

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

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 1

**TITLE:** Call to Order

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

Official Administrator Doug Lagore calls the September 16, 2025, Village of Cremona Regular Council meeting to order at \_\_\_\_\_ pm

**RECOMMENDED ACTION:**

Official Administrator Lagore calls the Village of Cremona Regular Council Meeting to order at \_\_\_\_\_pm.

INTLS: CAO: *KO*



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

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 2

**TITLE:** ACCEPTANCE OF AGENDA

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

**BACKGROUND / PROPOSAL:**

By resolution, Council must accept the agenda.

**RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator Lagore accepts the Agenda as presented.

OR

**MOTION** THAT Official Administrator Lagore accepts the Agenda as amended.

INTLS: CAO: *KO*



**REGULAR COUNCIL MEETING AGENDA**  
**September 16, 2025, at 7:00 p.m.**  
**Council Chambers – 106 1<sup>st</sup> Avenue East**

---

**ATTENDANCE:** Official Administrator, Doug Lagore

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

**ABSENT:**

---

1. **CALL TO ORDER**
2. **ACCEPTANCE OF AGENDA**
3. **ADOPTION OF COUNCIL MEETING MINUTES**
  - a) August 19, 2025, Regular Council Meeting Minutes
4. **DELEGATION / PRESENTATION:** None
5. **BUSINESS ARISING FROM PREVIOUS MEETING:** None
6. **BYLAWS AND POLICIES:**
  - a) **RFD 25-09-071** Bylaw No. 518-25 Election Procedural Bylaw
7. **NEW BUSINESS:**
  - a) **RFD 25-09-072** Business License Application
  - b) **RFD 25-09-073** Atco Energy Systems AB Municipal Franchise
  - c) **RFD 25-09-074** Memorandum of Agreement, TRAVIS-MJ
8. **REPORTS:**
  - a) **Financial Reports**
    - i. Accounts Payable-August 2025
    - ii. Financial Report January 1-August 30, 2025
  - b) **CAO Reports**

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

- MVREMA-July 8<sup>th</sup>, 2025 Meeting Minutes

**10. CORRESPONDENCE & INFORMATION:**

- Police Review Commission Reporting period August 19 to September 1, 2025
- Public Safety and Emergency Services, June 10, 2025
- AB Traffic Safety Services, June 6, 2025, MO No. 25/25
- RCMP-GRC Provincial Policing Report, August 25, 2025

**11. CLOSED MEETING:** *None*

**12. RECONVENE:** *None*

**13. ADJOURNMENT:**

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

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 4 a)

**TITLE: DELEGATION / PRESENTATION:** None

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

**BACKGROUND / PROPOSAL:**

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

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

**RECOMMENDED ACTION:**

INTLS: CAO KO

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

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 5a) None

**TITLE: BUSINESS ARISING FROM PREVIOUS MEETING:**

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

**BACKGROUND / PROPOSAL:**

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

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

- 

**RECOMMENDED ACTION:**

**MOTION:** THAT Official Administrator Doug Lagore

OR

**MOTION:** THAT Official Administrator Doug Lagore

INTLS: CAO KO

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 25-09-071**

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 6 a)

**TITLE:** BYLAWS AND POLICIES -Election Procedural Bylaw No. 518-25

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

**BACKGROUND / PROPOSAL:**

New Provision in the Local Authorities Election Act (LAEA)

Bill 20 (effective 2024) introduced a new section to the LAEA giving municipal councils the authority, by passing a bylaw, to require criminal record checks from all candidates running in an upcoming local election.

The bylaw had to be passed before December 31 in the year prior to a general municipal election.

Council Discretion, it's optional for councils — not every municipality must require this. The decision depends on local council priorities regarding transparency and public trust.

All changes to the Bylaw are in crossed out then inserted in red.

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

**RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator, Doug Lagore passing the second reading of the Election Procedural Bylaw No. 518-25

~~**MOTION** THAT Official Administrator, Doug Lagore present unanimously to proceed to the third reading of the Election Procedural Bylaw No. 518-25.~~

**MOTION** THAT Official Administrator, Doug Lagore passing the Third and Final reading of the Election Procedural Bylaw No. 518-25.

INTLS: CAO KO

**BYLAW NO. 518-25  
VILLAGE OF CREMONA  
IN THE PROVINCE OF ALBERTA**

---

**BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE VILLAGE OF CREMONA.**

**WHEREAS** it is the desire of Council to establish certain election procedures;

**AND WHEREAS** to the *Local Authorities Election Act, being Chapter L-21, of the Revised Statutes of Alberta 2000*, and amendments thereto and the *Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Village to regulate such matters;

**NOW THEREFORE**, the Municipal Council of the Village of Cremona, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

**TITLE:**

101. This Bylaw may be cited as the "Election Bylaw".

**DEFINITIONS:**

201. In this Bylaw:

- (a) "Act" means the *Local Authorities Election Act, R.S.A. 2000, Chapter L-21* as amended from time to time.
- (b) "Advance Vote" means a vote taken in advance of Election Day;
- (c) "Council" means the municipal council of the Village of Cremona in the Province of Alberta;
- (d) "Elector" means a person eligible to vote at an election;
- (e) "Election" means a general election, by-election or a vote on a bylaw of question;
- (f) "Election Day" means the date fixed for voting at an election;
- (g) "Local Jurisdiction" means a municipality or a district or a division as defined in the *School Act*, as the case may be;
- (h) "Nomination Day" means the day set 4 weeks before Election Day to receive nominations of candidates;
- (i) "Nomination Form" means the form as prescribed under the *Local Authorities Election Forms Regulation 378/2003*.
- (j) "Returning Officer" means a person appointed under the *Local Authorities Election Act, 2000, Chapter L-21* as amended from time to time and includes a person acting in the returning officer's place;
- (k) "Voter" has the same meaning as "elector" under the *Local Authorities Election Act*.
- (l) "Voting Station" means the place where an elector votes.

**Returning Officer:**

301. The Chief Administrative Officer will recommend to Council the appointment of the Returning Officer for Village of Cremona (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act.

**Nominations Hours:**

401. The Returning Officer will receive nominations of candidates for Village of Cremona Council elections at the Village of Cremona office between the hours of 9:00 a.m. and 12:00 noon on Nomination Day (4 weeks before election day) and on any subsequent day to which the time for receipt of nominations is adjourned.

**Modified Voting Procedure:**

501. In accordance with Ministerial Order Number 532/86 the Village of Cremona hereby adopts the modified system of conducting an Election as prescribed by Alberta Regulation 170/2000 to designate the locations of more than one voting station within the Village of Cremona.
502. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*.
503. Filed nomination papers, candidates must also include criminal record check.

**Advance Voting:**

601. The holding of an Advance Vote on any Vote held in an Election for the Local Jurisdiction is hereby authorized.
602. In accordance with the Act the Returning Officer will determine the location, days and hours when an Advance Vote will be held.

**Voting Hours on Election Day:**

701. The Voting Stations in the Village of Cremona shall be open from 8:00 a.m. until 8:00 p.m. on Election Day.

**Authorized Elector Identification**

801. As per Section 53 of the *Local Authorities Election Act*, voter identification will be required for local authority elections where a list of electors is not prepared. The identification will consist of government issued identification containing the elector's photograph, current address and name. This includes an Operator's License (Driver's) License or an Alberta Identification Card.

If they are unable to produce government issued identification, they must produce two (2) pieces of identification. Both pieces of identification must establish the elector's name. One piece must establish the elector's current address.

**ENACTMENT**

901. This Bylaw comes into full force and effect upon third and final reading.  
902. Bylaw No 471-17 and amendments thereto are hereby rescinded.

**READ A FIRST TIME THIS 19<sup>th</sup> day of August 2025**

**READ A SECOND TIME THIS ~~21<sup>st</sup>~~16<sup>th</sup> day of ~~February 2017~~September, 2025**

**READ A THIRD AND FINAL TIME THIS ~~21<sup>st</sup>~~ 16<sup>th</sup> day of ~~February 2017~~ September, 2025**

---

**OFFICIAL ADINISTRATOR, DOUG LAGORE**

---

**CHIEF ADMINISTRATIVE OFFICER**

 **VILLAGE OF  
Cremona**  
**REQUEST FOR REVIEW RFD 25-09-072**

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 7 a)

**TITLE:** New Business: Approval of Business License Applications

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

**BACKGROUND / PROPOSAL:**

**Subject: Business License Application – Divine Artistry Brows & Esthetics**

The Village of Cremona has received a business license application from a local resident to operate Divine Artistry Brows & Esthetics. The business will offer the following services:

- Eyebrow & Eyelash Services

This application is currently under review in accordance with the Village's bylaws and licensing requirements. Further updates or requests for additional information will be provided as needed.

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

Should you have any questions or require additional documentation, may contact the Village Office.

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

As per the Village of Cremona's bylaws, a \$50 annual home-base business license fee is required and has been (or will be) collected accordingly.

**RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator, Doug Lagore, approve the business license application for Divine Artistry Brows & Esthetics to provide eyebrow and eyelash services as a home-based business within the Village of Cremona, and acknowledge receipt of the \$50 annual business license fee in accordance with License Bylaw No. 387-05.

INTLS: CAO KO



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

### BUSINESS LICENSE APPLICATION

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

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

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

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

Name of Business: Divine Artistry Brows & Esthetics  
Registered Name: Divine Artistry Brows & Esthetics

Please check the box that applies to your application:

New Application  Renewal with no changes  Renewal with changes

Type of Business: eyebrow & eyelash services  
(Identify Products of Service)

Home Occupation  Local Resident  MV County Resident  Outside MV County

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

Location of Business Premises: 326 2A Ave Cremona AB TOMORO

Mailing Address: P.O. Box 113 Prov. \_\_\_\_\_ PC: \_\_\_\_\_

Bus. Phone: (\_\_\_\_) \_\_\_\_\_; Cell: ~~(780) 6620~~ Emergency: ~~(780) 208697~~ Fax: (\_\_\_\_) \_\_\_\_\_

Website: N/A Email Address: divine.artistry.brows@gmail.com

Applicant's Name (Print): Loni Cullum

Applicant's Signature: [Signature] Date: Aug. 17/25

#### FOR OFFICE USE ONLY

Approved  Refused  Receipt No. \_\_\_\_\_ Land Use Classification \_\_\_\_\_ Conforms? \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Fee: \_\_\_\_\_ License No.: \_\_\_\_\_

Signature of Licensing Officer: \_\_\_\_\_

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-09-073**

**MEETING: Regular Council Meeting**

**Date: September 16, 2025**

**AGENDA NO.: 7 b)**

**TITLE: New Business: Atco Energy Systems Municipal Franchise**

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

**BACKGROUND / PROPOSAL**

Atco Natural Gas Franchise Agreement current franchise fee percentage is 23%.  
With an estimate franchise fee for 2026 \$35,205

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

**COSTS / SOURCE OF FUNDING (if applicable):** None

**RECOMMENDED ACTION:**

**MOTION:** That Official Administrator Doug Lagore approve the renewal of the Natural Gas Franchise Agreement between ATCO Energy Systems and the Village of Cremona with no changes to the current 23% franchise fee, and that the estimated franchise fee to be collected in 2026 be \$35,205.

OR

**MOTION** THAT Official Administrator Doug Lagore approve the renewal of the Natural Gas Franchise Agreement ATCO Energy Systems and the Village of Cremona with a (slight increase/ decrease) changes on the current \_\_\_% franchise Fee, and that the estimated franchise fee to be collected in 2026 being \$\_\_\_\_\_.

INTLS: CAOKO

**NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

**2015**

**BETWEEN:**

**VILLAGE OF CREMONA**

**- AND -**

**ATCO GAS AND PIPELINES LTD.**

## Table of Contents

1) Definitions and Interpretation.....	3
2) Term.....	6
3) Expiry of Term of Agreement .....	6
4) Grant of Franchise .....	7
5) Franchise Fee .....	8
6) Core Services .....	10
7) Provision of Extra Services .....	10
8) Municipal Taxes .....	10
9) Right to Terminate on Default.....	10
10) Sale of Natural Gas Distribution System.....	11
11) Provision of Detailed Plans and Equipment .....	11
12) Right of First Refusal to Purchase .....	12
13) Construction and/or Maintenance of Natural Gas Distribution System .....	13
14) Responsibilities For Cost of Relocations.....	16
15) Natural Gas Distribution System Expansion .....	18
16) Increase in Municipal Boundaries .....	19
17) Joint Use of Municipal Rights-of-Way.....	19
18) Municipality as a Retailer.....	20
19) Reciprocal Indemnification and Liability.....	21
20) Assignment .....	21
21) Notices .....	23
22) Interruptions or Discontinuance of Delivery Service .....	24
23) Dispute Settlement.....	24
24) Application of Water, Gas and Electric Companies Act .....	25
25) Force Majeure.....	25
26) Terms and Conditions.....	26
27) Not Exclusive Against Her Majesty .....	26
28) Severability .....	26
29) Amendments .....	26
30) Waiver.....	26
31) Confidentiality .....	27

**NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

BETWEEN

**VILLAGE OF CREMONA**, a municipality located  
in the Province of Alberta (the “**Municipality**”)

OF THE FIRST PART

– and –

**ATCO GAS AND PIPELINES LTD.**, a  
corporation having its head office at the City of  
Edmonton, in the Province of Alberta (the  
“**Company**”)

OF THE SECOND PART

WHEREAS by agreement dated August 21, 1962 made between the Company and the Municipality a franchise was granted to the Company to supply natural gas to the Municipality and its inhabitants, for a period of twenty (20) years;

WHEREAS by Agreement dated October 12, 1982 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement dated July 14, 1992 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement dated December 14, 2004 the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS the Municipality desires to grant and the Company, collectively the “Parties”, desires to obtain an exclusive franchise to provide Natural Gas Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

NOW THEREFORE in consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

**1) Definitions and Interpretation**

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement will have the meanings attributed to them as follows:

- a) “Agreement” means this Natural Gas Distribution System Franchise Agreement;
- b) “Alternative Course of Action” shall have the meaning set out in paragraph 14 (c);

- c) "Commission" means the Alberta Utilities Commission (AUC) as established under the Alberta Utilities Commission Act (Alberta);
- d) "Company" means the Party of the second part to this Agreement and includes its successors and permitted assigns;
- e) "Construct" means constructing, reconstructing, upgrading, extending, relocating, or removing any part of the Natural Gas Distribution System;
- f) "Consumer" or "Consumers" as the text may require, means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Natural Gas Distribution Service by the Company pursuant to the Company's Delivery Tariff;
- g) "Core Services" means all those services set forth in Schedule "A" of this Agreement;
- h) "Delivery Tariff" means the rates and Terms and Conditions of service approved by the Commission from time to time on an interim or final basis, as the case may be, for the Company to deliver Natural Gas to the Consumer;
- i) "Electronic Format" means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- j) "Extra Services" means those services set forth in Schedule "B" that are requested by the Municipality for itself or on behalf of its citizens and provided by the Company in accordance with paragraph 7 of this Agreement;
- k) "GUA" means the Gas Utilities Act (Alberta);
- l) "Intended Time Frame" shall have the meaning set out in paragraph 14 (c);
- m) "Maintain" means to maintain and keep in good repair any part of the Natural Gas Distribution System;
- n) "Major Work" means any Work to Construct or Maintain the Distribution System that costs more than One Hundred Thousand (\$100,000.00) Dollars;
- o) "MGA" means the Municipal Government Act (Alberta);
- p) "Modified Plans" shall have the meaning set out in paragraph 14 (c)(ii);
- q) "Municipality" means the Party of the first part to this Agreement;

- r) "Municipal Compensation" shall have the meaning set out in paragraph 20;
- s) "Municipal Service Area" means the geographical area within the legal boundaries of the Municipality where the Company has been granted rights hereunder in connection with, among other matters, Natural Gas Distribution Service, as altered from time to time;
- t) "Municipal Property" means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- u) "Natural Gas" means a combustible mixture of hydrocarbon gases;
- v) "Natural Gas Distribution Service" means the delivery of Natural Gas in accordance with the Company's Delivery Tariff;
- w) "Natural Gas Distribution System" means any facilities owned by the Company which are used to provide Natural Gas Distribution Service within the Municipal Service Area, and without limiting the generality of the foregoing, will include all mains, pipes, conduits, valves and all other installations used and required for the purpose of delivering Natural Gas to the Consumer within the Municipal Service Area and includes any Natural Gas transmission lines owned by the Company within the Municipal Service Area;
- x) "NOVA Gas Transmission Ltd. (NGTL)" means NGTL and its successors, as applicable, for purposes of paragraph 5 g) of this Agreement. For greater certainty, the provisions of paragraph 5 g) may only apply in relation to franchises held by ATCO;
- y) "Operate" means to operate the Natural Gas Distribution System, or to interrupt or restore service in any part of the Natural Gas Distribution System, in a safe and reliable manner;
- z) "Party" means any party to this Agreement and "Parties" means all of the parties to this Agreement;
- aa) "Plans and Specifications" means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuance of any approval that may be required under this Agreement;
- bb) "Term" means the term of this Agreement set out in paragraph 2;
- cc) "Terms and Conditions" means the terms and conditions contained within the Delivery Tariff in effect from time to time for the Company as approved by the Commission;
- dd) "Work" means any work to Construct or Maintain the Natural Gas Distribution

System; and

ee) "Work Around Procedures" shall have the meaning set out in paragraph 14 (c)(ii).

The words "hereof", "herein", "hereunder" and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations will be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word "including" when used herein is not intended to be exclusive and in all cases means "including without limitation". References herein to a section, paragraph, clause, Article or provision will refer to the appropriate section, paragraph, clause, article or provision of this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and will not be utilized in interpreting this Agreement.

## **2) Term**

- a) Subject to sub-paragraph 2(b), this Agreement will be for a minimum term of ten years, commencing on the later of:
  - i) 1<sup>st</sup> day of September 2015; and
  - ii) the first (1st) business day after both of the following have occurred:
    - A. the Commission has approved and acknowledged this Agreement; and
    - B. Council of the Municipality has passed third reading of the applicable adopting bylaw.
- b) This Agreement will expire on the 31st day of August, 2025
- c) It is agreed this Agreement supersedes and replaces any prior Natural Gas franchise agreements between the Municipality and the Company.

## **3) Expiry of Term of Agreement**

- a) Provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Term of its intention to negotiate a new franchise agreement, at any time following the expiration of the Term, and if the Municipality has not provided written notice to the Company to exercise its rights to purchase the Natural Gas Distribution System, either Party may submit any items in dispute pertaining to a new franchise agreement to binding arbitration by the Commission.

- b) Subject to subparagraph 3c) of this Agreement, upon expiry of the Term, this Agreement will continue in effect pursuant to the provisions of the MGA.
- c) Commencing one (1) year following the expiration of the Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph 3a), or the Municipality has given written notice to purchase the Natural Gas Distribution System, this Agreement will be amended to provide the following:
  - i) Fifty percent (50%) of the franchise fee otherwise payable under this Agreement to the Municipality will be held back and deposited in trust in an interest bearing trust account by the Company, for the sole benefit of the Municipality. The trust money along with all accumulated interest will be paid to the Municipality immediately upon execution of another Natural Gas Franchise Agreement with the Company, or if the Municipality purchases the Natural Gas Distribution System, or if the Company transfers or sells the Natural Gas Distribution System, or upon further Order of the Commission.
- d) In the event a franchise agreement template is approved by the Commission during the Term of this Agreement and the provisions are materially different from the provisions of this Agreement, the Parties may, by agreement in writing, amend this Agreement to conform to such franchise agreement template.

