



VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 1

TITLE: Call to Order

ORIGINATED BY: *Karen O'Connor, CAO*

Mayor Reid calls the February 18, 2025, Village of Cremona Regular Council meeting to order at _____ PM

RECOMMENDED ACTION:

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

INTLS: CAO: *KO*



VILLAGE OF
Cremona
REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 2

TITLE: ACCEPTANCE OF AGENDA

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

By resolution, Council must accept the agenda.

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the Agenda as presented.

OR

MOTION THAT Councillor _____ accepts the Agenda as amended.

INTLS: CAO: *KO*



REGULAR COUNCIL MEETING AGENDA
February 18, 2025, at 7:00 p.m.
Council Chambers – 106 1st Avenue East

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

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

ABSENT:

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - a) *January 21, 2025, Regular Meeting Minutes*
- 4. DELEGATIONS / PRESENTATIONS:**
- 5. BUSINESS ARISING FROM PREVIOUS MEETING:**
 - a) RFD 25-02-017-SAEWA Appointment
 - b) RFD 25-02-018 Council 2025 eoep Training / MA Training
- 6. BYLAWS & POLICIES:**
 - a) RFD 25-02-019 Procedural Bylaw No. 510-24
- 7. NEW BUSINESS**
 - a) **RFD 25-02-020** cupw sttp- Canada Post Union
 - b) **RFD 25-02-021** Cremona School Cap & Gown Ceremony
 - c) **RFD 25-02-022** The Cremona Library Funds Request
 - d) **RFD 25-02-023** Mountainview Science & Tech Society's Fair
 - e) **RFD 25-02-024** Auditor Request-Council
 - f) **RFD 25-02-025** Cremona School Job & Career Fair
 - g) **RFD 25-02-026** Evolve Media

8. REPORTS

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

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9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

MAYOR REID REPORTS

DEPUTY MAYOR ANDERSON REPORTS

COUNCILLOR GOEBEL REPORTS

- FCSS Nov Dec Coordinators Reports

COUNCILLOR SCHMIDT REPORTS

- The Cremona Library Meeting Minutes-November 28, 2024

COUNCILLOR MARTIN REPORTS

10. CORRESPONDENCE & INFORMATION

- MVREMA ERP- January 2025

11. NEXT MEETING

12. CLOSED MEETING- One (2) Land, Two (2)-Legal

13. RECONVENE

14. ADJOURNMENT



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 3

TITLE: Minutes – a) January 21, 2025, Regular Council Meeting Minutes

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

The date for Greg Harris's appointment to the FCSS and Cremona Library had an incorrect end date. The meeting minutes are being presented to the Councillors for review for errors or omissions and approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see attached.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts January 21, 2025,
_____ Regular Council Meeting as presented.

OR

MOTION THAT Councillor _____ accepts January 21, 2025,
Regular Council Meeting as **amended**.

INTLS: CAO: **KO**



Minutes of the Village of Cremona Regular Council Meeting held on
Tuesday, January 21, 2025 – Commencing at 7:00 p.m.

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

OTHERS PRESENT: CAO, Karen O'Connor Official Administrator, Doug Lagore
and 28 members of the public

ABSENT:

1.1 CALL TO ORDER:

Res. 25/019 MOTION THAT Mayor Reid calls the meeting to order at 7:00 P.M.

2.1 ADOPTION OF AGENDA:

Res: 24/020 MOTION THAT Mayor Reid accepts January 21, 2025
Agenda as presented with addition: Moved RFD 25-01-016
Out of Closed Session to Business Arising From Previous Meeting
Appointing Greg Harris to the Cremona Library Board and FCSS Advisory Board

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

Res: 25/021 MOTION THAT Councillor Schmidt accepts November 19, 2024, Regular
Council Meeting Minutes with amendments.

CARRIED

Res: 25/022 MOTION THAT Councillor Schmidt accepts December 17, 2024, Regular
Council Meeting Minutes with amendments.

CARRIED

Res: 25/023 MOTION THAT Councillor Schmidt accepts January 8, 2025, Special
Council Meeting Minutes as presented.

CARRIED

Res: 25/024 MOTION THAT Councillor Schmidt accepts January 15, 2025, Special
Council Meeting Minutes as presented.

CARRIED

4. DELEGATIONS / PRESENTATIONS-None

5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Mayor Reid to ask the question

The Council was all in favor of Mayor Reid's question, passing all resolutions below:

Res: 24/253, Res: 24/261, Res: 24/262, Res: 24/263, Res:24/264, Res:24/266 & 24/267

- b) The Appointment of Greg Harris to Cremona FCSS Advisory Board & Cremona Library Board

Res: 25/025 MOTION THAT Councillor Martin approves the following individual to the Cremona Library Board for a term beyond three (3) consecutive terms, being Greg Harris's 8th term.

CARRIED

Res: 25/026 MOTION THAT Councillor Martin approves the appointment of Greg Harris's term starts January 21, 2025, and ends March 24, 2025.

CARRIED

Res: 25/028 MOTION THAT Councillor Schmidt approves the following individual to the Cremona FCSS Advisory Board for a term beyond three (3) consecutive terms, being Greg Harris-8th term

CARRIED

Res: 25/029 MOTION THAT Councillor Goebel approves Greg Harris to the Cremona FCSS Advisory Board starts on January 21, 2025, and ends on March 24, 2025.

CARRIED

6. BYLAWS & POLICIES

- a) **Procedural Bylaw No. 510-24**

Res: 25/030 MOTION THAT Councillor Goebel approves the rescinding of the Procedural Bylaw No. 510-24 as presented.

TABLED

Res: 25/031 MOTION THAT Councillor Martin approves the scheduling of the Committee in Whole, Bylaw & Policies to take place February 13, 2025, at 7 pm. being held at Council Chambers 106 1st Avenue East.

CARRIED

7. NEW BUSINESS

a) RFD 25-01-008 FCSS External Funding Request

Res: 25/032 MOTION THAT Councillor Schmidt accepts the FCSS 2025 external funding to programs that the FCSS coordinator and the FCSS Advisory Board have chosen, as well as the allocated funds per organization.

Family School Wellness \$500 (Keep set aside for Specific Project)
Youth Empowerment and Support (Y.E.S) \$3000
Olds & District Hospice \$500
MV Emergency Shelter \$3125

b) RFD 25-01-009 Renewal Memorandum of Agreement C.R.A.S.C.

Res: 25/033 MOTION THAT Councillor Goebel approves the renewal of the Capital Region Assessment Services Commission Participant Memorandum of Agreement 2025-2027 as presented.

CARRIED

c) RFD 25-01-010 Business License Application

Res: 25/034 MOTION THAT Councillor Schmidt approves the Little Rays of Sunshine to operate their Register Day home within the Village of Cremona.

CARRIED

d) RFD 25-01-011 Business License Application

Res: 25/035 MOTION THAT Councillor Anderson approves the Siberian Sauna Ltd to operate His Manufacturing and Rental Sauna Business within the Village of Cremona.

CARRIED

e) **RFD 25-01-012 Cremona Mobile Home Park Expansion**

Res: 25/036 **MOTION** THAT Mayor Reid approves the Cremona Mobile Home Park expansion, And to ensure the development stays within the Village of Cremona Land Use Bylaw No. 395-06

TABLED

Res: 25/037 **MOTION** THAT Mayor Reid requested that this RFD 25-01-012 Cremona Mobile Home Park will be revisited during the Regular Council Meeting on July 15, 2025.

CARRIED

f) **RFD 25-01-013 Cremona Hall Board Request**

Res:25/038 **MOTION** THAT Councillor Martin approves that the Village of Cremona enters into an agreement with the Cremona Hall Board Society that the village public works will maintain all snow removal from the Hall Board land, with this being put on the end of the priority list for the village's snow removal schedule.

CARRIED

Res: 25/039 **MOTION** THAT Councillor Goebel approves asking residents to angle park on the east side of Centre Street will help a great deal with the large number of vehicles at the Arena, Hall, and Curling rink.

CARRIED

Res: 25/040 **MOTION** THAT Councillor Anderson approves that Cremona Public Works and Arena Manager will work together with erecting Fire Lane signage and Angle Parking Only Signs.

CARRIED

g) **RFD 25-01-014 Cremona Library Board Appointment**

Res: 25/041 **MOTION** THAT Councillor Goebel approves Deputy Mayor Anderson's appointment to hold the alternate board member on the Cremona Library board rescinded due to regularization with the Library Act.

CARRIED

Res: 25/042 **MOTION** THAT Councillor Goebel approves that Councillor Autumn Schmidt will be appointed on the Cremona Library Board term starting December 11, 2025, to ending October 24, 2025

CARRIED

Res: 25/043 MOTION THAT Councillor Goebel approves that Colleen Peterson on the Cremona Library Board term starting January 21, 2025, ending January 20, 2028.

CARRIED

h) RFD 25-01-015 Public Works / Contract Work

Res: 25/044 MOTION THAT Goebel approves that the Village of Cremona will not use Public work staff and equipment to do custom service.

CARRIED

8 a) Financial Reports

Res: 25/045 MOTION THAT Councillor Schmidt accepts the accounts payable report with FCSS and the village's financial reports as information only.

Mayor Reid did Not call the Resolution

The resolution will be revisited at a subsequent meeting.

8 b) CAO Report

Res.25/046 MOTION THAT Councillor Schmidt accepts the CAO's activity report for November 2024, for information only.

Mayor Reid did Not call the question

The resolution will be revisited at a subsequent meeting.

8 c) Public Works October & November Report

Res.25/047 MOTION THAT Deputy Mayor accepts the public works activity report for October and November 2024, for information only.

Mayor Reid did Not call the question

The resolution will be revisited at a subsequent meeting.

9. MINUTES/REPORTS-BOARDS, COMMITTEES, COMMISSIONS

- MVSH 2025 Operating Requisition
- MVSH Approved 2025 Budget
- MVSH Key Messages-Nov 14, 2024
- MVSH ltr-Nov. 18, 2024
- MVREMC Organizational minutes-Dec 9, 2024
- MVREMC Regular Meeting minutes-Dec 9, 2024

Ltr for Cremona Hall Board re: Fire lane

- PRLS Board Meeting Minutes-Nov 14, 2024
- PRLS Board Talk-Nov 14, 2024

Res. 25/048 MOTION THAT Councillor Goebel accepts all committees and board meeting minutes and reports as information only.

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

Res: 25/049 MOTION THAT Deputy Mayor Anderson nominates Councillor Schmidt to be advisory Member for the village on the Hall Board Fire lane meetings.

CARRIED

10. CORRESPONDENCE & INFORMATION

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

Res. 25/050 MOTION THAT Councillor Schmidt accepts all correspondence and information as information only.

