattle Stair Climb on March 11, 2018.

Mayor Hagen and Councillor Bonnie Scribner thanked everyone for the birthday cake provided at the meeting.

Linda Newsome: asked Council to explain the snow clearing bylaws and mentioned that a portion of the sidewalk on Railway Avenue is not being cleared.

Ms. Newsome also mentioned that the Chamber Signs will be installed when the snow in the ditches are gone.

Karel Beckman: appreciated Council for being diligent with its advertng dollars.

Sandi Ryan: informed Council and the public that the auditors were in on Feb. 20th and 21st. Things seem to be going well.

ADJOURNMENT

Res. 040-18 **MOTION:** Moved by Councillor Temple that Council adjourn from the Village of Cremona Regular Council Meeting on the 20th day of February, 2018 at 8:48 p.m.

Carried

Mayor, Tim Hagen

CAO, Luana Smith

INTLS: _____

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.: 3 c)

TITLE: Minutes – Committees/Boards/Commissions

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached minutes for review and information:

- September 17, 2017 Approved MAP Minutes
- November 27, 2017 Approved Mountain View Regional Waste Management Commission;
- February 15, 2018 Cremona Municipal Library Board;
- March 6, 2018 FCSS Advisory Board

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council accept the minutes of the September 17, 2017 Municipal Area Partnership, the November 27, 2017 Mountain View Regional Waste Management Commission, the February 15, 2018 Cremona Municipal Library Board and the March 6, 2018 FCSS Advisory Board as information.

INTLS: CAO: LS



Minutes of the Municipal Area Partnership (MAP) Committee Meeting
 Held on Tuesday, September 5, 2017 at 9:00 a.m.
 Council Chambers, Mountain View County – 1408 Twp. Rd 320, Didsbury AB

PRESENT:

Elected Officials:

Judy Dahl, Mayor, Town of Olds (Chair)
 Bruce Beattie, Reeve, Mountain View County
 Lance Colby, Mayor, Town of Carstairs
 Tim Hagen, Mayor, Village of Cremona
 Rick Mousseau, Mayor, Town of Didsbury
 Cheri Funky, Councillor, Town of Sundre
 Angela Aalbers, Councillor, Mountain View County
 Jeremy Sayer, Councillor, Mountain View County

Appointed Officials:

Michael Merritt, Chief Administrative Officer, Town of Olds
 Luana Smith, Chief Administrative Officer, Village of Cremona
 Harold Northcott, Chief Administrative Officer, Town of Didsbury
 Tony Martens, Chief Administrative Officer, Mountain View County
 Carl McDonnell, Chief Administrative Officer, Town of Carstairs
 Mike Marko, Planning & Development Manager, Town of Sundre

Recorder:

Marcie McKinnon, Legislative Clerk, Town of Olds

Regrets:

Linda Nelson, Chief Administrative Officer, Town of Sundre
 Terry Leslie, Mayor, Town of Sundre

1.0 CALL TO ORDER

Mayor Judy Dahl, Town of Olds, called the meeting to order at 9:05 a.m.

Additions to Agenda:

FCM 2017 Update (Councillor Aalbers)

2.0 ADOPTION OF AGENDA

Moved by Reeve Beattie, “that the Municipal Area Partnership Committee adopt the agenda for the September 5, 2017 Municipal Area Partnership Meeting, as amended.” **CARRIED**

3.0 ADOPTION OF PREVIOUS MINUTES

Moved by Councillor Sayer, “that the Municipal Area Partnership Committee adopt the minutes of the May 2, 2017 MAP meeting as presented.” **CARRIED**

4.0 PRESENTATIONS

None made

5.0 UNFINISHED BUSINESS

The MAP Committee discussed unfinished business from the September 5 MAP meeting as follows:

5.1 Provincial Grants and creating a MAP process for grants.

The regional CAO's continue to work on this item; CAO's were tasked to prepare a list through collaboration throughout the entire region on applicable grants for funding that will speak to timing of grant and level of decision required for grant and bring back to MAP. Will be brought back to a future MAP meeting.

5.2 MAP Joint Dinner Meeting for all Council members of each municipality

Discussion held on how evening went; those in attendance said they like the networking opportunity; and most would prefer the old presentation style with community updates to return for next year.

5.4 Mountain View County Economic Development Strategy

Reeve Beattie advised this is a work in progress. (On going)

5.5 CARES Grant Application – Regional Video Program

CAO Martens advised that the application was sent in over 90 days ago, and no word has been received on status of Grant. CAO Merritt has confirmed with a Deputy Ministers office, that next round of announcements for CARES won't come until after the October election.

5.6 Summer Games Legacy

Sundre has named employee, Mr. Ian James as the Sundre representative.

CAO Merritt advised had been waiting for full membership representation, and now that Sundre has named the representative, the committee is set to begin work.

5.7 Regional Election Official Orientation

Will be held on Wednesday, October 18, 2017 at the Olds Legion. Same format as in the past.

Mr. Russell Farmer has been confirmed as the Municipal Consultant to speak to the Governance portion and Mrs. Sheila McNaughton for the Legal portion of the orientation.

Discussion ensued on if all municipalities support regional training, and if considering making it mandatory for elected officials to attend. Reeve Beattie and Mayor Dahl encouraged all to attend training. CAO Martens was requested to have Mr. Jeff Holmes confirm who's confirmed to attend.

6.0 NEW BUSINESS

6.1 2020 Summer Games; AB Culture and Tourism

Councillor Aalbers asked about comparisons of Seniors Games versus Summer Games; what are the equipment requirements for both, are there any share facilities that they both require?

Councillor Sayers pointed out that there was an August 31, 2017 deadline for letter of interest to be submitted to the Alberta Government, that we missed if interested.

Councillor Aalbers still encourages the regional CAO's to have the comparisons done. Support is for them to do quick comparisons on facilities needed, hotels, restaurants, etc. **CONSENSUS**

6.2 Smart Cities Challenge

Definition:

A smart city uses technology and data to improve livability and opportunities for the city and its people. Smart cities have the potential to improve every aspect of community life - how people

move around, how they live and play, how they earn a living, how they learn and are empowered to participate in society, how they interact with the natural environment, and how they create safe and secure public spaces.

In the lead-up to the launch of Smart Cities Challenge, people across the country are invited to take part in a conversation. What is the top priority for improving your city, town or community? How can smart technology and practices create real impact? The Smart Cities Challenge will allow municipalities, regional governments, and Indigenous communities to bring these ideas forward, and the best ones will win!

Through the Smart Cities Challenge, the Government of Canada will work in collaboration with cities and communities that are ready to innovate and take risks - providing financial and in-kind support for their smart cities transformation. The Smart Cities Challenge will achieve measurable, positive impact in communities. It is a merit-based, pan-Canadian challenge, inviting cities of all sizes, as well as Indigenous communities, to participate.

Three rounds are planned, with the first set to launch in fall 2017. Details on this round and the timing of subsequent rounds will follow in the coming months.

This challenge was announced this year at the Federation of Canadian Municipalities (FCM) Convention. Discussion ensued and questions arose on if this could be combine this grant with events like 2019 Seniors Master Games and 2020 Summer Games?

Reeve Beattie asked if infrastructure was Canadian or Federation of Canadian Municipalities (FCM). Unknown at this time.

CAO Merritt spoke about the Town of Olds encouraging Olds Institute and O-NET to work on applying for this grant. This is something the region could benefit from, if interested need to action now.

Regional CAO's tasked with preparing a letter to be signed by all six (6) municipalities; to show a stronger unified front.

6.3 Inter-Governmental Communication (IGC)

Inter-Governmental Communications (IGC) were set up in 2013 by Mountain View County to improve relations and communications with Government Ministers. The intent was to identify to a Minister; concerns from the County that may include an ask along with a solution. This communication piece helps provide a clear agenda for a meeting or ask. The County attempts to keep each of the communications to one page or less. County advised they see standard responses such as the "thank you for the letter" and other requests they are quickly responded to. It helps both parties prepare for the meeting as the ask is known.

Mayor Dahl complemented the County on the document, she really likes the format as it is clear what the ask is along with a solution. Mayor thanked the County for sharing this information and intends to share with Town of Olds Council.

Councillor Aalbers spoke to the time this process takes, but encourages to follow through with it.

6.4 Terms of Reference

Current Recording Clerk, Marcie McKinnon was seeking clarity in the Terms of Reference and provided suggestions for obtaining that clarity under the following sections:

Under heading "4. Meetings" clerk was seeking clarity on:

Point a)

Do MAP meetings have to be held at the County, or may they be at the Chairs municipality? Committee confirmed meeting may be held wherever determined by a motion of the MAP committee.

Point b)

Proposed recommendation is to amend the current terms to state that the “managing partner” hosts the Annual Joint Dinner of all Member Municipalities Council.

Committee agrees the managing partner could host the meeting as it is central location for all Member Municipalities and they hold the funds for the MAP committee.

Under heading “8. Recording Secretary”

Add a “Point b)” which speaks to who the current “recording secretary’s” back up is. The MAP Committee confirmed it would be the Chair community’s staff and if not from Chair community then would go through rotation list as noted in Point 7 of the MAP Terms of Reference.

Proposed to add a new section – and put under heading “9. Record Management”

This section should speak to where original records shall be kept and how to provide them to the managing partner.

Also, Clerk was seeking clarity on if MAP meetings are public meetings, like regular Council meetings?

Committee advised that yes MAP meetings are public meetings.

With MAP committee confirming MAP meetings are public, Clerk further queried how do then share with our citizens the agendas and minutes like our regular council pieces? Suggestion was to have all member municipalities add to their websites?

6.5 (Added item) Federation of Canadian Municipalities (FCM)

Councillor Aalbers spoke to the big push from FCM on Asset Management. Encourages all municipalities to start to take seriously. (Please see Councillor Aalbers summary report from 2017 FCM convention in Ottawa, attached to the minutes for your reference.)

CAO Martens advised that conversations have started with municipalities as we will all have to do it, and if we can get/apply for grants to fund them, that would be good.

Discussion ensued on the value of memberships in organizations like FCM, AAMD&C, and AUMA.

We spend money to go to these events along with membership fees, and what do we get from them? Reeve Beattie encouraged all elected officials to utilize FCM more.

7.0 ROUND TABLE

1. Village of Cremona – Completed a lot of road paving this year and recently held the “Show & Shine”.
2. Town of Didsbury – They have moved into a new Town office. The town lights are almost done being replaced by Fortis. The Legacy Village has opened up downtown and a new meat plant with a butcher from Ponoka.
3. Town of Carstairs –Development continues on the east side, the Scarlet development phase 3 & 4 have sold out, houses are still moving. They are concerned with the progress growth of running out of school classrooms.
4. Town of Sundre – Center Street is under construction. LED lights have been changed and still working with Alberta Transportation on the “round-about”.
5. Town of Olds – Hosting the Community Showcase next week, the Town’s online services is up and running on the website, a new fire chief has been hired and started today.

6. MVC – Ag/Farm Tour was very successful and quite a large task to organize. Have made progress on ICF's with municipalities in the region. CAO Martens will be retiring at the end of the year and hope to announce his replacement by end of year too.

8.0 KEY MESSAGES

1. Utilizing Regional CAO Group to MAP table
2. Inventory/Comparison of Assets
3. Encourage all to attend Municipal Orientation, Wednesday, October 18, 2017 at Olds Legion
4. Regional CAO's compile grant inventory

9.0 FINANCIAL/BUDGET REPORT

Financial/Budget Report had no change to the budget amount of \$534,958.95

Councillor Aalbers moved that M.A.P. approve up to \$15,000 from M.A.P. finances to fund the costs for the consultants for the Municipal Orientation on Wednesday, October 18, 2017 at Olds Legion.

CARRIED

10.0 NEXT MEETING

No meeting date was set.

11.0 ADJOURNMENT

Moved by Mayor Dahl that the Municipal Area Partnership Committee meeting adjourn at 10:41 a.m.

CARRIED

Chair, Municipal Area Partnership Committee

Secretary, Municipal Area Partnership Committee



Mountain View Regional Waste Management Commission

**Regular Meeting
Mountain View County Office
9:00 a.m.
November 27, 2017**

MINUTES

In Attendance	Mary Anne Overwater	Chair, Town of Olds
	Al Gil	Vice-Chair, Town of Carstairs
	Terry Leslie	Town of Sundre
	Bill Windsor	Town of Didsbury
	Sonia Temple	Alternate, Village of Cremona
	Angela Aalbers	Mountain View County
	Greg Harris	Alternate, Mountain View County
Staff	Pat Sliworsky	CAO
	Lindsay Miller	Administrative Assistant
Regrets	Tim Hagen	Village of Cremona

1. CALL TO ORDER Chair Mary Anne Overwater called the meeting to order at 9:10 a.m.

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

12.6 Letter from Legal

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda

Resolution #173-17

Moved by Al Gil

THAT the agenda for the November 27, 2017 Regular Meeting be adopted as amended.

CARRIED unanimous

4. DELEGATIONS

None.

5. ADOPTION OF MINUTES

**5.1 Minutes of
September 25, 2017
Regular Meeting**

Resolution #174-17

Moved by Bill Windsor
THAT the Commission approve the minutes of the September 25, 2017 Regular Meeting as circulated.

CARRIED unanimous

**5.2 Minutes of
September 29, 2017
Special Meeting**

Resolution #175-17

Moved by Sonia Temple
THAT the Commission approve the minutes of the September 29, 2017 Special Meeting as circulated.

CARRIED unanimous

**5.3 Minutes of
November 6, 2017
Organizational
Meeting**

Resolution #176-17

Moved by Terry Leslie
THAT the Commission approve the minutes of the November 6, 2017 Organizational Meeting as circulated.

CARRIED unanimous

6. BUSINESS ARISING

**6.1 RFD Pricing for
Shingle Grind**

Resolution #177-17

Moved by Al Gil
THAT the Commission approve the sale price of shingle grind and that the Member Municipalities have 4 weeks to decide if interested in the product and that it is to be removed from the Landfill site by April 15, 2018.

CARRIED unanimous

7. NEW BUSINESS

**7.1 Letter for MLA
Re: Recycling
Issues**

Resolution #178-17

Moved by Terry Leslie
THAT the Commission direct Administration to amend and send the letter as discussed.

CARRIED unanimous

**7.2 RFD
Certification Course
For CAO**

Resolution #179-17

Sonia Temple made a motion to go in-camera at 9:45 a.m.

CARRIED unanimous

Pat Sliworsky and Lindsay Miller left meeting.

Resolution #180-17

Sonia Temple made a motion to come out of camera at 10:12 a.m.

CARRIED unanimous

Pat Sliworsky and Lindsay Miller returned to meeting.

Resolution #181-17

Moved by Al Gil

THAT the Commission direct Administration to look into courses regarding Financial Training and Budget Implications and bring back to the next Regular Board Meeting.

CARRIED unanimous

8. COMMITTEE REPORTS

**8.1 Finance
Committee**

Mary Anne Overwater, Chair, reviewed the Financial Reports, Bank Statement and Financial Investment Update.

Resolution #182-17

Moved by Terry Leslie

THAT the Commission approve the Financial Information as presented.

CARRIED unanimous

Resolution #183-17

Moved by Al Gil

THAT the Commission approve the transfer of funds in the amount of \$32,540.90 to the Recycling Reserve as budgeted.

CARRIED unanimous

Resolution #184-17

Moved by Sonia Temple

THAT the Commission approve the transfer of \$46,258.00 from the Chequing Account to the Recycling Reserve Account as requested.