#### **4) Grant of Franchise**

- a) Subject to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area to:
  - i. provide Natural Gas Distribution Service;
  - ii. Construct, Operate, and Maintain the Natural Gas Distribution System; and
  - iii. use portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas Distribution Service or to Construct, Operate and Maintain the Natural Gas Distribution System.
- b) Subject to subparagraph 4c) , and to the terms and conditions hereof, the Municipality agrees it will not, during the Term, grant to any other person, firm or corporation, the right to Construct, Operate and Maintain any natural gas distribution system nor the exclusive right to use the portions of the roads, rights-of-way and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas distribution service or to Construct, Operate and Maintain a Natural Gas distribution system, for the purpose of delivering Natural Gas in the Municipal Service Area for Consumers, so long as the Company delivers the

Consumers' requirements of Natural Gas.

c) The Company agrees to:

- i. bear the full responsibility of an owner of a Natural Gas distribution system and to ensure all services provided pursuant to this Agreement are provided in accordance with the Delivery Tariff, insofar as applicable;
- ii. Construct, Operate and Maintain the Natural Gas Distribution System;
- iii. use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Natural Gas Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
- iv. use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Natural Gas Distribution Service and any other service contemplated by this Agreement.

## 5) Franchise Fee

a) Calculation of Franchise Fee

In consideration of the rights granted pursuant to paragraph 4 and the mutual covenants herein and subject to Commission approval the Company agrees to collect from Consumers and pay to the Municipality a franchise fee. The Parties agree s. 360(4) of the *MGA*, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without limitation the fixed charge, base energy charge, demand charge, but excluding the cost of Natural Gas (being the calculated revenues from the Natural Gas cost recovery rate rider or the deemed cost of Natural Gas and Natural Gas supply related riders) in that year for Natural Gas Distribution Service within the Municipal Service Area.

For the first (1<sup>st</sup>) calendar year or portion thereof of the Term of this Agreement, the franchise fee percentage will be twenty five percent (25.00%).

By no later than September 1<sup>st</sup> of each year, the Company will:

- i. advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Service Area for the prior calendar year; and

- ii. with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Service Area for the next calendar year.

b) Adjustment to the Franchise Fee

At the option of the Municipality and subject to Commission approval, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage, then the Municipality will, no later than November 1<sup>st</sup> in any year of the Term, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year. Upon receipt of notice, the Company will work with the Municipality to ensure all regulatory requirements are satisfied on a timely basis and agrees to use best efforts to obtain approval from the Commission for implementation of the proposed franchise fee percentage as and from January 1<sup>st</sup> of the following calendar year.

If the Municipality provides written notice at any other time with respect to a franchise fee change, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Notice to Change Franchise Fee

Prior to implementing any change to the franchise fee, the Municipality will notify its intent to change the level of the franchise fee and the resulting effect such change will have on an average residential Consumer's annual Natural Gas bill through publication of a notice once in the newspaper with the widest circulation in the Municipal Service Area at least forty five (45) days prior to implementing the revised franchise fee. A copy of the published notice will be filed with the Commission.

d) Payment of Franchise Fee

The Company will pay the Municipality the franchise fee amount billed to Consumers on a monthly basis within forty-five (45) days after billing Consumers.

e) Franchise Fee Cap

The franchise fee percentage will not at any time exceed thirty five percent (35%) without prior Commission approval.

f) Reporting Considerations

Upon request, the Company will provide to the Municipality, along with payment of the franchise fee amount information on the total Delivery Tariff billed, the

franchise fee percentage applied, and the derived franchise fee amount used by the Company to verify the payment of the franchise fee amount as calculated under this paragraph 5.

**g) Franchise Fees Collected from NOVA Gas Transmission Ltd. Customers**

In the event certain customers in the Municipal Service Area connected to the Company's Natural Gas Distribution System are customers of the NOVA Gas Transmission Ltd. (NGTL), a franchise fee will be collected from such customers by NGTL in accordance with NGTL's applicable tariff and such franchise fee once remitted to the Company will be aggregated with the franchise fee as calculated in paragraph 5 a) to be dealt with in accordance with paragraph 5 d).

**6) Core Services**

The Company agrees to provide to the Municipality the Core Services set forth in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

**7) Provision of Extra Services**

Subject to an agreement being reached, the Company agrees to provide to the Municipality the Extra Services, if any, set forth in Schedule "B", as requested by the Municipality from time to time. The Company is entitled to receive from the Municipality a reasonable amount for full compensation for the provision of the Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

Any breach by the Company in connection with the provision of any Extra Services contained in this Agreement will not constitute a breach of a material provision of this Agreement for the purposes of paragraph 9.

**8) Municipal Taxes**

Amounts payable to the Municipality pursuant to this Agreement will be (without duplication) in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment.

**9) Right to Terminate on Default**

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach. If the said breach is not remedied within two (2) weeks after receipt of the

written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach acting reasonably this Agreement will terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

#### **10) Sale of Natural Gas Distribution System**

Upon the expiration of the Term of this Agreement or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction the Municipality may, subject to the approval of the Commission under Section 47 of the MGA:

- i. exercise its right to require the Company to sell to it the Natural Gas Distribution System within the Municipal Service Area pursuant to the provisions of the MGA, where applicable; or
- ii. if such right to require the Company to sell the Natural Gas Distribution System is either not applicable or has been repealed, require the Company to sell to it the Natural Gas Distribution System. If, upon the expiration of the Agreement, the parties are unable to agree on the price or on any other terms and conditions of the purchase, the unresolved matters will be referred to the Commission for determination.

#### **11) Provision of Detailed Plans and Equipment**

##### **a) Detailed Plans**

The Company agrees to provide to the Municipality for the Municipality's purposes only, the most current set of detailed plan sheets including as-built drawings and specifications showing the locations (excluding depth) and alignments of the Natural Gas Distribution System, excepting service lines and installations on private property, according to the plan sheets in hard copy and in Electronic Format, where available, together with as many prints of the overall Natural Gas Distribution System as the Municipality may reasonably require. These plans and plan sheets will be updated by the Company on at least an annual basis.

The Municipality will, upon reasonable request, provide to the Company any subdivision development plans of the Municipality in hard copy and in Electronic Format, where available. The subdivision development plans are provided to the Company for the sole purpose of assisting the Company in delivering Natural Gas to the Consumer.

##### **b) Provision of Equipment**

The Company agrees to provide the Municipality's fire department with the equipment necessary for the operation of curb boxes and service valves. In case of fire, the service valves may be turned off by the fire department if they reach a fire before the Company's representative. The Municipality will notify one of the Company's representatives of fires which may affect the Natural Gas Distribution System and/or the operations thereof as quickly as reasonably possible or, in the event they cannot reach a Company representative, the Municipality will advise the Company's standby personnel of such fires. The Company will ensure its representatives reasonably cooperate with the Municipality in preventing, controlling and investigating fires involving or affecting the Natural Gas Distribution System.

## **12) Right of First Refusal to Purchase**

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of, or purchase the Natural Gas Distribution System within the Municipal Service Area, which the Company is willing to accept, then the Company will promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality will during the next one hundred and twenty (120) days, have the right of first refusal to operate, take control of or purchase the Natural Gas Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.

Notwithstanding the foregoing, in the event the Municipality fails or refuses to exercise its right of first refusal, the Municipality will retain the right to withhold its consent to an assignment of this Agreement in accordance with paragraph 20 below. For the purposes of this paragraph 12, "operate, take control" will not be construed as including the subcontracting by the Company of only some portions of its operations where the Company continues to be responsible for the performance of this entire Agreement;

- b) If the Municipality does not exercise its right of first refusal and the said bona fide offer the Company is willing to accept does not proceed to closure, the Municipality retains its right of first refusal on any other offer.
- c) This right of first refusal applies where the offer pertains only to the entire Natural Gas Distribution System. The right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal will be of no force and effect and will not apply.
- d) Where the Municipality exercises its rights to purchase the Natural Gas Distribution System from the Company and thereby acquires the Natural Gas Distribution System, the Municipality agrees, should it no longer wish to own the Natural Gas Distribution System within five (5) years after it acquires the said system and the Municipality receives any bona fide offer from an arms-length third party to purchase the Natural Gas Distribution System, which it is willing to accept, then it will promptly give written

notice to the Company of the terms and conditions of such offer. The Company will during the next one hundred and twenty (120) days have the first right of refusal to purchase the Natural Gas Distribution System for the same price and upon the same terms and conditions as contained in the said offer.

- e) The Municipality's right of first refusal will not apply where the Company has agreed to transfer the Natural Gas Distribution System to a third party utility company in exchange for certain other assets provided all of the following conditions are met:
  - i. the third party utility can demonstrate to the reasonable satisfaction of the Municipality that it meets the necessary technical and financial requirements to own and operate the Natural Gas Distribution System;
  - ii. the only consideration that will be exchanged between the Company and the third party utility company is the transfer and exchange of assets and monetary consideration limited to a maximum of 49% of the net book value of the Natural Gas Distribution System;
  - iii. there is no adverse impact to the Municipality resulting from the transfer and exchange above referenced as determined by the Commission;
  - iv. the Company and the third party utility company obtain all the requisite regulatory requirements prior to completing the transfer and exchange; and
  - v. full compensation is paid to the Municipality for all reasonable costs including administrative and legal costs incurred by the Municipality in ensuring all of the conditions i) through iv) above are satisfied.

### **13) Construction and/or Maintenance of Natural Gas Distribution System**

#### **a) Municipal Approval**

Before undertaking any Major Work, or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the written approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality granted in accordance with this paragraph will be limited to an approval of the location and alignment of the Major Work only, and will not signify approval of the structural design or the ability of the work to perform the function for which it was intended.

Prior to commencing the Work, the Company will obtain such other applicable permits as are required by the Municipality. The Company will notify the Municipality of all Work done within the Municipal Service Area prior to commencing the Work where reasonably practicable. However, only Major Work is subject to a formal approval process.

The Company will obtain prior written approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from municipalities and will illustrate the proposed changes to the Natural Gas Distribution System.

b) Restoration of Municipal Property

The Company agrees when it or any agent employed by it undertakes any Work on any Municipal Property, the Company will complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, and unless otherwise agreed to by the Parties, the Company will forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably.

The Company will, where reasonably practicable and prudent, locate its pipelines and related equipment in lanes and alleys rather than in the streets and main thoroughfares.

The Company further covenants it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Natural Gas Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company will use commercially reasonable efforts to not interfere with existing Municipal Property and to cause as little damage as possible to the property of others (including the Municipality Property). If the Company causes damage to any existing Municipal Property during the performance of any Work, it will cause such damage to be repaired at its own cost.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company will be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Natural Gas Distribution System are of an urgent nature where the operation or reliability of the Natural Gas Distribution System is materially compromised or potentially materially compromised, the Company will be entitled to conduct such repairs or maintenance as are commercially reasonable without prior notice to the Municipality and, unless otherwise specified by the Municipality, the Company will provide notice to the Municipality as soon as practicable and, in any event, no later than seventy-two (72) hours after the repairs are commenced.

d) Company to Obtain Approvals from Other Utilities

The Company will be solely responsible for locating, or causing to be located, all existing utilities or utility mains, pipes, valves and related facilities in, on or adjacent to the Work site. The Company will notify all other utility operators and ensure utilities and utility mains, pipes, valves and related facilities are staked prior to commencement of construction. Unless the Municipality has staked the location for the utility property, staking will not be deemed to be a representation or warranty by the Municipality the utility or utility property are located as staked. The Municipality will not be responsible for any damage caused by the Company to any utility or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility property. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Revised Plans and Specifications

Following completion of the Major Work, the Company will provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format, where available and upon request, the Company will provide the Municipality with a hard copy of the materials within three (3) months of the request. The Company will provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph and paragraph 11, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i. advising the Municipality the revised Plans and Specifications are posted to a web-based forum that contains such information; and
- ii. allowing the Municipality access to such web-based forum.

f) Approvals

Where any approvals are required to be obtained from either Party under this paragraph, such approvals will not be unreasonably withheld.

The Company will ensure all Work is performed in accordance with the requirements of all applicable legislation, rules and regulations. The Company will immediately notify the Municipality of any lien, claim of lien or other action of which it has or reasonably should have knowledge, and will cause the same to be removed within thirty (30) days (or such additional time as the Municipality may allow in writing), failing which the Municipality may take such action as it reasonably deems necessary to remove the same and the entire cost thereof will be immediately due and payable by the Company to the Municipality.

#### **14) Responsibilities For Cost of Relocations**

- a) Upon receipt of one (1) year's notice from the Municipality, the Company will, at its own expense, relocate to Municipal Property such part of the Natural Gas Distribution System that is located on Municipal Property as may be reasonably required by the Municipality due to planned municipal construction. In order to encourage the orderly development of Municipal facilities and the Natural Gas Distribution System, the Municipality and the Company agree they will meet regularly to:
  - i. review the long-term facility plans of the Municipality and the Company; and
  - ii. determine the time requirements and costs for final design specifications for each relocation. Providing the Municipality is not the developer requesting the relocation for commercial or residential resale to third parties, the Company will bear the expenses of the required relocation.
- b) Notwithstanding the foregoing, the Company will not be required to move any part of the Natural Gas Distribution System after receipt of notice from the Municipality in accordance with this paragraph where:
  - i. the Company has illustrated to the satisfaction of the Municipality, acting reasonably, an appropriate Alternative Course of Action is available;
  - ii. the Municipality has provided the Company with its written approval of the Alternative Course of Action (which approval may not be unreasonably withheld by the Municipality); and
  - iii. the Company has provided its written undertaking to carry out the Alternative Course of Action promptly and within a sufficiently short period of time so as to ensure the Municipality will be left with sufficient time to complete the said planned municipal construction within the Intended Time Frame (taking into account any delays which the Municipality may encounter as a result of the Company utilizing the Alternative Course of Action).
- c) For the purposes of this paragraph 14, the term "Alternative Course of Action" will mean any course of action that will enable the Municipality to complete the said Municipal construction and will result in a net cost savings to the Company (taking into

account all additional costs incurred by the Company in carrying out the Alternative Course of Action and any additional costs which the Municipality may incur and which the Company will be required to pay in accordance with this paragraph 14 and "Intended Time Frame" will mean the period of time within which the Municipality would have reasonably been able to complete the said Municipal construction if the Company would have relocated the Natural Gas Distribution System in accordance with this paragraph 14.

If the Municipality agrees to permit the Company to utilize an Alternative Course of Action, the Company will pay any and all costs incurred in carrying out the Alternative Course of Action and will pay on demand to the Municipality (on a full indemnity basis) any and all costs incurred by the Municipality:

- i. in conducting a review of the Alternative Course of Action to determine whether the Alternative Course of Action is acceptable to the Municipality;
- ii. in modifying any plans the Municipality may have prepared in respect of the said municipal construction ("Modified Plans") or in preparing or developing plans and procedures ("Work Around Procedures") to work around the Natural Gas Distribution System or any improvement, thing, or component utilized by the Company in effecting the Alternative Course of Action; and
- iii. in the course of conducting the said planned municipal construction where such costs would not have been incurred by the Municipality if the Company had relocated the Natural Gas Distribution System in accordance with this paragraph 14 (including any reasonable additional cost the Municipality may incur in completing the said municipal construction in accordance with the Modified Plans or in effecting any Work Around Procedures).

d) The following example illustrates the intended application of the foregoing provisions:

Where:

- i. The Municipality requires the Company to move a Natural Gas line so the Municipality can replace its own sewer lines. The cost of moving the Natural Gas line is \$10,000. The cost of carrying out the replacement of the sewer line after moving the Natural Gas line is \$40,000;
- ii. The Company proposes to simply brace the Natural Gas line (at a cost of \$2,000) and the Municipality, acting reasonably, approves of this as an Alternative Course of Action;
- iii. As a result of having to prepare Modified Plans and to prepare and implement Work Around Procedures to work around the braces, the actual cost incurred by the Municipality in replacing the sewer line is \$45,000 (being a net increase in cost of \$5,000); the Company is required to pay the \$2,000 cost of the bracing together and the

additional cost of \$5,000 incurred by the Municipality (resulting in a net savings of \$3,000 to the Company).

In cases of emergency, the Company will take all measures that are commercially reasonable and necessary to ensure public safety with respect to relocating any part of the Natural Gas Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Natural Gas Distribution System or fails to repair or do anything else required by the Company pursuant to this subparagraph without valid justification and in a timely and expeditious manner to the satisfaction of the Municipality's representative, acting reasonably, the Municipality may, but is not obligated to, complete such relocation or repair and the Company will pay the reasonable costs of such relocation or repair forthwith to the Municipality. If the Municipality chooses to complete such relocation or repair the Municipality will ensure such work is completed using the Company's design specifications and standards, as provided by the Company, including the use of good and safe operating practices.

The Municipality is not responsible, either directly or indirectly, for any damage to the equipment which forms part of the Natural Gas Distribution System which may occur during its installation, maintenance or removal by the Company, nor is the Municipality liable to the Company for any losses, claims, charges, damages and expenses whatsoever suffered by the Company including claims for loss of revenue or loss of profits, on account of the actions of the Municipality, its agents or employees, working in, under, over, along, upon and across its highways and rights-of- ways or other Municipal Property other than direct loss or damage to the Company caused by the negligence or willful misconduct of the Municipality, its agents or employees.

In the event the relocation or any part thereof requires the approval of a third party, the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality will not be responsible for any of the costs of such relocation.

#### **15) Natural Gas Distribution System Expansion**

Subject to the Terms and Conditions, and at no cost to the Municipality unless otherwise provided for under the Terms and Conditions, the Company will, on a timely basis, use its best efforts on a commercially reasonable basis to meet the Natural Gas Distribution System expansion requests of the Municipality or a Consumer and provide the requisite facilities for connections for new Consumers to the Natural Gas Distribution System.

**16) Increase in Municipal Boundaries**

Where the Municipality increases its geographical area, through annexation or amalgamation, as understood under the MGA, by the greater of 640 acres and twenty five (25%) percent of the current area or more, the Municipality will have the option to:

- a) terminate this Agreement provided the Municipality gives notice in writing to the Company of its intention to do so; or
- b) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or amalgamation as understood under the MGA, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

**17) Joint Use of Municipal Rights-of-Way**

- a) Municipal Use

The Municipality will upon written notice to the Company have, for any reasonable municipal purpose, the right to make use of any municipal rights-of-way granted to the Company by the Municipality, provided such use complies with good and safe operating practices, as determined by the Company acting reasonably, applicable legislation, and does not unreasonably interfere with the Company's use thereof, at no charge to the Municipality. The Municipality is responsible for its own costs and any necessary and reasonable costs incurred by the Company including the costs of any alterations that may be required in using municipal rights-of-way.