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

11. NEXT MEETING

Res: 25/051 MOTION THAT Councillor Schmidt declares that the next Regular Council Meeting for the Village of Cremona Council will take place at 7 p.m. on Tuesday, January 21, 2025, at Council Chambers located at 106 1st Avenue East.

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

Mayor Reid calls recess at 8:04 pm

Mayor Red calls out of recess at 8:12 pm

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

Res: 25/052 MOTION THAT Mayor Reid calls the meeting to enter a Closed Meeting under one (1) Legal and one (1) Labour, at 8:12 pm.

CARRIED

13. RECONVENE

Res: 25/053 MOTION THAT Mayor Reid reconvenes from a closed meeting to the public at 8:56 p.m.

CARRIED

Res: 25/054 MOTION THAT Councillor Goebel accepts all the Village of Cremona's first connect institution information as presented.

CARRIED

Res:25/055 MOTION THAT Mayor Reid approves that council with complete the CAOs Evaluation at the end of March 2025.

CARRIED

14. ADJOURNMENT

Res. 25/056 MOTION THAT Deputy Mayor Anderson adjourns the Village of Cremona Regular Council Meeting on the 17th day of December 2024, at 8:56 p.m.

CARRIED

MAYOR, Robert Reid

CAO, Karen O'Connor



Minutes of the Village of Cremona Special Council Meeting held on
Wednesday, February 5, 2024 – Commencing at 7:00 p.m.

IN ATTENDANCE: Mayor Reid, Deputy Mayor Anderson, Councilor Goebel, Schmidt & Martin

OFFICIAL ADMINISTRATOR: Doug Lagore

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

ABSENT:

1.1 CALL TO ORDER:

Res. 25/057 MOTION THAT Mayor Reid calls the meeting to order at 6:58 P.M.

CARRIED

2.1 ADOPTION OF AGENDA:

Res: 25/058 MOTION THAT Mayor Reid accepts the agenda presented.

CARRIED

3. CLOSED MEETING-One (1) Legal

Res: 25/059 MOTION THAT Mayor Reid calls the meeting to enter into a Closed Meeting under One (1) legal matter, at 6:59 p.m.

CARRIED

4. RECONVENE

Res: 25/060 MOTION THAT Councilor Goebel reconvenes from a closed meeting to the public at 8:03 pm

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.

5. ADJOURNMENT

Res. 25/061

MOTION THAT Councillor Martin adjourns the Village of Cremona Special Council Meeting on the 5th day of February 2025, at 8:03 p.m.

CARRIED

Mayor, Robert Reid

CAO, Karen O'Connor



MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 4 a) The Cremona Library, Chair, Jennifer Foat, Manager, Rebecca Smith

TITLE: Delegations / Presentation:

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

BACKGROUND / PROPOSAL:

RFD 25-02-022 has all documents reference to the presentation by the Library

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

RECOMMENDED ACTION:

INTLS: CAO: KO

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION RFD 25-02-017

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 5a)

TITLE: BUSINESS ARISING FROM PREVIOUS MEETING: Appointing Representative SAEWA

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: The resolution appointing a Council member to SAEWA was missed on the meeting minutes at the December 17, 2024 Council meeting.

I have added the resolution appointing Mayor Ried to SAEWA to this RFD and the resolution for Alternate.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor Goebel approves the appointment of Mayor Reid to SAEWA Board for the period of December 17, 2024, to March 24, 2025.

MOTION THAT Councillor _____ approves Deputy Mayor Anderson to be appointed the alternate representative for the village on the SAEWA Board for the period of December 17, 2024 through March 24, 2025.

OR

MOTION THAT Councillor _____ approves _____ to be appointed the alternate representative for the village on the SAEWA Board for the period of December 17, 2024 through March 24, 2025.

INTLS: CAO KO

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION RFD 25-02-018

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 5b)

TITLE: BUSINESS ARISING FROM PREVIOUS MEETING: Council 2025 eoep Training/ MA Training

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: RFD 24-11-065 Roles and Responsibilities of Municipal Officials

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

Travel expenses, Carpooling is recommended

RECOMMENDED ACTION:

MOTION THAT Councillor _____ chooses to schedule the full day in-person training session on either _____, _____, or _____ date which includes the following basic topics: Local Government and the MGA, Roles and Responsibilities of the Elected Officials, Roles and Responsibilities of the Administrative Officials, and Municipal Finance Basics. The council has identified their first choice being _____, second choice being _____.

INTLS: CAO KO

Requests for R&Rs must be made by council resolution, which formally demonstrates the commitment of the whole council and the CAO to attend. These sessions are the most effective when all councillors and their administrators hear the same information at the same time. Now that the new council is in place, a resolution will show their attendance commitment and their choice of optional modules listed below.

It is typically a full day in-person session and includes the following base topics:

- Local Government and the MGA
- Roles and Responsibilities of the Elected Officials
- Roles and Responsibilities of the Administrative Officials
- Municipal Finance Basics

If there is enough time following the base presentation, one or two of the following optional modules may also be presented.

- Public Participation
- Municipal Finance 102
- Effective Meetings
- Strategic Planning Overview

When council is discussing their interest in this session, please have them identify their first and second choices for the optional modules and three possible dates that we can work to accommodate. If it is challenging for the whole council to attend a full-day session because of employment commitments, we may be able to consider breaking it into a 3 hour evening session followed by a 3 hour session to finish up the next morning.

There is no charge for this type of session; however, please advise if lunch will be brought in for the participants and the presenters so that we may plan accordingly.

Also, here are the links I referred to:

[Pecuniary and conflict of interest for councillors - Open Government](#) (recently updated)

[Municipal Government Act - Open Government](#)

Please refer to section 201.1 for the Bill 20 changes to the councillor orientation requirements and please note that the R&R session is not intended to meet those requirements.

If you have any questions, please let me or Andrew know (I will be away on vacation starting Wednesday, Dec. 11 and returning Jan. 2)

Regards,

Angela Bilski

Municipal Training Advisor, Municipal Affairs
Municipal Capacity and Sustainability Branch
Government of Alberta

Tel: 780-422-8101

Fax: 780-420-1016

angela.m.bilski@gov.ab.ca





2025 Course Schedule:



2025 Course Schedule

<p>January</p> <p>Councils Role in Service Delivery</p> <p style="text-align: center;">ZOOM</p>	<p>February</p> <p>Councils Role in Regional Partnerships</p> <p style="text-align: center;">ZOOM</p>	<p>March</p> <p>Land Use Development Strategic Planning Corporate Finance</p> <p style="text-align: center;">EMA Conventions</p>	<p>April</p> <p>Councils Role in Public Engagement</p> <p style="text-align: center;">ZOOM</p>																																																																																																																														
<p>May</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>June</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>July</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>August</p> <p>Munis 101 Summer Villages</p> <p style="text-align: center;">ZOOM</p>
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Who We Are

Serving your community is a big job. A large part of why elected officials are successful comes from the knowledge of their communities; the people, the landscape, the opportunities, and the challenges. However, for those serving in the smallest villages or rural municipalities to the largest cities, having knowledge about relevant legislation, planning and development processes, service delivery, as well as the skills to serve ethically, collaborate

with your colleagues and municipal neighbours, and plan strategically is vital to leading your community.

The EOEP is here to provide you with those skills and knowledge. We offer Munis 101: the Essentials of Municipal Governance, an overarching course designed to provide both new and returning councillors with the skills and knowledge they need to excel in their positions moving forward. We also offer six (6) additional supplementary courses that will allow participants to delve into the details of topics such as public participation, regional partnerships, land use and development approvals, and others. For more information on courses currently available and to register, [click here](#).

Municipal Elected Leaders Certificate (MELC)



The Elected Officials Education Program (EOEP) in partnership with University of Alberta's Augustana Extended Education have launched a Municipal Elected Leaders Certificate (MELC). The certificate recognizes an elected leaders' commitment to ongoing education in pursuit of high-quality service to their community.

Munis 101



Learning on the job is never easy. Add to that the pressure that comes with serving your community and the learning curve can seem impossible to overcome. Click here to learn more about the EOEP's *Munis 101: The Essentials of Municipal Governance*, and how it can help both new and returning councillors excel in their roles.

Association Events



The EOEP is a joint venture of the Rural Municipalities of Alberta (RMA) and Alberta Municipalities. To learn more about the associations, visit their websites! Click here to learn more about the RMA and click here to learn more about Alberta Municipalities.

ABOUT

[About EOEP](#)

[Municipal Elected Leaders Certificate](#)

[MGA Requirements](#)

[FAQ](#)

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[Course Descriptions](#) Phone: 780-989-7431

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 **VILLAGE OF
Cremona**
REQUEST FOR DECISION RFD 25-02-019

MEETING: Regular Council Meeting

Date: June 18, 2024

AGENDA NO.: 6 a)

TITLE: Bylaws & Policies- Procedural Bylaw No. 514-24

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: I've attached the Village of Cremona Procedural Bylaw 510-24.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

RECOMMENDED ACTION:

MOTION THAT Councillor _____ passing the first reading of the Procedural Bylaw No. 514-25.

MOTION THAT Councillor _____ passing the second reading of the Procedural Bylaw No. 514-25.

MOTION THAT Councillor _____ present unanimously to proceed to the third reading of the Procedural Bylaw No. 514-25.

MOTION THAT Councillor _____ passing the Third and Final reading of the Procedural Bylaw No. 514-24.

INTLS: CAO KO

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

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

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

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

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

2.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

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

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

3.0 **APPLICATION**

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

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

4.0 **DEPUTY MAYOR**

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

5.0 **ORGANIZATIONAL MEETING**

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

6.0 **REGULAR MEETINGS OF COUNCIL**

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

 Mayor

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

7.0 **SPECIAL COUNCIL MEETINGS**

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

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

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

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

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

8.0 **PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

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

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

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

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

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

10.0 **AGENDA**

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

11.0 **COMMUNICATIONS**

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

- (d) be submitted to the CAO no later than noon on the Thursday prior to the Tuesday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each members' mailbox.

12.0 **DELEGATIONS**

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO and the Mayor to arrive no later than Noon (12:00 p.m.) on the Thursday immediately prior to the next Council meeting.
- 12.2 Delegations are scheduled at the discretion of the CAO and Mayor, subject to:
- (a) the volume of material on any given agenda;
 - (b) the number of requests for a specific meeting date and urgency of request; or
 - (c) subject matter.
- 12.3 The written submission will indicate the following information:
- (a) complete name of the presenter(s) and contact information (ie. mailing address, email, telephone/fax number) and organization they are representing (if applicable);
 - (b) nature and purpose of the delegation and the material to be covered/presented; and
 - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to one topic per person noted in the written submission and recorded on the meeting agenda. The delegation will be limited to three (3) minutes.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions.