CARRIED unanimous

Resolution #185-17

Moved by Bill Windsor

THAT the Commission approve the transfer of \$75,325.00 from the General Account to the Closure/Post-Closure Reserve Account as budgeted for the second and third quarter.

CARRIED unanimous

Resolution #186-17

Moved by Al Gil

THAT the Commission approve the transfer of \$1,155.00 from the Recycling Reserve Account to the Chequing Account as requested.

CARRIED unanimous

Resolution #187-17

Moved by Al Gil

THAT the Commission approve the transfer of \$61,870.15 from the Restricted Capital Reserve Account to the General Account.

CARRIED unanimous

Next Meeting: December 8, 2017 @ 9 a.m. Town of Olds Office.

Break at 10:35 a.m. to 10:39 a.m.

**8.2 Landfill
Committee**

Al Gil, Vice Chair, updated the Commission on the tonnages received at the Landfill and Transfer Stations.

Resolution #188-17

Moved by Terry Leslie

THAT the tonnage reports be accepted as presented.

CARRIED unanimous

Resolution #189-17

Moved by Bill Windsor

THAT the Commission approve the request of TDA (Tire Derived Aggregate) at a cost of \$20.00/tonne to transport the TDA needed for the next cell.

CARRIED unanimous

Next Meeting: December 11, 2017 @ 9 a.m. Commission Office

9. CAO REPORT

**9.1 Shingle
Grind Coverage**

Pat Sliworsky, CAO, updated the Commission on how much area shingle grind covers when placed on the roads.

**9.2 Landfill Tours
And Class
Presentations**

Pat Sliworsky, CAO, updated the Commission on the completed Landfill Tours and Class Presentations for Grade 4 students.

**9.3 Meetings and
Functions**

Pat Sliworsky, CAO, updated the Commission on the meetings and functions attended over the last couple months.

**9.4 Masson Cat
Works**

Pat Sliworsky, CAO, updated the Commission on the agreement with Masson Cat Works for the additional rental of a Cat 613B motor scraper at the Landfill site.

9.5 Wire Update

Pat Sliworsky, CAO, updated the Commission on the change to the Mountain View County's Wire Recycling Program effective January 1, 2018.

**9.6 Insurance
Claim**

Pat Sliworsky, CAO, updated the Commission on the status of the insurance claim for the break and enter that occurred at the Landfill site on May 26, 2017.

- 9.7 STEP Grant Update** Pat Sliworsky, CAO, updated the Commission on the money received from the Alberta STEP Grant.
- 9.8 Employee Update** This item was moved to in-camera items.
- 9.9 Staff Training** Pat Sliworsky, CAO, updated the Commission on the Household Hazardous Waste and Paint course held by DBS Environmental that was completed by all Yard Attendants.
- 9.10 2018 Didsbury Farm & Ranch Bonspiel** Pat Sliworsky, CAO, updated the Commission on the planned participation in the 2018 Didsbury Farm & Ranch Bonspiel held January 8-13, 2018.
- 9.11 Proposal for Daily or Intermediate Cover** This item was moved to in-camera items.
- 9.12 Commission Christmas Party** Pat Sliworsky, CAO, updated the Commission on the planned date of the Staff and Board Christmas Party on January 6, 2018.

Resolution #190-17

Moved by Al Gil

THAT the Commission invite the Board alternates to attend the Commission Christmas Party.

CARRIED – One Opposed

Resolution #191-17

Moved by Al Gil

THAT the Commission accept the CAO Report as presented.

CARRIED unanimous

10. GOALS AND CORE ACTIVITIES

- 10.1 Goals Update** Pat Sliworsky, CAO, updated the Commission on the progress of the Business Plan Goals.

Resolution #192-17

Moved by Al Gil

THAT the Commission invite the Board alternates to attend the annual Commission site tour and that the Commission pay for the per diem.

DEFEATED

Lunch Break at 11:50 a.m. to 12:11 p.m.

- 10.2 Core Activities Update** Pat Sliworsky, CAO, updated the Commission on the progress of the Business Plan Core Activities.

Resolution #193-17

Moved by Al Gil

THAT the Commission accept the Goals and Core Activities update as presented.

CARRIED unanimous

11. DIRECTORS COMMENTS

Mary Anne Overwater, Chair, updated the Commission on the Town of Olds decision to change the contractor for the residential collection.

12. CORRESPONDENCE

12.1 Letter from AUOMA

Pat Sliworsky, CAO, updated the Commission with a letter from the Alberta Used Oil Management Association.

12.2 Letter from Town of Didsbury

Pat Sliworsky, CAO, updated the Commission with a letter from the Town of Didsbury in regards to the acceptance of the amendment to the Membership Agreement for Hydrocarbon Contaminated Soil.

12.3 Report for Beer Brewing Waste

Pat Sliworsky, CAO, updated the Commission with information on upcycling beer brewing waste into gourmet mushrooms.

12.4 Appointment Letters from Member Municipalities

Pat Sliworsky, CAO, updated the Commission with the Board appointment letters received from all Member Municipalities.

12.5 Letter from AB Environment

Pat Sliworsky, CAO, updated the Commission with a letter from Alberta Environment for the Approval of the modified cap design for the Landfill site.

12.6 Letter from Legal

Pat Sliworsky, CAO, updated the Commission with a letter from Legal for an option for Board Training.

Resolution #194-17

Moved by Bill Windsor

THAT the Commission accept the Correspondence as information.

CARRIED unanimous

13. NOTICE OF MOTION

None.

14. NEXT MEETING

14.1 Mountain View County Office, December 18, 2017 @ 9:00 a.m.

Lindsay Miller left meeting.

15. IN-CAMERA ITEMS

Resolution #195-17

Terry Leslie made a motion to go in-camera at 12:30 p.m.

CARRIED unanimous

Resolution #196-17

Sonia Temple made a motion to come out of camera at 2:00 p.m.

CARRIED unanimous

Resolution #197-17

Moved by Angela Aalbers

THAT the Commission direct Administration to enter into a discussion with the Town of Olds regarding the Olds Transfer Station as discussed in-camera.

CARRIED unanimous

17. ADJOURNMENT

Resolution #198-17

Moved by Terry Leslie

THAT the meeting be adjourned at 2:10 p.m.

CARRIED unanimous



Chair



CAO

Cremona municipal library meeting

Minutes of February 15-2018

Call to order at 5:38

Attendance: Sandra Herbert, Greg Harris, Mellissa Savage, Lori Reid, Josephine Sayles and Bonnie Scribner

Regrets: Sandi Reid, Kristy Mckinnon and Karel Beckman.

Amendments to the Agenda as followed:

- under New Issues the following needed to be added,
 - Annual report
 - Grant writing program
 - Budget increase for the building
 - Dwight Nigel FCSS meeting
 - Change of the day the board meets
 - Board orientation

Greg moves to approve agenda amendments, Bonnies seconds, carried.

Adoption of minutes: being there is no corrections to the minutes Greg moves to accept, all in favour, carried.

Treasure Report: Delivered by Sandra Herbert
Balances as of January 31, 2018

Chequing- Community Plan:	-\$3,627.46
Savings Operation:	-\$164,108.91
Librarians account:	-\$304.29
Petty Cash:	-\$31.00

Bonnie moves to accept the treasures report, all in favour, carried.

Librarians Report: Delivered by Sandra Herbert

-The Library has moved forward discussing with the FCSS about the possibility of joining resources for the summer reading program.

-Discovery Night will be help on March 22, 2018, Time TBA. Melissa and Bonnie volunteer to represent the library.

-This year's plan of service is due by June. The board is asked to plan for a day in May to discuss the plan of service, attentively the 29th.

-It has been asked that we add Luana Smith to the minute email list.

-Parkland will be at the library on February 26th to weed through some more of our books.

-Annual report is complete and distributed.

Greg moves to accept the annual report, Lori seconds, carried

-Josephine moves to accept the librarians report, all in favour, carried.

At this point in the meeting Sandra Herbert sadly hands over her resignation effective as of February 28th. She will be more than missed.

Sandra will review the management duties and requirements outlined in the library handbook and come back to the board with any recommendations if needed.

Greg makes a motion that a selection committee of three board members be created to ease in the hiring process. All in favour, carried.

Adequate advertisements of the new management position will be posted in various locations.

Greg will inquire if the board can advertise in the county section of the Gazette.

Village Report: Delivered by Bonnie Scribner

-A free grant writing program has been offered to anyone interested on April 14th from 9-3 pm.

-Next Council Board meeting to be held on February 20th, at 7:00 pm, board members are highly encouraged to attend.

Josephine moves to accept the village report, all in favour, carried.

County Report: Delivered by Greg harris

-Nothing to report

Lori moves to accept, all in favour, carried

Open issues:

-Building

-The Supernet cable is located where the new bathroom was going to go, but it has come to the library's attention that the cable cannot be closed in so the bathroom will have to be moved, as it is less expensive to move the bathroom than the Supernet cable.

-the library plan creator consultant was wondering why the east wall wasn't removed in the building plans.

-the building committee will need to make an appointment to meet with the contractor and Luana Smith.

New issues:

-as to the location of our future meetings, Bonnie motions to table the discussion until the next meeting when we can all discuss in detail. All in favour, carried.

-It is important to support our Chair and the position.

-Parkland has offered to come and do an orientation for the board.

-Dwight Nigel has a meeting planned at the FCSS location on March 7th at 6 pm, board members are strongly encouraged to attend.

Meeting adjourned at 7:10

Next meeting planned for March 29th, 2018 at 7:00 pm



Minutes from FCSS meeting held at FCSS office on March 6, 2018

Present –Bonnie, Greg, Molly, Valerie, Jen

Absent – Traceyann

Called to order 7:06 pm

Motion made to accept the March agenda as presented, made by Bonnie– all in favor- Carried

Motion to accept February meeting minutes as presented, made by Bonnie – all in favor - Carried

Motion to accept the Coordinators reports as information only made by Greg– all in favor – Carried

Old Business

Financial report still has some issues with the revenue

Motion to accept the financial report and information made by Greg – all in favor – Carried

The spring outing has been booked, we will be inviting families to attend an Escape Room and the Spark Center. We already have people signing up.

New Business

Meeting start time. 6 pm is a little late for some board members. Could we move up the start time a little?

Motion made by Val to move the FCSS regular advisory board meeting to start at 6:30 pm – all in favor – carried

Host a Paint day

Jen has found an artist in Calgary that would come to Cremona to host a paint day. Mountain View emergency shelter would also be interested in giving a short presentation during the lunch time to help make people aware of what they do and that they are here.

Motion to proceed booking the paint day made by Molly – all in favor- Carried

Home alone

In the past the FCSS had a volunteer teach the Home alone program at the school. We no longer have that volunteer.

Jen will look at what all involved in running the program, Molly has offered to help teach if available. Jen will also talk to Kevin to see if the Cremona Volunteer Fire Department still has a fire safety program in the school.

Canada day will be here before we know it! What would we like to contribute?
Motion made by Molly that we once again rent a giant inflatable obstacle course, and purchase candy for the parade– all in favor - Carried

Volunteer Appreciation

Mountain View County has a Volunteer Appreciation program in which they will reimburse up to \$1500 of a 50/50 split in recognizing local volunteers. Each year we ask the community to nominate a volunteer and provide a small gift of recognition with our thanks – should we do anything else?

In addition to our nomination program we will ask that people/groups submit the names of their volunteers, those name will all be entered to win a great local prize.

Playschool Donation

The Water Valley Playschool is hosting a tea party and is asking for a donation to help purchase the food and prizes.

Motion by Bonnie that the Cremona give a donation of \$200 – all in favor – Carried

Confidential items

Open Discussion

Meeting adjourned at 8:08 pm

Next meeting April 3, 2018

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:7 a)

TITLE: Bylaw – 480-18 Public Notification

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Pursuant to the section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Bylaw 480-18 Public Notification meets the minimal requirements of the MGA. This bylaw was developed by AUMA and AAMDC as a template for municipalities.

Council may, by bylaw, provide for one or more methods, which may include electronics means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council grant first reading to Bylaw 480-18 Public Notification on the 20th day of March, 2018.

That Council grant second reading to Bylaw 480-18 Public Notification on the 20th day of March, 2018.

That Council grant unanimous consent to proceed to a third reading to Bylaw 480-18 Public Notification on the 20th day of March, 2018.

That Council grant third and final reading to Bylaw 480-18 Public Notification on the 20th day of March, 2018.

INTLS: CAO: LS

BY-LAW #480-18
Village of Cremona Public Notification

BEING A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA, TO ESTABLISH METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to the section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606:1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronics means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hear is to be held;

NOW THEREFORE, Council of the Village of Cremona in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the Public Notification Bylaw of the Village of Cremona.

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given , in accordance with the timelines prescribed in section 606 the following applicable methods:

- published in the local weekly newspaper publication;

and/or

- electronically by posting the notice prominently on the Village of Cremona official website: www.cremona.ca.

and/or

- by posting the notice prominently on the bulletin board provided for that purpose in the Village of Cremona Municipal Office and the Village of Cremona Family and Community Support Service facility.

READ a first time this 20 day of February, 2018.

READ a second time this 20 day of February, 2018.

READ a third time this 20 day of February, 2018.

Tim Hagen, Mayor

Luana G. Smith, Chief Administrative Officer

 VILLAGE OF
Cremona
REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:7 b)

TITLE: Policy – Public Participation

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

The items noted in red are not requirements under the Act just suggestions. Council can decide whether they should be included or not.

This policy was developed by AUMA and AAMDC as a template for municipalities.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council approve Public Participation Policy 1101-01 as presented.

OR

That Council approve Public Participation Policy 1101-01 as amended.

OR

That Council...

INTLS: CAO: LS



Village of Cremona

Policy #1101-01

Regarding Public Participation

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

1. **CAO** means the chief administrative officer of the Village of Cremona or their delegate.
2. **Municipal Stakeholders** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the municipality.
3. **Municipality** means the Village of Cremona.
4. **Public Participation** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
5. **Public Participation Tools** means the tools that may be used, alone or in combination to create Public Participation opportunities including but not limited to:

- a. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. written participation which may include written submissions, emails and mail-in surveys, polls and workbooks; and
- d. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1. Council Responsibilities

- a. Council shall:
 - i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - ii. Consider input obtained through Public Participation; and
 - iii. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - iv. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;*
 - v. Promote and support Public Participation;*
 - vi. Request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.*

2. Administration Responsibilities

- a. The CAO shall:
 - i. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - ii. Implement approved Public Participation Plans; and
 - iii. Report the findings of the Public Participation to Council;
 - iv. Consider timing, resources and engagements when developing and modifying Public Participation Plans;*
 - v. Evaluate the effectiveness of the Pubic Participation Plan and the Public Participation Tools used in a particular circumstance;*
 - vi. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;*
 - vii. Develop the necessary procedures to implement this Policy;*
 - viii. Assess this Policy and make recommendations to Council about the Public Participation and resourcing.*

V. PUBLIC PARTICIPATION OPPORTUNITIES

- a. The CAO shall develop and implement a Public Participation Plan in the following circumstances:
 - i. when new programs or services are being established;
 - ii. when existing programs and services are being reviewed;
 - iii. *when identifying Council priorities;*
 - iv. *when gathering input or formulating recommendations with respect to budget;*
 - v. *when gathering input or formulating recommendations with respect to Municipalities strategic plans or business plans;*
 - vi. *when gathering input or formulating recommendations with respect to the Municipalities capital plan and/or financial plan; or*
 - vii. *otherwise directed by Council.*

VI. POLICY EXPECTATIONS

1. Legislative and Policy Implications

- a. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This Policy shall be available for public inspection and may be posted to the Municipality's website.
- d. This Policy will be reviewed at least once every four years.