- b) Third Party Use and Notice

If any third party, including other utilities, desire to jointly use the municipal rights-of-way, the Company agrees it will not grant the third party joint use except in accordance with this paragraph, or unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees the following procedure will be used in granting permission to third parties desiring joint use of the municipal rights-of-way:

- i. first, the third party will be directed to approach the Company to initially request conditional approval from the Company to use that part of the municipal rights-of-way it seeks to use;
- ii. second, upon receiving written conditional approval from the Company, the third

party will be directed to approach the Municipality to obtain its written approval to jointly use that part of the municipal rights-of-way. As a condition of granting its consent, the Municipality may require such third party enter into an agreement with the Municipality, and such agreement may require such third party pay compensation to the Municipality; and

- iii. third, upon receiving written conditional approval from the Municipality, the third party will be directed to obtain final written approval from the Company to jointly use that part of the municipal rights-of-way. Once a joint use agreement has been entered into between the Company and the third party, it will not be subsequently amended without the written consent of the Municipality (which consent will not be unreasonably withheld).

c) Cooperation

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in encouraging the use of joint trenching and in any negotiations with third parties desiring joint use of any part of the municipal rights-of-way located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, will be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of any portion of the municipal rights-of-way will be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

e) Provision of Agreements

Upon reasonable request by the Municipality, copies of these agreements will be updated by the Company and provided to the Municipality at no cost to the Municipality.

**18) Municipality as a Retailer**

The provisions of this Agreement will not in any way restrict the right of the Municipality to become a retailer within the meaning of the GUA.

## **19) Reciprocal Indemnification and Liability**

- a) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements), including indemnity from and against any claim, loss, cost, demand and legal or other expense, whether in respect of any lien, encumbrance or otherwise, arising out of any Work performed by or for the Company, which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
  - i. any breach by the Company of any of the provisions of this Agreement; or
  - ii. the negligence or willful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.
  
- b) The Municipality will indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
  - i. any breach by the Municipality of any of the provisions of this Agreement; or
  - ii. the negligence or willful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, in carrying on the business of the Municipality.
  
- c) Notwithstanding anything to the contrary herein contained, in no event will the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any indirect, special or consequential damages (including damages for pure economic loss, loss of profits, loss of earnings or loss of contract), howsoever caused or contributed to.

## **20) Assignment**

In the event the Company agrees to sell the Natural Gas Distribution System to a third party purchaser, the Company will comply with paragraph 10 above. In addition, the Company will request the third party purchaser confirm in writing it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Natural Gas Distribution System to a third party purchaser. The Parties will thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of the Agreement, and the compensation payable to the Municipality for all costs including administrative and legal costs relating to providing its written consent to the Assignment (“Municipal Compensation”).

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of the Agreement to the third party purchaser. The Company agrees the Municipality may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser if the Municipal Compensation is inadequate or if the third party purchaser fails to covenant, in favour of the Municipality, to perform and observe all of the covenants and obligations of the Company to be performed and observed under this Agreement and otherwise solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of the Agreement. In this case, such notice to the Company must specify in detail the Municipality’s concern.

Should the Municipality not reply within the thirty (30) day period, it is agreed the Municipality will be deemed to have consented to the assignment. The Company further agrees when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality will have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company will be entitled to assign this Agreement to an arm’s length third party purchaser of the Natural Gas Distribution System without the consent of the Municipality, subject to paying the Municipal Compensation for the assignment, and having obtained the Commission’s approval for the sale of the Natural Gas Distribution System and, the third party purchaser’s confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Natural Gas Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement and the payment of the Municipal Compensation for its consent to the Assignment subject to Commission approval, the Company will be released from all its liabilities and obligations thereunder.

The Company will be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality’s written consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally

liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, will provide written notice to the Municipality indicating it will assume all liabilities and obligations of the Company under this Agreement.

Any disputes arising under the operation of this paragraph will be submitted to the Commission for determination.

## 21) Notices

- a) All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement will be in writing and will be deemed to have been properly given if personally served, sent by registered mail or sent in Electronic Format to the Municipality or to the Company as the case may be, at the addresses set forth below:

To the Company:

ATCO GAS AND PIPELINES LTD.  
Attention: Director, Calgary Region Operations  
500 Crowfoot Crescent NW  
Calgary, Alberta T3G-2W4  

---

Phone (403) 245-7643 Fax (403) 245-7332

To the Municipality:

VILLAGE OF CREMONA  
Attention: Chief Administrative Officer  
PO Box 10  
Cremona, Alberta T0M-0R0  

---

Phone (403) 637-3762 Fax (403) 637-2101

- b) The date of receipt of any such notice as given above, will be deemed to be as follows:
- i. In the case of personal service, the date of service;
  - ii. In the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, in the event of an interruption of normal mail service, receipt will be deemed to be the seventh (7th) day following the date on which normal service is restored; or
  - iii. In the case of delivery in Electronic Format, the date the notice was actually received by the recipient or, if not a business day, then the next business day.

**22) Interruptions or Discontinuance of Delivery Service**

Subject to its Delivery Tariff, the Company will use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Natural Gas Distribution Service to any Consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Natural Gas Distribution System;
- b) On account of or to prevent fraud or abuse of the Natural Gas Distribution System;
- c) On account of defective aspects of the Natural Gas Distribution Systems which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where required, under the Terms and Conditions, due to a Consumer's non-payment of Natural Gas bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Natural Gas Distribution Service, it will notify the Municipality in writing as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Natural Gas Distribution Service, the Company will provide notice (in a format acceptable to the Municipality) as soon as is practicable in the circumstances.

**23) Dispute Settlement**

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in paragraphs 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Natural Gas Distribution System as contemplated in paragraphs 10 and 12 hereof, or any other matter within the exclusive jurisdiction of a governmental authority having jurisdiction, will be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties will attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute will be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure.

Each Party will appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators will, together, appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute will be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel will render a decision within twenty (20) business days of the last day of the hearing.

Except, as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) will apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company will continue to perform their respective obligations hereunder.

- b) The Company will advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and will advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

#### **24) Application of Water, Gas and Electric Companies Act**

This Agreement will be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

#### **25) Force Majeure**

If either Party fails to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure will be deemed not to be a breach of the obligations of such Party hereunder, but such Party will use its best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" will mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority (excluding the Municipality) having

jurisdiction, civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances will be deemed not to be an event of "force majeure".

**26) Terms and Conditions**

The Terms and Conditions applicable to the Company and approved by the Commission, as revised or amended from time to time by the Commission, will apply to the Municipality. Nothing in this Agreement is intended to supersede the Terms and Conditions.

**27) Not Exclusive Against Her Majesty**

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed the rights, powers and privileges conferred and granted by this Agreement will not be deemed to be exclusive against Her Majesty in right of the Province of Alberta.

**28) Severability**

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any portion which may, for any reason or to any extent, be declared or held invalid, unenforceable or illegal.

**29) Amendments**

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to any regulatory approvals required by law.

**30) Waiver**

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party.

The waiver by a Party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

**31) Confidentiality**

The Company acknowledges the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

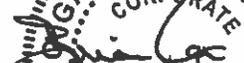
IN WITNESS WHEREOF the Parties hereto have executed these presents as of the day and year first above written.

**(Municipality)**

PER: 

PER: 

**(Company)**

PER:   
Director, Calgary Region Operations

PER:   
Senior Manager, Northeast Calgary



## SCHEDULE "A" Core Services

The Company will provide to the Municipality the following basic services as Core Services:

- 1) The Company will deliver Natural Gas to the Consumers in accordance with the Company's Terms and Conditions, the Company's Distribution Tariff, the GUA, any regulations thereto, and any Commission orders and decisions.
- 2) The Company will install all Natural Gas facilities required to provide service to the Consumers in accordance with all applicable regulations, codes, applicable standards and common industry practices.
- 3) As required by legislation, the Company will provide and install all necessary regulators and meters necessary for measuring the Natural Gas supplied to each Consumer.
- 4) The Company agrees to collaborate with the Municipality's emergency response services in an effort to mutually develop emergency response procedures relating to Natural Gas emergencies.
- 5) The Company will provide personnel twenty-four (24) hours a day to investigate and make safe any suspected gas leak inside or outside the Consumer's premises.
- 6) The Company will utilize the services of qualified personnel for designing all Natural Gas facilities to satisfy all applicable regulatory codes and standards, preparing necessary work order plans and monitoring the distribution network pressures to ensure the Company's facilities will satisfy the Consumer's current and future Natural Gas delivery requirements.
- 7) The Company will provide to the Municipality, on request, copies of any and all Natural Gas Distribution Service related written or electronic, where available information or reports required to be filed with the Commission by the Company.
- 8) The Company will provide to the Municipality, upon request and to the extent the information is available, an annual report on the following standards:
  - a) **System Reliability** - will be measured by:
    - i. The number of major outages resulting in a loss of service to Consumers;
    - ii. The number of Consumers affected by each major outage; and
    - iii. The duration of each major outage.
  - b) **Consumer Satisfaction** - will be measured by:

- i. Company-wide call centre targets and statistics (wait times, abandoned calls, call volumes, etc.); and
  - ii. any Consumer complaints received by the Commission.
- c) **Public Safety** - will be measured by:
  - i. the number of customer injuries and/or damages due to Natural Gas Distribution System failure;
  - ii. the number of line hits per total locates completed;
  - iii. the number of line hits as a result of inaccurate locates;
  - iv. the percentage of the area of the Municipality surveyed for leaks and yearly cathodic protection measures;
  - v. the number and nature of calls received from the Municipality and any of its Municipal agencies (including fire department, police department etc.) regarding the Natural Gas Distribution System.
- 9) Once per year, upon request and subject to any applicable privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting or restricting such disclosure, the Company will provide to the Municipality:
  - a) The total number of sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
  - b) The total gigajoules (GJ) of Natural Gas consumed by Consumers billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
  - c) The franchise fee revenue billed to Consumers within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
  - d) Where the Municipality is the customer of record and the Municipality provides a list of those sites to the Company on the form provided by the Company:
    - i. The total number of those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
    - ii. The total gigajoules (GJ) of Natural Gas at those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
  - iii. The franchise fee revenue billed to those sites within the Municipal Service Area,

by Company rate class, per revenue month, for each of the last two (2) years; and

e) Such other information as may be agreed upon by the Parties from time to time.

Where privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting such disclosure prevent the Company from providing the information above, the Company will make reasonable attempts to aggregate the information so as to comply with the applicable rules. The Company will not be obligated to provide such aggregated information if it believes such aggregation will not allow the Company to comply with the applicable rules.

- 10) Upon request by either Party, the Company will meet with the Municipality. Through a mutual exchange of information the Company will keep the Municipality apprised of the Company's construction and upgrading programs planned for the Municipal Service Area and the Municipality will advise the Company of any issues or plans relating to, or potentially impacting, the Natural Gas Distribution System.

#### **SCHEDULE "B" Extra Services**

Nothing in this Agreement precludes the Parties from contracting for Extra Services outside the provisions of this Agreement. In the event the Parties do elect to contract for the provision of Extra Services within the provisions of this Agreement and unless otherwise agreed upon by the Parties, nothing in this Agreement will preclude the Company from sub-contracting with third parties for the provision of Extra Services.

Subject to Commission approval, as may be required, any payments from the Municipality to the Company for Extra Services, if agreed to by the Municipality, may be deducted from the Franchise Fee collected from Consumers and otherwise remitted to the Municipality pursuant to paragraph 5 of this Agreement. The timing and quantum of such payments will be as agreed upon by the Parties and set forth as an amendment to this Schedule.

August XX, 2025

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

**Attention: Ms. Karen O'Connor, Chief Administrative Officer**

**Re: Natural Gas Franchise Fee Estimate for 2026 - Cremona**

---

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Village of Cremona, ATCO pays the Village of Cremona a franchise fee. The franchise fee is calculated as a percentage of ATCO's revenue derived from the delivery tariff and is collected from gas customers within Cremona.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Cremona for 2024 and an estimate of total revenues to be derived from the delivery tariff within Cremona for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$149,589	\$153,067	23%	\$35,205

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Village of Cremona has the option of changing the franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO before the end of October 2025.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at [Kris.Topp@atco.com](mailto:Kris.Topp@atco.com).

Yours truly,

Kris Topp  
Senior Manager, Calgary Region Field Operations  
ATCO Gas & Pipelines Ltd.

ATCO Estimate Delivery	% fee	Estimated Franchise Fee
153,067	17%	26,021.39
153,067	18%	27,552.06
153,067	19%	29,082.73
153,067	20%	30,613.40
153,067	21%	32,144.07
153,067	22%	33,674.74
153,067	23%	35,205.41
153,067	24%	36,736.08
153,067	25%	38,266.75
153,067	26%	39,797.42
153,067	27%	41,328.09
153,067	28%	42,858.76
153,067	29%	44,389.43
153,067	30%	45,920.10
153,067	31%	47,450.77
153,067	32%	48,981.44
153,067	33%	50,512.11
153,067	34%	52,042.78
153,067	35%	53,573.45

**ATCO Gas & Pipelines Ltd.**

**Historic and Forecast Franchise Fee and Property Tax Information for the Village of Cremona**

<b><u>Historic Information</u></b>						
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Five Year Average</u>
Franchise Fees	\$32,699	\$32,376	\$40,747	\$33,116	\$34,590	\$34,706
Average Annual Franchise Fees Per Average Residential Customer Using 105 GJ's per Year	\$120.43	\$127.36	\$149.54	\$120.47	\$130.20	\$129.60
Franchise Fee Percentage	25.00%	25.00%	25.00%	23.00%	23.00%	
Company Delivery Revenue	\$130,778	\$129,487	\$162,954	\$142,278	\$150,398	

<b><u>Forecast Information</u></b>						
	<u>Franchise Fee Method "A"</u>	<u>Estimated 2026 Annual Fee Total</u>	<u>Estimated 2026 Annual Fee Average Residential</u>	<u>Estimated 2026 Company Delivery Revenue</u>	<u>Estimated 2026 Delivery Revenue Per Average Residential Customer Consuming 105 GJs/year</u>	
Current franchise fee %	23.00%	\$35,205	\$129.72	\$153,067	\$563.98	
<b>Proposed %</b>	<b>24.00%</b>	\$36,736	\$135.36			
	Estimated annual increase/decrease to average residential customer bill:				<b>\$5.64</b>	

**NOTE: THE MAXIMUM ALLOWABLE FRANCHISE FEE IS 35.00%**



 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 25-09-074**

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 7 c)

**TITLE:** New Business - Memorandum of Agreement TRAVIS-MJ

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

**BACKGROUND / PROPOSAL:**

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry's need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

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

TRAVIS-MJ was designed to provide municipalities with a modern permit database too which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under them authority and to facilitate the sharing of permit revenue between the Province and the municipality. TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ.

Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications

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

Revenue from permits collected.

**RECOMMENDED ACTION:**

**MOTION** THAT the Official Administrator, Doug Lagore, approves the renewal of the Memorandum of Agreement for TRAVIS-MJ, and authorize the CAO to execute all necessary documents to give effect to this approval.

INTLS: CAO KO

## Memorandum of Agreement

The Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Between:

His Majesty the King in right of Alberta  
as represented by the Minister of Transportation and Economic Corridors  
(hereinafter, the “Province”)

-and-

\_\_\_\_\_  
(hereinafter, the “Municipality”)

### Background

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry’s need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

### **1.0 DEFINITIONS AND INTERPRETATION**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

“Agreement” means this Memorandum of Agreement;

“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

**1.2 Section Numbers** - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Entire Agreement** - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2.0 TERM**

**2.1 Initial Term** – This Agreement will be in effect for a term of three (3) years, commencing on April 1, 2025 and expiring on March 31, 2028 (the “Term”), unless sooner terminated in accordance with this Agreement.

**2.2 Renewal** – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of three (3) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

### **3.0 THE MUNICIPALITY’S RESPONSIBILITIES**

**3.1 Permit Applications** – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

**3.2 Permit Approvals** – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

**3.3 Data** – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

**3.4 Restriction on other Fees** – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

**3.5 Road Damage Charges** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

**3.6 Road Use Agreements** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

**3.7 Use of Contractor** – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

**3.8 Changes to Fees** – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months’ prior to such change taking effect.

### **4.0 PROVINCE’S RESPONSIBILITIES**

**4.1 Operation and Maintenance** – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

**4.2 Access** – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

**4.3 Training and Support** – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

**4.4 Fee Schedule** – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

## **5.0 COLLECTION AND PAYMENT OF FEES**

**5.1 Fixed Municipal Fee** – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

**5.2 Variable Fee** – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

**5.3 Payment of Fees to Municipality** – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

**5.4 Applicant Cooperation** - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

**5.5 GST** - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

## **6.0 FEES DISPUTE**

**6.1 Dispute Notification** – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

## **7.0 COMMUNICATION**

**7.1 Announcements** – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

**7.2 Disclosure** – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

**7.3 Freedom of Information and Protection of Privacy Act** – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

**7.4 Use of Information** – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

**7.5 Information Security** – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

**7.6 Third Party Requests** – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

**7.7 Notification** – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

## **8.0 TERMINATION**

**8.1 Termination** – This Agreement may be terminated as follows:

(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

**8.2 Effect of Termination** – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

## **9.0 NOTICE**

**9.1 Notices** - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Pamela Sooley  
Acting Executive Director, Carrier & Vehicle Safety  
Transportation and Economic Corridors  
Room 401, 4920 51<sup>st</sup> Street  
Red Deer, Alberta  
T4N 6K8

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

## **10.0 INDEMNITY AND LIABILITY**

**10.1 Municipal Indemnity** – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality’s employees or agents.

**10.2 Provincial Indemnity** – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province’s employees or agents.

**10.3 Survival** – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

**10.4 Errors and Omission** – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

**10.5 Damage** – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

## **11.0 DISPUTE RESOLUTION**

**11.1 Consultation** - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

**11.2 Reference to Senior Officials** – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

## **12.0 GENERAL**

**12.1 Amendment and Waiver** - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

**12.2 Additional Assurances** - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

**12.3 Assignment** - The Municipality may not assign this Agreement or any right or benefit under it.

**12.4 Alberta Law applies** - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

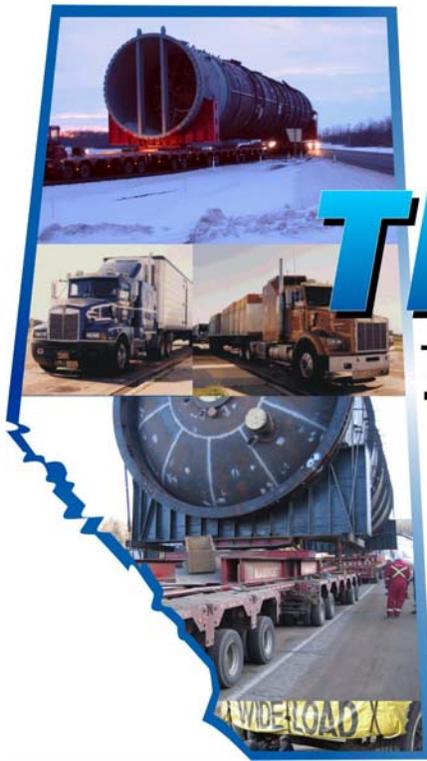
His Majesty the King in right of Alberta  
as represented by the Minister of  
Transportation and Economic Corridors

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date



# TRAVIS

Transportation Routing and Vehicle Information System

---

*... from data to decisions*

*“Serving the needs of industry and government to promote safety, efficiency and infrastructure protection”*

## Overview of the TRAVIS Multi-Jurisdiction Permitting System

Transport Engineering Branch  
January 28, 2014

---

## Introduction

The intent of this communiqué is to provide an introduction and overview of Alberta's TRAVIS Multi-Jurisdiction permitting initiative.