13.0 **ORDER OF BUSINESS AT MEETINGS**

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

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

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

14.0 **QUORUM**

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

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

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

14.4 If a Council meeting is adjourned for:

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

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

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


Mayor
CAO

15.0 **ADJOURNMENT**

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

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

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

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

16.0 **CANCELLATION OF MEETINGS**

16.1 Council meetings may be cancelled:

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

16.2 Special Council meetings may be cancelled:

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

17.0 **MINUTES OF COUNCIL**

17.1 The chief administrative officer shall ensure that:

17.1.1 minutes of each council meeting:

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

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

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

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

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

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

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

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

19.0 POINT OF INFORMATION, ORDER, AND PROCEDURE

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

20.0 DEBATE ON MOTIONS

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

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

21.0 POSTPONING AND REFERRING MOTIONS

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

22.0 VOTING ON MOTIONS

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

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

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

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

24.0 BYLAWS

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

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

25.0 URGENT BUSINESS

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

26.0 RECESS

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

27.0 ATTENDANCE OF MEETINGS THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

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

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

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

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

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

Motion No. :24/178

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

Motion No. :24/179.



Mayor



Chief Administrative Officer



VILLAGE OF
Cremona
REQUEST FOR DECISION 25-02-020

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 a)

TITLE: New Business - Canada Post and the Industrial Inquiry Commission

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Canada is under review through Section 108 of the Canada Labour Code

Attached to this RFD is an up-to-date letter asking municipalities to share their input regarding Canada Post and the commission's template.

It was unfortunate that the timing didn't work with their Deadline.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Section 108 of the Canada Labour Code allows the Minister of Labour to appoint a commission to investigate and report on disputes between employers and employees. This commission is called an Industrial Inquiry Commission.

When can Section 108 be used?

- Section 108 can be used when there is a dispute or difference between an employer and their employees.
- Section 108 can also be used when a dispute or difference is anticipated.

Example of Section 108 in action

- In January 2025, the Minister of Labour appointed an Industrial Inquiry Commission to review Canada Post. The commission was tasked with reviewing Canada Post's financial situation, delivery models, and bargaining issues.

Section 107 of the Canada Labour Code gives the Minister of Labour the power to take action to maintain industrial peace and settle disputes. The Minister can use this power to refer questions to the Canada Industrial Relations Board (CIRB) or to directly instruct the Board to take action.

How is Section 107 used?

- The Minister can use Section 107 to impose final arbitration on a dispute.
- The Minister can use Section 107 to direct the CIRB to take action in a dispute.

What are the limits on Section 107?

- Courts generally limit how much discretion the Minister can exercise.

- The Minister's discretion should be used to promote the goals of the legislation and be consistent with the legislation's overall scheme.

What are some criticisms of Section 107?

- Some say that Section 107 allows the government to override workers' rights.
- Some say that Section 107 undermines collective bargaining rights.

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts Canada Post Union, (cupw sttp) letter as information only.

INTLS: CAOKO



Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



RECEIVED

BY EMAIL AND MAIL

January 16, 2025

JAN 28 2025

Karen O'Connor, CAO
Village of Cremona
PO Box 10
Cremona, AB T0M 0R0

Dear Karen O'Connor:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists



 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-02-021

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 b)

TITLE: New Business – Cremona School Cap & Gown
Ceremony

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Elected Officials were invited in 2024, and Councillor Dick attended and came back to the council with a great and enjoyable event he experienced.
Friday, June 7th, 2025 at 10:00 a.m. for Cremona School Cap and Gown Ceremony.
The ceremony will be held in Cremona School's gymnasium, and an official RSVP invitation will be sent closer to the date.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the invitation, with honor councillor _____ will attend the cap and gown ceremony.

INTLS: CAO KO

Karen Oconnor

From: Katlyn Young <kyoung@cesd73.ca>
Sent: January 22, 2025 11:46 AM
To: Karen Oconnor
Subject: Save the Date: Cremona School's Cap and Gown Ceremony

Hello,

On behalf of the staff and students at Cremona School, I would like to invite a representative from the Village of Cremona to join us on Saturday, June 7th, 2025 at 10:00 a.m. for our Cremona School Cap and Gown Ceremony. The ceremony will be held in Cremona School's gymnasium, and an official RSVP invitation will be sent closer to the date.

Thank you,

--

Katlyn Young
Cremona School
High School English, High School Art
Leadership & Grad Coordinator
(403) 637-3856 (ext. 4888)



VILLAGE OF
Cremona
REQUEST FOR DECISION RFD 25-02-022

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 c)

TITLE: New Business: The Cremona Library 2024 Backpay Funds Request

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL: Attached to this RFD is Cremona Library 2024 Approved Budget

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

First Request

As per the Village of Cremona and Mountain View County Intermunicipal Collaboration Framework (ICF) Master Agreement and the pursuant Shared Facility Sub-Agreement dated January 1, 2018 and signed October 5, 2017, the Village of Cremona shall “provide equal per capita funding to the Cremona Library Board as the County. See Schedule “B”. Funding may be a combination of Cash and In Kind contributions.” (Sub-Agreement 2.5). Mountain View County has shared that the 2024 funding rate for the library is \$18.80. \$18.80 multiplied by the Village of Cremona's population of 452 is \$8,497.60. Additionally, we are requesting that the Village of Cremona remit the funding that was underpaid from 2018- 2023. This amounts to \$3,555.74. I have attached the breakdown of these amounts, including the applicable back-up showing the in-kind amounts that the Village of Cremona attested to on the financial reports that the library must submit to Municipal Affairs each year. Up until 2023, the Village incurred in-direct expenses on behalf of the library (telephone, utilities, etc.). Commencing 2023, the Village has been invoicing the library for any expenses that the Village incurs on behalf of the library (as per Village council meeting held on May 16, 2023, Res: 23/126). The per capita rates were confirmed with the County.

Revised Request

This amounts to \$7,998.50. I have attached the breakdown of these amounts, including the applicable back-up showing the in-kind amounts that the Village of Cremona attested to on the financial reports that the library must submit to Municipal Affairs each year.

COSTS / SOURCE OF FUNDING (if applicable): Total Cost Request \$7,998.50

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approve the additional funds that the Cremona Library Board is requesting that the Village of Cremona remit the funding that was underpaid from 2018- 2023. This amounts to \$3,555.74.

MOTION THAT Councillor _____ approve the revised additional funds that the Cremona Library Board is requesting that the Village of Cremona remit the funding that was underpaid from 2018- 2023. this amounts to \$7,998.50.

INTLS: CAOKO

Karen Oconnor

From: Rebecca Smith <rsmith@prl.ab.ca>
Sent: February 7, 2025 4:12 PM
To: Karen Oconnor
Cc: JenniferFoat; Autumn Schmidt
Subject: Fw: underpaid funding to library 2018- 2023
Attachments: CML03-2024 (VofC).pdf; Indirect_expenses2018-2022.pdf; 20171005 Signed Cremona MVC Shared Facility Agreement (ID 461763).pdf; Memorandum of understanding Village_Library Jan19_2017.pdf

Hi Karen,

At the last library board meeting, a motion was passed to re-send the attached invoice to you. I am formally requesting that payment for the outstanding library funding be remitted immediately. To re-cap:

- The Village of Cremona and Mountain View County entered into an agreement, signed October 5, 2017 and effective January 1, 2018, wherein both parties agreed to “*provide equal per capita funding to the Cremona Library Board as the County... Funding may be a combination of Cash and In kind contributions.*” (Section 2.5 of Shared Facility Funding Sub-Agreement, attached)
- Unfortunately, the library has not yet received the full funding amounts as approved by Council when the agreement with the County was signed.
- The Village of Cremona has claimed certain indirect expenses (see attached) paid on behalf of the library, namely for "Building Maintenance (janitorial services, supplies, maintenance and repairs)". There is no record of the Village providing these services on behalf of the library. The library is and has been responsible for paying for their own janitorial services and supplies, *interior maintenance and repairs (*excepting mechanical aspects of heating, lighting and A/C and any capital upgrades). Mechanical aspects of heating, lighting and A/C and any capital upgrades, exterior maintenance, repairs, landscaping, snow removal and similar services fall under the Village's responsibilities and should not be allocated to the library's funding.

As Library Manager, I am grateful for the support that the library has received from the Village and am eager to put this matter behind us. I hope to move forward and focus on how we can better serve our community. I am committed to ensuring that no more time is wasted on unnecessary disputes over what is owed, and that the resources we are entitled to are provided promptly so that our efforts can focus on the continued growth and improvement of the library and the Village of Cremona.

If you have any questions or wish to discuss this further, please don't hesitate to reach out. Thank you for your prompt attention to this matter.

Sincerely,

Rebecca Smith (she/ her)

Cremona Municipal Library | 403-637-3100

VILLAGE OF CREMONA AND MOUNTAIN VIEW COUNTY

Shared Facility

Sub-Agreement

1 January 2018

This Sub-Agreement that flows from the Intermunicipal Collaboration Framework Master Agreement is meant to demonstrate the commitment of the Village of Cremona and Mountain View County to work collaboratively to plan for the future and provide facilities and services to the benefit of residents of both municipalities.

Shared Facility Funding Sub-Agreement

Between

The Village of Cremona and Mountain View County

PREAMBLE

WHEREAS, the Village of Cremona provides in kind support to Community operated recreation and culture facilities located within the Village and these facilities offer equal access to residents within the County;

WHEREAS, the Village of Cremona maintains the Cemetery and Cremona Library and provides equal access to residents from the County;

AND WHEREAS, the Village of Cremona and Mountain View County jointly have entered into an Intermunicipal Collaboration Master Framework Agreement (the Master Agreement);

AND WHEREAS, the County is prepared to contribute financial assistance annually to assist the Community with Operating and Capital Maintenance Costs of existing Recreation and Library facilities;

AND WHEREAS, the County desires to establish a fund to participate in mutually beneficial Infrastructure projects within the Village to ensure Recreation funding remains proportional with other Village expense obligations.

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Village of Cremona and Mountain View County agree as follows:

1 DEFINITIONS

- 1 “CONSUMER PRICE INDEX” means the annual Alberta consumer price index (CPI) for “all goods” as calculated by Statistics Canada for the most recent one year period as of 1 January for the calendar year will be used to determine annual adjustments.
- 2 “COUNTY” means Mountain View County.
- 3 “CREMONA RECREATION AND CULTURE FUNDING AREA” means the area as shown on Schedule “5” of the Master Agreement.
- 4 “CREMONA RECREATION BOARD” means the Committee established by Mountain View County in Policy 8004 (Rural Recreation and Culture Funding) to allocate Recreation funding in the Cremona Recreation and Culture Area. The Committee is comprised of 1 County Councillor, 1 Village Representative, and 5 citizens at large appointed by the County.

