

	MEETING: Regular Council Meeting	Date: April 18, 2023
	AGENDA NO.: 1	
	TITLE: Call to Order	
	ORIGINATED BY: Karen O'Connor, CAO	
	Deputy Mayor Canaday called the April 18, 2023, Village of Cremona Counc atPM	cil meeting to order
	RECOMMENDED ACTION:	
2	23/087 MOTION THAT Deputy Mayor Canaday	
	called the meeting to order atP.M.	

INTLS: CAO: KO



REQUEST FOR DECISION

MEETING: Regular Council Meeting	Date: April 18, 202
	- a.to

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:

23/088 MOTION That Councillor _____ accepts the Agenda as presented.
OR

23/088 MOTION That Councillor _____

accepts Council accepts the Agenda as amended.

INTLS: CAO: KO



MEETING: Regular Council Meeting	Date: April 18, 2023
AGENDA NO.: 3 a)	
TITLE: Minutes – March 21, 2023, Regular Council Meeting	
ORIGINATED BY: Karen O'Connor, CAO	
BACKGROUND / PROPOSAL:	
March 21, 2023, Regular Council Meeting minutes are being present approval.	ted to Council for their review and
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:	
Please see attached.	
COSTS / SOURCE OF FUNDING (if applicable):	
N/A	
RECOMMENDED ACTION:	
3/089 MOTION That Councillor accepts March 21, 2023, Regupresented.	ılar Council Meeting minutes as
OR	

23/089 MOTION That Councillor_____ accepts March 21, 2023, Regular Council Meeting minutes as

amended.



REGULAR COUNCIL MEETING AGENDA April 18, 2023, at 7:00 p.m. Council Chambers – 106 1st Avenue East

ATTENDENCE:

Deputy Mayor: Canaday, Councillors: Goebel, Thompson

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

ABSENT: Mayor Hagen

CALL TO ORDER
 ACCEPTANCE OF AGENDA
 ADOPTION OF MINUTES

 a) March 21, 2023, Regular Council Meeting Minutes
 b) March 23, 2023, Special Council Meeting Minutes

 Res: 23/089
 Res: 23/090

- 4. **DELEGATIONS / PRESENTATIONS-**NONE
- 5. PUBLIC HEARINGS
- 6. OPEN FORUM- PUBLIC QUESTION PERIOD Res: 23/091
- 7. BUSINESS ARISING FROM PREVIOUS MEETING
 - a) RFD 23-04-051 Manganese Dioxide Filter Media Res: 23/092

b)

- 8. BYLAWS & POLICIES
 - a) RFD 23-04-052 Bylaw Tax Rate Bylaw No.505-23 Res: 23/093, Res: 23/094,

Res: 23/095 Res: 23/096

b) RFD 23-04-053 Bylaw Tax Penalty Bylaw No. 506-23 Res: 23/097, Res: 23/098,

Res:23/099 Res:23/100

c) RFD 23-04-054 Personnel Policy No. 1701-04 Res: 23/101

9. BUSINESS

a) RFD 23-04-055 Hiring New Water Operator

Res:23/102

9. REPORTS

a) Financial Reports

Res: 23/103

CAO Report
 MAP Committee Agenda, April 2023

10. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

Res: 23/104

Mayor Hagen Reports:

Deputy Mayor Canaday Reports:

Councillor Goebel Reports:

- FCSS Coordinators Report, Mar. 2023
- Coordinator Notes

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11. CORRESPONDENCE & INFORMATION

Res:23/ 105

- PRL System 2022 Annual Report
- PRL Board Meeting -Feb 23, 2023
- Lights On After School
- Ltr Town of Barrhead-April 3,2023
- Ltr M.A. Ministerial Order MSD: 00123
- Policing Funding Model

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12. NEXT MEETING Res: 23/106

13. CLOSED MEETING

14. RECONVENE

15. ADJOURNMENT Res:23/107



Minutes of the Village of Cremona Regular Council Meeting held on Tuesday, March 21, 2023 – Commencing at 7:00 p.m.

IN ATTENDANCE: Deputy Mayor Canaday, Councilor Goebel,

Councillor Thompson

OTHERS PRESENT: CAO, Karen O'Connor, Corporate Services, Sandi Ryan

and 2 members of the public.

ABSENT: Mayor Hagen

1.1 CALL TO ORDER:

Res. 23/039 MOTION THAT Deputy Mayor Canaday calls the meeting to order at 7:00 P.M.

1.2 ADOPTION OF AGENDA:

Res. 23/040 MOTION THAT Councillor Goebel accepts the agenda as presented.

1.3 ADOPTION OF MINUTES:

Res. 23/041 MOTION THAT Councillor Goebel accepts February 21, 2022, Regular Council Meeting

minutes as presented.

4.1 DELEGATIONS / PRESENTATIONS:

No items

5.1 PUBLIC HEARINGS

No items.

6.1 OPEN FORUM-PUBLIC QUESTION PERIOD

A member of the public had concerns with the snow placements. Another resident needed clarification regarding the spring clean-up.

Res: 23/042 Motion THAT Mayor Canaday accepts the concerns and questions as information presented.

CARRIED

_Mayor	Village of Cremona	Regular Council	Meeting March	121,	2023

7.1 BUSINESS ARISING FROM PREVIOUS MEETING

RFD 23-03-019 Councillor to Choose a Date for ICF Meeting

Res: 23/043 MOTION THAT Councillor Goebel directs the CAO to present Mountain View County with available dates for the ICF meeting, being April 25, May 1 & May 3, 2023.

8.1 BYLAWS & POLICIES

RFD 23-03-020 Master Rates & Fees Bylaw No. 503-23

Res: 23/044 MOTION THAT Councillor Goebel passing the Second Reading of Master Rate & Fee Bylaw No. 503-23.

CARRIED

NEW BUSINESS / REQUEST FOR DECISION:

9 a) RFD 23-03-021 Councillor Shi Resignation

Res. 23/045 MOTION THAT Councillor Goebel accepts Councillor Shi resignation that the CAO

received March 1, 2023.

CARRIED

9 b) RFD 23-03-022 Removing Councillor Shi Signing Authority

Res. 23/046 MOTION THAT Councillor Goebel approve the revoking signing authority of

Councillor Shi for the Village of Cremona.

CARRIED

9 c) RFD 23-03-023 Setting a By-Election Date

Res. 23/047 MOTION THAT Councillor Goebel approves June 12, 2023, for the villages by-election

date.

CARRIED

9 d) RFD 23-03-024 FCSS 2023 External Funding Requests

Res. 23/048 MOTION THAT Councillor Thompson approves the FCSS External Funding to the programs

that FCSS board has approved, as well as the allocated funds per organization.

CARRIED

Mayor CAO	Village of Cremona Regular Council Meeting March 21, 2023

9 e) RFD 23-03-025 Aquatech Canadian Water Services Recommendation

Res. 23/049 MOTION THAT Councillor Thompson requested the CAO to get a second quote for the

required media for the water treatment plant vessels.

CARRIED

9 f) RFD 23-03-026 Mountain View Seniors' Housing Municipal 2023 Budget

Res. 23/050 MOTION THAT Councillor Goebel approves Mountain View Senior's Housing 2023 budget

as presented with the Village of Cremona 2023 requisition being \$19,588.00.

CARRIED

REPORTS

10 a) Financial Reports

Res. 23/051 MOTION THAT Councillor Goebel accepts the accounts payable report with FCSS

and village's financial reports for February 2023, as information only.

CARRIED

10 b) CAO Report

Res.23/052 MOTION THAT Councillor Thompson accepts the CAO's February active report for

information only.

CARRIED

11. COMMITTEES/BOARDS/COMMISSIONS

Mayor Hagen Reports: None

Deputy Mayor Canaday Reports:

- FCSS Coordinators Report, Jan. 2023
- FCSS Board Meeting Minutes, Jan. 2023

Councillor Goebel Reports: None

Councillor Thompson Reports: None

Res. 23/053 **MOTION** THAT Councillor Thompson accepts all committees & board meeting minutes and reports as information only.

CARRIED

CORRESPONDENCE & INFORMATION

- PRL System 2022 Annual Reports
- Public Safety & Emergency Services
- AHS-Official Administrator's 90 Days Report
- AB Policing Services- Blue Lights Bulletin
- MA 2023 Budget
- Fortis AB Electric Vehicle Charges & Rates 62
- AB Health Services-OAG Recommendations
- To AB Municipal Elected Officials- Feb 23/23
- SAEWA Roadmap

Res. 23/054 MOTION THAT Councilor Goebel accepts the attached correspondence as information only.

CARRIED

NEXT MEETING

Res: 23/055 MOTION THAT Mayor Canaday declare that Council holds a Special Council Meeting Thursday, March 23, 2023, at 6 p.m. at the located of 106 1st Avenue East.

CARRIED

_Mayor
CAO

Res: 23/056	MOTION THAT Councilor Thompson declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7:00 p.m. on Tue April 18, 2023, located at 106 1 st Avenue East.	sday CARRIE D
Res: 23/057	MOTION THAT Deputy Mayor Canaday calls the meeting to enter a closed medunder legal at 7:51 pm.	eting CARRIED
Res: 23/058	MOTION THAT Councillor Goebel reconvenes from a closed meeting to the pu at 8:02 pm.	blic
Res: 23/059	MOTION THAT Councillor Goebel approves Council to table the legal decision until later date.	CARRIED
		CARRIED
ADJOURNMEN	<u>T</u>	
Res. 23/060	MOTION THAT Deputy Mayor Canaday adjourns the Village of Cremona Regula Council Meeting on the 21 st day of March 2023, at 8:38 p.m.	r
		CARRIED
Deputy Mayor,	Joe Canaday CAO, Karen O'Connor	

Village of Cremona Regular Council Meeting March 21, 2023

Page 5 of 5

_Mayor _CAO



REQUEST FOR DECISION

MEETING: Regular Council Meeting	Date: April 18, 2023
AGENDA NO.: 3 b)	
TITLE: Minutes – March 23, 2023, Special Council Meeting	
ORIGINATED BY: Karen O'Connor, CAO	
BACKGROUND / PROPOSAL:	
March 23, 2023, Special Council Meeting minutes are being presented to Couapproval.	ıncil for their review and
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:	
Please see attached.	
COSTS / SOURCE OF FUNDING (if applicable):	
N/A	
RECOMMENDED ACTION:	
23/090 MOTION That Councillor accepts March 23, 2023, Special Counci presented. OR	l Meeting minutes as
23/090 MOTION That Councillor accents March 23, 2023, Special Council	I Meeting minutes as

amended.



Minutes of the Village of Cremona Special Council Meeting held on Thursday, March 23, 2023 – Commencing at 6:00 p.m.

IN ATTENDANCE: Deputy Mayor Canaday, Councilor Goebel,

Councillor Thompson

OTHERS PRESENT: CAO, Karen O'Connor

ABSENT: Mayor Hagen

1.1 CALL TO ORDER:

Res. 23/061 MOTION THAT Deputy Mayor Canaday calls the meeting to order at 6:01 P.M.

CARRIED

1.2 ADOPTION OF AGENDA:

Res. 23/062 MOTION THAT Councillor Goebel accepts the agenda as presented.

CARRIED

3.1 OPEN FORUM-PUBLIC QUESTION PERIOD

No members of the public attended.

4.1 BYLAWS & POLICIES

4 a) RFD-23-03-027 Rescind Bylaw 503-23 Master Rates & Fees Bylaw

Res: 23/063 MOTION THAT Mayor Canaday rescinds the Master Rates & Fees Bylaw No. 503-23.

CARRIED

4 b) 23-03-028 Bylaw No. 504-23 Master Rates and Fees Bylaw

Res: 23/064 MOTION THAT Councillor Goebel Council grant first reading of Bylaw 504-23 Master Rates and Fees Bylaw.

DEFEATED

Mayor CAO	Village of Cremona Special Council Meeting March 23, 2023	Page 1 of 2

NEW BUSINESS / REQUEST FOR DECISION:

5 a) RFD 23-03-029 Authorize Extension on Mayor Hagen Absents

Res. 23/065 MOTION THAT Councillor Thompson authorizes an extended absents from Mayor Hagen from his Mayors duties until September 18th, 2023, as Mayor Hagen's physician requested.

CARRIED

6. NEXT MEETING

Res: 23/066 MOTION THAT Mayor Canaday declare that Council holds a Special Council Meeting Thursday, April 6, 2023, at 6 p. m. at the located of 106 1st Avenue East.

CARRIED

7. ADJOURNMENT

Res. 23/067 MOTION THAT Deputy Mayor Canaday adjourns the Village of Cremona Special Council Meeting on the 23rd day of March 2023, at 7:35 p.m.

CARRIED

Deputy Mayor, Joe Canaday	CAO, Karen O'Conno
---------------------------	--------------------

REQUEST FOR DECISION

AGENDA NO.: 4
TITLE: Delegations / Presentations: None
ORIGINATED BY: Karen O'Connor, CAO
BACKGROUND / PROPOSAL: None
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

RECOMMENDED ACTION:

MEETING: Regular Council Meeting

INTLS: CAO: <u>KO</u>

Date: April 18, 2023



MEETING: Regular Council Meeting	Date: April 18, 2023, AGENDA
NO.: 5	
TITLE: Public Hearing- NONE	
ORIGINATED BY: Karen O'Connor, CAO	
BACKGROUND / PROPOSAL:	
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:	
COSTS / SOURCE OF FUNDING (if applicable):	
RECOMMENDED ACTION:	

INTLS: CAO: <u>**KO**</u>



REQUEST FOR DECISION

MEETING: Regular Council Meeting AGENDA NO.: 6	Date: April 18, 2023
TITLE: OPEN FORUM-PUBLIC QUESTION PERIO	D
ORIGINATED BY: Karen O'Connor, CAO	
BACKGROUND / PROPOSAL:	
DISCUSSION / OPTIONS / BENEFITS / DISADVA	NTAGES:
COSTS / SOURCE OF FUNDING (if applicable):	
RECOMMENDED ACTION:	
23/091 MOTION THAT Councillor	_ takes the resident's concerns as formation.



MEETING: Regular Council Meeting Date: April 18, 2023

AGENDA NO.: 7 a) 2rd Quote For Manganese Dioxide TITLE: BUSINESS ARISING FROM PREVIOUS MEETING

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL: Council requested a second quote on the manganese Dioxide filter Media.

Also, Council to review the contract that they hold with Aquatech.

RECOMMENDED ACTION:

23/092 MOTION THAT Councillor_____ accepts the second quote for media of manganese dioxide filter media and council will accept the lowest quote given by Aquatech, quote number AB 02-23-23-SM, \$ 11,460.50 being a higher quote then the previous quote # AB 02-23-23-SM \$ 7,481.39.

AQUATECH-SIMO JV

QUOTE

AB 02-23-23-SM

February 23, 2023

Aquatech Canadian Water Services Inc. Bay #5, 41070 Cook Rd Cochrane, AB T4C 3A2

Phone: 403-932-4507 Fax: 403-932-4554

To: Karen O'Connor PO Box 10 Cremona, AB T0M0W0 cao@cremona.ca

RE: Manganese Dioxide Filter Media

Please accept the following quote on behalf of Aquatech Canadian Water Services for the purchase and subsequent installation of filter media for the Manganese Dioxide filters at the Cremona Village Water Treatment Plant.

Equipment	Cost
Greensand Plus ½ ft3 bags	@ \$131.50 each X 45 = \$5,917.50
Operators	X2 @ \$80/hr X 2 Hours = \$320.00
Markup	@ 15% = \$887.63
	Sub Total \$7,125.13
	G.S.T 5% \$356.26
	Estimated Price \$7,481.39

This quote is valid for 30 days.

AQUATECH-SIMO JV

QUOTE

AB 02-23-23-SM

February 23, 2023

Aquatech Canadian Water Services

Inc.

Bay #5, 41070 Cook Rd Cochrane, AB T4C 3A2

Phone: 403-932-4507 Fax: 403-932-4554

To: Karen O'Connor PO Box 10 Cremona, AB T0M0W0 cao@cremona.ca

RE: Manganese Dioxide Filter Media - 2nd Quote

Please accept the following quote on behalf of Aquatech Canadian Water Services for the purchase and subsequent installation of filter media for the Manganese Dioxide filters at the Cremona Village Water Treatment Plant.

Equipment	Cost
Greensand Plus ½ ft3 bags	@ \$203.33 each X 45 = \$9,149.85
Pallets (non-refundable)	@ \$31.50 each X 2 = \$63.00
Operators	X2 @ \$80/hr X 2 Hours = \$320.00
Markup	@ 15% = \$1,381.92
	Sub Total \$10,914.77
	G.S.T 5% \$545.73
	Estimated Price \$11,460.50

This quote is valid for 30 days.



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

1. Operation and Maintenance tasks

1.1. Cremona Water & Wastewater System

The Village of Cremona Water & Wastewater Systems will be operating in accordance with the Code of Practise for both. The Waterworks System includes the following and any other non-listed equipment which may be required to provide the services outlined in this document:

- A groundwater supply consisting of two production wells.
- A water treatment consisting of Manganese Dioxide filtration for Manganese removal.
- Biological Activated Filtration (using Granular Activated Carbon), for Ammonia removal.
- Disinfection with Chlorine.
- Treated water storage.
- A treated water distribution system within the Village of Cremona.
- A lagoon system operating under the Code of Practise.

Aquatech will perform the following tasks:

- Daily (5 days/week):
 - Operation of water treatment plant and distribution system.
 - Operation of the lagoon treatment system.
 - Respond to Electronic Customer Complaints;
 - Bac-T's sampling and courier to Provincial Lab.

Monthly:

- Preventive Maintenance of equipment.
- Electronic Reporting.
- Testing of backup generators.
- Monthly Meetings if required by Village of Cremona.
- Monthly Invoicing of O & M. Extra work will be invoiced separately for clarity to Village of Cremona.
- Safety Training updates.
- Quarterly chemical testing of (THM's) sampling by Aquatech, testing and courier costs will be charged to client at cost + 15%.



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

2. Fees

The base O&M fees for the above listed services will be \$5,900.00 per month including travelling expenses.

Service calls during normal working hours (Monday to Friday from 8:00 am to 4:30 pm), will be charged out at a rate of \$80.00/hr (minimum 3 hours) and \$0.80/km will be charged for travel. An overtime rate of \$120.00/hr (minimum 3 hours) will be applied to all hours incurred outside normal working hours. For computer assisted service calls, a 1.5 hour minimum will be charged.

An escalation factor based on CPI (Calgary) will not apply annually, starting in March 2023 since this is only a 1-year contract.

3. Contract Duration

The contract will start on November 1st, 2022 for a 1-year period ending Oct 31st, 2023.

This contract will be renewed automatically at the same terms and conditions if written notice of termination is not received by at least 60 days before the contract expires.

4. Additional Conditions

Additional terms, conditions and communication process for this contract.

- All technical, operational issues and discussions will be between the Aquatech and the Village of Cremona representatives (or their substitutes).
- All service requirements which are outside the basic contract will be discussed in advance and agreed to with the Village of Cremona before execution.
- All extra work will be detailed to the Village of Cremona in a service report attached to the monthly invoice or upon demand.
- Village of Cremona commits to not offering employment to any current or previous Aquatech employees during the term of the contract and for at least 18 months following the termination of this contract.
- Payment terms are net 30 days. Interest of 2.0% per month will be charged on all past due accounts after 30 days.



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

- Annual calibrations completed by a third party, example (Hach) will be charged back at cost plus 15%.
- All testing requirements for the Wastewater system such as ground water monitoring, acute testing prior to discharge or any additional testing requirements of the Code of Practise. Will be charged back to the client at cost plus 15%.
- All expenses may be paid:
 - Directly by the Village of Cremona or
 - By Aquatech, Aquatech will charge a markup of 15% on all purchases it
 makes directly on the client's behalf. All expenses greater than \$1000.00
 will require prior approval by a Village of Cremona Representative.

Mrs. Sandi Ryan

Corporate Services Manager

Village of Cremona

PO Box 10

Cremona, AB T0M 0R0

finances@cremona.ca

Dated: <u>//のレ//</u>

Rodney R Schlachter

Director & Projects Manager

Aquatech Canadian Water Services

Bay 5, 41070 Cook Road

Rochey R Selbetts

Cochrane, AB T4C 1A1

rschlachter@aquatech-canadian.com

Dated: October 29, 2022



	MEETING: Regular Council Meetin	g	Date: April 18, 20	023
	AGENDA NO.: 8 a)			
	TITLE: Bylaws & Policies -Reading of I Tax Rate By	•		
	ORIGINATED BY: Karen O'Connor,	CAO		
	BACKGROUND / PROPOSAL:			
	Three option has been given to he	lp council with their	decision on 2023 Tax Rate Byla	W
	DISCUSSION / OPTIONS / BENEFITS /	DISADVANTAGES:		
	RECOMMENDED ACTION:			
2	3/093 MOTION THAT Councillor	_ passing the first rea	ding of the Tax Rate Bylaw No. 50)5-23.
2	3/094 MOTION THAT Councillor	passing the secon	d reading of the Tax Rate Bylaw N	lo. 505-23
2	3/095 MOTION THAT Councillor Tax Rate Bylaw No. 505-23.	present unanimous	ly to proceed to the third reading	of the
2	3/096 MOTION THAT Councillor No. 505-23.	_ passing the Third ar	nd Final reading of the Rate Fees E	3ylaw

Being no change in the tax rates, or 2% raise, or 3% raise as presented

INTLS: CAO<u>**KO</u>**</u>

Village of Cremona Province of Alberta By-law No. 505-23

BEING a Bylaw of the Village of Cremona in the Province of Alberta, for the purpose of which is to authorize several rates of taxation for all purposes of the year 2023.

WHEREAS, the Village of Cremona has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the regular council meeting held Tuesday April 18th, 2023; and

WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Village of Cremona for 2023 total \$1,025,757.91: and

WHEREAS the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$573,471.84 and the balance of \$452,286.07 is to be raised by general municipal taxation; and

WHEREAS the requisitions are:

Alberta School Foundation Fund (ASFF) Residential Non-residential	104,907.16 25,764.07
Mountain View Seniors Housing Authority	19,588.00
AB Policing	21,000.00
Designated Industrial Properties	75.40

WHEREAS the Council of the Village of Cremona is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS the assessed value of all property in the Village of Cremona as shown on the assessment roll is:

	Assessment
Residential	41,182,710
Residential Vacant	743,000
Special Residential	369,000
Farmland Vacant	40,000
Commercial	5,417,290
Commercial Vacant	598,000
Federal Grants in Lieu	145,000
Linear	1,000,120
Designated Industrial Property	989,560
Exempt Property	12,270,000
	\$62,754,680

NOW THEREFORE, pursuant to Section 326, Municipal Taxation Act, Chapter M-26.1 T.F.S.A. 2000 and amendments thereto, Council of the Village of Cremona duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta enacts as follows:

That the Chief Administrative Officer be authorized and required to levy the following rates of taxation on assessed value of all lands, buildings and improvements shown on this

assessment and tax roll for 2023:

General Municipal	Tax Levy Required	Assessment	Mill Rate	Tax Rate
Residential	346,552.50	41,182,710	8.415000	0.008415
Residential - Vacant	9,283.79	743,000	12.495000	0.012495
Residential - Special	1091.50	369,000	2.958000	0.002958
Farmland	337.42	40,000	8.435400	0.008435
Commercial	71,833.27	5,417,290	13.260000	0.013260
Commercial - Vacant	7,929.48	598,000	13.260000	0.013260
Federal Grants in Lieu - Non-Res	1,922.70	145,000	13.260000	0.013260
Linear	13,261.59	1,000,120	13.260000	0.013260
Designated Industrial	73.92	989,560	0.07460	0.00007460
Alberta School Foundation Fund				
Residential	42,334,710	42,334,710	2.43861	0.002439
Non-Residential	7172,280	7,172,280	3.75498	0.003755
Designated Industrial				
Non-Residential	75.40	969,560	0.07460	0.000075
Mountain View Seniors Housing Authority				
Residential	14,385.72	42,33,710	0.38799	0.000388
Non-Residential	2550.51	6,015,290	0.38799	0.000388
AB Policing				
Residential	14,682.06	42,334,710	0.39566	0.000395
Non-Residential	2,519.63	6,015,290	0.39566	0.000395

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A SECOND TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A THIRD AND FINAL TIME THIS 18th DAY OF APRIL A.D., 2023.

Joe Canaday, Deputy Mayor
Karen O'Connor, CAO

Village of Cremona Province of Alberta By-law No. 505-23

BEING a Bylaw of the Village of Cremona in the Province of Alberta, for the purpose of which is to authorize several rates of taxation for all purposes of the year 2023.

WHEREAS, the Village of Cremona has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the regular council meeting held Tuesday April 18th, 2023; and

WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Village of Cremona for 2023 total \$1,034,802.37: and

WHEREAS the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$573,471.84 and the balance of \$461,330.53 is to be raised by general municipal taxation; and

WHEREAS the requisitions are:

Alberta School Foundation Fund (ASFF) Residential Non-residential	104,907.16 25,764.07
Mountain View Seniors Housing Authority	19,588.00
AB Policing	21,000.00
Designated Industrial Properties	75.40

WHEREAS the Council of the Village of Cremona is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

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	Assessment
Residential	41,182,710
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Exempt Property	12,270,000
	\$62,754,680

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That the Chief Administrative Officer be authorized and required to levy the following rates of taxation on assessed value of all lands, buildings and improvements shown on this

assessment and tax roll for 2023:

General Municipal	Tax Levy Required	Assessment	Mill Rate	Tax Rate
Residential	353,483.55	41,182,710	8.583300	0.008583
Residential - Vacant	9,469.54	743,000	12.745000	0.012745
Residential - Special	1,113.33	369,000	3.01716	0.003017
Farmland	344.16	40,000	8.60411	0.008604
Commercial	73,269.93	5,417,290	13.52520	0.013525
Commercial - Vacant	8,088.07	598,000	13.52520	0.013525
Federal Grants in Lieu - Non-Res	1,961.15	145,000	13.52520	0.013525
Linear	13,526.82	1,000,120	13.52520	0.013525
Designated Industrial	73.97	989,560	0.07475	0.00007475
Alberta School Foundation Fund				
Residential	42,334,710	42,334,710	2.43861	0.002439
Non-Residential	7172,280	7,172,280	3.75498	0.003755
Designated Industrial				
Non-Residential	75.40	969,560	0.07460	0.000075
Mountain View Seniors Housing Authority				
Residential	14,385.72	42,33,710	0.38799	0.000388
Non-Residential	2550.51	6,015,290	0.38799	0.000388
AB Policing				
Residential	14,682.06	42,334,710	0.39566	0.000395
Non-Residential	2,519.63	6,015,290	0.39566	0.000395

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A SECOND TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A THIRD AND FINAL TIME THIS 18th DAY OF APRIL A.D., 2023.

Joe Canaday, Deputy Mayor
Karen O'Connor, CAO

Village of Cremona Province of Alberta By-law No. 505-23

BEING a Bylaw of the Village of Cremona in the Province of Alberta, for the purpose of which is to authorize several rates of taxation for all purposes of the year 2023.

WHEREAS, the Village of Cremona has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the regular council meeting held Tuesday April 18th, 2023; and

WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Village of Cremona for 2023 total \$1,139,437.37: and

WHEREAS the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$573,471.84 and the balance of \$465,965.53 is to be raised by general municipal taxation; and

WHEREAS the requisitions are:

Alberta School Foundation Fund (ASFF) Residential Non-residential	104,907.16 25,764.07
Mountain View Seniors Housing Authority	19,588.00
AB Policing	21,000.00
Designated Industrial Properties	75.40

WHEREAS the Council of the Village of Cremona is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS the assessed value of all property in the Village of Cremona as shown on the assessment roll is:

	<u>Assessment</u>
Residential	41,182,710
Residential Vacant	743,000
Special Residential	369,000
Farmland Vacant	40,000
Commercial	5,417,290
Commercial Vacant	598,000
Federal Grants in Lieu	145,000
Linear	1,000,120
Designated Industrial Property	989,560
Exempt Property	12,270,000
	\$62,754,680

NOW THEREFORE, pursuant to Section 326, Municipal Taxation Act, Chapter M-26.1 T.F.S.A. 2000 and amendments thereto, Council of the Village of Cremona duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta enacts as follows:

That the Chief Administrative Officer be authorized and required to levy the following rates of taxation on assessed value of all lands, buildings and improvements shown on this

assessment and tax roll for 2023:

General Municipal	Tax Levy Required	Assessment	Mill Rate	Tax Rate
Residential	356,949.08	41,182,710	8.66745	0.008667
Residential - Vacant	9,562.30	743,000	12.86985	0.012870
Residential - Special	1,234.95	369,000	3.34674	0.003346
Farmland	347.54	40,000	8.68846	0.008688
Commercial	73,988.26	5,417,290	13.65780	0.013658
Commercial - Vacant	8,088.07	598,000	13.65780	0.013658
Federal Grants in Lieu - Non-Res	1980.38	145,000	13.65780	0.013658
Linear	13,659.44	1,000,120	13.65780	0.013658
Designated Industrial	76.19	989,560	0.07669	0.000077
Alberta School Foundation Fund				
Residential	42,334,710	42,334,710	2.43861	0.002439
Non-Residential	7172,280	7,172,280	3.75498	0.003755
Designated Industrial				
Non-Residential	75.40	969,560	0.07460	0.000075
Mountain View Seniors Housing Authority				
Residential	14,385.72	42,33,710	0.38799	0.000388
Non-Residential	2550.51	6,015,290	0.38799	0.000388
AB Policing				
Residential	14,682.06	42,334,710	0.39566	0.000395
Non-Residential	2,519.63	6,015,290	0.39566	0.000395

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A SECOND TIME THIS 18th DAY OF APRIL A.D., 2023.

READ A THIRD AND FINAL TIME THIS 18th DAY OF APRIL A.D., 2023.

Joe Canaday, Deputy Mayor



MEETING: Regular Council Meeting	Date: April 18, 2023
AGENDA NO.: 8 b)	
TITLE: Bylaws & Policies -Reading of Bylaw No. 506-2 Tax Penalty	3
ORIGINATED BY: Karen O'Connor, CAO	
BACKGROUND / PROPOSAL:	aid tayon again.
Council should pass the tax penalty, meaning unp	aid taxes, annually.
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGE	<u>:S:</u>
RECOMMENDED ACTION:	
23/097 MOTION THAT Councillor passing the fire	st reading of the Tax Penalty Bylaw No. 506-23.
23/098 MOTION THAT Councillorpassing the se 506-23	econd reading of the Tax Penalty Bylaw No.
23/099 MOTION THAT Councillor present unani Tax Penalty Bylaw No. 506-23.	mously to proceed to the third reading of the
23/100 MOTION THAT Councillor passing the Th No. 506-23.	aird and Final reading of the Tax Penalty Bylaw

INTLS: CAO<u>**KO</u>**</u>

VILLAGE	OF	CRE	EMONA	١
2023	BU	DGI	ΕT	

	2023 BUDGET	
OPERAT	ING CASH REQUIREMENTS	
1	Operating cost excluding non-cash items and interest expense	1,142,391.04
1b	Requisition Expense	171,660.59
2	Less: Other Operating Revenue (excluding tax levy)	-573,471.84
3	Operating debt interest	200.00
		740,779.79
4a	Anticipated draw from prior year accum surplus - restricted	0.00
4b	Anticipated draw from prior year accum surplus - unrestricted	
ΓΑΧ LEV	Y FOR OPERATIONS	740,779.79
CAPITAL	. CASH REQUIREMENTS	
5a	Capital expenditures	180,000.00
5b	Capital A/P	
5с	Grant money moved to deferred	0.00
6	Capital debt interest	5,653.76
7	Capital debt principal payments	65,455.76
		251,109.52
8	Less: Capital revenue	-254,691.00
9	Less: Proceeds from Sales	0.00
		-3,581.48
10	Proceeds from new debt	
11a	Anticipated draw from prior year accum surplus - restricted	
11b	Anticipated draw from prior year accum surplus - unrestricted	0.00
11c	Direct Restricted Fund (i.e. Donations to Deferred)	
	TAX LEVY FOR CAPITAL	-3,581.48
	MINIMUM TAX LEVY	737,198.31
	TOTAL TAX LEVY	737,198.31
13	NET BUDGETED CASH DRAW ON ACCUM SURPLUS	
	TAX LEVY	737,198.31
14	TAXES BUDGETED	452,286.07
	SHORTFALL / (SURPLUS)	284,912.24

VILLAGE OF CREMONA 2023 BUDGET

OPERATING BUDGET SUMMARY				
2023 Budget				
REVENUES	•			
Admin & General	41,410.00			
Bylaw & Enforcement	350.00			
Water	313,397.96			
Sanitary (Wastewater)	39,800.00			
Garbage	49,000.00			
FCSS	74,152.00			
Cemetery	4,400.00			
Planning & Development	4,750.00			
Culture & Recreation	5,400.00			
Parks & Recreation	6,000.00			
Library	34,811.88			
TOTAL (2)	573,471.84			
Taxes and Requisitions (18)	623,043.74			
TOTAL REVENUES	1,196,515.58			
EXPENSES				
Council General	33,400.00			
General Administration	173,000.00			
CAO	100,650.00			
Bylaw & Enforcement	1,500.00			
Public Works	62,500.00			
Roads	159,309.52			
Water	235,680.00			
Sanitary (Wastewater)	86,800.00			
Garbage (Solid Waste)	56,500.00			
FCSS	89,025.00			
Cemetery	9,000.00			
Planning & Development	16,150.00			
Culture & Recreation	8,500.00			
Parks & Recreation	21,550.00			
Library	46,525.00			
Fire Department	83,550.00			
Disaster Services	-			
TOTAL EXPENSES	1,183,639.52			
RECURRING / NON-RECURRING EXPENSES				
TOTAL EXPENSES (1)	1,183,639.52			
TAX & REQUISITION EXPENSE (1b)	171,660.59			
OPERATING DEBT INTEREST (3)	200.00			
TOTAL EXPENSES	1,355,500.11			

VILLAGE OF CREMONA 2023 BUDGET					
	OPERATING BUDGET SUMMARY				
	2022 BUDGET	2023 BUDGET	2024 BUDGET		
REVENUES					
Admin & General	45,960.00	41,410.00	46,768.00		
Bylaw & Enforcement	350.00	350.00	350.00		
Public Works	0.00	0.00	0.00		
Water	197,031.24	194,497.63	195,000.00		
Sanitary	52,490.40	46,800.00	47,000.00		
Garbage	49,000.00	49,000.00	49,000.00		
FCSS	90,908.02	74,152.00	76,325.00		
Cemetery	2,250.00	3,000.00	3,000.00		
Planning & Development	6,818.48	4,750.00	4,750.00		
Culture & Recreation	8,414.16	5,400.00	5,000.00		
Parks & Recreation	5,000.00	6,000.00	5,000.00		
Library	32,847.00	34,811.88	34,800.00		
TOTAL (2)	491,069.30	460,171.51	466,993.00		
Taxes and Requisitions (18)	575,162.26	696,560.00	696,560.00		
TOTAL REVENUES	1,066,231.56	1,156,731.51	1,163,553.00		
EXPENSES	2022 BUDGET	2023 BUDGET	2024 BUDGET		
Councillor	40,594.70	33,400.00	35,000.00		
General Administration	202,943.92	173,000.00	175,000.00		
CAO	73,559.61	100,650.00	110,000.00		
Fire Department	81,373.59	83,550.00	85,000.00		
Disaster Servcies	35.00	35.00	35.00		
Bylaw & Enforcement	0.00	1,500.00	1,750.00		
Public Works	208,685.25	62,500.00	70,000.00		
Roadways	31,217.93	159,309.52	160,000.00		
Water	164,759.69	206,680.00	210,000.00		
Sanitary	53,576.24	86,800.00	87,000.00		
Garbage	52,430.71	56,500.00	55,000.00		
FCSS	129,349.42	89,025.00	90,000.00		
Cemetery	0.00	9,000.00	10,000.00		
Planning & Development	10,203.45	17,287.50	16,000.00		
Culture & Recreation	11,067.93	8,500.00	9,000.00		
Parks & Recreation	24,152.80	21,550.00	22,000.00		
Library	58,475.80	46,525.00	47,000.00		
TOTAL EXPENSES	1,142,426.04	1,155,812.02	1,182,785.00		
TOTAL EXPENSES (1)	1,142,426.04	1,155,812.02	1,182,785.00		
TOTAL	1,142,426.04	1,155,812.02	1,182,785.00		
TAX & REQUISITION EXPENSE (1b)	157,644.88	171,660.59	172,000.00		
OPERATING DEBT INTEREST (3)	200.00	200.00	200.00		
TOTAL EXPENSES	1,300,270.92	1,327,672.61	1,354,985.00		

