



## REGULAR COUNCIL MEETING AGENDA

January 17, 2023, at 7:00 p.m.

Council Chambers – 106 1<sup>st</sup> Avenue East

### ATTENDANCE:

**Deputy Mayor:** Canaday, **Councillors:** Goebel, Thompson, Shi

**OTHER PRESENT:** Karen O'Connor, CAO & Sandi Ryan, Finance Clerk

**ABSENT:** Mayor Hagen

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1. **CALL TO ORDER** 23/001
2. **ACCEPTANCE OF AGENDA** 23/002
3. **ADOPTION OF MINUTES**
  - a. December 20, 2022, Regular Council Meeting Minutes 23/003  
4
4. **DELEGATIONS / PRESENTATIONS** RFD 23-01-001 23/004
5. **PUBLIC HEARINGS**
6. **OPEN FORUM- PUBLIC QUESTION PERIOD**
7. **BUSINESS ARISING FROM PREVIOUS MEETING** RFD 23-01-002 23/005
8. **BYLAWS & POLICIES**
9. **NEW BUSINESS**
  - a) Appointing CAO RFD 23-01-003 23/006
  - b) Restate the Acting CAO back to Corporate Services Coordinator RFD 23-01-004 23/007
  - c) Authorizing the extended absents for Mayor Hagen RFD 23-01-005 23/008
  - d) Cost of Soil Testing for Development of Lots RFD 23-01-006\_ 23/009
  - e) Appointing a new board member for the Cremona Municipality Library RFD 23-01-007\_ 23/010
  - f) Appointing a new representative for PRL Board RFD 23-01-008\_ 23/011
  - g) Support FCSS for Canada Expense RFD 23-01-009\_ 23/012
10. **REPORTS**
  - a) Financial Reports 23-01-010 – 23/013 & 23/014
  - b) CAO Report RFD 23-01-011-23/015
11. **MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS** RFD 23-01-012\_ 23/016
12. **CORRESPONDENCE & INFORMATION** RFD 23-01-013\_ 23/017
13. **NEXT MEETING** RFD 23-01-014\_ 23/018
14. **CLOSED MEETING**
15. **RECONVENE**
16. **ADJOURNMENT** RFD 23-01-015\_ 23/019



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

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 1

**TITLE:** Call to Order

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

Deputy Mayor Canaday called the January 17, 2023, Village of Cremona Council meeting to order at \_\_\_\_ PM

**RECOMMENDED ACTION:**

**23/001 MOTION** THAT Deputy Mayor Canaday  
called the meeting to order at \_\_\_\_ P.M.

INTLS: CAO: *ko*

## REQUEST FOR DECISION 22-01-002

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 2

**TITLE:** Acceptance of the Agenda

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

### **BACKGROUND / PROPOSAL:**

By resolution, Council must accept the agenda.

### **RECOMMENDED ACTION:**

**23/002 MOTION** That Councillor \_\_\_\_\_  
accepts the Agenda as presented.

OR

**23/002 MOTION** That Councillor \_\_\_\_\_  
accepts Council accepts the Agenda  
as amended.

INTLS: CAO: KO



## REQUEST FOR DECISION 22-01-003

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 3 a)

**TITLE:** Minutes – December 20, 2022, Regular Council Meeting

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

**BACKGROUND / PROPOSAL:**

December 20, 2022, 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:**

**23/003 MOVED** THAT Councillor \_\_\_\_\_ accepts December 20, 2022, Regular Council Meeting minutes as presented.

OR

**23/003 MOVED** THAT Councillor \_\_\_\_\_ accepts the December 20, 2022, Regular Council Meeting minutes as amended.

INTLS: CAO: **KO**



Village of Cremona  
Regular Council Meeting Minutes  
December 20, 2022

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A Regular Council Meeting was held in the Village of Cremona Council Chambers at 7:00 p.m. on Tuesday, December 20, 2022.

**IN ATTENDANCE:** Deputy Mayor Canaday, Councillor Shi, Councillor Goebel, Councillor Thompson

**OTHERS PRESENT:** CAO Karen O'Connor, Acting CAO Sandi Ryan and 12 members of the public

**ABSENT:** Mayor Hagen

**1.1 CALL TO ORDER:** Deputy Mayor Canaday called the meeting to order at 7:01 p.m.

**1.2 ADOPTION OF AGENDA:**

**151/22** **MOVED** by Deputy Mayor Canaday to adopt the December 20, 2022, Agenda, Regular Council.

**CARRIED**

**1.3 ADOPTION OF MINUTES:**

**152/22**      **MOVED** by Deputy Mayor Canaday to accept the Minutes for November 15, 2022, Regular Council Meeting as presented with amendments.

**CARRIED**

**2.1 PUBLIC HEARINGS:** None

**2.2 PRESENTATION:** None

**2.3 PUBLIC QUESTION PERIOD:** Cremona resident raised concerns regarding the recycling site not being cleaned up yet and the bins are still present. Council addressed the concerned resident indicating that it is still in the works to have the bins removed and the site cleaned up.

**2.4 REQUESTS FOR DECISION:**

**RFD 22-12-001**                      **Interim 2023 Budget**

**153/22**      **MOVED** by Councillor Goebel THAT Council adopt the Village of Cremona 2022 Budget as the Village of Cremona 2023 Interim Budget until such time as the 2023 Village of Cremona budget is passed.

**CARRIED**

**RFD 22-12-002**                      **Annual Appropriation to Cremona Library**

**154/22**      **MOVED** by Councillor Goebel THAT Council has reviewed the ICF with Mount View County, Shared Facility, Sub-Agreement, and has approved continuing the previous support payment to The Cremona Library, that being \$2,500 annually.

**CARRIED**

**RFD 22-12-003**

**Village of Cremona Purchasing Security Cameras**

**155/22**

**MOVED** by Councillor Thompson THAT Council has approved that the CAO will seek out security cameras cost for the hardware and insulation for the village entities, then bring them back to the council.

**CARRIED**

**RFD 22-12-004**

**Business License Application**

**156/22**

**MOVED** by Mayor Canaday THAT Council approves the business license application by KCS Animal Rescue Society to operate at 213 Railway Ave E, Cremona, AB TOM ORO operates as a rescue housing for dogs & cats that have been victims of violence.

**DEFEATED**

**RFD 22-12-005**

**Awarding the Pump Station Piping Upgrade Project**

**157/22**

**MOVED** by Councillor Goebel THAT Council approves the awarding Balzer's Canada Inc. for the Pump Station Piping Upgrade Project. The project involves a new header for the emergency pump including a flow meter and new valves to the control flow for the truck fill header. The project also involves programming upgrades so that the emergency pump can be shut off remotely, eliminating the need to have an operator come down to the pump station and manually shut off the pump.

**CARRIED**

**RFD 22-12-006**

**New Signing Authority for the Village of Cremona**

**158/22**

**MOVED** by Deputy Mayor Canaday THAT Council approves the rescinding of the signing authority of the Acting CAO, Sandi Ryan as of December 20, 2022.

**DEFEATED**

**159/22** **MOVED** by Councillor Shi THAT Council appoints signing authority to the new Chief Administrative Officer, Karen O'Connor as of December 20, 2022.

**CARRIED**

**160/22** **MOVED** by Councillor Goebel THAT Council appoints signing authority to Deputy Mayor Canaday as of December 20, 2022.

**CARRIED**

**RFD 22-12-007**

**Council Authorizes a Corporate Credit Card for the CAO for Work Expenditure**

**161/22** **MOVED** by Deputy Mayor Canaday THAT Council approves a corporate credit card to be issued to Chief Administrative Officer, to provide a convenient, cost-effective, and less cumbersome method of procuring a paying for low-value goods and services and to cover any emergencies that may occur. The credit card has a credit limit being \$ 5,000 single transaction limit and a \$ 50,000 monthly credit limit

**CARRIED**

**RFD 22-12-008**

**Council Appoint New Cremona Library Board Member**

**162/22** **MOVED** by Councillor Thompson THAT Council approves the appointing Janice Shand to the Cremona Library Board, for a three-year term, being December 2022 to December 2025.

**CARRIED**

**RFD 22-12-009**

**The Village of Cremona Library Bylaw**

**163/22** **MOVED** by Councillor Goebel THAT Council approves The Village of Cremona Library Bylaw as presented.

**CARRIED**



**RFD 22-12-010**

**Accounts Payables for November 2022**

**164/22**

**MOVED** by Councillor Thompson THAT November 2022, accounts payables for the sum of \$70,587.32 is accepted as information.

**CARRIED**

**RFD 22-12-011**

**Financial Report November 2022**

**165/22**

**MOVED** by Councillor Goebel THAT Council accepts the November 2022 Financial Budget update as information.

**CARRIED**

**3. REPORTS:**

**Mayor Hagen:**

- 

**Deputy Mayor Canaday:**

- EfW -SAEWA -Nov 23, 2022

**Councillor Shi:**

- CCES Advisory Council Meeting Nov 24, 2022
- MVSH Regular Meeting -Nov 3, 2022

**Councillor Goebel:**

- FCSS Meeting Minutes- Dec. 12, 2022
- FCSS- Coordinators Report- Nov. 2022
- Village of Cremona Meeting Minutes, Nov 24, Oct 27, 2022

**Councillor Thompson:**

- MVWMC-Nov 21, 2022

**CAO O'Connor:**

- MVREMA Meeting Minutes- Sep 13, 2022
- AB Emergency Management Agency -Oct 2022
- Modified Micro Surfacing-Dec. 13, 2022
- MVREMA- 2022 Fees & Finances

**166/22** **MOVED** by Councillor Goebel THAT Council accepts all reports as information.

**CARRIED**

**4. CORRESPONDENCE:**

- AB Precision Laboratories- Dec. 5, 2022
- AB Public Safety and Emergency Services- Bulletin Dec 12, 2022
- Economic Development in Rural AB Plan, Dec. 14, 2022
- Board eNews-Dec 1, 2022
- Letter from Honorable Mike Ellis M. A. AB Safety & Emergency Service
- Economic Development Tools Order Summary-Nov 23, 2022

**167/22** **MOVED** by Councillor Shi THAT Council accepts all correspondence as information.

**CARRIED**

**5. CLOSED SESSION:**

**6. NEXT MEETING:**

**MOVED** by Councillor Goebel THAT Council declare that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 PM on Tuesday, January 17, 2023, located at 106 1<sup>st</sup> Avenue East.

**7. ADJOURNMENT:**

**168/22**

**MOVED** by Deputy Mayor Canaday to adjourn the meeting at 7:48 P.M.

**CARRIED**

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Joseph Canady, Deputy Mayor

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Karen O'Connor, CAO



## REQUEST FOR DECISION 23-01-004

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 4

**TITLE:** Delegations / Presentations

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

**BACKGROUND / PROPOSAL:** KCS Animal Rescue Society will give the council a presentation of their business and will be able to answer any questions that the council may have that will help them approve of the Business License application.

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

**RECOMMENDED ACTION:**

**23/004 MOTION** THAT Councillor \_\_\_\_\_ approves the business license application by KCS Animal Rescue Society to operate at 213 Railway Ave E, Cremona, AB T0M 0R0 operates as a rescue housing for dogs & cats that have been victims of violence.

INTLS: CAO: *KO*



## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 5

**TITLE:** Public Hearing

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

**BACKGROUND / PROPOSAL:**

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

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

**RECOMMENDED ACTION:**

INTLS: CAO: *KO*



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

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 6

**TITLE:** OPEN FORUM-PUBLIC QUESTION PERIOD

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

**BACKGROUND / PROPOSAL:**

**RECOMMENDED ACTION:**

INTLS: CAO *KO*



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

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 7

**TITLE:** BUSINESS ARISING FROM PREVIOUS MEETING

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

**BACKGROUND / PROPOSAL:**

Councillor Goebel would like to discuss the Cardboard Bin options that the village could present to the local businesses that are needing this service.

- 1) Place a cardboard bin on the village's land, and ensure it is clearly visible to drive-by residents or homes owners. (This would help to eliminate garbage being placed by it.) All Cremona residents would be able to use
- 2) Have the bin placed where the local businesses would have access to it. Place a lock on the bin and only the businesses that want the service will have a key and will share the cost.
- 3) Open discussion

The CAO has reached out to 360 Waste Management but has not been replied to as of Jan 12, 2023

**RECOMMENDED ACTION:**

INTLS: CAO: *KO*

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

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 8

**TITLE:** BYLAWS & POLICIES

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

**BACKGROUND / PROPOSAL:**

Council review Personnel Policy Manual Policy # 1701-02

**RECOMMENDED ACTION:**

INTLS: CAO: *KO*





Policy #1701-02

# Personnel Policy Manual

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## POLICY STATEMENT

This manual was prepared to provide a uniform, fair and effective system of personnel administration for the Village of Cremona and to provide a mutual understanding between the employees, and supervisors within policy guidelines approved by Village Council, as shown on the following pages. This manual will be periodically reviewed and revised where necessary. Any additional memorandums issued concerning the personnel manual will be distributed and made available to all employees.

## PURPOSE

This manual has three main objectives:

1. To ensure the provisions of this manual are consistent with established principles of personnel management and where necessary, the *Employment Standards Act*.
2. To ensure the procedures are fair to both employer and employee and that adequate protection is provided for the interest of both parties.
3. To provide employee benefits at a level that will enable the Village to maintain a competitive position in the labor market.

## SCOPE

This policy applies to all Village of Cremona employees, including Village Council where applicable.

### 1 DEFINITIONS

#### 1.1. EMPLOYER

Shall mean the Village of Cremona

#### 1.2. CHIEF ADMINISTRATIVE OFFICER

Shall mean the appointed Chief Administrative Officer for the Village of Cremona; herein referred to as CAO.

#### 1.3. COUNCIL

Shall mean elected Officials for the Village of Cremona, in the Province of Alberta.

#### 1.4. PERMANENT FULL TIME EMPLOYEE

Shall mean any employee who has been appointed to a permanent position. Works forty hours or more a week and has successfully completed the probationary period.

#### 1.5. PERMANENT PART TIME EMPLOYEE

Shall mean any employee who has been appointed to a permanent position. Works twenty-four hours or more, but less than forty, a week and has successfully completed the probationary period.

#### 1.6. PART TIME EMPLOYEE

Shall mean any employee who is hired for seasonal work.

#### 1.7. CASUAL EMPLOYEE

Shall mean any employee who works less than twenty-four hours per week or on a call-in as required.

#### 1.8. PROBATIONARY EMPLOYEE

Shall mean any employee filling a permanent position and serving the probationary period.

**1.9. OFFICE EMPLOYEE**

Shall mean any employee of the Village of Cremona whose primary duties consist of administrative or clerical work.

**1.10. OUTSIDE EMPLOYEE**

Shall mean any employee whose primary duties are not related to administrative or clerical work.

**1.11. SUPERVISOR**

Shall mean any position that is responsible for supervision of employees.

**1.12. APPOINTEE**

Shall mean any employee who is authorized on behalf of the CAO to act on their behalf.

**1.13. PROBATIONARY PERIOD**

Shall consist of three full months of consecutive employment

**1.14. COMMITTEE OF THE WHOLE**

Shall mean a committee consisting of all Village Councilors.

**1.15. HARASSMENT**

When an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical ability, ancestry, marital status, sexual orientation, family status or source of income.

**1.16. IMMEDIATE FAMILY**

Shall mean the spouse, child, parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, grandchildren, grandparents, guardian, ward, or a related dependent of the employee.

**1.17. SICK LEAVE**

Shall mean the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, under examination or treatment of a physician, or dentist or because of an accident for which compensation is not payable under the Workers' Compensation Act.

**1.18. LEAVE OF ABSENCE**

Shall mean a period of time granted to an employee to be away from work and may be with or without pay.

**1.19. MATERNITY LEAVE** (*Division 7 Employment Standards Code*)

Shall mean female employees who are on an approved leave of absence in connection with pregnancy. Maternity leave consists of a maximum of 16 weeks.

**1.20. PARENTAL LEAVE**

Shall mean a voluntary leave of absence related to the birth or adoption of a child. Parental leave may be taken by one parent or shared between the two parents. Total combining parental leave cannot exceed thirty-seven (37) weeks.

**1.21. COMMON ANNIVERSARY DATE**

Shall refer to the common date at which vacation accruals and wage increases will commence. The common anniversary date for all employees is January 1.

**1.22 PHYSICIAN**

Shall mean a physician who provides care to a family member and who is entitled to practice medicine under the laws of the jurisdiction in which the care is provided;

**1.23 PRIMARY CAREGIVER**

Shall mean an individual who has primary responsibility for providing care or support to a seriously ill family member for that family.

**2. ADMINISTRATION OF THE PERSONNEL PROGRAM**

**2.1 VILLAGE COUNCIL**

The Council exercises control over the hiring of the CAO approves bylaws, resolutions and all policies.

**2.2 CHIEF ADMINISTRATIVE OFFICER**

The CAO shall be responsible for ensuring the effective administration of this manual and procedures and may delegate such functions as deemed necessary for the implementation of this system.

**2.3 PERSONNEL RECORDS**

The CAO or his/her appointee shall maintain a personnel record on each Village employee. The personnel record shall show the employee's name, title, job description, salary, and change in employment status, training received, disciplinary actions and other such information as may be deemed pertinent.

All employee records shall be considered 'confidential' and shall be accessible only in the following manner:

- Contents of an employee's file shall not be opened by anyone except the CAO, the employee or as may be required by a Court Order.
- No information from the personnel file shall be released to outside parties except verification of employment, employment dates and titles without prior authorization from the CAO or employee.

**3. EMPLOYMENT**

**3.1. MANAGEMENT RIGHTS**

All employees acknowledge that it is the right of the Village to manage the affairs of the Village and direct the employees to meet the goals and objectives established by the Village.