## Background

The movement of overweight and overdimensional trucks requires a provincial permit in all instances and municipal approval if the trip uses municipal roads as part of the route. The current permit process lacks coordination and requires applicants to contact multiple organizations and provide the same data to each jurisdiction.

A provincial, municipal, and industrial task group reviewed the movement of oversize loads in the province and made three recommendations:

1. The province should develop an automated permitting system that would, with a single permit application, issue the provincial permit and include all provincial and municipal permissions for the oversize vehicle to travel.
2. The province should charge a single fee for this service and allocate permit revenue to the municipalities on an equitable formula based on municipal roadway type and distance traveled.
3. The province and municipalities should strive to standardize the conditions for the movement of oversize loads.

## System

Following the recommendations of the task group, the province has developed the web-based TRAVIS permitting system, which currently processes and issues provincial permits. A provincial GIS routing function (TRAVIS Routing) was introduced in the spring of 2008. The final phase of the system, TRAVIS Multi-Jurisdiction (TRAVIS-MJ), includes routing on municipal roads as well as the incorporation of municipal permit approval business rules and processes.

TRAVIS Routing automatically checks the route and vehicle information to ensure that the roads and bridges on the intended route are adequate for the safe movement of the oversize vehicle, with minimal damage to the infrastructure. If the analysis presents no issues requiring manual review, TRAVIS can automatically approve and issue the permit. This process has significantly reduced the waiting time for industry and has reduced the number of manual errors where permits were issued with incorrect or restricted routes.

The TRAVIS system checks include:

1. Axle weights for the roadway surface, based on seasonal limitations, surface type, roadway structure, etc.
2. Temporary restrictions such as road bans, construction zones, etc.
3. A bridge analysis for each bridge that is being crossed. This analysis considers the actual capacity of the bridge for the specific vehicle, and is not just a review of a list to determine if the bridge is or is not restricted. There is an option to mandate engineer review if required.

4. Roadway width to assess the accommodation of other vehicles and the requirement for traffic control and escort vehicles.
5. Vertical clearances for bridges, overpasses, and other overhead obstacles.
6. Travel past vehicle inspection stations or through municipalities and enforcement areas. Municipal officials at their request can receive automatic notification of permits for oversize loads moving on their roads.
7. Specific business rules, based on the vehicle, commodity and highways to ensure that the proper permit conditions are included in the permit.

TRAVIS-MJ has been in production, with a pilot group of municipalities, since June 2009. Many of the lessons learned during the pilot phase have been addressed and the final version of TRAVIS-MJ was implemented into production in November 2010. Since then, the Province has been contacting municipalities to demonstrate the system and encourage them to join the initiative.

### **Municipalities**

Each municipality using TRAVIS-MJ for permitting will continue to be the sole road authority for their roads and will continue to set the criteria and make the decisions for allowing the movement of oversize loads on their roads.

The TRAVIS-MJ system is designed to assist municipalities in assessing applications for the movement of oversize vehicles. TRAVIS automatically checks the suitability of oversize vehicle travel on municipal roads, based on the data and rules provided by the municipality. If the information on the application matches the municipal business rules, the system will be able to provide automatic municipal approval. Where the vehicle weights or dimensions exceed any limits stipulated by the municipality, or if there is a routing issue, the move will be denied automatic approval. The applicant can revise the application or ask for it to be forwarded to the municipality for manual review.

The TRAVIS system allows municipalities to require that the permit applicant list the client companies, to facilitate checking for road use agreements and to assign responsibility for road damage.

The initial data upload will include roadway attribute data such as roadway surface type, roadway function, truck routes, local access roads, width, etc. Once the data is in place, free web-based tools will be provided to the municipalities (or their consultant) to maintain the data. Municipalities will have the ability to create business rules in the TRAVIS system for specific reviews and checks. The tools will provide ongoing access to the TRAVIS system to add or remove temporary restrictions for road bans, construction zones, rain-out zones, etc.

Municipalities will have access to a free, web-based permit monitoring page and will also be notified by e-mail of each application and of any permits automatically issued. This will enable them to monitor and enforce the movement of the oversize vehicle. TRAVIS will include periodic customized reports as well as the ability to search the database to answer specific questions.

The benefits to the municipalities of TRAVIS Multi-Jurisdiction include:

- Retention of full authority over municipal road use.
- An online application system to reduce the workload of phone calls and duplicate data entry of the permit information.
- A streamlined, automated approval process, ensuring that all desired analysis, factors, and rules are applied equitably and consistently. Also, the system will ensure that the proper staff members are consulted whenever manual approvals are required.
- The ability to offer 24/7 service at no cost to the municipality.
- A higher frequency of moves obtaining municipal approval, as TRAVIS will automatically notify municipalities of all permit applications using their roads.
- Easy access to a comprehensive permit database, for operational planning and roadway management.
- Participation in a permit revenue sharing system to offset permit approval costs.

## Industry

The trucking industry will realize numerous benefits from the implementation of the TRAVIS Multi-Jurisdiction permitting system:

- One window permit application, saving substantial time (and money).
- Single permit document with all provincial and municipal permit conditions.
- Single fee (saving administration costs).
- 24/7 service for permit applications and automatic approval of many permits.
- Immediate feedback on restrictions in various jurisdictions, allowing vehicle or route modification at the application stage.

## Permit Fees and Revenue Sharing

The Province has committed to sharing permit revenues with municipalities participating in the TRAVIS-MJ initiative. A new permit fee system has been proposed which reflects municipal costs for issuing permits. Under this fee system, municipalities will receive their administration fee (if applicable) as set by the municipality as well as a prorated portion of the mileage-based permit fee.

The prorated portion will ensure that municipalities are able to operate and maintain their data in TRAVIS-MJ at no additional cost.

It is anticipated that the regulations for the new fee system will be come into effect on April 1, 2014.

In addition, the Province has committed to providing, at no cost to municipalities, assistance with the initial municipal set-up and data entry into TRAVIS MJ.

---

## Q&A

1. **Q.** Will a municipality lose control of what vehicles move on roads under their management?
  - A. No, the municipality will have full control over the vehicles that are allowed to travel on their roads. TRAVIS will apply the business rules and roadway data provided by the municipality to either auto-approve or send the application to the municipality for manual review.
2. **Q.** How will municipalities using a consultant to manage their permits be affected by TRAVIS?
  - A. TRAVIS can notify either the municipality or their appointed agent(s) of permit applications on their roads. The process for approving applications that require manual attention is at the discretion of the municipality. TRAVIS merely requires that a person (authorized by the municipality) submits the approval (or rejection) on a screen within TRAVIS.
3. **Q.** Will TRAVIS handle municipal permit or inspection fees?
  - A. Not inspection fees. The TRAVIS system will collect permit fees as per the *Commercial Vehicle Dimension and Weight Regulation* along with the municipality's administration fee. The management of other fees will remain the responsibility of the municipality, following current processes.
4. **Q.** Will TRAVIS handle permitting for municipal hauls (e.g. gravel hauls) or road ban exemptions?
  - A. Not at this time. The current mandate for TRAVIS is to handle overweight and overdimensional permits only. Expansion of the mandate to include other permit types is under review.
5. **Q.** Will TRAVIS cause increased costs to municipalities?
  - A. The design of TRAVIS emphasized simplicity and ease of operation. It is anticipated that the permit approval process will be simpler than the current manual processes, reducing costs. Data and business rule entry and maintenance will be new activities. The province will assist with the initial data load by providing support for municipal data entry. Ongoing maintenance and updating of the data is a municipal responsibility.
6. **Q.** Will municipalities be able to opt out of using TRAVIS?
  - A. The plan has always been that all municipalities will see the benefits of the TRAVIS program and join voluntarily. We fully expect that all municipalities will see an increase in productivity by leveraging the technology and business processes of the TRAVIS system. Municipalities that do choose to opt out will not participate in the revenue sharing program. They will be responsible for all costs associated with permitting, as they will not be able to charge any permit fees.

- 
7. **Q.** How are provincial multi-trip overweight permits handled?
- A.** TRAVIS MJ has been designed to allow carriers with provincial multi-trip overweight permits to apply for a municipal-only single trip overweight permit. The new permit type will have no provincial fees or approvals, as travel on provincial highways is covered by the multi-trip permits. The municipal single trip permit will allow municipalities to individually approve the move and collect the appropriate permit fees.
8. **Q.** How are TAC and tridrive permits handled?
- A.** Right now, there is no approval mechanism in TRAVIS for municipalities to approve TAC and tridrive permits.
9. **Q.** What happens if the weather turns bad and we need to close our roads?
- A.** As the system sits right now, the municipality could run a report to see what permits were active and phone them to advise them of the closure. Another option is to put a condition onto the permit that travel is prohibited if the roads are wet. We are currently working on an enhancement that would identify active permits on closed roads and notify the permit holders and/or their agents via email. Other notification modes (such as text messages) are being investigated as well.

<b>VENDOR</b>		<b>VENDOR ID</b>		<b>DATE ISSUED</b>	
VILLAGE OF CREMONA		0070002550		04-Sep-2025	
<b>DEPOSITED AT BANK</b> 089941319		<b>DEPOSIT NO</b>		<b>DATE</b>	
<b>BRANCH: 41319</b>		<b>ACCOUNT: ****00500</b>		2001562375	
				04-Sep-2025	
				<b>TOTAL</b>	
				<b>\$350.00</b>	

<b>DEPOSIT NO: 2001562375</b>		<b>DEPOSIT DATE: 04-Sep-2025</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
1901679751	FINES DISTRIBUTION	250831	\$350.00	
	<b>Total Payment From Fines Dist</b>			<b>\$350.00</b>
	<b>For Inquiries Call 780 427 4997</b>			
			<b>TOTAL</b>	<b>\$350.00</b>

VILLAGE OF CREMONA  
 PO BOX 10  
 CREMONA, AB  
 T0M 0R0

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 8 a)

**TITLE:** Reports – Financial Reports

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

**BACKGROUND / PROPOSAL:**

Accounts payable for August 1 to 31<sup>st</sup>, 2025, total sum being \$ 135,613.85

Financial Report January 1 to August 31, 2025

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

**RECOMMENDED ACTION:**

***MOTION THAT Official Administrator Doug Lagore approve the Accounts Payable in the amount of \$ 135,613.85 and the Financial Report as presented.***

INTLS: CAO: KO

## Cheque Listing For Council

2025-Sep-10  
1:35:42PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250272	2025-08-19	ALBERTA MUNICIPALITIES	V541_123456 V541_1234567	VOC UTILITIES - JULY 2025 VOC UTILITIES - JULY 2025	5,941.05 5,463.48	11,404.53
20250273	2025-08-19	COCHRANE LAKE GAS CO-OP LTD	903	WATER - NAT GAS - JULY 2025	43.05	43.05
20250274	2025-08-19	EPCOR	16551349	WATER - ELECTRICITY - JULY 2025	205.85	205.85
20250275	2025-08-19	RECEIVER GENERAL	112	REMITTANCE - PP# 12, 13, 14, 15	8,980.33	8,980.33
20250276	2025-08-19	TELUS COMMUNICATIONS	2552080733 2552080734 2552080735 2552080736	FIREHALL INTERNET - JULY 2025 FCSS INTERNET - JULY 2025 VOC FAX LINE, SECURITY CAMERAS VOC OFFICE PHONES - JULY 2025	101.85 89.25 408.23 844.77	1,444.10
20250277	2025-08-19	TELUS MOBILITY	586	VOC CELL PHONES - JULY 2025	235.02	235.02
20250278	2025-08-19	SUNCOR ENERGY PRODUCTS PARTNERSHIP	218 219 220 221 222 223 224	FUEL FOR RANGER FUEL FOR F-350 FUEL FOR SKID STEER FUEL FOR RANGER FUEL FOR F-350 FUEL FOR MOWER DISCOUNT	60.00 137.00 61.48 54.02 83.85 31.08 (6.18)	421.25
20250279	2025-08-22	GARDNER, WAYNE	202508191	CREDIT BALANCE PAID	3,654.67	3,654.67
20250280	2025-08-19	KC FOODS	956813 960816 964204 966908 970868 973104 973108 980462	WATER WATER TISSUES, TOILET PAPER, SLENDA, WATER BIRTHDAY CAKE COFFEE WATER TISSUES, TOILET PAPER, SLENDA,	22.47 22.47 57.91 39.96 18.99 82.98 29.96 45.60	320.34
20250281	2025-08-20	ALBERTA MUNICIPALITIES	101076816 1665556 1720286 1720287 1720418 520201789 585155108 70870 71467 IA83762 V1047_1 V1048_1 V314_209.24 V333_150 V333_151 V434_218 V434_219 V47_980464 V47_980465 V47_980466 V47_980467 V791_42 V877_32	PENS MS 365 & SECURITY MOWER REPAIRS MOWER REPAIRS MOWER REPAIRS WATER FREIGHT WATER FREIGHT FCSS BUILDING FCSS BUILDING MOWER REPAIRS CHAT GPT SAUSAGES FCSS NEWSLETTER OFFICE SUPPLIES COFFEE FCSS SUMMER FUN FCSS CHARGING CORDS SUMMER FUN FCSS BATTERIES & CLEANING FCSS FOOD PANTRY FCSS BATTERIES & COFFEE CREAM SUBSCRIPTION - JULY 2025 SUBSCRIPTION - JULY 2025	207.18 221.87 285.80 81.56 83.57 44.47 69.36 31.55 20.32 270.05 224.10 50.00 204.62 380.59 87.27 68.17 8.39 5.69 36.72 248.47 26.09 27.29 105.57	2,788.70
20250282	2025-08-20	ALBERTA MUNICIPALITIES	04552-83649211 1641603 1719135 1719717 IA83088 IA83362 V1040_1 V1041_1 V1045_1 V314_208.24 V349_70	SUBSCRIPTION MS 365 & SECURITY - JUNE 2025 REPAIRS SKID STEER REPAIRS JOHN DEERE MOWER REPAIRS KUBOTA MOWER REPAIRS KUBOTA MOWER WHMIS ONLINE - BARRY CANADA DAY SUPPLIES FCSS VOLENTEER LUNCHEON STAMPS CANADA DAY SUPPLIES	390.00 221.87 1,047.14 401.69 454.73 1,073.12 26.20 10.46 259.50 520.80 34.65	5,260.46

Cheque Listing For Council

2025-Sep-10

1:35:42PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250282	2025-08-20	ALBERTA MUNICIPALITIES	V349_71 V351_81 V351_82 V351_83 V434_216 V434_217 V482_12 V482_13 V636_16 V686_6 V791_41 V877_31 V949_3	FCSS SUMMER FUN CRAFTS CANADA DAY SUPPLIES FCSS SUMMER FUN FCSS WATER RIBBONS FOR PARADE CANADA DAY SUPPLIES FCSS VOLUNTEER LUNCHON FCSS MVFRN YOUTH SNACKS GIFTCARDS FOR PARADE FCSS ADULT PROGRAMS SUBSCRIPTION - JUNE 2025 SUBSCRIPTION - JUNE 2025 FLOWERS - KAREN	25.73 34.65 168.54 16.61 38.62 32.54 17.41 19.99 200.00 28.77 27.29 105.15 105.00	5,260.46
20250283	2025-08-20	ALBERTA MUNICIPALITIES	V1043_2	FCSS YOUTH TRIP DEPOSIT	200.00	200.00
20250284	2025-08-20	864989 ALBERTA LTD., S & S MASONRY	3133	CONCRETE SWALE WORK	12,810.00	12,810.00
20250285	2025-08-20	ALBERTA MUNICIPALITIES	46998	VOC INSURANCE - 2025	30,900.00	30,900.00
20250286	2025-08-20	BLACK, TERRY, BUMPER TO BUMPER	59898 60264 60349 60385 60386	23RSP350R .325. 050G50 C BRAKE COMPONENTS HC 12A A/C OIL CHARGE 4OZ HC 12A A/C COOL REFIG 6OZ HC 12A A/C COOL REFIG 6OZ	86.10 1,079.49 27.41 13.90 13.90	1,220.80
20250287	2025-08-20	CANON CANADA INC	4030739401	COPIER USAGE	333.57	333.57
20250288	2025-08-20	CAPITAL PRESSURE ALBERTA LTD.	701847	UNPLUG LION'S RV DUMP	204.75	204.75
20250289	2025-08-20	CBSC CAPITAL INC	25100560	FCSS COPIER LEASE	491.18	491.18
20250290	2025-08-20	GLOBAL TECH SOLUTIONS	000028 000035 000037 000043-R-0005 000043-R-004 000072	COUNCIL MTG/FACEBOOK MUNIWARE TRAINING TICKET #103 - SPECIAL COUNCIL MT MONTHLY SERVICES - AUGUST 2025 MONTHLY SERVICES - JULY 2025 TICKETS 147, 148, 149, 150	199.50 175.00 73.50 592.00 603.75 180.00	1,823.75
20250291	2025-08-20	GREGG DISTRIBUTORS LP	069-667287 069-667288 069-668310 069-668311 069-669361 069-676425 069-681440 069-681441	PAINT & SHOP TOWELS SHOP TOOLS PUNCH-LOK TOOL TIRE BELTS/GLOVES CREDIT FOR RETURN OIL ROUND UP HUB ASSEMBLY FOR RANGER	306.75 208.58 343.41 169.64 (856.12) 151.04 172.58 466.35	962.23
20250292	2025-08-20	GUNDERSON, JENNIFER	21	CLEANING SERVICES - JULY 2025	240.00	240.00
20250293	2025-08-20	MARK CROUCH BACKHOE SERVICE LTD.	67809 67821 67864	CEMETERY OPENING & CLOSING FIX UP AROUND LAGOON ASPHALT REPAIRS	682.50 9,644.25 5,448.53	15,775.28
20250294	2025-08-20	MESSER CANADA INC, 15687	2109227518	ACETYLENE/OXYGEN	51.75	51.75
20250295	2025-08-20	MLT AIKINS	6586420 6586421	CIVIL CLAIM CIVIL CLAIM	728.70 193.20	921.90
20250296	2025-08-20	OUR CAN CO., DIVISION OF BUCKWHEAT'S CONTRA	20629 20754 20778	PORTABLE TOILET RENTAL PORTABLE TOILET CLEANING PORTABLE TOILET RENTAL	126.00 252.00 126.00	504.00
20250297	2025-08-20	SHRED-IT INTERNATIONAL ULC	8101054452	SHREDDING SERVICES	220.58	220.58
20250298	2025-08-20	SUMMIT VALVE & CONTROLS INC.	INV1-038201	PNEUMATIC ACTUATORS & HARDW	3,292.70	3,292.70
20250299	2025-08-20	THE VILLAGE OF CREMONA LIBRARY BOARD	25	FCSS MOVIE LICENSE - 2024/2025 50	165.75	165.75
20250300	2025-08-20	TOWN OF SUNDRE	40877	WATER SAMPLE SHIPMENT	54.05	54.05
20250301	2025-08-20	TRONSGARD, COLLEEN	1	FCSS GREIF WALK	100.00	100.00
20250302	2025-08-20	WORKERS' COMPENSATION BOARD	28253999	INSTALLMENT PMT - 2025	1,594.63	1,594.63