VILLAGE OF CREMONA REVENUE & EXPENSE OPERATING



General Ledger	Description	2021 YTD Actual	2022 YTD Actual	2023 Budget
TAXES & REQUISITI	ONS			
1-00-00-111-00	Residential Property Taxes	(326,032.73)	(333,995.83)	(356,927.79
1-00-00-112-00	Commercial Property Taxes	(76,594.40)	(76,561.77)	(79,762.75
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	
1-00-00-114-00	Farmland Property Taxes	(342.38)	(342.38)	(337.42
1-00-00-115-00	Linear Taxes	(12,326.90)	(12,409.75)	(13,261.59
1-00-00-118-00	Designated Industrial Property	(71.58)	(72.60)	(73.82
1-00-00-120-00	Alberta School Foundation Tax Levy	(123,499.77)	(124,098.14)	(130,169.67
1-00-00-121-00	Seniors' Foundation Tax Levy	(16,925.37)	(17,288.88)	(19,588.00
1-00-00-210-00	Grants In Lieu	(1,933.57)	(1,933.57)	(1,922.70
1-00-00-122-00	AB Policing Levy	(12,284.50)	(17,195.95)	(21,000.00
* TOTAL TAXES	& REQUISITIONS	(570,011.20)	(583,898.87)	(623,043.74
TAXES & REQUISIT	ONS EXP			
2-00-00-740-00	ASFF Requisistion	123,455.89	130,169.67	130,169.67
2-00-00-753-00	MV Seniors's Housing Requisition	16,878.00	16,863.00	19,588.00
2-00-00-754-00	Designated Industrial Requisition	0.00	0.00	73.82
2-00-00-755-00	AB Policing Requisition	0.00	20,480.94	21,000.00
* TOTAL TAXES	& REQUISITIONS EXP	0.00	167,513.61	170,831.49
** TOTAL TAY DEVE	NUE FOR MUNICIPA			

COUNCILLOR E	XPENSE	2021 YTD Actual	2022 YTD Actual	2023 Budget
2-11-00-232-00	Legal Fees	0.00	0.00	0.00
2-11-00-270-00	Miscellaneous Costs & Services	1,118.77	1,034.34	1,250.00
2-11-00-560-00	Building Rental	0.00	0.00	0.00
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,015.00	1,625.00	2,100.00
2-11-01-140-00	Benefits Cnc 1	31.08	27.30	50.00
2-11-00-146-00	Community Grants & Enhancements	640.00	250.00	500.00
2-11-00-170-00	Election Costs	2,365.58	2,215.44	2,500.00
2-11-00-220-00	Advertising	288.50	239.00	300.00
2-11-00-225-00	Registrations & Memberships	2,121.55	2,079.40	2,500.00
2-11-00-230-00	Professional & Consulting Services	3,868.46	8,464.54	4,000.00
2-11-01-148-00	CONVENTN/COUN 1/PER DIEM	0.00	0.00	0.00
2-11-01-211-00	Travel & Subsistance - Cncl 1	0.00	306.03	500.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	3,110.00	4,030.00	4,000.00
2-11-02-140-00	Benefits Cnc 2	48.50	113.73	100.00
2-11-02-211-00	Travel & Subsistence - Cncl 2	214.26	444.40	500.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	2,440.00	3,090.00	3,100.00
2-11-03-140-00	Benefits Cnc 3	41.32	61.89	50.00
2-11-03-148-00	CONVENTIONS/TRAINING-CNC 3	0.00	0.00	0.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	101.00	156.55	500.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,297.50	2,270.00	2,300.00
2-11-04-140-00	Benefits Cnc 4	39.92	38.33	50.00
2-11-04-148-00	CONVENTION/COUN4/PER DIEM	0.00	0.00	0.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	0.00	30.30	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	2,847.50	2,280.00	2,300.00
2-11-05-140-00	Benefits Cnc 5	48.31	38.50	50.00
2-11-05-148-00	CONVENTN/COUN 2/PER DIEM	0.00	0.00	0.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	1,045.30	500.00
2-69-00-543-01	Natural Gas FCSS/Council	2907.17	2902.00	1500.00
2-69-00-528-01	Building Repairs Main FCSS/Council	1734.51	5733.82	3000.00
2-69-00-540-01	Electricity FCSS/Council	1,586.37	2,118.83	1,250.00
*P TOTAL COU	NCILLOR EXPENSE	0.00	40,594.70	33,400.00

ADMIN & GENERAL		2021 YTD Actual	2022 YTD Actual	2023 Budget
1-00-00-510-00	Penalties & Costs on Taxes	(9,838.29)	(7,327.57)	(6,500.00)
1-12-00-155-00	Business License	(1,045.85)	(1,233.36)	(1,000.00)
1-12-00-410-00	Tax Certificate & Information	(1,800.00)	(1,560.00)	1,000.00
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	0.00	(100.00)
1-12-00-550-00	Return on Investments	(608.90)	(178.51)	(500.00)
1-12-00-590-00	Other Revenue - Admin	(2,570.34)	(1,803.48)	(2,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	0.00	0.00	(50.00)
1-12-00-840-00	Provincial Grant	(27,268.00)	(27,268.00)	(27,260.00)
1-23-00-590-00	Revenue - Fire	(8,287.66)	0.00	(5,000.00)
* TOTAL ADMIN	\$ GENERAL	0.00	(39,370.92)	(41,410.00)
			(,	() ,
ADMINISTRATION EX	PENSE	2021 YTD Actual	2022 YTD Actual	2023 Budget
2-12-00-100-00	Salaries & Wages	55,362.12	57,337.75	50,000.00
2-12-00-140-00	Employee Benefits	7,603.85	7,602.19	6,500.00
2-12-00-148-00	Training & Development - Admin	95.00	0.00	1,000.00
2-12-00-150-00	Freight & Postage	491.89	173.18	500.00
2-12-00-210-00	Licenses & Permits - Admin	25.00	0.00	25.00
2-12-00-211-00	Travel & Subsistance	1,256.74	241.85	1,000.00
2-12-00-217-00	Telephone & Internet	14,498.63	12,725.04	12,000.00
2-12-00-220-00	Advertising	632.00	1,382.33	750.00
2-12-00-224-00	Resource Materials/Supplies	0.00	0.00	100.00
2-12-00-225-00	Registrations & Memberships	450.00	225.00	500.00
2-12-00-230-00	Professional Services	15,882.61	16,376.42	12,300.00
2-12-00-231-00	Assessment Services	8,589.72	8,543.65	8,600.00
2-12-00-232-00	Legal Fees	5,938.79	11,204.68	5,000.00
2-12-00-233-00	Audit Fees	23,750.00	21,026.19	22,000.00
2-12-00-274-00	Insurance	20,426.33	20,392.69	20,000.00
2-12-00-510-00	General Office Supplies	8,760.87	6,669.92	7,000.00
2-12-00-511-00	Computer Supplies & Furnishings	1,632.15	1,450.10	2,000.00
2-12-00-515-00	TECHNOLOGY	0.00	222.89	500.00
2-12-00-519-00	Miscellaneous Supplies & Costs	0.00	0.00	0.00
2-12-00-525-00	Rentals & Leases	4,192.08	2,860.15	3,600.00
2-12-00-528-00	Equip -Repairs/MaintAdmin	0.00	802.00	400.00
2-12-00-528-01	Building -Repairs/MaintAdmin	0.00	0.00	0.00
2-12-00-814-00	Service Charges & Interest	9,583.21	9,254.48	9,000.00
2-12-00-815-00	Penny Rounding	0.00	0.01	100.00
2-12-00-823-00	Loan Interest - LOC	0.00	0.00	200.00
2-12-00-850-00	Toilet Rebate	150.00	50.00	100.00
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	299.50	500.00
2-12-00-915-01	Bad Debt - Property Taxes	0.00	0.00	100.00
2-12-00-995-00	Building Amortization - Admin	5,223.21	0.00	0.00
2-69-00-528-00	Building Repairs Maint - Admin	4,294.34	1,835.05	3,500.00
2-69-00-540-00	Electricity Admin/Fire	8,308.50	9,247.82	2,375.00
2-69-00-230-00	Professional Services/Janitorial Admin	4,050.00	5,698.00	1,500.00
2-69-00-543-00	Natural Gas Admin	4,326.10	7,323.03	1,850.00
* TOTAL ADMINIS	STRATION EXPENSE	0.00	202,943.92	173,000.00
** NET ADMINIST	RATION	0.0	163,573.00	131,590.00

CAO EXPENSES			20	21 YTD Actual	2022 YTD Actual	2023 Budget
2-12-01-100-00	Salaries & W	ages - CAO		84,267.75	60,034.08	80,000.00
2-12-01-140-00	Employee Be	enefits - CAO		10,991.00	11,123.08	15,000.00
2-12-01-148-00	Training & De	evelopment - CAO		6,495.00	0.00	2,000.00
2-12-01-211-00	Travel & Sub	sistance - CAO		427.47	1,627.45	1,200.00
2-12-01-211-01	Accomodatio	ns - CAO		416.99	0.00	1,000.00
2-12-01-225-00	Conference F	Registrations - CAO		0.00	550.00	150.00
2-12-01-217-00	Telephone &	Internet - CAO		0.00	0.00	0.00
2-12-01-223-00	Membership	& Registrations-CAO		152.25	225.00	1,300.00
* TOTAL CAO	EXPENSES			0.00	73,559.61	100,650.00
*** TOTAL NET	ADMIN & CAO			(170,164.44)	(176,777.24)	232,240.00
BYLAW & ENFORC	CEMENT		20	21 YTD Actual	2022 YTD Actual	2023 Budget
1-26-00-420-00	Traffic Fines			0.00	0.00	(100.00)
1-26-00-450-00	Bylaw Fines			(149.00)	0.00	(100.00)
1-26-00-521-00	Dog License	Fees		(330.00)	(435.00)	(150.00)
* TOTAL BYLA	W & ENFORCEM	ENT		0.00	(435.00)	(350.00)
			·	•		•
BYLAW & ENFORC	EMENT EXPENS	E	20	21 YTD Actual	2022 YTD Actual	2023 Budget
2-26-00-230-00	Professional	Services - Bylaw		0.00	0.00	1,500.00
2-26-00-510-00	6-00-510-00 General Supplies			0.00	0.00	0.00
* TOTAL BYLA	W & ENFORCEM	ENT EXPE		0.00	0.00	1,500.00
** NET BYLAW	** NET BYLAW & ENFORCEMENT			(479.00)	(435.00)	(350.00)

PUBLIC WORKS		2021 YTD Actual	2022 YTD Actual	2023 Budget
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00
* TOTAL PUBLIC	WORKS	0.00	0.00	0.00
PUBLIC WORKS EXF				
2-31-00-100-00	Salaries & Wages	126,005.50	96,568.62	10,000.00
2-31-00-140-00	Employee Benefits	21,135.20	16,367.00	250.00
2-31-00-148-00	Training & Development - Public Works	0.00	301.67	1,500.00
2-31-00-150-00	Freight & Postage	0.00	0.00	0.00
2-31-00-211-00	Travel & Subsistance	256.54	3,642.44	500.00
2-31-00-217-00	Telephone & Internet	782.15	1,261.17	1,300.00
2-31-00-223-00	Memberships & Registration	84.00	57.14	100.00
2-31-00-230-00	Professional Services	2,518.70	2,787.35	3,000.00
2-31-00-518-00	Protective Clothing, Etc.	380.96	350.67	500.00
2-31-00-521-00	Fuel Costs	5,902.25	12,417.86	7,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	18,231.33	26,374.82	10,000.00
2-31-01-510-00	General Supplies - Shop	0.00	0.00	0.00
2-31-01-512-00	Shop Tools	1,589.17	2,284.00	1,250.00
2-69-00-528-02	Building Repairs & Main PW Shop	5,764.03	4,334.88	3,500.00
2-69-00-540-02	Electricity PW	13,117.31	17,732.62	10,000.00
2-69-00-540-02	Electricity PW	13,117.31	17,732.62	10,000.00
2-69-00-510-02	Building General Supplies PW Shop	0.00	701.79	0.00
2-69-00-543-02	Natural Gas PW Shop	4,338.69	5,770.60	3,600.00
* TOTAL PUBLIC	WORKS EXPENSE	0.00	208,685.25	62,500.00
** NET PUBLIC W	ORKS	0.00	208,685.25	62,500.00
ROADWAYS EXPENS	SE SE	2021 YTD Actual	2022 YTD Actual	2023 Budget
2-32-00-100-00	Salaries & Wages	0.00	0.00	50,000.00
2-32-00-140-00	Employee Benefits	0.00	0.00	10,000.00
	. ,			,
2-32-00-220-00	Advertising	0.00	0.00	200.00
2-32-00-230-00	Other Contracted Services - Streets	0.00	0.00	5,000.00
2-32-00-252-01	Snow Removal	1,150.00	11,231.60	1,000.00
2-32-00-510-00	General Supplies	0.00	452.37	500.00
2-32-00-514-00	Signage	0.00	0.00	500.00
2-32-00-520-00	Chemicals - Street	0.00	0.00	1,000.00
2-32-00-528-00	Repairs & Maintenance - Roads	6,714.02	1,618.04	2,000.00
2-32-00-540-00	Street Lights	16,068.55	17,915.92	18,000.00
2-32-00-831-00	Debenture-Interest	0.00	0.00	5,653.76
2-32-00-832-00	Debenture-Principle	0.00	0.00	65,455.76
	VAYS EXPENSE	0.00	31,217.93	159,309.52
	A LO EAPENSE			

WATER REVENUE		2021 YTD Actual	2022 YTD Actual	2023 Budget
1-41-00-411-00	Water Consumption Fees	(122,754.08)	(120,897.50)	(250,000.00
1-41-00-412-00	Bulk Water Sales	(9,873.38)	(10,025.30)	(12,000.00
1-41-00-510-00	Utility Penalties	(2,301.40)	(2,299.45)	(2,500.00
1-41-00-540-00	Franchise & Concess.	(52,235.99)	(56,036.42)	(48,897.96
1-41-00-590-00	Other Revenue - Water	(1,110.76)	(726.06)	0.00
1-41-00-410-00	Basic Fees - Water	(7,054.00)	(7,046.51)	(33,696.00
TOTAL WATER		0.00	(197,031.24)	(313,397.96
WATER EXPENSE				
	Ta			
2-41-00-100-00	Salaries & Wages	0.00	0.00	5,000.00
2-41-00-140-00	Employee Benefits	0.00	0.00	1,000.00
2-41-00-148-00	Training & Development - Water	550.00	752.50	2,000.00
2-41-00-150-00	Freight & Postage	3,719.45	4,875.37	5,000.00
2-41-00-210-00	Licenses - Water	0.00	0.00	0.00
2-41-00-211-00	Travel & Subsistance	36.61	935.32	1,500.00
2-41-00-223-00	Memberships - Water	0.00	0.00	180.00
2-41-00-225-00	Conference Registrations	345.00	0.00	1,000.00
2-41-00-230-00	Professional Services	14,302.94	49,445.79	104,000.00
2-41-00-253-00	R & M - Infrastructure	0.00	47,893.61	50,000.00
2-41-00-510-00	General Supplies	636.15	1,746.20	2,000.00
2-41-00-516-00	Water Meters	0.00	0.00	10,000.00
2-41-00-520-00	Chemicals - Water	5,178.70	6,208.37	6,500.00
2-41-00-528-00	Equipment - Repairs/Maintenance	20,769.61	26,795.66	20,000.00
2-41-00-528-01	Building - Repairs/Maintenance	0.00	0.00	1,000.00
2-41-00-995-00	Engineered Structure - Amortization	61,570.02	0.00	0.00
2-41-00-995-01	Land/Improvement - Amortization	0.00	0.00	0.00
2-41-00-995-02	Water Equip & Meter - Amortization	6,185.50	0.00	0.00
2-69-00-540-03	Electricity Water	20,159.38	24,843.54	25,000.00
2-69-00-543-03	Natural Gas Water Wells	1,380.70	1,263.33	1,500.00
* TOTAL WATER	EXPENSE	0.00	164,759.69	235,680.00
** NET WATER		0.00	-32,271.55	-77,717.96

SANITARY REVENUE	E	2021 YTD Actual	2022 YTD Actual	2023 Budget
1-42-00-410-00	Basic Fees - Sewer	(7,054.00)	(7,046.51)	(22,464.00)
1-42-00-411-00	Sewer Consumption Fees	(22,499.15)	(22,271.31)	(24,000.00)
1-42-00-540-00	Franchise & Concess.	(13,058.97)	(14,009.08)	(12,000.00)
1-42-00-590-00	Sewer Dumping Fees	(3,870.00)	(3,075.00)	(3,800.00)
* TOTAL SANITA	, -	0.00	(46,401.90)	(39,800.00)
			(10,101100)	(00,000.00)
SANITARY EXPENSE	-			
2-42-00-100-00	Salaries & Wages	0	0	20,000.00
2-42-00-140-00	Employee Benefits	0	0	2,000.00
2-42-00-230-00	Professional Services - Sewer	0.00	33,871.09	25,000.00
2-42-00-253-00	R & M - Infrastructure	0.00	0.00	20,000.00
2-42-00-270-00	Lab Testing	0.00	459.79	100.00
2-42-00-510-00	General Supplies	0.00	136.96	200.00
2-42-00-520-00	Chemicals - Sewer	6,855.75	7,288.00	7,500.00
2-42-00-523-00	Sewer Flushing	0.00	11,120.40	10,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	2,302.00	700.00	1,000.00
2-42-01-528-00	Equipment - Repairs/Maint Storm Water	0.00	0.00	1,000.00
* TOTAL SANITA	ARY EXPENSE	0.00	53,576.24	86,800.00
** NET WASTEWA		0.00	7,174.34	47,000.00
NEI WASIEW	HIEN			
GARBAGE REVENUI	<u> </u>			
		2021 YTD Actual	2022 YTD Actual	2023 Budget
1-43-00-254-00	Costs Recovered - Garbage	(7,200.00)	(7,200.00)	(4,000.00)
1-43-00-410-00	Solid Waste Collection Fee	(45,316.80)	(45,290.40)	(45,000.00)
* TOTAL GARBA	I GE	0.00	(52,490.40)	(49,000.00)
GARBAGE EXPENSE	E			
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	38,510.47	41,022.99	45,000.00
2-43-00-510-00	General Supplies	0.00	472.00	500.00
2-43-00-510-00 2-43-00-850-00	General Supplies MVRWC	10,980.12	472.00 10,935.72	500.00 11,000.00
2-43-00-850-00	MVRWC			
	MVRWC	10,980.12	10,935.72	11,000.00

FCSS REVENUE		2021 YTD Actual	2022 YTD Actual	2023 Budget
1-51-00-840-00	Grant - Prov FCSS	(15,040.00)	(10,712.00)	(16,000.00)
1-51-00-850-00	Grant - Local Govt FCSS	(57,802.00)	(67,578.68)	(45,152.00)
1-51-00-990-00	Donation & Fees - FCSS	(3,069.40)	(12,617.34)	(3,000.00)
1-51-00-990-01	MVC Wage Grant	0.00	0.00	(10,000.00)
* TOTAL FCSS		0.00	(90,908.02)	(74,152.00)
FCSS EXPENSE				
2-51-00-100-00	Salaries & Wages	28,165.40	35,597.95	36,000.00
2-51-00-140-00	Employee Benefits	5,582.74	6,359.65	7,000.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	0.00
2-51-00-150-00	Freight & Postage	18.40	310.83	320.00
2-51-00-211-00	Travel & Subsistance	1,145.75	2,971.11	4,300.00
2-51-00-217-00	Telephone & Internet	2,019.86	2,123.55	2,200.00
2-51-00-220-00	Advertising	582.27	400.00	500.00
2-51-00-223-00	Memberships - FCSS	0.00	114.00	125.00
2-51-00-225-00	Conference Registrations	0.00	1,372.80	1,790.00
2-51-00-230-00	Professional Services	1,243.76	5,693.09	4,000.00
2-51-00-231-00	Janitorial	0.00	0.00	0.00
2-51-00-400-00	Community Programs	14,498.17	13,824.35	3,500.00
2-51-00-410-00	Adult Programs	553.30	6,343.13	2,000.00
2-51-00-411-00	Children-Youth Programs	11,168.34	8,974.79	2,500.00
2-51-00-412-00	Family Programs	5,226.39	8,188.10	1,000.00
2-51-00-413-00	Seniors' Programs	1,112.27	8,729.94	2,970.00
2-51-00-414-00	Local Grants (External Funding)	0.00	133.94	6,300.00
2-51-00-419-00	Volunteers	394.92	215.48	600.00
2-51-00-420-00	Community Engagement	0.00	125.37	
2-51-00-510-00	General Supplies	1,654.97	1,290.05	900.00
2-51-00-511-00	Computer Supplies & Furnishings	0.00	0.00	
2-51-00-560-00	COPIER LEASE	0.00	935.58	3,150.00
2-51-00-990-01	Summer Fun Program	0.00	6,525.41	1,000.00
2-51-00-990-02	Babysitting/Children	0.00	0.00	0.00
2-51-00-990-05	Community Newsletter	868.19	1,622.35	1,120.00
2-69-00-528-01	Building Repairs Main FCSS/Council	1,734.51	5,733.82	3,000.00
2-69-00-540-01	Electricity FCSS/Council	1,586.37	2,118.83	1,250.00
2-69-00-540-01	Professional Services/Janitorial Admin	4,050.00		
			5,698.00	1,500.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	1,045.30	500.00
2-69-00-543-01	Natural Gas FCSS/Council	2,907.17	2,902.00	1,500.00
* TOTAL FCSS E	EXPENSE	0.00	129,349.42	89,025.00
** NET FCSS		0.00	38,441.40	14,873.00

CEMETERY REVE	NUE	2021 YTD Actual	2022 YTD Actual	2023 Budget
1-56-00-410-00	Plot - Cemetery	(1,250.00)	(1,150.00)	(1,200.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,450.00)	(900.00)	(1,200.00)
1-56-00-412-00	Opening & Closing - Cemetery	(450.00)	(200.00)	(1,000.00)
1-56-00-850-00	Grant - Local Govt Cemetery	0.00	0.00	(1,000.00)
* TOTAL CEMI	ETERY	0.00	(2,250.00)	(4,400.00)
2-56-00-100-00	Salaries & Wages	0.00	0.00	5000.00
CEMETERY EXPE	NSE			
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	550.00	0.00	2,000.00
2-56-00-510-00	General Supplies	11.79	0.00	500.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	560.00	0.00	1,500.00
* TOTAL CEMI	* TOTAL CEMETERY EXPENSE		0.00	9,000.00

PLAN & DEVELOP	PLAN & DEVELOPMENT REVENUE		2022 YTD Actual	2023 Budget
1-61-00-410-00	Building Permits	(992.42)	(1,468.48)	(1,100.00)
1-61-00-419-00	Compliance Certificates	(1,000.00)	(600.00)	(1,000.00)
1-61-00-520-00	Development Permits	(1,228.24)	(2,650.00)	(1,200.00)
1-61-00-521-00	Subdivision Fees	0.00	(2,100.00)	(1,200.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	0.00	(250.00)
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00
* TOTAL PLANNING & DEVELOPMENT		0.00	(6,818.48)	(4,750.00)
PLAN & DEVELOP	MENT EXPENSE			
2-61-00-230-00	Professional Services	9,311.85	10,203.45	15,000.00
2-61-00-233-00	Land Title Changes	0.00	0.00	150.00
	Economic Development(Regional)			1,137.50
2-61-00-148-00	Training - Planning	0.00	0.00	500.00
2-61-00-220-00	Advertising	0.00	0.00	500.00
* TOTAL PLAN	INING & DEVELOPMENT E	0.00	10,203.45	17,287.50
** NET PLANNI	** NET PLANNING & DEVELOPMENT		3,384.97	12,537.50

CULTURE & RECR. F	CULTURE & RECR. REVENUE		2022 YTD Actual	2023 Budget
1-71-00-990-02	Donation - Cremona Days	0.00	(6,619.16)	(5,400.00)
1-71-00-990-08	Donation/Fees - WinterFest	0.00	(1,795.00)	0.00
* TOTAL CULTUR	* TOTAL CULTURE & RECREATION		(8,414.16)	(5,400.00)
CULTURE & RECR. E	XPENSE			
2-71-00-990-02	Cremona Days	5,781.91	8,560.61	7,000.00
2-71-00-990-08	WinterFest	120.00	2,507.32	1,500.00
* TOTAL CULTURE & RECREATION EXP		5,901.91	11,067.93	8,500.00
** NET CULTURE	** NET CULTURE & REC		2,653.77	3,100.00

PARKS & RECR. R	EV	2021 YTD Actual	2022 YTD Actual	2023 Budget
1-71-00-830-00	Grant - Recreation - Federal	(7,000.00)	(5,000.00)	(5,000.00
1-71-00-990-00	Donation - Recreation	0.00	0.00	(1,000.00
* TOTAL PARE	S & RECREATION	(7,000.00)	(5,000.00)	(6,000.00)
PARKS & RECREA	ATION EXPENSE			
2-72-00-100-00	Salaries & Wages	0.00	0.00	8,000.00
2-72-00-148-00	Training & Development - Parks	0.00	0.00	0.00
2-72-00-230-00	Other Contracted Services	4,830.49	2,506.68	2,500.00
2-72-00-510-00	General Supplies	125.99	163.36	750.00
2-72-00-513-00	Beautification - Parks	11,930.25	18,836.08	10,000.00
2-72-00-528-00	Equipment Repairs & Maint Park	10,874.73	325.24	300.00
* TOTAL PARK	(S & RECREATION EXPEN	0.00	24,152.80	21,550.00
** NET PARK & REC		20,761.46	19,152.80	7,550.00

LIBRARY REVENU	IE .	2021 YTD Actual	2022 YTD Actual	2023 Budget
1-74-00-590-00	Other Revenue - Library	0.00	0.00	0.00
1-74-00-850-00	Grants - Local Govt - Library	(30,546.66)	(32,847.15)	(34,811.88)
* TOTAL LIBR	TOTAL LIBRARY		(32,847.15)	(34,811.88)
LIBRARY EXPENS	E			
2-74-00-274-00	Insurance Library	769.59	830.19	850.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	0.00	250.00
2-74-00-850-00	Cremona Library	31,500.00	36,893.81	37,000.00
2-74-00-850-01	Parkland Regional Library	3,796.20	4,180.95	4,200.00
2-69-00-543-00	Natural Gas	4,326.10	7,323.03	1,850.00
2-69-00-540-00	Electricity Admin/Fire	8,308.50	9,247.82	2,375.00
* TOTAL LIBR	ARY EXPENSE	0.00	58,475.80	46,525.00
** SURPLUS / DEFESET		-30,546.66	25,628.65	11,713.12

FIRE EXPENSES		2021 YTD Actual	2022 YTD Actual	2023 Budget
2-23-00-217-00	Telephone & Internet	1,165.94	1,164.00	1,200.00
2-23-00-230-00	Professional Services	4,246.72	1,176.60	1,200.00
2-23-00-510-00	General Supplies	0.00	0.00	0.00
2-23-00-526-00	Equipment Purchases - Fire	11,431.31	4,089.14	4,000.00
2-23-00-528-01	Firehall Repairs & Maintenance	0.00	0.00	1,200.00
2-23-00-528-02	Hydrant - Repairs/Maintenance	0.00	0.00	6,500.00
2-23-00-740-00	Fire Services Requisition	47,096.00	52,675.00	58,000.00
2-69-00-230-00	Professional Services/Janitorial Admin	4,050.00	5,698.00	3,000.00
2-69-00-543-00	Natural Gas Admin	4,326.10	7,323.03	3,700.00
2-69-00-540-00	Electricity Admin/Fire	8,308.50	9,247.82	4,750.00
* TOTAL FIRE I	EXPENSES	0.00	81,373.59	83,550.00
DISASTER SERVIC	ES EXPENSE			
2-24-00-230-00	Professional Services - Disaster Serv.	31.08	0.00	35.00
* TOTAL DISAS	STER SERVICES EXPENS	31.08	0.00	35.00
	TOTAL DEPARTMENT REVENUE		-481,967.27	573,471.84
TOTAL REVENUE		-607,557.86	-1,065,866.14	-1,196,515.58
TOTAL EXPENSE		5,932.99	1,142,391.04	1,183,312.02
	SURPLUS / (DEFICIT)	-601,624.87	76,524.90	-13,203.56

CAPITAL FUNDING

Description	2021	2022	2023	2024
Municipal Sustainability Initiative (8)	207,836.00	84,281.00	84,281.00	84,281.00
Federal Gas Tax (8)	50,000.00	50,000.00	50,000.00	50,000.00
Carry Forward (Federal Gas Tax)	-			
Carry Forward (MSI)	-	40,410.00	40,410.00	
Capital Portion from MVC (8)	234,000.00	80,000.00	80,000.00	
Transfer from Reserves - unrestriced (11b)	52,778.00			
Transfer from Reserves - restricted (11a)	288,000.00			
Asset Sales (9)	-	•		-
New Debt (10)	-	-	-	-
	832,614.00	254,691.00	254,691.00	134,281.00

8 491,836.00

214,281.00

9 10

10 -11a 288,000.00

11b 52,778.00

Capital Expenses	767,000.00	210,000.00	140,000.00	180,000.00
Capital Debt Interest (6)	3,188.95	2,116.35		
Capital Debt Principle Payment (7)	29,696.49	30,769.09		
2021 Capital Debt Interest (6)	4,443.26		7,632.21	
2021 Capital Debt Principle Payment (7)	28,127.06	33,836.00	57,823.55	33,836.00
	832,455.76	276,721.44	205,455.76	213,836.00
SURPLUSS/DEFECIT	158.24	(22.030.44)	49.235.24	(79.555.00)

6 7,632.21 7 57,823.55

VILLAGE OF CREMONA CAPITAL PROJECTS

Description Completion Bulk Water Station Water System Monitoring Upgrades 6 Way Blade 2nd Public Works Truck 2nd Street West (Hawks Nest) KC Foods Parking Lot Highway 580 Sidewalk Repairs (Top of Centre St/K0	2019 \$3,500.00	2020 \$83,331.00	2021	2022	2023	2024
Water System Monitoring Upgrades 6 Way Blade 2nd Public Works Truck 2nd Street West (Hawks Nest) KC Foods Parking Lot Highway 580	\$3,500.00	\$83,331.00				
6 Way Blade 2nd Public Works Truck 2nd Street West (Hawks Nest) KC Foods Parking Lot Highway 580		\$83,331.00				
2nd Public Works Truck 2nd Street West (Hawks Nest) KC Foods Parking Lot Highway 580						
2nd Street West (Hawks Nest) KC Foods Parking Lot Highway 580						
KC Foods Parking Lot Highway 580	£4.500.00					
lighway 580	\$4,596.00					
5 ,	\$12,640.00 \$10,950.00					
Foods)	σ φτ,000.00					
Centre Street Paving	\$85,959.00					
Ist Street West Storm Management	ψοσ,σοσίοσ					
1st Street East	\$45,331.00					
PW Office relocation		\$8,000.00				
Village office windows	\$8,701.00					
Road construction Railway Ave Sub		\$				
Concrete Replacement/Road Repairs		\$20,000.00				
Paving Projects (MSI)		\$200,000.00				
Paving Project (new debt)		\$300,000.00				
Back shop Upgrades (Firehall wash		\$25,000.00				
station & Welding Shop) Arena fire hydrant/Centre North		ICC Reserve				
Sport Park		Grant Funded				
FCSS Roof		\$25,000.00				
Trailer Purchase		\$12,500.00				
Noodchipper & brushcutter		\$8,000.00				
Concrete Lifecycle or install	FGT	. ,				
Pumpstation and PLC Upgrades	MSI		\$53,000.00			
Truck/snowplow purchase	MSI		\$30,000.00			
Truck repair	MSI		\$10,000.00			
Church Roof	MSI		\$36,000.00			
Skatepark	OUTSIDE		\$288,000.00			
Centre St N	ICC/MSP		\$350,000.00			
Firehall 3 St E Stormwater	MOST			£440,000,00		
Concrete Lifecycle or install				\$110,000.00 \$45,000.00		
Bobcat Lifecycle Replacement				\$25,000.00		
Water meter lifecycle				\$30,000.00		
Pumphouse Upgrade	MSI			φου,σου.σο	\$140,000.00	
Nater Meters replacement					\$10,000.00	
Repair of Sewer lines					\$20,000.00	
Water Vessel New Media					\$10,000.00	
Water Meters Replacement Plan						\$130,000.00
Nater line upgrades	•					\$50,000.00
Playground replacement Edey Close	UNFUNDED					
	I					
Playgorund - fitness park ball diamond Sewer lining - Railway to lagoon						
Sewer lining - Railway to lagoon Stormwater pond - East St						
Sewer lining - Railway to lagoon	\$176,277.00	•••			\$180,000.00	

5a 5a

VILLAGE OF CREMONA DEBT SERVICING BUDGET

LOANS & DEBENTURES

Year	Description	Beginning Balance	Budgeted Principle Payments	Budgeted Interest Payments	Ending Balance	Interest Rate (%)	Years Remaining
2020	Debenture ACFA - Street Improvement Program	215,519.35	29,174.28	3,711.16	186,345.07	1.782	6
2021	Debenture ACFA - Street Improvement Program	186,345.07	29,696.49	3,188.95	156,648.58		5
2022	Debenture ACFA - Street Improvement Program	156,648.58	30,228.03	2,657.41	126,420.55		4
2023	Debenture ACFA - Street Improvement Program	126,420.55	30,769.09	2,116.35	95,651.46		3
2024	Debenture ACFA - Street Improvement Program	95,651.46	31,319.85	1,565.59	64,331.61		2
2025	Debenture ACFA - Street Improvement Program	64,331.61	31,880.45	1,004.99	32,451.16		1
2026	Debenture ACFA - Street Improvement Program	32,451.16	32,451.16	434.28	0.00		0
	TOTALS		\$183,068.19	\$14,244.45			

\$65,455.76

Year	Description	Beginning Balance	Budgeted Principle Payments	Budgeted Interest Payments	Ending Balance	Interest Rate (%)	Years Remaining
2020	Debenture ACFA - 2020 Street Program	300,000.00	13,897.16	2,388.00	286,102.84	1.592	10
2021	Debenture ACFA - 2020 Street Program	286,102.84	28,127.06	4,443.26	257,975.78		9
2022	Debenture ACFA - 2020 Street Program	257,975.78	28,576.63	3,993.69	229,399.15		8
2023	Debenture ACFA - 2020 Street Program	229,399.15	29,033.38	3,536.94	200,365.77		7
2024	Debenture ACFA - 2020 Street Program	200,365.77	29,497.43	3,072.89	170,868.34		6
2025	Debenture ACFA - 2020 Street Program	170,868.34	29,968.90	2,601.42	140,899.44		5
2026	Debenture ACFA - 2020 Street Program	140,899.44	30,447.90	2,122.42	110,451.54		4
	TOTALS		\$159,100.56	\$20,036.20			

Village of Cremona-2023

Assessment	Description	Total	Mill Rate	Tax Levy	Mill Rate 2%		Mill Rate 3%	3%
Res	Residential	41,182,710	8.415000000	346,552.50	8.58330	353,483.55	8.66745	356,949.08
	Residential-Vacant	743,000	12.495000000	9,283.79	12.74500	9,469.54	12.86985	9,562.30
	Residential-Special	369,000	2.958000000	1,091.50	3.01716	1,113.33	3.34674	1,234.95
	Farmland	40,000	8.435400000	337.42	8.60411	344.16	8.68846	347.54
	Commercial	5,417,290	13.260000000	71,833.27	13.52520	73,269.93	13.65780	73,988.26
	Commercial-Vacant	598,000	13.260000000	7,929.48	13.52520	8,088.07	13.65780	8,167.36
	Linear	1,000,120	13.260000000	13,261.59	13.52520	13,526.82	13.65780	13,659.44
	Grant in Lieu GIL-Non Residential	145,000	13.260000000	1,922.70	13.52520	1,961.15	13.65780	1,980.38
	DIP Requisition	989,560	0.074600000	73.82	0.07475	73.97	0.07699	76.19
		-		-				
				-				
	Taxable Assessment	50,484,680						
Exempt	Exempt							
		12,270,000						
	Total Assessment	62,754,680		452,286.07		461,330.53		465,965.53
				452,286.07				

Education Requ	isition			
Code Description		Total	ASFF Res&F	L ASFF Non-Res
300 Residential-Vaca	int	743,000	743,000	
301 Farmland-Vacar	t	40,000	40,000	•
310 Residential		38,325,710	38,325,710	
311 Residential Dup	ex	683,000	683,000	•
317 Mobile Home in	Park	1,303,000	1,303,000	•
319 Mobile Home Co	ommunity	1,240,000	1,240,000	
500 Commercial Vac	ant	598,000		598,000
510 Commercial		5,417,290		5,417,290
520 Designated Indu Industrial - Vaca		989,560	1	11,870
619 Non -Residentia	l-Linear Cl 2	1,000,120	Ī	1,000,120
770 Designated Gran	nt in Lieu	145,000	1	145,000
Senior Apartme			-	
Total Assessme	nt	50,484,680	42,334,710	7,172,280
ASFF - Res & FL		103,238		
ASFF - Non-Res			otals ASFF & AB Policing	49,506,990
plit Total Education		130,169.67		
Res & FL Mill Ra			2.43861125	
Non-Res Mill Ra				3.75498029
Total Education	Levy			