- 5 “ICC” means the Intermunicipal Collaboration Committee established under the Master Agreement and is composed of the two Members of Council and the Chief Administrative Officers or designate of each Signatory.
- 6 “INTERMUNICIPAL COLLABORATION RESERVE” means the Mountain View County Reserve that is intended to support non-recreation intermunicipal Capital projects that occur within the village that the County deems to have mutual benefit. County Council approval is required to access the Reserve.
- 7 ”OPERATING AND MAINTENANCE COSTS” means the Village, and Community Organizations costs to operate and maintain the shared facilities within the Cremona Recreation and Culture Funding Area; including Capital Maintenance Costs”
- 8 “SHARED FACILITIES” means those facilities that are listed in Schedule A to this Sub-Agreement
- 9 “SIGNATORIES” means the Village of Cremona and Mountain View County.
- 10 “VILLAGE” means the Village of Cremona.

2 VILLAGE OF CREMONA SHALL

- 1 Work collaboratively with the County and Volunteer groups to ensure all residents from within the Cremona Recreation and Culture Funding Area have the ability to use Shared Facilities and occupy positions on Volunteer Boards.
- 2 Ensure that public and promotional information for Village influenced activities recognizes the partnership and collaboration between the Village and County.
- 3 Permit the County to nominate a person for appointment to the Village Library Board and the Village agrees to appoint that person. The Nominee must be an elected official of the County.
- 4 Unless mutually agreed otherwise, agree to be a member of Parkland Regional Library.
- 5 Provide equal per capita funding to the Cremona Library Board as the County. See Schedule “B”. Funding may be a combination of Cash and In kind contributions.

3 MOUNTAIN VIEW COUNTY SHALL

- 1 Agree to make annual financial contributions through the Cremona Recreation Board that will assist community groups with Operating and Capital Maintenance Costs of facilities located within the Village in accordance with Schedule “B”

- 2 The annual contribution by the County shall be in accordance with Schedule “B”. In subsequent years the annual rate will be increased by the Consumer Price Index as per article 15.4 of the Master Agreement
- 3 Unless mutually agreed otherwise, agree to be a member of Parkland Regional Library.
- 4 Establish an Intermunicipal Collaboration Reserve that will provide the Village access to funding assistance for non Recreation, Capital projects, that are deemed to provide mutual benefit to the County and Village. Contribution ratios for mutually beneficial projects will be determined on a case by case basis. Mountain View County will carry forward to future budgets any unspent portion of the Intermunicipal Collaboration annual funding. See Schedule “B” for annual funding amount.

4 TERM

- 1 The term of this Sub-Agreement and any renewals will match the Master Agreement between Cremona and Mountain View County.

5 GEOGRAPHIC AREA

- 1 The geographic area to which this Sub-Agreement will apply is the Cremona Recreation Area shown in Schedule 5 of the Master Agreement.

6 SCHEDULE OF PAYMENTS

- 1 The County’s contribution to the Cremona Library will be paid to the Village on May 15th of each year during the term of this Sub-Agreement.
- 2 Cremona Recreation Board funding will be distributed as per County Policy and Procedure #8004.

7 AMENDMENTS

- 1 This Sub-Agreement and/or its sub-agreements may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Signatories. (See also Articles 18.2, 18.3 and 18.4 of the Intermunicipal Collaboration Framework).
- 2 The Chief Administrative Officers (CAO) of each respective Municipality will review this agreement every two (2) years and will make recommendations for changes, if required, to the Councils.

8 DISPUTE RESOLUTION AND TERMINATION

- 1 Each of the Village and County agree that the termination, Article 17.3, and dispute resolution, Article 18, provisions of the Master agreement will apply to this Sub-Agreement.

9 INDEMNITY

- 1 The County shall indemnify and save harmless the Village from and against any and all claims, demands, losses, costs, damages, actions, suits and proceedings arising out of the performance or non-performance of this Sub-Agreement except where such claims, demands, losses, costs, damages, actions, suits and proceedings arise from the gross negligence or wilful misconduct of the Village, its employees or agents and, in particular, without limiting the generality of the foregoing; the County shall indemnify and save harmless the Village from any claims, demands, losses, costs, damages, actions, suits and proceedings that arise from the Village's failure to provide recreation and culture services in the Cremona Rural Recreation and Culture Funding Area. Nothing in the foregoing shall be interpreted to require the County to indemnify the Village for any claims, demands, losses, costs, damages, suits or proceedings by a third party against the Village with respect to the Village's operation and maintenance of the Shared Facilities.
- 2 Notwithstanding Clause 9.1 above, this Sub-Agreement does not and shall not be deemed or construed to confer on the County any right to claim damages from the Village as a result of the Village's failure to provide Cemetery, Library, and Recreation and Culture services in the Cremona Rural Recreation and Culture Funding Area.
- 3 The Village shall indemnify and save harmless the County from and against any and all claims, demands, losses, costs (including legal costs on a solicitor and own client basis), damages, actions, suits and proceedings arising out of the performance or non-performance of this Sub-Agreement and, in particular, without limiting the generality of the foregoing; the Village shall indemnify and save harmless the County from any claims, demands, losses, costs (including legal costs on a solicitor and own client basis), damages, actions, suits and proceedings that arise from the Village's operation and maintenance of the Shared Facilities.

10 SEVERABILITY

- 1 If any provision or provisions of the Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

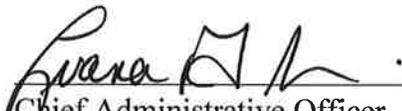
IN WITNESS WHEREOF the parties have hereunto affixed their seals by the hands of their proper offices in that behalf as of the day and year first below written.

Signed this 5 day of October, 2017 at Dridburs, Alberta

VILLAGE OF CREMONA:

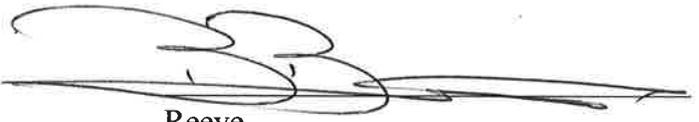


Mayor

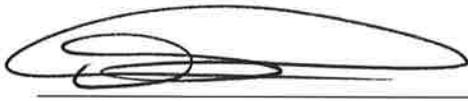


Chief Administrative Officer

MOUNTAIN VIEW COUNTY:



Reeve



Chief Administrative Officer

Schedule "A"

SHARED FACILITIES

Cemetery

Library

Community Operated Facilities:

- Arena

- Ball Diamond

- Curling Rink

Schedule "B"

PER CAPITA FUNDING RATES

	2017 Per Capita Rate	2018 Per Capita Rate	2018 Dollars	2019 and Beyond: Increased by Consumer Price Index as per Article 15.4 of the Master Agreement
Recreation Board Funds	75.93	75.93	\$201,670.08	Previous year plus CPI
Intermunicipal Collaboration Reserve	N/A	30.37	\$80,668.03	Previous year plus CPI
Total Library Funding	11.14	15.60	\$41,433.60	Previous year plus CPI
Cremona Library – 70 % (1859 pop.)	11.14	15.60	\$29,000.40	Previous year plus CPI
WV Library - 30 % (797 pop.)	11.14	15.60	\$12,433.20	Previous year plus CPI

Rural Population as per 2016 Census - 2656

Note: This population number will be amended following each Federal Census.

- Library funding for the Cremona Recreation District is split between the Cremona and Water Valley Library. It has been estimated that 70% of the rural population is served by the Cremona Library and the Water Valley Library serves the remaining 30% of the County population within the Cremona Recreation District. Financial Contributions for the Cremona Library will be distributed to the Village, while the Water Valley Library contributions will be distributed directly to the Water Valley Library.



Invoice: CML03-2024

Cremona Municipal Library
205- 1st Street East
Cremona, AB T0M 0R0
(403)637-3100
cremonalibrary@prl.ab.ca

July 17, 2024

Bill To:
Village of Cremona
ATTN: Karen O'Connor

DESCRIPTION	AMOUNT
To invoice for unpaid funding from 2018- 2023 (as per attached summary)	\$ 7,998.50
Admin fee	\$ 35.00
subtotal	\$ 8,033.50
Total	\$ 8,033.50

PAYMENT CAN BE MADE BY CHEQUE TO CREMONA MUNICIPAL LIBRARY OR E-TRANSFER TO CREMONALIBRARY@PRL.AB.CA

Unpaid Funding 2018- 2023 Summary

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	effective 2023, VofC invoices library for expenses incurred						
	2022	2021	2020	2019	2018		
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)							
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$ 552.76	\$ 1,380.00	\$ 1,260.00	\$ 1,250.00		\$ 4,442.76 ineligible in-direct expenses claimed	
c. Insurance	\$ 830.19	\$ 769.59	\$ 800.00	\$ 800.00	\$ 688.87		
d. Utilities	\$ 4,142.72	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00		
e. Audit/financial review							
f. Rent (paid to private landlord, not to municipality)							
g. Telephone/Internet	\$ 1,217.47	\$ 1,450.00	\$ 1,450.00	\$ 1,440.00	\$ 750.00		
H. TOTAL PROJECTED LIBRARY	\$ -	\$6,743.14	\$4,749.59	\$4,510.00	\$4,490.00	\$2,038.87	
Local appropriation paid (Cash transfer from VofC):	\$ 8,030.00	\$ 4,046.66	\$ 953.34	\$ 1,195.04	\$ 1,882.94	\$ 2,500.00	
total local appropriation paid + in-kind expenses (less ineligible expenses):	\$ 8,030.00	\$ 10,237.04	\$ 4,322.93	\$ 4,445.04	\$ 5,122.94	\$ 4,538.87	
(per capita rate, as per VofC/MVC ICF sub-agreement)	18.25	\$ 17.22	\$ 16.43	\$ 16.30	\$ 15.93	\$15.60	
population	452	452	452	444	444	444	
total due:	\$ 8,249.00	\$ 7,783.44	\$ 7,426.36	\$ 7,237.20	\$ 7,072.92	\$ 6,926.40	
YEAR	2023	2022	2021	2020	2019	2018	
per capita rate	\$ 18.25	\$ 17.22	\$ 16.43	\$ 16.30	\$ 15.93	\$ 15.60	
population	452	452	452	444	444	444	
total	\$ 8,249.00	\$ 7,783.44	\$ 7,426.36	\$ 7,237.20	\$ 7,072.92	\$ 6,926.40	
received from VoC							
cash	\$ 8,030.00	\$ 4,046.66	\$ 953.34	\$ 1,195.04	\$ 1,882.94	\$ 2,500.00	
*in-kind	\$ -	\$ 6,190.38	\$ 3,369.59	\$ 3,250.00	\$ 3,240.00	\$ 2,038.87	
total	\$ 8,030.00	\$ 10,237.04	\$ 4,322.93	\$ 4,445.04	\$ 5,122.94	\$ 4,538.87	
annual appropriation (over)/underpaid	\$ 219.00	\$ (2,453.60)	\$ 3,103.43	\$ 2,792.16	\$ 1,949.98	\$ 2,387.53	\$ 7,998.50

*each year, the Village must provide an accounting of the in-direct expenses (expenses they incurred, paid on behalf of the library). This is completed and signed off by the Village CAO and submitted to Municipal Affairs (PLSB) as part of our financial reporting requirements to qualify for the library operating grant. The in-kind expenses that the Village has reported are: Building maintenance (e.g. janitor, supplies, maintenance, repairs), insurance, utilities and telephone/ internet.