2. Public Participation Standards

- a. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b. Public Participation activities will be conducted in a professional and respectful manner.
- c. Public Participation plans will consider early, on-going and diverse opportunities to provide input.
- d. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- e. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. The timing of the decision and time required to gather input;
 - v. What information is required, if any, to participate; and
 - vi. Available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
- i. A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
 - ii. Identification of which Public Participation Tools will be utilized;
 - iii. Timelines for participation;
 - iv. Information about how input will be used;
 - v. The location of information required, if any, to inform the specific Public Participation.

VIII. REPORTING AND EVALUATION

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum the following:
 - i. An overview of the Public Participation Plan and how it as developed;
 - ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. A summary of the input obtained; and
 - iv. May include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

Resolution #

Date Passed:

Effective Date:

Reviewed: February 2018


REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:7 c)

TITLE: Bylaw – 481-18 Intermunicipal Subdivision & Development Appeal Board

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Section 627 of the *Municipal Government Act* authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The CAOs of the Town of Carstairs, Didsbury and Cremona discussed the opportunity of establishing a joint SDAB for the hearing of appeals from decisions made by the development authority and subdivision authority pertaining to applications relating to lands located within each Municipality.

It is difficult to find members to sit on such board; and there are going to be changes to these type of quasi-judicial boards by the province, much like they did with Assessment Appeal Boards.

The attached Bylaw is for the establishment of an ISDAB between the three municipalities. Cremona has a similar bylaw with Mountain View County relating to appeals in the fringe area of the Intermunicipal Development Plan.

Also attached is the Agreement that speaks to the guidelines and responsibilities of the Board.

COSTS / SOURCE OF FUNDING (if applicable):

There may be training costs and advertising costs.

RECOMMENDED ACTION:

That Council grant first reading to Bylaw 481-18 Intermunicipal Subdivision and Development Appeal Board with the Town of Carstairs, Didsbury and Cremona on the 20th day of March, 2018.

That Council grant second reading to Bylaw 481-18 Intermunicipal Subdivision and Development Appeal Board with the Town of Carstairs, Didsbury and Cremona on the 20th day of March, 2018.

That Council grant unanimous consent to proceed to a third reading to Bylaw 481-18 Intermunicipal Subdivision and Development Appeal Board with the Town of Carstairs, Didsbury and Cremona on the 20th day of March, 2018.

That Council grant third and final reading to Bylaw 481-18 Intermunicipal Subdivision and Development Appeal Board with the Town of Carstairs, Didsbury and Cremona on the 20th day of March, 2018.

AND

That Council rescind Bylaw Establishment of the Subdivision Development Appeal Board Bylaw 300-95.

AND

That Council approve the Intermunicipal Subdivision and Development Appeal Board Agreement as presented.

OR

That Council approve the Intermunicipal Subdivision and Development Appeal Board Agreement as amended.

INTLS: CAO: LS

BYLAW NO. 481-18
Carstairs, Didsbury & Cremona Intermunicipal SDAB

**A BYLAW OF THE VILLAGE OF CREMONA TO ESTABLISH AN INTERMUNICIPAL
SUBDIVISION AND DEVELOPMENT APPEAL BOARD with the TOWN OF CARSTAIRS,
TOWN OF DIDSBURY and the VILLAGE OF CREMONA.**

WHEREAS Section 627 of the *Municipal Government Act*, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS said agreement must provide for the procedure and conduct of the intermunicipal subdivision and development appeal board, and the functions and duties of its members;

AND WHEREAS the Council of the Village of Cremona deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and/or development appeals.

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

1. This Bylaw may be cited as the "481-18 Intermunicipal Subdivision and Development Appeal Board Bylaw".
2. An Intermunicipal Subdivision and Development Appeal Board is hereby established.
3. The Council of Didsbury is hereby authorized to enter into an agreement with the Town of Carstairs and Village of Cremona to provide for the following:
 - a) The hearing of subdivision appeals and development appeals within the areas as identified in schedule A;
 - b) The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members;
 - c) The functions and duties of the Intermunicipal Subdivision and Development Appeal Board; and
4. Bylaw 300-95 is hereby repealed.

READ A FIRST TIME this 20 day of March, 2018.

READ A SECOND TIME this 20 day of March, 2018.

READ A THIRD AND FINAL TIME this 20 day of March, 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**AN AGREEMENT DATED THIS ____ DAY OF _____, A.D. 2018,
BETWEEN**

THE TOWN OF DIDSBURY

and

THE TOWN OF CARSTAIRS

and

THE VILLAGE OF CREMONA

(hereinafter collectively referred to as the “Municipalities”)

**INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD
AGREEMENT**

WHEREAS Section 627 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, authorizes municipalities to enter into an agreement to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS

AND WHEREAS Councils for the respective Municipalities have determined that it is appropriate to establish an intermunicipal subdivision and development appeal board for the purposes of hearing appeals from decisions made by the development authority and subdivision authority pertaining to applications relating to lands located within each Municipality;

NOW THEREFORE, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. **DEFINITIONS**

- a) “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) “Council” means the Council of a Municipality;
- c) “Development Authority” means the authority established by each Council to exercise development powers and duties on behalf of their Municipality;
- d) “Intermunicipal Subdivision and Development Appeal Board” (“ISDAB”) means the appeal board established by the Municipalities by this Agreement pursuant to Sections 627 and 628 of the Act;
- e) “Member” means a member of the ISDAB;
- f) “Secretary” means the person(s) appointed to act as secretary for the Intermunicipal Subdivision and Development Appeal Board;
- g) “Subdivision Authority” means the authority established by each Council to exercise subdivision powers and duties on behalf of the Municipality.
- h) “Staff” means a member of the Municipalities planning department or planning consultant.
- i) “Appellant” means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.

All other terms used in this Agreement shall have the meaning assigned to them in the *Municipal Government Act*, as amended from time to time.

2. **ISDAB ESTABLISHMENT**

- 2.1 The ISDAB is hereby established.
- 2.2 The ISDAB shall hear all appeals from decisions made by the Municipalities Development Authority in accordance with Sections 678 and 686 of the Act.
- 2.3 The ISDAB has all the powers, duties and responsibilities of a Subdivision Development Appeal Board under the Act and the *Subdivision and Development Regulations* passed pursuant to the Act.
- 2.4 The ISDAB shall operate in accordance with the Policies and Procedures attached hereto as Schedule “B”.

3.

ISDAB MEMBERSHIP

- 3.1.1 The ISDAB shall consist of six Members (two from each community) who shall be appointed when required to sit for a hearing from the available list of appeal board members eligible to hear appeals on behalf of the Towns or the Village:
- 3.1.2 Members shall not be elected officials or employees of the Municipalities.
- 3.4 Members shall adhere to the Member Rules of Conduct set out in Schedule “C” attached hereto.
- 3.5 Any Member may be removed by resolution of the appointing Council where, in the opinion of the appointing Council, the Member has contravened the standards for Member Rules of Conduct as set out in Schedule “C” or the Member fails or refuses to adhere to the Policies and Procedures as set out in Schedule “B”.

4. ISDAB SECRETARY

- 4.1.1 **An employee of each of the Municipalities will be appointed to act as the Secretary for the ISDAB.**
- 4.2 The responsibilities of the Secretary are as follows:
 - a) ensure that all statutory requirements of the ISDAB are met,
 - b) inform all affected parties of the appeal hearing in accordance with the Act;
 - c) inform all statutory parties of the appeal hearing in accordance with the Act;
 - d) compile all necessary documentation for distribution to the Members;
 - e) attend all ISDAB appeal hearings;
 - f) provide services for the recording of the proceedings of the ISDAB and for retention of exhibits including all written submissions to the ISDAB;
 - g) prepare the ISDAB hearing minutes including the names and addresses of all parties making representations to the ISDAB;
 - h) communicate decisions of the ISDAB to the affected parties in accordance with the Act; and
 - i) such other matters as the ISDAB may direct.

5. MEMBER REMUNERATION

5.1 Members shall be entitled to such remuneration and travel expenses as per the current Rates and Fees Bylaw in the Municipality in which the appeal has been submitted.

6. GENERAL

6.1 The fee for an appeal will be the fee as set in the Municipality's current year Rates and Fees Bylaw.

6.2 ISDAB Hearings will be held at the Municipal Office in which the application has been submitted.

7. ISDAB COSTS

7.1 All ISDAB costs and expenses, including the costs of holding the hearing and any legal fees the ISAB may incur, shall be paid by the Municipality in which the application has been submitted.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced as by the duly authorized signatures below:

TOWN OF DIDSBURY

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF CARSTAIRS

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF CREMONA

Per: _____
Mayor

Per: _____
Chief Administrative Officer

SCHEDULE "A"
ADD MUNICIPAL MAPS

SCHEDULE “B”

INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD POLICIES AND PROCEDURES

1. DEFINITIONS

- 1.1 Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*.
- 1.2 “Agreement” means the Intermunicipal Subdivision and Development Appeal Board Agreement dated _____, 2018.
- 1.3 “Appellant” means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.
- 1.4 “Board” means the ISDAB.
- 1.5 “In Camera” means a meeting of the Board which is held in private pursuant to Section 197 of the Act.
- 1.6 “Point of Order” means the raising of a question by a Member with the view of calling attention to any departure from the Policies or Procedures, or the customary modes or proceedings in debate, or in the conduct of the Board’s business.
- 1.7 “Secretary” means the person(s) appointed to act as secretary for the Intermunicipal Subdivision and Development Appeal Board.
- 1.8 “Staff” means a member of the Municipalities planning department or planning consultant.

2. APPLICATION

- 2.1 These Policies and Procedures shall apply to all meetings of the Board.
- 2.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert’s Rules of Order.
- 2.3 Procedure is a matter of interpretation by the Chair.
- 2.4 In the event of a conflict between the provisions of these Policies and Procedures and Roberts Rules of Order, the provisions of these Policies and Procedures shall prevail.

3. CHAIR

- 3.1 When a hearing is required the members appointed by the respective municipalities shall select a Chair for the hearing.
- 3.2 The Chair:
- a) shall ensure that all Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice;
 - b) is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence, and
 - c) may limit a submission if he/she determines it to be repetitious.

4. QUORUM

- 4.1 Three Members shall constitute a quorum of the Board.

5. DECISIONS

- 5.1 Only Members present at a Board meeting shall participate in the making of a decision on any matter before it.
- 5.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board.
- 5.3 In the event of a tie vote, the appeal shall be denied.
- 5.4 The Board may make its decision with or without conditions in accordance with Act.
- 5.5 If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision on the matter.

6. APPEAL HEARINGS

- 6.1 The Board shall consider and decide all subdivision and development appeal which have been properly filed in accordance with the Act.
- 6.2 The Board shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal.
- 6.3 The Board shall give notice of the hearing in accordance with the Act.
- 6.4 The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- 6.5 The Board shall hear from parties in accordance with the Act.
- 6.6 Letters previously submitted to the Development Authority or Subdivision Authority will not be considered by the Board unless resubmitted for the appeal hearing. The author of the letter must be identified on the document.
- 6.7 The Board shall hear appeals in public, but it may at any time recess and deliberate in private.
- 6.8 If the Board desires at the hearing of the appeal, to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.
- 6.9 Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Secretary. Such electronic recordings are for ensuring the accuracy of the minutes and will be destroyed once the minutes are adopted.
- 6.10 The Board shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 6.11 The Board shall give a written decision together with the reasons for the decision within 15 days after concluding the hearing.

7. **HEARING PROCEDURE**

7.1 At appeal hearings, the following procedure will typically be followed:

- a) The Chair for the meeting will call for a motion to go into public hearing and ask if appellant is present to speak to the appeal.
- b) If the appellant indicates his/her presence to speak to the appeal, then the Chair will outline the public hearing procedures.
- c) The Secretary will confirm that notice of the appeal has been provided to all parties in accordance with the Act.
- d) The Chair will ask if anyone objects to any Member hearing the appeal.
- e) A member of Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
- f) The Chair shall call upon the appellant to present his/her appeal submissions.
- g) After identifying him/herself, the appellant will be requested to present his/her appeal within a reasonable time period.
- h) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in favour of the appeal.
- i) After identifying themselves, persons or representatives of any group or persons, in favour of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.
- j) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in opposition to the appeal.
- k) After identifying themselves, persons or representatives of any group or persons, in opposition of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.

- l) The Chairperson shall then call upon the appellant and those persons in attendance at the public hearing who spoke in favour of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
 - m) After a presentation is concluded, any Member may ask the presenter relevant questions.
 - n) After all presentations from the public have been completed; any Member may ask Staff relevant questions.
 - o) Following the public presentation and Member questions, the Chair shall close the public hearing.
- 7.2 Following the close of the public hearing, the Board shall deliberate and make its decision. The Board may deliberate and make its decision In Camera.

Petitions and Letters

- 7.3 Persons signing such petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 7.4 Individuals who have submitted a letter may only address the Board on new non-repetitious information not contained in the letter.
- 7.5 With the Board's approval, an individual or group may submit written submissions as part of their presentation at the public hearing, by providing fifteen (15) copies of same to the Board at the start of their presentation.

Presentation Materials

- 7.6 The use of slides maps, videos, and Power Point presentations are permitted, and these materials along with any written submissions become the property of the Board as exhibits to the public hearing.

Introduction of Speakers

- 7.7 Persons addressing the Board shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group, and address the Chair when responding to questions or providing information.
- 7.8 A Person who does not identify him/herself will not be given the opportunity to address the Board.

8. CONDUCT AT HEARINGS

- 8.1 Members of the public in attendance at a hearing:
- i) shall address the Board through the Chair;
 - ii) shall maintain order and quiet; and
 - iii) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
- 8.2 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request assistance to remove the person.

9. MEMBER CONDUCT

- 9.1 A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- 9.2 When a Member or member of the public is addressing the Chair, every other Member shall:
- i) remain quiet and seated;
 - ii) not interrupt the speaker except on a Point of Order;
 - iii) not carry on a private conversation; and
 - iv) not cross between the speaker and the Chair.
- 9.3 When a Member is addressing the Board, he/she shall:
- i) not speak disrespectfully of Her Majesty the Queen, her official representatives or her government,
 - ii) not use offensive words in referring to a Member, an official of the Municipalities or a member of the public;
 - iii) not reflect on a vote except when moving to rescind and when so doing, shall not reflect on the motives of the Members who voted for the motion, or the mover of the motion;
 - iv) not shout or immediately raise his/her voice or use profane, vulgar, or offensive language or disturb the hearing; and
 - v) assume personal responsibility for any statement he/she quotes to the Board or upon request of the Board, shall give the source of the information.

SCHEDULE “C”

ISDAB MEMBER RULES OF CONDUCT

1. For the purpose of this Schedule, the following terms shall have the same meaning as in Section 169 of the Act:
 - 1.1 “Corporation”, “Director”, “Distributing Corporation”, “Officer”, “Shareholder”, “Voting Rights”, and “Voting Shares”;
 - 1.2 “Spouse”.
2. For the purpose of this Schedule, the term “Member’s Family” shall have the same meaning as the term “Councillor’s Family” under Section 169 of the Act.
3. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
4. A Member has a pecuniary interest in a matter if:
 - 4.1 The matter could monetarily affect the Member or an employer of the Member; or
 - 4.2 The Member knows or ought to know the matter could monetarily affect the Member’s family.
5. For the purposes of Section 3, a Member is monetarily affected by a matter if the matter monetarily affects:
 - 5.1 The Member directly;
 - 5.2 A distributing corporation in which the Member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Member is a director or officer; or
 - 5.3 Each Corporation, other than a distributing corporation, in which the person is a shareholder, director or officer;
 - 5.4 A partnership or firm of which the Member is a member.
6. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, the provisions of Section 170(3) of the Act shall apply, substituting the term “Member” for the term “Councillor”.