SENIORS HOUSING				POLICING ALBERTA		
Description	Total	RATE	Code	Description	Total	RATE
Residential & Farmland	42,334,710	16,425.82	310	Residential & Farmland	42,334,710	16,750.21
Non-Residential	6,015,290	2,333.93	Non-Re	Non-Residential	6,015,290	2,380.02
Designated Grant in Lieu	145,000	56.26	GIL	Designated Grant in Lieu	145,000	57.37
Linear	1,000,120	388.05		Linear	1,000,120	395.71
Designated Industrail Property	989,560	Non Taxable		Designated Industrail Property	989,560	Non Taxable
Total Assessment	50,484,680			Total Assessment	50,484,680	
WV Requisition	19,588			WV Requisition	19,588	
Total FH Mill Rate		0.387998893922		Total FH Mill Rate		0.395661299546
Total Seniors' H Requisition				Total Seniors' H Requisition		
R	Description Residential & Farmland Non-Residential Designated Grant in Lieu Linear Designated Industrail Property Total Assessment NV Requisition Total FH Mill Rate	Description Total Residential & Farmland 42,334,710 Non-Residential 6,015,290 Designated Grant in Lieu 145,000 Linear 1,000,120 Designated Industrail Property 989,560 Total Assessment 50,484,680 NV Requisition 19,588 Total FH Mill Rate	Description Total RATE Residential & Farmland 42,334,710 16,425.82 Non-Residential 6,015,290 2,333.93 Designated Grant in Lieu 145,000 56.26 Linear 1,000,120 388.05 Designated Industrail Property 989,560 Non Taxable Total Assessment 50,484,680 NV Requisition 19,588 Total FH Mill Rate 0.387998893922	Description Total RATE Code Residential & Farmland 42,334,710 16,425.82 310 Non-Residential 6,015,290 2,333.93 Non-Residential Designated Grant in Lieu 145,000 56.26 GIL Linear 1,000,120 388.05 Designated Industrail Property 989,560 Non Taxable Total Assessment 50,484,680 NV Requisition 19,588 Total FH Mill Rate 0.387998893922	Description Residential & Farmland Residentia	DescriptionTotalRATE CodeDescriptionTotalResidential & Farmland42,334,71016,425.82310Residential & Farmland42,334,710Non-Residential6,015,2902,333.93Non-Residential6,015,290Designated Grant in Lieu145,00056.26GILDesignated Grant in Lieu145,000Designated Industrial Property1,000,120388.05Linear1,000,120Designated Industrial Property989,560Non TaxableDesignated Industrial Property989,560Total Assessment50,484,680Total Assessment50,484,680NV Requisition19,588WV Requisition19,588Total FH Mill Rate0.387998893922Total FH Mill Rate

Tax Comparison

	2018	2019	2020	2021	2022	2023	2023 -2%	2023-3%
Residential	7.81000	8.25000	8.41500	8.41500	8.41500	8.41500	8.58330.	8.66745
Residential Vaca	11.14000	12.25000	12.49500	12.49500	12.49500	12.49500	12.7450	12.86985
Commerical	15.39000	13.00000	13.26000	13.26000	13.26000	13.26000	13.5252	13.6578
Commercial Vac	16.15000	13.00000	13.26000	13.26000	13.26000	13.26000	13.5252	13.6578
Residential								
Assessment	39,308,140.00	37,160,370.00	36,500,540.00	37,517,460.00	38,487,200.00	41,551,710.00	41,551,710.00	41,551,710.00
Taxes	405,242.00	306,573.05	307,152.04	315,709.43	323,869.79	347,644.00	354,596.88	356,949.08
Difference		- 98,668.95	578.99	8,557.38	8,160.36	23,774.21	6,952.88	2,352.20
Vacant Resident	tial							
Assessment	1,074,000.00	889,510.00	844,550.00	744,920.00	744,920.00	743,000.00	743,000.00	743,000.00
Taxes	11,964.36	10,896.50	10,552.65	9,307.78	9,307.78	9,283.79	9,469.54	9,562.30
Difference		- 1,067.86	- 343.85	- 1,244.88	-	- 23.99	185.75	92.76
Commercial								
Assessment	4,590,610.00	4,827,490.00	5,212,140.00	5,177,520.00	5,187,740.00	5,417,290.00	5,417,290.00	5,417,290.00
Taxes	70,649.49	62,757.37	69,112.98	68,653.92	68,789.43	71,833.27	73,269.93	73,988.26
Difference		-7,892.12	6,355.61	-459.06	135.52	3,043.84	1,436.66	718.33
Vacant Commer	cial							
Assessment	352,460.00	478,000.00	506,390.00	598,830.00	598,830.00	598,000.00	598,000.00	598,000.00
Taxes	5,692.23	6,214.00	6,714.73	6,215.00	7,940.49	7,929.48	8,088.07	8,167.36
Difference		521.77	500.73	-499.73	1,725.49	-11.01	158.59	79.29
Municipal rate-Av	7.8100	8.2500	11.8600	10.9560	11.8600	11.8600	9.9489	12.21323
Requisition Rate	2.6100	2.6605		1.2630		1.7500	1.7500	1.75
Total Mill Rate	10.5800	11.0760				85.4180	85.4180	85.418

VILLAGE OF CREMONA 2019 BUDGET

CAPITAL LISTING

Department GL	Description	Expense	
	Repairing Sewer Line 1st Street		\$ 30,000.00
	Repairing Sewer Line (Behind Arena)		\$ 13,400.00
	Replaying Neptune Meters		\$ 156,204.00
	TOTAL	-	\$ 199,604.00

TOTAL COSTS & PROGRESS								
TOTAL JANUARY 2023								
METER TYPE	COST PER UNIT	REQUIRED	COST	TALLED		SPENT		
3/4" Mach 10 Ultrasonic M3 W/R900i	\$724.00	171	\$123,804.00	N/A		N/A		
3/4" T10 R900i E-Coder W/R900i V4	\$648.00	50	\$32,400.00	14		N/A		
TOTALS		221	\$156,204.00	14		N/A		
	PROGRESS ·	- UPDATED AU	TOMATICALLY					
3/4" Mach 10 Ultrasonic M3 W/R900i	\$724.00	171	\$123,804.00	0		\$0.00		
3/4" T10 R900i E-Coder W/R900i V4	\$648.00	50	\$32,400.00	0		\$0.00		
REMAINING		221	\$156,204.00	0		\$0.00		

		REPLACEM	ENT PLAN					
2023 - UPDATED AUTOMATICALLY								
METER TYPE	COST PER UNIT	INSTALLED	REMAINING	COST	SPENT			
3/4" Mach 10 Ultrasonic M3 W/R900i	\$724.00	0	27	\$19,548.00	\$0.00			
3/4" T10 R900i E-Coder W/R900i V4	\$648.00	0	50	\$32,400.00	\$0.00			
TOTAL AMOUNTS		0	77	\$51,948.00	N/A			
		·	REMAINING	\$51,948.00	\$0.00			
	2024 - UPDATED A	AUTOMATICALLY						
3/4" Mach 10 Ultrasonic M3 W/R900i	\$724.00	0	72	\$52,128.00	\$0.00			
3/4" T10 R900i E-Coder W/R900i V4	\$648.00	0	0	\$0.00	\$0.00			
TOTAL AMOUNTS		0	72	\$52,128.00	N/A			
			REMAINING	\$52,128.00	\$0.00			
	2025 - UPDATED A	AUTOMATICALLY						
3/4" Mach 10 Ultrasonic M3 W/R900i	\$724.00	0	72	\$52,128.00	\$0.00			
3/4" T10 R900i E-Coder W/R900i V4	\$648.00	0	0	\$0.00	\$0.00			
TOTAL AMOUNTS		0	72	\$52,128.00	N/A			
			REMAINING	\$52,128.00	\$0.00			



VILLAGE OF CREMONA

BYLAW No. 506-23

BEING A BYLAW TO PROVIDE FOR PENALTIES ON UNPAID TAXES

WITHIN THE VILLAGE OF CREOMA, IN THE PROVINCE OF ALBERTA

(hereinafter referred to as 'the Municipality' or 'Corporation')

WHEREAS: by authority of Section 344 of the Municipal Government Act, Revised Statutes

of Alberta, 2000, Chapter M-26, Council may impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax

notice.

AND WHEREAS: by authority of Section 345 of the Municipal Government Act, Revised Statue of

Alberta, 2000, Chapter M-26, a Council may impose penalties in any year following the year in which tax is imposed if the tax remains unpaid after

December 31st of the year in which it is imposed.

AND WHEREAS: the penalty imposed under Section 344 shall be added to and form part of the unpaid

taxes, as long as no penalty is imposed sooner than 30 days after the tax notice is

sent out;

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of

Cremona duly assembled enacts as follows:

1. BYLAW TITLE

That the Bylaw shall be known as the "Tax Penalty Bylaw".

2. SEVERAB I LITY

In the event that section or sections of this bylaw thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this bylaw remaining in the full force and effect.

3. APPLICATIONS

CAO

- i) All current taxes levied in each year are required to be paid on or before June 30TH in that year.
- ii) A penalty of eight percent (8%) shall be added to all outstanding levies not paid on or before June 30th in 2023 year.

Village of Cremona —Tax Penalty	Bylaw — Bylaw 806-22
Mayor	

-	A penalty of twelve percent (12%) shall be added to all taxes remaining unpaid after December ${\bf S}1^{\rm st}$ in any year.	
iv) S	Said penalties shall be added to and form part of the unpaid taxes.	
v) A	Any penalty imposed is part of the tax in respect of which it is imposed.	
•	This Bylaw shall remain in effect for all taxes levied in the year 2023, and for all arrears of taxes emaining unpaid after June 30^{th} , 2023.	
vii) T	his Bylaw will be rescinded every year prior to June 30 th .	
READ a first t	time this <u>18</u> day of <u>April</u> , 2023.	
READ a seco	nd time this <u>18</u> day of <u>April</u> 2023.	
READ a third time and finally passed this <u>18</u> day of <u>April</u> , 2022.		
	Joe Canaday, Deputy Mayor	

Karen O'Connor, CAO



MEETING: Regular Council Meeting

AGENDA NO.: 8 c) Personnel Policy No. 1701-04

TITLE: BYLAWS & POLICIES

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL: Council to review personnel policy.

RECOMMENDED ACTION:

23/101 MOTION THAT Councillor _____

INTLS: CAO: KO



Policy #1701- 04

Revised - October 15, 2019

Personnel Policy Manual

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POLICY STATEMENT

This manual was prepared to provide a uniform and effective system of personnel administration for the Village of Cremona and to provide a mutual understanding between the employees, supervisors and management 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. Section of the personnel policy may be overridden by employees working under contract to the Village (ie CAO). In this case, all other provisions of this policy shall still apply.

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 known 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. Exceptions to this will be the CAO whose employment contract supersedes or may alter any of these provisions.

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 medical professional 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

Shall mean female employees who are on an approved leave of absence in connection with pregnancy.

1.20. PARENTAL LEAVE

Shall mean a voluntary leave of absence related to the birth or adoption of a child.

1.21. COMMON ANNIVERSARY DATE

Shall refer to the common date at which vacation accruals and wage increases will commence.

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. ADMINSTRATION 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. COMMON ANNIVERSARY DATE

The common anniversary date for all employees shall be January 1.

3.3. 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, without regard to race, religious beliefs, colour, gender, and gender identity, 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.

3.4. RECRUITMENT

The recruitment of positions shall be authorized by 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.

3.5. **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.

3.6. 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 by the appointed supervisor and the CAO. The CAO 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 STATUS**

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 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 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*.

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.

3.12 **TERMINATIONS**

Terminations will be determined through the CAO and through consultation with Village Solicitors.

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.

3.14 ORGANIZATION CHART

The 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. All positions on the chart will have a detailed job description.

3.15 EVALUATIONS

Once each year the CAO and/or appointed supervisor 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. Written evaluations shall become part of each employee's personnel file.

3.16 ON-CALL/STANDBY

At the direction of the CAO, staff may be directed to be on call. On-call shall be considered as being fit for duty, ready and 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 the CAO, to organize an alternate person to perform any on call duties. Failure to contact a relevant person shall result in disciplinary action. On Call shall be governed by Policy 1707-02 On-Call/Standby Policy and Procedure.

3.17 EMPLOYEE TRAINING & LICENSING

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.

The Village will pay for any professional certifications, training and licenses required of employees as listed in their job description as well as ongoing training to maintain these certifications. Any additional training will only be funded if deemed a business benefit to the Village.

Where the Village has agreed to pay for employee training, the employee will sign a training agreement that will specify conditions for reimbursement and 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 as specified in the training agreement.

3.18 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees shall use proper personal protective equipment required for the job assigned. All outside staff shall wear CSA approved safety footwear at all times. CSA approved hard hats, long pants, reflective vest or approved shirts and any other specialty personal protective equipment required for the job site as identified in the hazard assessment shall be worn as required.

All staff will be expected to wear proper PPE when entering a job site or participating in duties requiring use of PPE.

Failure to wear proper PPE will result in disciplinary action up to and including dismissal.

3.19 **PERSONAL APPEARANCE**

Employees will govern themselves concerning their appearance. The public should be met by appropriately groomed and attired personnel. Clothing is not having any offensive or defamatory statements and will be in good professional condition.

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 WORK

3.22.1 FULL TIME EMPLOYEES

The normal working hours of full-time employees shall be forty hours per week, eight hours per day. Employees shall be entitled to overtime if the hours are in excess of 8 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. 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 8 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.

3.25 **EMERGENCY OPERATIONS**

Municipal employees should expect to be involved in emergency response activities. Emergency operations may require employees to act outside of their normal duties and hours. Village policies will apply except during a declared state of emergency when directions will be issued by the CAO/DEM.

4 PAY PLAN AND BENEFITS

4.1 JOB CLASSIFICATION AND SALARY

Job classifications 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 into 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. The CAO will 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**

Overtime work is granted only in an emergency or to serve the public interest basis as approved by the supervisor, where applicable. Overtime shall be paid at a rate of 1.5x the hourly wage or time in Lieu.

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 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 times the employees wage.
- 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 but cannot exceed 40 hours.
- 4.5.6 All working hours and time-in-lieu shall be reported on weekly timesheets. Lieu time will not be paid out unless under extraordinary circumstances as approved by the CAO.

4.6 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 expenses while on Village business as governed by Travel and Subsistence Allowance Policy 1601-01.

4.7 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
Group Life Insurance 2x base annual salary	50%	50%
Accidental Death & Dismemberment Insurance 2x based annual salary	50%	50%

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

4.8 **CLOTHING ALLOWANCE**

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

The Village will supply the following safety gear. These items will be replaced no more than once per year.

- Safety Glasses
- Ear Protection
- Safety Vest
- Rubber Gloves- Sewers
- Winter Gloves
- Summer Gloves
- Hard hat will be replaced every 3 years.

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.

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 st Civic Day	Labour Day	Thanksgiving Day
Remembrance Day		
Christmas Eve	Christmas Day	Boxing Day

Stat holiday pay will be paid in accordance with Alberta Employment Standards and will be as follows:

Employees will be eligible for holiday pay provided they have worked at least 30 days in the last 12 months.

When eligible employees are given a stat holiday off that is a normal workday, they will receive 1 days pay based on their average daily wage in the preceding 4 weeks.

When eligible employees work a holiday that is a normal workday they will receive their wage rate for each hour worked plus one days holiday.

When eligible employees work a holiday that is not normal workday, pay will be at 1.5 times wage for each hour worked.

When employees are not required to work on a holiday that is not a normal workday no holiday pay shall be paid.

When ineligible employees work a holiday that is not a normal workday, they are entitled to their regular wage subject to regular overtime provisions

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.
- 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 st year anniversary)	4% or 10 days
5-9 years	6% or 15 days
10+ years	8% or 20 days

- 5.2.5 Vacation time may not be banked. All vacations must be taken before December 31 of the current calendar year, unless prior arrangements are made and approved by the CAO.
- 5.2.6 Vacation schedules for all employees are due February 1 yearly for the upcoming vacation year. All vacation days are to be approved by the CAO.
- 5.2.7 Employees may not take more vacation days with pay than they are entitled.
- 5.2.8 Vacation will not be paid out unless under extraordinary circumstances as approved by the CAO and then only after legislated minimum vacation time has been taken

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 12 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. Sick days have no cash value and will not be paid out at the end of

the year or on termination of employment.

All employees must notify their immediate supervisor of their absence through sickness at least 30 minutes prior to the commencement of the day's work for each day absent.

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.

Medical appointments resulting in absence from work of more than 1 hour will be charged to sick leave balance at a minimum of ½ day per occurrence. Time off for any other reason will be required to use other leave balances such as vacation or lieu time.

5.4 MATERNITY LEAVE

Maternity leave without pay shall be granted by the Village to an employee after 90 days service

Birth mothers may take up to 16 weeks of unpaid maternity leave. The employee is entitled to not more than 16 weeks starting at any time during the 13 weeks immediately before the estimated date of delivery. An employee who wishes to resume her employment on the expiration of maternity leave to which she is entitled shall give the CAO 6 weeks notice in writing of the day on which she intends to resume employment.

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 **OTHER PROTECTED LEAVES**

An employee may be granted upon application, protected leave. Employees will be eligible to apply for leave if they have been employed at least 90 days. Terms of leave are listed under the Employment Standards Code – Job Protected Leaves. All job protected leaves are unpaid leaves except for the following:

Bereavement leave will be granted paid leave in the event of the death of the employee's immediate family member. Paid 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 either as a witness for the Village or as a result of a jury summons. Employees are to report to the CAO the duration of their expected absence and return to work as soon as practicable during recesses exceeding 1 day in duration or the conclusion of the summons.

5.6 **SHORT TERM DISABILITY**

This benefit is paid and adjudicated 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.

5.7 **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.

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.

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.

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 severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

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

With each violation, 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 18 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 situation. As the situation dictates 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. All appeals will be taken to a closed meeting of council for review.

6.2 USE OF ELECTRONIC DEVICES, INTERNET & ELECTRONIC MAIL

Electronic devices issued to the employee are for use for Village business purposes only.

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 on employees designated break times and does not interfere with networks or 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 with prior approval of the CAO.

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 or text is not private communication.

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, including the use of vaping devices, is strictly prohibited in any Village-owned or Village-operated facility, vehicle, equipment.

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 have 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/VULNERABLE SECTOR CHECK RECORDS

An employee may be asked to provide a criminal record check, vulnerable sector record check prior to receiving employment with the Village.

If the criminal record check, or the child welfare check 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 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 DRIVERS LICENSES AND ABSTRACTS

All Village of Cremona employees are required to maintain a current and valid Alberta Drivers License as a condition of employment. Drivers abstracts will be pulled by the Village on an annual basis to ensure drivers licenses are current, valid and do not exceed demerit point limits. Village employees will not have more than 8 demerit points to operate Village fleet or equipment. All Village employees will be required to sign a release authorizing the Village to obtain the drivers abstract.

3 year drivers abstracts will be required prior to any offer of employment by the Village.

Any employee who license is expired, suspended, lost or exceeds the 8 demerits must immediately inform the CAO. Failure to do so will result in immediate dismissal.

6.1 VILLAGE VEHICLE AND EQUIPMENT USE

Village vehicles and equipment are to be treated with respect, kept in a clean and neat condition and be driven in the respectful manner expected of public sector employees.

Any tickets or violation notices issued will be the responsibility of the offending employee and will be subject to disciplinary action up to and including termination.

Prior to use each vehicle or piece of equipment will be inspected for safe operation and a driver log kept indicating the time the vehicle/equipment was taken out and returned.

6.2 VILLAGE SUPPLIES/TOOLS AND INVENTORIES

The Employee acknowledges that village supplies, tools and inventories such as chemicals, fuels, office supplies etc are the property of the Village of Cremona and to be utilized for Village of Cremona business used only. Any supplies leaving the premises without the authorization of the CAO will be treated as theft and result in immediate dismissal.

6.3 SOCIAL MEDIA, MEDIA RELATIONS AND PUBLIC STATEMENTS/OFF DUTY CONDUCT

The Village acknowledges and respects the rights of employees who choose to post, comment or otherwise participate in social media activities. While employees may express their views as private citizens, they will be accountable for their personal use of social media in the same way they are accountable for other off-duty conduct. Further, as public servants, employees owe a duty of loyalty to The Village. Employees violate their duty of loyalty if they engage in public criticism which is detrimental to The Village's legitimate business interests or reputation. The Village reserves the right to discipline employees for any personal use of social media which negatively impacts The Village's legitimate business interests or reputation.

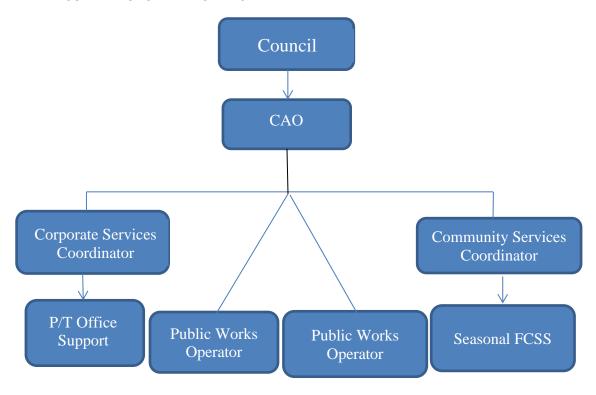
Unless designated as a spokesperson for the Village, only the CAO may speak to the media as the Villages representative. If employees are contacted by the media they are expected to refer the call to the CAO.

While this section addresses the use of social media, it also applies to any Public Statements made by an employee regardless of whether it is in person, in print, or in social media as well as off duty conduct of Village employees. Off duty actions that are deemed damaging to the reputation or business interests of the Village may result in disciplinary action up to and including 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

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



MEETING: Regular Council Meeting

AGENDA NO.: 9 a)
TITLE: New Business -Looking into options on hiring new
Water Operators
ORIGINATED BY: Karen O'Connor, CAO
BACKGROUND / PROPOSAL: Cremona is in contract with Aquatech until October 31, 223
DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:
COSTS / SOURCE OF FUNDING (if applicable):
RECOMMENDED ACTION: 23/0102 MOTION THAT Councillor directs the CAO to hire a ticketed water operator for the Village of Cremona for the reasonable wage in the \$35 /per hour range.

INTLS: CAO<u>**KO**</u>

Date: April 18, 2023



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

1. Operation and Maintenance tasks

1.1. Cremona Water & Wastewater System

The Village of Cremona Water & Wastewater Systems will be operating in accordance with the Code of Practise for both. The Waterworks System includes the following and any other non-listed equipment which may be required to provide the services outlined in this document:

- A groundwater supply consisting of two production wells.
- A water treatment consisting of Manganese Dioxide filtration for Manganese removal.
- Biological Activated Filtration (using Granular Activated Carbon), for Ammonia removal.
- Disinfection with Chlorine.
- Treated water storage.
- A treated water distribution system within the Village of Cremona.
- A lagoon system operating under the Code of Practise.

Aquatech will perform the following tasks:

- Daily (5 days/week):
 - Operation of water treatment plant and distribution system.
 - Operation of the lagoon treatment system.
 - Respond to Electronic Customer Complaints;
 - Bac-T's sampling and courier to Provincial Lab.

Monthly:

- Preventive Maintenance of equipment.
- Electronic Reporting.
- Testing of backup generators.
- Monthly Meetings if required by Village of Cremona.
- Monthly Invoicing of O & M. Extra work will be invoiced separately for clarity to Village of Cremona.
- Safety Training updates.
- Quarterly chemical testing of (THM's) sampling by Aquatech, testing and courier costs will be charged to client at cost + 15%.



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

2. Fees

The base O&M fees for the above listed services will be \$5,900.00 per month including travelling expenses.

Service calls during normal working hours (Monday to Friday from 8:00 am to 4:30 pm), will be charged out at a rate of \$80.00/hr (minimum 3 hours) and \$0.80/km will be charged for travel. An overtime rate of \$120.00/hr (minimum 3 hours) will be applied to all hours incurred outside normal working hours. For computer assisted service calls, a 1.5 hour minimum will be charged.

An escalation factor based on CPI (Calgary) will not apply annually, starting in March 2023 since this is only a 1-year contract.

3. Contract Duration

The contract will start on November 1st, 2022 for a 1-year period ending Oct 31st, 2023.

This contract will be renewed automatically at the same terms and conditions if written notice of termination is not received by at least 60 days before the contract expires.

4. Additional Conditions

Additional terms, conditions and communication process for this contract.

- All technical, operational issues and discussions will be between the Aquatech and the Village of Cremona representatives (or their substitutes).
- All service requirements which are outside the basic contract will be discussed in advance and agreed to with the Village of Cremona before execution.
- All extra work will be detailed to the Village of Cremona in a service report attached to the monthly invoice or upon demand.
- Village of Cremona commits to not offering employment to any current or previous Aquatech employees during the term of the contract and for at least 18 months following the termination of this contract.
- Payment terms are net 30 days. Interest of 2.0% per month will be charged on all past due accounts after 30 days.



Proposal for the Operation and Maintenance of the Village of Cremona Water & Wastewater Facilities

- Annual calibrations completed by a third party, example (Hach) will be charged back at cost plus 15%.
- All testing requirements for the Wastewater system such as ground water monitoring, acute testing prior to discharge or any additional testing requirements of the Code of Practise. Will be charged back to the client at cost plus 15%.
- All expenses may be paid:
 - Directly by the Village of Cremona or
 - By Aquatech, Aquatech will charge a markup of 15% on all purchases it
 makes directly on the client's behalf. All expenses greater than \$1000.00
 will require prior approval by a Village of Cremona Representative.

Mrs. Sandi Ryan

Corporate Services Manager

Village of Cremona

PO Box 10

Cremona, AB T0M 0R0

finances@cremona.ca

Dated: Nov // 6

Rodney R Schlachter

Director & Projects Manager

Aquatech Canadian Water Services

Bay 5, 41070 Cook Road

Rochey R Selbetts

Cochrane, AB T4C 1A1

rschlachter@aquatech-canadian.com

Dated: October 29, 2022



REQUEST FOR DECISION

MEETING: Regular Council Meeting Date: April 18, 2023

AGENDA NO.: 10 a)

TITLE: Reports – Financial Reports

ORIGINATED BY: Karen O'Connor CAO

BACKGROUND / PROPOSAL:

Accounts payable & Financial Report for FCSS & Village

for March 2023

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached to this RFD is the January 1 to Feb. 29, 2023 Financial Report and Accounts payable report Sum of \$ 108,171.16.

RECOMMENDED ACTION:

23/102 MOTION THAT Councillor_____ accepts the accounts payable report and the FCSS and villages financial reports, January 1 to March 31, 2023, as information only.

INTLS: CAO:KO





Cheque Listing For Council

2023-Apr-17 10:38:38AM

Part	Cheque	Cheque # Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
PAYMENT PAYM	20230100	2023-03-07	LOCAL AUTHORITIES PENSION PLAN	7472909-C9Q7		220.46	220.46
20230107	20230101	2023-03-07	WILD ROSE ASSESSMENT SERVICE	8924		673.75	673.75
2023010	20230102	2023-03-01	RECEIVER GENERAL	81		4,956.92	4,956.92
2023010	20230103	2023-03-02	A & B PLUMBING & HEATING LTD	0000130382		2,296.88	2,296.88
131143167 SERVICE AGREEMENT - IST OTT R 2	20230104	2023-03-02	AQUATECH CANADIAN WATER SERVICES INC.		OPERATION & MAINTENANCE - BEB	,	8,255.52
20230107 2023-03-02 MESSER CANADA INC, 16887 2106137577 PAYMENT ACETYLENE 40.7	20230105	2023-03-02	GADGETS		SERVICE AGREEMENT - 1ST QTR 20		1,927.54
20230108 2023-03-02 MOUNTAIN VIEW COUNTY 264128 PAYMENT 157 OTR FIRE REQ - 2023 24,137.50 25,378.81 264128 157 OTR FIRE REQ - 2023 24,137.50 26,378.81 264128 157 OTR FIRE REQ - 2023 24,137.50 26,378.81	20230106	2023-03-02	KLIS ELECTRIC/1938149 ALBERTA LTD	4961		144.90	144.90
20230110	20230107	2023-03-02	MESSER CANADA INC, 15687	2106137577		40.75	40.7
20230111	20230108	2023-03-02	MOUNTAIN VIEW COUNTY		1ST QTR FIRE REQ - 2023		25,378.5
20230111 2023-03-02 TOWN OF CARSTAIRS 20230054 PAYMENT	20230109	2023-03-02	SHRED-IT INTERNATIONAL ULC	8100385416		209.99	209.9
20230112 2023-03-02 TOWN OF PENHOLD 100 PAYMENT CENTRAL AB MAYORS & REEVES GI 150.00 150	20230110	2023-03-02	THE VILLAGE OF CREMONA LIBRARY BOARD	16		927.50	927.5
100 CENTRAL AB MAYORS & REEVES G 150.00	20230111	2023-03-02	TOWN OF CARSTAIRS	20230054		94.50	94.5
20230114 2023-03-10 RYAN, SANDRA A WEBSITE - UPDATING & HOSTING & 398.48 20230115 2023-03-10 HOMPSON, JENNIE L	20230112	2023-03-02	TOWN OF PENHOLD	100		150.00	150.0
20230115 2023-03-10 THOMPSON, JENNIE L 20230116 2023-03-10 O'CONNOR, KAREN M 20230117 2023-03-10 WIENS, BARRY 20230118 2023-03-10 HAGEN, TIM A 20230119 2023-03-10 SHI, JOSEPH 20230120 2023-03-10 GOEBEL, SHANE H 20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN 7519416-J5F6 EM# 450 - PP# 5 - 2023 20.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 PAYMENT NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230113	2023-03-02	WINDSOR, KATHLEEN	06992		398.48	398.4
20230116 2023-03-10 O'CONNOR, KAREN M 20230117 2023-03-10 WIENS, BARRY 20230118 2023-03-10 HAGEN, TIM A 20230119 2023-03-10 SHI, JOSEPH 20230120 2023-03-10 GOEBEL, SHANE H 20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 PAYMENT WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN 7519416-J5F6 EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 PAYMENT NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230114	2023-03-10	RYAN, SANDRA A				
20230117 2023-03-10 WIENS, BARRY 2023-03-10 HAGEN, TIM A 2023-03-10 SHI, JOSEPH 20230120 2023-03-10 GOEBEL, SHANE H 20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN PAYMENT ST94416-J5F6 EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230115	2023-03-10	THOMPSON, JENNIE L				
20230118	20230116	2023-03-10	O'CONNOR, KAREN M				
20230119 2023-03-10 SHI, JOSEPH 20230120 2023-03-10 GOEBEL, SHANE H 20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RO0000242754 WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN 7519416-J5F6 PAYMENT EM# 450 - PP# 5 - 2023 20246 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230117	2023-03-10	WIENS, BARRY				
20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN PAYMENT EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230118	2023-03-10	HAGEN, TIM A				
20230121 2023-03-10 THOMPSON, TERRY W 20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN PAYMENT 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD PAYMENT PAYMENT 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230119	2023-03-10	SHI, JOSEPH				
20230122 2023-03-10 CANADAY, JOSEPH 20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 PAYMENT WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN 7519416-J5F6 PAYMENT EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 PAYMENT NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230120	2023-03-10	GOEBEL, SHANE H				
20230123 2023-03-21 ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD RD0000242754 PAYMENT WASTE PICKUP - FEB 2023 2,253.15 20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN 7519416-J5F6 PAYMENT EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD PAYMENT PAYMENT AND GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230121	2023-03-10	THOMPSON, TERRY W				
20230124 2023-03-21 LOCAL AUTHORITIES PENSION PLAN PAYMENT EM# 450 - PP# 5 - 2023 PAYMENT EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD 881 PAYMENT NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230122	2023-03-10	CANADAY, JOSEPH				
7519416-J5F6 EM# 450 - PP# 5 - 2023 220.46 20230125 2023-03-16 COCHRANE LAKE GAS CO-OP LTD PAYMENT NAT GAS - WATER - FEB 2023 30.98 20230126 2023-03-16 DIRECT ENERGY PAYMENT 1,838.3	20230123	2023-03-21	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	RD0000242754		2,253.15	2,253.1
20230126 2023-03-16 DIRECT ENERGY 881 NAT GAS - WATER - FEB 2023 30.98 2023 MERCT ENERGY PAYMENT 1,838.3	20230124	2023-03-21	LOCAL AUTHORITIES PENSION PLAN	7519416-J5F6		220.46	220.4
· ·	20230125	2023-03-16	COCHRANE LAKE GAS CO-OP LTD	881		30.98	30.9
	20230126	2023-03-16	DIRECT ENERGY	78		1,838.32	1,838.3



Cheque Listing For Council

2023-Apr-17 10:38:38AM

Cheque	Cheque # Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230127	2023-03-16	EPCOR	16551304	PAYMENT VOC ELECTRICITY - FEB 2023	6,554.10	6,554.10
20230128	2023-03-16	TELUS COMMUNICATIONS	2552080600 2552080601 2552080602 2552080603 2552080604 2552080605 2552080606	PAYMENT FCSS OFFICE PHONE - FEB 2023 VOC FAX, CAMERAS ETC - FEB 2023 FCSS INTERNET - MAR 2023 FIRE INTERNET - MAR 2023 VOC OFFICE PHONES - FEB 2023 VOC HIGH SPEED INTERNET FCSS HIGH SPEED INTERNET	69.98 520.75 89.25 101.85 846.78 197.14 172.75	1,998.50
20230129	2023-03-16	TELUS MOBILITY	561	PAYMENT VOC CELL PHONES - FEB 2023	119.06	119.06
20230130	2023-03-16	BUMPER TO BUMPER	32078 32101 32222 32293 32364 32403 32532	PAYMENT ICE MELT/CLEANING SUPPLIES FAST ORANGE PUMICE PW SUPPLIES PLUG/ICE MELT SPARK PLUG BATTERY TRANSFER CASE MOTOR	54.44 28.27 77.56 86.38 50.65 231.56 166.25	695.11
20230131	2023-03-16	CAMPBELL, PATTI	2023-03-10	PAYMENT FCSS BABYSITTING COURSE	825.00	825.00
20230132	2023-03-16	CANADAY, JOE	1	PAYMENT MILEAGE	45.45	45.45
20230133	2023-03-16	CAPITAL REGION ASSESSMENT SERVICES COMMISS	1389	PAYMENT ARB ANNUAL FEE - 2023	876.20	876.20
20230134	2023-03-16	CENTRATECH TECHNICAL SERVICES LTD.	141663	PAYMENT FIRE EXTINGUISHER INSPECTION	530.23	530.23
20230135	2023-03-16	CREMONA/WATER VALLEY & DISTRICT	21	PAYMENT ANNUAL MEMBERSHIP - 2023	50.00	50.00
20230136	2023-03-16	KERBY, ERIN	1	PAYMENT FCSS PROGRAM	151.18	151.18
20230137	2023-03-16	MOUNTAIN VIEW REGIONAL WASTE	0000052618	PAYMENT LANDFILL CHARGES - FEB 2023	708.10	708.10
20230138	2023-03-16	MPE ENGINEERING LTD	2490-017-00-08	PAYMENT PUMP STN PIPING UPGRADES	180.60	180.60
20230139	2023-03-16	MY OVERHEAD DOORS	653 CFD IN-C	PAYMENT SERVICE CALL - FIRE DOOR	99.75	99.75
20230140	2023-03-16	ZONE 3 BUSINESS SOLUTIONS INC.	131274	PAYMENT COPIER USAGE	175.79	175.79
20230141	2023-03-24	RYAN, SANDRA A				
20230142	2023-03-24	THOMPSON, JENNIE L				
20230143	2023-03-24	O'CONNOR, KAREN M				
20230144	2023-03-24	WIENS, BARRY				
20230146	2023-03-29	RECEIVER GENERAL	82	PAYMENT REMITTANCE - PP# 5 & 6 - 2023	5,556.59	5,556.59
20230147	2023-03-30	ALBERTA MUNICIPALITIES	1045108 131769520 V311_639 V311_640 V311_641 V311_642 V314_159.24 V320_75	PAYMENT DATA BACKUP - FEB 2023 REMOTE ACCESS - MAR 2023 FUEL FOR SKID STEER FUEL FOR SKID STEER FUEL FOR SKID STEER FUEL FOR SKID STEER FUEL FOR PLOW TRUCK STAMPS CAO MEAL	175.25 15.75 67.72 63.08 62.43 161.00 386.40 48.65	2,077.11



Cheque Listing For Council

2023-Apr-17 10:38:38AM

Cheque	Cheque # Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230147	2023-03-30	ALBERTA MUNICIPALITIES	V334_10 V349_55 V351_52	FCSS DRUM & SOUND FCSS SENIORS CRAFTS WATER COOLER	19.25 42.87 185.85	2,077.11
			V351_53 V434 152	OFFICE SUPPLIES FCSS SUPPLIES	18.13 44.66	
			V434_153	FCSS SUPPLIES	97.94	
			V434_154	FCSS CRICUT SUPPLIES	27.99	
			V434_155	MIRCOPHONE FOR COUNCIL	145.15	
			V434_156	RING LIGHT WITH TRIPOD FOR COU	50.65	
			V439_8	FCSS CRAFTS	284.68	
			V47_362	FCSS INTERAGENCY MEETING	21.32	
			V47_363	FCSS ADULT PROGRAM	11.48	
			V47_364	TIM'S B-DAY	15.99	
			V791_13 V877_3	SUBSCRIPTION - FEB 2023 SUBSCRIPTION - FEB 2023	27.29 103.58	
20230148	2023-03-30	ACCU-FLO METER SERVICE LTD		PAYMENT		2,625.00
			107232	ANNUAL SUBSCRIPTION - 2023	2,625.00	
20230149	2023-03-30	AQUATECH CANADIAN WATER SERVICES INC.	021373	PAYMENT MONTHLY FEES - MAR 2023	6,560.51	6,560.51
20230150	2023-03-30	CATALIS TECHNOLOGIES CANADA LTD	INV4323272 INV4323294	PAYMENT INVOICE PAPER FOR TAX NOTICES INVOICE PAPER FOR UTILITIES	145.36 148.21	293.57
20230151	2023-03-30	CREMONA & DISTRICT AG SOCIETY	5	PAYMENT FCSS FAMILY PROGRAM	144.52	144.52
20230152	2023-03-30	ESCAPE COACH LINES LTD	2320	PAYMENT FCSS SENIOR'S TRIP - ROSEBUD	1,286.25	1,286.25
20230153	2023-03-30	LASHMORE, SCOTT	3	PAYMENT FCSS HONORARIUM - WELLBRIETY	100.00	100.00
20230154	2023-03-30	MOUNTAIN VIEW SENIORS' HOUSING	REQ QTR 2 2023	PAYMENT 2ND QTR REQ - 2023	4,851.50	4,851.50
20230155	2023-03-30	PARKLAND REGIONAL LIBRARY	230074	PAYMENT 2ND QTR REQ - 2023	960.10	960.10
20230156	2023-03-30	REID, PAMELA	1	PAYMENT FCSS KIDS PAINT AFTERNOON	60.00	60.00
20230157	2023-03-30	RSM ALBERTA LLP	6944578	PAYMENT 3RD INTERIM BILLING - DEC 31, 2022	6,300.00	6,300.00
20230158	2023-03-30	WORKERS' COMPENSATION BOARD	667914	PAYMENT PREMIUMS - 2023	131.05	131.05