### 3.2. **EQUAL EMPLOYMENT OPPORTUNITY**

It shall be the policy of the Village of Cremona to fill all vacant positions with the best qualified, available applicant. Selections will be made on the basis of educational background, related work experience and other job related factors, but without regard to race, religious beliefs, colour, gender, and gender identify, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for promotion.

### 3.3. **RECRUITMENT**

The recruitment of positions shall be authorized by the Council. It is the CAO's responsibility to hire for vacant positions and take steps as may be necessary to attract qualified applicants.

The final selection to fill each vacancy shall be made by the CAO and reported to Council. The final selection to fill the CAO position shall be made by Council at a regularly scheduled council meeting.

### 3.4. **HIRING**

Each new employee hired by the Village of Cremona will be given a position title based on his/her duties and responsibilities with the Village. The CAO or designate will instruct the new employee of his/her position title at the beginning of employment. An employee's supervisor, where applicable, is responsible for introducing and orienting the new employee.

### 3.5. **PROBATIONARY PERIOD**

All new employees shall serve a probationary period of 90 days continuous service. During this period the probationary employee's performance will be evaluated; the CAO who may dismiss probationary employees at any time during the probationary period for any reason without notice or payment in lieu of notice. The CAO or supervisor may also extend the employee's probationary period to allow for more time to evaluate the employee's performance.

### 3.6 **PERMANENT FULL TIME STATU**

Employees who have successfully completed the probationary period shall be granted permanent full time status. Permanent full time employees are entitled to all benefits and privileges provided by the Village of Cremona.

Permanent full time employees must have valid driver's license, in good standing at all times.

Permanent full time employees being promoted or placed in another position shall serve a probationary period of thirty days in the new position.

### 3.7 **PERMANENT PART TIME STATUS**

Permanent part time employees who have successfully completed the probationary period shall be entitled to all benefits and privileges provided by the Village of Cremona.

Permanent part time employees must have a valid driver's license in good standing at all times.

Permanent part time employees being promoted or placed in another position shall serve a probationary period of thirty days in the new position.

### 3.8 **PART TIME STATUS**

Part time employees are eligible for vacation pay only. Vacation pay will be paid out per pay period.

### 3.9 CASUAL STATUS

Casual employees are eligible for vacation pay only. Vacation pay will be paid out per pay period. Casual employees may be released at any time.

### 3.10 RESIGNATIONS

Employees are expected to give notice of resignation consistent with the minimum requirements of the *Alberta Employment Standards Code*. The CAO is expected to give six weeks advance notice of voluntary separation in order that necessary arrangements may be made to carry on the work without interruption.

### 3.11 RETIREMENT

Employees are encouraged to provide at least Ninety (90) days written notice of their intention to retire from the Village of Cremona. This time will allow the Village and the Employee to work together to ensure a smooth transition.

Employees drawing other pensions such as Canada Pension Plan (CPP) or Old Age Security (OAS) will provide official written notification from the applicable agency to the payroll department as soon as possible and will be subject to applicable payroll regulations as established by the Canada Revenue Agency or other legislation.

### 3.12 TERMINATIONS

Terminations will be determined through the CAO and through consultation with Village Solicitors. Termination of the CAO will be handled by Council as per section 205 of the Municipal Government Act.

### 3.13 LAY OFF AND RECALL

In case it becomes necessary to reduce the working force, the employer will notify employees who are to be laid off fourteen calendar days prior to the layoff.

In determining which employees are to be laid off, the factors to be considered are skill, training, knowledge, efficiency and other relevant attributes. Where these factors are equal seniority shall be the deciding factor.

No new employee will be hired in that department while other employees are laid off. If an employee does not return from lay-off when requested, the employee shall be considered to have terminated employment.

Benefits such as Sun Life Financial, etc. will be paid in full by the Village during the layoff, providing the employee does not accept employment elsewhere.

### 3.14 ORGANIZATION CHART

An approved Organization Chart attached to this manual establishes the lines of authority for reporting and administrative responsibility and indicates where various positions fall in the total scheme of the Village. It is the responsibility of each employee to be familiar with the structure and lines of this chart and to act accordingly in any given situation. While all positions on the chart will have a detailed job description, the CAO shall be handled according to the Municipal Government Act.



### 3.15 EVALUATIONS

Once each year the CAO, shall complete a written evaluation of each employee under his/her immediate supervision. These evaluations shall be discussed with each employee and their supervisor privately. Following that, evaluations shall be discussed with the supervisor and CAO. The written evaluations shall become part of each employee's personnel file.

Once a year, the Village Council shall conduct with the CAO, privately, an appraisal and full review on his/her work performance. This appraisal shall be in writing and becomes part of his/her personnel file.

### 3.16 ON-CALL/STANDBY

On-call shall be considered as being ready or available for immediate action outside the regular working hours. While on call, employees represent the Village and shall carry out their duties in a manner befitting their position. If any employee is unable to carry out his/her duties they shall contact their immediate supervisor, or next in command, to organize an alternate person to perform any 'on call' duties. Failure to contact a relevant person shall result in disciplinary action. (See 4.6)

Where the on-call employees are designated to be On-call under conditions which may restrict their normal off-duty activities, they shall be compensated on the following basis:

Employees will be paid a flat rate of \$10.00 per day while on-call. If the employee is called in they will be paid for the hours worked at their regular wage and will not receive the \$10.00 flat fee for that day.

Employees must be paid for at least 3 hours of pay at the minimum wage each time they're required to report to work, or come to work for short periods. This 3-hour minimum doesn't apply if the employee isn't available to work the full 3 hours.

If an employee works for fewer than 3 consecutive hours, the employer must pay wages that are at least equal to 3 hours at the minimum wage.

*If any employee's regular wage is greater than the minimum wage, the employer may pay them for less than 3 hours of work at this higher rate.*

Employee's hours are counted once they arrive at the work site and are not compensated for travel time or mileage.

### 3.17 EMPLOYEE TRAINING

The Village of Cremona encourages the training and development of employees which will assist in meeting the demands of the changing work environment and/or is applicable to the employee's position of responsibility.

In the event that an employee resigns their position with the Village within six months of completing training or attending courses the employee will be required to pay a portion of the overall costs back to the Village.

- If the employee resigns in the same month or the month after the course completion the employee will pay back 100% of the costs.
- If the employee resigns two months after the course completion the employee will pay back 80% of the costs.
- If the employee resigns three months following the course completion the employee will pay back 60% of the costs.

- If the employee resigns four months following the course completion the employee will pay back 40% of the costs.
- If the employee resigns five months following the course completion the employee will pay back 30% of the costs.
- If the employee resigns six months following the course completion the employee will pay back 20% of the costs.

### 3.18 **PERSONAL PROTECTIVE EQUIPMENT**

Employees shall use proper personal protective equipment. All outside staff shall wear CSA approved safety footwear; CSA approved hard hats, long pants, shirts and any other specialty personal protective equipment required for the job site. All outside staff shall wear vests or alternative clothing that is clearly distinguishable and visible at a distance.

### 3.19 **PERSONAL APPEARANCE**

Employees will govern themselves concerning their appearance. The public should be met by appropriately groomed and attired personnel.

### 3.20 **CELL PHONE FREE DRIVING**

Alberta's Distracted Driving Legislation places restrictions on activities while driving. Village of Cremona employees will adhere to the provisions of this legislation and will only use hands-free devices for answering cell phones while operating Village of Cremona vehicles and equipment. The use of voice-activated dialing is permissible.

If a hands free device is not available, employees are required to pull over safely and stop the vehicle/equipment before engaging in any and call cell phone use, including texting.

### 3.21 **HARASSMENT**

The Village of Cremona is committed to providing a work environment that is free from abusive language or behavior. Every Employee is entitled to a workplace free of discrimination and all forms of unlawful harassment. Actions, words, jokes or comments based upon an individual's gender, race, ethnicity, age, religion, or other legally protected characteristic will not be tolerated.

### 3.22 **HOURS OF EMPLOYMENT**

#### 3.22.1 **FULL TIME EMPLOYEES**

The normal working hours of full time employees shall be forty hours per week, eight hours per day, for five consecutive days. Consecutive days shall consist of Monday through Friday. Employees shall be entitled to overtime if the hours are in excess of twelve (12) hours per day or forty-four (44) hours per week.

#### 3.23.2 **PART TIME EMPLOYEES**

The normal working hours for part time office employees shall be up to seven hours per day, for four days per week. Days shall consist of Monday through Friday. Employees shall be entitled to overtime if the hours are in excess of seven (7) hours per day or thirty five (35) hours per week.

**3.22.3 CASUAL EMPLOYEES**

The regular working hours for casual employees shall be less than twenty-four hours per week, and in accordance to the schedule provided by the immediate supervisor where applicable. Casual employees must be available on a call-in basis. Employees shall be entitled to overtime if the hours are in excess of twelve (12) hours per day or forty-four (44) hours per week.

**3.22.4 ALTERNATIVE WORK POLICY**

The Village of Cremona will provide guidelines for the allowance of alternative working hours for employees. *(See policy 1706-01)*

**3.23 PROMOTION**

The Village shall endeavor to fill job vacancies by promotion from within its own employees in any situations where experience and qualifications are commensurate with the job available. All other things equal, present employees will be given special consideration before hiring from elsewhere.

**3.24 ACTING APPOINTMENT**

Personnel assigned additional duties and responsibilities of a higher paying position may be appointed to a higher classification on an acting basis. Such appointments shall be made for a minimum of two weeks and not to exceed twelve months. The appointee shall receive compensation at a rate of five percent (5%) above the normal salary or wage.

**4 PAY PLAN AND BENEFITS****4.1 JOB CLASSIFICATION AND SALARY**

Job classification shall be maintained containing title and descriptions of all positions of Village employment. The salary schedule shall be approved by Village Council by January 1 of each year and shall come in to effect for the first pay period of the year, or be retroactive to that pay period.

**4.2 ADVANCEMENT**

The Village of Cremona will provide guidelines for the determination of Cost of Living Pay Increases and approval of Incremental and Reclassification Pay Increases. *(See Salary Increase Policy 1705-01)*.

**4.3 PAY DAY**

All employees shall be paid bi-weekly. Employees are responsible for accurately tracking and reporting the hours they work each day and in each pay period. Hours are documented on the bi-weekly timesheet. Supervisors, where applicable, are required to authorize employees' timesheets and in doing so verify the employees' reports of hours worked. Deductions will be made as follows:

- Income Tax
- Canadian Pension Plan
- Employment Insurance
- Benefits where applicable

**4.4 OVERTIME *(Section 22 (1) of the Employment Standards Code)***

Overtime work is granted only in an emergency or to serve the public interest basis as approved by the supervisor, where applicable. An employee in a written agreement between the Village and the employee shall be compensated for overtime as per the *Employment Standards Act*.

**4.5 TIME IN LIEU**

- 4.5.1 The calculation of time-in-lieu shall be based on the working week stated in Hours of Employment. All holidays and approved leave shall be counted at the equivalent hours per day.
- 4.5.2 Activities such as attending training, seminars, courses, conference programs, budget meetings and Council workshops, plus associated travel time and meeting or working after hours may qualify for time-in-lieu for additional hours worked if so approved in advance by the CAO.
- 4.5.3 Social events at no cost to the employee will not be considered as time-in-lieu for additional hours worked.
- 4.5.4 All hours worked over and above the working week stated above within any one week period shall qualify for time-in-lieu at 1.5 times the employees wage. (Section 23 (2) *Employment Standards Code*).
- 4.5.5 An employee must take time-in-lieu within one month of the overtime being accrued, at times approved by the CAO or supervisor. Time-in-lieu may be accumulated with the written consent of the CAO.
- 4.5.6 All working hours and time-in-lieu shall be reported on forms provided by the CAO.

**4.6 ON-CALL PAYMENT**

An employee detailed for on-call shall receive compensation *as per On Call Procedure Payment Policy. 1707-02.*

**4.7 TRAVEL AND SUBSISTANCE ALLOWANCE (Policy #1601-01)**

The Village of Cremona will pay reasonable personal and travel expenses necessarily incurred to Members of Council, Board, Commission or Committee members and to staff for travel and/or entertainment expenses while on Village business.

These expenses include:

- Transportation costs – employees using personal vehicles shall be reimbursed as per the Alberta Provincial Rate.
- Meal allowance – employees shall be reimbursed actual meal expenses upon submission of receipts.
- Lodging – regular, single room rate

**4.8 BENEFITS PROGRAM**

Participation in the following programs is mandatory for all permanent full time and permanent part time employees, excepting where there is spousal coverage in place. Benefits come into effect after three full month’s continuous service. Employees will be notified of policy changes as they occur. Part time and Casual employees shall not be entitled to any benefits. Programs currently in place are as follows:

BENEFIT	VILLAGE OF CREMONA	EMPLOYEE
<b>Group Life Insurance</b> 2x base annual salary	50%	50%
<b>Accidental Death &amp; Dismemberment Insurance</b> 2x based annual salary	50%	50%
<b>Dependent Life Insurance</b>	50%	50%

\$15,000 for a spouse and \$10,000 for dependent child		
<b>Short Term Disability</b> 66.7% of weekly earnings taxable 1 <sup>st</sup> day hospital accident and 8 <sup>th</sup> day sickness for 17 weeks to a monthly maximum of \$750 benefit.	50%	50%
<b>Extended Health Care</b> 100% reimbursement Prescription Drug Plan 100% other eligible expenses.	50%	50%
<b>Dental Care</b> 100% basic preventative dentistry, 50% dentures and 50% with \$1,500 combined calendar year maximum.	50%	50%
<b>Local Authorities Pension Plan (LAPP)</b>	Agreement	Agreement

**4.9 CLOTHING ALLOWANCE**

The Village will reimburse each permanent employee that qualifies the cost of replacement of work clothing such as coveralls, C.S.A. approved footwear, etc. to a maximum of \$200.00 per year. All purchases must be made prior to October 31 yearly.

The Village will supply the following safety gear once per year with the exception of a hard hat that will be replaced every 3 to 5 years.

- Safety Glasses
- Ear Protection
- Safety Vest
- Rubber Gloves- Sewers
- Winter Gloves
- Summer Gloves

This gear will be a standard issue, upon approval employees can purchase different gear and take it out of their clothing allowance or pay for such gear themselves. All clothing must have C.S.A. approved safety striping.

At the pleasure of Council, the Village may provide \$150.00 per employee for the purchase of “Village of Cremona” jackets every three years.

**5 LEAVE POLICY**

The Village of Cremona will provide guidelines for the administration and control of the various forms of leave, including vacation leave, leave without pay, sick leave and leave of absence with pay.

**5.1 STATUTORY GENERAL HOLIDAYS**

The following shall be observed as official holidays for all Village employees:

New Year’s Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
August 1 <sup>st</sup> Civic Day	Labour Day	Thanksgiving Day
Christmas Eve	Christmas Day	Boxing Day

Employees required to work on the said holidays will be compensated as per the *Employment Standards Act Sec. 26-33*.

An employee is not entitled to general holiday pay if the employee does not work on a general holiday when required or scheduled to do so, or is absent from employment without consent of the employer on the employee’s last regular work day, preceding, or the employee’s first regular

work day following a general holiday. If a general holiday falls on a day that would have been a working day for permanent part time employees, and the permanent part time employee does not work on that day, then general holiday pay equal to the average daily wage of the permanent part time employee shall be paid.

**5.2 VACATION**

- 5.2.1 Vacation leaves are provided to full time and permanent part time employees and accrued monthly, based upon completed years of continuous employment with the Village of Cremona.
- 5.2.2 Part time and Casual Employees shall receive 4% of their annual wages for vacation pay added to each bi-weekly pay cheque.
- 5.2.3 Permanent Full Time Employees shall accumulate vacation days in accordance to the chart below. The common anniversary date will be January 1 for all employees.
- 5.2.4 Permanent Part Time Employee working less than full time hours shall receive vacation hours prorated to their full time equivalents. The common anniversary date will be January 1 for all employees.

Service Time	Accrual of annual Earnings
0-4 years (upon 1 <sup>st</sup> year anniversary)	4% or 10 days
5-9 years	6% or 15 days
10+ years	8% or 20 days

- All vacations must be taken before December 31 of the current calendar year, unless there are extenuating circumstances or prior arrangements made and approved by the CAO.
- Vacation schedules for all employees are due April 1 yearly for the upcoming vacation year. All vacation days are to be approved by the CAO.
- Vacation scheduling shall be completed by the responsible supervisor, where applicable, and approved by the CAO before coming into effect.
- During the period of July 1 to August 30, no employee shall be entitled to a vacation of more than two consecutive weeks however, vacation of more than two consecutive weeks may be granted, but only at the discretion of the CAO.
- Employees may not take more vacation days with pay than they are entitled.

**5.3 SICK LEAVE**

Sick leave shall be earned by permanent full time employees on the basis of one calendar day sick leave per month. Any portion of the unused sick leave per month shall be accumulated to a maximum of twenty five days. Permanent part time employees working less than full time hours shall receive sick leave prorated to their full time equivalents. Not to exceed the maximum prorated to their full time equivalents. All employees must notify their immediate supervisor of their absence through sickness prior to the commencement of the day’s work.

The CAO shall maintain an accumulated sick leave list which is available monthly. An employee of the Village of Cremona may be required to produce a medical certificate from a practitioner for any medical absence.

All employees shall be required to produce a medical certificate from a qualified medical practitioner for an illness in excess of three working days, certifying that he/she is unable to carry out his/her duties due to illness.

In the case of an accident to an employee, the Village of Cremona may pay the difference between the compensation paid under the insurance coverage, be it Worker's Compensation or Company Plan, and the employees full salary, up to the total number of days sick leave the employee has accumulated. Such days will be deducted from the days of accumulated sick leave.