7. Where a Member has a pecuniary interest of the matter before the Board, that Member shall:
 - 7.1 Disclose the nature of the pecuniary interest to the Chair and Secretary of the Board;
 - 7.2 Abstain from participating in the hearing of the matter;
 - 7.3 Abstain from any discussion of voting on the matter;
 - 7.4 Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Board as an appellant or a person affected by the matter before the Board.
8. Where Council becomes aware of a breach of these provisions by a Member of the Board, the Council shall review the facts of the case and make a determination as to whether the Member, in the opinion of Council, has breached pecuniary interest provisions of this Schedule.
9. Where, after its review pursuant to Section 8, Council determines that a breach of the pecuniary interest provisions has occurred, Council may remove the Member from the Board, in accordance with powers respecting appointment at the removal of Members set out in the Subdivision and Development Appeal Board Bylaw.
10. A Member of the Board shall:
 - 10.1 Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - 10.2 Keep in-camera discussions of Board and the Committees, and any legal advice provided to the Board or Committees confidential, except where required to disclose that information by law;
 - 10.3 Attend all Board and Committee hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
 - 10.4 Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.
11. Where the appointing Council has reasonable grounds to believe that a Member has breached any of the provisions of Section 10, Council may remove that Member from the Board.

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.: 9 a)

TITLE: NEW BUSINESS – 2018 Citizen Satisfaction Survey

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

In April of 2017 the Village posted the attached survey related to recreation, municipal services and other items pertinent to the Village.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration would like to do the same survey with item 11 removed. It is important to keep the survey the same so that when you compare the results year to year you have consistent and accurate information.

In 2017 we sent the survey out by paying for them all to be put in the Cremona Post Office mailboxes and available on the website and for pick up at the Village Office.

COSTS / SOURCE OF FUNDING (if applicable):

The cost to put in the mail was \$62.70

The print was done in-house and was minimal.

The cost to put on the website was over \$200; however now that it has been set up, the cost for 2018 will be minimal.

RECOMMENDED ACTION:

That Council approve to have a 2018 Citizen's Satisfaction Survey with survey questions as presented.

AND/OR

That Council add the following question(s) to the 2018 Citizen's Satisfaction Survey:

AND

That Council have the survey sent out in the following manner:

- Website
- Mail hard copies (put in post office boxes)
- Hard copies at Village Office

INTLS: CAO: LS

2018 Cremona Citizen Satisfaction Survey

Instructions: Please take the time to fill out this survey and return to the Village Office before April 30, 2018. You can drop completed surveys off afterhours at the mail drop off box located between the Village Office doors. It should take approximately 5 to 8 minutes to complete this survey. If you prefer to do the survey electronically please visit our website www.cremona.ca.

- 1. Are you a resident of:**
- Village of Cremona
 - Mountain View County
 - Other

- 2. Where do you need to get information on Village services and information? Check all that apply.**
- Village Website
 - Village Office
 - Village Voice
 - FCSS Newsletter
 - Newspaper
 - Calling the Village Office
 - Internet (in general)
 - Friends/family/word of mouth

- 3. Is this too much or too little information?** Too much Too Little Just Right

4. How satisfied are you with quality of service provided:

Cremona & District Emergency Services	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Cremona Municipal Library	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Black Rollout Cart Collection	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Blue Rollout Cart Collection	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Green Rollout Cart Collection	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Parks, Pathways and Open Spaces	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Recreation Facilities	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Village Website	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Road Maintenance	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A
Snow & ice control	<input type="checkbox"/> Very satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very dissatisfied	<input type="checkbox"/> N/A

5. Thinking about your personal dealing with the Village of Cremona, your general impressions and anything you may have read, seen or heard please state whether you agree or disagree with each of the following statements:

1. Village staff is easy to get hold of when I need them.
 Agree Disagree
2. The Village responds quickly to requests and concerns.
 Agree Disagree
3. The Village uses input from citizens in decision making about Village projects and Services.
 Agree Disagree
4. The Village allows citizens to have meaningful input into decision making.
 Agree Disagree
5. Village staff are courteous, helpful and knowledgeable.
 Agree Disagree
6. The quality of customer services from the Village is consistently high.
 Agree Disagree
7. The Village of Cremona practices open and accessible government.
 Agree Disagree

6. From the list of programs and services provided by the Village of Cremona, how satisfied are you with the job the Village is doing in providing that program or service?

1. Family Community Support Services for individuals such as seniors or youth
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
2. Roads and Infrastructure
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
3. Road maintenance including pothole repairs
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
4. Property tax assessment
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
5. Land Use Planning
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
6. Parks, playgrounds and open spaces
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
7. Quality of drinking water
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
8. Snow removal
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
9. Business licenses and inspections
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A
10. Bylaw services for things such as noise complaints, fire pits and weeds, and animal control & licensing
 Very satisfied Satisfied Dissatisfied Very dissatisfied N/A

7. Recreation is operated by volunteer community boards and associations, how satisfied are you with the following recreation facilities:

- 1. Curling Rink
 Very satisfied Satisfied Dissatisfied Very dissatisfied Don't use
- 2. Arena
 Very satisfied Satisfied Dissatisfied Very dissatisfied Don't use
- 3. Baseball Diamond
 Very satisfied Satisfied Dissatisfied Very dissatisfied Don't use
- 4. Community Hall
 Very satisfied Satisfied Dissatisfied Very dissatisfied Don't use

8. There is a wide array of challenges facing the Village today, but also many success stories. Please indicate whether you agree or disagree with the following statements about the Village's future:

- 1. Cremona is on the right track to be a better Village 10 years from now.
 Agree Disagree
- 2. I am proud to be a citizen of Cremona?
 Agree Disagree
- 3. I am proud to live in my neighborhood?
 Agree Disagree
- 4. The Cremona Council fosters a Village that is inclusive and accepting of all.
 Agree Disagree
- 5. Cremona is moving in the right direction to ensure high quality of life for future generations.
 Agree Disagree
- 6. I am regularly involved in neighborhood and local community events.
 Agree Disagree
- 7. Cremona is a great place to make a life.
 Agree Disagree
- 8. Cremona is a safe community.
 Agree Disagree

9. Your property tax dollars fund approximately 75% of municipal services. Considering the services provided by the Village, please rate the value you receive from your municipal property tax dollars using a scale of 1 to 10 where 1 represents "very poor value" and 10 represents "very good value"

- 1 2 3 4 5 6 7 8 9 10

10. The Village of Cremona is looking at having High Speed Fibre Internet Services through the SuperNet. How likely would you be willing to sign up for this program?

- Very likely Somewhat likely Not very likely Not at all likely

11. ~~The Village of Cremona recently purchased the Cremona United Church. The future vision of the facility and grounds has not been determined. Please check off any of the visions listed that you would support?~~

- ~~Village Office and Council Chambers~~
- ~~Future fire hall on the lands by church~~
- ~~FCSS Office and other programs~~
- ~~Visitor information centre~~
- ~~Museum~~
- ~~Other _____~~

Additional comments you would like to share:

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:9 b)

TITLE: New Business – 2018 Operating Budget

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Council reviewed the attached budget in December 2017 and January 2018. It is now being brought to Council for approval in principle.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This budget cannot be fully passed until we get the Alberta School Foundation Fund (ASFF) from the Alberta Government which at this time will be likely being the end of March.

Once we have these numbers Council may have to make some changes and then the Tax Rate Bylaw will be presented in April or early May.

Administration is asking Council to set a Public Budget meeting or Council can provide suggested changes and if there aren't any at this time to approve the 2018 Operating budget in principle.

COSTS / SOURCE OF FUNDING (if applicable):

Tax Revenue	\$404,730.00
Other Revenue	\$485,831.00
Total Revenue	<u>\$890,561.00</u>
Total Operating Expenses	\$900,487.00
Currently there is a deficit of	\$9,926.00

RECOMMENDED ACTION:

That Council set _____ for a Public Budget Presentation at ____ p.m.

OR

That Council approve the 2018 Operating Budget in Principle with total Revenue of \$895,961.00 and total Operating Expenses of \$896,150.00.

OR

That Council...

INTLS: CAO: LS

VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
PROPERTY TAXES				
1-00-00-111-00	Residential Property Taxes	(206,817.95)	0.00	(304,000.00)
1-00-00-112-00	Commercial Property Taxes	(164,695.10)	0.00	(79,500.00)
1-00-00-114-00	Farmland Property Taxes	3,856.28	0.00	(330.00)
1-00-00-115-00	Linear Taxes	(13,188.33)	0.00	(13,000.00)
1-00-00-120-00	Alberta School Foundation Tax Levy	(116,195.45)	0.00	(118,000.00)
1-00-00-121-00	Seniors' Foundation Tax Levy	(6,869.90)	0.00	(7,415.00)
1-00-00-210-00	Grants In Lieu	(1,903.52)	0.00	(1,900.00)
1-00-00-510-00	Penalties & Costs on Taxes	(6,047.16)	(3,434.95)	(6,000.00)
*	TOTAL PROPERTY TAXES	(511,861.13)	(3,434.95)	(530,145.00)
REQUISITIONS				
2-00-00-740-00	ASFF Requisition	116,195.19	0.00	118,000.00
2-00-00-753-00	MV Seniors's Housing Requisition	0.00	7,711.96	7,415.00
*	TOTAL REQUISITIONS	116,195.19	7,711.96	125,415.00
**	NET TAX REVENUE	(395,665.94)	4,277.01	(404,730.00)
REVENUE COUNCIL				
*	TOTAL REVENUE COUNCIL	0.00	0.00	0.00
ADMIN & GENERAL REVENUE				
1-12-00-155-00	Business License	(1,300.00)	(900.00)	(1,300.00)
1-12-00-410-00	Tax Certificate & Information	(795.00)	(55.00)	(1,000.00)
1-12-00-550-00	Return on Investments	(7,967.56)	0.00	(8,000.00)
1-12-00-590-00	Other Revenue - Admin	(26,797.79)	(995.92)	(10,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(387.94)	0.00	(400.00)
1-12-00-840-00	Provincial Grant	(34,441.00)	0.00	(34,400.00)
*	TOTAL ADMIN & GENERAL REVENUE	(71,689.29)	(1,950.92)	(55,100.00)
FIRE REVENUE				
1-23-00-590-00	Other Revenue - Fire	0.00	(9,180.00)	0.00
*	TOTAL FIRE REVENUE	0.00	(9,180.00)	0.00
BYLAW & ENFORCEMENT REVENUE				
1-26-00-420-00	Traffic Fines	0.00	0.00	(300.00)
1-26-00-450-00	Bylaw Fines	(300.00)	0.00	(250.00)
1-26-00-521-00	Dog License Fees	(260.00)	0.00	(303.00)
*	TOTAL BYLAW & ENFORCEMENT REVE	(560.00)	0.00	(853.00)
PUBLIC WORKS REVENUE				
1-31-00-254-00	Costs Recovered - Public Works	(8,125.00)	(25,547.07)	(5,000.00)
*	TOTAL PUBLIC WORKS REVENUE	(8,125.00)	(25,547.07)	(5,000.00)

WATER REVENUE

1-41-00-410-00	Basic Fees - Water	(7,026.50)	(1,170.00)	(7,245.00)
1-41-00-411-00	Water Consumption Fees	(128,133.00)	(19,868.40)	(130,000.00)
1-41-00-412-00	Bulk Water Sales	(13,444.25)	(4,999.50)	(20,000.00)
1-41-00-510-00	Utility Penalties	(3,821.03)	(887.77)	(4,000.00)
1-41-00-540-00	Franchise & Concess.	(49,450.91)	(10,049.47)	(55,000.00)
1-41-00-590-00	Other Revenue - Water	(1,169.27)	0.00	(1,000.00)
*	TOTAL WATER REVENUE	(203,044.96)	(36,975.14)	(217,245.00)

SEWER REVENUE

1-42-00-410-00	Basic Fees - Sewer	(7,036.50)	(1,170.00)	(8,000.00)
1-42-00-411-00	Sewer Consumption Fees	(23,520.75)	(3,642.54)	(25,000.00)
1-42-00-540-00	Franchise & Concess.	(11,803.75)	(2,512.36)	(12,000.00)
1-42-00-590-00	Sewer Dumping Fees - RV	(3,610.00)	(360.00)	(8,000.00)
*	TOTAL SEWER REVENUE	(45,971.00)	(7,684.90)	(53,000.00)

GARBAGE REVENUE

1-43-00-254-00	Costs Recovered - Garbage	(9,600.00)	0.00	(10,000.00)
1-43-00-410-00	Solid Waste Collection Fee	(44,965.20)	(7,488.00)	(45,000.00)
*	TOTAL GARBAGE REVENUE	(54,565.20)	(7,488.00)	(55,000.00)

FCSS REVENUE

1-51-00-840-00	Grant - Prov. - FCSS	(40,704.00)	(4,030.00)	(12,898.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(36,882.50)	(1,000.00)	(55,353.00)
1-51-00-990-00	Donation & Fees - FCSS	(13,732.24)	(2,266.01)	(11,000.00)
1-51-00-990-01	Donation/Fees - Summer Fun	(4,932.75)	0.00	(4,932.00)
*	TOTAL FCSS REVENUE	(96,251.49)	(7,296.01)	(84,183.00)

CEMETERY REVENUE

1-56-00-410-00	Plot - Cemetery	(100.00)	0.00	(1,000.00)
1-56-00-411-00	Perpetual Care - Cemetery	0.00	0.00	(1,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(100.00)	0.00	(100.00)
1-56-00-850-00	Grant - Local Govt. - Cemetery	(1,000.00)	0.00	(1,000.00)
*	TOTAL CEMETERY REVENUE	(1,200.00)	0.00	(3,100.00)

PLANNING & DEVELOPMENT REVENUE

1-61-00-410-00	Building Permits	(1,245.88)	0.00	(3,000.00)
1-61-00-419-00	Compliance Certificates	(325.00)	0.00	(500.00)
1-61-00-520-00	Development Permits	(736.35)	0.00	(1,000.00)
1-61-00-521-00	Subdivision Fees	0.00	0.00	(5,000.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	0.00	(250.00)
*	TOTAL PLANNING & DEVELOPMENT R	(2,307.23)	0.00	(9,750.00)

FACILITIES REVENUE

1-69-00-560-01	Building Rental FCSS/Council	0.00	0.00	(100.00)
*	TOTAL FACILITIES	0.00	0.00	(100.00)

CULTURAL & RECREATION REVENUE

1-71-00-990-02	Donation - Cremona Days	(4,375.00)	0.00	0.00
1-71-00-990-08	Donation/Fees - WinterFest	(2,540.00)	(60.00)	0.00
*	TOTAL CULTURAL & RECREATION RE	(6,915.00)	(60.00)	0.00

PARKS & RECREATION REVENUE

1-71-00-990-00	Donation - Recreation	0.00	0.00	(2,500.00)
*	TOTAL PARKS & RECREATION REVENUE	0.00	0.00	(2,500.00)