June 7, 2024

The Cremona Library
205, 1st Street E
Cremona, AB T0M 0R0

Attention: Rebecca Smith, Manager & Library Board Members

RE: 2024 Budget and Appropriation

Dear Rebecca,

Please be advised at the Village of Cremona's regular council meeting held on May 21, 2024, the following motions were approved.

Res: 24/110 MOTION THAT Councillor Dick approve the 2024 funding rate for the library being \$18.80 multiplied by Village of Cremona population of 452 is \$8,497.60.

CARRIED

Res: 24/111 MOTION THAT Councillor Dick approve the additional funds that the Cremona Library Board is requesting that the Village of Cremona remit the funding that was underpaid from 2018- 2023. This amounts to \$3,555.74.

DEFEATED

If you have any questions or concerns, please do not hesitate to email or call.

Sincerely,



Karen O'Connor
CAO
Village of Cremona
koconnor@cremona.ca

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)

effective 2023, VoFC invoices library for expenses incurred	2022	2021	2020	2019	2018
---	------	------	------	------	------

a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)										
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$ 552.76	\$ 1,380.00	\$ 1,260.00	\$ 1,250.00	\$ 800.00	\$ 688.87				
c. Insurance	\$ 830.19	\$ 769.59	\$ 800.00	\$ 800.00	\$ 800.00	\$ 600.00				
d. Utilities	\$ 4,142.72	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00				
e. Audit/financial review										
f. Rent (paid to private landlord, not to municipality)										
g. Telephone/Internet	\$ 1,217.47	\$ 1,450.00	\$ 1,450.00	\$ 1,440.00	\$ 750.00					
H. TOTAL PROJECTED LIBRARY OPERATING	\$ -	\$ 6,743.14	\$ 4,749.59	\$ 4,510.00	\$ 4,490.00	\$ 2,038.87				

Local appropriation paid (Cash transfer from VoFC):	\$ 8,030.00	\$ 4,046.66	\$ 953.34	\$ 1,195.04	\$ 1,882.94	\$ 2,500.00
total local appropriation paid + In-kind expenses:	\$ 8,030.00	\$ 10,789.80	\$ 5,702.93	\$ 5,705.04	\$ 6,372.94	\$ 4,538.87

(per capita rate, as per VoFC/MVC ICF sub-agreement)	population	total due:
18.25	452	\$ 8,249.00
17.22	452	\$ 7,783.44
16.43	452	\$ 7,426.36
16.30	444	\$ 7,237.20
15.93	444	\$ 7,072.92
\$15.60	444	\$ 6,926.40

YEAR	2023	2022	2021	2020	2019	2018
per capita rate	\$ 18.25	\$ 17.22	\$ 16.43	\$ 16.30	\$ 15.93	\$ 15.60
population	452	452	452	444	444	444
total	\$ 8,249.00	\$ 7,783.44	\$ 7,426.36	\$ 7,237.20	\$ 7,072.92	\$ 6,926.40

received from VoC	cash	*in-kind	total
\$ 8,030.00	\$ 4,046.66	\$ 953.34	\$ 1,195.04
\$ -	\$ 6,743.14	\$ 4,749.59	\$ 4,510.00
\$ 8,030.00	\$ 10,789.80	\$ 5,702.93	\$ 5,705.04
			\$ 6,372.94
			\$ 4,538.87

annual appropriation (over)/underpaid \$ 219.00 \$ (3,006.36) \$ 1,723.43 \$ 1,532.16 \$ 699.98 \$ 2,387.53 **\$ 3,555.74**

*each year, the Village must provide an accounting of the in-direct expenses (expenses they incurred, paid on behalf of the library). This is completed and signed off by the Village CAO and submitted to Municipal Affairs (PLSB) as part of our financial reporting requirements to qualify for the library operating grant. The in-kind expenses that the Village has reported are: Building maintenance (e.g. janitor, supplies, maintenance, repairs), insurance, utilities and telephone/ internet

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. The amount of local appropriation (cash transfer from the municipality to the library board) is recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2018
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	688.87
d. Utilities	600.00
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	750.00
g. Telephone/Internet	
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 2038.87 -
Other expenditures paid by municipality	
i. Debenture interest and principal	
Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	3605.28
L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.)	\$ 5644.15 -

I, Shannon Allison, Administrator
of Village of Cremona
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the

Village of Cremona Library Board
(legal name of library board)

Print name: Shannon Allison

Signed: SA

Date: 30 May 2019

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2019
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$1,250.00
c. Insurance	\$800.00
d. Utilities	\$1,000.00
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	\$1,440.00
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 4,490.00
Other expenditures paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	
L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.)	\$ 3,700.00

I, Aaron Gertzen, Administrator
of Village of Cremona
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
Cremona Library Board
(legal name of library board)

Print name: Aaron Gertzen

Signed: [Signature]

Date: March 4/20

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

Table with 2 columns: OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS) and Reporting Period 2020. Rows include Staff, Building maintenance, Insurance, Utilities, Audit/financial review, Rent, Telephone/Internet, and totals for operating and other expenditures.

I, Rudy Friesen, Administrator of (please print name)

Village of Cremona (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Cremona Municipal Library (legal name of library board)

Signature: [Handwritten Signature]

Date: May 5th 2021

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. The amount of local appropriation (cash transfer from the municipality to the library board) is recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2021
a.	Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b.	Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$1,380.00
c.	Insurance	\$769.59
d.	Utilities	\$1,150.00
e.	Audit/financial review	
f.	Rent (paid to private landlord, not to municipality)	
g.	Telephone/Internet	\$1,450.00
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)		\$ 4,749.59
Other expenditures paid by municipality		
i.	Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j.	Debenture interest and principal	
k.	Capital or special grants (one-time grants)	
	Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$3,986.00
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)		\$ 3,986.00

I, Rudy Friesen, Administrator of
(please print name)

Village of Cremona
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Village of Cremona Library Board
(legal name of library board)

Signature: [Signature]

Date: March 30th / 2022

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. The amount of local appropriation (cash transfer from the municipality to the library board) is recorded in the library board's financial review and should not be included on this form.

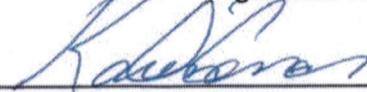
OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2022
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$552.76
c. Insurance	\$830.19
d. Utilities	\$4,142.72
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	\$1,217.47
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 6,743.14
Other expenditures paid by municipality	
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$4,180.95
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)	\$ 4,180.95

I, Karen O'Connor, Administrator of
(please print name)

Village of Cremona
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Village of Cremona Library Board
(legal name of library board)

Signature: 

Date: March 22, 2023

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-02-023

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 d)

TITLE: New Business – Mountainview Science and
Technology Society's Science Fairs

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Elected Officials were invited in 2024, and Councillor Schmidt attended

This year's event will be held on Saturday, March 1st, 2025, at 9:00 a.m. at Olds High School.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the invitation to attend the Mountainview Science and Technology Society to be a judge on Saturday, March 1, 2025, at Olds High School.

INTLS: CAO KO

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-02-024

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 e)

TITLE: New Business – Auditor -Council Inquiry doc

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: The Village of Cremona auditor, Israel Wasserman, JDP Wasserman, requests that the Council inquiry document be completed and submitted back to him prior to doing the audit.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ approves the completion of the Council Inquires that council has answers to their best ability for the auditor, JD Wasserman.

INTLS: CAO KO

COUNCIL INQUIRIES

Category	Inquiries	Council's Response
Governance and Structure	Have there been any changes to Council?	
Governance and Structure	Have there been any changes to Council mandate / charter?	
Governance and Structure	How would you assess the financial literacy of Council?	
Governance and Structure	How would you assess Council's independence from management?	
Governance and Structure	At what level does Council review financial budgets and reports? High level or detailed? (Please provide an example of the most recent report provided to Council)	
Governance and Structure	How are important decisions made?	
Governance and Structure	How often are meetings held?	
Fraud	What are your views about fraud risks at the Village?	
Fraud	How does Council exercise effective oversight of management's processes for identifying and responding to the risk of fraud in the Village and internal controls management has establish to mitigate these risks?	
Fraud	Are you aware of or have you identified any instance of actual, suspected, or alleged fraud, including misconduct or unethical behaviour? If so, have the instances been appropriately addressed and how have they been addressed?	
Fraud	In your opinion, what areas of the financial statements, if any, are more susceptible to fraud?	
Fraud	How would Council assess the "tone at the top" in the Village? (E.g. culture, integrity, values, competence... etc.)	
Fraud	How would the Village assess the oversight provided over management? Are there any areas of improvement that may exist?	

COUNCIL INQUIRIES

Significant Unusual Transactions	Has the Village entered into any significant unusual transactions?	
Litigation	Are there any litigation concerns facing the Village? If so, how do the Village and legal counsel feel about the magnitude and probability of loss?	

Completed by Council:

Robert Reid
Mayor

Date

 VILLAGE OF
Cremona
REQUEST FOR DECISION 25-02-025

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 f)

TITLE: New Business – Cremona Job & Career Fair

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Elected Officials are invited to partake in Cremona School Job & Career Fair , March 14, 2025 10 am – 12 pm
Deadline to register March 3, 2025

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the invitation to attend the Cremona School Job & Career Fair on Friday, March 14, 2025, at the Cremona School Library.

INTLS: CAO KO

Cremona School

JOB & CAREER FAIR

COME AND
JOIN WITH US

March 14th

at 10 Am - 12 Pm

Cremona School Library



Looking for local businesses interested in connecting with the youth of our community. Come and talk about your career field / business or recruit talented youth from our community for your business.