## Cheque Listing For Council

2025-Sep-10  
1:35:42PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250303	2025-08-20	ZONE 3 BUSINESS SOLUTIONS INC.	184629	COPIER USAGE	168.89	168.89
20250304	2025-08-20	CAPITAL H2O SYSTEMS INC.	20818. 20865R	WATER VALVES METERING PUMP	664.44 1,951.95	2,616.39
119	2025-08-08	RYAN, SANDRA A				
120	2025-08-08	O'CONNOR, KAREN M				
121	2025-08-08	WIENS, BARRY				
122	2025-08-08	VORNHOLT, MEGHAN E				
123	2025-08-08	FINCH, COURTNEY J				
124	2025-08-08	WOOLF, MIEKA K				
125	2025-08-08	FRIESEN, KATRINA D				
126	2025-08-08	TRONSGARD, DARBY E				
127	2025-08-20	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	0000394335	WASTE PICKUP - JULY 2025	3,431.04	3,431.04
128	2025-08-20	LOCAL AUTHORITIES PENSION PLAN	10360223-D8G2 10417243-N4X5	EM# 450 - PP# 15, 2025 EM#450 - PP#16 - 2025	1,439.37 1,439.37	2,878.74
129	2025-08-20	MOUNTAIN VIEW PUBLISHING INC.	MVP552881	ADVERTISING - GRAD	162.75	162.75
130	2025-08-20	WILD ROSE ASSESSMENT SERVICE	9874	PROGRESS PMT - AUGUST 2025	691.26	691.26
131	2025-08-22	RYAN, SANDRA A				
132	2025-08-22	O'CONNOR, KAREN M				
133	2025-08-22	WIENS, BARRY				
134	2025-08-22	VORNHOLT, MEGHAN E				
135	2025-08-22	WOOLF, MIEKA K				
136	2025-08-22	FRIESEN, KATRINA D				
137	2025-08-22	TRONSGARD, DARBY E				
138	2025-08-27	LOCAL AUTHORITIES PENSION PLAN	10452921-N7M0	EM# 450 - PP# 17 - 2025	1,439.37	1,439.37

**Total 135,613.85**

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



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>TAXES &amp; REQUISITIONS</b>						
1-00-00-111-00	Residential Property Taxes	(356,751.09)	(383,080.06)	0.00	(417,033.49)	(418,356.93)
1-00-00-112-00	Commercial Property Taxes	(80,397.24)	(112,490.98)	0.00	(88,232.58)	(88,232.54)
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	0.00	0.00	0.00
1-00-00-114-00	Farmland Property Taxes	(337.42)	(509.51)	0.00	(354.48)	(354.49)
1-00-00-115-00	Linear Taxes	(13,262.38)	(14,858.04)	0.00	(16,408.36)	(15,629.56)
1-00-00-118-00	Designated Industrial Property	(75.40)	(81.94)	0.00	(86.63)	(86.63)
1-00-00-120-00	Alberta School Foundation Tax Levy	(130,166.11)	(138,324.26)	0.00	(151,431.68)	(151,431.68)
1-00-00-121-00	Seniors' Foundation Tax Levy	(19,645.39)	(19,956.22)	0.00	(20,327.18)	(20,327.18)
1-00-00-210-00	Grants In Lieu	(1,922.70)	(1,966.72)	0.00	(2,061.78)	(2,061.78)
1-00-00-122-00	AB Policing Levy	(18,765.51)	(14,588.24)	0.00	(22,350.86)	(22,350.86)
1-00-00-510-00	Penalties & Costs on Taxes	(6,399.09)	(6,500.00)	0.00	(15,172.30)	(6,500.00)
<b>* TOTAL TAXES &amp; REQUISITIONS</b>		<b>(627,722.33)</b>	<b>(692,355.97)</b>	<b>0.00</b>	<b>(733,459.34)</b>	<b>(725,331.65)</b>
<b>TAXES &amp; REQUISITIONS EXP</b>						
2-00-00-754-00	Designated Industrial Requisition	0.00	82.10	0.00	0.00	86.63
2-00-00-755-00	AB Policing Requisition	15,585.00	19,563.59	0.00	46,490.00	22,350.00
2-00-00-740-00	ASFF Requisition	130,671.23	138,288.99	0.00	69,144.50	151,416.36
2-00-00-753-00	MV Seniors's Housing Requisition	19,678.00	19,957.00	0.00	15,248.25	20,331.00
<b>* TOTAL TAXES &amp; REQUISITIONS EXP</b>		<b>165,934.23</b>	<b>177,891.68</b>	<b>0.00</b>	<b>130,882.75</b>	<b>194,183.99</b>
<b>** TOTAL TAX REVENUE FOR MUNICIPA</b>		<b>(461,788.10)</b>	<b>(514,464.29)</b>	<b>0.00</b>	<b>(602,576.59)</b>	<b>(531,147.66)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>COUNCILLOR EXPENSE</b>						
2-11-00-146-00	Community Grants & Enhancements	0.00	500.00	0.00	0.00	500.00
2-11-00-170-00	Election Costs	4,688.37	2,500.00	0.00	0.00	2,500.00
2-11-00-220-00	Advertising	494.50	300.00	352.31	352.31	5,000.00
2-11-00-232-00	Legal Fees	0.00	2,000.00	0.00	0.00	2,000.00
2-11-00-270-00	Miscellaneous Costs & Services	1,879.18	1,250.00	100.00	521.14	1,250.00
2-11-00-540-00	Electricity - Council	0.00	0.00	144.87	449.70	1,250.00
2-11-00-543-00	Natural Gas - Council	0.00	0.00	89.48	561.89	1,500.00
2-11-00-560-00	Building Rental	0.00	0.00	0.00	0.00	0.00
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,580.00	2,600.00	0.00	675.00	1,000.00
2-11-01-140-00	Benefits Cnc 1	50.04	50.00	0.00	18.30	0.00
2-11-01-148-00	CONVENTN/COUN 1/PER DIEM	0.00	0.00	0.00	0.00	0.00
2-11-01-211-00	Travel & Subsistance - Cncl 1	90.90	100.00	0.00	0.00	0.00
2-11-00-225-00	Registrations & Memberships	2,425.30	2,500.00	0.00	2,024.31	2,500.00
2-11-00-230-00	Professional & Consulting Services	255.00	8,000.00	0.00	0.00	4,000.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	2,930.00	4,000.00	0.00	980.00	1,000.00
2-11-02-140-00	Benefits Cnc 2	65.98	150.00	0.00	45.82	0.00
2-11-02-211-00	Travel & Subsistence - Cncl 2	117.16	150.00	0.00	0.00	0.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	1,490.00	2,000.00	0.00	878.47	1,000.00
2-11-03-140-00	Benefits Cnc 3	28.61	65.00	0.00	70.45	0.00
2-11-03-148-00	CONVENTIONS/TRAINING-CNC 3	0.00	500.00	0.00	0.00	0.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	0.00	150.00	0.00	0.00	0.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,100.00	2,300.00	0.00	525.00	1,000.00
2-11-04-140-00	Benefits Cnc 4	40.32	50.00	0.00	14.22	0.00
2-11-04-148-00	CONVENTION/COUN4/PER DIEM	0.00	500.00	0.00	0.00	0.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	(30.30)	500.00	0.00	0.00	0.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	1,750.00	2,300.00	0.00	525.00	1,000.00
2-11-05-140-00	Benefits Cnc 5	33.60	50.00	0.00	14.22	0.00
2-11-05-148-00	CONVENTN/COUN 2/PER DIEM	0.00	250.00	0.00	0.00	0.00
2-11-05-211-00	Travel & Subsistence - Cncl 5	137.36	250.00	0.00	0.00	0.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	730.00	500.00	60.00	330.00	500.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	500.00	0.00	159.91	500.00
2-69-00-528-01	Building Repairs Main FCSS/Council	0.00	500.00	30.05	30.05	500.00
<b>*P</b>	<b>TOTAL COUNCILLOR EXPENSE</b>	<b>21,856.02</b>	<b>34,515.00</b>	<b>776.71</b>	<b>8,175.79</b>	<b>27,000.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>ADMIN &amp; GENERAL</b>						
1-12-00-410-00	Tax Certificate & Information	(600.00)	(1,560.00)	(80.00)	(880.00)	(1,200.00)
1-12-00-155-00	Business License	(925.00)	(1,000.00)	0.00	(1,000.00)	(1,000.00)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00	0.00	0.00	0.00	0.00
1-12-00-550-00	Return on Investments	(2,047.22)	(200.00)	0.00	(1.84)	(100.00)
1-12-00-590-00	Other Revenue - Admin	(1,165.37)	(2,000.00)	(35.00)	(1,872.84)	(2,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(225.16)	(50.00)	0.00	0.00	0.00
1-12-00-840-00	Provincial Grant	(54,536.00)	(54,520.00)	0.00	0.00	(27,260.00)
<b>* TOTAL ADMIN &amp; GENERAL</b>		<b>(59,498.75)</b>	<b>(59,330.00)</b>	<b>(115.00)</b>	<b>(3,754.68)</b>	<b>(31,560.00)</b>

<b>ADMINISTRATION EXPENSE</b>						
2-12-00-100-00	Salaries & Wages	56,059.65	46,000.00	3,198.72	32,721.54	46,000.00
2-12-00-140-00	Employee Benefits	7,315.98	6,000.00	468.02	4,572.10	6,000.00
2-12-00-148-00	Training & Development - Admin	0.00	250.00	1,012.50	1,012.50	250.00
2-12-00-150-00	Freight & Postage	628.30	200.00	0.00	711.61	200.00
2-12-00-220-00	Advertising	1,327.73	1,400.00	0.00	0.00	1,400.00
2-12-00-210-00	Licenses & Permits - Admin	0.00	25.00	0.00	0.00	25.00
2-12-00-211-00	Travel & Subsistence	403.32	250.00	0.00	27.46	250.00
2-12-00-217-00	Telephone, Internet & Security	14,448.57	10,000.00	1,276.70	8,589.42	10,000.00
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	356.50	500.00	0.00	387.00	500.00
2-12-00-230-00	Professional Services	8,220.76	18,000.00	5,058.81	5,481.41	18,000.00
2-12-00-231-00	Assessment Services	8,576.24	8,600.00	658.34	6,230.26	8,600.00
2-12-00-232-00	Legal Fees	6,754.29	12,000.00	878.00	24,129.65	25,000.00
2-12-00-233-00	Audit Fees	14,465.00	22,000.00	0.00	15,863.25	20,000.00
2-12-00-274-00	Insurance	24,416.00	20,000.00	30,900.00	30,900.00	16,000.00
2-12-00-510-00	General Office Supplies	3,186.47	7,000.00	760.99	2,706.31	7,000.00
2-12-00-511-00	Computer Supplies & Furnishings	1,380.60	0.00	0.00	611.36	0.00
2-12-00-515-00	TECHNOLOGY	4,974.43	500.00	(3,245.71)	13,105.40	2,000.00
2-12-00-519-00	Miscellaneous Supplies & Costs	0.00	0.00	0.00	0.00	0.00
2-12-00-525-00	Rentals & Leases	4,228.43	4,200.00	160.85	2,909.28	4,700.00
2-12-00-526-00	SHRED-IT	193.65	200.00	210.08	656.05	900.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	0.00	400.00	0.00	0.00	400.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	0.00	500.00	0.00	0.00	500.00
2-12-00-543-00	Natural Gas	0.00	0.00	0.00	0.00	0.00
2-12-00-814-00	Service Charges & Interest	2,448.24	9,600.00	26.16	4,104.79	7,000.00
2-12-00-815-00	Penny Rounding	(0.04)	0.00	0.00	(0.01)	0.00
2-12-00-823-00	Loan Interest - LOC	5,490.64	200.00	0.00	0.00	200.00