TOTAL REVENUE

*	TOTAL LIBRARY REVENUE	0.00	0.00	0.00
**	TOTAL REVENUE	(490,629.17)	(96,182.04)	(485,831.00)

COUNCIL GENERAL EXPENSES

2-11-00-225-00	Registrations & Memberships	2,558.51	2,175.69	2,500.00
2-11-00-230-00	Professional & Consulting Services	0.00	0.00	1,200.00
2-11-00-232-00	Legal Fees	1,424.60	0.00	0.00
2-11-00-270-00	Miscellaneous Costs & Services	1,897.30	137.74	1,000.00
2-11-00-560-00	Building Rental	294.30	0.00	0.00
2-11-00-146-00	Community Grants & Enhancements	6,900.00	300.00	7,000.00
2-11-00-170-00	Election Costs	510.00	0.00	0.00
2-11-00-220-00	Advertising	4,482.00	0.00	2,500.00
*	TOTAL COUNCIL GENERAL EXPENSES	18,066.71	2,613.43	14,200.00

COUNCILLOR EXPENSES

2-11-01-100-00	Per Diems & Meetings - Cnc 1	1,905.00	450.00	2,700.00
2-11-01-140-00	Benefits Cnc 1	23.67	5.68	50.00
2-11-01-211-00	Travel & Subsistence - Cnc 1	1,032.57	48.58	500.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	3,712.50	810.00	4,000.00
2-11-02-140-00	Benefits Cnc 2	49.46	10.21	100.00
2-11-02-211-00	Travel & Subsistence - Cnc 2	1,265.31	101.00	1,000.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	2,732.50	615.00	2,700.00
2-11-03-140-00	Benefits Cnc 3	38.95	7.76	50.00
2-11-03-211-00	Travel & Subsistence - Cnc 3	1,169.57	45.45	500.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	3,132.50	592.50	2,700.00
2-11-04-140-00	Benefits Cnc 4	39.37	7.48	50.00
2-11-04-211-00	Travel & Subsistence - Cnc 4	1,435.80	238.36	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	2,617.50	510.00	2,700.00
2-11-05-140-00	Benefits Cnc 5	32.51	6.44	50.00
2-11-05-211-00	Travel & Subsistence - Cnc 5	503.99	137.87	500.00
*	TOTAL COUNCILLOR EXPENSES	19,691.20	3,586.33	18,100.00

CAO EXPENSES

2-12-01-225-00	Conference Registrations - CAO	1,165.00	0.00	1,800.00
2-12-01-100-00	Salaries & Wages - CAO	76,081.62	14,639.40	76,100.00
2-12-01-140-00	Employee Benefits - CAO	6,940.53	1,466.78	7,000.00
2-12-01-148-00	Training & Development - CAO	75.00	0.00	200.00
2-12-01-211-00	Travel & Subsistence - CAO	1,139.41	0.00	500.00
2-12-01-211-01	Accommodations - CAO	0.00	0.00	2,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	600.00
2-12-01-223-00	Membership & Registrations-CAO	0.00	1,299.00	1,500.00
*	TOTAL CAO EXPENSES	85,401.56	17,405.18	89,700.00

ADMINISTRATION COSTS

2-12-00-100-00	Salaries & Wages	50,908.26	9,231.14	51,000.00
2-12-00-140-00	Employee Benefits	12,243.57	1,263.71	12,500.00
2-12-00-148-00	Training & Development - Admin	615.00	0.00	700.00
2-12-00-150-00	Freight & Postage	1,196.38	848.51	1,500.00
2-12-00-210-00	Licenses & Permits - Admin	0.00	0.00	4,080.00
2-12-00-211-00	Travel & Subsistence	1,333.69	0.00	1,000.00
2-12-00-217-00	Telephone & Internet	16,177.66	3,458.20	11,000.00
2-12-00-220-00	Advertising	740.00	0.00	500.00
2-12-00-224-00	Resource Materials/Supplies	104.50	0.00	100.00
2-12-00-225-00	Registrations & Memberships	670.00	331.63	700.00
2-12-00-230-00	Professional Services	12,628.85	6,726.10	10,200.00
2-12-00-231-00	Assessment Services	7,484.04	1,881.51	7,500.00
2-12-00-232-00	Legal Fees	225.00	0.00	250.00
2-12-00-233-00	Audit Fees	16,535.00	0.00	17,000.00
2-12-00-274-00	Insurance	18,729.99	17,045.59	19,000.00
2-12-00-510-00	General Office Supplies	16,892.76	826.84	8,000.00
2-12-00-511-00	Computer Supplies & Furnishings	0.00	0.00	3,586.00
2-12-00-525-00	Rentals & Leases	888.27	0.00	3,600.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	2,643.15	0.00	1,000.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	27,614.67	0.00	0.00
2-12-00-543-00	Natural Gas	4,676.87	0.00	0.00
2-12-00-814-00	Service Charges & Interest	2,999.81	0.00	1,000.00
2-12-00-815-00	Penny Rounding	0.04	0.03	100.00
2-12-00-850-00	Toilet Rebate	0.00	50.00	100.00
2-12-00-915-01	Bad Debt - Property Taxes	88.60	0.00	100.00
*	TOTAL ADMINISTRATION COSTS	195,396.11	41,663.26	154,516.00

FIRE SERVICES EXPENSE

2-23-00-510-00	General Supplies	5,780.45	160.00	1,600.00
2-23-00-526-00	Equipment Purchases - Fire	19,972.47	0.00	11,283.00
2-23-00-740-00	Fire Services Requisition	34,179.00	0.00	35,887.00
2-23-00-217-00	Telephone & Internet	2,997.40	174.00	1,200.00
2-23-00-230-00	Professional Services	534.82	436.91	0.00
*	TOTAL FIRE SERVICES EXPENSE	63,464.14	770.91	49,970.00

DISASTER SERVICES

2-24-00-230-00	Professional Services - Disaster Serv.	22.85	0.00	25.00
*	TOTAL DISASTER SERVICES	22.85	0.00	25.00

BYLAW & ENFORCEMENT

2-26-00-230-00	Professional Services - Bylaw	0.00	0.00	5,000.00
*	TOTAL BYLAW & ENFORCEMENT	0.00	0.00	5,000.00

PUBLIC WORKS

2-31-00-100-00	Salaries & Wages	93,004.99	13,717.71	82,000.00
2-31-00-140-00	Employee Benefits	30,097.12	2,636.27	20,000.00
2-31-00-148-00	Training & Development - Public Works	1,731.24	0.00	2,000.00
2-31-00-150-00	Freight & Postage	46.19	0.00	50.00
2-31-00-211-00	Travel & Subsistence	830.65	0.00	1,000.00
2-31-00-217-00	Telephone & Internet	2,417.74	549.69	2,000.00
2-31-00-223-00	Memberships & Registration	0.00	0.00	150.00
2-31-00-230-00	Professional Services	3,317.50	2,225.00	3,000.00
2-31-00-510-00	General Supplies	961.41	158.14	1,000.00
2-31-00-518-00	Protective Clothing, Etc.	653.78	0.00	1,000.00
2-31-00-521-00	Fuel Costs	5,424.39	736.77	4,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	12,663.46	59.78	4,000.00
2-31-01-510-00	General Supplies - Shop	21.80	0.00	0.00
2-31-01-512-00	Shop Tools	316.89	0.00	200.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	8,090.75	430.40	1,500.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	657.79	12.71	0.00
*	TOTAL PUBLIC WORKS	160,235.70	20,526.47	121,900.00

ROADS & STREETS

2-32-00-230-00	Other Contracted Services - Streets	4,790.00	2,250.00	5,000.00
2-32-00-252-01	Snow Removal	3,825.00	2,100.00	4,000.00
2-32-00-510-00	General Supplies	1,157.97	0.00	1,000.00
2-32-00-520-00	Chemicals - Street	3,141.30	830.00	3,000.00
2-32-00-528-00	Repairs & Maintenance - Roads	22,143.57	0.00	10,000.00
2-32-00-540-00	Street Lights	19,700.08	1,252.40	10,000.00
2-32-00-831-00	Debenture-Interest	0.00	0.00	4,728.00
2-32-00-832-00	Debenture-Principle	0.00	0.00	32,855.00
*	TOTAL ROADS & STREETS	54,757.92	6,432.40	70,583.00

WATER

2-41-00-100-00	Salaries & Wages	78,167.73	20,638.55	80,000.00
2-41-00-140-00	Employee Benefits	14,994.12	3,695.65	15,000.00
2-41-00-148-00	Training & Development - Water	839.01	0.00	700.00
2-41-00-150-00	Freight & Postage	4,320.10	715.09	4,000.00
2-41-00-211-00	Travel & Subsistence	1,095.55	465.56	800.00
2-41-00-223-00	Memberships - Water	57.14	0.00	120.00
2-41-00-225-00	Conference Registrations	0.00	0.00	400.00
2-41-00-230-00	Professional Services	68,287.60	2,766.98	25,000.00
2-41-00-510-00	General Supplies	1,563.01	118.77	2,000.00
2-41-00-516-00	Water Meters	1,956.69	0.00	0.00
2-41-00-520-00	Chemicals - Water	3,119.44	0.00	3,000.00
2-41-00-528-00	Equipment - Repairs/Maintenance	(8,378.31)	32,001.07	0.00
2-41-00-528-01	Building - Repairs/Maintenance	496.40	0.00	0.00
2-41-00-528-02	Hydrant - Repairs/Maintenance	7,532.19	0.00	0.00
2-41-00-540-00	Electricity Water	20,407.47	0.00	0.00
2-41-00-543-00	Natural Gas - Water	4,196.68	0.00	0.00
*	TOTAL WATER	198,654.82	60,401.67	131,020.00

SEWER

2-42-00-270-00	Lab Testing	948.40	0.00	1,000.00
2-42-00-510-00	General Supplies	183.34	0.00	200.00
2-42-00-520-00	Chemicals - Sewer	4,111.25	0.00	4,200.00
2-42-00-523-00	Sewer Flushing	6,497.00	0.00	5,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	997.50	0.00	2,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	28,981.67	0.00	5,000.00
2-42-00-230-00	Professional Services - Sewer	34,615.75	0.00	1,500.00
2-42-00-241-00	Solid Waste Disposal	5,500.00	0.00	0.00
*	TOTAL SEWER	81,834.91	0.00	18,900.00

GARBAGE

2-43-00-850-00	Waste Commission Grant	0.00	1,446.33	8,000.00
2-43-00-230-00	Other Contracted Services - Garbage	3,288.41	0.00	2,000.00
2-43-00-241-00	Solid Waste Disposal	38,445.16	3,262.40	34,650.00
2-43-00-510-00	General Supplies	104.75	238.23	100.00
*	TOTAL GARBAGE	41,838.32	4,946.96	44,750.00

FCSS EXPENSE

2-51-00-100-00	Salaries & Wages	24,277.92	4,559.90	26,000.00
2-51-00-140-00	Employee Benefits	2,409.22	523.27	3,023.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	1,500.00
2-51-00-150-00	Freight & Postage	408.00	0.00	900.00
2-51-00-211-00	Travel & Subsistence	1,581.46	0.00	2,000.00
2-51-00-217-00	Telephone & Internet	2,548.12	445.84	2,500.00
2-51-00-220-00	Advertising	2,247.21	562.84	1,100.00
2-51-00-223-00	Memberships - FCSS	353.32	0.00	360.00
2-51-00-225-00	Conference Registrations	0.00	0.00	500.00
2-51-00-230-00	Professional Services	1,462.68	80.00	2,000.00
2-51-00-400-00	Community Programs	7,859.70	1,950.00	7,500.00
2-51-00-410-00	Adult Programs	296.16	0.00	0.00
2-51-00-411-00	Children-Youth Programs	8,133.85	0.00	8,000.00
2-51-00-412-00	Family Programs	340.88	200.00	500.00
2-51-00-413-00	Adult & Seniors' Programs	11,852.20	460.00	8,000.00
2-51-00-414-00	Local Grants (External Funding)	7,466.05	0.00	10,000.00
2-51-00-419-00	Volunteers	143.49	79.22	600.00
2-51-00-420-00	Community Engagement	2,477.68	0.00	0.00
2-51-00-510-00	General Supplies	6,391.44	260.00	2,000.00
2-51-00-511-00	Computer Supplies & Furnishings	5,023.89	0.00	500.00
2-51-00-560-00	Building Rental	5,885.70	0.00	700.00
2-51-00-990-01	Summer Fun Program	6,000.68	0.00	6,000.00
2-51-00-990-02	Babysitting/Children	1,469.73	0.00	0.00
2-51-00-990-05	Community Newsletter	378.34	134.13	500.00
*	TOTAL FCSS EXPENSE	99,007.72	9,255.20	84,183.00

CEMETERY EXPENSE

2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	500.00
2-56-00-230-00	Professional Services - Cemetery	1,919.00	0.00	2,000.00
2-56-00-510-00	General Supplies	600.00	0.00	0.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	0.00	0.00	4,000.00
*	TOTAL CEMETERY EXPENSE	2,519.00	0.00	6,500.00

PLANNING & DEVELOPMENT

2-61-00-148-00	Training - Planning	2,000.00	0.00	500.00
2-61-00-220-00	Advertising	1,025.00	0.00	2,000.00
2-61-00-230-00	Professional Services	20,722.45	0.00	20,000.00
2-61-00-233-00	Land Title Changes	0.00	0.00	50.00
*	TOTAL PLANNING & DEVELOPMENT	23,747.45	0.00	22,550.00

FACILITIES

2-69-00-230-00	Professional Services/Janitorial Admin	0.00	320.00	4,800.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	0.00	80.00	1,200.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	0.00	500.00
2-69-00-510-03	Building General Supplies Water	0.00	0.00	500.00
2-69-00-528-00	Building Repairs Maint - Admin	0.00	0.00	1,000.00
2-69-00-528-01	Building Repairs Main FCSS/Council	0.00	0.00	10,000.00
2-69-00-528-03	Building Repairs & Main Water	0.00	0.00	600.00
2-69-00-540-00	Electricity Admin	0.00	290.53	4,000.00
2-69-00-540-01	Electricity FCSS/Council	0.00	107.30	1,500.00
2-69-00-540-02	Electricity PW Shop	0.00	1,066.64	1,700.00
2-69-00-540-03	Electricity Water	0.00	615.90	12,000.00
2-69-00-543-00	Natural Gas Admin	0.00	464.44	4,500.00
2-69-00-543-01	Building Natural Gas FCSS/Council	0.00	259.76	2,000.00
2-69-00-543-02	Natural Gas PW Shop	0.00	500.53	2,200.00
2-69-00-543-03	Natural Gas Water	0.00	29.00	2,500.00
*	TOTAL FACILITIES	0.00	3,734.10	49,000.00

CULTURE & RECREATION

2-71-00-990-02	Cremona Days	5,944.72	0.00	5,400.00
2-71-00-990-08	WinterFest	1,989.70	0.00	0.00
*	TOTAL CULTURE & RECREATION	7,934.42	0.00	5,400.00

PARKS & RECREATION

2-72-00-148-00	Training & Development - Parks	1,840.13	0.00	0.00
2-72-00-230-00	Other Contracted Services	7,505.00	0.00	4,000.00
2-72-00-510-00	General Supplies	138.87	0.00	500.00
2-72-00-513-00	Beautification - Parks	0.00	0.00	2,500.00
2-72-00-528-00	Equipment Repairs & Maint. - Park	328.23	81.20	0.00
2-72-00-528-01	Playground Repairs & Maint.	99.54	0.00	100.00
*	TOTAL PARKS & RECREATION	9,911.77	81.20	7,100.00

LIBRARY

2-74-00-274-00	Insurance Library	670.69	688.87	700.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	0.00	250.00
2-74-00-850-00	Grant - Cremona Library	2,700.00	0.00	2,440.00
2-74-00-850-01	Grant - Parland Regional Library	3,674.28	901.32	3,700.00
*	TOTAL LIBRARY EXPENSE	7,044.97	1,590.19	7,090.00
**	TOTAL EXPENSES	1,069,529.57	173,007.30	900,487.00
***	(SURPLUS)/DEFICIT	183,234.46	81,102.27	9,926.00

*** End of Report ***

 VILLAGE OF
Cremona
REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:10 a)

TITLE: Reports – Financial Reports

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

The monthly financial reports for the period ending February 28, 2018 are provided for Council’s review and information.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the Financial Reports developed by the CAO through the Muniware System.