In case of sick children or spouse, an employee of the Village of Cremona may use sick leave in order to take care of the spouse or children.

#### 5.4 **MATERNITY LEAVE**

Maternity leave without pay shall be granted by the Village to an employee after 90 days service is entitled to unpaid material leave. (Sec. 45 Employment Standards Code)

Maternity leave shall consist of a period not exceeding fifty-two weeks. This is made up of sixteen (16) weeks of unpaid maternity leave and thirty six (36) weeks of unpaid parental leave. An employee who wishes to resume her employment on the expiration of maternity leave to which she is entitled shall give the CAO eight weeks' notice in writing of the day on which she intends to resume employment.- The employee is entitled to not more than 16 weeks starting at any time during the 12 weeks immediately before the estimated date of delivery. (Sec. 46 (1)).

An employee who is a member of LAPP has the option of continuing contributions to LAPP while on Maternity Leave, or she may choose not to contribute and may purchase the service upon her return to work.

An employee can also pay 100% of the costs for the health related benefits if she so wishes.

Maternity leave shall be granted under the guidelines established as per the *Employment Standards Act*.

Upon request, a father shall be given two days leave of absence with pay for attending the delivery of the child and three days leave of absence for attending the release from the hospital of the mother and child for a total absence of five working days.

Vacation and sick benefits will not accrue while an employee is on maternity leave.

#### 5.5 **PARENTAL LEAVE**

Parental leave without pay shall be granted in accordance with the *Alberta Employment Standards Code* and the *Federal Employment Insurance Act*. Parental leave is a voluntary leave of absence related to the birth or adoption of a child. Parental leave may be taken by one parent or shared between the two parents. Total combined Parental leave may not exceed sixty-two (62) weeks.

An employee who is a member of LAPP has the option of continuing contributions to LAPP while on Parental Leave, or may choose not to contribute and may purchase the service upon returning to work.

An employee can also pay 100% of the costs for the health related benefits if he/she so wishes.

Parental leave shall be granted under the guidelines established as per the *Employment Standards Act*.

Vacation and sick benefits will not accrue while an employee is on parental leave.

## 5.6 SPECIAL LEAVE

An employee shall be granted upon application, special leave at his/her basic rate of pay. The circumstances under which special leave is granted are as follows:

- Bereavement leave will be granted in the event of the death of the employee's spouse, mother, father, sons, daughters, brothers, sisters, parent-in-laws, grandparents, and grandchild. Leave not to exceed five days.
- Court Appearance or Jury Duty: while absent for jury or witness duty the employee will be paid at their base salary, except in cases where the summons to appear is an apparent result of the employees wrongdoing. In these cases the employee will be given leave without pay.

## 5.7 SHORT TERM DISABILITY

This benefit is paid by the benefits carrier. An employee on approved Short Term Disability benefits will continue to be covered under the Village's benefit plan for the duration of the absence (maximum 17 weeks), and the employee will continue to be responsible for paying fifty percent of the life insurance benefit premium.

An employee who is a member of LAPP has the option of continuing contributions to LAPP while on Short Term Disability, or he/she may choose not to contribute and may purchase the service upon his/her return to work.

Vacation and sick benefits will not accrue while an employee is on approved Short Term Disability.

## 5.8 LEAVE WITHOUT PAY

All permanent full time employees may be entitled to leave without pay and without loss of seniority for up to six months for any reason considered valid by the CAO. A leave of absence request form must be completed and approved by the CAO no less than four weeks before the leave without pay commences, the form is available from the CAO.

When an employee has been granted a leave of absence of any kind and for any period, such employees shall be required to pay the employee's and employer's portion of their benefits while on leave and the employee will not earn annual vacation or sick leave. If an employee owes the Village any vacation or sick time, leave without pay may not be granted.

## 5.9 COMPASSIONARE CARE LEAVE *(Section 53.9 Employment Standards Code)*

- 5.8.1 An employee who has completed 90 days with the Village is entitled to unpaid compassionate care leave of up to 27 weeks to provide care or support to a seriously ill family member if the employee is the primary caregiver. (Sec. 53.9(2)).
- 5.8.2 For an employee to be eligible for leave, a physician must issue a certificate stating that
  - 5.8.2.1 A family member of the employee has a serious medical condition with a significant risk of death within 26 weeks from the day the certificate is issued, or
  - 5.8.2.2 If the leave was begun before the certificate was issued, the day the leave began, and
  - 5.8.2.3 The family member requires the care or support of one or more family members.



- 5.8.3 An employee who wishes to take a leave under this section must give the employer notice of at least 2 weeks, unless circumstances necessitate a shorter period.
- 5.8.4 Except in emergency situations, the employee must give the employer a copy of the physician's certificate prior to commencing compassionate care leave.
- 5.8.5 An employee may take up to 2 periods of compassionate care leave totalling no more than 8 weeks, but any second period of leave must end no later than ~~26~~ 27 weeks after the first period of leave began.
- 5.8.6 No period of leave may be less than one week's duration.

## 6 PROCEDURES

### 6.1 PROGRESSIVE DISCIPLINE PROCEDURE

To ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Village of Cremona has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of The Village of Cremona employees, property, and our practices.

- The Progressive Discipline Process
- The Levels of Progressive Discipline
- Investigation and Documentations
- Suspension and Review Period
- Termination
- Suspension with Pay
- Progressive Discipline Process

In the event that an employee of The Village of Cremona violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.

Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

Employees will be given four opportunities to correct the unwanted behavior, unless the behavior or concern is one of a sever nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

- Coaching- informal
- Verbal Warning- formal
- Written Warning- formal
- Final Written Warning with Possible Suspension- formal
- Termination

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide a reiteration of the correct policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of eighteen months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, the Village of Cremona reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the CAO. Written appeals must contain:

1. Details of the discipline;
2. Events surrounding the discipline;
3. Why the employee feels the discipline is not warranted or appropriate.

In the event that an employee feels that have been wrongfully accused, or disciplined by the CAO, they may file a written appeal with the Mayor and/or Deputy Mayor, which must contain the same written appeals as above.

## 6.2 INTERNET & ELECTRONIC MAIL

Employees using the Internet and email services for work related purposes are expected to use the system in the most efficient and effective manner possible. The viewing of internet sites that have no practical application to the employee's work and assignments shall be discouraged during the employee's work hours.

Users shall not use the internet or email systems for private business activities, illegal or unlawful purposes, to upload, download or otherwise transmit commercial software or any copyrighted materials belonging to other parties other than the Village of Cremona, or to reveal or publicize confidential or proprietary information which includes, but is not limited to:

- Financial information
- New business and development plans
- Strategies and plans
- Data bases and file structures of the Village's Networks
- Technical product information
- Computer network access codes and passwords

Limited incidental personal use is permitted as long as it does not consume more than a trivial amount of resources of the system and networks, interfere with staff productivity and doesn't preempt any activity related to the employee's work or the business of the Village.

Use of the internet or email system for non-profit, social and charitable endeavors and activities may be permitted provided it is conducted after work hours and as long as it does not consume more than a trivial amount of resources of the system and networks, interfere with staff productivity and doesn't preempt any activity related to the employee's work or the business of the Village.

Users shall not open any attachment from an external source that has not first been scanned for viruses.

Employees shall be aware that correspondence via email is not guaranteed to be private.

All policies that are covered under the *Freedom of Information and the Protection of Privacy Act* are extended to the email and internet policy.

Any suspected illegal activities may be referred to the RCMP Service for criminal investigation. Employees found using the electronic mail or internet access for illegal or unlawful purposes will have their employment terminated immediately without notice.

### 6.3 EMPLOYEE SMOKING

Smoking is strictly prohibited in any Village-owned or Village-operated facility, vehicle, equipment or machinery.

Alberta's *Smoke-free Places Act* and the *Tobacco Reduction Act* ban smoking in any public place or workplace in the province, as well as within five meters of doorways, windows or air intake vents of public places and work places.

The CAO will choose an area outside of each Village owned Facility that may be used by staff who wants to smoke. These smoking areas should be away from an entrance and should be away from public viewing.

### 6.4 ALCOHOL & DRUG USE

At no point in time shall an employee arrive at work under the influence of alcohol or drugs or consume alcohol or take recreational drugs when working or when on-call. Zero tolerance will be enacted for use of alcohol or recreational drugs in the workplace. Failure to comply with these terms may result in termination of employment for just cause. Employees who has demonstrated to have an alcohol and/or drug dependency problem will be encouraged to seek professional help and may be granted time off according to policy to receive such treatment.

Employees should notify the CAO if they are required to take prescription or over the counter medications that may have adverse impacts that affect work performance (such as drowsiness, nausea, etc.).

### 6.5 CRIMINAL RECORDS/CHILD WELFARE RECORDS/DRIVERS ABSTRACT

An employee may be asked to provide a criminal record check, child welfare record check or a drivers abstract prior to receiving employment with the Village.

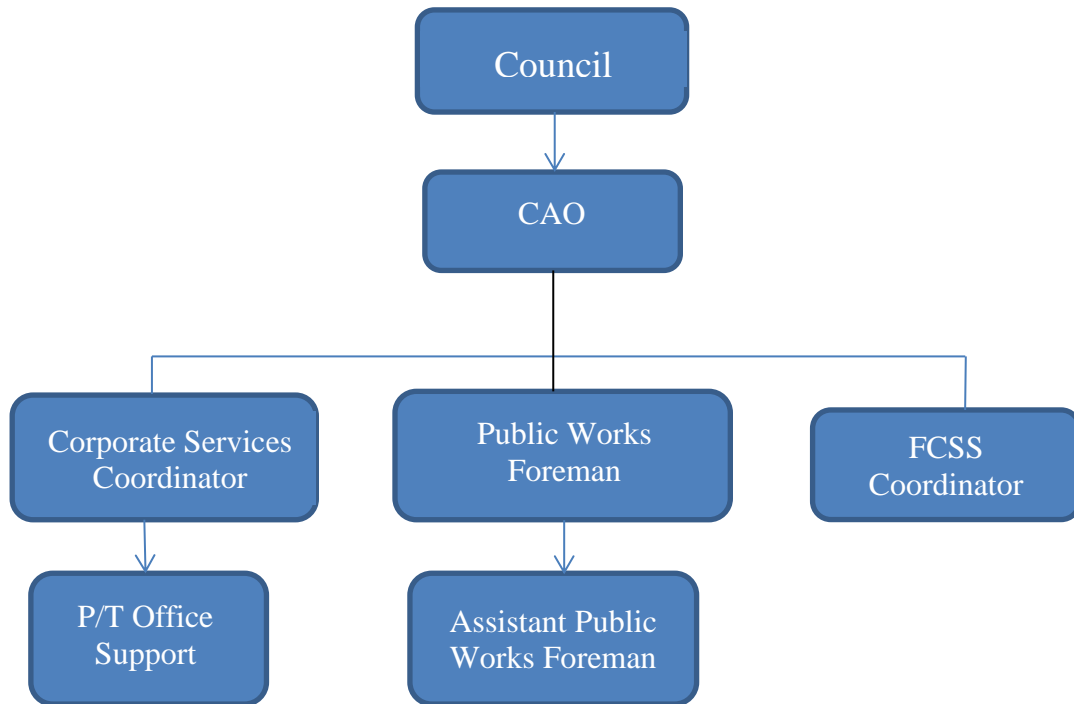
If the criminal record check, or the child welfare check and/or the drivers abstract indicate a conviction, the CAO will discuss the matter with the employee and the CAO will make a decision as to whether or not the convictions would hamper the employee's credibility or ability to perform his/her assigned tasks or duties.

Only a note indicating the Criminal Record Search, Child Welfare Record Search and/or drivers abstract has been completed will be kept in the employee's file. Results of the check are to be kept confidential. Failure by the employee to make a full disclosure to the CAO could constitute grounds for dismissal.

### 6.6 JOB DESCRIPTIONS

Prior to any employment position becoming available, a job description must be developed and approved by Council. All new employees will be given a copy of his/her job description. Job descriptions cannot change without the approval of the CAO and Council. If, during a period of employment, the job description of an employee changes, the employee will be consulted at least thirty days prior to the change and informed of any and all changes.

7 CURRENT ORGANIZATIONAL CHART



8. END OF POLICY



*The Village of TOMORO*

Box 10, 205 – 1<sup>st</sup> Street East  
 Cremona, Alberta T0M 0R0  
 403.637-3762 Fax 403.637-2101

## Leave of Absence Request Form

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Please submit your request to the CAO or your supervisor at least four weeks prior to the requested Start Date.

A copy of this approved form must be forwarded to the CAO.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Number of days requested: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

In accordance to the Personnel Policy Section 5.9, Leave without Pay, I understand that it is my responsibility to pay **all** employee and employer portions of the fringe benefits while I am on leave without pay. I also understand that is my responsibility to inform the Chief Administrative Officer or their designate upon my arrival if I wish to purchase my pensionable service through LAPP.

Benefit	Monthly Cost
Group Benefits Program	
Group Life Insurance (Group Source)*	
Short-Term Disability (Group Source)*	
Local Authorities Pension Plan (LAPP)	Calculated Upon Return

\* The CAO will provide current amounts. These amounts are subject to change.

I understand there will be no vacation or sick time accruals while I am on leave.  
Please refer to Section 5.9 of the personnel policy for further information.

Employee Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

CAO Signature: \_\_\_\_\_

Related Policies

Remuneration & Expense Policy	1601-01
Working Alone Policy	1703-01
Personnel Safety Policy	1704-01
Salary Increase Policy	1705-01
Alternative Work Hour Policy	1706-01
On-Call/Standby	1707-02
Leave of Absence Form	<i>(attached)</i>

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 23-01-003**

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 a)

**TITLE:** New Business

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

**BACKGROUND / PROPOSAL:** New Chief Administrative Officer, Karen O'Connor, starting working for the Village of Cremona December 1, 2022.

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

CAO thought the resolution was made in November 2022, the reason why it wasn't an RFD in last month agenda

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

**RECOMMENDED ACTION:**

**23/006 MOTION** THAT Councillor \_\_\_\_\_ appoints Karen O'Connor as the Chief Administrative Officer for the Village of Cremona, the effective date is December 1, 2022.

INTLS: CAO KO



 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 23-01-004**

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 b)

**TITLE:** New Business

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

**BACKGROUND / PROPOSAL:** Cooperate Services Coordinator, Sandi Ryan, was appointed Acting Chief Administrative Office, by previous CAO in August 2022

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

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

**RECOMMENDED ACTION:**

**23/007 MOTION** THAT Councillor \_\_\_\_\_ restate Sandi Ryan as the Corporate Service Coordinator for the Village of Cremona, the effective date is December 1, 2022.

INTLS: CAO KO

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 23-01-005**

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 c)

**TITLE:** New Business

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

**BACKGROUND / PROPOSAL:** Mayor Hagen has been absent from his duties, due to health reasons since December 20, 2022. Mayor Hagen is waiting for physicians' approval for him to return to his duties as a Mayor but does not have his appointment with his physician until the following month.

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

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

**RECOMMENDED ACTION:**

**23/008 MOTION** THAT Councillor \_\_\_\_\_ authorizes an extended absents from Mayor Hagen from his Mayor duties until \_\_\_\_\_, 2023, or at an earlier if Hagen gets the okay from his physician.

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 23-01-009**

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 d)

**TITLE:** New Business

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

**BACKGROUND / PROPOSAL:** A development permit was completed in May 2022, as well as a rezoning request. 3 & 4 duplex with detached garages was the developer's proposal. Sarah for Urban Systems from Community Planner completed Phase 1. JAD Environmental Services Inc. did an environmental site assessment Sept. 2022, on the lots. Know the environmental service say that a soil test is required on these lots if you are digging the basement. The owner has researched the cost of this which is unaffordable to him to pay than the duplex cost. The owner has asked if the Village of Cremona would be able to help with this cost. He has got a verbal quote being \$7-12 thousand dollars to complete this soil test. Lots 108 & 110 1<sup>st</sup> Street W

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

These lots were sold to the owner with no reports indicating of any contamination or possibility of contamination.

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

**RECOMMENDED ACTION:**

**23/010 MOTION** by Councillor \_\_\_\_\_ THAT the village covers \_\_\_\_\_ % of the cost for the soil environment test to help the village grow its tax base.

INTLS: CAO: KO



## REQUEST FOR DECISION -RFD 23-01-007

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 e)

**TITLE:** Appoint New Board Member for Cremona Library

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

### **BACKGROUND / PROPOSAL:**

Council must make motion for new members to Cremona Library Board

### **RECOMMENDED ACTION:**

**23/010 THAT** Councillor \_\_\_\_\_ approves the appointing of Jesi Paul to the Cremona Municipality Library Board, for the term of Three (3) years, being January 2023 to January 2026.

INTLS: CAO: KO



# Application for Appointment to Committees, Boards and Commissions

205 First Street East  
Box 10, Cremona Alberta T0M 0R0

### PLEASE READ THE FOLLOWING:

The personal information requested on this form is being collected in order to assist Council in making appointments to its Committees, Boards and Commissions and is governed by the Freedom of Information & Protection of Privacy Act (FOIP). By submitting this Application, you are consenting to have your name and phone number posted on the Village's website in the event you are appointed to a Committee, Board or Commission. If you have any questions with respect to the collection or release of this information, please contact Aaron Gertzen, Chief Administrative Officer at 403-637-3103.

To be eligible for appointment to Village Committees and Boards, applicants must be of the full age of 18 years, a Canadian Citizen, a Village resident or Mountain View County resident.

Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council. It is the responsibility of the representative for Village of Cremona to report to Council on the business of their Committee, or Board on an annual basis and advise the Village on any current or potential issues that have to be addressed.