Interested in joining?
Please RSVP by
March 3rd to
anewsome@cesd73.ca

Questions? Please call Alex Hutcheon @ (403) 637-3856
or Ashley Newsome @ (403) 994-1450

Cremona School
206 3rd Street East
Cremona, AB T0M 0R0

Jan. 17, 2025

Subject: Invitation to Participate in Cremona School Job/Career Fair

To whom it may concern;

We are pleased to invite you to participate in the 2025 Cremona School Job/Career Fair, an event aimed at connecting our talented high school students with potential employers in our community. This year's event will be held on:

Date: Friday, March 14th
Time: 10am - 12pm
Location: Cremona School Library

The job fair is an excellent opportunity for your organization to engage with motivated students who are eager to explore career opportunities, internships, seasonal summer help, part-time or full time employment. Even if you are not looking for an employee at the moment, we still encourage your attendance as an opportunity to talk about your career field or business to our local students. Many of our students are developing skills that align with industry needs, and your participation can help inspire their professional growth while addressing your workforce needs.

At the event you will have the opportunity to:

- Showcase your organization and its career opportunities.
- Network with other employers and community leaders.
- Identify and recruit promising young talent.

We will provide each participating employer with a designated booth and access to all necessary resources to make the experience smooth and impactful.

If you are interested in joining us, please RSVP by **March 3rd, 2025** to Ashley Newsome anewsome@cesd73.ca Should you have any questions, feel free to contact Alex Hutcheon (Academic Counselor) ahutcheon@cesd73.ca or (403) 637-3856.

Thank you for considering this opportunity to invest in the future of our community. We look forward to welcoming you to our job fair and fostering meaningful connections between your organization and our students.

Warm regards,
Alex Hutcheon & Ashley Newsome

 **VILLAGE OF
Cremona**
REQUEST FOR DECISION 25-02-026

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 7 g)

TITLE: New Business – Evolve Media

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL: Britton Ledingham is the owner of Evolve Media, he is also a Storyteller, he has reached out to Cremona few months past and is inquiring if Cremona would be interested in hiring his company to create a video focusing on a resident's story. FB and the village website is where the video's would be.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Councillor _____ accepts the information given regarding Evolve Media and wishes to take more time to research the service.

OR

MOTION THAT Councillor _____ accepts the information given regarding Evolve Media and request that the administration come back with the cost of the service.

OR

MOTION THAT Councillor _____

INTLS: CAO KO

Karen Oconnor

From: Britton Ledingham <britton@ievolve.media>
Sent: January 16, 2025 8:00 AM
To: Karen Oconnor
Subject: Re: [Village Of Cremona] Contact - new submission

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Karen,

I hope you're having a great start to the New Year!

Here's a quick update about our campaign for Delburne, which has generated over 6,000 views with our [first video](#) on Facebook, and over 5,000 views on their Snowflake Festival video [here](#), which was uploaded on Christmas Eve. We're finalizing the main video focusing on a resident's story of what drew him to move to Delburne in the next few weeks.

My colleague Drew and I have created a landing page [here](#). Please take a look and schedule a time in the calendar at the bottom that works for you.

Thanks!
Britton

On Tue, Dec 3, 2024 at 12:50 PM Britton Ledingham <britton@ievolve.media> wrote:

Hi Karen,

You responded to my first email through the website that I should follow up after the election on November 25.

I'm an Airdrie-based filmmaker specializing in helping small towns showcase their unique value to attract residents and businesses.

Would you have 30 minutes in the next week or two to discuss how we could help Cremona attract new residents and businesses?

You can book a time directly on our calendar [here](#) and learn more about what we offer for film campaigns [here](#).

Looking forward to exploring how we can help showcase what makes Cremona special.

Thanks!

Britton

P.S. [Here's a link](#) to our recent Delburne community video that generated such positive results.

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On Tue, Nov 19, 2024 at 5:57 AM Britton Ledingham <britton@ievolve.media> wrote:
That's great, I'll follow up in early December to see how things are going. What's the best email to use?

Thanks!
-Britton

On Mon, Nov 18, 2024 at 10:39 AM Village of Cremona <a4e08076-0721-4c90-987d-5c6649c5c6c5@crm.wix.com> wrote:

You've got a new message

Good Morning Britton, Thank you for reaching out. I am interested but the village is having a byelection on Nov 25, 2024 and after that time I will be able to ask council if they would be interested as well.

To respond, hit reply to this email.

[Visit Site](#)



Britton Ledingham/Owner & Storyteller

P: 403.966.4687

E: britton@ievolve.media



[SCHEDULE AN INITIAL CONSULT!](#)

Identifying Your Narrative. Sharing Your Story

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 8 a)

TITLE: Reports – Financial Reports

ORIGINATED BY: *Karen O'Connor CAO*

BACKGROUND / PROPOSAL:

Accounts payable for January 1 to 31, 2025, total sum being \$ 97,683.59

Financial Report for FCSS & Village

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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RECOMMENDED ACTION:

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

INTLS: CAO: KO

Cheque Listing For Council

2025-Feb-12
8:50:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250026	2025-01-10	RYAN, SANDRA A				
20250027	2025-01-10	O'CONNOR, KAREN M				
20250028	2025-01-10	WIENS, BARRY				
20250029	2025-01-10	VORNHOLT, MEGHAN E				
20250030	2025-01-15	DIRECT ENERGY	100	VOC NAT GAS - DEC 2024	1,799.48	1,799.48
20250031	2025-01-15	EPCOR	16551341	ELECTRICITY - WATER - OCT & NOV	64.76	64.76
20250032	2025-01-15	RECEIVER GENERAL	105	REMITTANCE - PP# 25 & 26 - 2024	4,738.72	4,738.72
20250033	2025-01-15	TELUS COMMUNICATIONS	2552080708 2552080709 2552080710	FCSS OFFICE PHONES - NOV & DEC SECURITY CAMERAS, FAX LINE ETC VOC OFFICE PHONES - NOV & DEC :	141.34 780.48 1,705.74	2,627.56
20250034	2025-01-15	TELUS MOBILITY	581	VOC CELL PHONES - DEC 2024	118.68	118.68
20250035	2025-01-15	SUNCOR ENERGY PRODUCTS PARTNERSHIP	172 173 174 175 176 177 178 179	FUEL FOR RANGER FUEL FOR SKID STEER FUEL FOR F350 FUEL FOR RANGER FUEL FOR SKID STEER FUEL FOR RANGER FUEL FOR RANGER DISCOUNT	77.98 89.98 149.15 88.04 82.50 54.73 67.00 (7.91)	601.47
20250036	2025-01-21	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	RD0000353387	WASTE PICKUP - DEC 2024	2,412.83	2,412.83
20250037	2025-01-21	MOUNTAIN VIEW PUBLISHING INC.	MVP486561	CHRISTMAS GREETINGS 2024	84.00	84.00
20250038	2025-01-21	LOCAL AUTHORITIES PENSION PLAN	9659493-G8X8	EM# 450 - PP#1 - 2025	1,210.95	1,210.95
20250039	2025-01-21	WILD ROSE ASSESSMENT SERVICE	9640	PROGRESS PMT - JAN 2025	682.50	682.50
20250040	2025-01-16	ALBERTA SAFETY & ENVIRONMENTAL SERVICES LTD	24-20707	MOULD TESTING - FIREHALL	672.00	672.00
20250041	2025-01-16	BUMPER TO BUMPER	53110 53144 53477 54166 54189	RDR- 56999R BRAKE PAD SET CHAINSAW HEX HEAD PLUG BITS	228.90 90.31 650.99 4.28 6.56	981.04
20250042	2025-01-16	FOAT, IRVIN	1	REFUND FOR ROSEBUD TRIP	65.00	65.00
20250043	2025-01-16	GLOBAL TECH SOLUTIONS	000006 000007	COUNCIL MEETING BROADCAST SET UP VIDEO FOR COUNCIL MEETI	307.12 173.25	480.37
20250044	2025-01-16	GREGG DISTRIBUTORS LP	069-507099 069-507100 069-520086 069-520087 069-520088 069-570101	OIL FOR ALL EQUIPMENT BRAKLEEN BATTERY CABLES FOR SKID STEER VINYL TUBING WATER PLANT OIL FOR ALL EQUIPMENT	763.12 244.94 205.11 45.65 40.98 302.10	1,601.90
20250045	2025-01-16	MESSER CANADA INC, 15687	2108508718	ACETYLENE & OXYGEN	49.66	49.66
20250046	2025-01-16	MLT AIKINS	6498666	CIVIL CLAIM	219.05	219.05
20250047	2025-01-16	MOUNTAIN VIEW REGIONAL WASTE	0000054016	LANDFILL CHARGES - DEC 2024	681.91	681.91
20250048	2025-01-16	MPE ENGINEERING LTD	2490-007-02-61	OPERATION & MAINTENANCE	474.08	474.08
20250049	2025-01-16	TOWN OF SUNDRE	40375	WATER OPERATOR SERVICES JULY	1,425.00	1,425.00
20250050	2025-01-16	BUMPER TO BUMPER	54805 54807	RAGS NUTS & BOLTS	45.98 27.09	73.07
20250051	2025-01-16	CATALIS TECHNOLOGIES CANADA LTD	INV308339471	ANNUAL LICENSE - 2025	4,916.93	4,916.93
20250052	2025-01-16	FEDERATION OF CANADIAN MUNICIPALITIES	44001-H9C9S6	2025 MEMBERSHIP	250.83	250.83
20250053	2025-01-16	GREGG DISTRIBUTORS LP	069-528347	VIDEO NOTICE SIGN	151.37	151.37