- Balance Sheet Report
- General Operating Revenue & Expense Report

RECOMMENDED ACTION:

That Council accept the Financial Reports for the period ending February 28, 2018 as information.

INTLS: CAO: LS



VILLAGE OF CREMONA

Balance Sheet Report

2018-Mar-12
10:57:59AM

All Funds

Description	2018		2017
	February	YTD Balance	Closing Balance
Assets			
Asset Operating			
01 - BANK			
Cash Float	0.00	200.00	200.00
Petty Cash	0.00	348.36	348.36
Bank - General Chequing	(41,600.27)	(8,889.85)	75,168.20
Cash Clearing Account	0.00	0.00	0.00
Total 01 - BANK	(41,600.27)	(8,341.49)	75,716.56
02 - INVESTMENTS			
Disaster Services Investment	0.00	11,238.36	11,238.36
GIC Scotia Bank Visa Investment	0.00	0.00	0.00
Cemetery Capital Investment	0.00	500.30	500.30
T-Bill - MSI - Investment	0.00	33,718.90	33,718.90
Long Term Investments	0.00	0.00	0.00
MVCU Common Shares - Investment	0.00	11,542.87	11,542.87
Total 02 - INVESTMENTS	0.00	57,000.43	57,000.43
03 - PREPAIDS			
Prepaid Insurance	0.00	0.00	0.00
Prepaid Other	0.00	7,514.76	7,514.76
Due to General Capital Fund	0.00	0.00	0.00
Total 03 - PREPAIDS	0.00	7,514.76	7,514.76
03 - RECEIVABLES			
Property Taxes Receivable	(10,723.37)	15,354.79	27,053.21
Accounts Receivable - Province	0.00	245,777.96	245,777.96
Accounts Receivable - Federal	0.00	(225.72)	(225.72)
Accounts Receivable - Municipal	0.00	0.00	0.00
GST Receivable	1,295.90	50,376.34	47,052.01
Accounts Receivable - General	18,757.54	31,520.74	14,248.20
Accrued Accounts Receivable	0.00	72.80	72.80
Underlevy Accounts Receivable	0.00	0.00	0.00
Accounts Receivable Clearing	0.00	0.00	0.00
Costs Recovered - Purchase Clearing	0.00	0.00	0.00
Allowance for Bad Debt	0.00	(4,200.00)	(4,200.00)
Allowance for Bad Debt - Property Taxes	0.00	(2,135.49)	(2,135.49)
Utility Receivable	(16,542.30)	11,936.12	30,540.49
Total 03 - RECEIVABLES	(7,212.23)	348,477.54	358,183.46
04 - INVENTORY			
Inventory Common Services	0.00	0.00	0.00
Land	0.00	111,939.64	111,939.64
Buildings	0.00	112,909.72	112,909.72
Land Improvements	0.00	80,160.66	80,160.66
Roads	0.00	2,176,405.92	2,176,405.92
Bridges	0.00	0.00	0.00
Heavy Equipment	0.00	144,130.84	144,130.84
Engineered Structures - Sewer	0.00	1,112,283.38	1,112,283.38
Vehicles	0.00	25,000.00	25,000.00
Engineered Structures - Water	0.00	3,280,562.94	3,280,562.94
Office Equipment	0.00	52,331.86	52,331.86
Construction in Progress	0.00	0.00	0.00
Buildings Accumulated Amortization	0.00	(57,873.04)	(57,873.04)
Land & Improvements - Acc. Amortization	0.00	(43,634.63)	(43,634.63)
Streets - Accumulated Amortization	0.00	(610,420.52)	(610,420.52)
Bridger - Accumulated Surplus	0.00	0.00	0.00
Heavy Equipment Accumulated Amortization	0.00	(47,175.08)	(47,175.08)

Balance Sheet Report

2018-Mar-12

10:57:59AM

All Funds

Description	2018		2017
	February	YTD Balance	Closing Balance
Eng. Structures - Acc. Amort. -Sewer	0.00	(594,898.25)	(594,898.25)
Vehicles Accumulated Amortization	0.00	(6,249.95)	(6,249.95)
Eng. Structures - Acc. Amort. -Water	0.00	(848,362.26)	(848,362.26)
Equipment Accum. Amortization - Admin	0.00	(18,669.35)	(18,669.35)
Equipment & Meter Amortization - Water	0.00	69,250.90	69,250.90
Equipment & Meter Amortization - Water	0.00	(28,175.69)	(28,175.69)
Land Held for Resale	0.00	24,398.17	24,398.17
Total 04 - INVENTORY	0.00	4,933,915.26	4,933,915.26
Total Asset Operating	(48,812.50)	5,338,566.50	5,432,330.47
Total Assets	(48,812.50)	5,338,566.50	5,432,330.47

Liabilities	Liability Capital
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Operating Contingency - Reserve	0.00	(2,000.00)	(2,000.00)
Equity in Fixed Assets	0.00	(4,589,365.96)	(4,589,365.96)
Capital Reserves - Buildings	0.00	0.00	0.00
Capital Reserves - MSI	0.00	(289,273.44)	(289,273.44)
Capital Reserve - Roads	0.00	(731,403.32)	(631,403.32)
Capital Reserves- Water	0.00	(383,521.44)	(383,521.44)
Total	0.00	(5,995,564.16)	(5,895,564.16)
Other Current Liability			
ACFA Debenture Payable	0.00	(267,114.56)	(267,114.56)
Total Other Current Liability	0.00	(267,114.56)	(267,114.56)
Total Liability Capital	0.00	(6,262,678.72)	(6,162,678.72)

Liabilities	Liability Operating
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20 - PAYABLES

GST Payable	(323.03)	(6,270.05)	(5,641.95)
Provincial AP - Other	0.00	0.00	0.00
Federal AP - Other	0.00	0.00	0.00
Local Government AP - Other	0.00	0.00	0.00
Trades Payable - Current	12,098.71	(540.56)	(129,011.77)
Accrued Payables	0.00	(13,000.00)	(13,000.00)
Accounts Payable - Holdbacks	0.00	0.00	0.00
Federal Payable - Payroll	412.13	(6,628.75)	310.33
LAPP Payable	0.00	(257.10)	(258.65)
Workers' Comp. Payable	(304.29)	(1,800.07)	(1,166.34)
AMSC Benefits Payable	(1,375.84)	(24,072.38)	(21,320.70)
RRSP Deduction Payable	0.00	0.00	175.67
Employee Assistance - Payable	0.00	0.00	0.00
Critical Illness - Payable	0.00	0.00	0.00
Miscellaneous Payable - Payroll	0.00	0.00	0.00
Accrued Vacation Time	0.00	(873.19)	(873.19)
Accrued Payables - Payroll	(3,301.30)	(15,161.93)	(11,421.95)
Other Liabilities General	0.00	0.00	0.00
Total 20 - PAYABLES	7,206.38	(68,604.03)	(182,208.55)

21 - DEFERRED REVENUE

Other - Deferred Revenue	0.00	0.00	0.00
Mun. Sustainability - Def. Rev	0.00	0.00	0.00
Mun. Infrastructure - Def. Rev	0.00	1,500.00	1,500.00
Federal Gas Tax - Def. Rev	0.00	0.00	0.00
SIP - Deferred Revenue	0.00	0.00	0.00
AWWP - Deferred Revenue	0.00	0.00	0.00
New Deal Cities/Comm - Def. Rev.	0.00	0.00	0.00



VILLAGE OF CREMONA

Balance Sheet Report

2018-Mar-12

10:57:59AM

All Funds

Description	2018		2017
	February	YTD Balance	Closing Balance
MSI Capital - Deferred Revenue	0.00	0.00	0.00
Building Canada Fund - Def. Rev	0.00	0.00	0.00
Total 21 - DEFERRED REVENUE	0.00	1,500.00	1,500.00
22 - DEPOSITS			
Water Meter Deposits	0.00	(27,355.00)	(27,355.00)
Total 22 - DEPOSITS	0.00	(27,355.00)	(27,355.00)
23 - LEASES			
LEASE-KUBOTA CANADA #608230-01	0.00	(2,279.10)	(2,279.10)
LEASE-KUBOTA CANADA #608229-01	0.00	(5,106.63)	(5,106.63)
Total 23 - LEASES	0.00	(7,385.73)	(7,385.73)
25 - SURPLUS/DEFICIT			
Accumulated Surplus/Deficit	0.00	220.45	220.45
Total 25 - SURPLUS/DEFICIT	0.00	220.45	220.45
Total Liability Operating	7,206.38	(101,624.31)	(215,228.83)
Total Liabilities	7,206.38	(6,364,303.03)	(6,377,907.55)
Current Year Surplus/Deficit	(41,606.12)	(1,025,736.53)	0.00
Total Liabilities	(48,812.50)	5,338,566.50	0.00

*** End of Report ***



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
PROPERTY TAXES				
1-00-00-111-00	Residential Property Taxes	(206,817.95)	0.00	(304,000.00)
1-00-00-112-00	Commercial Property Taxes	(164,695.10)	0.00	(79,500.00)
1-00-00-114-00	Farmland Property Taxes	3,856.28	0.00	(330.00)
1-00-00-115-00	Linear Taxes	(13,188.33)	0.00	(13,000.00)
1-00-00-120-00	Alberta School Foundation Tax Levy	(116,195.45)	0.00	(118,000.00)
1-00-00-121-00	Seniors' Foundation Tax Levy	(6,869.90)	0.00	(7,415.00)
1-00-00-210-00	Grants In Lieu	(1,903.52)	0.00	(1,900.00)
1-00-00-510-00	Penalties & Costs on Taxes	(6,047.16)	(3,434.95)	(6,000.00)
*	TOTAL PROPERTY TAXES	(511,861.13)	(3,434.95)	(530,145.00)
REQUISITIONS				
2-00-00-740-00	ASFF Requisition	116,195.19	0.00	118,000.00
2-00-00-753-00	MV Seniors's Housing Requisition	0.00	7,711.96	7,415.00
*	TOTAL REQUISITIONS	116,195.19	7,711.96	125,415.00
**	NET TAX REVENUE	(395,665.94)	4,277.01	(404,730.00)
REVENUE COUNCIL				
*	TOTAL REVENUE COUNCIL	0.00	0.00	0.00
ADMIN & GENERAL REVENUE				
1-12-00-155-00	Business License	(1,300.00)	(900.00)	(1,300.00)
1-12-00-410-00	Tax Certificate & Information	(795.00)	(55.00)	(1,000.00)
1-12-00-550-00	Return on Investments	(7,967.56)	0.00	(8,000.00)
1-12-00-590-00	Other Revenue - Admin	(26,797.79)	(995.92)	(10,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(387.94)	0.00	(400.00)
1-12-00-840-00	Provincial Grant	(34,441.00)	0.00	(34,400.00)
*	TOTAL ADMIN & GENERAL REVENUE	(71,689.29)	(1,950.92)	(55,100.00)
FIRE REVENUE				
1-23-00-590-00	Other Reveue - Fire	0.00	(9,180.00)	0.00
*	TOTAL FIRE REVENUE	0.00	(9,180.00)	0.00
BYLAW & ENFORCEMENT REVENUE				
1-26-00-420-00	Traffic Fines	0.00	0.00	(300.00)
1-26-00-450-00	Bylaw Fines	(300.00)	0.00	(250.00)
1-26-00-521-00	Dog License Fees	(260.00)	0.00	(303.00)
*	TOTAL BYLAW & ENFORCEMENT REVE	(560.00)	0.00	(853.00)
PUBLIC WORKS REVENUE				
1-31-00-254-00	Costs Recovered - Public Works	(8,125.00)	(25,547.07)	(5,000.00)
*	TOTAL PUBLIC WORKS REVENUE	(8,125.00)	(25,547.07)	(5,000.00)



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
WATER REVENUE				
1-41-00-410-00	Basic Fees - Water	(7,026.50)	(1,170.00)	(7,245.00)
1-41-00-411-00	Water Consumption Fees	(128,133.00)	(19,868.40)	(130,000.00)
1-41-00-412-00	Bulk Water Sales	(13,444.25)	(4,999.50)	(20,000.00)
1-41-00-510-00	Utility Penalties	(3,821.03)	(887.77)	(4,000.00)
1-41-00-540-00	Franchise & Concess.	(49,450.91)	(10,049.47)	(55,000.00)
1-41-00-590-00	Other Revenue - Water	(1,169.27)	0.00	(1,000.00)
*	TOTAL WATER REVENUE	(203,044.96)	(36,975.14)	(217,245.00)
SEWER REVENUE				
1-42-00-410-00	Basic Fees - Sewer	(7,036.50)	(1,170.00)	(8,000.00)
1-42-00-411-00	Sewer Consumption Fees	(23,520.75)	(3,642.54)	(25,000.00)
1-42-00-540-00	Franchise & Concess.	(11,803.75)	(2,512.36)	(12,000.00)
1-42-00-590-00	Sewer Dumping Fees - RV	(3,610.00)	(360.00)	(8,000.00)
*	TOTAL SEWER REVENUE	(45,971.00)	(7,684.90)	(53,000.00)
GARBAGE REVENUE				
1-43-00-254-00	Costs Recovered - Garbage	(9,600.00)	0.00	(10,000.00)
1-43-00-410-00	Solid Waste Collection Fee	(44,965.20)	(7,488.00)	(45,000.00)
*	TOTAL GARBAGE REVENUE	(54,565.20)	(7,488.00)	(55,000.00)
FCSS REVENUE				
1-51-00-840-00	Grant - Prov. - FCSS	(40,704.00)	(4,030.00)	(12,898.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(36,882.50)	(1,000.00)	(55,353.00)
1-51-00-990-00	Donation & Fees - FCSS	(13,732.24)	(2,266.01)	(11,000.00)
1-51-00-990-01	Donation/Fees - Summer Fun	(4,932.75)	0.00	(4,932.00)
*	TOTAL FCSS REVENUE	(96,251.49)	(7,296.01)	(84,183.00)
CEMETERY REVENUE				
1-56-00-410-00	Plot - Cemetery	(100.00)	0.00	(1,000.00)
1-56-00-411-00	Perpetual Care - Cemetery	0.00	0.00	(1,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(100.00)	0.00	(100.00)
1-56-00-850-00	Grant - Local Govt. - Cemeter	(1,000.00)	0.00	(1,000.00)
*	TOTAL CEMETERY REVENUE	(1,200.00)	0.00	(3,100.00)
PLANNING & DEVELOPMENT REVENUE				
1-61-00-410-00	Building Permits	(1,245.88)	0.00	(3,000.00)
1-61-00-419-00	Compliance Certificates	(325.00)	0.00	(500.00)
1-61-00-520-00	Development Permits	(736.35)	0.00	(1,000.00)
1-61-00-521-00	Subdivision Fees	0.00	0.00	(5,000.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	0.00	(250.00)
*	TOTAL PLANNING & DEVELOPMENT R	(2,307.23)	0.00	(9,750.00)
FACILITIES REVENUE				
1-69-00-560-01	Building Rental FCSS/Council	0.00	0.00	(100.00)
*	TOTAL FACILITIES	0.00	0.00	(100.00)