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	0.00	0.00	0.00	0.00
2-12-00-915-01	Bad Debt - Property Taxes	967.96	0.00	0.00	0.00	0.00
2-12-00-995-00	Building Amortization - Admin	7,155.72	0.00	0.00	0.00	0.00
2-12-00-995-01	Office Equipment Amortization	7,586.14	0.00	0.00	0.00	0.00
2-69-00-528-00	Building Repairs Maint - Admin	599.98	400.00	0.00	240.00	0.00
2-69-00-230-00	Professional Services/Janitorial Admin	865.00	3,000.00	60.00	450.00	1,000.00
2-69-00-540-00	Electricity Admin	2,913.42	9,500.00	166.07	689.06	2,000.00
2-69-00-543-00	Natural Gas Admin	1,184.56	7,500.00	18.32	820.52	1,500.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>*</b>	<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>186,147.54</b>	<b>188,325.00</b>	<b>41,607.85</b>	<b>156,918.96</b>	<b>179,425.00</b>
<b>**</b>	<b>NET ADMINISTRATION</b>	<b>148,504.81</b>	<b>163,510.00</b>	<b>42,269.56</b>	<b>161,340.07</b>	<b>174,865.00</b>
 <b>CAO EXPENSES</b>						
2-12-01-100-00	Salaries & Wages - CAO	79,848.38	84,000.00	6,464.98	58,183.10	87,360.00
2-12-01-140-00	Employee Benefits - CAO	9,969.36	15,000.00	1,359.18	12,182.65	17,000.00
2-12-01-148-00	Training & Development - CAO	185.00	1,000.00	0.00	115.00	1,000.00
2-12-01-211-00	Travel & Subsistance - CAO	79.10	1,200.00	0.00	0.00	1,200.00
2-12-01-211-01	Accomodations - CAO	0.00	1,000.00	0.00	0.00	1,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	0.00	0.00	0.00
2-12-01-223-00	Membership & Registrations-CAO	50.00	500.00	0.00	0.00	500.00
2-12-01-225-00	Conference Registrations - CAO	0.00	500.00	0.00	0.00	500.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>*</b>	<b>TOTAL CAO EXPENSES</b>	<b>90,131.84</b>	<b>103,200.00</b>	<b>7,824.16</b>	<b>70,480.75</b>	<b>108,560.00</b>
<b>**</b>	<b>TOTAL NET ADMIN &amp; CAO</b>	<b>(223,151.45)</b>	<b>(247,754.29)</b>	<b>50,093.72</b>	<b>(370,755.77)</b>	<b>(247,722.66)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>FIRE REVENUE</b>						
1-23-00-590-00	Revenue - Fire	0.00	(5,000.00)	0.00	0.00	(5,000.00)
<b>*</b>	<b>TOTAL FIRE REVENUE</b>	<b>0.00</b>	<b>(5,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,000.00)</b>
<b>FIRE EXPENSES</b>						
2-23-00-217-00	Telephone, Internet & Security	4,529.71	1,200.00	97.00	679.00	1,200.00
2-23-00-230-00	Professional Services	1,301.08	1,200.00	0.00	0.00	1,200.00
2-23-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
2-23-00-526-00	Equipment Purchases - Fire	4,220.29	4,000.00	0.00	0.00	8,356.00
2-23-00-528-01	Firehall Repairs & Maintenance	2,374.54	2,500.00	0.00	3,281.50	2,500.00
2-23-00-740-00	Fire Services Requisition	56,535.00	74,898.85	0.00	25,446.75	65,026.00
2-69-00-230-04	Prof. Services - Janitorial - Firehall	360.00	1,200.00	120.00	900.00	1,200.00
2-69-00-543-04	Natural Gas - Fire Hall	2,369.43	7,500.00	109.89	2,583.65	3,000.00
2-69-00-540-04	Electricity - Fire Hall	5,826.85	9,500.00	996.38	3,307.29	7,000.00
<b>*</b>	<b>TOTAL FIRE EXPENSES</b>	<b>77,516.90</b>	<b>101,998.85</b>	<b>1,323.27</b>	<b>36,198.19</b>	<b>89,482.00</b>
<b>DISASTER SERVICES EXPENSE</b>						
2-24-00-230-00	Professional Services - Disaster Serv.	0.00	35.00	0.00	0.00	35.00
<b>*</b>	<b>TOTAL DISASTER SERVICES EXPENS</b>	<b>0.00</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.00</b>
<b>BYLAW &amp; ENFORCEMENT</b>						
1-26-00-420-00	Traffic Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-450-00	Bylaw Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-521-00	Dog License Fees	(150.00)	(150.00)	(25.00)	(135.00)	(150.00)
<b>*</b>	<b>TOTAL BYLAW &amp; ENFORCEMENT</b>	<b>(150.00)</b>	<b>(350.00)</b>	<b>(25.00)</b>	<b>(135.00)</b>	<b>(350.00)</b>
<b>BYLAW &amp; ENFORCEMENT EXPENSE</b>						
2-26-00-230-00	Professional Services - Bylaw	150.00	500.00	0.00	0.00	500.00
2-26-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL BYLAW &amp; ENFORCEMENT EXPE</b>	<b>150.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>**</b>	<b>NET BYLAW &amp; ENFORCEMENT</b>	<b>77,516.90</b>	<b>97,183.85</b>	<b>1,298.27</b>	<b>36,063.19</b>	<b>84,667.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>PUBLIC WORKS</b>						
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00	(30.00)	0.00
<b>*</b>	<b>TOTAL PUBLIC WORKS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(30.00)</b>	<b>0.00</b>
<b>PUBLIC WORKS EXPENSE</b>						
2-31-00-100-00	Salaries & Wages	23,568.92	25,000.00	1,482.00	21,427.65	40,000.00
2-31-00-140-00	Employee Benefits	3,205.49	5,250.00	293.80	4,315.07	8,500.00
2-31-00-148-00	Training & Development - Public Works	150.00	500.00	24.95	24.95	500.00
2-31-00-150-00	Freight & Postage	0.00	0.00	0.00	0.00	0.00
2-31-00-211-00	Travel & Subsistence	0.00	500.00	0.00	0.00	50.00
2-31-00-217-00	Telephone & Internet	336.83	1,000.00	50.19	177.74	5,000.00
2-31-00-223-00	Memberships & Registration	0.00	0.00	0.00	0.00	0.00
2-31-00-230-00	Professional Services	696.95	0.00	0.00	223.00	250.00
2-31-00-515-00	TECHNOLOGY	1,786.10	1,000.00	0.00	1,472.48	2,000.00
2-31-00-518-00	Protective Clothing, Etc.	248.99	750.00	0.00	0.00	750.00
2-31-00-521-00	Fuel Costs	3,906.81	7,000.00	313.04	1,721.89	3,500.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	9,546.52	10,000.00	(8,764.53)	3,683.41	10,000.00
2-31-01-230-00	Professional Services - Shop	0.00	0.00	0.00	0.00	0.00
2-31-00-510-00	General Supplies	2,832.18	500.00	143.15	1,591.30	0.00
2-31-01-510-00	General Supplies - Shop	0.00	500.00	0.00	0.00	2,500.00
2-31-01-512-00	Shop Tools	1,081.11	3,000.00	525.71	713.79	3,000.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	0.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	4,500.00
2-69-00-528-02	Building Repairs & Main PW Shop	0.00	3,500.00	0.00	0.00	4,500.00
2-69-00-540-02	Electricity PW	20,110.04	25,000.00	3,792.84	12,603.79	15,000.00
2-69-00-543-02	Natural Gas PW Shop	5,736.83	7,000.00	333.58	4,079.86	7,000.00
<b>*</b>	<b>TOTAL PUBLIC WORKS EXPENSE</b>	<b>73,206.77</b>	<b>90,500.00</b>	<b>(1,805.27)</b>	<b>52,034.93</b>	<b>107,050.00</b>
<b>**</b>	<b>NET PUBLIC WORKS</b>	<b>73,206.77</b>	<b>90,500.00</b>	<b>(1,805.27)</b>	<b>52,004.93</b>	<b>107,050.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>ROADWAYS EXPENSE</b>						
2-32-00-100-00	SALARIES & WAGES	13,089.78	20,000.00	537.19	6,052.61	20,000.00
2-32-00-140-00	Employee Benefits	1,396.45	4,400.00	112.44	1,334.68	4,400.00
2-32-00-150-00	Freight & Postage	0.00	0.00	0.00	262.19	0.00
2-32-00-220-00	Advertising	0.00	200.00	0.00	0.00	200.00
2-32-00-230-00	Other Contracted Services - Streets	138.00	1,500.00	0.00	0.00	1,500.00
2-32-00-252-01	Snow Removal	2,860.00	3,000.00	0.00	3,670.00	4,000.00
2-32-00-510-00	General Supplies	1,412.08	500.00	0.00	683.86	500.00
2-32-00-514-00	Signage	0.00	5,000.00	0.00	547.85	1,000.00
2-32-00-520-00	Chemicals - Street	642.24	1,000.00	0.00	0.00	1,000.00
2-32-00-521-00	Fuel Costs - Roads	934.19	1,500.00	58.55	494.09	3,000.00
2-32-00-528-00	Repairs & Maintenance - Roads	17,356.70	50,000.00	6,199.60	12,548.54	45,000.00
2-32-00-540-00	Street Lights	19,296.96	25,000.00	3,131.60	12,958.43	20,000.00
2-32-00-831-00	Debenture-Interest	0.00	5,653.76	0.00	0.00	3,606.41
2-32-00-832-00	Debenture-Principle	0.00	65,455.76	0.00	0.00	61,849.35
2-32-01-512-00	SMALL TOOLS - ROADS	599.95	1,000.00	0.00	0.00	1,000.00
<b>* TOTAL ROADWAYS EXPENSE</b>		<b>57,726.35</b>	<b>184,209.52</b>	<b>10,039.38</b>	<b>38,552.25</b>	<b>167,055.76</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>WATER REVENUE</b>						
1-41-00-410-00	Basic Fees - Water	(22,593.48)	(34,272.00)	(2,808.00)	(51,640.49)	(70,000.00)
1-41-00-411-00	Water Consumption Fees	(120,433.84)	(125,000.00)	(8,293.60)	(21,006.15)	(70,000.00)
1-41-00-412-00	Bulk Water Sales	(47,422.21)	(50,000.00)	(2,802.12)	(47,553.42)	(50,000.00)
1-41-00-510-00	Utility Penalties	(3,858.33)	(3,500.00)	(732.82)	(4,575.85)	(5,000.00)
1-41-00-540-00	Franchise & Concess.	(57,532.01)	(50,000.00)	(3,802.26)	(44,512.48)	(40,000.00)
1-41-00-590-00	Other Revenue - Water	(112,818.52)	(19,000.00)	0.00	0.00	(1,100.00)
<b>* TOTAL WATER</b>		<b>(364,658.39)</b>	<b>(281,772.00)</b>	<b>(18,438.80)</b>	<b>(169,288.39)</b>	<b>(236,100.00)</b>
<b>WATER EXPENSE</b>						
2-41-00-100-00	Salaries & Wages	17,847.72	30,000.00	3,095.00	36,995.25	55,000.00
2-41-00-140-00	Employee Benefits	3,014.54	5,250.00	548.81	6,873.39	9,000.00
2-41-00-148-00	Training & Development - Water	736.58	1,500.00	0.00	176.86	1,500.00
2-41-00-150-00	Freight & Postage	3,770.33	5,000.00	655.89	2,618.55	5,000.00
2-41-00-211-00	Travel & Substantance	0.00	250.00	0.00	168.69	250.00
2-41-00-223-00	Memberships - Water	2,500.00	0.00	0.00	2,595.00	0.00
2-41-00-225-00	Conference Registrations	0.00	1,500.00	0.00	0.00	1,500.00
2-41-00-230-00	Professional Services	8,169.80	5,000.00	0.00	3,014.67	10,000.00
2-41-00-253-00	R & M - Infrastructure	12,037.38	50,000.00	15,891.83	31,816.57	50,000.00
2-41-00-274-00	INSURANCE	0.00	10,000.00	0.00	0.00	10,000.00
2-41-00-510-00	General Supplies	994.54	1,000.00	292.14	1,867.45	2,000.00
2-41-00-512-00	WATER TOOLS	0.00	0.00	0.00	0.00	500.00
2-41-00-515-00	Water Operator Support - Town of Sundre	88,488.27	25,000.00	0.00	2,700.00	10,000.00
2-41-00-516-00	Water Meters	2,372.69	1,000.00	0.00	0.00	1,000.00
2-41-00-520-00	Chemicals - Water	7,151.36	7,500.00	0.00	1,034.75	3,500.00
2-41-00-528-00	Equipment - Repairs/Maintenance	5,318.19	7,500.00	(16,707.18)	6,103.23	14,000.00
2-41-00-528-01	Building - Repairs/Maintenance	0.00	1,000.00	0.00	0.00	1,000.00
2-41-00-528-03	BULK WATER STN REPAIRS	900.00	500.00	0.00	0.00	500.00
2-41-00-995-00	Engineered Structure - Amortization	61,822.80	0.00	0.00	0.00	0.00
2-41-00-995-01	Land/Improvement - Amortization	0.00	0.00	0.00	0.00	0.00
2-41-00-995-02	Water Equip & Meter - Amortization	6,197.21	0.00	0.00	0.00	0.00
2-69-00-540-03	Electricity Water	29,812.78	35,000.00	1,829.60	7,999.09	20,000.00
2-69-00-543-03	Natural Gas Water Wells	982.57	1,500.00	41.00	41.00	1,500.00
<b>* TOTAL WATER EXPENSE</b>		<b>252,116.76</b>	<b>188,500.00</b>	<b>5,647.09</b>	<b>104,004.50</b>	<b>196,250.00</b>
<b>** NET WATER</b>		<b>(54,815.28)</b>	<b>90,937.52</b>	<b>(2,752.33)</b>	<b>(26,731.64)</b>	<b>127,205.76</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>SANITARY REVENUE</b>						
1-42-00-410-00	Basic Fees - Sewer	(16,037.35)	(22,656.00)	(1,872.00)	(14,937.51)	(22,656.00)
1-42-00-411-00	Sewer Consumption Fees	(26,152.07)	(66,323.10)	(9,623.95)	(40,619.05)	(66,323.10)
1-42-00-540-00	Franchise & Concess.	(13,788.68)	(12,000.00)	(950.47)	(11,128.03)	(16,000.00)
<b>* TOTAL SANITARY</b>		<b>(55,978.10)</b>	<b>(100,979.10)</b>	<b>(12,446.42)</b>	<b>(66,684.59)</b>	<b>(104,979.10)</b>
<b>SANITARY EXPENSE</b>						
2-42-00-100-00	Salaries & Wages	944.00	5,000.00	852.00	2,967.00	5,000.00
2-42-00-140-00	Employee Benefits	129.27	500.00	176.08	649.37	700.00
2-42-00-230-00	Professional Services - Sewer	455.00	2,000.00	0.00	0.00	2,000.00
2-42-00-253-00	R & M - Infrastructure	0.00	45,000.00	9,867.50	9,867.50	40,000.00
2-42-00-270-00	Lab Testing	53.13	250.00	0.00	296.50	250.00
2-42-00-510-00	General Supplies	74.74	500.00	0.00	0.00	500.00
2-42-00-520-00	Chemicals - Sewer	1,032.41	1,200.00	0.00	0.00	1,200.00
2-42-00-523-00	Sewer Flushing	0.00	5,000.00	0.00	1,450.00	15,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	11,692.50	10,000.00	(487.50)	3,020.97	5,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	0.00	1,000.00	0.00	0.00	1,000.00
<b>* TOTAL SANITARY EXPENSE</b>		<b>14,381.05</b>	<b>70,450.00</b>	<b>10,408.08</b>	<b>18,251.34</b>	<b>70,650.00</b>
<b>** NET WASTEWATER</b>		<b>(41,597.05)</b>	<b>(30,529.10)</b>	<b>(2,038.34)</b>	<b>(48,433.25)</b>	<b>(34,329.10)</b>
<b>GARBAGE REVENUE</b>						
1-43-00-410-00	Solid Waste Collection Fee	(48,401.27)	(61,800.00)	(5,275.00)	(42,126.69)	(61,800.00)
<b>* TOTAL GARBAGE</b>		<b>(48,401.27)</b>	<b>(61,800.00)</b>	<b>(5,275.00)</b>	<b>(42,126.69)</b>	<b>(61,800.00)</b>
<b>GARBAGE EXPENSE</b>						
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	44,285.69	36,250.00	3,267.66	28,235.26	45,000.00
2-43-00-510-00	General Supplies	0.00	250.00	0.00	0.00	250.00
2-43-00-850-00	Waste Commission Grant	9,335.46	20,000.00	0.00	3,467.61	10,000.00
<b>* TOTAL GARBAGE EXPENSE</b>		<b>53,621.15</b>	<b>56,500.00</b>	<b>3,267.66</b>	<b>31,702.87</b>	<b>55,250.00</b>
<b>** NET WASTE</b>		<b>5,219.88</b>	<b>(5,300.00)</b>	<b>(2,007.34)</b>	<b>(10,423.82)</b>	<b>(6,550.00)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>FCSS REVENUE</b>						
1-51-00-840-00	Grant - Prov. - FCSS	(14,847.31)	(14,500.00)	0.00	(10,108.81)	(13,878.41)
1-51-00-850-00	Grant - Local Govt. - FCSS	(61,478.17)	(47,808.00)	(23.09)	(48,446.54)	(47,808.00)
1-51-00-850-01	MVC Wage Grant	(10,000.00)	(10,000.00)	0.00	(10,000.00)	(10,000.00)
1-51-00-850-02	Village of Cremona 20% Grant	0.00	(3,330.33)	0.00	0.00	(3,442.00)
<b>* TOTAL FCSS</b>		<b>(86,325.48)</b>	<b>(75,638.33)</b>	<b>(23.09)</b>	<b>(68,555.35)</b>	<b>(75,128.41)</b>
<b>FCSS EXPENSE</b>						
2-51-00-100-00	Salaries & Wages	34,855.07	36,000.00	3,360.00	30,735.00	43,680.00
2-51-00-140-00	Employee Benefits	7,670.35	8,000.00	756.00	6,268.52	8,000.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	0.00	55.00	250.00
2-51-00-150-00	Freight & Postage	23.14	50.00	0.00	38.86	50.00
2-51-00-211-00	Travel & Subsistance	3,175.39	2,500.00	0.00	715.92	2,500.00
2-51-00-217-00	Telephone & Internet	2,362.30	2,200.00	108.63	1,007.05	1,500.00
2-51-00-220-00	Advertising	988.75	500.00	0.00	0.00	250.00
2-51-00-223-00	Memberships - FCSS	114.00	125.00	0.00	0.00	114.00
2-51-00-225-00	Conference Registrations	1,005.00	1,000.00	0.00	0.00	800.00
2-51-00-230-00	Professional Services	2,680.70	2,000.00	0.00	0.00	2,000.00
2-51-00-231-00	Janitorial	0.00	250.00	0.00	0.00	250.00
2-51-00-400-00	Community Programs	7,122.54	2,200.00	0.00	408.00	1,000.00
2-51-00-410-00	Adult Programs	3,507.05	3,000.00	292.73	292.73	1,000.00
2-51-00-411-00	Children-Youth Programs	6,884.46	3,000.00	367.38	474.99	1,500.00
2-51-00-412-00	Family Programs	(245.36)	1,000.00	0.00	0.00	1,200.00
2-51-00-414-00	Local Grants (External Funding)	6,200.00	6,300.00	0.00	6,625.00	7,625.00
2-51-00-419-00	Volunteers	767.86	0.00	0.00	1,005.00	500.00
2-51-00-510-00	General Supplies	1,684.19	0.00	102.98	838.27	750.00
2-51-00-560-00	COPIER LEASE	3,105.12	3,150.00	785.48	3,319.76	3,150.00
2-51-00-990-05	Community Newsletter	1,126.42	1,120.00	194.88	797.35	1,000.00
2-69-00-540-01	Electricity FCSS	2,342.70	1,250.00	144.87	699.92	1,250.00
2-69-00-543-01	Natural Gas FCSS	2,613.36	1,500.00	89.48	1,181.08	1,300.00
<b>* TOTAL FCSS EXPENSE</b>		<b>87,983.04</b>	<b>75,145.00</b>	<b>6,202.43</b>	<b>54,462.45</b>	<b>79,669.00</b>
<b>** NET FCSS</b>		<b>1,657.56</b>	<b>(493.33)</b>	<b>6,179.34</b>	<b>(14,092.90)</b>	<b>4,540.59</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>FOOD PANTRY</b>						
1-51-00-990-15	FCSS FOOD PANTRY	(1,418.80)	0.00	0.00	(1,015.70)	0.00
2-51-00-990-15	FOOD PANTRY	1,047.28	0.00	236.64	370.17	0.00
<b>*</b>	<b>TOTAL FOOD PANTRY</b>	<b>(371.52)</b>	<b>0.00</b>	<b>236.64</b>	<b>(645.53)</b>	<b>0.00</b>
<b>FOOD PANTRY EXPENSE</b>						
2-51-00-990-14	Adult Programs	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL FOOD PANTRY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>**P</b>	<b>SURPLUS /DEFICIT</b>	<b>(371.52)</b>	<b>0.00</b>	<b>236.64</b>	<b>(645.53)</b>	<b>0.00</b>
<b>YEAR GRANT REVENUE</b>						
1-51-00-990-01	Donations/Fees - Summer Fun	(7,225.00)	(3,500.00)	(184.50)	(7,149.50)	0.00
1-51-00-990-07	MVC Grant - Health Funding - First Aid	0.00	0.00	0.00	(1,710.00)	0.00
1-51-00-990-08	MVC Grant - TPT Grant	0.00	0.00	0.00	(2,500.00)	0.00
1-51-00-990-18	FCSS CMHA Mental Health Grant	0.00	0.00	0.00	(11,938.10)	0.00
<b>*</b>	<b>TOTAL YEAR GRANT REVENUE</b>	<b>(7,225.00)</b>	<b>(3,500.00)</b>	<b>(184.50)</b>	<b>(23,297.60)</b>	<b>0.00</b>
<b>**</b>	<b>TOTAL REVENUE</b>	<b>(7,225.00)</b>	<b>(3,500.00)</b>	<b>(184.50)</b>	<b>(23,297.60)</b>	<b>0.00</b>
<b>YEAR GRANT EXPENSE</b>						
2-51-00-990-01	Summer Fun Program	11,300.98	0.00	2,879.14	6,563.29	0.00
2-51-00-990-07	Health Funding Expense - First Aid	0.00	0.00	0.00	0.00	0.00
2-51-00-990-08	TPT Funding Expense - Senior's Trip	0.00	0.00	0.00	1,450.00	0.00
2-51-00-990-18	CMHA Mental Health Grant	0.00	0.00	100.00	4,827.85	0.00
<b>*</b>	<b>TOTAL YEAR GRANT EXPENSE</b>	<b>11,300.98</b>	<b>0.00</b>	<b>2,979.14</b>	<b>12,841.14</b>	<b>0.00</b>
<b>**</b>	<b>TOTALS</b>	<b>11,300.98</b>	<b>0.00</b>	<b>2,979.14</b>	<b>12,841.14</b>	<b>0.00</b>
<b>SENIOR PROGRAMS</b>						
1-51-00-413-00	Senior's Programs	0.00	0.00	0.00	(3,075.00)	0.00
2-51-00-413-00	Seniors' Programs	17,668.74	0.00	0.00	3,578.57	2,500.00
<b>*</b>	<b>TOTAL SENIOR PROGRAMS</b>	<b>17,668.74</b>	<b>0.00</b>	<b>0.00</b>	<b>503.57</b>	<b>2,500.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>CEMETERY REVENUE</b>						
1-56-00-850-00	Grant - Local Govt. - Cemetery	0.00	(1,500.00)	0.00	(1,500.00)	(1,500.00)
1-56-00-410-00	Plot - Cemetery	(1,350.00)	(1,500.00)	0.00	(700.00)	(1,500.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,650.00)	(2,000.00)	0.00	(1,050.00)	(2,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(750.00)	(1,000.00)	(100.00)	(1,600.00)	(1,000.00)
<b>* TOTAL CEMETERY</b>		<b>(3,750.00)</b>	<b>(6,000.00)</b>	<b>(100.00)</b>	<b>(4,850.00)</b>	<b>(6,000.00)</b>
<b>CEMETERY EXPENSE</b>						
2-56-00-100-00	Salaries & Wages	0.00	5,000.00	876.00	2,643.90	5,000.00
2-56-00-140-00	Employee Benefits	0.00	850.00	148.48	419.70	850.00
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	750.00	1,000.00	650.00	650.00	1,000.00
2-56-00-510-00	General Supplies	0.00	250.00	0.00	0.00	5,000.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	0.00	1,500.00	0.00	0.00	1,500.00
<b>* TOTAL CEMETERY EXPENSE</b>		<b>750.00</b>	<b>8,600.00</b>	<b>1,674.48</b>	<b>3,713.60</b>	<b>13,350.00</b>
<b>PLAN &amp; DEVELOPMENT REVENUE</b>						
1-61-00-410-00	Building Permits	(528.08)	(1,100.00)	0.00	(346.37)	(750.00)
1-61-00-419-00	Compliance Certificates	(100.00)	(1,000.00)	0.00	(200.00)	(500.00)
1-61-00-520-00	Development Permits	0.00	(1,200.00)	(250.00)	(350.00)	(500.00)
1-61-00-521-00	Subdivision Fees	0.00	(1,000.00)	0.00	0.00	0.00
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	(250.00)	0.00	0.00	(50.00)
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-590-00	Land Sales	0.00	(47,000.00)	0.00	0.00	0.00
<b>* TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>(628.08)</b>	<b>(51,550.00)</b>	<b>(250.00)</b>	<b>(896.37)</b>	<b>(1,800.00)</b>
<b>PLAN &amp; DEVELOPMENT EXPENSE</b>						
2-61-00-230-00	Professional Services	527.32	15,000.00	0.00	0.00	10,000.00
2-61-00-233-00	Land Title Changes	65.75	150.00	0.00	0.00	150.00
2-61-00-148-00	Training - Planning	57.24	500.00	0.00	0.00	250.00
2-61-00-220-00	Advertising	0.00	500.00	0.00	0.00	840.00
<b>* TOTAL PLANNING &amp; DEVELOPMENT E</b>		<b>650.31</b>	<b>16,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,240.00</b>
<b>** NET PLANNING &amp; DEVELOPMENT</b>		<b>14,690.97</b>	<b>(32,800.00)</b>	<b>1,324.48</b>	<b>(1,529.20)</b>	<b>19,290.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>CULTURE &amp; RECR. REVENUE</b>						
1-71-00-990-02	Donation - Cremona Days	(8,850.00)	(13,780.00)	0.00	(7,267.00)	(13,780.00)
1-71-00-990-08	Donation/Fees - WinterFest	(4,000.00)	(4,000.00)	0.00	0.00	0.00
<b>*</b>	<b>TOTAL CULTURE &amp; RECREATION</b>	<b>(12,850.00)</b>	<b>(17,780.00)</b>	<b>0.00</b>	<b>(7,267.00)</b>	<b>(13,780.00)</b>
<b>CULTURE &amp; RECR. EXPENSE</b>						
2-71-00-990-02	Cremona Days	10,155.68	13,000.00	343.73	9,073.82	5,000.00
2-71-00-990-08	WinterFest	1,747.62	1,500.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL CULTURE &amp; RECREATION EXP</b>	<b>11,903.30</b>	<b>14,500.00</b>	<b>343.73</b>	<b>9,073.82</b>	<b>5,000.00</b>
<b>**</b>	<b>NET CULTURE &amp; REC</b>	<b>(946.70)</b>	<b>(3,280.00)</b>	<b>343.73</b>	<b>1,806.82</b>	<b>(8,780.00)</b>
<b>PARKS &amp; RECR. REV</b>						
1-71-00-830-00	Grant - Recreation - Federal	0.00	(2,610.00)	0.00	0.00	(2,610.00)
1-71-00-990-00	Donation - Recreation	0.00	(1,000.00)	0.00	0.00	(1,000.00)
1-71-00-850-00	Grant - Local Govt -Recreation	0.00	0.00	0.00	0.00	0.00
1-71-00-990-01	Donation - Playground	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION</b>	<b>0.00</b>	<b>(3,610.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,610.00)</b>
<b>PARKS &amp; RECREATION EXPENSE</b>						
2-72-00-100-00	SALARIES & WAGES	24,363.79	25,000.00	1,977.00	8,045.88	15,000.00
2-72-00-140-00	Employee Benefits	4,208.66	4,300.00	359.53	1,273.59	2,300.00
2-72-00-521-00	Fuel Costs - Parks	1,022.48	1,500.00	29.60	473.65	1,500.00
2-72-01-512-00	Parks - Small Tools	486.00	500.00	0.00	0.00	0.00
2-72-00-230-00	Other Contracted Services	1,781.00	2,500.00	480.00	2,722.50	5,500.00
2-72-00-510-00	General Supplies	2,418.04	1,500.00	308.21	895.57	2,000.00
2-72-00-513-00	Beautification - Parks	0.00	5,000.00	0.00	0.00	5,000.00
2-72-00-528-00	Equipment Repairs & Maint. - Park	1,546.05	2,000.00	2,700.11	3,308.44	3,000.00
2-72-00-528-01	Playground Repairs & Maint.	0.00	0.00	0.00	0.00	0.00
2-72-00-148-00	Training & Development - Parks	0.00	0.00	0.00	0.00	0.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION EXPEN</b>	<b>35,826.02</b>	<b>42,300.00</b>	<b>5,854.45</b>	<b>16,719.63</b>	<b>34,300.00</b>
<b>**</b>	<b>NET PARK &amp; REC</b>	<b>35,826.02</b>	<b>38,690.00</b>	<b>5,854.45</b>	<b>16,719.63</b>	<b>30,690.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	August 2025 Actual	2025 Actual	2025 Budget
<b>LIBRARY</b>						
1-74-00-590-00	Other Revenue - Library	0.00	(8,497.60)	0.00	0.00	(8,497.60)
1-74-00-850-00	Grants - Local Govt - Library	(34,811.88)	(35,861.00)	0.00	(36,757.53)	(36,757.53)
1-74-00-254-01	LIB COST RECOVERY - ELECTRICITY	(2,255.86)	(3,500.00)	(191.83)	(636.56)	(3,700.00)
1-74-00-254-02	LIB COST RECOVERY - GAS	(890.89)	(1,850.00)	(115.59)	(589.97)	(1,700.00)
1-74-00-254-03	LIB COST RECOVERY - TELEPHONE	(629.82)	(700.00)	(209.94)	(629.82)	(900.00)
<b>*</b>	<b>TOTAL LIBRARY</b>	<b>(38,588.45)</b>	<b>(50,408.60)</b>	<b>(517.36)</b>	<b>(38,613.88)</b>	<b>(51,555.13)</b>
<b>LIBRARY EXPENSE</b>						
2-74-00-850-01	Parkland Regional Library	3,657.50	4,150.00	0.00	3,215.22	4,501.32
2-74-00-217-00	Library Office Phone	668.00	0.00	66.64	396.68	0.00
2-69-00-540-05	Electricity - Library	2,913.44	3,500.00	166.05	551.44	3,700.00
2-69-00-543-05	Natural Gas - Library	1,184.70	1,850.00	18.31	430.44	1,700.00
2-74-00-274-00	Insurance Library	927.50	850.00	0.00	0.00	850.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	250.00	0.00	0.00	250.00
2-74-00-850-00	Cremona Library	42,841.88	35,861.00	0.00	44,791.03	36,757.53
2-74-00-850-02	CREMONA LIBRARY -VILLAGE ALLOCATION	0.00	8,497.60	0.00	8,710.04	15,350.00
<b>*</b>	<b>TOTAL LIBRARY EXPENSE</b>	<b>52,193.02</b>	<b>54,958.60</b>	<b>251.00</b>	<b>58,094.85</b>	<b>63,108.85</b>
<b>**</b>	<b>SURPLUS / DEFESET</b>	<b>13,604.57</b>	<b>4,550.00</b>	<b>(266.36)</b>	<b>19,480.97</b>	<b>11,553.72</b>