Please print clearly

NAME:

Jesi Paul

ADDRESS:

RR1 S5 Box 3 Didsbury, AB

PHONE:

825-733-5030

EMAIL:

jesileighpaul@gmail.com

I am interested in sitting on the following Committee, Commission, or Board:

- Cremona Family & Community Support Services Advisory Board
- Cremona Municipal Library Board
- Municipal Planning Commission
- Subdivision and Development Appeal Board

### BACKGROUND INFORMATION – Please feel free to use an additional page

Length of residence in the Village of Cremona (or Mountain View County):

Mountain View County Resident for 1 year.

State your qualifications (experience/education/interest) for serving on this Committee:

I have worked in a school library, volunteered as a 4H club leader & have 3 children who love attending the Cremona Library

I wish to represent this committee, commission or board because:

We attend the library regularly & I would love to offer my support to all the programs they put on!

SIGNATURE

DATE

Dec. 13/22

Please send your completed form to:

Aaron Gertzen

Chief Administrative Officer

Mail: Village of Cremona, PO Box 10, Cremona AB T0M 0R0

In person: 205 First Street East

Fax: (403) 637-2101

E-mail: cao@cremona.ca



## REQUEST FOR DECISION -RFD 23-01-008

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 f)

**TITLE:** Appointing Village of Cremona a Representative for  
Parkland Regional Library

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

### **BACKGROUND / PROPOSAL:**

Village of Cremona representative Lori Reid has stepped down as Cremona's representative for PRL Board and Richard Forsberg has volunteered to replace Lori.

### **RECOMMENDED ACTION:**

**23/011 MOTION THAT** Councillor \_\_\_\_\_ approves the appointing of Richard Forsberg to be the Village of Cremona representative on the Parkland Regional Library Board, for the term of Three (3) years, being January 2023 to January 2026.

INTLS: CAO: KO

**From:** [Rebecca Smith](#)  
**To:** [cao@Cremona.ca](mailto:cao@Cremona.ca)  
**Subject:** Village of Cremona Library Board- notification from Village  
**Date:** January 5, 2023 5:47:07 PM

---

Hi Karen,

Did the Village office receive notification from our former Board Chair, Lori Reid, that she was stepping down as Cremona's representative on Parkland's Board? Richard Forsberg has volunteered to replace Lori.

Official notice of Janice Shand's appointment by Village council to the library board has not been received by either myself, the library board chair (Jennifer Foat) or Janice Shand. I am not in tomorrow but I will try to stop in before the library opens sometime next week, or if you are able to stop by here, to make sure we are on the same page with village appointments to the library board, etc.

Thank you for getting the library funds to me before the end of last year. I really appreciate you making that happen!

Thanks,

**Rebecca Smith** | Library Manager  
403-637-3100 | [rsmith@prl.ab.ca](mailto:rsmith@prl.ab.ca)

205, 1<sup>st</sup> Street E | Cremona, AB | T0M 0R0  
[www.cremonalibrary.prl.ab.ca](http://www.cremonalibrary.prl.ab.ca)



## REQUEST FOR DECISION -RFD 23-01-009

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 9 g)

**TITLE:** New Business- Support FCSS for Canada Expenses

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

### **BACKGROUND / PROPOSAL:**

Village of Cremona helped FCSS with the expense of hosting Canada Day festivities by a \$2000.00 support of entertainment, face painters & bouncy house.

### **RECOMMENDED ACTION:**

**23/012 MOTION THAT** Councillor \_\_\_\_\_ approves the support to FCSS for Canada Festivities with council covering the cost of \_\_\_\_\_ for the sum of \$ \_\_\_\_\_.

INTLS: CAO: KO



## Karen O'Connor

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**From:** Jennie Thompson <fcss@cremona.ca>  
**Sent:** January 12, 2023 2:09 PM  
**To:** 'Village of Cremona CAO'  
**Subject:** Canada Day

Hello Karen,

A rough budget for Canada day is  
2 face painters and line manager = \$675.00 + gst  
Inflatable Fun from ASTRO JUMP CALGARY  
Giant Camo Extreme Rush - \$1250.00 + gst  
5 in 1 module bounce house (wet or dry) \$425.00 +gst  
Giant Soccer darts -\$499.99 + gst

Additionally FCSS contributes the wages for all the summer fun students that work that day, as well as all the organization and planning.

Let me know if you need any additional information.

*Jennie Thompson*

Cremona FCSS Coordinator  
403-637-3731 or 403-510-4521 (cell)  
106 1<sup>st</sup> Ave East, Cremona AB TOM ORO

*"We Build Albertans"*

*A community is a village, a town, a city, a neighbourhood.*

*A community is also more powerful than geography:*

*its people who are connected to one another.*



## REQUEST FOR DECISION 23-01-010

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 10 a)

**TITLE:** Reports – Financial Reports

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

**BACKGROUND / PROPOSAL:**

Accounts payable for December 2022

Financial Report for FCSS & Village

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

**RECOMMENDED ACTION:**

**23/013 MOTION** That Councillor \_\_\_\_\_ accepts the Accounts Payable Report as information only.

**23/014 MOTION THAT** Councillor \_\_\_\_\_ accepts FCSS & Villages Financial Reports as information only.

INTLS: CAO: KO

**Cheque Listing For Council**

2023-Jan-13  
5:16:08PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220648	2022-12-02	RYAN, SANDRA A				
20220649	2022-12-02	THOMPSON, JENNIE L				
20220655	2022-12-02	HAGEN, TIM A				
20220656	2022-12-02	SHI, JOSEPH				
20220657	2022-12-02	GOEBEL, SHANE H				
20220658	2022-12-02	THOMPSON, TERRY W				
20220659	2022-12-02	CANADAY, JOSEPH				
20220660	2022-12-13	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	RD0000228521	PAYMENT WASTE PICKUP - NOV 2022	3,006.17	3,006.17
20220661	2022-12-13	LOCAL AUTHORITIES PENSION PLAN	7192317-T0R1	PAYMENT EM# 450 - PP#24 - 2022	257.86	257.86
20220662	2022-12-13	MOUNTAIN VIEW PUBLISHING INC.	MVP236080	PAYMENT AD - FRANCHISE FEE CHANGE	320.25	320.25
20220663	2022-12-13	MUNISIGHT LTD	INV4315724	PAYMENT SUPPORT - DECEMBER 2022	390.24	390.24
20220664	2022-12-13	OUGHTON, COLLEEN	140	PAYMENT CLEANING SERVICES - DEC 2022	700.00	700.00
20220665	2022-12-13	RURAL MUNICIPALITIES OF ALBERTA	RMA006620	PAYMENT 2022-2023 MEMBERSHIP	204.75	204.75
20220666	2022-12-13	WILD ROSE ASSESSMENT SERVICE	8828	PAYMENT PROGRESS PMT - NOV & DEC 2022	1,347.50	1,347.50
20220667	2022-12-07	CNH INDUSTRIAL CAPITAL PRODUCTIVITY PLUS	20	PAYMENT LATE CHARGE	3.15	3.15
20220668	2022-12-07	TELUS MOBILITY	558	PAYMENT VOC CELL PHONES - NOV 2022	98.64	98.64
20220669	2022-12-08	AQUATECH CANADIAN WATER SERVICES INC.	020851 020918	PAYMENT MONTHLY FEES - NOV 2022 EXTRA WORK - NOV 2022	6,195.00 873.60	7,068.60
20220670	2022-12-08	CHILD INSPIRED PSYCHOLOGY GROUP INC	7226 7250 7252	PAYMENT FCSS COUNSELLING SESSION FCSS COUNSELLING SESSION FCSS COUNSELLING SESSION	150.00 150.00 150.00	450.00
20220671	2022-12-08	GRINDSTONE PAVING & EXCAVATING	22114	PAYMENT SIDEWALK REPL -1ST AVE & THIRD	46,368.11	46,368.11
20220672	2022-12-08	HAGEN, TIMOTHY	29	PAYMENT MILEAGE	158.57	158.57
20220673	2022-12-08	HARBIDGE, LAURIE	1	PAYMENT WINTERFEST HALL CLEANUP	100.00	100.00
20220674	2022-12-08	JOHNSTON, KARINE	1	PAYMENT WINTERFEST TABLE REFUND	25.00	25.00
20220675	2022-12-08	KLIS ELECTRIC/1938149 ALBERTA LTD	4788	PAYMENT SOLAR POLES & LIGHTS	7,174.18	7,174.18
20220676	2022-12-08	MESSER CANADA INC, 15687	2105821098	PAYMENT OXYGEN	38.70	38.70
20220677	2022-12-08	MLT AIKINS	6332551	PAYMENT CAO CONTRACT	1,160.00	1,160.00
20220678	2022-12-08	MOUNTAIN VIEW REGIONAL WASTE	0000052458	PAYMENT LANDFILL CHARGES - NOV 2022	674.50	674.50

Cheque Listing For Council

2023-Jan-13  
5:16:08PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220679	2022-12-08	NEWSOME, ASHLEY	3	PAYMENT WINTERFEST	53.52	53.52
20220680	2022-12-08	PROBLEM SOLVED PLUMBING & HEATING	15085	PAYMENT SEWER LINE BREAK - 306 1ST STRE	23,415.00	23,415.00
20220681	2022-12-08	SUPERIOR SAFETY CODES INC	19716	PAYMENT PORTION PMT-OCT 2022	78.75	78.75
20220682	2022-12-08	SURRIDGE, ELIZABETH	#2 - REPL CHE	PAYMENT FCSS COUNSELLING SESSION	360.00	360.00
20220683	2022-12-08	WINDSOR, KATHLEEN	06957	PAYMENT WEBSITE UPDATING - NOV 2022	39.38	39.38
20220684	2022-12-16	RYAN, SANDRA A				
20220685	2022-12-16	THOMPSON, JENNIE L				
20220686	2022-12-16	O'CONNOR, KAREN M				
20220687	2022-12-30	LOCAL AUTHORITIES PENSION PLAN	7241816-M6H4	PAYMENT EM# 450 - PP# 25 - 2022	226.37	226.37
20220688	2022-12-21	COCHRANE LAKE GAS CO-OP LTD	878	PAYMENT NAT GAS - WATER - NOV 2022	30.98	30.98
20220689	2022-12-21	DIRECT ENERGY	75	PAYMENT VOC - NAT GAS - NOV 2022	2,176.17	2,176.17
20220690	2022-12-21	EPCOR	16551301	PAYMENT VOC ELECTRICITY - NOV 2022	7,216.91	7,216.91
20220691	2022-12-21	TELUS COMMUNICATIONS	2552080585 2552080586 2552080587 2552080588 2552080589	PAYMENT FCSS - OFFICE PHONES - NOV 2022 VOC FAX LINE ETC - NOV 2022 FCSS INTERNET - DEC 2022 FIRE INTERNET - DEC 2022 VOC OFFICE PHONES - NOV 2022	69.98 363.83 89.25 101.85 846.20	1,471.11
20220692	2022-12-30	HAGEN, TIM A				
20220693	2022-12-30	SHI, JOSEPH				
20220694	2022-12-30	GOEBEL, SHANE H				
20220695	2022-12-30	THOMPSON, TERRY W				
20220696	2022-12-30	CANADAY, JOSEPH				
20220697	2022-12-30	RYAN, SANDRA A				
20220698	2022-12-30	THOMPSON, JENNIE L				
20220699	2022-12-30	O'CONNOR, KAREN M				
20220700	2022-12-30	BAUR, RICHARD				
20220701	2022-12-23	ALBERTA MUNICIPALITIES	1006994 210025 21024 451939529 MVP233266 V312_43 V314_156.24 V333_130 V351_47 V351_48 V351_49 V351_50 V434_143 V47_355 V47_356	PAYMENT DATA BACKUP - NOV 2022 FIRE STATION PUMP - ANNUAL SER ANNUAL PUMP WATER - FREIGHT WINTERFEST AD FCSS SUPPLIES STAMPS SUPPLIES FCSS SUPPLIES FCSS FOOD PANTRY FCSS SUPPLIES - DRUM CIRCLE FCSS FOOD PANTRY FCSS SUPPLIES SUPPLIES SUPPLIES	175.25 1,284.33 1,734.83 53.21 262.61 16.82 386.40 154.98 72.51 294.25 24.34 47.12 54.58 26.19 10.35	6,484.88

**Cheque Listing For Council**

2023-Jan-13

5:16:08PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220701	2022-12-23	ALBERTA MUNICIPALITIES	V791_10 V805_2 V871_1 V872_1 V872_2 V872_3 V873_1	SUBSCRIPTION - NOV 2022 FCSS MEAL FCSS MEAL FCSS HOTEL FCSS HOTEL FCSS HOTEL WINTERFEST TABLE RENTAL	20.99 145.54 37.71 357.52 357.52 357.52 610.31	6,484.88
20220702	2022-12-22	AQUATECH CANADIAN WATER SERVICES INC.	020976	PAYMENT OPERATIONS - DECEMBER 2022	6,195.00	6,195.00
20220703	2022-12-22	CANON CANADA INC	1400082816	PAYMENT FCSS STAPLES FOR COPIER	222.60	222.60
20220704	2022-12-22	CREMONA GOLD & SILVER CLUB	5	PAYMENT WINTERFEST HALL RENTAL	180.00	180.00
20220705	2022-12-22	CREMONA SCHOOL	108 109	PAYMENT ATHLETICS DEPT - WINTERFEST TA COSMO - WINTERFEST TABLE SET U	270.00 150.00	420.00
20220706	2022-12-22	KLIS ELECTRIC/1938149 ALBERTA LTD	4832	PAYMENT CHRISTMAS LIGHTS	426.67	426.67
20220707	2022-12-22	MPE ENGINEERING LTD	2490-007-02-49 2490-015-00-06 2490-017-00-05	PAYMENT OPERATION & MAINTENANCE - NOV STORMWATER MGMT PLAN PUMP STATION PIPING UPGRADES	609.00 10,683.75 3,510.78	14,803.53
20220708	2022-12-22	O'CONNER, KAREN	1	PAYMENT EXPENSES	81.17	81.17
20220709	2022-12-22	THE VILLAGE OF CREMONA LIBRARY BOARD	14 15	PAYMENT LIBRARY APPROPRIATION - 2021 LIBRARY APPROPRIATION - 2022	1,546.66 2,500.00	4,046.66
20220710	2022-12-22	URBAN SYSTEMS LTD	204484 207311 209948	PAYMENT GENERAL ADVISORY SOA - 108 1ST GENERAL ADVISORY SOA - 108 1ST GENERAL ADVISORY SOA - INFASF	1,533.74 1,917.88 187.11	3,638.73
20220711	2022-12-22	ZONE 3 BUSINESS SOLUTIONS INC.	126333	PAYMENT COPIER USAGE	140.60	140.60

**Total 156,125.15**

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



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>TAXES &amp; REQUISITIONS</b>						
1-00-00-111-00	Residential Property Taxes	(326,032.73)	(333,995.83)	(327,000.00)	0.00	(333,995.83)
1-00-00-112-00	Commercial Property Taxes	(76,594.40)	(76,561.77)	(75,825.00)	0.00	(76,561.77)
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	0.00	0.00	0.00
1-00-00-114-00	Farmland Property Taxes	(342.38)	(342.38)	(342.38)	0.00	(342.38)
1-00-00-115-00	Linear Taxes	(12,326.90)	(12,409.75)	(12,408.84)	0.00	(12,409.75)
1-00-00-118-00	Designated Industrial Property	(71.58)	(72.60)	(72.59)	0.00	(72.60)
1-00-00-120-00	Alberta School Foundation Tax Levy	(123,499.77)	(124,098.14)	(123,455.88)	0.00	(124,098.14)
1-00-00-121-00	Seniors' Foundation Tax Levy	(16,925.37)	(17,288.88)	(16,925.00)	0.00	(17,288.88)
1-00-00-210-00	Grants In Lieu	(1,933.57)	(1,933.57)	(1,933.57)	0.00	(1,933.57)
<b>* TOTAL TAXES &amp; REQUISITIONS</b>		<b>(557,726.70)</b>	<b>(566,702.92)</b>	<b>(557,963.26)</b>	<b>0.00</b>	<b>(566,702.92)</b>
<b>TAXES &amp; REQUISITIONS EXP</b>						
2-00-00-740-00	ASFF Requisition	123,455.89	92,591.91	123,445.88	0.00	92,591.91
2-00-00-753-00	MV Seniors's Housing Requisition	16,878.00	16,863.00	17,000.00	0.00	16,863.00
2-00-00-754-00	Designated Industrial Requisition	0.00	0.00	72.59	0.00	0.00
<b>* TOTAL TAXES &amp; REQUISITIONS EXP</b>		<b>140,333.89</b>	<b>109,454.91</b>	<b>140,518.47</b>	<b>0.00</b>	<b>109,454.91</b>
<b>** TOTAL TAX REVENUE FOR MUNICIPALITY</b>		<b>(417,392.81)</b>	<b>(457,248.01)</b>	<b>(417,444.79)</b>	<b>0.00</b>	<b>(457,248.01)</b>
<b>ADMIN &amp; GENERAL</b>						
1-00-00-510-00	Penalties & Costs on Taxes	(9,838.29)	(7,327.57)	(6,500.00)	0.00	(7,327.57)
1-12-00-155-00	Business License	(1,045.85)	(1,233.36)	(1,000.00)	0.00	(1,233.36)
1-12-00-410-00	Tax Certificate & Information	(1,800.00)	(1,560.00)	1,000.00	(80.00)	(1,560.00)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	0.00	(100.00)	0.00	0.00
1-12-00-550-00	Return on Investments	(608.90)	(176.45)	(500.00)	0.00	(176.45)
1-12-00-590-00	Other Revenue - Admin	(2,570.34)	(1,803.48)	(4,500.00)	0.00	(1,803.48)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	0.00	0.00	(100.00)	0.00	0.00
1-12-00-840-00	Provincial Grant	(27,268.00)	(27,268.00)	(27,260.00)	0.00	(27,268.00)
<b>* TOTAL ADMIN &amp; GENERAL</b>		<b>(43,131.38)</b>	<b>(39,368.86)</b>	<b>(38,960.00)</b>	<b>(80.00)</b>	<b>(39,368.86)</b>
<b>BYLAW &amp; ENFORCEMENT</b>						
1-26-00-420-00	Traffic Fines	0.00	0.00	(100.00)	0.00	0.00
1-26-00-450-00	Bylaw Fines	(149.00)	0.00	(100.00)	0.00	0.00