Total 108,171.16

*** End of Report ***



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General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
TAXES & R	EQUISITIONS					
1-00-00-111-00	Residential Property Taxes	(326,032.73)	(327,000.00)	(333,995.83)	0.00	(333,995.83)
1-00-00-112-00	Commercial Property Taxes	(76,594.40)	(75,825.00)	(76,561.77)	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)	(12,408.84)	(12,409.75)	0.00	(12,409.75)
1-00-00-118-00	Designated Industrial Property	(71.58)	(72.59)	(72.60)	0.00	(72.60)
1-00-00-120-00	Alberta School Foundation Tax Levy	(123,499.77)	(123,455.88)	(124,098.14)	0.00	(124,098.14)
1-00-00-121-00	Seniors' Foundation Tax Levy	(16,925.37)	(16,925.00)	(17,288.88)	0.00	(17,288.88)
1-00-00-122-00	AB Policing Levy	(12,284.50)	(17,199.00)	(17,195.95)	0.00	(17,195.95)
1-00-00-210-00	Grants In Lieu	(1,933.57)	(1,933.57)	(1,933.57)	0.00	(1,933.57)
TOTAL TAXE	S & REQUISITIONS	(570,011.20)	(575,162.26)	(583,898.87)	0.00	(583,898.87)
TAXES & R	EQUISITIONS EXP					
2-00-00-740-00	ASFF Requisistion	123,455.89	123,445.88	130,169.67	0.00	92,591.91
2-00-00-753-00	MV Seniors's Housing Requisition	16,878.00	17,000.00	16,863.00	0.00	16,863.00
2-00-00-754-00	Designated Industrial Requisition	0.00	72.59	0.00	0.00	0.00
2-00-00-755-00	AB Policing Requisition	0.00	17,199.00	20,480.94	0.00	20,480.94
TOTAL TAXE	S & REQUISITIONS EXP	140,333.89	157,717.47	167,513.61	0.00	129,935.85
* TOTAL TAX F	REVENUE FOR MUNICIPA	(429,677.31)	(417,444.79)	(416,385.26)	0.00	(453,963.02)
ADMIN & G	ENERAL					
1-00-00-510-00	Penalties & Costs on Taxes	(9,838.29)	(6,500.00)	(7,327.57)	(415.00)	(7,327.57)
1-12-00-155-00	Business License	(1,045.85)	(1,000.00)	(1,233.36)	(150.00)	(1,233.36)
1-12-00-410-00	Tax Certificate & Information	(1,800.00)	1,000.00	(1,560.00)	0.00	(1,560.00)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	(100.00)	0.00	0.00	0.00
1-12-00-550-00	Return on Investments	(608.90)	(500.00)	(189.72)	(10.74)	(176.45)
1-12-00-590-00	Other Revenue - Admin	(2,570.34)	(4,500.00)	(1,803.48)	0.00	(1,803.48)
I-12-00-591-00	Sales of Miscellaneous Goods & Services	0.00	(100.00)	0.00	0.00	0.00
-12-00-840-00	Provincial Grant	(27,268.00)	(27,260.00)	(27,268.00)	0.00	(27,268.00)
1-23-00-590-00	Revenue - Fire	(8,287.66)	(5,000.00)	0.00	0.00	0.00
* TOTAL ADMI	N & GENERAL	(51,419.04)	(43,960.00)	(39,382.13)	(575.74)	(39,368.86)

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
BYLAW & E	NFORCEMENT					
1-26-00-420-00	Traffic Fines	0.00	(100.00)	0.00	0.00	0.00
1-26-00-450-00	Bylaw Fines	(149.00)	(100.00)	0.00	0.00	0.00
1-26-00-521-00	Dog License Fees	(330.00)	(150.00)	(435.00)	0.00	(435.00)
TOTAL BYLA	N & ENFORCEMENT	(479.00)	(350.00)	(435.00)	0.00	(435.00)
PUBLIC WO	PRKS					
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00	0.00	0.00
* TOTAL PUBL	C WORKS	0.00	0.00	0.00	0.00	0.00
WATER						
1-41-00-410-00	Basic Fees - Water	(7,054.00)	(7,100.00)	(7,046.51)	(585.00)	(7,046.51)
1-41-00-411-00	Water Consumption Fees	(122,754.08)	(124,000.00)	(120,897.50)	(8,786.16)	(120,897.50)
I-41-00-412-00	Bulk Water Sales	(9,873.38)	(12,000.00)	(10,025.30)	(468.05)	(10,025.30)
1-41-00-510-00	Utility Penalties	(2,301.40)	(2,500.00)	(2,299.45)	(238.20)	(2,299.45)
1-41-00-540-00	Franchise & Concess.	(52,235.99)	(48,897.96)	(56,036.42)	(6,761.71)	(56,036.42)
-41-00-590-00	Other Revenue - Water	(1,110.76)	0.00	(726.06)	0.00	(726.06)
TOTAL WATE	R	(195,329.61)	(194,497.96)	(197,031.24)	(16,839.12)	(197,031.24)
SANITARY						
1-42-00-410-00	Basic Fees - Sewer	(7,054.00)	(7,000.00)	(7,046.51)	(585.00)	(7,046.51)
-42-00-411-00	Sewer Consumption Fees	(22,499.15)	(24,000.00)	(22,271.31)	(1,610.80)	(22,271.31)
1-42-00-540-00	Franchise & Concess.	(13,058.97)	(12,000.00)	(14,009.08)	(1,690.43)	(14,009.08)
-42-00-590-00	Sewer Dumping Fees	(3,870.00)	(3,800.00)	(3,075.00)	0.00	(3,075.00)
TOTAL SANIT	ARY	(46,482.12)	(46,800.00)	(46,401.90)	(3,886.23)	(46,401.90)
GARBAGE						
1-43-00-254-00	Costs Recovered - Garbage	(7,200.00)	(4,000.00)	(7,200.00)	0.00	(7,200.00)
1-43-00-410-00	Solid Waste Collection Fee	(45,316.80)	(45,000.00)	(45,290.40)	(3,780.00)	(45,290.40)
TOTAL GARB	AGE	(52,516.80)	(49,000.00)	(52,490.40)	(3,780.00)	(52,490.40)
FCSS						
1-51-00-840-00	Grant - Prov FCSS	(15,040.00)	(15,000.00)	(10,712.00)	0.00	(10,712.00)

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
1-51-00-850-00	Grant - Local Govt FCSS	(57,802.00)	(56,325.00)	(67,578.68)	(645.17)	(67,578.68)
1-51-00-990-00	Donation & Fees - FCSS	(3,069.40)	(3,000.00)	(12,617.34)	(220.00)	(13,627.34)
1-51-00-990-01	MVC Wage Grant	0.00	(2,000.00)	0.00	0.00	0.00
* TOTAL FCSS		(75,911.40)	(76,325.00)	(90,908.02)	(865.17)	(91,918.02)
CEMETERY						
1-56-00-410-00	Plot - Cemetery	(1,250.00)	(1,200.00)	(1,150.00)	0.00	(1,150.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,450.00)	(1,200.00)	(900.00)	0.00	(900.00)
1-56-00-412-00	Opening & Closing - Cemetery	(450.00)	(1,000.00)	(200.00)	0.00	(200.00)
1-56-00-850-00	Grant - Local Govt Cemetery	0.00	(1,000.00)	0.00	0.00	0.00
* TOTAL CEME	ERY	(3,150.00)	(4,400.00)	(2,250.00)	0.00	(2,250.00)
PLANNING 8	& DEVELOPMENT					
1-61-00-410-00	Building Permits	(992.42)	(1,100.00)	(1,468.48)	0.00	(1,468.48)
1-61-00-419-00	Compliance Certificates	(1,000.00)	(1,000.00)	(600.00)	0.00	(600.00)
1-61-00-520-00	Development Permits	(1,228.24)	(1,200.00)	(2,650.00)	0.00	(2,650.00)
1-61-00-521-00	Subdivision Fees	0.00	(1,200.00)	(2,100.00)	0.00	(2,100.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	(250.00)	0.00	0.00	0.00
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00	0.00
l-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00	0.00
TOTAL PLAN	IING & DEVELOPMENT	(3,220.66)	(4,750.00)	(6,818.48)	0.00	(6,818.48)
CULTURE &	RECREATION					
1-71-00-990-02	Donation - Cremona Days	0.00	(5,400.00)	(6,619.16)	0.00	(6,619.16)
1-71-00-990-08	Donation/Fees - WinterFest	0.00	0.00	(1,795.00)	0.00	(1,795.00)
* TOTAL CULTU	RE & RECREATION	0.00	(5,400.00)	(8,414.16)	0.00	(8,414.16)
PARKS & RI	ECREATION					
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	(1,000.00)	0.00	0.00	0.00
* TOTAL PARKS	& RECREATION	(7,000.00)	(6,000.00)	(5,000.00)	0.00	(5,000.00)
LIBRARY						
LIBRARY 1-74-00-590-00	Other Revenue - Library	0.00	0.00	0.00	0.00	0.00

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
* TOTAL LIBRA	RY	(30,546.66)	(32,847.00)	(32,847.15)	0.00	(32,847.15)
*P TOTAL DEPA	ARTMENT REVENUES	(466,055.29)	(464,329.96)	(481,978.48)	(25,946.26)	(482,975.21)
*** TOTAL REVE	NUE	(895,732.60)	(881,774.75)	(898,363.74)	(25,946.26)	(936,938.23)
COUNCIL G	ENERAL EXPENSE					
-11-00-146-00	Community Grants & Enhancements	640.00	500.00	250.00	0.00	250.00
11-00-220-00	Advertising	288.50	300.00	239.00	0.00	239.00
11-00-225-00	Registrations & Memberships	2,121.55	2,500.00	2,079.40	1,280.61	2,079.40
-11-00-230-00	Professional & Consulting Services	3,868.46	1,500.00	8,464.54	0.00	8,464.54
-11-00-232-00	Legal Fees	0.00	0.00	0.00	0.00	0.00
-11-00-270-00	Miscellaneous Costs & Services	1,118.77	1,250.00	1,034.34	0.00	1,034.34
TOTAL COUN	CIL GENERAL EXPENSE	8,037.28	6,050.00	12,067.28	1,280.61	12,067.28
COUNCILLO	DR EXPENSE					
-11-01-100-00	Per Diems & Meetings - Cnc 1	2,015.00	2,100.00	1,625.00	200.00	1,625.00
-11-01-140-00	Benefits Cnc 1	31.08	50.00	27.30	3.84	27.30
1-01-211-00	Travel & Subsistance - Cncl 1	0.00	500.00	306.03	0.00	306.03
11-02-100-00	Per Diems & Meetings - Cnc 2	3,110.00	4,000.00	4,030.00	225.00	4,030.00
11-02-140-00	Benefits Cnc 2	48.50	100.00	113.73	4.32	113.73
11-02-211-00	Travel & Subsistence - Cncl 2	214.26	500.00	444.40	0.00	444.40
1-03-100-00	Per Diems & Meetings - Cnc 3	2,440.00	2,400.00	3,090.00	265.00	3,090.00
1-03-140-00	Benefits Cnc 3	41.32	50.00	61.89	5.09	61.89
11-03-211-00	Travel & Subsistence - Cncl 3	101.00	500.00	156.55	0.00	156.55
-11-04-100-00	Per Diems & Meetings - Cnc 4	2,297.50	2,100.00	2,270.00	175.00	2,270.00
-11-04-140-00	Benefits Cnc 4	39.92	50.00	38.33	3.36	38.33
-11-04-211-00	Travel & Subsistence - Cncl 4	0.00	500.00	30.30	(30.30)	30.30
-11-05-100-00	Per Diems & Meetings - Cnc 5	2,847.50	2,100.00	2,280.00	175.00	2,280.00
-11-05-140-00	Benefits Cnc 5	48.31	50.00	38.50	3.36	38.50
11-05-211-00	Travel & Subsistence - Cncl 5	298.96	500.00	(137.36)	137.36	(137.36)
TOTAL COUN	CILLOR EXPENSE	13,533.35	15,500.00	14,374.67	1,167.03	14,374.67
GENERAL A	ADMINISTRATION EXPENSE					
-12-00-100-00	Salaries & Wages	55,362.12	50,000.00	57,337.75	3,606.44	57,337.75
-12-00-140-00	Employee Benefits	7,603.85	6,500.00	7,602.19	511.79	7,602.19
-12-00-141-00	One Time Retention Bonus	0.00	0.00	0.00	0.00	0.00
-12-00-148-00	Training & Development - Admin	95.00	500.00	0.00	0.00	0.00

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
2-12-00-150-00	Freight & Postage	491.89	500.00	173.18	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	1,000.00	241.85	0.00	241.85
2-12-00-217-00	Telephone & Internet	14,498.63	12,000.00	12,725.04	1,225.73	11,426.44
2-12-00-220-00	Advertising	632.00	750.00	1,382.33	0.00	1,382.33
2-12-00-224-00	Resource Materials/Supplies	0.00	100.00	0.00	0.00	0.00
2-12-00-225-00	Registrations & Memberships	450.00	500.00	225.00	52.50	225.00
2-12-00-230-00	Professional Services	15,882.61	12,300.00	16,376.42	0.00	15,854.59
2-12-00-231-00	Assessment Services	8,589.72	8,600.00	8,543.65	641.67	8,543.65
2-12-00-232-00	Legal Fees	5,938.79	5,000.00	11,204.68	2,795.24	11,204.68
2-12-00-233-00	Audit Fees	23,750.00	22,000.00	21,026.19	0.00	16,026.19
2-12-00-274-00	Insurance	20,426.33	20,000.00	20,392.69	0.00	20,392.69
2-12-00-510-00	General Office Supplies	8,760.87	7,000.00	6,669.92	205.33	6,647.31
2-12-00-511-00	Computer Supplies & Furnishings	1,632.15	1,500.00	1,450.10	1,380.60	1,450.10
2-12-00-525-00	Rentals & Leases	4,192.08	3,600.00	2,860.15	368.72	2,679.55
2-12-00-528-00	Equip -Repairs/MaintAdmin	0.00	400.00	802.00	0.00	802.00
2-12-00-814-00	Service Charges & Interest	9,583.21	7,200.00	9,254.48	192.66	7,153.21
2-12-00-815-00	Penny Rounding	0.00	100.00	0.01	(0.02)	0.01
2-12-00-850-00	Toilet Rebate	150.00	100.00	50.00	0.00	50.00
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	500.00	299.50	0.00	299.50
2-12-00-915-01	Bad Debt - Property Taxes	0.00	100.00	0.00	0.00	0.00
-12-00-823-00	Loan Interest - LOC	0.00	200.00	0.00	0.00	0.00
TOTAL GENE	RAL ADMINISTRATION E	179,320.99	160,450.00	178,617.13	10,980.66	169,492.22
CAO EXPEN	ISES					
2-12-01-100-00	Salaries & Wages - CAO	84,267.75	80,000.00	60,034.08	6,153.84	60,034.08
2-12-01-140-00	Employee Benefits - CAO	10,991.00	15,000.00	11,123.08	490.56	11,123.08
2-12-01-148-00	Training & Development - CAO	6,495.00	2,000.00	0.00	0.00	0.00
2-12-01-211-00	Travel & Subsistance - CAO	427.47	1,200.00	1,627.45	0.00	1,627.45
2-12-01-211-01	Accomodations - CAO	416.99	1,000.00	0.00	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	1,300.00	225.00	0.00	225.00
2-12-01-225-00	Conference Registrations - CAO	0.00	150.00	550.00	0.00	550.00
* TOTAL CAO E	EXPENSES	102,750.46	100,650.00	73,559.61	6,644.40	73,559.61
FIRE EXPE	NSES					
2-23-00-217-00	Telephone & Internet	1,165.94	1,200.00	1,164.00	97.00	1,164.00
2-23-00-230-00	Professional Services	4,246.72	1,200.00	1,176.60	0.00	1,176.60

General ₋edger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
2-23-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
-23-00-526-00	Equipment Purchases - Fire	11,431.31	6,500.00	4,089.14	0.00	4,089.14
-23-00-528-01	Firehall Repairs & Maintenance	0.00	1,200.00	0.00	0.00	0.00
2-23-00-740-00	Fire Services Requisition	47,096.00	58,000.00	52,675.00	0.00	52,675.00
TOTAL FIRE E	XPENSES	63,939.97	68,100.00	59,104.74	97.00	59,104.74
DISASTER S	SERVICES EXPENSE					
2-24-00-230-00	Professional Services - Disaster Serv.	31.08	35.00	0.00	0.00	0.00
TOTAL DISAS	TER SERVICES EXPENS	31.08	35.00	0.00	0.00	0.00
BYLAW & E	NFORCEMENT EXPENSE					
-26-00-230-00	Professional Services - Bylaw	0.00	0.00	0.00	0.00	0.00
-26-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
TOTAL BYLA	V & ENFORCEMENT EXPE	0.00	0.00	0.00	0.00	0.00
PUBLIC WO	RKS EXPENSE					
-31-00-100-00	Salaries & Wages	126,005.50	100,000.00	96,568.62	2,128.00	96,568.62
31-00-140-00	Employee Benefits	21,135.20	23,000.00	16,367.00	166.86	16,367.00
1-00-148-00	Training & Development - Public Works	0.00	500.00	301.67	0.00	301.67
1-00-150-00	Freight & Postage	0.00	500.00	0.00	0.00	0.00
1-00-211-00	Travel & Subsistance	256.54	500.00	3,642.44	0.00	3,642.44
1-00-217-00	Telephone & Internet	782.15	900.00	1,261.17	27.32	1,235.08
1-00-223-00	Memberships & Registration	84.00	100.00	57.14	0.00	57.14
31-00-230-00	Professional Services	2,518.70	3,000.00	2,787.35	38.81	2,787.35
31-00-518-00	Protective Clothing, Etc.	380.96	500.00	350.67	0.00	350.67
31-00-521-00	Fuel Costs	5,902.25	7,000.00	12,417.86	309.28	12,062.55
31-00-528-00	Equipment - Repairs/Maintenance - PW	18,231.33	10,000.00	26,374.82	1,514.28	26,065.99
-31-01-510-00	General Supplies - Shop	0.00	0.00	0.00	0.00	0.00
31-01-512-00	Shop Tools	1,589.17	1,250.00	2,284.00	8.79	2,284.00
31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	1,750.00	0.00	0.00	0.00
TOTAL PUBLI	C WORKS EXPENSE	176,885.80	149,000.00	162,412.74	4,193.34	161,722.51
ROADWAYS	EXPENSE					
-32-00-220-00	Advertising	0.00	200.00	0.00	0.00	0.00
2-32-00-230-00	Other Contracted Services - Streets	0.00	8,000.00	0.00	0.00	0.00
	Snow Removal	1,150.00	1,000.00	11,231.60	0.00	2,670.71

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
2-32-00-510-00	General Supplies	0.00	500.00	452.37	97.36	452.37
2-32-00-514-00	Signage	0.00	500.00	0.00	0.00	0.00
2-32-00-520-00	Chemicals - Street	0.00	1,000.00	0.00	277.65	0.00
2-32-00-528-00	Repairs & Maintenance - Roads	6,714.02	2,000.00	1,618.04	172.20	1,618.04
2-32-00-540-00	Street Lights	16,068.55	16,000.00	17,915.92	1,733.46	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
* TOTAL ROAD	NAYS EXPENSE	23,932.57	29,200.00	31,217.93	2,280.67	20,746.98
WATER EXP	ENSE					
2-41-00-148-00	Training & Development - Water	550.00	1,000.00	752.50	0.00	752.50
2-41-00-150-00	Freight & Postage	3,719.45	3,700.00	4,875.37	0.00	4,507.37
2-41-00-211-00	Travel & Subsistance	36.61	3,000.00	935.32	0.00	935.32
2-41-00-223-00	Memberships - Water	0.00	180.00	0.00	0.00	0.00
2-41-00-225-00	Conference Registrations	345.00	500.00	0.00	0.00	0.00
2-41-00-230-00	Professional Services	14,302.94	5,000.00	49,445.79	5,130.80	45,765.01
2-41-00-253-00	R & M - Infrastructure	0.00	8,000.00	47,893.61	0.00	47,893.61
2-41-00-510-00	General Supplies	636.15	800.00	1,746.20	0.00	1,746.20
2-41-00-516-00	Water Meters	0.00	0.00	0.00	176.77	0.00
2-41-00-520-00	Chemicals - Water	5,178.70	5,000.00	6,208.37	0.00	6,208.37
2-41-00-528-00	Equipment - Repairs/Maintenance	20,769.61	6,000.00	26,795.66	0.00	26,795.66
2-41-00-528-02	Hydrant - Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00
TOTAL WATER	REXPENSE	45,538.46	33,180.00	138,652.82	5,307.57	134,604.04
SANITARY E	EXPENSE					
2-42-00-230-00	Professional Services - Sewer	0.00	3,000.00	34,086.09	0.00	34,086.09
2-42-00-253-00	R & M - Infrastructure	0.00	5,000.00	0.00	0.00	0.00
2-42-00-270-00	Lab Testing	0.00	500.00	459.79	0.00	459.79
2-42-00-510-00	General Supplies	0.00	200.00	136.96	0.00	136.96
2-42-00-520-00	Chemicals - Sewer	6,855.75	5,000.00	7,288.00	0.00	7,288.00
2-42-00-523-00	Sewer Flushing	0.00	1,000.00	0.00	0.00	0.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	2,302.00	2,000.00	11,605.40	1,555.00	11,605.40
2-42-01-528-00	Equipment - Repairs/Maint Storm Water	0.00	1,000.00	0.00	0.00	0.00
* TOTAL SANITA	ARY EXPENSE	9,157.75	17,700.00	53,576.24	1,555.00	53,576.24
GARBAGE E	EXPENSE					
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00	0.00

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
2-43-00-241-00	Solid Waste Disposal	38,510.47	36,000.00	41,022.99	2,974.92	38,190.80
2-43-00-510-00	General Supplies	0.00	0.00	472.00	0.00	472.00
2-43-00-850-00	Waste Commission Grant	10,980.12	10,000.00	10,935.72	0.00	10,935.72
TOTAL GARBAGE EXPENSE		49,490.59	46,000.00	52,430.71	2,974.92	49,598.52
FCSS EXPE	NSE					
2-51-00-100-00	Salaries & Wages	28,165.40	36,000.00	35,597.95	3,230.68	35,597.95
-51-00-140-00	Employee Benefits	5,582.74	6,500.00	6,359.65	569.78	6,359.65
51-00-148-00	Training & Development - FCSS	0.00	550.00	0.00	0.00	0.00
-51-00-150-00	Freight & Postage	18.40	550.00	310.83	0.00	310.83
-51-00-211-00	Travel & Subsistance	1,145.75	1,200.00	2,620.61	0.00	2,353.01
2-51-00-217-00	Telephone & Internet	2,019.86	2,200.00	2,474.05	163.56	2,042.26
2-51-00-220-00	Advertising	582.27	600.00	400.00	150.00	400.00
-51-00-223-00	Memberships - FCSS	0.00	300.00	114.00	0.00	114.00
-51-00-225-00	Conference Registrations	0.00	500.00	1,372.80	0.00	1,372.80
51-00-230-00	Professional Services	1,243.76	1,200.00	5,693.09	0.00	5,693.09
51-00-231-00	Janitorial	0.00	3,500.00	0.00	0.00	0.00
51-00-400-00	Community Programs	14,498.17	15,000.00	14,316.53	132.44	13,763.15
51-00-410-00	Adult Programs	553.30	3,500.00	2,933.13	533.86	6,233.18
51-00-411-00	Children-Youth Programs	11,168.34	12,000.00	4,954.79	776.69	8,974.79
51-00-412-00	Family Programs	5,226.39	5,000.00	8,188.10	(400.00)	7,718.39
51-00-413-00	Adult & Seniors' Programs	1,112.27	1,000.00	8,324.94	462.38	8,729.94
51-00-414-00	Local Grants (External Funding)	0.00	3,000.00	6,948.94	0.00	133.94
51-00-419-00	Volunteers	394.92	600.00	215.48	0.00	215.48
51-00-420-00	Community Engagement	0.00	2,500.00	0.00	0.00	0.00
-51-00-510-00	General Supplies	1,654.97	1,500.00	897.35	42.76	1,290.05
51-00-511-00	Computer Supplies & Furnishings	0.00	500.00	0.00	0.00	0.00
51-00-560-00	COPIER LEASE	0.00	500.00	1,328.28	347.94	935.58
-51-00-990-01	Summer Fun Program	0.00	5,000.00	6,525.41	0.00	6,525.41
-51-00-990-02	Babysitting/Children	0.00	1,000.00	0.00	0.00	0.00
51-00-990-05	Community Newsletter	868.19	800.00	1,622.35	0.00	1,476.41
TOTAL FCSS EXPENSE		74,234.73	105,000.00	111,198.28	6,010.09	110,239.91
CEMETERY	EXPENSE					
-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00	0.00
-56-00-230-00	Professional Services - Cemetery	550.00	2,000.00	0.00	0.00	0.00
-56-00-510-00	General Supplies	11.79	500.00	0.00	0.00	0.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	560.00	1,500.00	0.00	0.00	0.00

REVENUE & EXPENSE OPERATING

Page 9 of 10 2023-Apr-17 1:49:44PM

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget
* TOTAL CEME	TOTAL CEMETERY EXPENSE		4,000.00	0.00	0.00	0.00
PLANNING	& DEVELOPMENT EXPENSE					
2-61-00-230-00	Professional Services	9,311.85	15,000.00	10,203.45	0.00	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	500.00	0.00	0.00	0.00
2-61-00-220-00	Advertising	0.00	500.00	0.00	0.00	0.00
TOTAL PLAN	NING & DEVELOPMENT E	9,311.85	16,000.00	10,203.45	0.00	10,086.45
FACILITIES	EXPENSE					
2-69-00-543-00	Natural Gas Admin	4,326.10	3,300.00	7,323.03	251.05	5,753.70
2-69-00-543-01	Natural Gas FCSS/Council	2,907.17	2,400.00	2,902.00	438.81	2,332.97
2-69-00-543-02	Natural Gas PW Shop	4,338.69	3,600.00	5,770.60	1,082.31	4,601.80
2-69-00-543-03	Natural Gas Water Wells	1,380.70	1,500.00	1,263.33	29.50	1,233.83
2-69-00-528-00	Building Repairs Maint - Admin	4,294.34	3,500.00	1,835.05	0.00	1,835.05
2-69-00-528-01	Building Repairs Main FCSS/Council	1,734.51	2,000.00	5,733.82	0.00	5,733.82
2-69-00-528-02	Building Repairs & Main PW Shop	5,764.03	3,500.00	4,334.88	0.00	4,334.88
2-69-00-528-03	Building Repairs & Main Water	0.00	500.00	0.00	0.00	0.00
-69-00-540-00	Electricity Admin	8,308.50	7,500.00	9,247.82	200.06	8,225.88
2-69-00-540-01	Electricity FCSS/Council	1,586.37	1,500.00	2,118.83	92.30	1,737.50
-69-00-540-02	Electricity PW	13,117.31	10,000.00	17,732.62	1,293.81	16,211.64
-69-00-540-03	Electricity Water	20,159.38	18,000.00	24,843.54	1,939.74	22,563.02
2-69-00-540-04	Electricity - Fire Hall	0.00	0.00	0.00	400.12	0.00
-69-00-230-00	Professional Services/Janitorial Admin	4,050.00	3,500.00	5,698.00	350.00	5,698.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	3,950.00	0.00	4,200.00	350.00	4,200.00
2-69-00-510-00	General Supplies - Admin	69.50	0.00	55.43	0.00	55.43
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	0.00	1,045.30	0.00	1,045.30
2-69-00-510-02	Building General Supplies PW Shop	0.00	0.00	701.79	0.00	701.79
2-69-00-510-03	Building General Suplies Water	0.00	0.00	0.00	0.00	0.00
-69-01-528-02	Building Repairs & Main PW Shop	0.00	0.00	0.00	0.00	0.00
TOTAL FACIL	TOTAL FACILITIES EXPENSE		60,800.00	94,806.04	6,427.70	86,264.61
CULTURE 8	RECREATION EXPENSE					
2-71-00-990-02	Cremona Days	5,781.91	7,000.00	8,560.61	0.00	8,560.61
2-71-00-990-08	WinterFest	120.00	1,500.00	2,507.32	0.00	2,507.32
TOTAL CULT	JRE & RECREATION EXP	5,901.91	8,500.00	11,067.93	0.00	11,067.93

General Ledger	Description	2021 Actual	2022 Budget	2022 Actual	February 2023 Actual	2023 Budget	
PARKS & R	ECREATION EXPENSE						
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	2,500.00	4,828.12	0.00	4,828.12	
2-72-00-510-00	General Supplies	125.99	750.00	163.36	0.00	163.36	
2-72-00-513-00	Beautification - Parks	11,930.25	10,000.00	18,836.08	0.00	18,836.08	
2-72-00-528-00	Equipment Repairs & Maint Park	10,874.73	300.00	325.24	0.00	325.24	
2-72-00-528-01	Playground Repairs & Maint.	0.00	0.00	0.00	0.00	0.00	
* TOTAL PARKS & RECREATION EXPEN		27,761.46	13,550.00	24,152.80	0.00	24,152.80	
LIBRARY E	XPENSE						
2-74-00-274-00	Insurance Library	769.59	800.00	830.19	0.00	830.19	
2-74-00-528-00	Repairs & Maintenance - Library	0.00	250.00	0.00	0.00	0.00	
2-74-00-850-00	Cremona Library	31,500.00	32,847.00	36,893.81	0.00	36,893.81	
2-74-00-850-01	Parkland Regional Library	3,796.20	3,800.00	4,180.95	0.00	4,180.95	
* TOTAL LIBRARY EXPENSE		36,065.79	37,697.00	41,904.95	0.00	41,904.95	
*** TOTAL EXPENSES		903,002.43	871,412.00	1,069,347.32	48,918.99	1,032,563.46	
**** SURPLUS / DEFICIT		7,269.83	(10,362.75)	170,983.58	22,972.73	95,625.23	

^{***} End of Report ***



MEETING: Regular Council Meeting Date: April 18, 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 been very busy with the budget and getting Cremona Tax Levi completed.
- Public works and I took in a training / introduction in Calgary for MRF GIS mapping and we are looking forward to utilizing this ap.
- ♣ New Utility Bylaw 504-23
- ♣ Did 1 regular meeting package and 2 special meeting packages.
- Completed 2 council meeting minutes.

Public Works:

• Barry has been cleaning streets by removing snow and sweeping and load pickle sand

Planning & Development: *	
RECOMMENDED ACTION:	
23/103 MOTION THAT Councillor	accepts the CAO March 2023 report as information

INTLS: CAO:KO





Adjournment

9.









MUNICIPAL AREA PARTNERSHIP (MAP) COMMITTEE AGENDA Thursday, April, 13, 2023 at 9:30 a.m.

Mountain View County Council Chambers, 1408 – Twp. Rd. 320, Didsbury, AB

1.	Call to Orde	r	
2.	Adoption of	Agenda	
3.	Adoption of 3.1	Minutes MAP Minutes of January 26, 2023	Pg. 1
4.	Old Busines	s	
	4.1	Confirmation of Council Acceptance of the revised Terms of Reference	Pg.6
5.	New Busine	ss	
	5.1	Cremona – Vice-Chair Role and Chairing Meetings	Pg. 11
	5.2	Olds – Community Policing Grant	Pg. 13
	5.3	Olds – Inclusion to Mountain View Film Office	Pg. 14
	5.4	Victim Services - Learnings from AB Municipalities Leaders Caucus	Pg. 16
	5.5	Seniors' Housing Demand Study	Pg. 17
	5.6	Affordable Housing Presentation Jan 26–CAO's Discussion Report	Pg. 18
6.	Financial/Bu	udget Report – None	
7.	Key Messag	es	
8.	Next Meetir	ng Date	









Minutes of the Municipal Area Partnership (MAP) Committee Meeting Thursday, January 26, 2023 at 9:30 a.m. Mountain View County Council Chambers 1408 – TWP Rd. 320, Didsbury AB

PRESENT:

Elected Officials:

Judy Dahl, Mayor, Town of Olds (Chair)
Lance Colby, Mayor, Town of Carstairs
Rhonda Hunter, Mayor, Town of Didsbury
Richard Warnock, Mayor, Town of Sundre
Angela Aalbers, Reeve, Mountain View County
Joseph Canaday, Deputy Mayor, Village of Cremona

Chief Administrative Officers:

Rick Blair, Town of Carstairs Ethan Gorner, Town of Didsbury Jeff Holmes, Mountain View County Brent Williams, Town of Olds Linda Nelson, Town of Sundre Karen O'Connor, Village of Cremona

Regrets:

Tim Hagen, Mayor, Village of Cremona
Jennifer Lutz, Councillor, Mountain View County

Support Staff: Marcie McKinnon, Town of Olds

1. Call to Order

Chair, Mayor Dahl called the meeting to order at 9:32 a.m. Welcomed new attendees, Cremona's Deputy Mayor Canaday & CAO Karen O'Connor.

2. Adoption of Agenda

Mayor Hunter requested Social Media be added as item 5.4 and Victim Services 5.5 under New Business.

The Committee accepted the agenda as amended for the January 26, 2023, Municipal Area Partnership Meeting.

CONSENSUS

3. Adoption of Previous Minutes

The Committee accepted the minutes of the November 17, 2022, Municipal Area Partnership meeting, as presented

CONSENSUS

4. Presentations

Mountain View Senior's Housing Board, Chair Heather Ryan, along with their Chief Administrative Officer, Stacey Stilling and Controller, Debra Steiger were in attendance and completed their presentation to the MAP Committee that was started at the November 17, 2022, MAP meeting. The presentation was contained in the agenda package.

Discussion ensued; topics included:

- -Housing versus Care
- -Seniors staying in their homes longer

-Demand Study

Mayor Hunter requested that CAO Gorner work with the other CAO's to determine interest on participation in the study and to bring back information for consideration to a future MAP meeting.

CONSENSUS

-Debt Reduction

Reeve Aalbers asked how MAP can lobby the Government of Alberta to help with the Capital Debt.

The MAP Members thanked the Mountain View Seniors' Housing Board Delegation for their attendance and accepted their report as information.

CONSENSUS

Chair Dahl recessed the meeting at 10:35 a.m. Chair Dahl reconvened the meeting at 10:48 a.m.

5. New Business

5.1 MAP Terms of Reference

Discussion ensued on proposed amendments to the Terms of Reference.

Under point 4. Meeting, subpoint (b) the following amendment was requested.

The MAP Committee will host all Councils at least once per year with the event being organized by the current Chair municipality. The Managing Partner shall arrange and host the annual joint meeting at their location. (delete red)

Under Section 2 and Section 7 it was requested to use the same order of member municipalities.

The committee agreed to the Terms of Reference changes and will take back to the their respective councils for acceptance.

CONSENSUS

The Committee requested that an option be added for "opting out" of the Chair, Vice-Chair or Recording Clerk roles due to limited municipality resources. CAO Holmes indicated he would provide some wording and obtain the MAP members consensus to the change via email.

CONSENSUS

Municipal Area Partnership (MAP) Appointments of the:2023 MAP Chair, 2023 MAP Vice-Chair and 2023 MAP Recording Secretary

In following the member list in the Terms of Reference, the next Chair of MAP will be the Town of Sundre, Mayor Warnock accepted the role of the 2023 MAP Chair and to provide administrative support for the Recording Secretary.

The Vice-Chair was determined to the next MAP Member on the member list, after the Chair, which following the order would be Village of Cremona. Deputy Mayor Canaday will confirm with Cremona Council if Cremona can accept the role and advise the MAP Committee accordingly.

5.3 Parkland Regional Library (Mayor Hunter requested – November 17) CAO Gorner noted that Director Sheppard from PRL sent an email out to the members advising they would be looking at the agreements in February. CAO Gorner will send out that email to the members.

Added Item 5.4 Social Media (Mayor Hunter)

Mayor Hunter requested a discussion on Social Media, any issues...how member municipalities were handling and dealing with it; she wondered if there was any interest in a presentation on Social Media, for a joint meeting of all members of each Council.