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

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 8 b)

**TITLE:** Reports – CAO Monthly Reports

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

**BACKGROUND / PROPOSAL:**

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

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

**Administration:**

- My monthly meeting with FCSS Coordinator, August 26
- Council Agenda packages and minutes- Regular Meeting in August
- Complied with AB OHS with working on ERP
- Twiggged some answers on Workbook 1
- Worked on Viability Review Workbook 2
- Written up ltr to PRL council approval -R. Forest
- Written a ltr to C Library council approval board member
- Written a ltr to C Library with OA request for full disclosure
- Written up 1 complaint ltr unsightly. J Thompson
- Written a ltr to MV Regional Policing with Cremona response
- Worked on budget numbers and GL correct postings
- Meeting with contactors for sidewalk care
- Completed AB Munis questionnaire
- Working with LAPP with balance accounts
- 

**Events and Meetings Attended:**

- Meeting with Ross & Dee, Aug 27, 1pm-530pm
- Balancing your Subledger Webinar, Aug 27, 10 am – 1145 am
- Town Hall FOIP Webinar, Aug 6 & 12
- 

**Planning & Development:**

-

**RECOMMENDED ACTION:**

**MOTION** That Official Administrator Doug Lagore accepts the CAO August activity report as information only.

*INTLS: CAO: KO*



## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 9

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

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

### **BACKGROUND / PROPOSAL:**

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

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

Otherwise, the information is provided for acceptance only.

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

Please see the attached minutes for review and information.

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

N/A

### **RECOMMENDED ACTION:**

That the Council accepts the minutes of:

- MVREMA Regular Meeting Minutes, July 8, 2025

**MOTION** THAT Official Administrator Doug Lagore accepts the Minutes, Reports, Committees, and Commissions as information only.

*INTLS: CAO: KO*

MOUNTAIN VIEW REGIONAL EMERGENCY MANAGEMENT AGENCY

08 July 2025, 09:00 A.M.

Town of Sundre Council Chambers

**MEETING MINUTES**

**1. Call to Order**

Jim Hall called the meeting to order at 09:00 AM

**2. Introductions/Attending**

Ross Clews – DEM, Town of Sundre

Jim Hall – DDEM, Town of Sundre

Rob Plews – DDEM, Town of Sundre

Sam Zhao – Community Peace Officer, Town of Sundre

Shantele Smith – Executive Assistant, Town of Sundre

Stephanie Bibault – DEM, Town of Olds

Rob McKay –DEM, Town of Carstairs

Ernie Bradley – DDEM Town of Carstairs

Curtis Mousseau – Didsbury DEM, Town of Didsbury

Jon Olfert – DEM, Village of Cremona

Ryan Morrison – DEM, Mountain View County

Laura Campmans – Executive Assistant, Mountain View County

Josie McGillicky – Community Outreach Coordinator, Mountain View County

Stefanie Halfyard – Town of Didsbury

Lorne Thompson – AEMA Central Region

Peter Cronhelm – AHS

**3. Additions /Deletions to Agenda Items**

No Additions or Deletions were added to the agenda.

**4. Adoption of Minutes – March 25, 2025**

The meeting of March 25, 2025, of the Mountain View Regional Emergency Management Agency (MVREMA) were adopted as presented.

**5. Unfinished Business**

**5.1 Discussion on Radio Comms – Sam Zhao**

Sam Zhao of the Town of Sundre brought forward the need to create a Communication Radio Policy to provide a standardized network.

- Currently Emergency Management has various communications that not all team members are linked into or have means of contacting each other
  - The standardizing of the Communication Radio Policy could have telephone numbers, locations, call signs and provide all responders with operational and safety status.
  - The Policy would provide a standardized network afor Emergency Responders.
- Stephanie of Mountain View County (MVC) commented the requirement would be situational and there would be TAC channels available from CPO Herema and Fire Chief Clews could look into.
- Ryan of MVC discussed it would be up to Logistics to create a communications plan to properly exist in ICS and needs to be addressed. The plan would expand and retract as required.

- Ryan (MVC) noted the Municipal Enforcement (ME) personnel were communications missed on the tabletop training. The ME department had no communications from the exercise out in the field. Perhaps DEM to call ME personnel directly and get radios on the communications channel. Situational will dictate needs.
- More practice is required on Radio Comms.

## **5.2 AAR from our ESS consultant – MVC**

Ryan shared the following comment from the mentors “The Plan was amazing, just need to do it better”.

- Crammit – needed better security
- Reception Centre to be added at ESS level and grown as used per incident
  - More people
- Signage required on tables
- More chairs
- Hand Sanitizers
- Registration – conduct meeting assessments for needs of individuals
  - Information to be protected
    - Only ask what is needed (ex. Pharmacy for prescriptions)
    - Pet Needs – more crates
    - Child need – for supplies (diapers, formula, bottles), Diaper Stations, Child Needs not Care

## **5.3 Response from our Regional Team members – MVC**

Ryan shared the following from our Regional Team Members

- Comms
  - Sharing phones
  - More Staff
- IC Post
  - More People
  - IT Issues
- Logistics
  - More People
  - Have localized reception centre to prevent doubling up
- Planning
  - Good for the situation

## **5.4 Next step for the remaining Grant Funds – MVC**

\$5000.00 remaining from Grant Funds as advised by Ryan (MVC)

Suggestion was put to the floor by Ryan on taking photographs of individuals for Reception and added to websites.

Suggestion by Sam to spend remaining on a funds on shared service level agreement. Ryan commented that is a higher-level conversation.

- Ryan put forth a motion to spend the remaining grant fund money on photographs and motion was CARRIED.

## **6.0 New Business**

### **6.1 – Open Discussion**

No New Business was put brought forward by attendees.

## **7.0 Reports**

**7.1 Town of Carstairs** – EOC to be setup for Emergency Services

**7.2 Town of Didsbury** – Vicki resigning as DDEM

**7.3 Mountain View County** – Tabletop for Mayor and Norris Penny on Cyber Attacks, ties into Community.  
Working on PCP Grant

**7.4 Town of Olds** – New DDEM (James Rouger)  
New Bylaws, ERPs Updated  
New Town Hall is Complete  
EOC is at Operations Centre

**7.5 Town of Sundre** – Senior Outreach, uptake is low with Spruce Group and Greenwood Neighbourhood Place. Will continue to hand out 72hr kits.  
EOC – Working on finishing touches

**7.6 Village of Cremona** – No Comment

**7.7 Alberta Emergency Management Agency (AEMA)** – Congrats on Exercise - was a good day of organized chaos.

Elected Officials Training is to be completed.

Local Authorities (4-5 hours) is not Municipal and there is not grandfathered.

Lorne to find out more information and pass on.

Jim and Ryan to be Point of Contact (POC)

**7.8 Emergency Social Service (ESS)** – No report

Was in Innisfail in May – trying Hazard Identification and Risk Assessment (HIRA- 2hr orientation). Zonal Flood and Fire Services (Sundre and Didsbury), how to do an assessment, and Fire Wildfire – will get to impacted communities first. Hoping to be able to use system by Fall. Will have an ME Connect

**7.9 Alberta Health Services (AHS)** – First time attending Tabletop and found it interesting. Working on AHS availability. MVV to update and send list to AHS. Looking forward to future exercises.

## **8. Next Meeting**

The next meeting will be held at 09:00, 14<sup>th</sup> October 2025 at the Cremona Fire Hall.

## **9. Adjournment**

The meeting adjourned at 09:50.

**MEETING: Regular Council Meeting**

**Date: September 16, 2025**

**AGENDA NO.: 10**

**TITLE: Correspondence & Information**

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

**BACKGROUND / PROPOSAL:**

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

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

The following items are provided:

- Police Review Commission Reporting period Aug. 1- to Sep 1, 2025
- Public Safety and Emergency Services, June 10, 2025
- AB Traffic Safety Services, June 6, 2025, MO No. 25/25
- RCMP-GRC Provincial Policing Report, August 25, 2025

**RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator Doug Lagore accept the attached correspondence as information only.

**OR**

**MOTION** THAT Official Administrator Doug Lagore

INTLS: CAO: KO

# Police Review Commission

## Goal:

*Establish a new public agency under the Police Act for police complaints, investigations, and coordination of disciplinary hearings.*

**Timeline:** December 2025

## Status Report

### Key accomplishments this period

#### Key Personnel Moves

- Onboarding of Director, Resolution
- Onboarding of Training Manager
- Onboarding of Case Management Team Lead, North

#### Policy and Regulatory Development

- Ongoing work on policy and procedures for the PRC.
- Commenced formal Regulations drafting.
- Initial discussions around the creation of a dashboard wireframes and public reporting.
- Review of Peace Officer policies to ensure alignment with PRC approach.

#### Operational Planning

- Met with vendor to plan the telephone system that will allow inmates in correctional facilities to contact the PRC.
- Met with translation and transcription service providers to explore how their services can be integrated into the PRC.

#### Engagement and Training

- Alberta Association of Police Governance (AAPG) special purpose committee split into two dedicated streams: one for communities with municipal or First Nation police commissions; one for communities with RCMP policing committees.
- Learning Management System (LMS) requirements approved and signed off.
- Cultural Competency and Police Complaints courses approved.
- Creative services vendor continuing work on PRC website to launch on December, 1.

Reporting Period: August 19 to September 1, 2025

### Key activities planned next period

#### Key Personnel Moves

- Onboarding of Manager, Case Management, South

#### Policy and Regulatory Development

- Continue work on transition packages for police services and police commission.
- Continue work on the regulatory and policy framework to support implementation of the PRC.
- Policy planning session with new leadership staff.

#### Operational Planning

- Ongoing case management system enhancements expected before and after December 1, 2025.
- Meeting with Correctional Services Division (CSD) on September, 9 to finalize policies and procedures for inmate contact with the PRC.

#### Engagement and Training

- CEO to meet with Edmonton Police Service (EPS) leadership on September, 8.
- On-site information sessions scheduled for Tsuut'ina Nation Police Service (Sept. 9), Taber Police Service (Sept. 10), Blood Tribe Police Service (Sept. 10), Camrose Police Service (Sept. 18) and Lacombe Police Service (Sept. 18).
- Meet with Correctional Services Division (CSD) leadership team to raise awareness of PRC.
- Alberta Association of Chiefs of Police (AACP) special purpose committee meeting on September, 3.
- Alberta Association of Police Governance (AAPG) special purpose committee meetings on September, 11.
- Learning Management System User Acceptance Testing.
- PRC curriculum functionality testing in the Learning Management System.
- Development of PRC onboarding plan for new hires.
- Holding website that will be in place until the PRC launches expected to go live. Content will be in English and French.

#### Other

- PRC recruitment underway. Job advertisements will be posted to <https://jobpostings.alberta.ca/>

# Police Review Commission Milestones

## Key Milestones

Reporting Period: August 19 to September 1, 2025

PRC Milestones	Anticipated Timeline*
Case management system development	Completed
Phase 1-2 recruitment for permanent PRC staff: directors and key support positions.	Completed
Hire executive directors.	September 2025
Updates to Regulations Drafting underway	Fall 2025
Policy manual Engagement, research and analysis is ongoing	Fall 2025
Phase 3 recruitment of PRC staff Recruitment will continue into 2026	Fall 2025
JJ Bowlen Building (Calgary interim office) occupancy	Fall 2025
108 St Building (Edmonton interim office) occupancy	Fall 2025
Labour Building (2nd Edmonton interim office) occupancy	Spring 2026

\*Timelines are based on available information and may shift as more information becomes available. Page 88 of 108

Changes will be communicated.

# Police Review Commission Recruitment

## Recruitment Ongoing

Reporting Period: August 19 to September 1, 2025

Positions	Stage
Statutory/Level 2 Investigators x 4	Screening
Manager, Resolution (North)	Interviews
Manager, Resolution (South)	Interview
Director, Case Management ( <i>Comp. #72649</i> )	Hired
Executive Director, Case Management and Resolution ( <i>Comp. #72259</i> )	Interviews
Manager, Case Management (North) ( <i>Comp. #72529</i> )	Hired
Planning Advisor ( <i>Comp. #73562</i> )	Interviews
Community and Commission Liaison ( <i>Comp. #74406</i> )	Closes Sep 4

# Police Review Commission Recruitment

## Recruitment Ongoing

Reporting Period: August 19 to September 1, 2025

Positions	Stage
Director, Code of Conduct Investigations	Closes Sep 2
Manager of Investigations (North)	Closes Sep 2
Manager of Investigations (South)	Closes Sep 2
Senior Investigator (6) /Investigator (6)	Closes Sep 2
Senior Resolution Specialist (6) /Resolution Specialist (6)	Closes Sep 2
Resolution Coordinator (2)	Closes Sep 2
Case Coordinator (6)	Closes Sep 2
Police Liaison	Closes Sep 4

# Police Review Commission Recruitment

## Recruitment Upcoming

Reporting Period: August 19 to September 1, 2025

Upcoming Positions	Status Update
Manager of Evidence	2 weeks
Evidence Coordinators	2 weeks
Police Liaison	2 weeks
Data & Research Analyst	2 weeks
Policy Analyst	2 weeks
Information & Privacy Coordinator	3-4 weeks
Communications Advisor (2)	3-4 weeks

# Police Review Commission Acronym Glossary

- AACP- Alberta Association of Chiefs of Police
- AAPG- Alberta Association of Police Governance
- ADM- Assistant Deputy Minister
- ADR- Alternative Dispute Resolution
- AFPA- Alberta Federation of Police Association
- ALERT- Alberta Law Enforcement Response Teams
- ASIRT- Alberta Serious Incident Response Team
- CCRC- Civilian Review and Complaints Commission
- CEO- Chief Executive Officer
- CPS- Calgary Police Service
- ED- Executive Director
- EPS- Edmonton Police Service
- GIS- Geographic Information System mapping
- GoA- Government of Alberta
- IIO- Independent Investigation Office
- IST- Investigative Services Team (section within LEO)
- LEO- Law Enforcement Oversight Branch (Branch within PSES)
- LERB- Law Enforcement Review Board
- Level 1: Serious and sensitive incidents (currently handled by ASIRT). This level will also apply to Alberta peace officers.
- Level 2: Statutory complaints (offences specified in an act of Parliament or of the legislature) but do not meet the definition of “serious and sensitive.”
- Level 3: Code of conduct complaints (currently code of conduct complaints as per the *Police Service Regulation*).
- Level 4: Unsatisfactory performance matters(to be logged by the PRC and returned to the police service of jurisdiction to manage).
- Level 5: Complaints regarding policy or services of a police service (to be logged by the PRC and returned to the police service of jurisdiction to manage).
- LMS- Learning management system
- NPF- National Police Federation
- OIPRD- Office of the Independent Police Review Director (Ontario)
- OPCC- Office of the Police Complaint Commissioner
- PRC- Police Review Commission
- PS- Program Services (type of classification band within GoA)
- PSC- Public Service Commission
- PSD- Public Security Division
- PSES- Public Safety and Emergency Services Ministry
- PSIO- Alberta Provincial Security and Intelligence Office
- SME- Subject matter expert
- SSII- Strategy, Support and Integrated Initiatives (Division within PSES)
- SIU- Special Investigations Unit (Ontario)
- T&I- Ministry of Technology and Innovation
- UAT- User acceptance testing

# BULLETIN

09-2025

June 10, 2025

To all Authorized Employers of Peace Officers:

**Re: Enforcement Notification – Ministerial Order 25/25 for All-Terrain Vehicles (ATVs) on Highways**

The purpose of this bulletin is to provide information from the Ministry of Transportation and Economic Corridors as it pertains to Ministerial Order (MO) 25/25 (attached) that replaces MO 38/06 and expands the allowable provincial highways on which farmers can use ATVs to access their land for farming operations.