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
1-26-00-521-00	Dog License Fees	(330.00)	(435.00)	(150.00)	0.00	(435.00)
<b>*</b>	<b>TOTAL BYLAW &amp; ENFORCEMENT</b>	<b>(479.00)</b>	<b>(435.00)</b>	<b>(350.00)</b>	<b>0.00</b>	<b>(435.00)</b>
<b>PUBLIC WORKS</b>						
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL PUBLIC WORKS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>WATER</b>						
1-41-00-410-00	Basic Fees - Water	(7,054.00)	(7,046.51)	(7,100.00)	(585.17)	(7,046.51)
1-41-00-411-00	Water Consumption Fees	(122,754.08)	(120,897.50)	(124,000.00)	(9,665.64)	(120,897.50)
1-41-00-412-00	Bulk Water Sales	(9,873.38)	(10,025.30)	(12,000.00)	(350.35)	(10,025.30)
1-41-00-510-00	Utility Penalties	(2,301.40)	(2,299.45)	(2,500.00)	(188.48)	(2,299.45)
1-41-00-540-00	Franchise & Concess.	(52,235.99)	(56,036.42)	(48,897.96)	(4,945.89)	(56,036.42)
1-41-00-590-00	Other Revenue - Water	(1,110.76)	(726.06)	0.00	0.00	(726.06)
<b>*</b>	<b>TOTAL WATER</b>	<b>(195,329.61)</b>	<b>(197,031.24)</b>	<b>(194,497.96)</b>	<b>(15,735.53)</b>	<b>(197,031.24)</b>
<b>SANITARY</b>						
1-42-00-410-00	Basic Fees - Sewer	(7,054.00)	(7,046.51)	(7,000.00)	(585.17)	(7,046.51)
1-42-00-411-00	Sewer Consumption Fees	(22,499.15)	(22,271.31)	(24,000.00)	(1,772.04)	(22,271.31)
1-42-00-540-00	Franchise & Concess.	(13,058.97)	(14,009.08)	(12,000.00)	(1,236.47)	(14,009.08)
1-42-00-590-00	Sewer Dumping Fees	(3,870.00)	(3,075.00)	(3,800.00)	0.00	(3,075.00)
<b>*</b>	<b>TOTAL SANITARY</b>	<b>(46,482.12)</b>	<b>(46,401.90)</b>	<b>(46,800.00)</b>	<b>(3,593.68)</b>	<b>(46,401.90)</b>
<b>GARBAGE</b>						
1-43-00-254-00	Costs Recovered - Garbage	(7,200.00)	(7,200.00)	(4,000.00)	(3,600.00)	(7,200.00)
1-43-00-410-00	Solid Waste Collection Fee	(45,316.80)	(45,290.40)	(45,000.00)	(3,781.20)	(45,290.40)
<b>*</b>	<b>TOTAL GARBAGE</b>	<b>(52,516.80)</b>	<b>(52,490.40)</b>	<b>(49,000.00)</b>	<b>(7,381.20)</b>	<b>(52,490.40)</b>
<b>FCSS</b>						
1-51-00-840-00	Grant - Prov. - FCSS	(15,040.00)	(10,712.00)	(15,000.00)	0.00	(10,712.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(57,802.00)	(67,578.68)	(56,325.00)	(389.18)	(67,578.68)
1-51-00-990-00	Donation & Fees - FCSS	(3,069.40)	(13,627.34)	(3,000.00)	(3,665.00)	(13,627.34)
1-51-00-990-01	MVC Wage Grant	0.00	0.00	(2,000.00)	0.00	0.00
<b>*</b>	<b>TOTAL FCSS</b>	<b>(75,911.40)</b>	<b>(91,918.02)</b>	<b>(76,325.00)</b>	<b>(4,054.18)</b>	<b>(91,918.02)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>CEMETERY</b>						
1-56-00-410-00	Plot - Cemetery	(1,250.00)	(1,150.00)	(1,200.00)	0.00	(1,150.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,450.00)	(900.00)	(1,200.00)	0.00	(900.00)
1-56-00-412-00	Opening & Closing - Cemetery	(450.00)	(200.00)	(1,000.00)	0.00	(200.00)
1-56-00-850-00	Grant - Local Govt. - Cemetery	0.00	0.00	(1,000.00)	0.00	0.00
<b>* TOTAL CEMETERY</b>		<b>(3,150.00)</b>	<b>(2,250.00)</b>	<b>(4,400.00)</b>	<b>0.00</b>	<b>(2,250.00)</b>
<b>PLANNING &amp; DEVELOPMENT</b>						
1-61-00-410-00	Building Permits	(992.42)	(1,468.48)	(1,100.00)	0.00	(1,468.48)
1-61-00-419-00	Compliance Certificates	(1,000.00)	(600.00)	(1,000.00)	(200.00)	(600.00)
1-61-00-520-00	Development Permits	(1,228.24)	(2,650.00)	(1,200.00)	0.00	(2,650.00)
1-61-00-521-00	Subdivision Fees	0.00	(2,100.00)	(1,200.00)	0.00	(2,100.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	0.00	(250.00)	0.00	0.00
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00	0.00
<b>* TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>(3,220.66)</b>	<b>(6,818.48)</b>	<b>(4,750.00)</b>	<b>(200.00)</b>	<b>(6,818.48)</b>
<b>CULTURE &amp; RECREATION</b>						
1-71-00-990-02	Donation - Cremona Days	0.00	(6,619.16)	(5,400.00)	0.00	(6,619.16)
1-71-00-990-08	Donation/Fees - WinterFest	0.00	(1,795.00)	0.00	(600.00)	(1,795.00)
<b>* TOTAL CULTURE &amp; RECREATION</b>		<b>0.00</b>	<b>(8,414.16)</b>	<b>(5,400.00)</b>	<b>(600.00)</b>	<b>(8,414.16)</b>
<b>PARKS &amp; RECREATION</b>						
1-71-00-830-00	Grant - Recreation - Federal	(7,000.00)	(5,000.00)	(5,000.00)	0.00	(5,000.00)
1-71-00-990-00	Donation - Recreation	0.00	0.00	(1,000.00)	0.00	0.00
<b>* TOTAL PARKS &amp; RECREATION</b>		<b>(7,000.00)</b>	<b>(5,000.00)</b>	<b>(6,000.00)</b>	<b>0.00</b>	<b>(5,000.00)</b>
<b>LIBRARY</b>						
1-74-00-590-00	Other Revenue - Library	0.00	0.00	0.00	0.00	0.00
1-74-00-850-00	Grants - Local Govt - Library	(30,546.66)	(32,847.15)	(32,847.00)	0.00	(32,847.15)
<b>* TOTAL LIBRARY</b>		<b>(30,546.66)</b>	<b>(32,847.15)</b>	<b>(32,847.00)</b>	<b>0.00</b>	<b>(32,847.15)</b>
<b>**P TOTAL DEPARTMENT REVENUES</b>		<b>(457,767.63)</b>	<b>(482,975.21)</b>	<b>(459,329.96)</b>	<b>(31,644.59)</b>	<b>(482,975.21)</b>





# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>*** TOTAL REVENUE</b>		<b>(875,160.44)</b>	<b>(940,223.22)</b>	<b>(876,774.75)</b>	<b>(31,644.59)</b>	<b>(940,223.22)</b>
<b>COUNCIL GENERAL EXPENSE</b>						
2-11-00-146-00	Community Grants & Enhancements	640.00	250.00	500.00	0.00	250.00
2-11-00-220-00	Advertising	288.50	239.00	300.00	0.00	239.00
2-11-00-225-00	Registrations & Memberships	2,121.55	2,079.40	2,500.00	195.00	2,079.40
2-11-00-230-00	Professional & Consulting Services	3,868.46	8,464.54	1,500.00	0.00	8,464.54
2-11-00-232-00	Legal Fees	0.00	0.00	0.00	0.00	0.00
2-11-00-270-00	Miscellaneous Costs & Services	1,118.77	1,034.34	1,250.00	0.00	1,034.34
<b>* TOTAL COUNCIL GENERAL EXPENSE</b>		<b>8,037.28</b>	<b>12,067.28</b>	<b>6,050.00</b>	<b>195.00</b>	<b>12,067.28</b>
<b>COUNCILLOR EXPENSE</b>						
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,015.00	1,625.00	2,100.00	400.00	1,625.00
2-11-01-140-00	Benefits Cnc 1	31.08	27.30	50.00	6.72	27.30
2-11-01-211-00	Travel & Subsistance - Cncl 1	0.00	306.03	500.00	0.00	306.03
2-11-02-100-00	Per Diems & Meetings - Cnc 2	3,110.00	4,030.00	4,000.00	760.00	4,030.00
2-11-02-140-00	Benefits Cnc 2	48.50	113.73	100.00	26.64	113.73
2-11-02-211-00	Travel & Subsistence - Cncl 2	214.26	444.40	500.00	158.57	444.40
2-11-03-100-00	Per Diems & Meetings - Cnc 3	2,440.00	3,090.00	2,400.00	350.00	3,090.00
2-11-03-140-00	Benefits Cnc 3	41.32	61.89	50.00	5.88	61.89
2-11-03-211-00	Travel & Subsistence - Cncl 3	101.00	156.55	500.00	0.00	156.55
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,297.50	2,270.00	2,100.00	350.00	2,270.00
2-11-04-140-00	Benefits Cnc 4	39.92	38.33	50.00	5.88	38.33
2-11-04-211-00	Travel & Subsistence - Cncl 4	0.00	30.30	500.00	0.00	30.30
2-11-05-100-00	Per Diems & Meetings - Cnc 5	2,847.50	2,280.00	2,100.00	350.00	2,280.00
2-11-05-140-00	Benefits Cnc 5	48.31	38.50	50.00	5.88	38.50
2-11-05-211-00	Travel & Subsistence - Cncl 5	298.96	(137.36)	500.00	0.00	(137.36)
<b>* TOTAL COUNCILLOR EXPENSE</b>		<b>13,533.35</b>	<b>14,374.67</b>	<b>15,500.00</b>	<b>2,419.57</b>	<b>14,374.67</b>
<b>GENERAL ADMINISTRATION EXPENSE</b>						
2-12-00-100-00	Salaries & Wages	55,362.12	57,337.75	50,000.00	6,030.10	57,337.75
2-12-00-140-00	Employee Benefits	7,603.85	7,602.19	6,500.00	717.03	7,602.19
2-12-00-148-00	Training & Development - Admin	95.00	0.00	500.00	0.00	0.00
2-12-00-150-00	Freight & Postage	491.89	173.18	500.00	0.00	173.18
2-12-00-210-00	Licenses & Permits - Admin	25.00	0.00	0.00	0.00	0.00
2-12-00-211-00	Travel & Subsistance	1,256.74	241.85	1,000.00	0.00	241.85
2-12-00-217-00	Telephone & Internet	14,498.63	11,426.44	12,000.00	1,241.62	11,426.44



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
2-12-00-220-00	Advertising	632.00	1,382.33	750.00	305.00	1,382.33
2-12-00-224-00	Resource Materials/Supplies	0.00	0.00	100.00	0.00	0.00
2-12-00-225-00	Registrations & Memberships	450.00	225.00	500.00	0.00	225.00
2-12-00-230-00	Professional Services	15,882.61	15,854.59	12,300.00	577.13	15,854.59
2-12-00-231-00	Assessment Services	8,589.72	8,543.65	8,600.00	1,283.33	8,543.65
2-12-00-232-00	Legal Fees	5,938.79	11,204.68	5,000.00	1,104.76	11,204.68
2-12-00-233-00	Audit Fees	23,750.00	16,026.19	22,000.00	0.00	16,026.19
2-12-00-274-00	Insurance	20,426.33	20,392.69	20,000.00	0.00	20,392.69
2-12-00-510-00	General Office Supplies	8,760.87	6,647.31	7,000.00	318.04	6,647.31
2-12-00-511-00	Computer Supplies & Furnishings	1,632.15	1,450.10	1,500.00	0.00	1,450.10
2-12-00-525-00	Rentals & Leases	4,192.08	2,679.55	3,600.00	0.00	2,679.55
2-12-00-528-00	Equip -Repairs/Maint.-Admin	0.00	802.00	400.00	0.00	802.00
2-12-00-814-00	Service Charges & Interest	9,583.21	7,153.21	7,200.00	3.15	7,153.21
2-12-00-815-00	Penny Rounding	0.00	0.01	100.00	0.02	0.01
2-12-00-850-00	Toilet Rebate	150.00	50.00	100.00	0.00	50.00
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	299.50	500.00	0.00	299.50
2-12-00-915-01	Bad Debt - Property Taxes	0.00	0.00	100.00	0.00	0.00
2-12-00-823-00	Loan Interest - LOC	0.00	0.00	200.00	0.00	0.00
<b>* TOTAL GENERAL ADMINISTRATION E</b>		<b>179,320.99</b>	<b>169,492.22</b>	<b>160,450.00</b>	<b>11,580.18</b>	<b>169,492.22</b>
<b>CAO EXPENSES</b>						
2-12-01-100-00	Salaries & Wages - CAO	84,267.75	60,034.08	80,000.00	4,615.52	60,034.08
2-12-01-140-00	Employee Benefits - CAO	10,991.00	11,123.08	15,000.00	349.84	11,123.08
2-12-01-148-00	Training & Development - CAO	6,495.00	0.00	2,000.00	0.00	0.00
2-12-01-211-00	Travel & Subsistance - CAO	427.47	1,627.45	1,200.00	77.30	1,627.45
2-12-01-211-01	Accomodations - CAO	416.99	0.00	1,000.00	0.00	0.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	0.00	0.00	0.00
2-12-01-223-00	Membership & Registrations-CAO	152.25	225.00	1,300.00	0.00	225.00
2-12-01-225-00	Conference Registrations - CAO	0.00	550.00	150.00	0.00	550.00
<b>* TOTAL CAO EXPENSES</b>		<b>102,750.46</b>	<b>73,559.61</b>	<b>100,650.00</b>	<b>5,042.66</b>	<b>73,559.61</b>
<b>FIRE EXPENSES</b>						
2-23-00-217-00	Telephone & Internet	1,165.94	1,164.00	1,200.00	97.00	1,164.00
2-23-00-230-00	Professional Services	4,246.72	1,176.60	1,200.00	0.00	1,176.60
2-23-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
2-23-00-526-00	Equipment Purchases - Fire	11,431.31	4,089.14	6,500.00	0.00	4,089.14
2-23-00-528-01	Firehall Repairs & Maintenance	0.00	0.00	1,200.00	0.00	0.00
2-23-00-740-00	Fire Services Requisition	47,096.00	52,675.00	58,000.00	0.00	52,675.00



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>* TOTAL FIRE EXPENSES</b>		<b>63,939.97</b>	<b>59,104.74</b>	<b>68,100.00</b>	<b>97.00</b>	<b>59,104.74</b>
<b>DISASTER SERVICES EXPENSE</b>						
2-24-00-230-00	Professional Services - Disaster Serv.	31.08	0.00	35.00	0.00	0.00
<b>* TOTAL DISASTER SERVICES EXPENS</b>		<b>31.08</b>	<b>0.00</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BYLAW &amp; ENFORCEMENT EXPENSE</b>						
2-26-00-230-00	Professional Services - Bylaw	0.00	0.00	0.00	0.00	0.00
2-26-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
<b>* TOTAL BYLAW &amp; ENFORCEMENT EXPE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PUBLIC WORKS EXPENSE</b>						
2-31-00-100-00	Salaries & Wages	126,005.50	96,568.62	100,000.00	1,554.00	96,568.62
2-31-00-140-00	Employee Benefits	21,135.20	16,367.00	23,000.00	115.27	16,367.00
2-31-00-148-00	Training & Development - Public Works	0.00	301.67	500.00	0.00	301.67
2-31-00-150-00	Freight & Postage	0.00	0.00	500.00	0.00	0.00
2-31-00-211-00	Travel & Subsistence	256.54	3,642.44	500.00	0.00	3,642.44
2-31-00-217-00	Telephone & Internet	782.15	1,235.08	900.00	24.97	1,235.08
2-31-00-223-00	Memberships & Registration	84.00	57.14	100.00	0.00	57.14
2-31-00-230-00	Professional Services	2,518.70	2,787.35	3,000.00	406.35	2,787.35
2-31-00-518-00	Protective Clothing, Etc.	380.96	350.67	500.00	0.00	350.67
2-31-00-521-00	Fuel Costs	5,902.25	12,062.55	7,000.00	0.00	12,062.55
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	18,231.33	26,065.99	10,000.00	0.00	26,065.99
2-31-01-510-00	General Supplies - Shop	0.00	0.00	0.00	0.00	0.00
2-31-01-512-00	Shop Tools	1,589.17	2,284.00	1,250.00	0.00	2,284.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	0.00	1,750.00	0.00	0.00
<b>* TOTAL PUBLIC WORKS EXPENSE</b>		<b>176,885.80</b>	<b>161,722.51</b>	<b>149,000.00</b>	<b>2,100.59</b>	<b>161,722.51</b>
<b>ROADWAYS EXPENSE</b>						
2-32-00-220-00	Advertising	0.00	0.00	200.00	0.00	0.00
2-32-00-230-00	Other Contracted Services - Streets	0.00	0.00	8,000.00	0.00	0.00
2-32-00-252-01	Snow Removal	1,150.00	2,670.71	1,000.00	0.00	2,670.71
2-32-00-510-00	General Supplies	0.00	452.37	500.00	0.00	452.37
2-32-00-514-00	Signage	0.00	0.00	500.00	0.00	0.00
2-32-00-520-00	Chemicals - Street	0.00	0.00	1,000.00	0.00	0.00
2-32-00-528-00	Repairs & Maintenance - Roads	6,714.02	1,618.04	2,000.00	0.00	1,618.04