Cheque Listing For Council

2025-Feb-12

8:50:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250054	2025-01-16	MOUNTAIN VIEW REGIONAL WASTE	0000054065	ASSESSMENT CHARGES	1,155.87	1,155.87
20250055	2025-01-16	MOUNTAIN VIEW SENIORS' HOUSING	QTR 1 2025	1ST QTR REQ 2025	5,082.75	5,082.75
20250056	2025-01-16	PARKLAND REGIONAL LIBRARY	250073	1ST QTR REQ 2025	1,125.33	1,125.33
20250057	2025-01-16	ZONE 3 BUSINESS SOLUTIONS INC.	171057	COPIER USAGE	314.58	314.58
20250058	2025-01-16	ALBERTA MUNICIPALITIES	140039	WINDOWS 11 UPGRADE	217.35	6,048.25
			1484012	DATA BACKUP - NOV 2024	374.06	
			20315	WATER PLANT	806.52	
			20322	WATER PLANT	630.00	
			520037541	PAPERWORK FREIGHT	39.74	
			550075524	WATER FREIGHT	80.16	
			565064813	WATER FREIGHT	76.46	
			65513	BELTS/FCSS REPAIRS	178.26	
			664	FCSSAA CONF - FUEL	62.03	
			IA80331	EQUIPMENT MAINTENANCE	837.94	
			IA80331A	EQUIPMENT MAINTENANCE	229.40	
			V1011_1	FCSSAA CONF - MEAL	24.25	
			V1012_1	FCSSAA CONF - MEAL	15.62	
			V1013_	FCSSAA CONF - CAR RENTAL	435.68	
			V1014_1	FCSS - DELIVERY MEAL	50.60	
			V1015_1	COUNCIL BOOKS	66.11	
			V314_195.24	FCSS NEWSLETTER	164.50	
			V320_87	MEAL FOR ELECTION	83.32	
			V326_46	FCSS SENIOR'S TRIP	937.60	
			V349_64	FCSS KID'S CHRISTMAS MOVIE	12.70	
			V419_5	FCSS SUMMER FUN	16.49	
			V434_203	FCSS KID'S CHRISTMAS MOVIE	36.74	
			V434_204	FCSS GENERAL SUPPLIES	10.49	
			V47_914159	FCSS PAPERTOWELS	41.98	
			V47_914160	FCSS FIRST AID	20.23	
			V686_2	FCSS PAINT NIGHT	53.32	
			V791_34	SUBSCRIPTION - NOV 2024	27.29	
			V877_24	SUBSCRIPTION - NOV 2024	107.39	
			V937_3	FCSSAA CONF - HOTEL	412.02	
20250059	2025-01-24	RYAN, SANDRA A				
20250060	2025-01-24	O'CONNOR, KAREN M				
20250061	2025-01-24	WIENS, BARRY				
20250062	2025-01-24	VORNHOLT, MEGHAN E				
20250068	2025-01-24	REID, ROBERT F				
20250069	2025-01-24	GOEBEL, SHANE H				
20250070	2025-01-24	SCHMIDT, AUTUMN				
20250071	2025-01-24	ANDERSON, DERALD T				
20250072	2025-01-24	MARTIN, ERIC S				
20250073	2025-01-29	EPCOR	16551342	VOC ELECTRICITY - DEC 2024	6,044.69	6,051.75
			16551343	WATER - ELECRTCITY - DEC 2024	7.06	
20250074	2025-01-29	SUNCOR ENERGY PRODUCTS PARTNERSHIP	180	FUEL FOR RANGER	44.01	709.06
			181	FUEL FOR RANGER	75.02	
			182	FUEL FOR F-350	70.00	
			183	FUEL FOR PLOW TRUCK	140.38	
			184	FUEL FOR RANGER	75.31	
			185	FUEL FOR SKID STEER	87.37	
			186	FUEL FOR SANDER	48.01	
			187	FUEL FOR RANGER	115.72	
			188	FUEL FOR RANGER	62.32	
			189	DISCOUNT	(9.08)	
20250076	2025-01-30	SHRED-IT INTERNATIONAL ULC	8100924288	SHREDDING SERVICES	231.59	231.59

Cheque Listing For Council

2025-Feb-12
8:50:29AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20250077	2025-01-30	WORKERS' COMPENSATION BOARD	27746286	OVERDUE CHARGE	21.08	21.08
20250078	2025-01-30	24/7 FIRE & ELECTRICAL SERVICES LTD	9418	ANNUAL INSPECTION	756.00	756.00
20250079	2025-01-30	CBSC CAPITAL INC	9970510	FCSS COPIER LEASE	491.18	491.18
20250080	2025-01-30	GLOBAL TECH SOLUTIONS	000015 000018 000019 000022 000023	TOWN HALL SUPPORT COUNCIL MTG COVERAGE - JAN 15 USB EXTENSION CABLE COUNCIL MTG COVERAGE - JAN 21 MISSING PDF FILE/WIX ISSUE	341.25 102.38 49.99 273.00 57.75	824.37
20250081	2025-01-30	GREGG DISTRIBUTORS LP	069-533429 069-538603 069-538604	STORAGE TOTE FOR SALT GREY RUST PAINT OIL FILTER	71.93 103.38 21.13	196.44
20250082	2025-01-30	MOUNTAIN VIEW COUNTY	268984 268991	SALT/SAND FIRE REQ - 1ST INSTALLMENT 2025	615.36 25,344.38	25,959.74
20250083	2025-01-30	STGP	4712	WEBSITE UPDATE	84.00	84.00
20250084	2025-01-30	ALBERTA MUNICIPALITIES	12870085. 188723213 52506110 V1016_1 V314_196.24 V320_88 V320_89 V326_47 V333_146 V348_140040 V349_65 V349_66 V351_77 V351_78 V419_6 V434_205 V434_206 V434_207 V434_208 V47_914161 V47_914162 V580_2 V605_3 V605_4 V791_35 V877_25 V992_2	WATER FREIGHT RTO CONTRACT PMT OFFICE FREIGHT ZOOM FOR COUNCIL MTG STAMPS BUDGET LUNCH FCSS CHRISTMAS IN THE VILLAGE SENIOR'S TRIP OFFICE SUPPLIES DATA BACKUP - DEC 2025 FCSS CHRISTMAS IN THE VILLAGE FCSS CHRISTMAS IN THE VILLAGE FCSS CHRISTMAS IN THE VILLAGE FCSS SUMMER FUN FCSS CHRISTMAS IN THE VILLAGE CAMERAS FOR CAO OFFICE FCSS TONER FCSS SUPPLIES FCSS SUPPLIES CHRIS GABRIS - SNOW REMOVAL CHRIS GABRIS - MOVE FURNITURE FCSS DECOR SANDER UNIT REPAIRS SANDER UNIT REPAIRS SUBSCRIPTION - DEC 2024 SUBSCRIPTION - DEC 2024 OFFICE SUPPLIES	359.50 2,283.75 32.71 225.65 415.80 34.00 7.00 380.00 371.00 221.87 50.93 33.08 176.25 45.82 10.29 62.99 125.77 17.08 77.33 75.00 100.00 34.16 831.98 166.26 27.29 109.17 24.63	6,299.31