MO 25/25 is effective as of May 8, 2025, and is only applicable for ATVs, not all off-highway vehicles (OHVs). For purposes of the MO, an ATV is a four-wheeled vehicle registered and insured as an off-highway vehicle pursuant to section 119 of the *Traffic Safety Act* (TSA).

ATV use under the MO **is only** permitted in the course of farming operations during daylight hours, except in emergency situations, **and does not** apply to the use of ATVs for recreational or transportation use

The two attachments from the Ministry of Transportation and Economic Corridors provide further explanation.

If you have further questions or concerns, please feel free to contact Mr. Andrew Pillman, Executive Director, Driver, Carrier and Vehicles at [andrew.pillman@gov.ab.ca](mailto:andrew.pillman@gov.ab.ca).

Thank you.

Sincerely,

Sean Bonneteau, CD  
Acting Executive Director  
Law Enforcement and Oversight Branch

Attachments

***Reminder, Bulletins are no longer posted on the Government of Alberta website.***

# BULLETIN

June 6, 2025

**To: Alberta Police Services, Sheriffs, and Peace Officers:**

**RE: Enforcement Notification – Ministerial Order 25/25 for All-Terrain Vehicles (ATVs) on Highways**

The purpose of this communication is to provide information about Ministerial Order (MO) 25/25 (attached) that replaces MO 38/06 and expands the allowable provincial highways on which farmers can use ATVs to access their land for farming operations.

MO 25/25 is effective as of May 8, 2025, and is only applicable for ATVs, not all off-highway vehicles (OHVs). For purposes of the MO, an ATV is a four-wheeled vehicle registered and insured as an off-highway vehicle pursuant to section 119 of the *Traffic Safety Act* (TSA).

ATV use under the MO is only permitted the course of farming operations during daylight hours, except in emergency situations, and does not apply to the use of ATVs for recreational or transportation use.

Farmers must hold a valid Class 5 driver's licence and comply with all other operating rules and requirements for OHVs as outlined in the Part 6 of the TSA and the Off-highway Vehicle Regulation.

The previous MO (38/06) permitted farmers conducting farming operations to use ATVs on provincial highways numbered 500-899. The new MO 25/25 continues to allow operations on those three-digit numbered highways, plus some additional highway segments that are summarized in the table below.

Highway	Segment
2A	Highway 2 (near Hondo) to Range Road 11A (near Smith)
3A	Highway 3 to Highway 3 (in Township 7, Range 2, W5M)
5	Waterton Lakes National Park to Highway 800
6	Highway 3 to the north boundary of Pincher Creek
10	Highway 569 to Highway 573
10X	Highway 10 to Jewell Street
12	Saskatchewan border to Highway 899
13	Highway 22 to Range Road 74
16A	Highway 16 (Range Road 84A) to Range Road 75
25	Highway 526 to Highway 845
26	Highway 14 to Highway 36
41A	East boundary of Medicine Hat to Highway 41
41	United States border to Highway 501
45	Highway 38 to Range Road 203
50	Highway 12 to east boundary of Mirror
52	Highway 4 to Highway 5 (excluding the Town of Raymond)
53	Highway 56 to Highway 855
58	Wood Buffalo National Park to Highway 88

Highway	Segment
61	Highway 4 to Highway 889 (excluding the Village of Foremost)
62	United States border to south boundary of Magrath
68	Highway 1 to Highway 40

If you have further questions or concerns, please feel free to contact me at [andrew.pillman@gov.ab.ca](mailto:andrew.pillman@gov.ab.ca).

Sincerely,



Andrew Pillman  
Executive Director, Drivers, Carrier & Vehicle Safety  
Transportation and Economic Corridors  
Government of Alberta



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*

**MO No.: 25/25**

**MINISTERIAL ORDER**

***Traffic Safety Act s. 120(4)(a)(i)***

I, Devin Dreeshen, Minister of Transportation and Economic Corridors,

1. repeal Ministerial Order No. 38/06; and
2. make the *Use of All-Terrain Vehicles on Provincial Highways for Farming Operations Order*, as set out in the attached appendix.

Dated at Edmonton, Alberta, on the 8<sup>th</sup> day of May, 2025.

Honourable Devin Dreeshen

Minister of Transportation and Economic Corridors

## APPENDIX

### MINISTERIAL ORDER (25/25)

#### Traffic Safety Act, s 120(4)(a)(i)

### USE OF ALL-TERRAIN VEHICLES ON PROVINCIAL HIGHWAYS FOR FARMING OPERATIONS ORDER

#### Purpose

**1** The purpose of this Order is to authorize driving all-terrain vehicles on prescribed provincial highways for persons engaged in farming operations.

#### Interpretation

**2** In this Order

- (a) “**ATV**” means an all-terrain vehicle only of the class of off-Highway vehicle described in section 117(a)(v) of the Act;
- (b) “**daylight hours**” means the period from 30 minutes before sunrise to 30 minutes after sunset, but does not include any time when, because of insufficient light or unfavourable atmospheric conditions, persons or vehicles cannot be seen at a distance of 150 metres;
- (c) “**emergency situation**” means a situation where real and apparent danger to the physical security of an individual exists and the use of an ATV is demonstrably necessary to mitigate that danger;
- (d) “**municipal road**” means a highway that is under the direction, control and management of a municipality or of a Minister other than the Minister responsible for the Act;
- (e) “**provincial highway**” means a highway that is under the direction, control and management of the Minister responsible for the Act.

#### Application

**3(1)** This Order applies to a person who

- (a) can demonstrate proof of having a valid
  - (i) Fuel Tax Exemption (TEFU), or
  - (ii) Alberta Farm Fuel Benefit (AFFB) number;
- (b) is operating an ATV for the purpose of farming operations; and
- (c) is operating an ATV during daylight hours.

**(2)** Despite subsection (1)(c), a person may operate an ATV outside of daylight hours during an emergency situation.

**(3)** For greater certainty, no person shall operate an ATV on a provincial highway unless

- (a) the person drives the ATV in accordance with the Act, including section 118 of the Act,
- (b) the ATV is registered and insured in accordance with Act, including section 119 of the Act,
- (c) the ATV equipped and operated in accordance with the *Off-Highway Vehicle Regulation*, and
- (d) the driver of the ATV possesses and valid operator’s licence.

**Authorization**

**4(1)** A person may, in the course of farming operations, drive an ATV along the roadway of a provincial Highway prescribed in Schedule 1.

- (2)** For greater certainty, this Order does not authorize the use of an ATV, or any other off-Highway vehicle,
- (a) for recreation or transportation purposes, or
  - (b) on a municipal road.

## SCHEDULE 1

**1** Subject to the Order, use of an ATV in the course of farming operations is authorized along the following provincial highways,

- (a) Highway 2A from the junction of Highway 2 (near Hondo) to the junction of Range Road 11A (near Smith);
- (b) Highway 3A from the junction of Highway 3 to the junction of Highway 3 (in T7-R2-W5M);
- (c) Highway 5 from the northeast boundary of Waterton Lakes National Park to the junction of Highway 800;
- (d) Highway 6 from the junction of Highway 3 to the junction of Corner Mountain St (north boundary of Pincher Creek);
- (e) Highway 10 from the junction of Highway 569 to the junction of Highway 573;
- (f) Highway 10X;
- (g) Highway 12 from the Saskatchewan border to the junction of Highway 899;
- (h) Highway 13 from the junction of Highway 22 to the junction of Range Road 74;
- (i) Highway 16A from the junction of Highway 16 (Range Road 84A) to the junction of Range Road 75;
- (j) Highway 25 from the junction of Highway 526 to the junction of Highway 845;
- (k) Highway 26 from the junction of Highway 14 to the junction of Highway 36;
- (l) Highway 41A from a point 182 metres east of Day St SE (east boundary of Medicine Hat) to the junction of Highway 41;
- (m) Highway 41 from the United States border to the junction of Highway 501;
- (n) Highway 45 from the junction of Highway 38 to the junction of Range Road 203;
- (o) Highway 50 from the junction of Highway 12 to the junction of Range Road 224 (east boundary of Mirror);
- (p) Highway 52
  - (i) from the junction of Highway 4 to the junction of Range Road 203 (east boundary of Raymond),
  - (ii) from the junction of 400 W St (west boundary of Raymond) to the junction of Highway 5;
- (q) Highway 53 from the junction of Highway 56 to the junction of Highway 855;
- (r) Highway 58 from the west boundary of Wood Buffalo National Park to the junction of Highway 88;
- (s) Highway 61
  - (i) from the junction of Highway 4 to the junction of Range Road 115 (west boundary of Foremost),
  - (ii) from a point 1196 metres west of Range Road 113 (east boundary of Foremost) to the junction of Highway 889;
- (t) Highway 62 from the United States border to the junction of 5 Ave S (south boundary of Magrath);
- (u) Highway 68 from the junction of Highway 1 to the junction of Highway 40;
- (v) any provincial highway designated with a route number between Highway 500 and Highway 899.



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Didsbury

**Detachment Commander**

Staff Sergeant Stephen Browne

**Report Date**

August 25, 2025

**Fiscal Year**

2025-26

**Quarter**

Q1 (April - June)

### Community Priorities

#### Priority #1: Connecting with the Rural Community, including a focus on Joint Force Operations

**Updates and Comments:**

Members conducted 1 joint force check stop with Olds RCMP. Didsbury members also conducted numerous radar operations with the Town of Didsbury CPO's and the Mountain View County Peace CPOs. Members have spoke with the rural community at community gatherings, Canada Day celebrations within Mountain View County. Within Mountain View County, Didsbury members issued 129 violation tickets for moving/non-moving driving offences and issued 10 Immediate Roadside Sanctions (Alcohol/Drug).

#### Priority #2: Reducing Rural Property Crimes, including continued support for Crime Reduction Teams

**Updates and Comments:**

Members have spoke with rural property owners about crime reduction and steps they can do to reduce the risk. Putting up camera, installing gates putting up signs. Members have also mentioned to the rural community about calling in the complaints as opposed to just calling the neighbours. When it comes to Crime Reduction Unit support, Mountain View County is currently engaged with SAD CRU in attempts to reduce and capture individuals for break and enters in the area. Didsbury members conducted 427 proactive patrols within the Mountain View County portion of the Didsbury Detachment area including 10 AGLC licenced premises enforcement patrols.



### Priority #3: Rural Drug Enforcement

**Updates and Comments:**

During this quarter there was one (1) CDSA investigation within Mountain View County. Didsbury members continue to attempt to collect information of current CDSA activity in the area through static surveillance and community contacts. Currently Didsbury has an unmarked surveillance vehicle which is being utilized to gather intelligence.

### Priority #4: Mental Health and Domestic Violence

**Updates and Comments:**

During Q1, three (3) domestic violence investigations resulted in persons being charged:  
2025/05/04 - Pointing a Firearm plus twelve (12) additional charges. Currently before the Courts  
2025/05/24 - Assault with a Weapon plus two (2) additional charges. Currently before the Courts  
2025/06/03 - Assault - Adult male charged.

During Q1, Didsbury RCMP responded to five (5) mental health related calls for service within Mountain View County. Two (2) apprehensions were required under the Mental Health Act.





## Community Consultations

### Consultation #1

Date	Meeting Type
April 12, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Regular reporting information sharing	
<b>Notes/Comments:</b>	
Constables spoke with numerous local companies in the Didsbury / Mountain View County area. There were many booths set up at the Didsbury Arena, including a kid's area, where constables handed out RCMP stickers and temporary tattoos. Constables spoke directly with the Mayor of Didsbury about future plans for recruiting and attempting to go into the secondary and elementary schools more often.	





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	10	7	2	1
Detachment Support	3	3	0	0

### Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the ten established positions, seven officers are currently working. There are two officers on Parental leave. There is one hard vacancy at this time which is expected to be filled by a new-hire Experienced Police Officer; however, a timeline has not been provided.

Detachment Support: There are three established positions that are filled and currently working with none on special leave. There is no hard vacancy.



**Village of Cremona - Didsbury Detachment  
Crime Statistics (Actual)  
January to July: 2022 - 2025**

All categories contain "Attempted" and/or "Completed"

August 7, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		5	0	0	0	-100%	N/A	-1.5
Sexual Assaults		0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		0	1	0	0	N/A	N/A	-0.1
Assault		3	0	3	7	133%	133%	1.5
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	1	2	2	0%	0%	0.1
Uttering Threats		0	0	3	2	N/A	-33%	0.9
<b>TOTAL PERSONS</b>		<b>10</b>	<b>2</b>	<b>8</b>	<b>11</b>	<b>10%</b>	<b>38%</b>	<b>0.9</b>
Break & Enter		3	0	2	4	33%	100%	0.5
Theft of Motor Vehicle		2	0	4	4	100%	0%	1.0
Theft Over \$5,000		0	0	1	1	N/A	0%	0.4
Theft Under \$5,000		3	0	3	1	-67%	-67%	-0.3
Possn Stn Goods		0	1	0	1	N/A	N/A	0.2
Fraud		0	0	3	3	N/A	0%	1.2
Arson		2	0	0	0	-100%	N/A	-0.6
Mischief - Damage To Property		2	2	1	2	0%	100%	-0.1
Mischief - Other		1	1	1	2	100%	100%	0.3
<b>TOTAL PROPERTY</b>		<b>13</b>	<b>4</b>	<b>15</b>	<b>18</b>	<b>38%</b>	<b>20%</b>	<b>2.6</b>
Offensive Weapons		1	0	0	4	300%	N/A	0.9
Disturbing the peace		1	2	0	2	100%	N/A	0.1
Fail to Comply & Breaches		2	0	0	0	-100%	N/A	-0.6
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0%</b>	<b>-50%</b>	<b>0.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>5</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>40%</b>	<b>250%</b>	<b>0.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>28</b>	<b>8</b>	<b>25</b>	<b>36</b>	<b>29%</b>	<b>44%</b>	<b>4.1</b>

**Village of Cremona - Didsbury Detachment**  
**Crime Statistics (Actual)**  
**January to July: 2022 - 2025**

All categories contain "Attempted" and/or "Completed"

August 7, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	1	0	2	N/A	N/A	0.5
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>0.5</b>
Cannabis Enforcement		N/A	N/A	0	0	N/A	N/A	0.0
Federal - General		N/A	N/A	0	0	N/A	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>0.5</b>
Liquor Act		N/A	N/A	0	1	N/A	N/A	0.0
Cannabis Act		N/A	N/A	0	0	N/A	N/A	0.0
Mental Health Act		N/A	N/A	3	3	N/A	0%	0.0
Other Provincial Stats		N/A	N/A	4	6	N/A	50%	1.3
<b>Total Provincial Stats</b>		<b>N/A</b>	<b>N/A</b>	<b>7</b>	<b>10</b>	<b>N/A</b>	<b>43%</b>	<b>1.3</b>
Municipal By-laws Traffic		0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	2	1	0	N/A	-100%	-0.1
<b>Total Municipal</b>		<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>-0.1</b>
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	0	N/A	N/A	0.0
Property Damage MVC (Reportable)		N/A	N/A	0	2	N/A	N/A	-1.2
Property Damage MVC (Non Reportable)		N/A	N/A	0	0	N/A	N/A	0.0
<b>TOTAL MVC</b>		<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>-1.2</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	1	0	N/A	-100%	-0.9
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>17</b>	<b>29</b>	<b>N/A</b>	<b>71%</b>	<b>3.7</b>
<b>Other Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.4</b>
<b>Common Police Activities</b>								
False Alarms		N/A	N/A	2	2	N/A	0%	0.6
False/Abandoned 911 Call and 911 Act		N/A	N/A	1	0	N/A	-100%	-0.9
Suspicious Person/Vehicle/Property		N/A	N/A	2	4	N/A	100%	0.5
Persons Reported Missing		N/A	N/A	1	2	N/A	100%	0.7
Search Warrants		N/A	N/A	0	1	N/A	N/A	0.3
Spousal Abuse - Survey Code (Reported)		N/A	N/A	3	4	N/A	33%	0.8
Form 10 (MHA) (Reported)		N/A	N/A	2	0	N/A	-100%	0.1



## REQUEST FOR DECISION

**MEETING: Regular Council Meeting**

**Date: September 16, 2025**

**AGENDA NO.: 11**

**TITLE: Closed Meeting -None**

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

### **BACKGROUND / PROPOSAL:**

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

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

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

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

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

### **RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator Doug Lagore convenes a Closed Meeting at \_\_\_\_p.m.

INTLS: CAO: KO



## REQUEST FOR DECISION

**MEETING: Closed Meeting**

**Date: September 16, 2025**

**AGENDA NO.: 12**

**TITLE: RECONVENE:**

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

**BACKGROUND / PROPOSAL:**

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

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

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

**RECOMMENDED ACTION:**

**MOTION** That Official Administrator Doug Lagore reconvenes from a closed meeting to Regular Council meeting at \_\_\_\_\_p.m.

INTLS: CAO: KO

**MEETING:** Regular Council Meeting

**Date:** September 16, 2025

**AGENDA NO.:** 13

**TITLE:** Adjournment

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

**BACKGROUND / PROPOSAL:**

A Member of Council will move to adjourn the meeting.

**RECOMMENDED ACTION:**

**MOTION** THAT Official Administrator Doug Lagore adjourn the Village of Cremona Regular Council Meeting on the 16<sup>th</sup> day of September at \_\_\_\_\_p.m.

INTLS: CAO: KO