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
2-32-00-540-00	Street Lights	16,068.55	16,005.86	16,000.00	1,595.66	16,005.86
2-32-00-831-00	Debenture-Interest	0.00	0.00	0.00	0.00	0.00
2-32-00-832-00	Debenture-Principle	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL ROADWAYS EXPENSE</b>	<b>23,932.57</b>	<b>20,746.98</b>	<b>29,200.00</b>	<b>1,595.66</b>	<b>20,746.98</b>
<b>WATER EXPENSE</b>						
2-41-00-148-00	Training & Development - Water	550.00	752.50	1,000.00	0.00	752.50
2-41-00-150-00	Freight & Postage	3,719.45	4,507.37	3,700.00	418.68	4,507.37
2-41-00-211-00	Travel & Substinance	36.61	935.32	3,000.00	0.00	935.32
2-41-00-223-00	Memberships - Water	0.00	0.00	180.00	0.00	0.00
2-41-00-225-00	Conference Registrations	345.00	0.00	500.00	0.00	0.00
2-41-00-230-00	Professional Services	14,302.94	45,765.01	5,000.00	16,555.60	45,765.01
2-41-00-253-00	R & M - Infrastructure	0.00	47,893.61	8,000.00	0.00	47,893.61
2-41-00-510-00	General Supplies	636.15	1,746.20	800.00	0.00	1,746.20
2-41-00-516-00	Water Meters	0.00	0.00	0.00	0.00	0.00
2-41-00-520-00	Chemicals - Water	5,178.70	6,208.37	5,000.00	0.00	6,208.37
2-41-00-528-00	Equipment - Repairs/Maintenance	20,769.61	26,795.66	6,000.00	2,875.39	26,795.66
2-41-00-528-02	Hydrant - Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL WATER EXPENSE</b>	<b>45,538.46</b>	<b>134,604.04</b>	<b>33,180.00</b>	<b>19,849.67</b>	<b>134,604.04</b>
<b>SANITARY EXPENSE</b>						
2-42-00-230-00	Professional Services - Sewer	0.00	34,086.09	3,000.00	22,300.00	34,086.09
2-42-00-253-00	R & M - Infrastructure	0.00	0.00	5,000.00	0.00	0.00
2-42-00-270-00	Lab Testing	0.00	459.79	500.00	0.00	459.79
2-42-00-510-00	General Supplies	0.00	136.96	200.00	0.00	136.96
2-42-00-520-00	Chemicals - Sewer	6,855.75	7,288.00	5,000.00	0.00	7,288.00
2-42-00-523-00	Sewer Flushing	0.00	0.00	1,000.00	0.00	0.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	2,302.00	11,605.40	2,000.00	0.00	11,605.40
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	0.00	0.00	1,000.00	0.00	0.00
<b>*</b>	<b>TOTAL SANITARY EXPENSE</b>	<b>9,157.75</b>	<b>53,576.24</b>	<b>17,700.00</b>	<b>22,300.00</b>	<b>53,576.24</b>
<b>GARBAGE EXPENSE</b>						
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	38,510.47	38,190.80	36,000.00	3,537.52	38,190.80
2-43-00-510-00	General Supplies	0.00	472.00	0.00	0.00	472.00
2-43-00-850-00	Waste Commission Grant	10,980.12	10,935.72	10,000.00	0.00	10,935.72



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>* TOTAL GARBAGE EXPENSE</b>		<b>49,490.59</b>	<b>49,598.52</b>	<b>46,000.00</b>	<b>3,537.52</b>	<b>49,598.52</b>
<b>FCSS EXPENSE</b>						
2-51-00-100-00	Salaries & Wages	28,165.40	35,597.95	36,000.00	5,122.84	35,597.95
2-51-00-140-00	Employee Benefits	5,582.74	6,359.65	6,500.00	884.07	6,359.65
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	550.00	0.00	0.00
2-51-00-150-00	Freight & Postage	18.40	310.83	550.00	0.00	310.83
2-51-00-211-00	Travel & Subsistence	1,145.75	2,353.01	1,200.00	1,214.59	2,353.01
2-51-00-217-00	Telephone & Internet	2,019.86	2,042.26	2,200.00	151.65	2,042.26
2-51-00-220-00	Advertising	582.27	400.00	600.00	0.00	400.00
2-51-00-223-00	Memberships - FCSS	0.00	114.00	300.00	0.00	114.00
2-51-00-225-00	Conference Registrations	0.00	1,372.80	500.00	0.00	1,372.80
2-51-00-230-00	Professional Services	1,243.76	5,693.09	1,200.00	810.00	5,693.09
2-51-00-231-00	Janitorial	0.00	0.00	3,500.00	0.00	0.00
2-51-00-400-00	Community Programs	14,498.17	13,763.15	15,000.00	434.77	13,763.15
2-51-00-410-00	Adult Programs	553.30	6,233.18	3,500.00	68.00	6,233.18
2-51-00-411-00	Children-Youth Programs	11,168.34	8,974.79	12,000.00	0.00	8,974.79
2-51-00-412-00	Family Programs	5,226.39	7,718.39	5,000.00	0.00	7,718.39
2-51-00-413-00	Adult & Seniors' Programs	1,112.27	8,729.94	1,000.00	0.00	8,729.94
2-51-00-414-00	Local Grants (External Funding)	0.00	133.94	3,000.00	0.00	133.94
2-51-00-419-00	Volunteers	394.92	215.48	600.00	0.00	215.48
2-51-00-420-00	Community Engagement	0.00	0.00	2,500.00	0.00	0.00
2-51-00-510-00	General Supplies	1,654.97	1,290.05	1,500.00	212.00	1,290.05
2-51-00-511-00	Computer Supplies & Furnishings	0.00	0.00	500.00	0.00	0.00
2-51-00-560-00	COPIER LEASE	0.00	935.58	500.00	0.00	935.58
2-51-00-990-01	Summer Fun Program	0.00	6,525.41	5,000.00	0.00	6,525.41
2-51-00-990-02	Babysitting/Children	0.00	0.00	1,000.00	0.00	0.00
2-51-00-990-05	Community Newsletter	868.19	1,476.41	800.00	0.00	1,476.41
<b>* TOTAL FCSS EXPENSE</b>		<b>74,234.73</b>	<b>110,239.91</b>	<b>105,000.00</b>	<b>8,897.92</b>	<b>110,239.91</b>
<b>CEMETERY EXPENSE</b>						
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	550.00	0.00	2,000.00	0.00	0.00
2-56-00-510-00	General Supplies	11.79	0.00	500.00	0.00	0.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	560.00	0.00	1,500.00	0.00	0.00
<b>* TOTAL CEMETERY EXPENSE</b>		<b>1,121.79</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>PLANNING &amp; DEVELOPMENT EXPENSE</b>						
2-61-00-230-00	Professional Services	9,311.85	10,086.45	15,000.00	3,540.45	10,086.45
2-61-00-233-00	Land Title Changes	0.00	0.00	0.00	0.00	0.00
2-61-00-148-00	Training - Planning	0.00	0.00	500.00	0.00	0.00
2-61-00-220-00	Advertising	0.00	0.00	500.00	0.00	0.00
<b>* TOTAL PLANNING &amp; DEVELOPMENT E</b>		<b>9,311.85</b>	<b>10,086.45</b>	<b>16,000.00</b>	<b>3,540.45</b>	<b>10,086.45</b>
<b>FACILITIES EXPENSE</b>						
2-69-00-543-00	Natural Gas Admin	4,326.10	5,753.70	3,300.00	876.65	5,753.70
2-69-00-543-01	Natural Gas FCSS/Council	2,907.17	2,332.97	2,400.00	414.29	2,332.97
2-69-00-543-02	Natural Gas PW Shop	4,338.69	4,601.80	3,600.00	811.10	4,601.80
2-69-00-543-03	Natural Gas Water Wells	1,380.70	1,233.83	1,500.00	0.00	1,233.83
2-69-00-528-00	Building Repairs Maint - Admin	4,294.34	1,835.05	3,500.00	0.00	1,835.05
2-69-00-528-01	Building Repairs Main FCSS/Council	1,734.51	5,733.82	2,000.00	0.00	5,733.82
2-69-00-528-02	Building Repairs & Main PW Shop	5,764.03	4,334.88	3,500.00	0.00	4,334.88
2-69-00-528-03	Building Repairs & Main Water	0.00	0.00	500.00	0.00	0.00
2-69-00-540-00	Electricity Admin/Fire	8,308.50	8,225.88	7,500.00	830.40	8,225.88
2-69-00-540-01	Electricity FCSS/Council	1,586.37	1,737.50	1,500.00	241.39	1,737.50
2-69-00-540-02	Electricity PW	13,117.31	16,211.64	10,000.00	1,682.31	16,211.64
2-69-00-540-03	Electricity Water	20,159.38	22,563.02	18,000.00	2,523.49	22,563.02
2-69-00-540-04	Electricity RV Dump	0.00	0.00	0.00	0.00	0.00
2-69-00-230-00	Professional Services/Janitorial Admin	4,050.00	5,698.00	3,500.00	350.00	5,698.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	3,950.00	4,200.00	0.00	350.00	4,200.00
2-69-00-510-00	General Supplies - Admin	69.50	55.43	0.00	0.00	55.43
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	1,045.30	0.00	0.00	1,045.30
2-69-00-510-02	Building General Supplies PW Shop	0.00	701.79	0.00	0.00	701.79
2-69-00-510-03	Building General Supplies Water	0.00	0.00	0.00	0.00	0.00
2-69-01-528-02	Building Repairs & Main PW Shop	0.00	0.00	0.00	0.00	0.00
<b>* TOTAL FACILITIES EXPENSE</b>		<b>75,986.60</b>	<b>86,264.61</b>	<b>60,800.00</b>	<b>8,079.63</b>	<b>86,264.61</b>
<b>CULTURE &amp; RECREATION EXPENSE</b>						
2-71-00-990-02	Cremona Days	5,781.91	8,560.61	7,000.00	0.00	8,560.61
2-71-00-990-08	WinterFest	120.00	2,507.32	1,500.00	1,607.32	2,507.32
<b>* TOTAL CULTURE &amp; RECREATION EXP</b>		<b>5,901.91</b>	<b>11,067.93</b>	<b>8,500.00</b>	<b>1,607.32</b>	<b>11,067.93</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2021 Actual	2022 Actual	2022 Budget	December 2022 Actual	2023 Budget
<b>PARKS &amp; RECREATION EXPENSE</b>						
2-72-00-148-00	Training & Development - Parks	0.00	0.00	0.00	0.00	0.00
2-72-00-230-00	Other Contracted Services	4,830.49	4,828.12	2,500.00	0.00	4,828.12
2-72-00-510-00	General Supplies	125.99	163.36	750.00	0.00	163.36
2-72-00-513-00	Beautification - Parks	11,930.25	18,836.08	10,000.00	6,832.55	18,836.08
2-72-00-528-00	Equipment Repairs & Maint. - Park	10,874.73	325.24	300.00	0.00	325.24
2-72-00-528-01	Playground Repairs & Maint.	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION EXPEN</b>	<b>27,761.46</b>	<b>24,152.80</b>	<b>13,550.00</b>	<b>6,832.55</b>	<b>24,152.80</b>
<b>LIBRARY EXPENSE</b>						
2-74-00-274-00	Insurance Library	769.59	830.19	800.00	0.00	830.19
2-74-00-528-00	Repairs & Maintenance - Library	0.00	0.00	250.00	0.00	0.00
2-74-00-850-00	Cremona Library	31,500.00	36,893.81	32,847.00	4,046.66	36,893.81
2-74-00-850-01	Parkland Regional Library	3,796.20	4,180.95	3,800.00	0.00	4,180.95
<b>*</b>	<b>TOTAL LIBRARY EXPENSE</b>	<b>36,065.79</b>	<b>41,904.95</b>	<b>37,697.00</b>	<b>4,046.66</b>	<b>41,904.95</b>
<b>***</b>	<b>TOTAL EXPENSES</b>	<b>903,002.43</b>	<b>1,032,563.46</b>	<b>871,412.00</b>	<b>101,722.38</b>	<b>1,032,563.46</b>
<b>****</b>	<b>SURPLUS / DEFICIT</b>	<b>27,841.99</b>	<b>92,340.24</b>	<b>(5,362.75)</b>	<b>70,077.79</b>	<b>92,340.24</b>

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



# VILLAGE OF CREMONA

## FCSS - REVENUE & EXPENSE

General Ledger	Description	2021 Actual	December 2022 Actual	2022 YTD Actual	2022 Budget
<b>FCSS REVENUE</b>					
1-51-00-840-00	Grant - Prov. - FCSS	(15,040.00)	0.00	(10,712.00)	(15,000.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(57,802.00)	(389.18)	(67,578.68)	(56,325.00)
1-51-00-990-00	Donation & Fees - FCSS	(3,069.40)	(3,665.00)	(13,627.34)	(3,000.00)
1-51-00-990-01	MVC Wage Grant	0.00	0.00	0.00	(2,000.00)
<b>*</b>	<b>TOTAL FCSS REVENUE</b>	<b>(75,911.40)</b>	<b>(4,054.18)</b>	<b>(91,918.02)</b>	<b>(76,325.00)</b>
<b>**</b>	<b>TOTAL REVENUE</b>	<b>(75,911.40)</b>	<b>(4,054.18)</b>	<b>(91,918.02)</b>	<b>(76,325.00)</b>
<b>FCSS EXPENSE</b>					
2-51-00-100-00	Salaries & Wages	28,165.40	5,122.84	35,597.95	36,000.00
2-51-00-140-00	Employee Benefits	5,582.74	884.07	6,359.65	6,500.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	0.00	550.00
2-51-00-150-00	Freight & Postage	18.40	0.00	310.83	550.00
2-51-00-211-00	Travel & Subsistence	1,145.75	1,214.59	2,353.01	1,200.00
2-51-00-217-00	Telephone & Internet	2,019.86	151.65	2,042.26	2,200.00
2-51-00-220-00	Advertising	582.27	0.00	400.00	600.00
2-51-00-223-00	Memberships - FCSS	0.00	0.00	114.00	300.00
2-51-00-225-00	Conference Registrations	0.00	0.00	1,372.80	500.00
2-51-00-230-00	Professional Services	1,243.76	810.00	5,693.09	1,200.00
2-51-00-400-00	Community Programs	14,498.17	434.77	13,763.15	15,000.00
2-51-00-410-00	Adult Programs	553.30	68.00	6,233.18	3,500.00
2-51-00-411-00	Children-Youth Programs	11,168.34	0.00	8,974.79	12,000.00
2-51-00-412-00	Family Programs	5,226.39	0.00	7,718.39	5,000.00
2-51-00-413-00	Adult & Seniors' Programs	1,112.27	0.00	8,729.94	1,000.00
2-51-00-414-00	Local Grants (External Funding)	0.00	0.00	133.94	3,000.00
2-51-00-419-00	Volunteers	394.92	0.00	215.48	600.00
2-51-00-420-00	Community Engagement	0.00	0.00	0.00	2,500.00
2-51-00-510-00	General Supplies	1,654.97	212.00	1,290.05	1,500.00
2-51-00-511-00	Computer Supplies & Furnishings	0.00	0.00	0.00	500.00
2-51-00-560-00	COPIER LEASE	0.00	0.00	935.58	500.00
2-51-00-990-01	Summer Fun Program	0.00	0.00	6,525.41	5,000.00
2-51-00-990-02	Babysitting/Children	0.00	0.00	0.00	1,000.00
2-51-00-990-05	Community Newsletter	868.19	0.00	1,476.41	800.00
<b>*</b>	<b>TOTAL FCSS EXPENSE</b>	<b>74,234.73</b>	<b>8,897.92</b>	<b>110,239.91</b>	<b>101,500.00</b>





**VILLAGE OF CREMONA**  
**FCSS - REVENUE & EXPENSE**

<b>General Ledger</b>	<b>Description</b>	<b>2021 Actual</b>	<b>December 2022 Actual</b>	<b>2022 YTD Actual</b>	<b>2022 Budget</b>
**	TOTAL EXPENSE	74,234.73	8,897.92	110,239.91	101,500.00
***	SURPLUS/DEFICIT	(1,676.67)	4,843.74	18,321.89	25,175.00

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



## REQUEST FOR DECISION 23-01-011

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 10 b)

**TITLE:** Reports – CAO Report

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

### **BACKGROUND / PROPOSAL:**

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

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

#### **Administration:**

- \*I have completed a binder with all Policies.
- \*I am working through the Bylaw putting all active Bylaws in their own binder and having a Rescinded Bylaw binder. -Working in progress
- \*Working with our computer tech Gadget Computer with getting me set up with working remotely.
- \*Updated the internet to faster speed with no extra cost.
- \*Did some investigating on Security Cameras, and have received 1 quote
- \*Did some investigating on Streamline council meetings, I have Gadget looking into hardware, and will help me set up

#### **Public Works:**

- \*Hired a full-time PW Foreman started Dec. 15, 2022
- \*Found PW laptop and got Gadget to retrieve password and update all security.
- \*Found several water meters not in operating, got PW to investigate and replace the broken one.- Working in progress

#### **Planning & Development:**

- \*Working with residents on development on the property

### **RECOMMENDED ACTION:**

**23/015 MOTION** That Council accepts the December CAO Report as information only.

**From:** [Frances Calero](#)  
**To:** [cao@cremona.ca](mailto:cao@cremona.ca)  
**Subject:** TELUS SECURITY CAMERA FOR VILLAGE OF CREMONA  
**Date:** January 4, 2023 4:50:45 PM

---

Hi Karen!