Members felt it would be worthwhile, with the right presenter. Mayor Hunter requested that CAO Gorner research and bring back information for consideration to a future MAP meeting.

Added Item 5.5 Victim Services (Mayor Hunter)

Mayor Hunter spoke on a very informative presentation that she recently attended on the current state of Victim Services in Alberta; the concerns she heard with the new model being rolled out. Mayor Hunter suggested they needed municipalities to advocate for the program and wondered if there was any interest in an information session for all members of each Council.

Discussion ensued. Most municipalities have not heard any feedback. Mayor Hunter requested that CAO Gorner work with other CAO's to determine interest and to bring back information for consideration to a future MAP meeting.

6. Correspondence and Information

None received.

7. Financial/Budget Report

CAO Holmes provided printed report to the members in attendance and advised that the MAP funds currently sit at \$23,917.21. (Copy will be held with the minutes).

CONSENSUS

8. Next Meeting Date

New Chair, Mayor Warnock will determine the need for a February meeting based on meeting agenda items.

CONSENSUS

9. Adjournment

Chair Dahl adjourned the Municipal Area Partnership Committee meeting at 11:32 a.m.

CONSENSUS

These minutes were approved on the 13 th day of April	, 2023.
Chair, Mayor Warnock	

April 13, 2023: MAP Committee Meeting

Action Items From the Minutes of the MAP Meeting held January 26, 2023

1. From presentation by Mountain View Seniors Housing Administration:

Demand Study

Mayor Hunter requested that CAO Gorner work with the other CAO's to determine interest on participation in the study and to bring back information for consideration to a future MAP meeting.

2. From Terms of Reference amendments

The committee agreed to the Terms of Reference changes and will take back to the their respective councils for acceptance.

3. From Social Media discussion

Mayor Hunter requested that CAO Gorner research and bring back information for consideration to a future MAP meeting.

4. From Victim Services discussion

Mayor Hunter requested that CAO Gorner work with other CAO's to determine interest and to bring back information for consideration to a future MAP meeting.

From the MAP Minutes of January 26, 2023:

Revisions to the Municipal Area Partnership (MAP) Terms of Reference were accepted by the MAP Committee members at the meeting held on January 26, 2023. A request was made by Chair Dahl that each member, present to their respective Councils, the revised Terms of Reference and request acceptance of the revisions. As follows, are the recorded motion numbers from each of the area Councils:

Town of Olds, Motion 23-93;

Town of Carstairs, Motion 089/23

Town of Sundre, Motion 031-06-02-23

Town of Didsbury, Motion 163-23

Village of Cremona, Motion (to be provided after Council meeting April 6th)

Mountain View County, Motion RC23-160

A copy of the revised Terms of Reference is attached.













Municipal Area Partnership (MAP) Terms of Reference

Committee approved March 2023

1. Purpose and Goals

- a) Purpose of MAP;
 - i) To discuss regional opportunities
 - ii) To increase information sharing amongst the region
 - iii) To have opportunities for Councils within the Mountain View County borders to network
 - iv) To provide information back to Municipal Councils
 - v) To provide a forum for ideas, proposals, and solutions to be discussed on regional issues
 - vi) To provide support for one or more Municipality's issues and ideas from other regional Municipalities.
- b) Goals of MAP;
 - i) Increase discussion and sharing of problem-solving ideas
 - ii) Increase communication with the intention to build better regional relationships and reduce the divisiveness amongst Municipalities
 - iii) More focus on "US/WE" and not "I"
 - iv) Increased sharing of information across Municipalities
 - v) Increased ability to apply for inter-municipal collaboration grants and other funding opportunities
 - vi) Regional Municipal recognition

2. Membership

- The MAP Committee shall consist of Council Members as well as the CAO from member municipalities
 - i) Mountain View County (managing partner)
 - ii) Town of Carstairs
 - iii) Town of Didsbury
 - iv) Town of Olds
 - v) Town of Sundre
 - vi) Village of Cremona
- b) As an advisory committee to the member municipalities, there will be one Council member from each of the member municipalities except for the Mountain View County, which shall have up to three Council members (in order to balance representation from all areas of the County).

3. Decision Making

a) MAP is not intended to be a decision-making committee, but rather an advisory committee Partnership. The intention of MAP is to adhere to and respect the

Municipal authority of decision making within individual Councils. The aim of MAP is to provide feedback to all respective Councils on regional issues and opportunities either for information or for consideration. The decision making and subsequent funding and administrative support which would be required to carry forward any Municipal decisions by individual Councils would be at the discretion of each approving Council, either as a stand-alone project or a collaborative effort between multiple Municipalities based on each Municipalities decision to participate.

- b) The only decision-making authority that the MAP committee shall assume is that regarding the MAP budget. The MAP budget is considered to be the monies held in the MAP bank account at any one time. MAP does not have the authority to set or direct individual Councils to contribute to the account. Further contribution to the MAP account would be the decision of individual Councils.
- c) At the end of each MAP meeting, the committee agrees to generate key messages from the meeting which will be shared with all Councils to ensure that all MAP members are receiving consistent information. It is the responsibility of each MAP committee member to ensure that these key messages are reported back to their respective Councils.
- d) In order to support the success of MAP and create inclusiveness of all Municipal Councils, all Councils will be requested to add to their regular council agenda a MAP item for discussion. The purpose of this is to give all Councils the opportunity to have input into issues and opportunities that would be utilized to create the subsequent MAP agendas.
- e) The agenda for the subsequent MAP meetings will be set at the end of the current MAP meeting. This will allow all Councils to have time to reflect on the agenda for the next MAP meeting and have the opportunity, through their MAP representative, to have input into the discussion. The MAP agenda will be based on the issues brought forward for consideration by individual Councils.

4. Meetings

- a) The MAP Committee shall meet monthly unless they agree to meet more or less frequently. Meetings will be held at the Mountain View County Office unless an alternate location is approved by a motion of the MAP Committee.
- b) The MAP Committee will host all Councils at least once per year with the event being organized by the current Chair municipality.

5. Voting

- a) Consensus: The MAP, for all purposes other than financial items, will operate by a consensus process. By consensus, MAP will determine what items will be supported to be referred back to individual councils for consideration.
 - "Consensus" means "we can live with it, are comfortable with the result and will own it when we take it to our Councils".
- b) Voting on Financial Items and Amendments to the Terms of Reference: MAP currently holds a bank account. The MAP will provide a motion to any and all expenditures from that account. The motion will be tabled, and the MAP Chair will call for the vote. A majority vote is a carried motion.

6. Quorum

a) A quorum of MAP shall be representation from five of the six member-municipalities. There is opportunity for member municipalities to appoint an alternate if the normal representative for that Municipality is unable to attend a meeting. Alternates to MAP will be the Deputy Mayors, Deputy Reeve, or whomever the municipalities appoint as the alternate.

7. Officers

- a) The officers of MAP shall consist of a Chair and Vice-Chair.
- b) Chair: The Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Chair will chair all meetings of MAP and will be responsible for sending out the agenda for all MAP meetings. The Chair will rotate through the member municipalities of the Partnership based on the following rotation.
 - i) Mountain View County
 - ii) Town of Carstairs
 - iii) Town of Didsbury
 - iv) Town of Olds
 - v) Town of Sundre
 - vi) Village of Cremona
- c) Vice Chair: The Vice Chair shall be appointed at the first meeting of the MAP following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Vice Chair will be from the member community that will serve as Chair in the following year. The Vice Chair shall preside over the MAP meetings in the absence of the Chairman.
- d) A Municipality is able to opt out of their opportunity to fulfill the role of Chair if municipal staff resources are not sufficient to fulfill the obligations. If a Municipality opts out the rotation of Chair will continue in the order listed above in 7(b).

8. Recording Secretary

- a) The Recording Secretary shall be appointed at the first meeting of MAP following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Recording Secretary will be responsible for recording the minutes for MAP. The Recording Secretary will be from the municipality serving as Chair or its designate.
- b) The MAP Chair municipality is responsible for providing a Recording Secretary and a backup recording secretary if necessary.

9. Record Management

Minutes

- a) The Recording Secretary will ensure that meeting minutes are produced in a consistent format.
- b) Meeting minutes are to be presented for adoption at a subsequent meeting.

9

- c) Once the minutes have been approved:
 - I. The 'prior to adoption" watermark is removed.
 - II. Minutes are signed by Chair and Secretary.
 - III. Original signed minutes are forwarded to the Managing Partner for retention.

Agendas

- a) The Recording Secretary will work with the Chair to finalize the agenda.
- b) The Recording Secretary will produce and disseminate the agenda seven (7) days before a meeting.
- c) Each Agenda Package as disseminated will be forwarded to the Managing Partner for retention.

10. Financial

- a) The allocated MAP account shall be managed by Mountain View County unless changed by a motion of MAP. All expenditures from the MAP account shall be via motion and vote. All future financial support required by MAP shall be discussed at a MAP meeting and suggested budget contributions from member municipalities relayed through a request for decision process back to all member municipal councils for consideration.
- b) Records Management. The Host municipality would be responsible for maintaining records for the year that they are the Chair municipality, and at the end of their term they will forward all records required for long-term keeping to Mountain View County to be incorporated in Mountain View County's records management system in accordance with the Mountain View County Retention Schedule.

Municipal Area Partnership (MAP) Committee

Meeting April 13, 2023

April 13th Agenda Item: 5.1 Cremona, Vice-Chair Role

From the Minutes of the January 26, 2023 Meeting:

Municipal Area Partnership (MAP) Appointments of the:

2023 MAP Chair, 2023 MAP Vice-Chair and 2023 MAP Recording Secretary

In following the member list in the Terms of Reference, the next Chair of MAP will be the Town of Sundre, Mayor Warnock accepted the role of the 2023 MAP Chair and to provide administrative support for the Recording Secretary.

The Vice-Chair was determined to the next MAP Member on the member list, after the Chair, which following the order would be Village of Cremona. Deputy Mayor Canaday will confirm with Cremona Council if Cremona can accept the role and advise the MAP Committee accordingly.

Karen O'Connor <cao@cremona.ca>
Reply-To: cao@cremona.ca
To: Shantele Smith <shantele.s@sundre.com>

Mon, Mar 6, 2023 at 11:47 AM

Good Morning Shantele,

The Village of Cremona would like to pass on chairing the MAP meetings. Me being so new to the area and not having much staff to help with the responsibilities are the reasons we are asking to pass on chairing the MAP meetings.

I am definitely willing to help the new chair when needed.

Karen O'Connor

Chief Administrative Officer

Village of Cremona

P 403.637.3762 | D 403.637.0400 | F 403.637.2101

PO Box 10, Cremona AB T0M 0R0 | 205 - 1st Street East

www.cremona.ca



(Quoted text hidden)

MUNICIPAL AREA PARTNERSHIP April 13, 2023

Discussion: Community Policing Grant

Submitted by: Town of Olds

BACKGROUND

The Town of Olds received a \$30,000 grant from Alberta Justice/Sol Gen to conduct a feasibility study on a municipal and regional police force. Given its modest sum, this grant will fund largely an arithmetic analysis of the 'true' cost of operating a police force compared to the current RCMP model.

For the Town of Olds, this is an information gathering exercise that will tell us something we presumably already know; that we cannot afford to operate our own police force without significant financial assistance from the provincial government.

However, conducting this study has several other benefits:

- Better informed debate when/if the transition to a provincial police force occurs.
- Pre-empt the anti-government/anti-RCMP segment who do not trust the current policing system and support its dismantling.
- Demonstrate to the province, hopefully before making their decision, that small municipalities require more support to adequately fund a proper police force.

REGIONAL OPTION

At a March 20th discussion in Red Deer, Minister of Public Safety, Mike Ellis stated:

- Applications to the program have been minimal (i.e., 12)
- There is still funding available.
- Municipalities may apply individually to fund a joint regional study.
- Regional approaches will be looked upon favorably.
- There is an assumption the federal government will issue notice to terminate all provincial RCMP contracts in the next decade.

There is no matching component to this grant and Olds is not contributing anything towards its completion. A consultant has not been selected but we have reached out to several to get additional information on scope and costs. However, if there are regional partners willing to join, we will delay this process.

The primary benefit, as mentioned above, is to have quantifiable information should further expectations or downloading with municipal policing occur.

QUESTION FOR THE GROUP

Is there any interest in submitting individual applications to the Community Policing Program to fund a larger regional study?



Shantele Smith <shantele.s@sundre.com>

MAP AGENDA ITEM APRIL 13

1 message

Judy Dahl <jdahl@olds.ca>

Mon, Mar 6, 2023 at 12:20 PM

To: MayorSUNDRE <richard.w@sundre.com>, Shantele Smith <shantele.s@sundre.com>

Cc: Brent Williams < BWilliams@olds.ca>

Greetings, at the MAP meeting held June 16, 2022, we discussed the film industry around the region. Mountain View County, Didsbury and Sundre have a joint project initiative and it was agreed by MAP membership that municipalities within the region work together in a more regional approach to better support the technology industry.

Currently, MVC, Didsbury and Sundre promote and encourage filming in the district spearheaded by the economic development department of the partner municipalities. What would it take for Olds to be a part of the Mountain View County Film Partnership. We are aware the future is bright and it was announced that Calgary will be home to at least six new films in and around their area. I am also aware of local actors who have been acting in the industry and hope they can become part of the film industry union to work in our region.

Request to further discuss, thank you in advance



5.3a_Background Information Mountain View Regional Film Office (MVRFO)

Abstract:

The Mountain View Regional Film Office is a collaboration between the Towns of Didsbury, Sundre and Mountain View County, to promote the advancement of film, TV media and tech development in the Mountain View region of Alberta. Eventually the MVRFO aspires to increase capacity and grow its membership.

The MVRFO has been developed as a multi-purpose presence to diversify the economy through film and tech development in support of business investment, attraction, retention and expansion, and tourism growth.

The MVRFO's website is its prime tool. It features location photo galleries and search functionality, a crew database, and other useful information on resources and grants. The MVRFO also acts as a FDI Mechanism to attract tech firms that serve film, TV and media (i.e., for CGI, video games etc.)

More information may be obtained from the website: mountainviewfilm.ca

Municipal Area Partnership (MAP) Committee Meeting

April 13, 2023

April 13th Agenda Item: 5.4 Victim Services – Learnings from AB Municipalities Leaders Caucus

<u>For Discussion:</u> Victim Services Program Redesign, covered the setup of the new Regional Governance model that is being set up with 130 to 150 case works in each of the four zones. They confirmed that there will be 35 to 40 front-line workers that will be there to support all the volunteers that work in each RCMP Detachment, and they expect no reduction in scope of services. As well the coverage will continue to service not only victims of crime but also victims of tragedy.

Municipal Area Partnership (MAP) Committee Meeting

April 13, 2023

April 13th Agenda Item: 5.5 Seniors' Housing Demand Study

For Discussion:

Mayor Hunter requested that CAO Gorner work with the other CAO's to determine interest on participation in the study and to bring back information for consideration to a future MAP meeting.

Municipal Area Partnership (MAP) Committee

Meeting April 13, 2023

April 13^{th} Agenda Item: 5.6 Affordable Housing Presentation Jan 26 – CAO's Discussion Report

For Discussion: Olds

Mayor Dahl, via email of March 28th to MAP Admin Support, requested an update from Didsbury regarding Mountain View Seniors' Housing discussion relating to affordable housing, and a report of what the CAO's have or have not discussed.

MEETING: Regular Council Meeting Date: April 18, 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.

- FCSS Coordinators Report, March. 2023
- FCSS Board Meeting Minutes, March 2023

_

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

23/104 MOTION That Councillor _____ accepts all the minutes for information only.

INTLS: CAO: <u>**KO**</u>

Coordinators Report for March 2023

March was a busy in person month with it being the kick off for tax season.

We hosted our first Crafternoon at the Gold and Silver, a youth paint afternoon, Pysanka egg painting, 3 Wellbriety meetings, the Babysitting course, a Documentary night, MVES drop in and MVFRN pop up play.

I attended a regional meeting in Olds, which was mostly about indigenous protocols (it was so educational!) The MVC grants were completed and submitted, I completed the FCSS budget and gave it to our CAO, I spent some time looking for additional grants.

Food pantry, Seniors help (housing, funding, and printing mostly), Canada day, newsletter, summer fun jobs, and the annual report.... Are a few of the other things occupying my time.



Jen



Minutes from FCSS meeting held at FCSS office on April 4, 2023 Present – Autumn, Greg, Tiffany, Shane, Bonnie and Jen Called to order 6:33 pm

Motion made to accept the agenda as presented made by Autumn, all in favor - Carried

Motion made to approve the March 7th minutes as presented made by - Shane - all in favor - Carried

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

Old Business

Motion to accept the financial report as presented made by Bonnie – all in favor – Carried Seniors book – the grant we were looking at for the book is only available to registered non-profits, Jen will look into the Horizons grant when it becomes available.

The Contract has been signed, only 2 people at the first meeting. This year's theme is "Celebrating Canadian Icons". An e-mail has been sent to the Chamber asking if they will run the parade again this year.

New Business

- The Cremona Library will be using our planters to run a program this summer.
- Volunteer appreciation is April 16th to 22nd. We will accept volunteer nominations from the Community and send out gift certificates as a small token of our appreciation.
- Currently working on a paint by number/diamond night, we received our first application for Summer fun, we still need more people to run the paint night in Water Valley, the newsletter is to go out at the end of the month and completion of the Annual report.

Motion to adjourned made by Tiffany at 7:25 pm - All in favor, Carried

Next Meeting May 2nd, 2023

Date: April 18, 2023

AGENDA NO.: 12

TITLE: Correspondence & Information
ORIGINATED BY: Karen O'Connor, CAO

MEETING: Regular Council Meeting

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:

- PRL System 2022 Annual Report
- PRL Board Meeting -Feb 23, 2023
- Lights On After School
- Ltr Town of Barrhead-April 3,2023
- Ltr M.A. Ministerial Order MSD: 00123

RECOMMENDED ACTION:

23/105 MOTION THAT Councillor _____ accepts the attached correspondence as information only.

Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library
Board thanks our member
municipalities and the
Government of Alberta for
continued funding. With
your help we supported 49
public libraries in 2022.



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.



2022 Annual Report Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3.310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- · Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- · Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street Lacombe, AB T4L 0K2 403-782-3850

Board Chair Teresa Rilling Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair) Barb Gilliat (Vice Chair)

Deb Coombes Debra Smith Jamie Coston Janice Wing Joy-Anne Murphy

Leonard Phillips Norma Penney Shannon Wilcox **Director:** Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221) Manager of Finance and Operations: Donna Williams (ext. 141) Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)

Norma Penney (Vice Chair)

Barb Gilliat Deb Coombes Debra Smith Joyce McCoy Jul Bissell Shawn Peach

Stephen Levy

Teresa Cunningham

Teresa Rilling

Complete Board and Municipality list here.

*Statistics based on 2022 annual report to PLSB Municipal Affiairs











PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon

Wilcox, Darren Wilson, Janice Wing

With Regrets: Cal David, Gord Lawlor, Marc Mousseau

Absent: Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia

Young

Staff: Haley Amendt, Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Tim

Spark, Donna Williams

Call to Order

Meeting called to order at 10:06 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED PRLS 1/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED PRLS 2/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED PRLS 3/2023

1.3. Business arising from the minutes of the November 17, 2022 meeting

Rilling asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED PRLS 4/2023

3.1. Board Orientation

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

3.2. Request to Amend the Parkland Master Agreement – Population Invoicing

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21 PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.



3.3 2022 in Review – Approval of the 2022 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Janice Wing to approve the Parkland Regional Library System's 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED PRLS 6/2023

3.4. Approval of the 2022 Outlet Annual Reports

Andrea Newland reviewed the Annual reports to the PLSB from Parkland's four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and Water Valley Public Library, for which Parkland is the governing board. Under the Alberta's Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED PRLS 7/2023

3.5. Website Refresh Project

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.



- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

3.6. Parkland Bylaw Revisions

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended of forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED

PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED PRLS 12/2023

3.7. Parkland Outlet Bylaw and Policy Revisions

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

Brownfield Community Library in Paintearth County

Nordegg Public Library in Clearwater County

Spruce View Community Library in Red Deer County

Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

Bylaw 3.2 – Borrower's Card Fees (changed to Fees and Fines)

- B/W printing/copying .20 per page
- Colour printing/copying .50 per page
- Laminating \$1 per page
- Faxing .25 per page
- Library Cards Free
- Overdue fines .25 per day (to the maximum allowed by Polaris)

Bylaw 3.5 - Borrowing Periods

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

Bylaw 3.6 – Penalties

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland's Outlet Bylaws as presented. (First Reading)

CARRIED PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland's Outlet Bylaws as presented. (Second Reading)

CARRIED PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland's Outlet Bylaws

CARRIED

PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland's Outlet Bylaws as presented. (Third Reading)

CARRIED PRLS 16/2023

3.8. Advocacy Committee Report

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

- 1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
- 2. Advocating for increased library funding from the Government of Alberta
- 3. Assisting libraries with the marketing of their services
- 4. The creation of a provincially unified, ongoing voice for public libraries
- 5. To continue to focus on advocacy to the system board
- 6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED PRLS 18/2023

3.9. ALTA Membership

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

3.10. Long Service Awards

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

Five years – pin and \$100 10 years – pin and \$500

15 years – pin and \$1,000



20 years – pin and \$1,500 25 years – pin and \$2,000 Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years Dustin Biel – five years Monique Elias – five years Kara Hamilton – five years Mathy Jeffrey – five years Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED PRLS 20/2023

- 3.11.1. Director's Report
- 3.11.2. Library Services Report
- 3.11.3. Finance & Operations Report
- 3.11.4. Marketing Report

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director's Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

3.12. Parkland Community Update

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

Delburne Municipal Library shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.



Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED PRLS 22/2023

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Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED PRLS 23/2023





PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Brach (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

Circulation - 1,256,988 Interlibrary loans - 23,757 WIFI Usage - 1,646,392 Van Run volume - 883,300 items Collection size - 678,471 Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth Nordegg Public Library – Clearwater County Spruce View Community Library – Red Deer County Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and repainting.

Nordegg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordegg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their 1,000 Books Before Kindergarten is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding their program offerings. They currently offer four full time children's programs, two regular adult program offerings, as well as additional programs being added as a one off.

Population Figures and the Parkland Master Agreement

Board members Joy-Anne Murphy and Shannon Wilcox presented the request to the board from seven municipalities to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. After a lengthy discussion, a motion was put forward to amend the agreement. The motion was defeated and letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.

Advocacy Committee

Despite only meeting twice since the November board meeting, Parkland's Advocacy Committee has accomplished much.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

 Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)

- 2. Advocating for increased library funding from the Government of Alberta
- 3. Assisting libraries with the marketing of their services
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Given that library funding remains a major issue, keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

Website Refresh Project

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through Parkland's website server, which was corrected. While a website refresh project had already been discussed internally, the network compromise forced the fact that staff need to update Parkland's existing Sitecore infrastructure.

Staff requested and were granted up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Parkland and Parkland Outlet Bylaw Revisions

Parkland needed to revise a number of its bylaws related to in-house collections. All references to loan periods and fines have been removed from the Parkland Bylaws.

In addition, Parkland's Outlet bylaws were amended with regards to fees and fines, borrowing periods, and borrowing periods suspension or forfeiture.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Please consider whether you would like to take his place as the ALTA Representative for Parkland.

Committee News from Trustees

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an excellent annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

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Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Board Members Present

Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

Next Meeting: May 18, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

From: 'Rudy Friesen"

Subject: quest for your support- Lights On Afterschool Alberta - SACDA

March 31, 2023 9:30:56 AM Attach image003.png LOASAnoster2023.ndf

ACDA-Request For Support Community 2023.pdf Importance:

From: calgarysacdachair@gmail.com <calgarysacdachair@gmail.com>

Sent: Friday, March 31, 2023 9:17 AM

To: 'School Age Care Directors Association of Alberta' <calgarysacda@gmail.com> Subject: Formal request for your support- Lights On Afterschool Alberta - SACDA

Importance: High

Good Afternoon.

SACDA (School Age Care Directors Association of Alberta) would like to formally request for your support and partnership with SACDA's annual Lights On Afterschool Alberta initiative.

Description of Event: Our entire intention is to "shine a light" on the positive impact out of school care programs create for children, families, and communities across the province. We want to educate policy makers on these impacts and have them focus their efforts to improving recognition, availability, affordability, accessibility and quality for our sector and the educators that work in it.

We are asking municipalities to "light up" Landmarks Yellow and Blue, and request a proclamation or possibly a video from the Mayors, recognizing the impact programs make for children, families, and communities, and to recognize for the educators who make these programs possible.

Last year, we had the Calgary Tower, High Water Bridge in Edmonton, Lethbridge Town Hall, and Medicine Hat Tepee, Grand Prairie Sun Dial, and other monuments across the province lit to support the event/movement and proclamations from many of these municipalities as well.

SACDA's mission is to provide school-age care professionals with a province-wide network of community-based support and to advocate for greater availability of quality, affordable care in Alberta. We want the province to recognize the impact these programs make in their communities during the "Critical Hours" before and after school.

Any additional Promotion of the event is welcome.

We are asking municipalities to partner with SACDA by both recognizing April 21st, 2023 and "Lights On Afterschool Alberta Day" and put forward a proclamation for declaring the day to be "Lights On Afterschool Alberta Day" in their municipality.

You can see our promo video for programs (pre Covid) Here: https://youtu.be/00KJ6bRFuT4

Below is a draft copy of the requested wording of the proclamation- feel free to change as needed:

PROCLAMATION

Lights on Afterschool Alberta is a province-wide initiative, celebrating school age care programs and their role in keeping kids safe, inspiring them to learn, and supporting working families.

Whereas: Afterschool programs build stronger communities by bringing together families, schools and community partners to ensure the wellbeing of our children:

Whereas: Working families have peace of mind, knowing their school aged children are safe and productive before and after the regular school

Whereas: Afterschool programs focus on developing skills and building resilience in our young people, giving them the tools to become responsible and engaging members of the community.

On behalf of City Council and the citizens of Calgary, I hereby proclaim April 21st,2023 as:

"LIGHTS ON AFTERSCHOOL ALBERTA DAY"

Previous proclamations, support, and other information can be found on our website: https://www.calgarysacda.com/lights-on-afterschool

Please let us know if you can help us celebrate in your Municipality. Our goal is to recognize this work in all areas of the province!

Thank you for your time. We look forward to hearing back from you soon.

All the best,

Cody Topp

Cody Topp (He/Him) Chairperson / Conference Chairperson

School Age Care Directors Association AB PO Box 72034 Glenmore Landing PO Calgary, AB T2V 5H9

(P) 403.710.8384

(E) calgarysacdachair@gmail.com (W) www.calgarysacda.com







Luculd like to acknowledge that Lam located on the traditional territories of the Nitistapi (Blackfoot) and the people of Treaty 7 which includes the Siksika, the Pilkani, the Kainai, the Tsuuthina, and the Lydrie Nakoda. Lam on the land where the bow River meets the Elbow River, and the traditional Blackfoot name of this place is "Mohlinstiss" which we now call the City of Calgary. The City of Calgary is also home to the Metis Nation.

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OFFICE OF THE MAYOR

April 3, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper Media from EPR Program Revisions

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper closing its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,

Dave McKenzie

In My

Mayor

cc: Glen van Dijken, MLA Westlock-Peace River Alberta Municipalities All Alberta Municipalities

Municipal Census Manual

Requirements and Guidelines for Conducting a Municipal Census



Alberta Municipal Affairs, Government of Alberta

December 2022

Municipal Census Manual: Requirements and Guidelines for Conducting a Municipal Census

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 $Special\,thanks\,to\,Statistics\,Canada\,for\,contributing\,their\,expertise\,and\,training\,material\,in\,the\,production\,of\,this\,manual.$

 $This \ publication \ is \ is sued \ under the \ Open \ Government \ Licence-Alberta \ \underline{http://open.alberta.ca/licence}).$

Questions concerning this Municipal Census Manual, or further information on census methodologies, terms, and techniques for conducting a census in Alberta are welcome and can be directed to:

Alberta Municipal Affairs Municipal Policy and Engagement Branch 17th floor, Commerce Place 10155-102 Street Edmonton, Alberta T5J 4L4

Telephone: 780-427-2225

To be connected toll-free in Alberta, first dial 310-0000.

This publication is available online at https://open.alberta.ca/publications/municipal-census-manual

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Introduction

The Municipal Census Manual provides a step-by-step guide for conducting a census at the municipal level. It assists census coordinators and enumerators in complying with the Municipal Census Regulation, and all other procedures and policies related to the census.

The manual contains a list of mandatory requirements for conducting a census, as well as a number of guidelines and recommendations.

The first sections of the manual describe the authority for conducting a municipal census, the role of the municipal council, and how to apply the *Freedom of Information and Protection of Privacy* (*FOIP*) *Act* to a municipal census.

The subsequent sections describe the role of the census coordinator and the census enumerator. The coordinator role focuses on preparing the census, choosing a methodology, supervising the census, and reporting on the results. The enumerator role section contains a list of potential enumerator materials, the methods for covering urban and rural enumeration areas (EAs), interviewing procedures, filling out the census forms, and preparing various types of census profiles.

The section, "Designing a Questionnaire," provides a set of additional census questions that municipalities may choose to use in their census. The additional questions are based on the 2021 federal census.

The appendices contain various sample census materials, such as a letter of introduction, a standard census form, call-back materials, response category cards, and other materials related to the census. These are samples only; municipalities are free to develop their own census tools.

The methodologies, terms, and techniques for census-taking described in this manual are accepted by Alberta Municipal Affairs for determining the population of municipalities as described in the Municipal Census Regulation.

The statistical concepts and principles reflected in this manual are based on those recognized by Statistics Canada and other statistical agencies.

Important Terms for a Municipal Census

This section contains key terms and definitions for those that are conducting a municipal census in Alberta. These terms will be referenced throughout the document.

Census Day

A census is a snapshot of a community's population at one point in time. A specific Census Day must be chosen within the timeframe stated in the Municipal Census Regulation. The Census Day is either the first day of enumeration, or a date prior to the start of the enumeration period.

Collective Dwelling

A collective dwelling is a dwelling identified as being of a communal, institutional or commercial nature. It must provide care or services or have certain common facilities, such as a kitchen or bathroom, which are shared by the occupants. Examples include lodging or rooming houses, hotels, motels, tourist establishments, continuing care facilities, residences for senior citizens, hospitals, staff residences, military bases, work camps, correctional facilities, and group homes.

Enumeration

Enumerating an individual means obtaining their responses to questions in the census questionnaire. If a person is eligible to be enumerated, they should be enumerated at their main or usual residence, with the exception of the Shadow Population, as this population is enumerated at their temporary residence.

Enumeration Area

An EA is the geographic area canvassed by one or more census representatives. An EA is composed of one or more adjacent blocks. EAs are used for census data collection.

Enumeration Period

An enumeration period is a three month time period between March 1 and July 31 of the same year, where Alberta municipalities must choose to conduct a municipal census.

Gender

Gender refers to an individual's personal and social identity as a man, woman, or non-binary person (a person who is not exclusively a man or a woman).

Gender includes the following concepts:

- gender identity, which refers to the gender that a person feels internally and individually;
- gender expression, which refers to the way a person presents their gender, regardless of their gender identity, through body language, aesthetic choices or accessories (e.g., clothes, hairstyle and makeup), which may have traditionally been associated with a specific gender.

A person's gender may differ from their sex at birth, and from what is indicated on their current identification or legal documents such as their birth certificate, passport, or driver's licence. A person's gender may change over time.

Some people may not identify with a specific gender.

Household

Household refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad. The dwelling may be either a collective dwelling or a private dwelling. The household may consist of a family group such as a census family, of two or more families sharing a dwelling, of a group of unrelated persons or of a person living alone. Household members who are temporarily absent on Census Day are considered part of their usual household.

Neighbour

A person living near or next door to the individual(s) being enumerated. The neighbour should be able to see the person's or persons' home within his private dwelling.

Non-Contacted Dwelling

A non-contacted dwelling is a dwelling where a census worker has not been able to make contact with a member of the household and the enumerator believes the dwelling was occupied by its usual residents on Census Day. Reasons why contact was not made include "not at home," "incapacity," and "refusal to come to the door" on an enumerator visit to the dwelling. This count does not include refusals where contact was made with a respondent of a household.

The number of non-contacted dwellings is used in the field report of the Municipal Census Form contained in Appendix F.

Private Dwelling

A private dwelling means a separate set of living quarters designed for or converted for human habitation in which a person or group of persons could reside and that:

- has a source of heat or power; and
- is in an enclosed space that provides shelter from the elements, as evidenced by complete and enclosed walls and a roof, and by doors and windows that provide protection from wind, rain, and snow.

A private dwelling has a private entrance, either from outside or inside a common hall, lobby, vestibule, or stairway inside the building. The entrance to the private dwelling must be one that can be used without passing the dwelling of someone else.

The total number of private dwellings is the dwelling count that is to be used in the field report of the Municipal Census Form contained in <u>Appendix F</u>. This includes occupied and unoccupied vacant dwelling units.

An occupied private dwelling is a private dwelling which is:

- occupied by one or more usual, temporary or foreign residents on Census Day, or
- the main residence of usual residents who are temporarily away on Census Day (such as on vacation).

An unoccupied private dwelling is a private dwelling:

- in which no usual, temporary or foreign residents resides on Census Day, and
- is not the main residence of anyone temporarily away on Census Day.

Example of unoccupied dwellings include:

- newly constructed homes in which no one has moved in as of Census Day; or
- homes where owners move out and no one moved in before Census Day.

A cancelled listing is one where the address does not exist or the dwelling:

- no longer exists as of Census Day (for example, was demolished);
- is unoccupied AND has no source of heat/power or provides no shelter;
- is no longer a residence (for example, was converted into a business); and
- is now a collective dwelling (rather than a private one).

Quality Assurance Checks

Quality assurance checks are random calls made by the municipality to verify that the dwellings have been visited by the enumerator and provide a check on the usual resident count question as well as the status of dwellings.

Refusal

Participation in a municipal census is not mandatory for residents. A refusal is when a household declines to participate in the municipal census. If a member of the household responds to the census question on the number of usual residents living in the household, and not to other questions in the census, the household is not classified as a "refusal".

The number of refusals is used in the field report of the Municipal Census Form contained in <u>Appendix F.</u>

Shadow Population

Shadow Population means the temporary residents of a municipal authority who are employed by an industrial or commercial establishment in the municipal authority and who have worked at least 120 hours for that employer in the three month period immediately preceding Census Day. These persons must reside temporarily in the municipality, but do not consider it to be their usual residence. Post-secondary students are not considered part of the shadow population.

Temporary Resident

A person who spends the night on Census Day in that dwelling which is not their main residence, and who has a main residence elsewhere in Canada. The count of temporary residents does not include the shadow population.

Usual or Main Residence

In general, this is the dwelling where a person lives and sleeps most of the time, that is, where they spend the majority of the year – a place one would call home.

If a person has several residences, the main or usual residence is the place where they spend most of the year, except for special circumstances.

Children in joint custody should be included in the home of the parent where they live most of the time. Children with 50 per cent custody in two homes should be enumerated where they spend the night on Census Day.

If a person does not have a usual residence on Census Day, the dwelling where they spend the night on Census Day is their usual residence.

Husbands, wives, or common-law partners who do not live with their families while working, but return to their families periodically (for example on weekends), should consider the residence that they share with their spouse or partner as their usual residence, even if they spend most of the year elsewhere.

Children who do not live with their parents while attending school or working at a summer job, but return to live with their parents during the year, should consider the residence they share with their parents as their main residence, even if they spent most of the year elsewhere.

Usual Residents

Any person in the target population and whose dwelling is their usual residence, as defined above. Please refer to Table 1 for further details on how to enumerate usual residents.

Role of Municipal Council

The role of the municipal council is to decide whether to undertake a municipal census. This section provides some points to consider while making the decision.

Why Undertake a Census?

There are many potential benefits of conducting a municipal census in addition to the national census conducted every five years. With frequent and accurate population counts, municipalities may be better able to plan community services.

Municipalities experiencing high population growth may qualify for additional funding through provincial grants based on population counts. Municipalities may find a new census is warranted if they believe the population has changed significantly since the last federal census.

Using the same methods and asking consistent questions over several years will improve the efficiency and cost-effectiveness of the census. This will also allow the municipality to compare population counts and any other information collected over time.

Other Considerations

Municipalities may wish to consider:

- whether the benefits of obtaining updated information and/or qualifying for provincial grants outweighs the costs of hiring and training enumerators, and conducting a municipal census;
- the current applicability of the last federal census and the amount of time that has elapsed since the last census;
- the opportunity to gather additional information, including dwelling lists, updated maps, and population demographics (age, sex, gender, etc.); and
- whether the municipality will include the shadow population in their census.

Métis Settlements

There are eight Métis Settlements in Alberta. Under the *Métis Settlements Act*, the Métis Settlements General Council has the authority to conduct a census within Settlement boundaries.

Métis Settlements do not fall within the definition of a municipal authority according to the *Municipal Government Act*, and they reserve the right to conduct their own census. Métis Settlements conduct their census in accordance with Section 85 of the *Métis Settlements Act*, which allows for the inclusion of Settlement members on leave of absence. However, if a Métis Settlement wishes to have a Settlement count included in the Municipal Affairs Population List, the population count must be undertaken according to the Municipal Census Regulation. The usual resident count submitted to Municipal Affairs from Métis Settlements would need to follow the definition for usual residency (see page 12).