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
CULTURAL & RECREATION REVENUE				
1-71-00-990-02	Donation - Cremona Days	(4,375.00)	0.00	0.00
1-71-00-990-08	Donation/Fees - WinterFest	(2,540.00)	(60.00)	0.00
*	TOTAL CULTURAL & RECREATION RE	(6,915.00)	(60.00)	0.00
PARKS & RECREATION REVENUE				
1-71-00-990-00	Donation - Recreation	0.00	0.00	(2,500.00)
*	TOTAL PARKS & RECREATION REVEN	0.00	0.00	(2,500.00)
TOTAL REVENUE				
*	TOTAL LIBRARY REVENUE	0.00	0.00	0.00
**	TOTAL REVENUE	(490,629.17)	(96,182.04)	(485,831.00)
COUNCIL GENERAL EXPENSES				
2-11-00-225-00	Registrations & Memberships	2,558.51	2,175.69	2,500.00
2-11-00-230-00	Professional & Consulting Services	0.00	0.00	1,200.00
2-11-00-232-00	Legal Fees	1,424.60	0.00	0.00
2-11-00-270-00	Miscellaneous Costs & Services	1,897.30	137.74	1,000.00
2-11-00-560-00	Building Rental	294.30	0.00	0.00
2-11-00-146-00	Community Grants & Enhancements	6,900.00	300.00	7,000.00
2-11-00-170-00	Election Costs	510.00	0.00	0.00
2-11-00-220-00	Advertising	4,482.00	0.00	2,500.00
*	TOTAL COUNCIL GENERAL EXPENSES	18,066.71	2,613.43	14,200.00
COUNCILLOR EXPENSES				
2-11-01-100-00	Per Diems & Meetings - Cnc 1	1,905.00	450.00	2,700.00
2-11-01-140-00	Benefits Cnc 1	23.67	5.68	50.00
2-11-01-211-00	Travel & Subsistance - Cncl 1	1,032.57	48.58	500.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	3,712.50	810.00	4,000.00
2-11-02-140-00	Benefits Cnc 2	49.46	10.21	100.00
2-11-02-211-00	Travel & Subsistance - Cncl 2	1,265.31	101.00	1,000.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	2,732.50	615.00	2,700.00
2-11-03-140-00	Benefits Cnc 3	38.95	7.76	50.00
2-11-03-211-00	Travel & Subsistance - Cncl 3	1,169.57	45.45	500.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	3,132.50	592.50	2,700.00
2-11-04-140-00	Benefits Cnc 4	39.37	7.48	50.00
2-11-04-211-00	Travel & Subsistance - Cncl 4	1,435.80	238.36	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	2,617.50	510.00	2,700.00
2-11-05-140-00	Benefits Cnc 5	32.51	6.44	50.00
2-11-05-211-00	Travel & Subsistance - Cncl 5	503.99	137.87	500.00
*	TOTAL COUNCILLOR EXPENSES	19,691.20	3,586.33	18,100.00



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
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CAO EXPENSES

2-12-01-225-00	Conference Registrations - CAO	1,165.00	0.00	1,800.00
2-12-01-100-00	Salaries & Wages - CAO	76,081.62	14,639.40	76,100.00
2-12-01-140-00	Employee Benefits - CAO	6,940.53	1,466.78	7,000.00
2-12-01-148-00	Training & Development - CAO	75.00	0.00	200.00
2-12-01-211-00	Travel & Subsistance - CAO	1,139.41	0.00	500.00
2-12-01-211-01	Accomodations - CAO	0.00	0.00	2,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	600.00
2-12-01-223-00	Membership & Registrations-CAO	0.00	1,299.00	1,500.00
*	TOTAL CAO EXPENSES	85,401.56	17,405.18	89,700.00

ADMINISTRATION COSTS

2-12-00-100-00	Salaries & Wages	50,908.26	9,231.14	51,000.00
2-12-00-140-00	Employee Benefits	12,243.57	1,263.71	12,500.00
2-12-00-148-00	Training & Development - Admin	615.00	0.00	700.00
2-12-00-150-00	Freight & Postage	1,196.38	848.51	1,500.00
2-12-00-210-00	Licenses & Permits - Admin	0.00	0.00	4,080.00
2-12-00-211-00	Travel & Subsistance	1,333.69	0.00	1,000.00
2-12-00-217-00	Telephone & Internet	16,177.66	3,458.20	11,000.00
2-12-00-220-00	Advertising	740.00	0.00	500.00
2-12-00-224-00	Resource Materials/Supplies	104.50	0.00	100.00
2-12-00-225-00	Registrations & Memberships	670.00	331.63	700.00
2-12-00-230-00	Professional Services	12,628.85	6,726.10	10,200.00
2-12-00-231-00	Assessment Services	7,484.04	1,881.51	7,500.00
2-12-00-232-00	Legal Fees	225.00	0.00	250.00
2-12-00-233-00	Audit Fees	16,535.00	0.00	17,000.00
2-12-00-274-00	Insurance	18,729.99	17,045.59	19,000.00
2-12-00-510-00	General Office Supplies	16,892.76	826.84	8,000.00
2-12-00-511-00	Computer Supplies & Furnishings	0.00	0.00	3,586.00
2-12-00-525-00	Rentals & Leases	888.27	0.00	3,600.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	2,643.15	0.00	1,000.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	27,614.67	0.00	0.00
2-12-00-543-00	Natural Gas	4,676.87	0.00	0.00
2-12-00-814-00	Service Charges & Interest	2,999.81	0.00	1,000.00
2-12-00-815-00	Penny Rounding	0.04	0.03	100.00
2-12-00-850-00	Toilet Rebate	0.00	50.00	100.00
2-12-00-915-01	Bad Debt - Property Taxes	88.60	0.00	100.00
*	TOTAL ADMINISTRATION COSTS	195,396.11	41,663.26	154,516.00

FIRE SERVICES EXPENSE

2-23-00-510-00	General Supplies	5,780.45	160.00	1,600.00
2-23-00-526-00	Equipment Purchases - Fire	19,972.47	0.00	11,283.00
2-23-00-740-00	Fire Services Requisition	34,179.00	0.00	35,887.00
2-23-00-217-00	Telephone & Internet	2,997.40	174.00	1,200.00
2-23-00-230-00	Professional Services	534.82	436.91	0.00
*	TOTAL FIRE SERVICES EXPENSE	63,464.14	770.91	49,970.00

DISASTER SERVICES

2-24-00-230-00	Professional Services - Disaster Serv.	22.85	0.00	25.00
*	TOTAL DISASTER SERVICES	22.85	0.00	25.00



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
BYLAW & ENFORCEMENT				
2-26-00-230-00	Professional Services - Bylaw	0.00	0.00	5,000.00
*	TOTAL BYLAW & ENFORCEMENT	0.00	0.00	5,000.00
PUBLIC WORKS				
2-31-00-100-00	Salaries & Wages	93,004.99	13,717.71	82,000.00
2-31-00-140-00	Employee Benefits	30,097.12	2,636.27	20,000.00
2-31-00-148-00	Training & Development - Public Works	1,731.24	0.00	2,000.00
2-31-00-150-00	Freight & Postage	46.19	0.00	50.00
2-31-00-211-00	Travel & Subsistence	830.65	0.00	1,000.00
2-31-00-217-00	Telephone & Internet	2,417.74	549.69	2,000.00
2-31-00-223-00	Memberships & Registration	0.00	0.00	150.00
2-31-00-230-00	Professional Services	3,317.50	2,225.00	3,000.00
2-31-00-510-00	General Supplies	961.41	158.14	1,000.00
2-31-00-518-00	Protective Clothing, Etc.	653.78	0.00	1,000.00
2-31-00-521-00	Fuel Costs	5,424.39	736.77	4,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	12,663.46	59.78	4,000.00
2-31-01-510-00	General Supplies - Shop	21.80	0.00	0.00
2-31-01-512-00	Shop Tools	316.89	0.00	200.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	8,090.75	430.40	1,500.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	657.79	12.71	0.00
*	TOTAL PUBLIC WORKS	160,235.70	20,526.47	121,900.00
ROADS & STREETS				
2-32-00-230-00	Other Contracted Services - Streets	4,790.00	2,250.00	5,000.00
2-32-00-252-01	Snow Removal	3,825.00	2,100.00	4,000.00
2-32-00-510-00	General Supplies	1,157.97	0.00	1,000.00
2-32-00-520-00	Chemicals - Street	3,141.30	830.00	3,000.00
2-32-00-528-00	Repairs & Maintenance - Roads	22,143.57	0.00	10,000.00
2-32-00-540-00	Street Lights	19,700.08	1,252.40	10,000.00
2-32-00-831-00	Debenture-Interest	0.00	0.00	4,728.00
2-32-00-832-00	Debenture-Principle	0.00	0.00	32,855.00
*	TOTAL ROADS & STREETS	54,757.92	6,432.40	70,583.00



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
WATER				
2-41-00-100-00	Salaries & Wages	78,167.73	20,638.55	80,000.00
2-41-00-140-00	Employee Benefits	14,994.12	3,695.65	15,000.00
2-41-00-148-00	Training & Development - Water	839.01	0.00	700.00
2-41-00-150-00	Freight & Postage	4,320.10	715.09	4,000.00
2-41-00-211-00	Travel & Subsistence	1,095.55	465.56	800.00
2-41-00-223-00	Memberships - Water	57.14	0.00	120.00
2-41-00-225-00	Conference Registrations	0.00	0.00	400.00
2-41-00-230-00	Professional Services	68,287.60	2,766.98	25,000.00
2-41-00-510-00	General Supplies	1,563.01	118.77	2,000.00
2-41-00-516-00	Water Meters	1,956.69	0.00	0.00
2-41-00-520-00	Chemicals - Water	3,119.44	0.00	3,000.00
2-41-00-528-00	Equipment - Repairs/Maintenance	(8,378.31)	32,001.07	0.00
2-41-00-528-01	Building - Repairs/Maintenance	496.40	0.00	0.00
2-41-00-528-02	Hydrant - Repairs/Maintenance	7,532.19	0.00	0.00
2-41-00-540-00	Electricity Water	20,407.47	0.00	0.00
2-41-00-543-00	Natural Gas - Water	4,196.68	0.00	0.00
* TOTAL WATER		198,654.82	60,401.67	131,020.00
SEWER				
2-42-00-270-00	Lab Testing	948.40	0.00	1,000.00
2-42-00-510-00	General Supplies	183.34	0.00	200.00
2-42-00-520-00	Chemicals - Sewer	4,111.25	0.00	4,200.00
2-42-00-523-00	Sewer Flushing	6,497.00	0.00	5,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	997.50	0.00	2,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	28,981.67	0.00	5,000.00
2-42-00-230-00	Professional Services - Sewer	34,615.75	0.00	1,500.00
2-42-00-241-00	Solid Waste Disposal	5,500.00	0.00	0.00
* TOTAL SEWER		81,834.91	0.00	18,900.00
GARBAGE				
2-43-00-850-00	Waste Commission Grant	0.00	1,446.33	8,000.00
2-43-00-230-00	Other Contracted Services - Garbage	3,288.41	0.00	2,000.00
2-43-00-241-00	Solid Waste Disposal	38,445.16	3,262.40	34,650.00
2-43-00-510-00	General Supplies	104.75	238.23	100.00
* TOTAL GARBAGE		41,838.32	4,946.96	44,750.00



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
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FCSS EXPENSE

2-51-00-100-00	Salaries & Wages	24,277.92	4,559.90	26,000.00
2-51-00-140-00	Employee Benefits	2,409.22	523.27	3,023.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	1,500.00
2-51-00-150-00	Freight & Postage	408.00	0.00	900.00
2-51-00-211-00	Travel & Subsistence	1,581.46	0.00	2,000.00
2-51-00-217-00	Telephone & Internet	2,548.12	445.84	2,500.00
2-51-00-220-00	Advertising	2,247.21	562.84	1,100.00
2-51-00-223-00	Memberships - FCSS	353.32	0.00	360.00
2-51-00-225-00	Conference Registrations	0.00	0.00	500.00
2-51-00-230-00	Professional Services	1,462.68	80.00	2,000.00
2-51-00-400-00	Community Programs	7,859.70	1,950.00	7,500.00
2-51-00-410-00	Adult Programs	296.16	0.00	0.00
2-51-00-411-00	Children-Youth Programs	8,133.85	0.00	8,000.00
2-51-00-412-00	Family Programs	340.88	200.00	500.00
2-51-00-413-00	Adult & Seniors' Programs	11,852.20	460.00	8,000.00
2-51-00-414-00	Local Grants (External Funding)	7,466.05	0.00	10,000.00
2-51-00-419-00	Volunteers	143.49	79.22	600.00
2-51-00-420-00	Community Engagement	2,477.68	0.00	0.00
2-51-00-510-00	General Supplies	6,391.44	260.00	2,000.00
2-51-00-511-00	Computer Supplies & Furnishings	5,023.89	0.00	500.00
2-51-00-560-00	Building Rental	5,885.70	0.00	700.00
2-51-00-990-01	Summer Fun Program	6,000.68	0.00	6,000.00
2-51-00-990-02	Babysitting/Children	1,469.73	0.00	0.00
2-51-00-990-05	Community Newsletter	378.34	134.13	500.00
* TOTAL FCSS EXPENSE		99,007.72	9,255.20	84,183.00

CEMETERY EXPENSE

2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	500.00
2-56-00-230-00	Professional Services - Cemetery	1,919.00	0.00	2,000.00
2-56-00-510-00	General Supplies	600.00	0.00	0.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	0.00	0.00	4,000.00
* TOTAL CEMETERY EXPENSE		2,519.00	0.00	6,500.00

PLANNING & DEVELOPMENT

2-61-00-148-00	Training - Planning	2,000.00	0.00	500.00
2-61-00-220-00	Advertising	1,025.00	0.00	2,000.00
2-61-00-230-00	Professional Services	20,722.45	0.00	20,000.00
2-61-00-233-00	Land Title Changes	0.00	0.00	50.00
* TOTAL PLANNING & DEVELOPMENT		23,747.45	0.00	22,550.00



VILLAGE OF CREMONA

GENERAL OPERATING REVENUE & EXPENSE REPORT

General Ledger	Description	2017 Actual	2018 Actual	2018 Budget
FACILITIES				
2-69-00-230-00	Professional Services/Janitorial Admin	0.00	320.00	4,800.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	0.00	80.00	1,200.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	0.00	500.00
2-69-00-510-03	Building General Supplies Water	0.00	0.00	500.00
2-69-00-528-00	Building Repairs Maint - Admin	0.00	0.00	1,000.00
2-69-00-528-01	Building Repairs Main FCSS/Council	0.00	0.00	10,000.00
2-69-00-528-03	Building Repairs & Main Water	0.00	0.00	600.00
2-69-00-540-00	Electricity Admin	0.00	290.53	4,000.00
2-69-00-540-01	Electricity FCSS/Council	0.00	107.30	1,500.00
2-69-00-540-02	Electricity PW Shop	0.00	1,066.64	1,700.00
2-69-00-540-03	Electricity Water	0.00	615.90	12,000.00
2-69-00-543-00	Natural Gas Admin	0.00	464.44	4,500.00
2-69-00-543-01	Building Natural Gas FCSS/Council	0.00	259.76	2,000.00
2-69-00-543-02	Natural Gas PW Shop	0.00	500.53	2,200.00
2-69-00-543-03	Natural Gas Water	0.00	29.00	2,500.00
*	TOTAL FACILITIES	0.00	3,734.10	49,000.00
CULTURE & RECREATION				
2-71-00-990-02	Cremona Days	5,944.72	0.00	5,400.00
2-71-00-990-08	WinterFest	1,989.70	0.00	0.00
*	TOTAL CULTURE & RECREATION	7,934.42	0.00	5,400.00
PARKS & RECREATION				
2-72-00-148-00	Training & Development - Parks	1,840.13	0.00	0.00
2-72-00-230-00	Other Contracted Services	7,505.00	0.00	4,000.00
2-72-00-510-00	General Supplies	138.87	0.00	500.00
2-72-00-513-00	Beautification - Parks	0.00	0.00	2,500.00
2-72-00-528-00	Equipment Repairs & Maint. - Park	328.23	81.20	0.00
2-72-00-528-01	Playground Repairs & Maint.	99.54	0.00	100.00
*	TOTAL PARKS & RECREATION	9,911.77	81.20	7,100.00
LIBRARY				
2-74-00-274-00	Insurance Library	670.69	688.87	700.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	0.00	250.00
2-74-00-850-00	Grant - Cremona Library	2,700.00	0.00	2,440.00
2-74-00-850-01	Grant - Parland Regional Library	3,674.28	901.32	3,700.00
*	TOTAL LIBRARY EXPENSE	7,044.97	1,590.19	7,090.00
**	TOTAL EXPENSES	1,069,529.57	173,007.30	900,487.00
***	(SURPLUS)/DEFICIT	183,234.46	81,102.27	9,926.00

*** End of Report ***



REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:10 b)

TITLE: Reports – Chief Administrative Officer Report

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Once a month the CAO will provide an update on the happenings of the Village that is of particular importance. Highlighted notes from each department are listed below in point form.