Good day!

Below is the rate for the smart camera for your 3 business locations.

**FIRST LOCATION : 105 CENTRE ST CREMONA AB T0M0R0**

2 INDOOR CAMERA

-> 1ST CAMERA : \$12 (3 YEAR CONTRACT) INDOOR

-> 2ND CAMERA : \$5.56 (3 YEAR CONTRACT) INDOOR

**TOTAL RATE : \$17.56**

**SECOND LOCATION : 205 1 ST E CREMONA AB T0M0R0**

2 INDOOR CAMERA

-> 1ST CAMERA : \$12 (3 YEAR CONTRACT) INDOOR

-> 2ND CAMERA : \$5.56 (3 YEAR CONTRACT) INDOOR

**TOTAL RATE : \$17.56**

**THIRD LOCATION : 209 1 ST E CREMONA AB T0M0R0**

3 INDOOR CAMERA

2 OUTDOOR CAMERA

-> 1ST CAMERA : \$12 (3 YEAR CONTRACT)

-> 2ND CAMERA : \$5.56 (3 YEAR CONTRACT) INDOOR

-> 3RD CAMERA : \$5.56 (3 YEAR CONTRACT) INDOOR

-> 4TH CAMERA : \$7.78 (3 YEAR CONTRACT) OUTDOOR

-> 5TH CAMERA : \$7.78 (3 YEAR CONTRACT) OUTDOOR

**TOTAL RATE : \$38.68**

Best regards,



**Frances Calero**

**Small Business Solution** | Sales Specialist

**Toll free: 1-855-699-1528 EXTN 120-3241**

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## REQUEST FOR DECISION 22-01-012

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 11

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

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

**BACKGROUND / PROPOSAL:**

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

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

Please see attached minutes for review and information.

\*December 2022-FCSS Coordinators Report

\*January 9, 2023, FCSS Meeting Minutes

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

N/A

**RECOMMENDED ACTION:**

**23/016 MOTION** That Council accepts all the minutes for information only.



Minutes from FCSS meeting held at FCSS office on January 9, 2023

Present – Autumn, Greg, Shane, Tiffany and Jen

Absent - Bonnie

Called to order 6:35 pm

Motion made to accept the agenda as presented made by Greg, all in favor – Carried

Motion made to approve the December 12 minutes as presented made by - Shane - all in favor - Carried

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

#### **Old Business**

Motion to accept the financial report as presented made by Greg – all in favor – Carried

#### **New Business**

A youth trip has been booked for April 13<sup>th</sup>, which is during spring break to the Rothney Astrophysical Observation. We are still waiting to hear back from the bus companies before we book other events for the day.

Jen asked the FCSS board for any suggestions, or gaps in the community that we should address. If we get more snow perhaps, we could host a sleigh ride at Rivers edge.

FCSS would like to get more involved with our seniors, we discussed hosting events/Birthday tea's, something at the Gold and Silver every other month. The goal is to connect more seniors in our area, and it would be great if it helped increase the membership at the G&S.

Jen will write the Gold and Silver and request a donation of space and ask if there is a regular date and time we could run it.

FSW is requesting FCSS pays for facilitator training for Cremona School. Its \$150 for the training and Carstairs FCSS is involved in the program. Jen tried to connect with Carstairs to get more information, and there are questions as to why FSW isn't funding the training.

Motion made by Shane to table the request until our next meeting when Jen will have more information. If time is a factor the Board can have a vote by e-mail – All in favor Carried

Motion to adjourn made by Autumn at 7:35 pm – All in favor, Carried

Next Meeting January 9, 2022

## Coordinators report for December 2022

I spent some December wrapping up the year, I sent off the reports for the grants we were fortunate to receive from MVC.

We had our last trip of the year to Stettler – The Polar Express. Its had to say which one is my favorite, they both have their +’s and –’s. But everyone had a good time!

The January/February newsletter was completed and mailed out, as well as making plans for 2023 to have something to put in the newsletter – Babysitting course, Drum circle/sound bath, Documentary nights, Cricut courses, and the Free skate in Cremona.

We started our Wellbriety meetings with Scott Lashmore, received many food pantry donations, helped a couple seniors get their 2022 receipts into the government for reimbursement, AND held a New Years get together to finish off the year. We has 30 in attendance, I think we will do a few more “Open House” type of events in the future. We also have started to plan a spring break trip in April (Rothney), and have a “Crafting Healing Elixirs/ Sound Bath booked.

Should we host another community sale? I think we will!



## REQUEST FOR DECISION 23-01-013

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 12

**TITLE:** Correspondence & Information

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

### **BACKGROUND / PROPOSAL:**

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

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

The following items are provided:

- \*2023 Fortis Alberta Approved Rates, Dec 21, 2022  
Municipal EV Rate 62 Release
- \*AB Municipal Law Letter Dec 2022 Edition
- \* RCMP Newsletter Vol 8 January 2023

### **RECOMMENDED ACTION:**

**23/017 MOTION** THAT Councillor \_\_\_\_\_ accepts the attached correspondence as information only.

INTLS: CAO: KO



December 21, 2022

**RE: Approved FortisAlberta 2023 Distribution Rates**

As a follow up to our correspondence in September 2022, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for its distribution rates, effective January 1, 2023. The AUC has also approved a new Rate 62 that has been specifically designed for Electric Vehicle (EV) services and has the same investment as Rate 61.

The attached charts illustrate the estimated percentages and average changes for each rate class based on estimated consumption and demand between December 2022 and January 2023 on a bundled bill basis from your retailer. These charts reflect the rates approved by the AUC.

We thank you for the opportunity to advise you of these updates. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink that reads "Dave Hunka".

Dave Hunka  
Manager, Municipalities  
P: (780) 464-8311  
C: (780) 868-7040  
E: [Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)



**2023 Approved Rates**  
**Average Monthly Bill Impacts by Rate Class**  
**BUNDLED BILL Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2021 Bill	Jan 2022 bill	\$ Difference	% Change
		300 kWh		\$97.89	\$100.19	-\$2.30	2.3%
<b>11</b>	<b>Residential</b>	640 kWh		\$169.58	\$172.56	-\$2.98	1.8%
		1200 kWh		\$287.68	\$291.78	-\$4.10	1.4%
		900 kWh	5 kVA	\$126.95	\$131.72	-\$4.77	3.8%
<b>21</b>	<b>Farm (Breaker Billed)</b>	1,400 kWh	10 kVA	\$426.39	\$433.77	-\$7.38	1.7%
		7,500 kWh	25 kVA	\$1,851.35	\$1,866.07	-\$14.72	0.8%
		700 kWh	10 kVA	\$310.96	\$320.44	-\$9.48	3.0%
<b>22</b>	<b>Farm (Demand Metered)</b>	3,000 kWh	20 kVA	\$892.12	\$907.03	-\$14.91	1.7%
		15,000 kWh	60 kVA	\$3,723.88	\$3,754.89	-\$31.01	0.8%
		6,000 kWh	20 kW	\$2,281.39	\$2,282.72	-\$1.33	0.1%
<b>26</b>	<b>FortisAlberta Irrigation</b>	14,518 kWh	33 kW	\$4,765.38	\$4,712.43	\$52.95	-1.1%
	*Seasonal bill impact	45,000 kWh	100 kW	\$14,239.40	\$14,079.27	\$160.13	-1.1%
<b>31</b>	<b>Streetlighting (Investment)</b>	5,144 kWh	12,500 W	\$3,397.32	\$3,507.57	-\$110.25	3.2%
<b>33</b>	<b>Streetlighting (Non-Investment)</b>	7,900 kWh	12,000W	\$2,014.22	\$1,980.06	\$34.16	-1.7%
<b>38</b>	<b>Yard Lighting</b>	5,000 kWh	12,000 W	\$2,267.15	\$2,312.09	-\$44.94	2.0%
		Rates 31 and 38 are based on 100 HPS Lights in assorted fixture wattages.					
		1,083 kWh	5 kW	\$298.95	\$300.15	-\$1.20	0.4%
<b>41</b>	<b>Small General Service</b>	2,165 kWh	10 kW	\$560.07	\$560.59	-\$0.52	0.1%
		10,825 kWh	50 kW	\$2,649.04	\$2,644.08	\$4.96	-0.2%
		2,590 kWh	7.5 kW	\$699.61	\$706.97	-\$7.36	1.1%
<b>44/45</b>	<b>Oil and Gas Service</b>	5,179 kWh	15 kW	\$1,334.94	\$1,348.55	-\$13.61	1.0%
		25,895 kWh	75 kW	\$6,417.56	\$6,481.16	-\$63.60	1.0%
		32,137 kWh	100 kW	\$5,838.83	\$5,755.81	\$83.02	-1.4%
<b>61</b>	<b>General Service</b>	63,071 kWh	196 kW	\$11,279.33	\$11,114.27	\$165.06	-1.5%
		482,055 kWh	1500 kW	\$85,970.21	\$84,693.92	\$1,276.29	-1.5%
		824,585 kWh	2500 kW	\$138,408.58	\$140,085.62	-\$1,677.04	1.2%
<b>63</b>	<b>Large General Service</b>	1,529,869 kWh	4638 kW	\$242,263.09	\$244,952.47	-\$2,689.38	1.1%
		3,298,338 kWh	10,000 kW	\$513,065.24	\$518,293.50	-\$5,228.26	1.0%
<b>65</b>	<b>Transmission Connected Service</b>	The Distribution Component will increase from \$44.38971/day to \$47.451461/per day. The Transmission Component is the applicable rate of the AESO.					

**CUSTOMER CONTRIBUTIONS SCHEDULES \*\***

**Table 1  
Maximum Investment Levels for Distribution Facilities  
When the Investment Term is 15 years or more**

<b>Type of Service</b>	<b>Maximum Investment Level</b>
Rate 11 Residential	\$2,749 per service
Rate 11 Residential Development	\$2,749 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,235 base investment, plus \$892 per kVA of Peak Demand
Rate 26 Irrigation	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,209 per fixture
Rate 38 Yard Lighting	\$887 per fixture
Rate 41 Small General Service	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,235 base investment, plus \$992 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,235 base investment, plus \$992 per kW for the first 150 kW, plus \$124 for additional kW of Peak Demand
Rate 63 Large General Service	\$112 per kW of Peak Demand, plus \$123 per metre of Customer Extension

\*\*Alberta Utilities Commission (AUC) Decision 27658-D01-2022, Dec. 16, 2022.

Maximum Investment Levels are reduced if the expected Investment Term is less than 15 years.



# FORTISALBERTA PILOT RATE 62 STANDALONE LEVEL 3 EV CHARGERS

## BACKGROUND

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Canada has committed that by 2035, all new cars and light-duty trucks sold in the country will be zero-emission vehicles. As a rural electricity distribution owner, FortisAlberta is at the front line of supporting the development of charging infrastructure to further the adoption of electric vehicles in Alberta.

FortisAlberta is happy to announce the Alberta Utilities Commission (AUC) has approved an Electric Vehicle (EV) Fast Charging Service pilot rate, Rate 62, on December 16, 2022. This pilot rate is proposed as an interim measure to support standalone public EV Level 3 charger technologies while utilization is low.

FortisAlberta is working diligently to ensure all internal systems and training requirements are in place to offer this rate to customers. Currently, the anticipated timeline is the second quarter of 2023. Additional information will be provided when it becomes available.

Additionally, 2023 will see FortisAlberta take another important step forward in understanding the charging habits of EV owning customers across rural Alberta, including how residential EV charging impacts FortisAlberta's distribution system. A pilot project was approved by the AUC to explore and manage the demands on Alberta's electricity distribution grid.

For more information, visit: [www.fortisalberta.com/evpilotproject](http://www.fortisalberta.com/evpilotproject)

## OVERVIEW

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- The term *pilot* means the rate will be reviewed during the next Phase II application and may or may not be renewed as is or with modifications at that time. Essentially, it is not intended to remain indefinitely.
- Rate 62 is an interim measure to improve the economics of EV Level 3 charger technology for customers. Specifically, addressing high peak metered demand and ratchet demand costs for EV charging station customers when chargers are only being utilized a few times per month.
- The rate's transmission and distribution charges are calculated as outlined on FortisAlberta's Rates, Options, and Riders Schedule effective January 1, 2023. A copy will be made available in the new year and can be found here: [Rates, Options and Riders \(fortisalberta.com\)](http://Rates, Options and Riders (fortisalberta.com)).
- The rate includes investment. As an example:
  - A site with a standalone Level 3 180kW EV charger would receive a base investment of \$6,235.
  - Further to the base investment, \$944 per kW for the first 150kW (\$148,800) is provided.
  - For each kW over 150kW customers receive \$124 of additional investment, so in this example an added \$3,720 (30kW). **The total maximum investment would be \$158,755.**
- The rate calculation is tied to load factors. If load factor is below 4 per cent, it is more economical for customers to be enrolled in the Rate 62 pilot rate. If load factor is above 4per



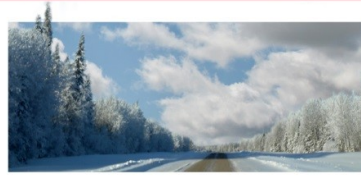
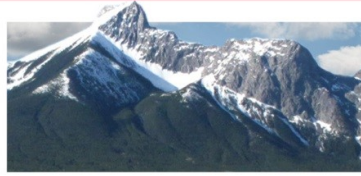
## FORTISALBERTA PILOT RATE 62 STANDALONE LEVEL 3 EV CHARGERS

cent, it is more economical for customers to switch to Rate 61. The threshold of 4 per cent corresponds to approximately 60 minutes of charging per day, or 3 car charges per day.

- **Customers must apply to switch**, it will not happen automatically. With the load factor mechanism, customers should only be enrolled to Rate 62 on a temporary basis.
- Transmission revenues associated with this rate are designed to be recovered through an energy charge (i.e., \$/kWh).
- On the distribution side, System Usage costs and Local Facilities costs will be recovered through an energy charge, while the Service Charge remains the same as Rate 61 (General Service).
- FortisAlberta is expected to report analysis and review of this rate in its next phase II DTA, including the uptake and load factors of customers.

*REFERENCES: APPLICATION ID 27671 (2023 COST OF SERVICE COMPLIANCE FILING AND 2023 RATE APPLICATION), PARAGRAPH 106-109 & AUC DECISION 27671-DO1-2022 PARAGRAPH 6.2.1.*

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# VS Quarterly Newsletter

January 2022: Vol 8/ Quarter 4, 2022-2023

## About Us

### **Who We Are**

We are employees of the Alberta RCMP, based out of Headquarters in Edmonton, who are dedicated to providing support and resources to enhance service to victims. The Alberta RCMP Victim Services Program is comprised of the Program Manager; Dana Overton, and two Victim Services Program Support Coordinators, Tara Skeoch and Caitlynn Colonel.



(Photo credit: Alberta RCMP "K" Division)

### **Our Role**

Our role is to provide support to RCMP-based Victim Services Units in the Province, working closely with our partner, Alberta Public Safety and Emergency Services (PSES) Victim Services (formerly Alberta Justice and Solicitor General – JSG).

Together we provide services to Albertans in accordance with the *Canadian Victims Bill of Rights* and the *Alberta Victims of Crime and Public Safety Act*. The RCMP Victim Services Program is now part of the Community Safety and Well-being Branch, under the command of Officer in Charge (OIC), Chief Superintendent (C/Supt) Peter Tewfik.

## **A Happy New Year Wish**

The Alberta RCMP Victim Services Program would like to wish everyone a Happy New Year. We thank all victim services paid personnel, volunteers, board members and all RCMP members for their dedication in 2022 to providing victims the utmost care and respect as they navigate through the criminal justice system.

We wish everyone a safe, healthy and happy 2023!

From,  
Dana, Tara and Caitlynn

## **Important Dates**

The Month of February: Black History Month

February 14<sup>th</sup>: Valentines Day

February 20<sup>th</sup>: Family Day

February 22<sup>nd</sup>: Human Trafficking Awareness Day

March 17<sup>th</sup>: St. Patrick's Day

March 22<sup>nd</sup>: JOIN Training (Day Time)

March 22<sup>nd</sup>: LMOU Training (Evening)

April 16<sup>th</sup>-22<sup>nd</sup>: Volunteer Appreciation Week

## **Team Feature – Mark Hilton, Manager of Community Outreach**

Hi Everyone:

In August I retired from the Edmonton Police Service after 29 years of policing. Most of my time was spent in Major Crimes, however, I was also the Training Officer for VSU back in the early 2000's. In joining the RCMP as Manager for Community Outreach in December, I came full circle. My Grandfather, Syd Hilton, was a Sergeant and retired from the RCMP some time ago, so I'm proud to carry on that family tradition. I enjoyed my time with EPS and am looking forward to my new role which



also includes Crime Prevention, Relationship Violence and Youth Programs.



In speaking with Members within K Div and other Detachments, it's clear our Members value and appreciate your work in supporting communities in Alberta. Thank you for your

efforts and I look forward to working with you in this New Year.