The ministry has included members on leave of absence with the population counts, provided they were on a leave of absence approved by the settlement council for no more than five years before the census, and that the member has executed a written intent to return to the settlement. These conditions will allow members who are away for school and/or internship opportunities to be considered usual residents of the Settlement.

Métis Settlements must complete the Métis Settlement Members on Leave Verification Form, as per the attached form in Appendix F. The form must be properly signed and sworn before a Commissioner of Oaths.

Duty to Submit Results

Completed forms must be submitted to Municipal Affairs by September 1 of the census year in which the census took place. Métis Settlements can submit by:

Scan and Email: ma.updates@gov.ab.ca

Mail: Alberta Municipal Affairs 17th floor, Commerce Place 10155 - 102 Street Edmonton, AB T6J 2N7

All population reports and forms are reviewed by department staff. Métis Settlements may be contacted if there are any discrepancies or if forms are not properly completed. If the results are accepted by the Minister of Municipal Affairs, they are included in the annual Municipal Affairs Population List.

Applying the FOIP Act to a Municipal Census

A municipality is a local government body as defined in Section 1(i) of *the FOIP Act*. As a public body subject to the *FOIP Act*, municipalities must collect, use, disclose, protect, retain, and dispose of personal information, including census information, in accordance with the Act.

Section 57 of the *Municipal Government Act* authorizes municipalities to conduct a census. Section 33(c) of the *FOIP Act* authorizes a public body to collect personal information for the purposes of a census. This section authorizes public bodies to collect personal information that relates directly to, and is necessary for, an operating program or activity of the public body. Municipalities should first determine the types of personal information they need for future planning purposes or for operating programs or services, and then collect the information necessary. For example, if a municipality is only interested in a population count, it would not need to collect employment or educational information about its residents. However, if the municipality is determining whether a recreation facility needs to be built, or the future transportation needs of its population, the municipality may also want to collect additional information such as age, family structure, or location of employment.

The FOIP Act indicates that municipalities should:

- collect only the personal information they need to operate an authorized program or activity of the public body;
- use and disclose information only for those purposes for which it was collected; and
- safeguard the information they collect and retain.

Enumerators should address their FOIP questions to the census coordinator. Census coordinators requiring FOIP information should contact their municipal FOIP office.

Additional FOIP information can be found in Appendix G.

For further information, go to the Government of Alberta website at http://www.alberta.ca/FOIP/

Mandatory Requirements and Optional Guidelines

This manual contains both mandatory requirements and recommended guidelines for conducting a municipal census.

Mandatory Requirements

The Municipal Census Regulation and Municipal Census Manual sets out the following mandatory requirements:

- The census must be conducted in a three consecutive month period between March 1 and July 31 of the same year and must reference a Census Day.
- Municipal Affairs will not recognize any municipal census undertaken in a federal census year.
- The municipality must notify the Minister's department by February 28 of the census year that the municipal authority will be conducting a municipal census, and whether the municipality will include a shadow population count.
- Before performing their duties, the census coordinator must take and subscribe to an <u>Oath</u>; the enumerators must subscribe to a <u>Statement</u> (Appendix A). The Oaths and Statements are valid for the person's lifetime.
- The census must count the total number of usual residents in the municipality.
- A shadow population count must meet the requirements set out in the Municipal Census Regulation and Municipal Census Manual.
- The census must use one of the prescribed census-taking methodologies in this manual (online census, telephone interviews, mail-out surveys, enumerator interviews at the door, or "hybrid").
- The census must undertake <u>quality assurance activities</u>.
- The census results must be reported to Municipal Affairs, including an affidavit and field report by September 1 of the census year.
- The census must comply with the FOIP Act.
- The municipality will be expected to respond to and submit any information, reports, or explanations to Municipal Affairs with regards to the municipal census.

Guidelines Only

To assist municipalities, the manual also contains some guidelines that can be used in conducting a municipal census. Municipalities are free to:

- ask additional census questions aside from the mandatory count of usual residents, in compliance with the FOIP Act;
- design their own census materials (maps, Notice of Visit cards, enumerator photo identification, census forms, websites, and other supporting materials and tools);
- report the results of the census to the public; and
- have the coordinator manage the census as they see fit (delegating responsibilities as necessary, supervising enumerators, etc.), provided they comply with the mandatory requirements.

Conducting a Municipal Census

Understanding Enumerating

Enumerating an individual means obtaining their responses to questions on the census. Usual residents should be enumerated at their main or usual residence. For example, a family who stayed at their cottage during an enumerator visit, but has their main residence elsewhere, should be enumerated at their main or usual residence.

A municipal census includes all usual residents of a municipality. The following table highlights who is eligible for enumeration.

TABLE 1: WHO IS ELIGIBLE FOR ENUMERATION

Enumerate	Do Not Enumerate
Canadian citizens (by birth or naturalization).	Babies born on or after Census Day.
Landed immigrants (persons who have been granted the right to live in Canada permanently	Persons who died before Census Day.
by Canadian immigration authorities).	Resident of another country, province, or municipality (for example on vacation or on a business trip).
Persons from another country with a work or	, ·
study permit and family members living here with them.	Government representatives of another country who are assigned to an embassy, a consulate, a high commission, or any other diplomatic or military mission, and family members
Persons in Canada who claim refugee status and family members living here with them.	living here with them (unless family member(s) are considered usual resident(s).
All above persons, even if they are temporarily outside Canada on Census Day.	Members of the armed forces of another country who are stationed in Canada, and family members living here with them (unless family members are usual resident(s).
Babies born before Census Day.	them (unless rainly members are usual resident(s).
Persons who died on or after Census Day.	
All persons whose main residence is at this address, even if they are temporarily away on Census Day.	

Statistics Canada (2021). Enumerator Non-Response Follow-up Training Workbook Form 55G-ENG, p. 14

Just because a person is eligible for enumeration does not mean they should be enumerated at the address. Table 2 serves as a guide to determine where to enumerate those who are eligible.

TABLE 2: WHERE SHOULD INDIVIDUALS BE ENUMERATED

If the person	Enumerate them:		
Has one residence	At their usual residence, even if they are temporarily absent. This is their main residence. Be sure to enumerate all persons who live at this address, including roommates, lodgers, employees, persons who moved in before Census Day, etc.		
Has more than one residence	At the residence where the person spends most of their time; for persons who spend equal time at each residence, or if unsure which to choose, include them at the address where they spent the night on Census Day. If the residence where they should be enumerated is not in the municipality, these persons should not be enumerated.		
	, , , , , , , , , , , , , , , , , , , ,	ns staying at a cottage or secondary home, etc.	
	If the person is	Then enumerate them:	
	A student who lives elsewhere during the school year or for their summer job but returns to live with their parents during the year.	At the residence of their parents' even if the student spends most of the year elsewhere.	
	Example: on weekends, semester breaks after completing their studies.		
	A spouse who is temporarily absent because of their work or studies but periodically returns to their family's residence.	At their family's residence even if the spouse spends most of the year elsewhere.	
	Example: on weekends or days off from work, etc.		
Has no main At the residence where they stayed the		nt on Census Day	
residence	Example: in transition between two residences, no fixed address, etc.		
Is in an institution	If the person	Then enumerate them:	
	Was admitted less than six months before Census Day.	At their main residence.	
	Was admitted for six months or more before Census Day.	At the institution.	
	Was admitted on any date and has no other place of residence.	At the institution.	

Census Methodology

Municipalities have some flexibility in how they choose to conduct a census. Following is a brief summary of each census method approved for use by Municipal Affairs:

Online Census

- Completing the census questionnaire online is an easy, secure, and convenient option that could be used anywhere, at any time. A secure login process and strong encryption are needed to ensure confidentiality and security of census information collected.
- Consider sending out an introduction letter before sending the questionnaire to announce the upcoming census and its importance. Multiple contacts are likely to improve the response rate.
- Set a completion date so the questionnaires can be returned in a timely fashion.
- With this method, a Secure Access Code (SAC) for the census is mailed or delivered to all
 dwellings, along with a link to the census website. A telephone number can also be included to
 allow the respondent to request a paper questionnaire if they prefer.
- The respondents visit the website, which allows them to complete the census form online. The responses are automatically entered into the census central database. This means that the online questionnaire does not require an in-person interview.
- Online questionnaires have better response rates for individual questions and higher data quality. In the design of the questionnaire, respondents can be prompted when invalid data are entered or if data are missing. The online forms can also provide helpful information for respondents who wanted additional information on a census question.
- Enumerators are still needed to complete in-person interviews with individuals and/or telephone interviews from households who do not complete the census online. In a hybrid model, respondents can also request a paper questionnaire.

Telephone Interviews

- Residents can be given the option to call a Census Help Line to complete their questionnaire over the telephone.
- Municipalities can also choose to call dwellings to complete a telephone interview if they have phone numbers.

Mail-out Paper Census Forms

- A municipality may choose to send out paper questionnaires. These questionnaires, along with instructions, can be sent out through Canada Post or be delivered door to door by enumerators.
- A mail out questionnaire should have clear instructions and be easy to follow. It should be concise and ask only pertinent questions.
- Develop a mailing list for all residential properties. This requires municipalities to be able to link a mailing address for each residential street address. Municipalities can mail-out the questionnaire package or have enumerators deliver the survey to the street address.
- A municipality may choose to send an introduction letter before sending the questionnaire to announce the upcoming census and its importance. Multiple contacts are likely to improve the response rate.
- Set a completion date so the questionnaires can be returned in a timely fashion and can be included in your database.
- Consider including a Business Reply Envelope with the survey. People are more likely to mail back their questionnaire if they do not have to pay postage.

• Consider sending out a follow-up letter or postcard with another questionnaire to remind respondents to complete the census.

Interviews at the Door

• Enumerators conduct the interview in person and record the responses on paper forms using a pen or pencil, or on an electronic device such as an iPad or tablet.

Hybrid

- When conducting a census, municipalities are free to choose any of these census enumeration methods, or some combination of the four (a "hybrid" system). This manual includes instructions for approved census-taking methods.
- Generally, online or self-response using a paper questionnaire are unlikely to provide an adequate response rate and would need to be supplemented with follow-up interviews.
- Statistics Canada used a hybrid model for the federal census. On May 3, 2021, all private
 dwellings in the mail-out areas (approximately 90 per cent of private dwellings in Canada)
 received by mail a bilingual invitation letter to complete the questionnaire online. This letter
 contained a SAC, the web address of the 2021 Census website, and a telephone number to
 allow the respondent to request a paper questionnaire if they preferred.

Census Coordinator General Responsibilities

Once a municipality decides to conduct a census, the first step is to hire or assign a census coordinator to oversee and organize all aspects of the census. The duties of a census coordinator differ by municipality. Some roles discussed in the following pages may pertain to your particular situation, while others may be the duty of administrative staff, enumerators, or others. Duties may also vary depending on the type of census conducted (paper-based, online, telephone, or hybrid).

Oath of Census Coordinator

As a coordinator, you are required to take an Oath (Appendix A). This Oath says that you will act diligently, faithfully and to the best of your ability, ensure that personal information is not disclosed without authority, and you will undertake the census according to this Municipal Census Manual. The Oath made by the Census Coordinator is valid for the lifetime of the person making the oath.

Census Coordinator Responsibilities

A coordinator is responsible for the successful completion of the census. Depending on the size of the municipality, the coordinator may be an enumerator, or may have several enumerators working for them to support the census.

The coordinator's responsibilities could include:

- informing residents about the census;
- preparing the census (creating maps and a tracking system to monitor coverage);
- hiring and training enumerators;
- supervising the enumerators;
- managing the census;
- ensuring data security measures are in place;
- undertaking quality assurance activities;
- collecting and analyzing census data;
- reporting census results to Municipal Affairs by September 1 of the census year.

Informing Residents about the Census

Participation is key to a successful census. Since a municipal census in Alberta is not mandatory for residents, it is essential to increase participation through public awareness. Inform residents of the following:

- Why a census is taking place, and the benefits of census data to the municipality and its residents.
- How to complete the census online, by phone, or by mail.
- Dates an enumerator will visit residences if census information is not submitted.

This can be done using media, such as television and radio announcements, newspaper ads and articles, mail-outs, posters on community billboards/bulletin boards, and web-based or social media, such as online newspapers, Twitter, or Facebook.

Providing information on the municipal census to residents includes them in the process and also informs them why their participation is valued.

Preparation

Before a census can begin, the coordinator may arrange an initial mail-out or delivery to all households. For an online census, each letter or notification must contain a link to the census website and a SAC that the respondent will use to gain access to the online form.

The SAC performs the following functions:

- provides a secure way for each household to access the form; and
- ensures that census information can only be entered once for each dwelling.

The letters or notifications delivered to the respondents should contain specific instructions for completing the census. For an online census, there should be clear instructions on how to access the website and enter the SAC. For those who cannot, or would prefer not to, enter the information online, the letter should contain a phone number to contact. It should also include a statement saying that an enumerator will come to complete the form in-person if the dwelling does not complete the census form online by a given date.

Planning for Efficient Enumeration

Using lessons learned from previous censuses can help avoid potential pitfalls in future censuses and improve efficiency of the enumeration process. Following are some tips on carrying forward these lessons:

- Prepare a letter of introduction for all enumerators to carry. This letter identifies the enumerator
 as an official census taker and assures the confidentiality of all information collected.
 Enumerators can show the letter to respondents to legitimize the census and improve response
 rates. A sample is included in <u>Appendix B</u>.
- Compile a list of enumerators and their EAs so this can be carried over into the next census.
 Efficiency may be improved by assigning an enumerator to the same area they previously covered. These enumerators will have knowledge of the area and may have a greater rapport with residents.
- Compile a list of issues or challenges that occurred and record actions taken in response. This could help avoid the same problem(s) in a future census.
- Estimate the time required to complete each EA, including travel distance within the area and the number of visits in the area during the previous censuses. If you do not have data on field visits, check the previous census data for the number of neighbour responses per EA, if available.

Census Materials

Municipalities use a variety of census materials to conduct a census. Examples include enumeration maps (these require regular updating), Notice of Visit cards, census forms, identification badges, letters of introduction, and others. In some cases, census coordinators may be able to use materials from a previous census. Otherwise, coordinators may be responsible for developing or updating census materials for the enumerators.

If using wireless devices such as an iPad or tablet:

- include how to use the wireless device as part of your enumerator training;
- inform enumerators that the device should be fully charged each day;
- provide enumerators with external charging devices while in the field; and
- provide them with paper forms, in the event of a wireless device failure or a gap in wireless service.

Enumeration Areas

As a starting base, municipalities can use their property tax information to gather a list of all residential properties within the municipality. Some municipalities may have an address registry from their previous census which may contain suites within dwellings that are not included in the property tax information.

Before enumerators are hired, the municipality needs to be divided into EAs to determine how many enumerators are needed for the census. EAs are small areas within the municipality that are established to collect and analyze information for various planning applications.

The number of dwellings an enumerator can visit in a single day will largely depend on the population density of the municipality, the estimated number of interviews to be made, the timing of the visit (daytime, evening, weekend), and the length of the census questionnaire. For example, an enumerator assigned to densely populated apartment blocks will likely visit significantly more households per day than an enumerator assigned to a sparsely populated rural area. However, populated apartment blocks may contain dwellings that will require more call-backs.

Enumeration maps can be made using a variety of maps. Some examples include county maps for rural municipalities, and ward maps for urban areas. Another option is to obtain the EA maps used for the most recent federal census from Statistics Canada.

Security of Staff, Offices, and Census Documents

The health and safety of employees come first, both in the field and in the office. Ensure that all census workers have read and discussed health and safety best practices.

Security of office space and census documents is critical to the integrity of and success of the census. The following is a list of guidelines that can be used by your municipality as part of enumerator training.

Do:

- Wear your identification card whenever you are performing census duties.
- Keep pre-printed, blank, and completed questionnaires separated.
- Lock questionnaires or other census material in your car trunk, or if this is not possible, out of view, while conducting delivery or field visits on any enumeration work.
- Store questionnaires and/or wireless devices in a secure place at home or in an office, preferably under lock and key.
- Report any suspected or actual security violations to your supervisor.
- Use a private room whenever you are performing census work.
- Report the loss or theft of any census documents to your supervisor immediately.

Do not:

- Share information about respondents with anyone other than census employees who need to know the information and are sworn to confidentiality.
- Discuss information about an individual unless you are speaking directly to that person.
- Leave census documents in your car overnight.
- Allow anyone, including members of your family, to access questionnaires or other census materials.
- Discuss confidential matters in public places.

Ensure that enumerators are aware that any breach or violation of security must be reported immediately to a supervisor. It is critical that action be taken as soon as possible to protect the information.

Health and Safety Issues

As census coordinator, you have a responsibility to ensure your own health and safety, and also to ensure your enumerators take all reasonable precautions to protect their health and safety. You are to help your census workers understand they are all responsible and accountable for health and safety in the workplace.

When an enumerator suffers an accident, illness or other type of health and safety incident during their duties, you must address health and safety issues in a knowledgeable and informed manner, by closely following the incident reporting procedures set out by your municipality.

Hiring and Training Enumerators

Often, census coordinators are involved in the hiring and training of enumerators for their municipality.

When the required number of enumerators is known, job postings can be placed in newspapers, job search websites, municipal letter inserts (e.g., utility bills), and/or social media websites. Recruitment could also target educational institutions with students who may be looking for a part-time or short-term job.

Qualities to look for in potential enumerators include professionalism, accuracy, attentiveness, and a friendly demeanor. Enumerators must be able to walk long distances, work for many hours at a time, and manage adverse weather conditions.

Enumerators will become liaisons between the municipality and residents, and they are key in the success of any census.

After the enumerators have been hired, the census coordinator must train them to carry out the municipal census. For the coordinator, this involves careful study of the Municipal Census Manual, and familiarity with the Municipal Census Regulation and the sections of the *FOIP Act* that apply to the census. A thorough knowledge of the residency definitions and a plan of how the census will be organized and undertaken are important.

Enumerators must understand the rationale for each question in the census, what the results will be used for (i.e., future programs, infrastructure), and how to handle personal information. Enumerators must be trained on how to answer questions from residents and how to direct queries to the census coordinator, if necessary.

The training session generally takes two to four hours and the enumerators are often paid to attend. In addition to a verbal training session, the enumerators should be given copies of the Municipal Census Manual for review prior to, and use during enumeration. The coordinator should be prepared to answer questions regarding the manner of enumerating and the challenges involved.

After training, it is useful to have the enumerators practice the actual process.

Supervising Enumerators

During the enumeration period, the coordinator needs to manage the enumerators and the census. Coordinators may take on various supervisory roles. For example, they may handle questions from enumerators, or questions from residents through the enumerators. They may also be responsible for ensuring that interviews are conducted properly so census forms are filled out correctly.

One approach is to check the first five to 10 census forms from each enumerator. In larger municipalities with more enumerators, the coordinator may not have the time to check this many forms and may need to hire additional staff to assist with quality control.

Direct observation of enumerators should be considered at the beginning to eliminate problems at the start.

Questions and comments can be addressed early in the enumeration process. However, quality control processes should continue over the entire collection period on a random basis since enumerators may develop interviewing short cuts over time.

Preparation is key to a successful municipal census.

Managing the Census

Census coordinators are responsible for managing the enumeration process. Coordinators may also be responsible for monitoring and tracking the enumerators' progress to ensure data are collected accurately and efficiently.

The following sections contain information on how to manage this enumeration process.

Overseeing and Tracking the Enumeration Process

- Create a system to track enumeration progress. This could include a master list recording all the pre-numbered census forms returned to the census office. Another possibility is creating a municipal map showing all properties, which can be marked off once forms for those properties are returned. For larger municipalities, it may be necessary to create one map per ward or region within the municipality. This will provide a picture of progress, speed of coverage, and response rates. Since these maps may be outdated, there must be a system in place allowing enumerators to add any new dwellings they discover to the map(s).
- If a paper-based census is conducted, create a "desk-checking" system where all completed census forms are examined when enumerators return them to the census office. Check that all information is present. Depending on the scope of the census (number of dwellings), the coordinator may be able to do this daily. The coordinator should "spot check" forms by reviewing a small randomly selected sample of forms daily to catch missing information or obvious errors.
- Track enumerators' errors on an ongoing basis. This enables the coordinator to monitor enumerator error rates and, if necessary, arrange for timely retraining or replacement of enumerators.
- Track respondent refusals per enumerator on an ongoing basis. Refusals will occur because the
 municipal census is voluntary; however, a high number of refusals may indicate specific
 enumerators need assistance, retraining, or replacement.
- Monitor non-contacted dwellings as well as unoccupied dwellings to ensure an adequate population count.
- Track and make note of the issues encountered in each EA, so issues can be addressed
 proactively for the next census. Some areas may show higher than average non-response rates
 due to type of household (e.g., high number of younger single residents who are hard to catch
 at home, people who may have language difficulties, or people who are wary of "official"
 inquiries).
- Take steps to ensure enumerators do not visit a residence that already completed the census. Coordinators should regularly check for completed interviews (telephone, online or mailed census forms) and update records so enumerators are aware of residences (per EA) that no longer require an interview. This requires regular communication between enumerators and the coordinator (or other staff, as appropriate). Larger municipalities may require a database of residences that have completed the online census, which enumerators would need to check periodically.
- Consider including a "translation book" with the questionnaire translated into a number of languages, if appropriate for your municipality. This will support inclusion and assist in dealing with language barriers.

Tracking Dwelling Occupancy

While the census is being conducted, census coordinators must verify that every dwelling has been contacted, and re-contacted as needed to secure a completed census questionnaire. The occupancy status (occupied, not occupied, cancelled) on Census Day should be noted for each address.

The Dwelling Occupancy Verification is conducted in order to identify as many unoccupied dwellings close to the chosen Census Day. This will reduce the workload for enumerators and improve data quality. By identifying unoccupied dwellings early, these dwellings can be removed from the enumerator list of dwellings to contact so that they will be able to focus on occupied dwellings only.

The Dwelling Occupancy Verification is completed by field staff. The following are the types of areas/dwelling structures that have been identified by Statistics Canada to have high rates of unoccupied dwellings are:

- student housing areas;
- low rental housing units;
- co-op housing units;
- Canada Mortgage and Housing Corporation develop projects;
- mini home and trailer parks; and
- new construction areas.

To ensure a more efficient enumeration, census coordinators may wish to conduct apartment occupancy verification to verify the occupancy status of all units in an apartment building through one management contact. The information can be collected through a telephone interview with the contact person. This contact person could be the owner of the building, or the superintendent or the building manager. This will likely reduce the workload of enumerators as they will be visiting occupied dwellings only.

To capture this information and remain consistent with Statistics Canada, each census questionnaire will require two additional data fields. The type of private dwelling and its occupancy status. Statistics Canada primarily uses three codes for occupancy status - "occupied", "unoccupied" and "cancelled".

An occupied private dwelling is a private dwelling that is occupied by one or more usual, temporary or foreign residents on Census Day, or the main residence of usual, temporary or foreign resident who are temporarily away (vacation) on Census Day.

An unoccupied private dwelling is a private dwelling in which no usual, temporary, or foreign residents resides on Census Day, and is NOT the main residence of anyone temporarily away (vacation) on Census Day. Examples include newly constructed homes where no one moves in, or apartments that are vacant on Census Day.

A cancelled listing means that the dwelling does not meet the definition of private dwelling on Census Day and has no occupants. This includes demolished properties, incomplete homes which have no power or heat with no one living in them, as well as properties that may have been converted to businesses or collective dwellings.

Types of Private Dwellings

The type of dwelling is directly related to the average size of the household. A picture representation of the structural type of dwelling, and its definition should be used by the census coordinator and enumerators. This ensures consistency in the classification process across all Alberta municipalities.

TABLE 3: PRIVATE DWELLING TYPES AND DEFINITIONS

Dwelling Type	Description
Single-Detached House (Code 1)	This dwelling is not attached to any other dwelling or structure (except a garage or shed). A single detached house has open spaces on all sides, and no dwelling either above or below it.
	A mobile home fixed permanently to a foundation should be coded as a single-detached house. (Code 8.)
Semi-Detached House (Code 2)	One of two dwellings attached side by side (or back to back) to each other, but not to any other dwelling or structure (except its own garage or shed). A semi-detached dwelling has no dwellings either above or below it, and the two units together has open spaces on all sides.
Row House (Code 3)	One of three or more dwellings joined side by side (or occasionally side to back), such as a town house or garden home, but not having any other dwellings either above or below.
	If row houses are attached to high-rise buildings, assign code 3 to each townhouse.
Apartment or flat in a duplex (Code 4)	One of two dwellings located one above the other. If duplexes are attached to triplexes or other duplexes or to other non-residential structure (e.g. a store), assign code 4 to each apartment or flat in the duplexes.
Apartment in a building that has five or more storeys (Code 5)	A dwelling unit in a high-rise apartment building which has five or more storeys.
	Also included are apartments in a building that has five or more storeys where the first floor and/or second floor are commercial establishments.
Apartment in a building that has fewer than five storeys (Code 6)	A dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys.

Dwelling Type	Description
Other single-attached house (Code 7)	A single dwelling that is attached to another building and that does not fall into any of the other categories, such as a single dwelling attached to a non-residential structure (e.g., store or church) or occasionally to another residential structure (e.g., apartment building).
Mobile homes (Code 8)	A single dwelling designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation such as blocks, posts or a prepared pad and may be covered by a skirt. A mobile home must meet the following two conditions:
	It is designed and constructed to be transported on its base frame (or chassis) in one piece.
	The dwelling can be moved on short notice. This dwelling can be easily relocated to a new location, because of the nature of its construction, by disconnecting it from services, attaching it to a standard wheel assembly and moving it without resorting to a significant renovations and reconstructions.
Other movable dwelling (Code 9)	A single dwelling, other than a mobile home, used as a place of residence, but capable of being moved on short notice, such as a tent, recreational vehicle, travel trailer, houseboat, or floating home.

Dwelling Confirmation Status

There are visible signs that can be used by enumerators to identify the occupancy status of a dwelling.

For occupied dwellings:

- There are curtains in the window.
- Lights on at the dwelling, either inside or out.
- Garbage bin near the house or curb side.
- Presence of domestic animals.
- Well-kept flower beds or gardens.
- Lawn maintained.
- Toys or bicycles in the yard.

Unoccupied dwellings

- No curtain in the windows.
- No furniture in the house.
- A "for sale" sign on the lawn.
- The house is newly constructed.

Addresses can be cancelled if it is a

- Vacant lot.
- House under construction and does not meet the definition of a private dwelling.
- Business establishment, an institution or collective dwelling.

If it is not possible to determine the occupancy status based on observation, the enumerator may assign the dwelling as unknown or contact a neighbor to determine if the dwelling is occupied. However, the best strategy is to contact the people that could be living in the dwelling.

Identifying Hidden Dwellings

In some cases, an address may represent more than one household. Some dwellings may contain a set of living quarters not obviously recognizable or detectable from the street, road or highway. It should still meet the definition of a private dwelling: have a source of heat or power, and provide shelter from the elements.

This dwelling should be classified as a hidden dwelling attached to the dwelling. Enumerators will be required to ensure a census questionnaire is completed with a resident in the attached dwelling. This can be accomplished by having enumerators:

- leave a paper questionnaire for the residents of the attached dwelling to complete, and picking it up on a scheduled date; or
- leave a phone number to have a member of the household to complete an interview over the telephone.

Developing Estimates for Non-Contacted Dwellings and Refusals

In order for Municipal Affairs to develop estimates for refusals and/or non-contacted dwellings, you will be required to identify all unoccupied and occupied private dwellings. Municipalities must complete the Worksheet for Estimates for Non-Contacted Dwellings and Refusals found in Appendix F, and must submit the completed form to Municipal Affairs by September 1 of the municipal census year.

Managing Completed Interviews and Enumerator Visits

Municipalities may choose to use online or mail-out questionnaires to collect census information. While many households will complete the questionnaire on their own, field and telephone follow-up will still be necessary to complete the response to the census.

Proper tracking of enumerator visits to dwellings is critical to the success of the municipal census. If no one is home on the first visit, it is very important that the enumerator leave a Notice of Visit card at the residence, and record the address in the Call-back Tracking Form (Appendix B). Each Notice of Visit Card should have a unique reference number. In the event that the call-back takes place over the phone, municipal census office staff will need to ask for the address and reference number left on the Notice of Visit Card. If the address and reference number match those in the Notice of Visit form, the municipal census office staff will have confirmed the response is coming from the correct dwelling.

Call-backs are the additional calls or visits made by enumerators after leaving a Notice of Visit Card. The municipality decides whether these call-backs will include in-person interviews or telephone interviews.

It is also important to manage call-backs and field visits so enumeration of the area is not delayed. Suggestions for managing call-backs include:

- Enumerators should typically do at least three call-backs per dwelling unit. Areas with lower response rates may require more call-backs. As one option, census coordinators could track the number, time, and date of planned visits per enumerator and maintain a schedule for each enumerator. Alternatively, enumerators could take responsibility for managing their call-backs. In general, the coordinator is free to manage this process as they see fit.
- Ensure the times are different for each visit. If a morning visit is unsuccessful, try an afternoon or evening visit. If weekdays or evenings do not work, enumerators should try weekend visits.
- Choose your best enumerators to re-contact households that are difficult to contact. You should aim to have the highest completion rate as possible.

Collection and Analysis of Census Data

Listed below are several key roles that census coordinators and enumerators play during the collection and analysis of census data.

Collecting Personal Information

"Personal information" is defined in Section 1(n) of the *FOIP Act* as recorded information about an identifiable individual, including the individual's name, home or business address, telephone number, age, sex, marital or family status and information about the individual's educational, financial, or employment history, etc.

Enumerators are collecting personal information during a municipal census. They are collecting individually identifiable information when attaching a name or other identifier to the information being collected.

Personal information can only be collected from a responsible adult (18 years old and up) in the dwelling. Coordinators should direct enumerators to ask to speak to adults, and if one cannot come to the door, to ask when an adult will be home. Notice of Visit Cards should be left for residents who are absent at the time of enumeration.

Review and Processing of Forms

The census coordinator is responsible for the accuracy and collection of all forms. This includes managing electronic forms as well as any paper-based forms from in-person interviews. It is suggested that the coordinator review the first five to 10 completed paper or electronic forms from each enumerator to ensure they are being completed accurately. It is important to continue checking forms on a random basis throughout the census to ensure quality. Depending on the size of the municipality, the coordinator may require additional staff to do this.

Data collected using wireless devices or a website, are automatically sent to a central database. Respondents enter their SAC and their complete address to begin the online questionnaire. The website may have other security features in place. The complete address is an identifiable piece of information, but it is only collected for the purposes of a quality assurance check or follow-up if there is a problem with the form.

Any data collected from paper-based forms must be transferred to electronic files. Smaller municipalities may be able to do this in-house, but may also outsource the data entry to data processors. In this case, to address privacy concerns, the processors should sign a statement regarding the treatment of personal information. The processors must dispose of personal information in accordance with municipal policies and procedures.

Analysis

Many types of analysis can be performed on the electronic data. This can also be done either in-house or contracted out. As with data processors, the contractors would need to sign a statement regarding the treatment of personal information. Again, they would need to dispose of personal information in accordance with municipal policies and procedures.

Reports may contain items such as frequencies (e.g. number of dwellings by type, age group, and sex distribution) or averages (income, age). Histograms and pie charts may also be included to show distributions. Some municipalities prepare reports and place them on the internet. Note that personal information should not be analyzed or reported to ensure confidentiality and anonymity.

Retention of Census Forms and Information

Under Section 38 of the *FOIP Act*, municipalities must protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. Census enumerators are required to sign a Statement of Census Enumerator, outlining the information and privacy-related procedures they must adhere to. The Statement of Census Enumerator is valid for the lifetime of the person making the statement.

Census information needs to be protected throughout its life cycle, from the time it is collected until it is properly disposed of. For electronic forms, or for electronic data created from paper-based forms, there should be passwords and/or user verification protocols in place for accessing the data. If any information is stored online, using a firewall in addition to passwords will improve security. Municipalities may also consider using a protocol where encrypted data is transferred over a secure connection (HTTPS certification). Security measures will vary by municipality.

After the approved retention period, the information should be properly disposed of in accordance with the municipality's records retention policies and procedures. If personal information has been collected, particular care should be taken with respect to its deletion. FOIP personnel in each municipality can play a significant role in managing this process.

Quality Assurance

Quality assurance checks are an important part of supervising enumerators and ensuring high quality results for the census. The enumerator must make arrangements to have their completed work sent to you on a regular basis. The coordinator may arrange for enumerators to deliver completed census forms to your office or you may arrange to pick up completed forms. Tasks that may be undertaken by the coordinator include:

- Identifying enumerator mistakes early and quickly by checking the completed census questionnaires. All forms submitted by enumerators should be checked daily for completeness and accuracy.
- Conducting field visits with your enumerators. Observe your enumerators performing the interviews.
- Ensuring that enumerators complete their work quickly and efficiently. Check the progress made in relation to both the time available and the progress of other enumerators.
- Monitoring the hours worked by enumerators daily to ensure sufficient hours are worked each day at the appropriate time of day.
- Discussing performance issues with enumerators as quickly as possible. Low productivity and poor quality work slows the progress of enumeration and cause additional work for others.

Monitoring Enumerator Performance

Being part of the census can be daunting for some enumerators. Monitor their work on an ongoing basis and provide guidance to help them feel capable and confident. If problems arise, they can be corrected immediately before the error becomes systematic.

Census coordinators should keep a close eye on the productivity of enumerators on a daily basis to identify problems and issues that require corrective action. Completed census questionnaires must be reviewed daily for completeness and accuracy.

The census coordinator or supervisor is required to perform quality assurance checks by randomly contacting dwellings that were enumerated by an enumerator visit. The calls verify that the dwellings have been visited by the enumerator, and provide a check on the usual resident count question. Households that completed their surveys online do not require this quality assurance check. The following table shows the number of households that must be contacted for quality assurance checks.

TABLE 4: REQUIRED NUMBER OF RESIDENTS TO CONTACT FOR QUALITY ASSURANCE CHECKS*

Number of Census Forms Completed by Enumerators	Number of Households to Contact
3,501-5,000	357
5,001-7,500	365
7,501-10,000	370
10,001-25,000	378
25,001-50,000	381
50,001-75,0000	382
75,001-100,000	383
100,000+	384

^{*}based on a 95 per cent confidence interval with a 5 per cent margin of error.

Municipalities with enumerator-completed dwellings of 3,500 or less are required to contact 10 per cent of these dwellings completed by enumerators.

When contacting the dwelling, keep in mind that the individual may not know whether the dwelling completed the census. For example, they may say the dwelling was not enumerated, but might not be aware that another member of their family completed the census. If the individual says the dwelling was not enumerated, ask whether it is possible another family member completed the census interview. If they are unsure, ask the respondent if they would take part in the census interview to ensure that the collected information is valid.

The calls should be distributed across all EAs of the municipality and enumerators. Calls should be made within two to three weeks of a questionnaire being completed.

The main purpose of this check is to ensure the quality of the census results, not to assess the performance of enumerators. However, if the coordinator notices discrepancies in more than three per

cent of a particular enumerator's cases (occurrences of non-contact or wrong information), the enumerator may require follow-up training.

In these cases, there should be an additional round of calls (10 per cent) within the area covered by that enumerator to confirm that the collected information is accurate. Coordinators should keep records of their quality control strategies.

Enumerators must be made aware that quality assurance checks will be completed during the census period and up to August 31 of the same year in which the census occurred.

Data Quality

Municipalities are required to report the results of their census using the Municipal Census Form, included in <u>Appendix F</u> by September 1 of the municipal census year.

To ensure that the population count is valid and reliable, a Field Report is included in the Municipal Census Form. Municipalities are required to note the number of dwellings, the number of non-contacted dwellings, and the number of refusals, onto the form. Please note that you may be contacted by Municipal Affairs staff for further information to verify your census results after you submitted the Municipal Census Form.

Municipal Affairs calculates a non-response rate ((non-contacted dwellings + refusals) / number of dwellings). Municipalities with a non-response rate of five per cent or less may choose to complete the Worksheet for Non-Contacted Dwellings and Refusals for Occupied Dwellings (Appendix F). Municipal Affairs staff will calculate population estimates for refusals and non-contacted dwellings, and inform the municipalities within three weeks of the revised population count.

Reporting to Municipal Affairs

The Municipal Census Regulation requires that after completing a census, the municipality must submit the results to the Minister of Municipal Affairs by September 1 of the year in which the census took place.

Usual Resident Count

The designated officer must complete the Municipal Census Form (<u>Appendix F</u>). On the form, the designated officer is swearing that a municipal census was completed, states the chosen municipal Census Day, and reports the total usual resident count obtained. The census form has to be properly signed and sworn before a Commissioner of Oaths.

For quality assurance purposes, municipalities must also complete the field report on the form, which contains the usual resident count of the municipality, total count of private dwellings, total number of non-contacted dwellings, and total number of refusals. Please note that these should be actual counts obtained from the census. Do not provide estimates for these statistics.

If a municipality chooses to submit the Imputation Worksheet, Municipal Affairs will verify the results and will inform the municipality within ten days that the estimates will be included in the population count for Ministerial approval.

Worksheet for Non-Contacted Dwellings and Refusals for Occupied Dwellings

To obtain estimates for non-contacted dwellings and refusals, the Census Coordinator is required to complete the Worksheet for Non-Contacted Dwellings and Refusals for Occupied Dwellings and submit it with the Municipal Census Form. Municipal Affairs staff will calculate population estimates for refusals

and non-contacted dwellings, and inform the municipalities within three weeks of the revised population count.