PUBLIC WORKS UPDATE

- Weekly water testing and taking samples into Didsbury Hospital for testing.
- Lots of snow clearing, sanding.
- Capital Pressure was in March 7 & 8 to steam out the storm drains to be help with the melting snow.
- Volker Stevin moved snow on Railway Avenue and did sanding for on some of our more problem roads.

MEETING WITH LIBRARY

On the morning of Feb. 27th I met with Lyle Stevenson of Stevenson Homes and the Library Board Chair Melissa Savage and Josephine Sayles, Tracey Westersen and Sandra Herbert about changes to the new building. The glass doors between the library and the village office will be closed off and the washroom will be installed where the desks currently sits. The entrance to the library will be through the new addition and the current door will be closed off as well. These additional costs are just under \$10,000; however the Library does have the funds to make these changes.

AUMA SMALL COMMUNITIES COMMITTEE

I was in Edmonton on Feb. 28th to attend the AUMA Small Communities Committee. It was a great meeting and I was pleased that those around the table were all from small communities under 2500 and most were Villages. This committee is focusing on the Rural Health Physician Retention Program, Nurse Practitioner support, Rural Broadband to small communities and policing.

INSTALLATION OF WASHROOM IN FCSS

The contractor started on Friday, Feb. 23 for the bathroom installation at the FCSS/Council Chambers. The work has progressed very well.

FORTIS COMMUNITY ENHANCEMENT GRANT

I applied for the above grant in the amount of \$2500 to purchase bear proof garbage bins.

SPRING 2018 MUNICIPAL LEADERS CAUCUS

I will be attending the Spring Municipal Leaders Caucus on March 14 & 15 and I will bring a report back to Council. Tim has decided to attend the June Mayor's Caucus instead. The March meeting is where Ministers will be in attendance and there is the opportunity to ask questions.

ICC MEETING

On March 1st, Tim, Sonia and I met with the County ICC members (Angela Albers, Greg Harris, Christofer Atchison and Jeff Holmes). The next steps are to work on the Intermunicipal Development Plan (IDP). A meeting with the County and Village Planners going over the IDP will be on April 13 in Cremona.



REQUEST FOR DECISION (RFD)

REGIONAL CAO MEETING

The CAOs met on the morning of March 5th. Updates were given on where the County is with the ICF/IDP process. A discussion on the AFRACS radios took place. Cremona is the only one currently using the radios. The other fire departments have put the purchase of some radios in their 2018 budgets. The cost for the radios goes from \$3000 up to \$10,000.

MEETING WITH DWIGHT NAGEL

Dwight Nagel cancelled his presentation on Regional Library Board on March 7th. After I posted this to other boards and Councils I received two emails saying it wasn't worth having so I don't see the point in having this presentation.

CREMONA PROMOTIONAL BROCHURE FOR DEVELOPERS

I have created the above noted information brochure that Realtor Mike Brody will be have available at a trade show or home show in April. The brochure will also be posted on our website. Once the Intel website it done I will have it or the information from the brochure posted on this website also. The brochure focuses on the two parcels for residential and the Village's lots along Railway Avenue.

LEADERSHIP CAUCUS

I attended the Municipal Leadership Caucus in Edmonton March 13 & 14. A full report will be provided in the weekly memo.

STRATEGIC PLANNING

Council and Staff had a Strategic Planning session on March 17th. This plan will be the focus and priorities for Cremona in the next four years. Once the plan is completed it will be available on the Village's website or to pick up a copy at the office.

FCSS COORDINATOR'S REPORT

For the month of February I have been completing the funding agreements for the agencies we approved. I have applied for a few grants, the transportation grant, the rural communities grant as well as the AG grant. I also have a start on our Rec board grant.

On the 10th we hosted a First Aid course. We had 12 attend, which I think shows the need for the course. It cost us very little to run and the instructor was FANTASTIC!

I attended a director's interagency meeting in Olds to talk about funding and what other FCSS's in our area are planning.

The Family outing has been planned, it will be the 16th of April, and we will be going to an escape room and Telus Spark for the day.


The March/April edition of our newsletter was completed and mailed out.

There was a definite increase in "walk in's" in February, most tax related and some seniors help.

RECOMMENDED ACTION:

That Council accept the CAO report for March 20, 2018 as information only.

INTLS: CAO: LS

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:10 c)

TITLE: Reports –Cremona Municipal Library 2017 Annual Report

ORIGINATED BY: Councillor B. Scribner

BACKGROUND / PROPOSAL:

Councillor Scribner provided the 2017 Annual Report of the Cremona Municipal Library Board.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached report.

The format and reporting system is how Parkland Regional Library has Municipal Libraries do their annual reporting.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council accept the 2017 Annual Report of the Cremona Municipal Library as information only.

INTLS: CAO: LS

Cremona

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

Date approved	
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Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at http://www.municipalaffairs.alberta.ca/plsb_directory.

Name of library board	Name of library (or libraries)
The Village of Cremona Library Board	Cremona Municipal Library

Phone, Fax, Email, Website

Library phone	Library fax	Library email	Library Board email	Library website
403-637-3100	403-637-2101	cremonalibrary@prl.ab.ca		www.cremonalibrary.prl.ab.ca

Address

Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
205 1st Street East	General delivery	Cremona	Alberta	T0M 0R0

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Sandra Herbert	cremonalibrary@prl.ab.ca	403-637-3100	403-637-3794
Respondent (if different than above)	Tracy Westerson	cremonalibrary@prl.ab.ca	403-637-3100	403-637-2055

Info

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for CURRENT board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. Term expiry dates (month/year) MUST be provided for ALL board members, including those board members who are also councillors. **Note:** While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The *Libraries Act* requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Melissa Savage	Box 419 Water Valley	403-880-7897	melissa_savage@hotmail.com	2020-12-11	No
Board Member 1	Greg Harris	Box 611 Cremona	403-586-6267	gharris@mvcounty.com	2019-12-11	Yes
Board Member 2	Bonnie Scribner	Box 514 Cremona	403-836-3757	bscribner@cremona.ca	2019-12-11	Yes
Board Member 3	Patti Kirkwood	Box 178 Cremona	204-720-8113	kirkquads@gmail.com	2019-10-01	No
Board Member 4	Kristi McKinnon	Box 38 Cremona	403-637-2353	kristi_mal@hotmail.com	2019-10-01	No
Board Member 5	Sandra Reid	Box 218 Cremona	403-637-3805	reidranchingcremona@gmail.ca	2019-10-01	No
Board Member 6	Josephine Sayles	RR2 Crossfield	403-829-3360	josephinesayles@outlook.com	2019-10-01	No
Board Member 7	Karel Beckman	Box 652 Cremona	403-637-3948	karelb1@hotmail.com	2019-10-01	No
Board Member 8	Lori Reid	Box 71 Cremona	403-637-3940	daveandlori02@hotmail.com	2019-10-01	No
Board Member 9						

Library Management - General

Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
Jan 12, Feb 09, Mar 09, Apr 13, May 11, May 18, June 08, Sept 14,	110 208	Municipality

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	9:30 - 12:00	4:00 - 8:00 pr	11:00 - 4:30p	6:00 - 8:30 pr	1:30 - 4:30			18.00 17.50
Summer Hours								10.50

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

Hours Open per Year	
900.00	875.00

Personnel

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

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	2	1,042.50
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	1	402.00
Other	2	806.00
Total staff	3	1,208.00

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	7	110.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	7	110.00
Friends of the Library	0	0.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	268	192
Non-print items	22	11
Total	290	203

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

Print Volumes	Periodicals (number of issues)	Total Print
6,466	0	6,466

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
0	0	423	0	1	1	0	425

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
0	0	0	0	0	0	0	0	0

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

Contribution	
\$500.00	\$500.00

Totals

Total physical collection	Total licensed virtual collection	Total collections
6,891 6,797	0 0	6,891 6,797

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
2,485 2,537	159 177	1,896 2,376	938 1,278	4 0	32 28

Direct Circulations, continued...

Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
60 42	0 0	500 574	6,074 7,012	0 0	6,074 7,012

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	2,123 1,590	1,386 1,349
Outside of Alberta, but within Canada	2 0	1 0
Outside of Canada	0 0	0 0
Total	2,125 1,590	1,387 1,349

Reference and Use

Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

Total reference transactions	Count method
3,755 3,750	Estimate (1 week x 50)

Library Use

Library visits and in-house use of materials.

In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
3,400 3,400	Estimate (1 week x 50)	1,908 2,025	0 75	Estimate (1 week x 50)

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: To public libraries housed in schools - DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	8 8	320 162
Young adult	0 0	0 0
Adult	0 0	0 0
Family/multigenerational	0 0	0 0
Other	0 0	0 0
Total	8 8	320 162

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	2 2	75 75

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media please use the "Add Notes" feature to record the additional data.

Name of Platform	Username/URL	Metrics
Facebook	cremona municipal library Cremona Municipal Library	
Village Voice	cremona.ca/news.html	
FCSS Newsletter	facebook.com/group/848592721874431	
Cremona Engagement Site	cremonaces.com	

Cardholders, Fees, Facilities**Total cardholders**

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	1,156	1,054

Card fees

Indicate YES or NO if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. DO NOT leave these fields blank - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	<u>Do you charge card fees?</u>	<u>If yes, how much?</u>
Adult	No No	\$0.00 \$0.00
Juvenile	No No	\$0.00 \$0.00
Senior	No No	\$0.00 \$0.00
Family	No No	\$0.00 \$0.00
Other	No No	\$0.00 \$0.00

Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

<u>Library area (Sq. metres)</u>	<u>Library area (Sq. feet)</u>
60.0	645.8 645.8

Facility status

	<u>Yes or No</u>	<u>Please provide a brief explanation (if applicable)</u>
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

Electronic Performance Measures**Workstations**

<u>Workstations with internet access</u>	<u>Workstations without internet access</u>	<u>Mobile workstations</u>	<u>Total workstations</u>
5 5	0 0	0 0	5 5

Workstation sessions

<u>Number of workstation sessions</u>	<u>Count method (sessions)</u>	<u>Workstation hours</u>	<u>Count method (hours)</u>	<u>Length of workstation sessions (minutes)</u>	<u>Percentage of time workstations in use</u>
286 573	Estimate (1 week x 50)	576.00 576.95	Estimate (1 week x 50)	60 60	12.80% 13.19%

Public Wi-Fi sessions


<u>Number of public wi-fi sessions</u>	<u>Count method</u>
6,659 9,683	Actual count

Accomplishments & Comments

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

Accomplishments

The Cremona Library Board has hired a company to build an addition to our existing building. The library was involved in Discovery night,



VILLAGE OF
Cremona
REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:11)

TITLE: Correspondence & Information

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Attached with this RFD are items which Council would like to discuss or make a formal resolution; otherwise the information is for Council's review only.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The following items are provided:

- 3rd Annual Mountain View Seniors' Housing Foundation Gala on April 19, 2018

RECOMMENDED ACTION:

That Council accept the attached correspondence as information only.

AND/OR

That Council...

INTLS: CAO: LS

3rd Annual Powered by the People

Gala

April 19, 2018

You are Invited

**Mountain View Seniors' Housing Foundation
is excited to host our 3rd Annual**

Powered by the People Gala & Fundraising Event

Carstairs Community Hall, 1100 Lackner Way, Carstairs, Alberta.

Featuring the

BLAKE REID BAND



Join us April 19, 2018 at 5:30pm. Carstairs Community Hall, 1100 Lackner Way, Carstairs, AB.
Cocktail reception, dinner, live auction and entertainment by the Blake Reid Band.
Tickets \$100 per person.


For tickets contact:

Chayla Zelasek
403.556.2957
chayla.zelasek@mvsh.ca

Sharon Lampitt
403.337.3505

Tickets can also be purchased online at www.mvsh.ca



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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:12

TITLE: Next Meeting

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Council will announce the location of the next Council Meeting in April, 2018.

RECOMMENDED ACTION:

That Council declare that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 p.m. on April 17, 2018 at Council Chambers located at 106 1st Avenue East.

INTLS: CAO: LS

 VILLAGE OF
Cremona
REQUEST FOR DECISION (RFD)

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:13

TITLE: Open Forum

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

Members of the public are welcome to give a short presentation or ask questions of Council at this time.

INTLS: CAO: LS

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:14

TITLE: In-Camera/Reconvene

ORIGINATED BY: L. Smith, Chief Administrative Officer

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:

Council will be required to make a motion to go in-camera to discuss items that are either legal, land related or personnel related.


COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

That Council go in-camera at _____ p.m.

That Council reconvene from in-camera to Regular Council Meeting at _____ p.m.

INTLS: CAO: LS

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

MEETING: Regular Council Meeting

Date: March 20, 2018

AGENDA NO.:15

TITLE: Adjournment

ORIGINATED BY: L. Smith, Chief Administrative Officer

BACKGROUND / PROPOSAL:

A Member of Council will move to adjourn the meeting.

RECOMMENDED ACTION:

That Council adjourn the Village of Cremona Regular Council Meeting on the 20th day of March 2018 at _____ p.m.

INTLS: CAO: LS

***COUNCIL REMINDER – TIMESHEETS ARE DUE ON MARCH 23, 2018
Drop them off to Sandi or email them to her at: finances@cremona.ca***