From,

Mark

### Team Feature – Caitlynn Colonel, Victim Services Support Coordinator

Hello from Headquarters:

Yes, that is Colonel like the army rank! I have heard many jokes in my short time while working for the RCMP. I am the newest team member on the AB RCMP Victim Services Team and have just hit one year here on December 29<sup>th</sup>!

I graduated in 2018 from MacEwan University in Edmonton with a Diploma in Police and Investigative Studies. After graduation, I was a casual Detachment Clerk with the Devon RCMP Detachment before being hired by the PROS Data Centre (PDC) at K Division Headquarters. After about two years, I accepted the role of Victim Services Support Coordinator with the Victim Services Program.

Some fun facts about me are:

1. In 2022 I adopted an orange tabby cat from Wetaskiwin. His name is Taco! He never smiles and always looks grumpy!
2. I love to go camping in the summers. My dream location would be at Coronet Creek near Spirit Island on Maligne Lake in Jasper (to get there I will have to kayak).
3. On weekends, I am usually watching Premier League Football with my partner. We are both Manchester United fans!



I can't wait to see what 2023 has in store! Thank you to everyone who has made the role of Victim Services

Coordinator so fun, challenging and an all-around wonderful role to be in.

Have a stunning day,

Caitlynn

### JOIN Activations

#### **\*Ensure Regular Logins\***

The Alberta RCMP Victim Services Program worked diligently in order to sponsor JOIN access for VSU Personnel. Court Support is a core function of Victim Services Programming. It is your responsibility to maintain regular access to your JOIN Account. See our Best Practices Section on Page 4 for recommendations on how to ensure you keep access to JOIN.





**NOTE:** If you do not log into your JOIN Account, at minimum once every 45 days, your account will be deactivated.

If you are deactivated three times, there is a three stike policy and you could permanently lose access. If you are going to be away for any extended period of time or are experiencing computer issues inhibiting access to JOIN, please advise our Unit so we can put your account on hold.

**NOTE:** JOIN is not an RCMP system. The RCMP Central Helpdesk cannot help with reactivations or password resets. Please contact Tara Skeoch if you need assistance.

### Quarterly Reporting

Thank you for submitting your Quarterly Reports on time each quarter! We use these stats and numbers to ensure that LMOU obligations are being met, to determine where further supports are required and to ensure that referrals are being consistently received in each VSU. These stats ensure accountability, transparency and accuracy for both the RCMP and VSUs.

**NOTE:** Please ensure all Quarterly Reports are filled in completely and have all information required! This ensures accuracy for our Program's stats collected.

#### Reminders:

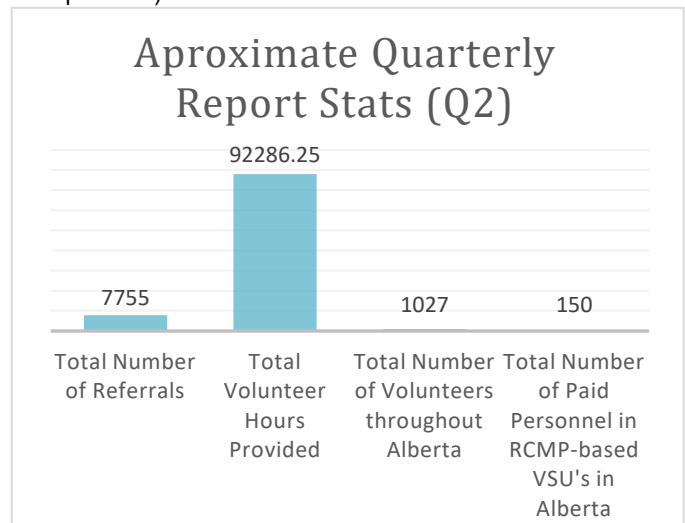
1. For approximate volunteer hours, include the on-call hours of all personnel.
2. Please ensure to note all Detachment Commanders and Liaison-Members for Detachment areas assisted.

Providing this report on time to the Alberta RCMP Victim Services Program is part of your LMOU responsibilities. The next Alberta RCMP VS Quarterly Report is due \*\*\*\*\* **January 20, 2023\*\*\*\*\***

Should you have any questions when completing your Quarterly Report, do not hesitate to reach out to our Unit!

### Quarterly Reporting – Snapshot

Based on the information provided to our Program, here is a quick snapshot of RCMP-based Victim Services Units in Alberta based on Quarter 2 (Q2) alone (July-August-September).



### Training

#### LMOU Training

For some units, it has been a while since taking LMOU Training. We welcome you to sign up for a refresher on this document. Invite your whole team for an evening of discussion and learning! The next virtual training session is March 22<sup>nd</sup>, 2023 at 18:30. It is online training, so it can be taken from home or from in the office!

This training is beneficial for advocates, board members, program managers, liaison-members, regular members, and detachment commanders. Our facilitators will take your group through the LMOU, provide clarification on roles & responsibilities, do Q&A and do scenario-based learning. If you would like more information about the training, contact our unit.

#### JOIN Training

Court Support is a core function of the VSU role. The next JOIN Training Session is March 22<sup>nd</sup>, 2023 during the day.



This training is available to all paid personnel. If you or someone in your unit requires this training, or you would like a refresher on the program, reach out to Tara SKEOCH.

### **Agora Training for Victim Services Paid Personnel**

This training platform provides access to a variety of training topics available within the RCMP environment and is available to Victim Services paid personnel only at this time. We encourage you to take advantage of this training platform! Contact our program at K VICTIM SERVICES via Outlook with the names and HRMIS numbers of those who would like Agora access. If you have any questions, we want to hear from you!

### **Agora Course Feature: Indigenous Learning Series – The Uncomfortable Truth (CSPS\_ILS\_UT) National (001301)**

This eLearning course presents stories that will show you a renewed perspective of what Indigenous peoples experienced in the past and how this history continues to affect individuals, families, communities, society and cultures today. When we recognize the impacts of history on First Nations, Métis and Inuit, we have a better understanding of the sensitivity and respectful actions needed when collaborating together.

## **Featured Support Agency**

### **Alberta Family Information Liaison Unit**



The Alberta Family Information Liaison Unit (FILU) provides a specialized service to augment the excellent services already being provided by Victim Services Units (VSUs) across Alberta.

FILU Site Link: <https://www.alberta.ca/family-information-liaison-unit.aspx>

Victims of Crime Site Link: <https://www.alberta.ca/help-for-victims-of-crime.aspx>

The Family Information Liaison's (FILs) act as a single point of contact to support families with Missing and Murdered Indigenous Women and Girls.

The Alberta FILU assists families with missing and murdered Indigenous Women and Girls by:

- Providing system navigation
  - Requesting & obtaining police information, medical examiner reports, child and family services information, hospital reports, crown and court information and more.
  - Assisting in the sharing of information back to families to ensure a culturally safe approach
- Connecting families with supports, including counsellors, Elders, connections to Indigenous and non-Indigenous agencies as part of a wrap-around trauma informed approach
- Utilizing an outreach model to reduce barriers –FILs travel to the families in their respective communities
- Providing specialized knowledge and support regarding grief and loss, trauma, ambiguous loss and circle facilitation
- Operationalizing any needed cross-jurisdictional support through connection to other FILUs across the country in all jurisdictions
- Providing funding support (including protocol) to families to attend healing and support events, including accessing Elder support. Funding can also be accessed to attend court proceedings and family meetings
- The Alberta FILU is Indigenous led as it is guided by a 5 member Elder Advisory Committee comprised of Elders from across Alberta (HUGG)



FILU services are culturally safe. This means services are provided through an Indigenous lens with insight and understanding of Indigenous history and the resulting intergenerational impacts. A facilitated referral approach/warm transfer is utilized to address the resulting marginalization experienced by many families.

- Working with other agencies/entities to ensure families of MMIWG are fully supported through the criminal justice process

The FILs are security cleared and provide information to the families in accordance with the Alberta Freedom of Information and Protection of Privacy Act. This allows the FILU staff to meet the needs of victims effectively through collaborative, coordinated and integrated service delivery. Working in this manner enables a victim-centered focus that considers an individual's immediate and long-term needs.

Please note, the FILU can also assist families of Missing or Murdered Indigenous Men and Boys, with limitations (funding for healing or cultural support options is not available) and as resources are available.

All referrals and inter-agency information sharing is conducted with the knowledge and written consent of the families. If you wish to make a referral to the FILU, simply contact the FIL in your area and/or provide the information to families so they can refer themselves.

**Family Information Liaison Contact Information :**

**Deanna CASTELLANOS-GARCIA**, Manager Indigenous Policy and Services

Contact: (780) 427-3557 [deanna.castellanosgarcia@gov.ab](mailto:deanna.castellanosgarcia@gov.ab)

**Dia THURSTON: North/Mackenzie Region.** Includes: Dene Tha' Nation Communities (Chateh, Bushe River and Meander River), Little Red River Nation (John D'or Prairie, Garden River and Fox Lake), Tallcree Nation Communities (North Tallcree, South Tallcree, Tallcree/Fort Vermillion and Beaver Ranch), Beaver Nation Communities (Child Lake and Boyer River), Paddle Prairie Metis Settlement, High Level, Rocky Lane, Rainbow Lake, Zama, Fort Vermillion, and La Crete.

Contact: (780) 926-7020 [dia.thurston@gov.ab.ca](mailto:dia.thurston@gov.ab.ca)



(Photo Credit: FILU Logo Artwork Provided by Tracey Makokis, Government of Alberta. Original Artwork 'Kisahkitin' 'I Love You Very Much' by Lana Whiskeyjack)

The FILU can work collaboratively with other service providers by:

- Providing information on protocol and facilitating access to an Elder or other type of spiritual support for families
- Sharing resource options for missing and murdered persons
- Making referrals to other support persons/agencies
- Facilitating information sessions about FILU services and MMIWG



**Patricia KENNEDY: Northwest/Central Region.** Includes: Edmonton, Peace River, Grande Prairie, Fairview, Enoch Cree Nation, Red Earth Creek, Sucker Creek First Nation, Atikameg/Whitefish First Nation, High Prairie, Grouard, Driftpile Cree Nation, Loon Lake First Nation, Cadotte Lake/Woodland Cree First Nation, Little Buffalo First Nation/Lubicon Lake Band, Duncan's First Nation, Slave Lake, Westlock, Whitecourt, Sturgeon Lake Cree Nation, Horse Lake First Nation, Valleyview, Edson, Hinton, Jasper, Grande Cache, Alexis Nakota Sioux Nation, Paul First Nation, Alexander First Nation and Metis Settlements: East Prairie, Peavine and Gift Lake (and all points in between).

Contact: (780) 644-9823 [Patricia.Kennedy@gov.ab.ca](mailto:Patricia.Kennedy@gov.ab.ca)

**Sharon GLADUE: Northeast/Central Region.** Includes: Edmonton, Fort McMurray, Gregoire Lake, Conklin, Janvier, Heart Lake First Nation, Fort Chipewyan, Beaver Lake Cree Nation, Saddle Lake Cree Nation, Frog Lake First Nation, Fort Mackay First Nation, Kehewin Cree Nation, Cold Lake First Nations, Lac la Biche, Athabasca Chipewyan First Nation, Calling Lake, Wabasca, Peerless Trout First Nation, Whitefish Lake First Nation (Goodfish Lake), Lloydminster and Metis Settlements: Buffalo Lake, Fishing Lake, Kikino and Elizabeth.

Contact: (780) 644-9890 [Sharon.J.Gladue@gov.ab.ca](mailto:Sharon.J.Gladue@gov.ab.ca)

**Janice RANDHILE: Central/Southern Region.** Includes: Calgary, Maskwacis, AB (Samson First Nation, Louis Bull First Nation, Ermineskin First Nation, Montana First Nation and Pigeon Lake First Nation), Wetaskiwin, Ponoka, Red Deer, Medicine Hat, Lethbridge, Blood Tribe - Kainaiwa, Siksika Nation, Tsuut'ina Nation, Piikani Nation, Stoney Nakoda Nations (Chiniki First Nation, Bearspaw First Nation, Wesley First Nation, Bighorn First Nation and Eden Valley First Nation (Gahnha Nakoda)), Rocky Mountain House, O'Chiese First Nation, and Sunchild First Nation.

Contact: (780) 644-9825 [janice.randhile@gov.ab.ca](mailto:janice.randhile@gov.ab.ca)

Article Submitted by: Tracey Makokis, Manager, Indigenous Policy and Services

## Myth or Fact?

**Myth:** If your home Victim Services Unit is not available for a call-out, a Member can contact a different Victim Services Unit.

**Fact:** Victim Services personnel are restricted to performing duties within their home Detachment(s) and Victim Services Unit's area of responsibility under which they normally serve and whose policies they follow.

Victim Services personnel may work at another Detachment in exigent circumstances providing they have prior approval from the Boards and Detachment Commanders of both their home Detachment(s) and the visited Detachment(s). (LMOU 5.3. bb. Obligations of the Program Manager)

\*The exception to this would be a Mass Casualty Incident, as described in the Joint Communication Mass Casualty Incidents sent on 2022-12-19.

**Myth:** If a serious incident occurs that involves or impacts any victim services personnel while in the performance of their duties, it does not have to be reported to the Alberta RCMP Victim Services Program.

**Fact:** Should an incident occur in your Detachment area, we are requesting our Alberta RCMP Victim Services Program be notified as soon as possible by the Liaison-Member or Detachment Commander, taking into consideration any priority operational response required in relation to the incident.



### Good News Stories/Fundraisers

#### Two Hills and Area Victim Services



(Photo credit: Two Hills and Area Victim Services, Melonie Gillis, Program Manager)

Two Hills and Area Victim Services hosted a community hot dog lunch in the yard of the Detachment on August 30. It was a spectacular sunny day and approximately 170 people came in attendance. Funds from a grant for Victims and Survivors of Crime Week provided the food. Local RCMP Members also hosted, giving all of us an opportunity to meet each other, share information and offer support.



(Photo credit: Two Hills and Area Victim Services, Melonie Gillis, Program Manager)

A week later, fellow advocates, board members and a local Alberta Health Services (AHS) representative hosted a 'coffee cafe' at two locations in Two Hills bringing awareness to Suicide Prevention and mental health. This event was very well received - serving approximately 40 coffees/cookies with some good conversation.

We are a small rural community with many challenges-especially with the absence of easily accessible referral services. Two Hills and Area Victim Services are proud to support our community!



(Photo credit: Two Hills and Area Victim Services, Melonie Gillis, Program Manager)

### Contact Us

Questions, comments or concerns. Please contact us via

Outlook: **K Victim Services**

[RCMP.KVictimServices-KServicesauxvictimes.GRC@RCMP-grc.gc.ca](mailto:RCMP.KVictimServices-KServicesauxvictimes.GRC@RCMP-grc.gc.ca)

**Note: Each person in the unit now only has one phone number. Please only contact us on our Cellular Number.**

Dana Overton:

Work cellular: 587-357-9297

[dana.overton@rcmp-grc.gc.ca](mailto:dana.overton@rcmp-grc.gc.ca)

Tara Skeoch:

Work cellular: 587-545-6281

[tara.skeoch@rcmp-grc.gc.ca](mailto:tara.skeoch@rcmp-grc.gc.ca)

Caitlynn Colonel: Work cellular: 587-337-3401

[Caitlynn.colonel@rcmp-grc.gc.ca](mailto:Caitlynn.colonel@rcmp-grc.gc.ca)



## **Victim Services Quarterly Search**

### **Quarterly Search Winner!**

The winner of the Victim Services Newsletter Quarterly Search submission was Michelle Van Tighem, PSE at the Vermilion RCMP Detachment! We will contact you about sending out your prize.

### **NEW! Find Taco (Caitlynn's Orange Tabby Cat)**

This quarter we are doing a little search again. We have hidden a picture of Caitlynn's cat Taco somewhere in this newsletter. If you'd like to enter a draw, please send a screenshot of where you found Taco's picture to K Victim Services via Outlook and be entered to win a prize! The winner will be announced in the next newsletter. Diary date to enter the draw is March 1, 2023.



## REQUEST FOR DECISION 22-01-014

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 13

**TITLE:** Next Meeting

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

### **BACKGROUND / PROPOSAL:**

Next Meeting: February 21, 2023

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

### **RECOMMENDED ACTION:**

**23/018 MOTION** That Council declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 p.m. on Tuesday, February 21, 2023, at Council Chambers located at 106 1<sup>st</sup> Avenue East.

INTLS: CAO:KO

## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 14

**TITLE:** Closed Meeting

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

### **BACKGROUND / PROPOSAL:**

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

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

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

Council will be required to make a motion to go into a Closed Meeting to discuss items that are either legal, land, or Labour.

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

### **RECOMMENDED ACTION:**

INTLS: CAO: KO





## REQUEST FOR DECISION (RFD)

**MEETING:** Closed Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 15

**TITLE:** RECONVENE

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

**BACKGROUND / PROPOSAL:**

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

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

A member of the council will announce when the council is going back into an open council meeting and invite members of the public to return.

**RECOMMENDED ACTION:**

That Council reconvenes from a closed meeting to a Regular Council meeting at \_\_\_\_p.m.

INTLS: CAO: *KO*

## REQUEST FOR DECISION 23-01-015

**MEETING:** Regular Council Meeting

**Date:** January 17, 2023

**AGENDA NO.:** 16

**TITLE:** Adjournment

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

### **BACKGROUND / PROPOSAL:**

A Member of Council will move to adjourn the meeting.

### **RECOMMENDED ACTION:**

**23/019 MOTION** THAT Council adjourns the Village of Cremona Regular Council

Meeting on the 17<sup>th</sup> day of January at \_\_\_p.m.

INTLS: CAO: *KO*