Shadow Population Count

Municipalities that have informed Municipal Affairs that they plan to conduct a shadow population count along with their municipal census must include this count on the Field Report of the Municipal Census Form (Appendix F).

Duty to Submit Results

Completed forms must be submitted to Municipal Affairs by September 1 of the census year in which the census took place. Failure to do so may result in your census figures not being accepted.

Municipalities can submit by:

Scan and Email: ma.updates@gov.ab.ca

Mail: Alberta Municipal Affairs 17th floor, Commerce Place 10155 - 102 Street Edmonton, AB T6J 2N7

Reporting to the Public

While not mandatory, municipalities could consider releasing reports on census results under certain conditions. These reports would increase residents' access to the census results, and may encourage future participation in the census. The reports would need to comply with the *FOIP Act* and must not release personal information, such as names, addresses, or personal contact information.

If the municipality decides to report to the public, it should consider the size of the population and its neighbourhoods. Suggested guidelines for releasing reports to the public include the following:

- For municipalities with more than 1,500 in population, and neighbourhoods with at least 50 residences, release the census counts by neighbourhood. The reports should contain the neighbourhood counts only and not other information such as age and sex compositions of the neighbourhoods.
- For communities with more than 5,000 population, and neighbourhoods with more than 100 residences, release the census counts by neighbourhood, but feel free to include other information. The reports could contain both neighbourhood population and dwelling counts, as well as other demographic details.
- If more detailed breakdowns are included, ensure that data groupings do not reveal confidential information about respondents. It is recommended that municipalities use random rounding. Under this method, all figures, including totals and margins, are randomly rounded either up or down to a multiple of '5,' and in some cases '10'. This process transforms raw counts into randomly rounded counts, which reduces the possibility of identifying individuals in the tabulations.

The Role of Census Coordinator for Managing an Online Census

With an online census, many respondents complete the census form on the census website. While this reduces the number of census enumerators needed for in-person interviews, the census coordinator will still require enumerators to conduct census interviews when individuals do not complete the census online. For example, some dwellings could be unoccupied. In other cases, individuals may forget to complete their online form, may not be comfortable entering the information online, or may not have access to the internet. In these cases, enumerators must still attempt to conduct the interview in person or over the telephone.

An online census has many potential benefits compared to mail and telephone survey methods such as:

- reduced need for paper and paper storage (census forms, call-back forms, etc.);
- reduced need for enumerators;
- improved data security (with passwords and firewalls in place);
- reduced errors made by census staff (enumerators entering responses incorrectly);
- enhanced monitoring of enumeration progress and identification of dwellings still needing enumeration;
- census responses are monitored in real time;
- little or no manual data entry:
- convenience for respondents, who may complete the online form at a time of their choosing;
- more assurance of respondent privacy (respondents are sometimes more willing to answer questions about education and income through an online form rather than with an enumerator);
 and
- more efficient administration of the census.

An online census also has some potential challenges, including:

- development of an online web application and census form that is secure and stable;
- generation of a unique SAC for each dwelling can present programming problems;
- creation of secure databases (address register, census responses) requires appropriate skills;
- implementation of security procedures (passwords, firewalls, HTTPS certification);
- obtaining responses from individuals without easy access to the internet, or without the technical knowledge required to use the internet; and
- licensing fees (operating systems such as Windows, SQL database etc.).

Minimum Requirements of an Online Census

The specific features of an online census will vary by municipality. However, certain features must be in place for the online census to be considered. These features are described below.

Secure Web Application and Census Form

Respondents must be able to access the census website, log in, and answer all of the questions on the census form. This requires a reliable and secure website containing all of the questions a municipality wishes to ask. There must also be security measures in place (such as passwords and firewalls) to protect census information stored online. While some municipalities may have staff with the technical

knowledge to develop the website and security measures, others may have to contract the work to an external consultant or technical expert.

Electronic Address Database

Municipalities should maintain an address database for the census. This will allow the municipality to monitor which dwellings have completed the online census. The census coordinator or staff member managing the database must have the ability to add new addresses during the census in the event that new dwellings are enumerated. Census responses will be linked to each address in the database.

Secure Access Codes (SAC)

Before the census begins, a series of unique SACs should be generated and linked with each address in the electronic register. The SAC should be unique enough so someone does not access the wrong information or address by mistake, and easy enough to enter so that the user can succeed with reasonable effort. Access codes should contain a string of letters or digits, or in alphanumeric combinations.

When the census begins, these SACs will be mailed out or delivered to the appropriate addresses, along with a link to the census website. When the respondent accesses the website, it should prompt them for their address and SAC before asking the census questions. This verifies that the response is coming from the correct dwelling, and also provides an easy way to track which dwellings have completed the online census.

In-person Enumeration Procedures

Not every private dwelling will have a respondent willing or able to complete the online census. Some respondents may not have easy access to the internet, and others may be uncomfortable entering the information online. Other private dwellings may be new and not yet part of the address database with an assigned SAC. This means that a number of responses will need to be collected in person or by telephone. This process requires enumerators and either paper-based census questionnaire forms or wireless devices with a digital version of the census questionnaire.

After receiving the mailed notice letter and SAC, enumerators may begin to visit private dwellings that have not completed the online census. Some municipalities launch their online and door-to-door interviews at the same time, and encourage residents to complete the survey online first, or at the door if the resident chooses. Others have opted a two to four week time period for the online census, and then begin their telephone or door-to-door interviews.

Use the address database to determine which dwellings have not yet responded. Enumerators should be informed when a private dwelling in their EA completes the online form, so the enumerator does not visit that private dwelling unnecessarily.

If an enumerator reports a new private dwelling or a dwelling not in the address database, the new address should be entered in the database and assign a SAC. Mail out or deliver the SAC to the dwelling, with instructions on how to complete the online questionnaire, or have the enumerator complete the interview in real time.

The in-person enumeration forms need to be entered by census staff as if they were using the online system. This means that a SAC needs to be generated for all dwellings.

Suggestions for Conducting an Online Census

The following are suggested procedures for preparing an online census, minimizing risks, and enumerating the population.

Before you begin

- Develop the web application, online census form, address database, security procedures, and a SAC generator (using external resources when needed).
- Generate the SACs and match them to all the dwelling addresses in the database.
- Test the census website extensively. Enter addresses and census data and make sure there are no problems with the website or database. Use extreme values to test the ability of the software to screen out of range and obviously invalid data. If using wireless devices test them and make sure that the municipality has reliable wireless coverage.
- Delete all test data before the actual census begins.
- Mail out or deliver the SACs to the dwellings. Include an explanation of the census, instructions
 for how to access the website, and suggestions for those who do not have Internet access
 (direct them to local libraries, etc.). Inform them that an enumerator will come in person to
 complete the interview if the online questionnaire is not filled out.

Risk Mitigation

- Census websites may temporarily go down. If possible, have a staff member on call to deal with this as quickly as possible.
- The database may crash or become corrupted. Back up the database daily to prevent losses.
- Ensure that the wireless device has the capacity to store census data if connectivity is lost. This can be especially problematic in rural areas.

Managing Enumeration

- When the census begins, monitor the address database to keep track of which dwellings are completing the online census. Look for systematic errors, which may indicate a problem with the questionnaire.
- To maximize efficiency of the online census, begin sending enumerators to visit dwellings that have not completed the online census form.
- Inform enumerators when a dwelling in their EA completes the online form, so enumerators do not visit the dwelling unnecessarily.
- If the system does not allow enumerators to enter new addresses in real time, enter the new
 address in the database and assign the address a SAC. Mail out or deliver the SAC to the
 dwelling, with instructions on how to complete the online guestionnaire.

Designing a Census Questionnaire

Census questionnaires are a set of questions, in some cases with predefined answers, to gather aggregate information about the population. A municipality must decide what type of information they need to know about residents, and how that information will be used for planning and delivering services to residents.

Proper questionnaire construction is one of the most important steps in achieving a successful census. Good design will help to increase the willingness of residents to complete the census, as well as improve the accuracy of the data collected.

When it comes to designing a questionnaire, asking the right questions in the right way is crucial to collecting the data you need for decision-making. It is critical that each question is clear and reflects what you are asking and how you want it answered. For example, if you ask the question "What is your income?" respondents will not know whether you mean weekly, monthly or annually.

Questionnaire design requires work in choosing the type of questions, wording, answer choices provided and various other factors which contribute to a high-quality questionnaire instrument.

To reduce the burden on census coordinators, and to improve the quality of information collected, municipalities may use the same questions as the 2021 federal census (www.statcan.gc.ca/eng/statistical-programs/instrument/3901 Q1 V7-eng.pdf).

A tracking system needs to be in place to link the questionnaire to the residential address. Each questionnaire should have:

- A unique form number. A form number for each response must be allocated and recorded so
 that it links back to each dwelling in the municipality. This task is usually the responsibility of the
 census coordinator.
- An urban or rural address:
 - o For urban or residential addresses, municipalities should have a complete listing of all residential addresses from property tax information. Include the street name or number and house number, as well as the appropriate apartment (suite) number where applicable. If there is any question about the address, check with the residents during the interview.
 - o For rural addresses, include the legal land description (quarter section, section, township, range, and west of meridian) and the dwelling location (farm, country residential parcel, hamlet, mobile home park, or other location). Some of this information will be outlined on your EA census map, but in all cases confirm the information with the resident.
- A telephone number: Each census form may contain a telephone number that can be obtained from different sources such as utility bills and property tax information. This information can be used if telephone interviews are an option for collecting census information.
- A usual resident count: A municipal census must include a question to count the total number of usual residents in a municipality.
- Quality assurance information: Municipalities are required to conduct quality assurance checks
 with a sample of households that complete the census through in-person or telephone
 interviews with an enumerator. Municipalities may request the name of the respondent, email
 address, telephone number, and an appropriate time to call to verify the census information.

Suggested Wording for Questions

Usual Residents Count

The primary purpose for conducting the census is to produce a total population count of usual residents.

To obtain the number of residents usually present, ask the question:

Including yourself, how many persons usually live at this address on Census Day?

Quality Assurance Questions

Municipalities are required to conduct quality assurance interviews with households that completed their interviews with an enumerator.

The municipality is required to conduct interviews with some residents to verify the accuracy of information collected. Can we contact you at a later date?

Can I please get your name and phone number?

Optional Questions

Municipalities may choose to ask additional questions to obtain a profile of their residents. More detailed information may be required for housing, land use planning, economic development, recreational facilities, etc.

1. Person Number

To obtain additional census information, you would require a list of every member of the dwelling unit in sequential order on the census form (person 1, person 2, etc.), as this helps to provide a quick check against the total number of residents.

Including yourself, can I have the first name of all persons who usually live here on Census Day?

Copy the first name of the persons on the form, and then have the respondent answer the following questions for each person.

2. Sex At Birth

Sex at birth and gender are distinct but interrelated. While sex at birth is primarily understood in terms of physical and biological features such as chromosomes, genitals and hormones, gender is a multidimensional concept that is influenced by several additional factors, including cultural and behavioural norms, and self-identity.

Sex-specific information is essential in any population analysis. It helps to indicate demographic changes in our society and, when used with other characteristics, is an important criterion in research and planning.

What was is this person's sex at birth?
□Male
□Female

3. Gender

4.

Gender identity is understood to refer to each person's deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical or other means) and other expressions of gender, including dress, speech and mannerisms.

What is this person's gender? This refers to current gender which may be different from sex assigned at birth and may be different from what is indicated on legal documents.

<i>□Male</i>
□Female
Or please specify this person's gender
Age Information on age is needed to help the community plan for its current and future needs. These needs include such things as schools, day care facilities, recreation facilities, housing requirements, and seniors' facilities.
The federal census asks for each person's date of birth and age.
What is this person's date of birth and age on Census Day?
Alternatively, municipalities may choose to add age categories.
In what age category does this person belong?
One suggestion is to code age categories based on Statistics Canada's life cycle groupings:
□ 0-17
□ 18-24
□ 25-44
<i>□</i> 45-64

You may experience some reluctance or even refusals to answer age-related questions. Explain to the respondent the importance of collecting age data. You may also reaffirm the confidentiality of the data. If the respondent still refuses to answer this question, do not persist.

5. Other Census Questions

□ 65+

The municipality may opt to add other demographic or household questions to the survey. To ensure that the questions are valid and reliable, municipalities may wish to refer to the 2021 federal census questions located here: www.statcan.gc.ca/en/statistical-programs/instrument/3901_Q2_V6

Mail-out Census Questionnaires

With a mail out census questionnaire, the municipality would mail their paper survey, and have it returned in a self-addressed or business reply envelope. In-person distribution, fax-based returns, and other varied methods can be blended in with a mail questionnaire format. After the census questionnaires are returned, the data is inputted into a software collection program, either manually or usually by optical recognition software.

Advantages

The pros of mailing out census forms compared to other methods include:

- convenience for the respondent as they can complete it when and where they want;
- easier for respondents than a telephone or enumerator visit as they cannot leave and come back to complete; and
- cost effective as it would be less expensive than having enumerators visit every household.

Disadvantages

Cons for mail-out questionnaires are that:

- literacy is assumed in mail-out surveys, as not everyone may be able to fill out the questionnaire properly;
- other census-taking methods would need to be considered to include homeless individuals and people in institutional settings; and
- low response rates may occur, requiring additional steps to improve response rates.

Steps for Achieving a Good Response Rate

Below are some suggested steps that may be taken to improve overall response rates on a mail-out census questionnaire.

Professional Looking Package

The initial package sent to respondents should be professional looking and contain the questionnaire, a cover letter, and a self-addressed return envelope or clear return instructions.

The cover letter should explain the purpose of the census, and that confidentiality is assured. This letter should be short and should provide a contact name and number. In general, it should be signed by a senior officer of the municipality such as the chief administrative officer.

The design of the questionnaire is critical. Careful use of graphics and overall design is more likely to encourage people to respond. The questions should be well-phrased and easy to understand.

Follow-up

Follow-up is essential to improve response rates. The second contact with respondents may occur a week or two later, and may consist of a reminder post card or follow-up letter. The third follow-up can include a letter and a replacement census questionnaire.

Other Factors to Consider

Other steps to improve response rates include:

- avoid mailing census questionnaires near holidays as people may be preoccupied with vacations;
- mail material early in the week. Mail that arrives on Fridays tends to get set aside; and
- consider using other methods such as telephone or online surveys to increase the response rate.

Conducting a Census in a Federal Census Year

Every five years, Statistics Canada conducts a national census. The next federal census will take place in 2026. It is in the best interest of Alberta municipalities to support the federal census since the accuracy of the federal census impacts federal transfer payments to the province, affects the demographic information that forms the basis of policy and planning for all levels of government, and provides a level of fairness to all municipalities who may not be able to undertake a municipal census. Alberta Municipal Affairs encourages all municipalities to support Statistics Canada with the census enumeration process.

Municipalities should be aware that the results from a federal census will be used to determine a municipality's population in the Municipal Affairs Population List for the year following a federal census.

Several challenges exist when municipal and national censuses occur simultaneously. To reduce these challenges and ensure fairness across the province, municipalities are encouraged to work with Statistics Canada to ensure the success of both censuses.

Census Timeframe

For the past federal census, Statistics Canada chose the second Tuesday in May as the Census Day. Starting at the beginning of May, Statistics Canada sends out invitation letters to encourage households to complete census questionnaires, preferably by internet.

While many households will complete the questionnaire online, enumerator visits and telephone followup will still be required to increase the response to the census.

Not all municipalities will conduct a census during a federal census year. However, among municipalities that conducted a census in 2016, Statistics Canada indicated that residents were unaware that a federal and municipal census was occurring during the same time. To minimize confusion by residents between the two censuses, it is suggested that municipalities work with Statistics Canada and include marketing information on both censuses during a federal census year.

Recruitment of Census Workers

In the past few censuses, Statistics Canada has experienced hiring difficulties in Alberta municipalities with tight labor markets due to Alberta's high economic growth and wages. For Statistics Canada, enumerators are hired by a network of local field offices according to standards and wage levels set by federal legislation. However, in 2016, some Alberta municipalities in high growth areas offered wages to census workers that were more than two times higher than Statistics Canada.

To assist Statistics Canada in the federal census, municipalities may direct their enumerators and residents to apply for census positions at the Statistics Canada website. These enumerators should be informed that they would still be required to undertake recruitment testing and training with Statistics Canada.

Address Register

The goal of a census is to count everyone once and in the right place. To ensure an accurate census count, both Statistics Canada and a municipality must have access to a complete list of residential addresses.

Statistics Canada has a complex and involved process to develop its address register from the previous census and administrative records; however, administrative records usually contain the mailing address

of residents. This poses challenges for Statistics Canada, as Canada Post requires many rural residents to use post office boxes in adjacent municipalities as their mailing address.

Compared to Statistics Canada, municipalities have a more complete inventory of residential addresses. Municipal records (assessment, planning and development permits, water and sewer services, and other administrative records) offer a more complete enumeration of all structures and typically will identify all residences in the municipality. In high growth communities, new housing developments that have occurred due to strong economic activity in the region may not be on Statistics Canada's inventory of residential addresses. In addition, some municipalities that conduct an annual census may have information on suites available in homes that may not be readily available to Statistics Canada.

To ensure accurate federal census counts, municipalities are encouraged to share their address register with Statistics Canada. They may also direct Statistics Canada to locations where transient populations may reside. A complete address list is vital to ensure a complete and accurate population count.

Hard to Count Individuals

All levels of government must work together to ensure that all groups are counted during a census. Undercounting may result in a loss of government supports or deprive a community of funding for vital services and programs.

Certain groups that are often missed in a census include: those who are First Nations (on- and off-reserves), immigrants, individuals in collective dwellings, and the homeless. Municipalities may be aware of the best way to enumerate these populations and may be able to assist Statistics Canada to ensure all residents are enumerated. They are also in the best position to suggest possible contacts with social agencies to locate some hard-to-reach groups.

ENUMERATOR TRAINING

The following sections reflect the role and responsibilities of the enumerator. Census enumerators may choose to use this material as part of their enumerator training manual.

Role of the Census Enumerator

A successful census cannot be conducted without conscientious and well-prepared enumerators obtaining accurate and complete information. The specific roles and responsibilities of the enumerators will vary depending on the type of census methodology used.

Statement of Census Enumerator

Enumerators are required to sign a statement. This statement says that you will follow all procedures and regulations related to your duties. This includes conducting the census according to the procedures outlined in this manual, and ensuring that personal information is protected as specified in the *FOIP Act* (Appendix A). The Statement of Census Enumerator is valid for the person's lifetime.

Your Responsibilities

As an enumerator, you will work under a census coordinator or supervisor who will assign you one or more enumeration areas (EAs). You will be responsible for collecting the required information on all usual residents of that area.

Responsibilities may include:

- becoming familiar with your EA(s);
- knowing how to systematically enumerate your area;
- knowing who is eligible to be counted;
- following all health and safety guidelines and instructions you received during training:
- knowing how to identify all private dwellings and their types, and indicate whether it is a
 occupied, unoccupied or cancelled dwelling;
- knowing what to do in cases of non-response or refusal to respond;
- knowing how to complete the census form accurately;
- creating and/or using a system to track completed properties;
- understanding and following confidentiality and security guidelines and procedures;
- accommodating a flexible work schedule, including days, evenings and weekends;
- meeting quality and productivity standards set out by the census coordinator;
- completing your EA within the time prescribed by the coordinator.

Confidentiality

All information obtained during the census must be kept confidential. Your letter of introduction should be readily available to show to the respondent. This letter identifies you as an official enumerator and assures the confidentiality of all information collected (a sample letter is included in Appendix B, Letter of Introduction). Municipal issued photo identification identifying you as an enumerator may also help ease respondents' confidentiality concerns. If the municipality provides this identification, you should ensure it is easily visible to respondents. This photo identification must not be used for any other purpose and must be returned to the municipality upon request, or upon completion or termination of your role as enumerator. A lost or stolen identification card should be reported to your census coordinator immediately.

Do not leave completed census forms where other individuals may see them. Refer any requests for information that you cannot answer to your census coordinator.

Your Approach

It is imperative that you be courteous, tactful, confident, and appropriately dressed during the enumeration. A friendly approach and a tactful presentation of questions will help achieve a successful

interview. Should the respondent become uncooperative or unpleasant, politely leave and refer the case to your census coordinator.

Your Routine

During the census period, enumerating is a labour-intensive job that requires careful time management. Your work hours may have to be adjusted to the times that people are most likely to be home. This may mean your visit occurs in the evening. Enumerators can respectfully acknowledge any inconvenience, while also reminding the respondents of the importance of the census and the estimated time to complete the interview.

Enumeration hours will be set by the municipality but are often between 10:00 a.m. and 9:00 p.m.

Assistance From Your Census Coordinator

Always remember that your census coordinator is there to assist you should problems arise during enumeration. In the early stages of enumeration, some coordinators find it very beneficial to review a small sample (5 to 10) of your first batch of completed census forms. This helps to identify and clarify any problems before the census gets too far underway.

The procedures taken and the work pattern established will be determined by each coordinator. The primary role of the coordinator is to guide the enumerator in census procedures. Never hesitate to ask for assistance. If possible, enumerators should carry a cell phone while they work in case of emergencies or questions for the census coordinator.

The Enumerator's Materials

At an instructional meeting held prior to the census, you will be supplied with a package of materials for enumerating. If you find that any item is missing, contact your census coordinator. Below is an example of some materials that may be provided to census enumerators:

- an official letter of introduction (<u>Appendix B</u>);
- an identification badge;
- the Municipal Census Manual (this manual);
- an EA census map;
- census forms and clipboard OR electronic device (such as a wireless device or laptop);
- a cover sheet for identifying information to be returned with the completed census forms;
- forms for recording call-backs (<u>Appendix B</u>);
- Enumerator Notice of Visit Cards (<u>Appendix B</u>);
- pencils and paper clips: and
- large envelope(s) to temporarily store completed census forms.

The Enumeration Area (EA) Census Map

The EA census map is one of your essential tools for conducting the census. An EA is a smaller area within the municipality that is established to collect and analyze information. The EA census map should depict all of these areas. Study your map carefully to become thoroughly familiar with your EA. Depending on your municipality's approach to mapping, your map may include outlined and numbered area identifiers (such as lot, block, and EA numbers), census zones, or possibly residential addresses. For rural areas, the quarter section, section, township, range, west of meridian, and EA numbers are generally shown on the map.

Other identifiers or landmarks may also be shown to assist in finding specific locations. It is essential that no part of your area, and no person living there, is overlooked.

Always inquire whether there are adjacent dwellings. A private dwelling is defined as a separate set of living quarters with a private entrance from the outside, or from a common hallway, parking garage, or stairway inside the building. This entrance should not be through someone else's living quarters.

Do not overlook the possibility of caretakers' quarters in commercial buildings, and other structures that are non-residential. In addition, there may be motels, tourist camps, trailer camps, or types of institutions such as continuing care facilities, jails and so on, that must be included if they house usual residents (see page 60 for information on enumerating "collective dwellings").

In summary, study your area map with care and investigate all places within your area where people live or might be living.

Method of Covering Your Area

Enumerators should go through their entire route before focusing primarily on call-backs.

Block Enumeration

When enumerating a block, it is most important that a consistent direction is maintained. Be careful not to miss houses situated back from the street or in lanes. The order or specific direction might be set up by the census coordinator.

The following instructions may be used as guidelines for covering urban and rural areas. Your municipality may also have best practice guidelines.

<u>Urban Coverage</u>: Cover your area on a block-by-block basis in a systematic fashion. For example, start in the north-east corner of a block, enumerate that block in a clockwise direction, then carry on to the next block and continue enumeration using this method. This will prevent you from going back and forth across the street and losing track of the dwellings you have enumerated and those not enumerated. Not all blocks are laid out the same way so this example may not apply in every case.

Of primary importance is selecting the most efficient system for your EA ensuring that no dwellings are left out or enumerated twice. After you enumerate each dwelling, place an "X" on the lot of your map. This will help you to know where you have enumerated, and assist you in locating your call-backs. An "X" should also be placed on lots with no dwelling units.

Figure 1: Urban Enumeration Area Map Example

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Rural Coverage: Cover your area in a systematic fashion, quarter section by quarter section. There are 36 sections in a township. Beginning with the lowest numbered section in a township, take one quarter of this section at a time. If the quarter section is comprised of a farmstead, mark the appropriate location of the principal dwelling on your map using the number (1). If there are other farmstead dwellings where people live (such as cottages or trailers) mark their location in the quarter section using successive numbers (2), (3), etc.

If the quarter section is subdivided, use a similar method to locate each dwelling systematically. For example, mark the first dwelling you encounter as number (1) on your map and then number the remaining dwellings in the quarter section successively in the order in which they appear. When you start in the next quarter section, begin your numbering system over again with dwelling number (1).

Figure-2: Township-Showing-Section-Numbering-Sequence

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	NW NE 1 SW SE

It is also advisable to mark any other landmarks on your map that can serve as identifiers. This will prevent you from losing track of the dwellings you have not enumerated and assist you in finding Non-Response Follow-Up locations.

Note that rural coverage can be modified depending on the population density of the area, such as large residential subdivisions and hamlets.

In these cases, it may be more appropriate to cover the area on a block-by-block basis as described under urban coverage.

Completing the Census Form (Paper-Based Census)

Be Accurate

Read the instructions carefully to make sure that you are asking questions as instructed and obtaining the required information. Do not guess at any information; record only what you are given.

Print Clearly

With paper-based forms, someone else may have to interpret the information that you have gathered, so it is vital that the forms are legible. This is not an issue with electronic forms.

Code Carefully

If your municipality uses codes, be sure to select and enter the code numbers of response categories with care to eliminate confusion and error, and place only one digit in each box. Coding should be right justified. Adjust the position of the numbers so that the numbers are entered in boxes on the right-hand side and any blank box is filled with a zero. For example, 8 would be entered: 008; 38 would be entered: 038; and 138 would be entered: 138.

Check Blank Spaces

You may leave a blank space only when you are not able to obtain information from the respondent. In all other cases, all spaces should be filled. If data entry operators are used, they will be entering this information only as they see it on the forms. Thus, it is very important that you fill in all information. After completing the interview, recheck the form to make sure that you have not left blank spaces or boxes by mistake.

Do Not Destroy Paper Forms

Every census form must be accounted for. If you make errors on a paper-based form and must begin again, write VOID across the form and return it to your coordinator. If the number on the paper-form was pre-printed, or if there is a tracking system in place, make sure the new form can be linked to the dwelling. With an electronic form, if you make an error during the interview, simply delete the error and enter in the correct information.

Return All Paper Census Forms

Return completed census forms to your coordinator as requested when you have completed your enumeration.

Conducting Interviews at the Door

Once you are familiar with your map, your area, and how to cover your area efficiently and completely, you are ready to approach the dwellings and their household members. In preparation for this step, the following procedures may be of assistance.

Where to Interview

Generally, it will accelerate the enumeration process if the interview is conducted at the door of the residence.

Although you must attempt to complete the census questionnaire with the resident at the door, follow all health and safety guidelines you have been instructed on during your training. You may turn down an invitation to enter the dwelling by saying that all you need are a few questions answered concerning the household members. Check with your census coordinator or municipality regarding policies on entering dwellings during the interview process. Your safety is of utmost importance in these situations. Do not enter a dwelling if you feel unsafe.

Additional Safety Tips:

- Have your cell phone programmed with phone numbers for your coordinator and other enumerators in or near your EA.
- Check in regularly with the census coordinator.
- For areas where safety might be a concern, work in pairs with other enumerators.

Who to Interview

The person you interview must be a responsible adult (18 years of age or older) who is a member of the residence and who can answer the questions accurately. If a child answers the door, ask to speak to a responsible adult. If no one else is available, ask when an adult will be home. Also, avoid interviewing before a group other than the family unit. Point out that replies to census questions are confidential and that you would like to speak to the person alone.

Identification

If your municipality supplies you with an identification card, ensure you are wearing this prior to your arrival. This will aid in establishing yourself as an official census enumerator.

Letter of Introduction

This letter identifies you as an official census enumerator, explains the purpose of the census and importance of complete coverage, and assures confidentiality of individual responses. The letter should be available for the respondent to read, if requested.

The Interview

When an adult is available, introduce yourself, and then begin the interview. It is advised that an introductory statement be practiced so that you can say it automatically and smoothly. This will greatly boost your interviewing confidence as well as the cooperation of the person you are interviewing.

Pay Attention to Your Conduct During the Interview

- Project confidence and professionalism with your appearance, tone of voice and body language.
- Ask questions in a positive manner.
- Handle all questions with sensitivity.
- Maintain a moderate pace and keep the interview as brief as possible.
- Vary the tone of your voice to avoid sounding monotonous.

Completing the Questionnaire

- Recheck the address assigned to the questionnaire.
- Read the questions exactly as worded. If you change the wording of the question, you change the meaning.
- Do not skip questions unless they do not apply.
- Read all questions in the order they were written, even if the respondent happened to answer them previously.
- Repeat and clarify questions that are misunderstood. If the respondent gives you a partial or an incomplete answer even after you have probed, write down the answer.
- Check the questionnaire for completeness and try to obtain any missing information before you leave the dwelling.

Reacting to Situations That May Arise During an Interview

During enumeration you may encounter various situations to which you will have to react. Tips for dealing with situations that might arise are as follows:

Refusal to Give Information

Interview refusals may occur because a municipal census is voluntary and lacks the force of law, unlike the federal census conducted by Statistics Canada. The following tips can be used at the door to encourage residents to participate in the census:

- Show the person your letter of introduction, which identifies you as a census enumerator, shows
 the importance of complete coverage, and assures confidentiality of individual responses.
 Remind them that complete coverage is needed so the municipal government can better plan
 community services, and assist the municipality to secure population-based funding for
 community improvement projects (e.g., transportation projects, recreation facilities, parks).
- Inform the respondent that the interview will not take long. If inconvenient timing appears to be
 the problem, ask if there is a better time to do the interview or if they would like to arrange a
 Non-Response Follow-Up. Use the Notice of Visit Card to record the respondent's name and
 preferred Non-Response Follow-Up date and time.
- Ask the person if they would be more comfortable reporting their information directly to the
 census coordinator. If so, provide the census coordinator's contact information and the deadline
 for the census. The coordinator must confirm that the person calling is the proper census
 respondent, and that the response has not already been collected. After the interview, the
 coordinator should inform you that the response has been collected to avoid duplication.
- If the census questionnaire is available online, inform the occupant about their option to complete the census online. Completing the online census is fast, easy and confidential. For residents who do not have home internet access, inform them of local facilities that offer secure

- public access to the internet (e.g., libraries). Inform the resident that an enumerator will return after a certain time if no internet response has been registered.
- If all else fails, try to at least obtain a population count of the household by asking how many people reside at the home.
- If the person continues to refuse, politely leave the residence. Note the refusal at the top of the census form, list the dwelling on the Non-Response Follow-Up form, and report the situation to vour census coordinator.
- The coordinator should attempt to convert the refusal into a response by contacting the dwelling
 and persuading them to participate. Sometimes, respondents are more comfortable sharing
 information with the coordinator compared to an enumerator. If a completed questionnaire is
 obtained (by follow-up or online), the original census form is voided. The coordinator is
 responsible for the collection of all filled, void, and unused forms.
- In the event the municipality is unable to convert the refusal to a completed interview, the enumerator can ask a neighbour for the number of people residing in the household.

Respondent is Unable to Complete the Questionnaire at the Time of the Visit

You can present the respondent with the following options:

- Ask if there is another adult in the household that would be available to complete the interview.
- Offer to come back at the respondent's convenience.
- Obtain a contact number and offer to follow-up by telephone to complete the questionnaire at the respondent's convenience.

Respondent Claims that the Questionnaire was Already Completed

In these situations, let the person know that the questionnaire information was not received. Ask to complete a new questionnaire with them for their household.

- If the respondent agrees, proceed to complete the questionnaire.
- If the respondent does not wish to complete the questionnaire, make notes that the respondent claims that the questionnaire was completed and refused to be interviewed.
- If the municipality conducts checks and the survey has not been completed in the last seven days, inform the resident that a completed questionnaire has not been received, and give them options on how to complete the survey.

Language Difficulties

If you encounter language difficulties with a usual resident, check to see if another adult member of the household (who is also a usual resident) can provide the needed information. Alternatively, it may be possible for another individual to act as an interpreter. In such a case, the respondent would need to grant permission to conduct the interview using the interpreter. The interpreter can be anyone, as long as the respondent approves of them doing the interview. Typical interpreters include neighbours, children under the age of 18, visiting family members, etc.

If these options do not present themselves, another possible solution would be to return in the evening when others may be at home.

If you cannot make yourself understood, try to determine the language spoken and list the house for a call-back. Consider consulting with your coordinator, who may be familiar with, or have access to additional information about, the ethnicity of the household or EA. In some cases, the coordinator may

provide you with a booklet with all census questions translated into a variety of languages. Alternatively, it may be possible to have your coordinator arrange for an interpreter to accompany you on your return visit. The respondent should be informed that the interpreter accompanying you has been hired by the census coordinator and, like you, has also subscribed to a statement to ensure the confidentiality of census information.

Respondent Informs You They Are Not the Usual Residents at This Address on Census Day

In this situation, first ask them if the dwelling was occupied or unoccupied on Census Day.

- If the dwelling was occupied but the previous householders had moved, ask the current householder if they know how many people were in the previous household, and if they have contact information with the previous householders. Enumerators can contact the previous homeowner to obtain a count of usual residents only.
- If the dwelling was unoccupied on Census Day, enter the information on the census form.
- If the respondent tells you that the usual residents of this household will be away until after the enumeration date (e.g., on vacation, business trip), ask the person how many usual residents live there and record the number.

Respondent Wishes to be Interviewed Separately From the Rest of the Household

Occasionally, a person who is a usual resident at the address on Census Day may want to be enumerated separately for privacy or other reasons. You can interview the person in private. If they agree, record their answers in the same questionnaire.

You Discover a New or Missed Dwelling During the Interview

Occasionally, you may find a new dwelling that may need to be added to your address list. In some instances, you may also discover hidden dwellings. These are a set of living quarters not obviously recognizable for detectable from the street, road, or highway. It should meet the definition of a dwellings: have a source of heat and power, and provide shelter from the element. For example, a basement of a house has been converted into a separate basement suite that has its own entrance, and otherwise meets the definition of a private dwelling.

To help you find every hidden dwelling:

- Examine every structure from the outside for signs of dwelling(s) within (several doorbells, and/or mailboxes, side entrances, stairs at rear of building, gas and hydro meters, etc.)
- Ask stores, garages, restaurants, schools, churches, etc., if there are living quarters within, above or behind.
- Look up telephone wires, lanes, mailboxes, etc., which may lead you to a dwelling not visible from the road.
- During the contact with the resident, ask if there are any other separate living quarters in the dwelling.
- When making contact, ensure you follow health and safety guidelines and instructions you received in your training.

For each new dwelling, use a new questionnaire to enter the address and dwelling information, and interview the residents, and inform the census coordinator to update the address records for the census.

You Feel Harassed

Do not challenge the respondent and withdraw immediately. Note the circumstances on the survey form, report the situation immediately to your supervisor.

No One Answers and the Dwelling Appears Unoccupied

If a dwelling appears to be unoccupied (e.g., no curtains on windows or the house looks empty), do not assume that it was not occupied on Census Day. To obtain this information, speak to neighbours to determine if the dwelling was occupied and how many residents lived there on Census Day. Apply a note to the form that the information was obtained from neighbours. Please note that you will be required to obtain the name and phone number of the person who confirmed the occupancy status.

If you cannot determine the occupancy status of the dwelling, indicate that further followup is required.

There is No Private Dwelling at the Address

This may happen when a dwelling has been demolished, destroyed, or merged with another residence. This can also happen when the address corresponds to a different type of establishment such as a business or store. In this situation, record the information on the census form.

Telephone Interviews

Enumerators can contact a dwelling by telephone or in-person to complete the questionnaires. In general, it is a good idea to vary the way you contact the household to maximize your chances of reaching them.

In order for enumerators to contact residents, the municipality must have a database of telephone numbers by residential address. Municipalities should check with their FOIP Coordinator to ensure they are able to use other municipal databases to conduct their municipal census.

A municipality may also choose to provide residents with a telephone number to contact the municipality to complete the census. During telephone interviews, you will have to verify the address for the number you call since you are not able to see the dwelling itself.

Reacting to Situations That May Arise During the Interview

Many situations you will encounter by phone are similar to those for in-person interviews. For example:

- dealing with reluctant respondents;
- reassuring respondents about the confidentiality of information; and
- answering any questions related to the use of census data and its importance.

The following tips can be used to encourage residents to participate in the census.

Respondents Have Privacy Concerns About Using Their Cell Phone

If a respondent answers your call and expresses privacy concerns about data being transmitted over the cell phone or being overheard:

- Ask for a landline number, if one is available. If yes, call back at this number.
- If no, inform the respondent you will visit them to complete the questionnaire.

The Number You Dial is Invalid and Does Not Correspond to the Address

Occasionally, the number you dial could no longer be in service, may be that of a business, or may not correspond to the address.

- Assign code or note for incorrect phone number.
- Follow-up with a field visit to the address.

Refusal to Complete the Survey Over the Land Line or Cell Phone

Attempt to follow up with a field visit on the same day or no longer than 24 hours after the initial contact

- Note the appointment time on your assigned list.
- Enter refusal on the address list.
- Follow-up with a field visit to complete the questionnaire in-person and/or encourage the respondent to complete the survey online, if this option is available.

Someone Hangs Up

- Add code or note that this requires further follow-up and that someone hung up.
- Follow-up with a field visit to complete the questionnaire in person.

No One Answers the Phone

- Do not leave a message on an answering machine, or voicemail.
- Add a note that there was no answer on phone and that this requires further follow-up.
- Follow-up with a field visit to the address.

Enumerating Collective Dwellings

Collective dwellings are communal, commercial, or institutional buildings where multiple people live. To be a usual resident of a collective dwelling, a person must reside in the collective dwelling for six or more months on Census Day, or live there permanently as they have no other usual home.

In all cases, persons residing in collective dwellings must also fit the definition of usual resident to be enumerated. For complete information of how to enumerate usual residents, please refer to <u>Table 1</u>, page 18 under definitions.

Types of Collective Dwellings

There are 10 types of collective dwellings:

- a hospital;
- continuing care facilities and/or residence for senior citizens;
- residential care facility, such as a group home for persons with disabilities or addictions;
- shelter:
- correctional or custodial facility;
- lodging or rooming house;
- religious establishment such as a convent, monastery, or seminary;
- Hutterite colony;
- establishment with temporary accommodation services such as a hotel, campground, YMCA, Ronald McDonald House or hostel;
- other establishment such as a school residence, military base, or work camp; and
- an establishment that is being used for non-residential purposes such as a business, commercial office, church, clinic, etc. is not considered to be a collective dwelling.

Usual Residents of Collective Dwellings

People can live in a collective dwelling either temporarily or permanently. For example, guests of hotels and motels are typically staying for a short time and are considered temporary residents. Some guests or hotel owners or managers could live there permanently as their main or only residence. These people are considered usual residents at the address and should be included in the census count.

Persons residing in collective dwellings must also fit the definition of usual resident to be enumerated. For a complete information on how to enumerate usual residents, please refer to <u>Table 1</u>, page 18 under definitions.

The census includes usual persons living in the municipality on Census Day. Use the information in the following table to decide in which dwelling a person should be enumerated.

Table 4: Where to enumerate usual residents of a collective dwelling

Usual Resident	Where to Enumerate
Was admitted less than six months prior to Census Day and has a usual residence elsewhere.	At their usual residence.
Was admitted six or more months prior to Census Day.	At the collective dwelling.
Was admitted at any time AND has no usual residence.	At the collective dwelling.

Methodology

There are four methods to enumerate collective dwellings:

- 1. Request a headcount only: Access to the administrative records are not required. Only a headcount of those that satisfy the requirements of being a usual resident in a collective dwelling. For the usual resident count, the enumerator will need to ask the census contact how many people are living there as their main residence. If the collective dwelling contact cannot determine for the enumerator the number of "usual residents" living in their establishment, the enumerator must choose the three other approved methods to enumerate the collective dwelling.
- For institutional residents: The person is considered a usual resident of the collective dwelling if they have no fixed address or has been at the collective dwelling for more than six months prior to Census Day.
- 3. Administrative records: The collective dwelling census contact may choose to provide the municipality with a printout of the required census information.
- 4. Face-to-Face interviews: Enumerators can conduct an interview with the census contact or usual residents of the collective dwelling with the census questionnaire if more detailed information is required.
- 5. Self-Enumeration: For non-institutional dwellings, you can leave census questionnaires with a census contact to distribute to all usual residents. The residents complete the questionnaire on their own and return it to the census contact. The enumerator then arranges a time to pick up the completed questionnaires.

You can also leave Municipal Census Cards with the census contact to distribute to all residents. Once completed, the resident can return the cards to the census contact or front desk.

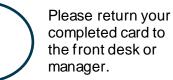
20_Municipal Census Card

The census provides a picture of all people to live in this municipality. You can make a difference in this municipality by being counted in the census.

If this is your only residence in Canada and you are:

- a Canadian Citizen
- a landed immigrant (permanent resident)
- in Canada asking for refugee status
- a person from another country with a work for study permit

MARK THIS CIRCLE WITH AN "X"



Please complete one card per person. Should you require more cards, please contact the front desk or manager of the establishment to ensure that you and other persons living with you, are counted in the census.

Thank you for your cooperation.

Preparing for Enumeration

To help enumerators, the municipality may choose to call and/or send out a pre-contact letter to each collective dwelling (Appendix D).

Prior to an enumerator visit, the census coordinator or enumerator should:

- establish contact with an administrator of the collective dwelling;
- check to ensure that the collective dwelling is recorded correctly;
- confirm they reached the correct collective dwelling and the address;
- inform the administrator of the upcoming census enumeration;
- gather information about the collective dwelling contact who will be providing the required information:
- determine if the administrator prefers to submit administrative records or computer printouts.
 Information you will require are the admission date, and whether each usual resident or employee (including family members) residing in the collective dwelling has a main residence in the municipality (this information is required for usual residents only); and
- if administrative records are to be provided, request time for an enumerator to pick up a computer printout.

Take notes of any relevant information (i.e., optimal times for enumerator visits, preferred language of communication, how to obtain access to the building, etc.); and schedule a time and date for the enumerator to meet with the designated census contact.

Enumerator Visit

During the visit at the collective dwelling, the enumerator should:

- Ensure the name and addresses of the dwelling in the address portion of the census form are
 correct, and record the dwelling type. In the case of institutions (e.g., hospitals, continuing care
 facilities, prisons) include all patients or inmates who have been full-time residents for six
 months or more and meet the other qualifications of a usual resident.
- Ask the designated census contact of the collective dwelling the date of admission, type of resident (employee, employee's family, patient) and whether the resident has a usual residence elsewhere in Canada.
- Record the information on the units and use it later to track which units have been enumerated.
- Create a profile of the dwelling that contains its name, address, capacity, and contact
 information. Statistics Canada uses a similar approach to improve categorization of collective
 dwellings.
- Allow enough time to cover all of the occupied units within the building.
- Wear your identification upon arrival.
- If contact cannot be made with the census contact for the collective dwelling before enumeration, bring a cell phone and attempt to contact them before arriving at the building.

Before leaving the premises, and if administrative records are obtained, the enumerator must check to make sure the administrative records are complete. For usual residents, verify that all mandatory data requirements are completed.

- After the administrative records checks have been completed, the enumerator must follow-up on each outstanding data requirement, and mark it for follow-up. This can be done by speaking to the collective dwelling census contact, a knowledgeable staff member, or the resident (if granted permission to do so).
- The enumerator is required to complete the Collective Dwelling Record (<u>Appendix D</u>) and attach the administrative records to the form. The supervisor is required to check the information for completeness and accuracy.

Census Coordinator Quality Checks

Quality checks are an important part of supervising enumerators and ensuring high quality results for the census. The enumerator must make arrangements to have their completed work sent to a supervisor on a regular basis. The supervisor can have enumerators to deliver completed census forms to the office or the supervisor may arrange to pick up completed forms. Tasks that may be undertaken by a supervisor include:

- Identifying enumerator mistakes early and quickly by checking the Collective Dwelling Records daily. All collective dwelling information submitted by enumerators should be checked daily for completeness and accuracy.
- Conducting field visits with the enumerators. Observe the enumerators performing the interviews.
- Ensuring that enumerators complete their work quickly and efficiently. Check the progress made in relation to both the time available and the progress of other enumerators.

•	Monitoring the hours worked by enumerators daily to ensure sufficient hours are worked each
	day at the appropriate time of day.

•	Discussing performance issues with enumerators as quickly as possible. Low productivity and
	poor quality work slows the progress of enumeration and cause additional work for others.

Shadow Population

Within every municipality there is a portion of the population that may only use municipal services for a portion of the year. This "shadow population" resides within the municipality temporarily while using local services, much like the permanent population, but is not captured through municipal taxation. In resource rich areas of the province, there exists a gap between municipal services that are essential, and who within the population pay for them through taxation. Including a shadow population count with a municipal census allows municipalities to temporally adjust their population counts to reflect the additional demand on utilities, roads, and other essential municipal services.

Mandatory Requirements for a Shadow Population Count

The Municipal Census Regulation sets out the mandatory requirements for conducting a shadow population count.

- The municipality must notify Municipal Affairs by February 28 of the year the census will be conducted that the municipality intends to include a shadow population count with its municipal census.
- The shadow population count must be conducted during the same three month enumeration period as the municipal census, and must reference the same Census Day.
- The shadow population must be significant (a minimum of 1,000 individuals or ten per cent of the permanent resident population).
- To be included in the shadow population count, a temporary worker must:
 - o have a permanent residence in another municipality;
 - o be a temporary resident of the municipality on Census Day; and
 - have been employed by an industrial or commercial establishment in the municipality and have worked for that employer at least 120 hours in the three month period prior to Census Day.
- The results of the shadow population count must be submitted on the Municipal Census Form to Municipal Affairs by September 1 of the municipal census year.
- The shadow population count will remain as part of the population figure in the Municipal Affairs Population until the release of the next federal population numbers.

Enumeration

The shadow population may reside in private dwellings or work camps within the municipality. The census coordinator may choose to add additional questions to the municipal census questionnaire or enumerate the shadow population at work camps only.

Work Camps

Resource based economies in Alberta use work camps to address chronic housing shortages in the municipality.

During different times of the year, there can be variations in the camp occupancy. To accommodate the seasonal variation in shadow population, municipalities are required to conduct the shadow population count during the same time period as the municipal census. This will provide a snapshot of the total population of the municipality on Census Day.

Enumeration Procedures

At work camps, administrators will be required to provide a count of temporary residents that meet the requirements for shadow population enumeration. The municipality can choose to contact the businesses that are using the camp to obtain a head count or choose to distribute shadow population cards to residents of the camp for self-enumeration.

Self-Enumeration Procedures – Shadow Population Cards

The census coordinator or enumerator can contact the administrator of the camp a week prior to the start of enumerator to explain the purpose of the shadow population census and to arrange a time to drop off and pick up the shadow population census forms. The census contact or administrator would be directed to drop off a shadow population form to each room in the camp the night prior to Census Day.

The Shadow Population Census Form has instructions and directs persons who are temporary residents of the work camp to place an "X" on the form placed in their room on the evening prior to Census Day. Each resident is instructed to return the form to the front desk. It is the enumerator's job to count the number of cards with an "X".

Form No: XXXXXXX

20__ Municipal Census Shadow Population Form

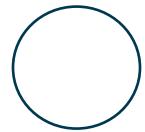
Within every municipality there is a component of the population that use municipal services for a portion of the year. Including a shadow population count with a municipal census allows municipalities to temporally adjust their population counts to offset the additional demand placed on utilities, roads, and other essential municipal services, such as policing and fire.

Completion of this form ensures that the municipality can better anticipate the needs of its community. No personal information is collected in this process, and completion of this card ensures that the municipality is able to secure the necessary funds to pay for roads, and other municipal services.

If you:

- Have your permanent residence in another municipality in Canada;
- Are employed in a commercial or industrial establishment in this municipality;
- Worked at least 120 hours in the municipality in the last 3 months.

MARK THE CIRCLE WITH AN "X"



Please return your completed card to the front desk or manager.

Enumeration in Private Dwellings

The municipality may choose to include questions on the census questionnaire to capture shadow population. The suggested questions are as follows:

Is there anyone in the household that lives here temporarily, and has a permanent residence in another municipality, and has worked at least 120 hours in an industrial or commercial establishment in this municipality for the past three months?

<i>□</i> Yes	□No
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IF THE RESPONDENT INDICATES THAT THEY DO NOT KNOW THE ANSWER, THE ENUMERATOR MAY LEAVE A SHADOW POPULATION CARD, AND HAVE THE TEMPORARY RESIDENT COMPLETE AND RETURN IT IN A SELF-ADDRESSED ENVELOPE TO THE MUNICIPALITY OR MAKE ARRANGEMENTS TO PICK UP THE CARD AT A LATER DATE.

Appendices

Appendix A: Oath and Statement

Oath of a Census Coordinator

MUNICIPAL AUTHORITY:	, PROVINCE OF ALBERTA
MUNICIPAL CENSUS DAY:	
I, <u>(name of person taking oath)</u> , of <u>(resider municipality</u> , solemnly swear (affirm)	ntial address), appointed census coordinator for (name of
THAT I will act diligently, faithfully and to the	ne best of my ability in my capacity as census coordinator;
THAT I will not, without authority, disclose by reason of my activities as a census coo	or make known any information that comes to my knowledge rdinator; and
	s and all census enumerators to the best of my ability and in nual approved by the Minister and published by the
SWORN (AFFIRMED) BEFORE ME at the of, in the Province of Alberta, this day of, 20	
(signature of Commissioner for Oaths))) (signature of person taking oath)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

The collection of personal information on this form is authorized under Section 33(c) of the *Freedom of Information and Privacy (FOIP) Act* and will be used for the purpose of conducting a municipal census. All personal information will be managed in accordance with the privacy provisions of the *FOIP Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

Statement of a Census Enumerator

MUNICIPAL AL	UTHORITY:, PROVINCE OF ALBERTA
MUNICIPAL CE	ENSUS DAY:
	son taking statement), of (residential address), appointed census enumerator for (name), solemnly state
THAT I will act	diligently, faithfully and to the best of my ability in my capacity as census enumerator;
	, without authority, disclose or make known any information that comes to my knowledge y activities as a census enumerator; and
	ry out the census of the area to which I have been assigned to the best of my ability and with the Municipal Census Manual approved by the Minister and published by the
(date)	(signature of census enumerator)

The collection of personal information on this form is authorized under Section 33(c) of the *Freedom of Information and Privacy* (*FOIP*) *Act* and will be used for the purpose of conducting a municipal census. All personal information will be managed in accordance with the privacy provisions of the *FOIP Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

Appendix B: Enumeration Materials

Summary of Enumeration Procedures

Before you begin:

- Sign the Statement of Census Enumerator. This statement is valid for the person's lifetime.
- Become familiar with your enumeration area (EA) and plan your route.
- Know all of the questions you will be asking.
- Adhere to the privacy provisions in the *Freedom of Information and Privacy Act* and respect respondent confidentiality.
- For your personal safety, check with your census coordinator or municipality regarding policies on entering dwellings during the interview process. Your safety is of utmost importance.
- Know your census coordinator's phone number. Do not hesitate to contact the coordinator if you
 have any questions or concerns, or if there is an emergency.
- Review and be clear on how to complete the census form accurately.
- Review and be clear on how to track completed properties and dwellings requiring enumerator visits.
- Practice your introductory statement for visiting dwellings before you start so you can say it
 automatically and naturally, without having to read from a paper. This will boost your confidence
 and increase the cooperation of the person you are interviewing.
- Make sure you have all the necessary census materials. The materials provided will vary by municipality. Some important materials may include the following:
 - o photo identification and letter of introduction;
 - o paper census forms or wireless device;
 - o enumeration area map (EA map);
 - o Notice of Visit Cards (to leave at dwellings when there is no one home);
 - Call-back Tracking form (for recording dwellings requiring enumerator visits);
 - Shadow Population Cards;
 - response category cards;
 - o a cover sheet for identifying information to be returned with the completed census forms;
 - o cell phone;
 - o pencils and paper clips; and
 - o the Municipal Census Manual.

Strategies to consider:

- Take note of landmarks on your EA map to assist in finding specific locations.
- Use a systematic approach to enumeration. For urban areas, cover your area on a block-byblock basis. For rural areas, cover your area quarter section by quarter section. Adapt as needed to ensure efficient enumeration in urban and rural areas.
- Mark an "X" on your map after you enumerate each dwelling. Also mark an "X" on lots with no dwelling units.
- For collective dwellings, plan how you will gain access to the building. Contact the building supervisor and arrange a time to visit the building.
- Manage your time carefully. Go through your entire route before returning for a field visit. Callbacks should be kept to a minimum and may be done in person or over the phone.

During enumeration:

- Be courteous, tactful, and professionally dressed.
- Prior to arrival, be sure your identification card (if available) is clearly visible. Be ready to show your letter of introduction if asked.
- Interview all usual residents within your EA.
- Make sure the respondent is a responsible adult who is a member of the dwelling and is able to answer questions accurately.
- If the respondent becomes uncooperative or unpleasant, politely leave and refer the case to your coordinator.
- When filling out the census form, record responses carefully and accurately.
- Write "Void" on any paper census forms that contain errors. Return voided forms to your coordinator. Do not destroy paper forms.
- Do not overlook any part of your area or any person living there. Be vigilant and take note of
 dwellings that may not be marked on your EA map (new dwellings or adjacent dwellings that are
 not obvious, for example). A dwelling is defined as a separate set of living quarters with a
 private entrance from the outside, or from a common hallway, parking garage, or stairway inside
 the building. The entrance should not be through someone else's living quarters.
- Use the tips provided in the Municipal Census Manual if you encounter situations such as refusals to give information, language barriers, or if you are unsure about the different types of residents and dwellings in your EA.

Discuss any questions and concerns you have about the enumeration process with your census coordinator.

Letter of Introduction

Re: Municipal Census
This letter introduces (name of enumerator) who is an official
municipal census enumerator for the Municipality of (name of Municipality)
The purpose of the census is to:
 Help plan for improvements to our community such as transportation needs, recreational facilities, and parks, and (May add additional rationale here).
This municipal census is being conducted under the authority of the <i>Municipal Government Act</i> . The collection of personal information is authorized by Section 33(c) of the <i>Freedom of Information and Privacy Act</i> .
The enumerators involved in the census have subscribed to a statement. All information collected will be kept confidential and used only for the production of anonymous statistics.
Your cooperation in providing the requested information is important to the census and is greatly appreciated.
If you have any other questions about the collection of this information or about the census in general, please call the census office at (telephone number of the census office).
Yours truly,
Chief Administrator Officer

Notice of Visit Card

Notice of Visit Card
This is to advise you that a municipal census enumerator visited your residence on
(date of visit)
I will return on (day) , (morning/afternoon/evening).
If another time will be more suitable or if you wish to complete your census interview by phone, please call me at (XXX) XXX-XXX.
Please quote reference number XXXXXXXXXX.
Thank you for participating in the municipal census.

Call-back Tracking Form

CALL-BACK TRACKING FORM

		OF ILL BY IOIK	•			
Reference No.	Address	Date of Visit	Time	Day of Week	Notice of Visit Card (Y/N)	Remarks

Example of Quality Assurance Check Script

Hello my name is (<u>your name goes here</u>), and I work for the <u>(name of municipality)</u>. May I please speak to <u>(name of person for quality assurance check)?</u>

I am a supervisor for the municipal census. An enumerator had visited your home to obtain some basic census information. For the purpose of quality assurance, I am calling to confirm that we have the correct number of usual residents at this address. People are considered to be usual residents if they usually live at this address, and have no other usual place of residence.

How many people are considered, for census purposes, to be usual residents at this address?

Appendix C

Census Questionnaire Sample

Questionnaire No.				Enumerator:				
Municipality:	м	UNICIPAL CENS	US QUESTIONN	AIRE				
Section 1 - Identification								
Address of Dwelling:								
Telephone Number:								
		Section 2	2 - Questions					
1 Including yourself, how many persons usu	ally live at this address	on <census day="">?</census>						
2 Did you leave anyone out because you we			example, a student, a d	child in joint custody, a p	person temporarily away	ı, etc.)		
Yes (specify name and reason)) No						
Name								
Reason								
3 Including yourself, can I have the first nam								
n the space provided, write the first names of he persons and ask the following questions for	Person 1 (First Name)	Person 2 (First Name)	Person 3 (First Name)	Person 4 (First Name)	Person 5 (First Name)	Person 6 (First Name)		
4 What is this person's sex?	O Male	O Male	O Male	O Male	l	O Male		
4 What is this person's sex?	○ Female	O Female	O Female	O Female	○ Female	○ Female		
	Other	● Other	Other	Other	Other	OOther		
5 What is this person's age?	O 0-17	O 0-17	O 0-17	O 0-17	O 0-17	O 0-17		
	O 18-24	O 18-24	O 18-24	O 18-24	O 18-24	O 18-24		
	O 25-44	O 25-44	O 25-44	O 25-44	O 25-44	O 25-44		
	O 45-64	O 45-64	O 45-64	O 45-64	O 45-64	O 45-64		
	O 65+	O 65+	O 65+	O 65+	O 65+	O 65+		
			ity Assurance Checks					
Municipalities are required to conduct qualit part in the census. Would you be interested	,	e accuracy of the inforn	nation collected. This w	ould involve a superviso	or contacting a sample o	f residents that took		
1 Can I please have your first name?								
Would you prefer we contact you by telep	hone, text message or	email?						
○ Telephone								
O Text Message								
O Email								

Appendix D: Collective Dwelling Enumeration Materials

Contact Letter to Establishment with Temporary Accommodations

Dear Sir or Madam

The <name of municipality> will be conducting a municipal census on <Census Day>. All usual residents of this municipality should be counted in the census, including those living in facilities such as yours.

A census representative will be contacting your facility to request assistance in enumerating all persons who are residents, as well as employees and their family members living with them. To determine if these individuals are to be included in the census, we will need to confirm dates of admission and if residents have another address in Canada.

The <name of municipality>will collect this information with minimal inconvenience to your facility. Your assistance with the census is greatly appreciated.

There are four options for enumerating your facility:

- A headcount only: Only a headcount is required for residents who satisfy the requirements of being a usual resident as per the definition in the attached document.
- Administrative records: You may choose to submit administrative records with a printout of the required information. Administrative records are electronic records that contain information about residents who live in this facility. If your facility keeps electronic records that contain the required information to answer the census questions, we request that you print out this information and provide it to the enumerator. An example of an electronic print-out is included in this information package.
- Face-to-Face interviews: A census representative can conduct an interview with the census contact or the usual residents of the facility. <use this option if more detailed information is required of the residents in the facility>
- Self-enumeration: A census representative can drop off questionnaires with a census contact to distribute to residents and arrange to time to pick up the completed questionnaires.

All usual residents of < name of collective dwelling> must be counted in the census. The <name of municipality>will collect this information with minimal inconvenience to your facility. A census employee will contact you for assistance in completing the census for the residents who live in this establishment.

If you are not the administrator, please ensure that this letter is given to the person responsible for administration at your establishment so they can assist us with upcoming census activities. This municipal census is conducted under the authority of the *Freedom of Information and Privacy* (*FOIP*) *Act.* The collection of personal information is authorized by Section 33(c) of the *FOIP Act.*

Please ensure that this letter and the attachment is given to the administrator of your facility in order to help with the upcoming enumeration activities.

Thank you in advance for your help with the municipal census.

Chief Administrative Officer

Appendix D: Collective Dwellings Information Package

Municipal Census Information Package

What is the municipal census?

The municipal census provides information about the people who live in this municipality. Your responses ensure that the community has the census data it needs to for planning housing, emergency services, roads, public transportation and other community services.

What information is collected on the municipal census?

The census provides information on

- the number of usual residents in the community
- gender, marital status, etc.>

How is the municipality protecting the data?

The municipality places the highest priority on maintaining the confidentiality of the information it collects. Stringent instructions and procedures are followed to ensure that confidentiality is maintained at all times.

All census employees must take an oath or statement, which remains in effect for life – even after employment has ended.

Who must be included in the municipal census? <Choose the appropriate type of facility and response below>

Lodging and Rooming House

All persons living in this municipality must be counted in the census at their usual place of residence, including those living in an establishment such as yours. This will ensure that every person is counted only once in the census.

Hutterite Colony

All persons living in this municipality must be counted in the census at their usual place of residence, including those living in Hutterite colonies such as yours. This will ensure that every person is counted only once in the census.

Establishment with Temporary Accommodations

All persons living in this municipality must be counted in the census as their usual place of residence. People living in this establishment should be counted at this address if this is their only residence in Canada even if they are temporarily away.

These persons must fall under these categories:

- Owners, if they live on site.
- Employees, if they live on site.
- Family member(s) of owner(s) and employee(s) living on site.
- Persons who rent a room for a long period of time, and have no other primary residence.
- Persons who usually live at this address, receive mail at this address, and have no other primary residence.

Do not include:

- Students who live at this location while attending school, but return to live with their parents during the year (on weekends, holiday breaks, study weeks, semester breaks, etc.).
- A spouse who lives at this location while working, but returns to live at their family residence periodically (on weekends, days off, etc.).
- Persons who live at this location temporarily, but have a primary residence elsewhere in Canada.
- Residents of another country who are visiting here or are taking a vacation or business trip in Canada.
- Government representatives of another country who are assigned to an embassy, a consulate, a high commission, or any other diplomatic or military mission, as well as family members living here with them.
- Members of the armed forces of another country who are stationed in Canada, and members of their family living with them.

Institutional Collectives

Hospitals, continuing care, and/or residential care facilities (group homes for persons with disabilities or addictions), correctional or custodial facilities, religious establishments (convents, monasteries, seminaries)

All persons living in this municipality must be counted in the census as their usual place of residence. People living in this establishment should be counted at this address if this is

- their only residence in Canada; or
- was admitted to the facility for six months or more prior to Census Day.

Shelter

All persons living in this municipality must be counted in the census at their usual place of residence, including those living in an establishment such as yours. This will ensure that every person is counted only once in the census.

People living in this establishment should be counted at this address if they stayed overnight at this address on Census Day, and have no main residence elsewhere in Canada.

How can you assist the municipality?

The <name of municipality> is requesting your help to enumerate this facility. We do not require personal information on usual residents but a count of those that meet the criteria for inclusion described above.

If you would like to verify an employee's identity, you can contact the Census Help Line at (XXX) XXX-XXXX. Hours of operation will be from 0:00 a.m. to 0:00 p.m.

Collective Dwelling Record

Survey Specific Identifier:	Enumerator:	Outcome Status:

COLLECTIVE DWELLING RECORD

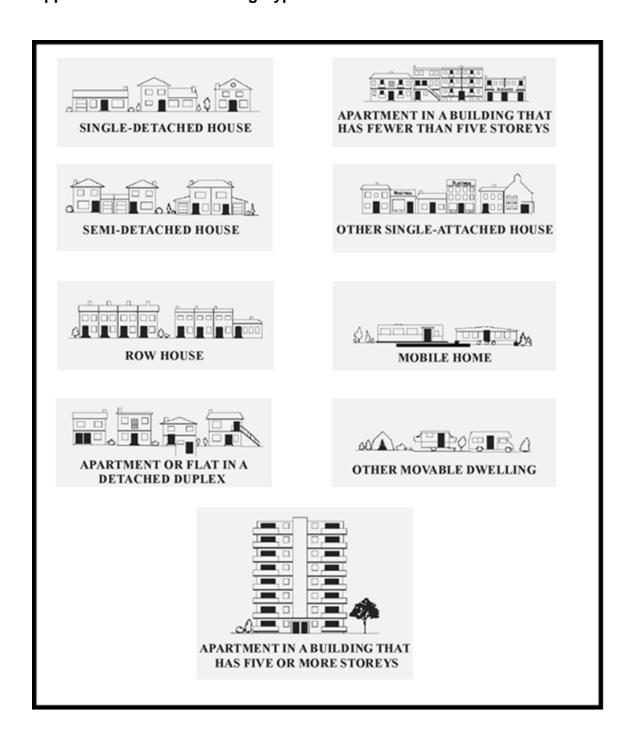
		Section	1 - Identification	1				
Name of Collective Dw	elling		Address					
Maximum Occupancy	Number of Private Dwe	Illings Attached	Occupied Dwellings	Unoccupied Dwellings	Usual Resident Count			
Contact Name				Telephone Number				
Contact Address					Contact Email			
Collective Dwelling Type:	Hospital Nursing home or res Residential care faci Shelter Correctional or Cust Lodging or rooming Religious establishm	lity or group home odial facility house ent such as a convent,		notel, campground, YMCA or				
	Other Establishment	such as a school reside	ence, military base, wor	k camp or vesse	noste			
			Occupancy Censu					
Room or Unit No.	Date of Admission	Usually Live here (X)	Unoccupied (X)	Name of Occupant (mark X if Name not available)	Number of Usual Resident:			
					1			

Example of Administrative Records or Form for Collective Dwellings

Room No.	Occupancy Status (yes if usual resident(s))	Date of Admission	Number of Usual residents	Has residence elsewhere in the municipality	Address in municipality	Status at Facility (resident or employee)
101	Yes	5/1/2016	1	No		Patient
102	No	4/1/2012	2	No		Employee
103	No	6/1/2015	1	Yes	9901 99 Street	Patient
104	No	3/1/2016	1	No		Patient

Note: This table contains fictitious information.

Appendix E: Private Dwelling Types



Appendix F: Forms to Submit to Municipal Affairs

Municipal Census Form

Municipal Authority:	, Province of Alberta.
I,(Name of Person taking Oath)	, of
(Name of Person taking Oatn)	
(Municipal Office Address)	, appointed designated officer for
	solemnly swear/affirm
(Name of Municipality)	Soleminy swear/armin
THAT I am the designated officer of the municipality	v of
	(Name of Municipality)
THAT the enumeration period for the census began completed on the day of	
THAT the day chosen as the Municipal Census Day 20	was the,
THAT (check off all that apply)	
industrial or commercial establishment for the period as the municipal census;the Municipal Census Field Report is accurate.	at least 120 hours prior to Census Day for an is municipality was conducted during the same time te and complete to the best of my knowledge; and Refusals For Occupied Dwellings Worksheet is
SWORN (AFFIRMED) before me at the)
of	_,)
In the Province of Alberta.)
 This day of, 20	Signature of Designated Officer)
Signature of Commissioner of Oaths)

Municipal Census Field Report

Total count of usual residents	
Total count of shadow population (optional)	
Total count of private dwellings	
Total number of non-contacted dwellings	
Total number of dwellings completed by neighbor response	
Total number of refusals	

Private dwelling refers to a separate set of living quarters with a private entrance either from outside or from a common hall, lobby, vestibule or stairway inside a building. The entrance to the dwelling must be one that can be used without passing through the living quarters of someone else.

Non-contacted dwelling is where a census worker has been unable to make contact with a member of the household and believes that the dwelling was occupied by usual residents on Census Day.

Refusal is when a household refuses to participate in the census.

Estimates for Non-Contacted Dwellings and Refusals for Occupied Dwellings Worksheet

	Single Detached	Semi-Detached	Row House		Apartment					
	House	House		Flat in Duplex	building that has 5 or more Storeys	building that has < 5 storeys	Other Single- Attached Home	Mobile Home	Other Movable Dwelling	Total Private Dwellings
Number of Private Dwell	lings Enumerated		I	l				I	I	
Online	0									
Telephone	0									
Paper Survey	0									
Enumerator Visit	0									
Neighbor Contact	0									
Total Enumerated private dwellings	0									
Refusals	0									
Non-Contacted	0									
Total Dwellings Occupied by Usual Residents	0									
Not Occupied	0									
Cancelled Private Dwellings	0									
Number of Usual Reside	Number of Usual Residents Enumerated									
Online	0				_					_

	Single Detached House	Semi-Detached	Row House		Apartment					
	House	House		Flat in Duplex	building that has 5 or more Storeys	building that has < 5 storeys	Other Single- Attached Home	Mobile Home	Other Movable Dwelling	Total Private Dwellings
Telephone	0									
Paper Survey	0									
Enumerator Visit	0									
Neighbor Contact	0									
Total Enumerated Usual Residents	0									
Estimates for Usual Res	sidents									
Ratio : Total enumerated usual residents / Total enumerated private dwelling type										
Ratio x refusal dwellings										
Ratio x non-contacted dwellings										
Total Estimated Usual Residents (refusal estimate + non- contacted estimate)										
Total All Usual Residents (Total										

	Single Detached	Semi-Detached	Row House		Apartment					
	House	House	A THE PARTY OF THE	Flat in Duplex	building that has 5 or more Storeys	building that has < 5 storeys	Other Single- Attached Home	Mobile Home	Other Movable Dwelling	Total Private Dwellings
enumerated Usual Residents + estimated)										

Albertan

Métis Settlement Members on Leave Verification

Métis Setlement	, Province of Alberta.
Municipal Census Date	
L.	, of
Name of Person taking Oath	. 01
Métis Settlement Office Address	, appointed designated officer for
nes seattle one roses	
	solemnly swear (affirm):
Name of Métis Settlement	
THAT I am the designated officer of the Métis Settlement of	
THAT the date chosen as the municipal census date for this Métis Settl	tlement was the this day of . 20
THAT a count of the members on a leave of absence who have execut the settlement within five years of the municipal census date is	led written intent that was approved by the council to return to
	Count of Members on Leave
SWORN (AFFIRMED) BEFORE ME	
	\
at the of	(
in the Province of Alberta,	<i></i>
this day of , 20	Signature of Designated Officer
,	,
A Commissioner for Oaths in and for Alberta	
Print Name Expiry Date	
LGS11849 Rev. 2018-10 Reset Form	Save Form

Appendix G: FOIP Information for Conducting a Municipal Census



FOIP Tips for Planning a Municipal Census

As public bodies subject to the FOIP Act, municipalities must collect, use, disclose, protect, retain and dispose of personal information, including census information, in accordance with the Act. The following tips are offered for consideration in planning a municipal census.

Decide whether personal information is needed

- Only collect the personal information that relates directly to and is necessary for an operating program or activity of the municipality (section 33(c)).
- Review the Municipal Census form and decide which data elements are needed. Only collect the data elements necessary for a municipal program or activity.
- For example, if a new program for children is in the planning stages, you may need to collect dates of birth
 of residents if you need to know the distribution of children of various ages in the community. Or if the
 municipality is planning programs to support home businesses, you may need to collect employment
 location information.
- If the purpose of conducting the census is to collect the municipal grant from Alberta Municipal Affairs, collect a head count of residents per dwelling. Do not collect any personal information such as names, birth dates, gender, etcetera.

Collecting personal information

- · Personal information should be collected directly from each household, not from neighbours or caretakers.
- Households should be advised how the information will be used, to meet the requirement of the FOIP Act
 to give notice (section 34(2)). The "Letter of Introduction" in Appendix B of the census manual (available
 from Alberta Finance and Enterprise) can be revised for this purpose. The notice should cover the use of
 the information, the authority for collection (section 33(c) of the FOIP Act) and who to call if the resident
 has questions.
- The notice can be given orally or in writing.
- · Households should be advised that participation in the census is voluntary.

Using and disclosing personal information

Use and disclose the personal information only for the purposes given by the enumerator at the time the
information is collected; for a consistent purpose (one that has a reasonable and direct connection to the
original purpose and is necessary for operating a legally authorized program of the municipality); or for a
purpose authorized under section 39 of the FOIP Act.

Protecting personal information

- Protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.
- · Protect identifiable personal information from the time it is collected until it is properly disposed.
- Reasonable security arrangements include requiring enumerators to take the Oath of Office; keeping all
 identifiable information collected in locked cabinets; restricting access through the use of passwords or
 user verification for electronic information; and shredding the information after its approved retention
 period.

Retaining and disposing of personal information

 Retain for the period of time specified in the municipality's approved retention and disposition schedule for the type of record. Dispose of the information at the end of this period. If identifiable information has been collected, documents should be destroyed in a secure manner.

Questions? Call the FOIP Help Desk at 780-427-5848 (toll free dial 310-0000 first), e-mail the foiphelpdesk@gov.ab.ca of Access and Privacy, Service Alberta or visit our website at foip.alberta.ca.

September 2003, updated December 2006

From: <u>JSG Financial Operations</u>

To: <u>! CAO</u>

Subject: Government of Alberta - 2022-23 Police Funding Model (PFM) Chargeback

Date: March 23, 2023 12:44:13 PM

Attachments: image001.png

Invoice Village of Cremona 2022-23.pdf Village of Cremona 2022-23 PFM.pdf GoA EFT-Wire Deposit Form PSES.pdf

Hello,

This is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM). Attached is information regarding the costs associated with the shared responsibility between the Government and Provincial Police services in Alberta for the 2022 calendar year.

Attachments:

- A letter outlining the context of the shared initiative with cost breakdown based on data from your municipality;
- An associated invoice from Alberta Public Safety & Emergency Services;
- An Electronic Funds Transfer (EFT)/Wire Deposit form for purposes of submitting payment (the preferred method) by EFT/Wire Deposit. Please submit the completed form to Olga Khruzina at olga.khruzina@gov.ab.ca, using the invoice number as the Remit Identifier Number.

If you have any further questions please contact Alberta Public Safety and Emergency Services Financial Services at JSG.FinancialOperations@gov.ab.ca.

Thank you and have a great day,

Government of Alberta
Public Security Division
10th Floor, John E. Brownlee Building
10365 97 Street
Edmonton, Alberta, Canada T5J 3W7



Classification: Protected A



Date: April 18, 2023

MEETING: Regular Council Meeting

AGENDA NO.: 13
TITLE: Next Meeting
ORIGINATED BY: Karen O'Connor, CAO
DAGGEROUND / DDGDGGA
BACKGROUND / PROPOSAL:
Next Regular Council Meeting: May 15, 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:
23/106 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, May 15, 2023, at Council Chambers is located at 106 1 st Avenue East.
OR / And
23/106 MOTION That Council declares that the next Special Council Meeting for the Village of Cremona Council will take place at p.m. on, March, 2023, at Council Chambers is located at 106 1 st Avenue East.
INTLS: CAO <u>:KO</u>



MEETING: Regular Council Meeting	Date: April 18, 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:

23/107 MOTION THAT Council adjourns the Village of Cremona Regular Council Meeting on the 18th day of April at____p.m.

INTLS: CAO: KO