Total 97,683.59

*** End of Report ***



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
TAXES & REQUISITIONS						
1-00-00-111-00	Residential Property Taxes	(356,751.09)	(383,080.06)	(382,567.04)	0.00	(383,080.06)
1-00-00-112-00	Commercial Property Taxes	(80,397.24)	(112,490.98)	(85,194.58)	0.00	(112,490.98)
1-00-00-113-00	Industrial Property Taxes	0.00	0.00	0.00	0.00	0.00
1-00-00-114-00	Farmland Property Taxes	(337.42)	(509.51)	(425.72)	0.00	(509.51)
1-00-00-115-00	Linear Taxes	(13,262.38)	(14,858.04)	(15,638.36)	0.00	(14,858.04)
1-00-00-118-00	Designated Industrial Property	(75.40)	(81.94)	(81.94)	0.00	(81.94)
1-00-00-120-00	Alberta School Foundation Tax Levy	(130,166.11)	(138,324.26)	(138,278.82)	0.00	(138,324.26)
1-00-00-121-00	Seniors' Foundation Tax Levy	(19,645.39)	(19,956.22)	(19,949.26)	0.00	(19,956.22)
1-00-00-210-00	Grants In Lieu	(1,922.70)	(1,966.72)	(1,966.72)	0.00	(1,966.72)
1-00-00-122-00	AB Policing Levy	(18,765.51)	(14,588.24)	(19,581.30)	0.00	(14,588.24)
1-00-00-510-00	Penalties & Costs on Taxes	(6,399.09)	(6,500.00)	(5,260.33)	(9,626.22)	(6,500.00)
*	TOTAL TAXES & REQUISITIONS	(627,722.33)	(692,355.97)	(668,944.07)	(9,626.22)	(692,355.97)
TAXES & REQUISITIONS EXP						
2-00-00-754-00	Designated Industrial Requisition	0.00	82.10	0.00	0.00	82.10
2-00-00-755-00	AB Policing Requisition	15,585.00	19,563.59	0.00	0.00	19,563.59
2-00-00-740-00	ASFF Requisition	130,671.23	138,288.99	138,288.99	0.00	138,288.99
2-00-00-753-00	MV Seniors's Housing Requisition	19,678.00	19,957.00	19,957.00	5,082.75	19,957.00
*	TOTAL TAXES & REQUISITIONS EXP	165,934.23	177,891.68	158,245.99	5,082.75	177,891.68
**	TOTAL TAX REVENUE FOR MUNICIPA	(461,788.10)	(514,464.29)	(510,698.08)	(4,543.47)	(514,464.29)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
COUNCILLOR EXPENSE						
2-11-00-146-00	Community Grants & Enhancements	0.00	500.00	5,000.00	0.00	500.00
2-11-00-170-00	Election Costs	4,688.37	2,500.00	4,409.33	0.00	2,500.00
2-11-00-220-00	Advertising	494.50	300.00	1,950.00	0.00	300.00
2-11-00-232-00	Legal Fees	0.00	2,000.00	6,251.81	0.00	2,000.00
2-11-00-270-00	Miscellaneous Costs & Services	1,879.18	1,250.00	3,622.74	0.00	1,250.00
2-11-00-560-00	Building Rental	0.00	0.00	0.00	0.00	0.00
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,580.00	2,600.00	1,940.00	225.00	2,600.00
2-11-01-140-00	Benefits Cnc 1	50.04	50.00	56.86	6.10	50.00
2-11-00-225-00	Registrations & Memberships	2,425.30	2,500.00	2,136.07	250.83	2,500.00
2-11-00-230-00	Professional & Consulting Services	255.00	8,000.00	5,652.14	0.00	8,000.00
2-11-01-148-00	CONVENTN/COUN 1/PER DIEM	0.00	0.00	0.00	0.00	0.00
2-11-01-211-00	Travel & Subsistence - Cncl 1	90.90	100.00	0.00	0.00	100.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	2,930.00	4,000.00	2,595.00	200.00	4,000.00
2-11-02-140-00	Benefits Cnc 2	65.98	150.00	104.82	2.10	150.00
2-11-02-211-00	Travel & Subsistence - Cncl 2	117.16	150.00	94.69	0.00	150.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	1,490.00	2,000.00	1,285.00	175.00	2,000.00
2-11-03-140-00	Benefits Cnc 3	28.61	65.00	31.50	4.74	65.00
2-11-03-148-00	CONVENTIONS/TRAINING-CNC 3	0.00	500.00	0.00	0.00	500.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	0.00	150.00	0.00	0.00	150.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,100.00	2,300.00	1,285.00	175.00	2,300.00
2-11-04-140-00	Benefits Cnc 4	40.32	50.00	31.50	4.74	50.00
2-11-04-148-00	CONVENTION/COUN4/PER DIEM	0.00	500.00	0.00	0.00	500.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	(30.30)	500.00	0.00	0.00	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	1,750.00	2,300.00	935.00	175.00	2,300.00
2-11-05-140-00	Benefits Cnc 5	33.60	50.00	22.92	4.74	50.00
2-11-05-148-00	CONVENTN/COUN 2/PER DIEM	0.00	250.00	0.00	0.00	250.00
2-11-05-211-00	Travel & Subsistence - Cncl 5	137.36	250.00	0.00	0.00	250.00
2-69-00-230-01	Prof. Services - Janitorial FCSS/Council	730.00	500.00	165.00	0.00	500.00
2-69-00-510-01	Building General Supplies FCSS/Council	0.00	500.00	730.43	0.00	500.00
2-69-00-528-01	Building Repairs Main FCSS/Council	0.00	500.00	1,129.22	0.00	500.00
2-69-00-540-01	Electricity FCSS/Council	2,342.70	1,250.00	2,185.84	0.00	1,250.00
2-69-00-543-01	Natural Gas FCSS/Council	2,613.36	1,500.00	2,518.34	0.00	1,500.00
*P	TOTAL COUNCILLOR EXPENSE	26,812.08	37,265.00	44,133.21	1,223.25	37,265.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
ADMIN & GENERAL						
1-12-00-410-00	Tax Certificate & Information	(600.00)	(1,560.00)	(1,201.90)	(40.00)	(1,560.00)
1-12-00-155-00	Business License	(925.00)	(1,000.00)	(1,187.51)	(500.00)	(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)	(105.02)	0.00	(200.00)
1-12-00-590-00	Other Revenue - Admin	(1,165.37)	(2,000.00)	(1,073.71)	0.00	(2,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(225.16)	(50.00)	0.00	0.00	(50.00)
1-12-00-840-00	Provincial Grant	(54,536.00)	(54,520.00)	0.00	0.00	(54,520.00)
* TOTAL ADMIN & GENERAL		(59,498.75)	(59,330.00)	(3,568.14)	(540.00)	(59,330.00)
ADMINISTRATION EXPENSE						
2-12-00-100-00	Salaries & Wages	56,059.65	46,000.00	48,078.73	3,427.20	46,000.00
2-12-00-140-00	Employee Benefits	7,315.98	6,000.00	6,898.83	488.89	6,000.00
2-12-00-148-00	Training & Development - Admin	0.00	250.00	0.00	0.00	250.00
2-12-00-150-00	Freight & Postage	628.30	200.00	106.77	0.00	200.00
2-12-00-220-00	Advertising	1,327.73	1,400.00	824.00	0.00	1,400.00
2-12-00-210-00	Licenses & Permits - Admin	0.00	25.00	0.00	0.00	25.00
2-12-00-211-00	Travel & Subsistence	403.32	250.00	0.00	0.00	250.00
2-12-00-217-00	Telephone, Internet & Security	14,448.57	10,000.00	14,646.48	0.00	10,000.00
2-12-00-224-00	Resource Materials/Supplies	0.00	100.00	0.00	0.00	100.00
2-12-00-225-00	Registrations & Memberships	356.50	500.00	404.00	0.00	500.00
2-12-00-230-00	Professional Services	8,220.76	18,000.00	16,264.45	0.00	18,000.00
2-12-00-231-00	Assessment Services	8,576.24	8,600.00	8,650.91	650.00	8,600.00
2-12-00-232-00	Legal Fees	6,754.29	12,000.00	10,769.51	0.00	12,000.00
2-12-00-233-00	Audit Fees	14,465.00	22,000.00	13,350.00	0.00	22,000.00
2-12-00-274-00	Insurance	24,416.00	20,000.00	26,440.00	0.00	20,000.00
2-12-00-510-00	General Office Supplies	3,186.47	7,000.00	3,075.23	0.00	7,000.00
2-12-00-511-00	Computer Supplies & Furnishings	1,380.60	0.00	134.95	0.00	0.00
2-12-00-515-00	TECHNOLOGY	4,974.43	500.00	17,778.79	4,817.79	500.00
2-12-00-519-00	Miscellaneous Supplies & Costs	0.00	0.00	0.00	0.00	0.00
2-12-00-525-00	Rentals & Leases	4,228.43	4,200.00	4,648.59	299.60	4,200.00
2-12-00-526-00	SHRED-IT	193.65	200.00	853.96	0.00	200.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	0.00	400.00	0.00	0.00	400.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	0.00	500.00	0.00	0.00	500.00
2-12-00-543-00	Natural Gas	0.00	0.00	0.00	0.00	0.00
2-12-00-814-00	Service Charges & Interest	2,448.24	9,600.00	7,342.18	0.00	9,600.00
2-12-00-815-00	Penny Rounding	(0.04)	0.00	0.00	0.01	0.00
2-12-00-823-00	Loan Interest - LOC	5,490.64	200.00	0.00	0.00	200.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00	0.00	0.00	0.00	0.00
2-12-00-915-01	Bad Debt - Property Taxes	967.96	0.00	0.00	0.00	0.00
2-12-00-995-00	Building Amortization - Admin	7,155.72	0.00	0.00	0.00	0.00
2-12-00-995-01	Office Equipment Amortization	7,586.14	0.00	0.00	0.00	0.00
2-69-00-528-00	Building Repairs Maint - Admin	599.98	400.00	1,059.03	240.00	400.00
2-69-00-230-00	Professional Services/Janitorial Admin	865.00	3,000.00	2,255.39	0.00	3,000.00
2-69-00-540-00	Electricity Admin	2,913.42	9,500.00	1,606.28	0.00	9,500.00
2-69-00-543-00	Natural Gas Admin	1,184.56	7,500.00	973.24	0.00	7,500.00
*	TOTAL ADMINISTRATION EXPENSE	186,147.54	188,325.00	186,161.32	9,923.49	188,325.00
**	NET ADMINISTRATION	153,460.87	166,260.00	226,726.39	10,606.74	166,260.00
CAO EXPENSES						
2-12-01-100-00	Salaries & Wages - CAO	79,848.38	84,000.00	84,357.82	6,464.98	84,000.00
2-12-01-140-00	Employee Benefits - CAO	9,969.36	15,000.00	16,293.93	1,354.23	15,000.00
2-12-01-148-00	Training & Development - CAO	185.00	1,000.00	739.51	0.00	1,000.00
2-12-01-211-00	Travel & Subsistance - CAO	79.10	1,200.00	710.64	0.00	1,200.00
2-12-01-211-01	Accomodations - CAO	0.00	1,000.00	0.00	0.00	1,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00	0.00	0.00	0.00	0.00
2-12-01-223-00	Membership & Registrations-CAO	50.00	500.00	500.00	0.00	500.00
2-12-01-225-00	Conference Registrations - CAO	0.00	500.00	0.00	0.00	500.00
*	TOTAL CAO EXPENSES	90,131.84	103,200.00	102,601.90	7,819.21	103,200.00
***	TOTAL NET ADMIN & CAO	(218,195.39)	(245,004.29)	(181,369.79)	13,882.48	(245,004.29)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FIRE REVENUE						
1-23-00-590-00	Revenue - Fire	0.00	(5,000.00)	(4,565.22)	0.00	(5,000.00)
*	TOTAL FIRE REVENUE	0.00	(5,000.00)	(4,565.22)	0.00	(5,000.00)
FIRE EXPENSES						
2-23-00-217-00	Telephone, Internet & Security	4,529.71	1,200.00	1,070.88	0.00	1,200.00
2-23-00-230-00	Professional Services	1,301.08	1,200.00	120.00	0.00	1,200.00
2-23-00-510-00	General Supplies	0.00	0.00	0.00	0.00	0.00
2-23-00-526-00	Equipment Purchases - Fire	4,220.29	4,000.00	31,039.56	0.00	4,000.00
2-23-00-528-01	Firehall Repairs & Maintenance	2,374.54	2,500.00	2,370.10	0.00	2,500.00
2-23-00-740-00	Fire Services Requisition	56,535.00	74,898.85	62,608.68	24,137.51	74,898.85
2-69-00-230-04	Prof. Services - Janitorial - Firehall	360.00	1,200.00	1,140.00	0.00	1,200.00
2-69-00-543-04	Natural Gas - Fire Hall	2,369.43	7,500.00	2,473.50	0.00	7,500.00
2-69-00-540-04	Electricity - Fire Hall	5,826.85	9,500.00	6,513.52	0.00	9,500.00
*	TOTAL FIRE EXPENSES	77,516.90	101,998.85	107,336.24	24,137.51	101,998.85
DISASTER SERVICES EXPENSE						
2-24-00-230-00	Professional Services - Disaster Serv.	0.00	35.00	0.00	0.00	35.00
*	TOTAL DISASTER SERVICES EXPENS	0.00	35.00	0.00	0.00	35.00
BYLAW & ENFORCEMENT						
1-26-00-420-00	Traffic Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-450-00	Bylaw Fines	0.00	(100.00)	0.00	0.00	(100.00)
1-26-00-521-00	Dog License Fees	(150.00)	(150.00)	(125.00)	0.00	(150.00)
*	TOTAL BYLAW & ENFORCEMENT	(150.00)	(350.00)	(125.00)	0.00	(350.00)
BYLAW & ENFORCEMENT EXPENSE						
2-26-00-230-00	Professional Services - Bylaw	150.00	500.00	0.00	0.00	500.00
2-26-00-510-00	General Supplies	0.00	0.00	218.40	0.00	0.00
*	TOTAL BYLAW & ENFORCEMENT EXPE	150.00	500.00	218.40	0.00	500.00
**	NET BYLAW & ENFORCEMENT	77,516.90	97,183.85	102,864.42	24,137.51	97,183.85



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
PUBLIC WORKS						
1-31-00-254-00	Costs Recovered - Public Works	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS EXPENSE						
2-31-00-100-00	Salaries & Wages	23,568.92	25,000.00	36,296.39	2,783.25	25,000.00
2-31-00-140-00	Employee Benefits	3,205.49	5,250.00	6,006.12	582.17	5,250.00
2-31-00-148-00	Training & Development - Public Works	150.00	500.00	0.00	0.00	500.00
2-31-00-150-00	Freight & Postage	0.00	0.00	51.91	0.00	0.00
2-31-00-211-00	Travel & Subsistence	0.00	500.00	32.38	0.00	500.00
2-31-00-217-00	Telephone & Internet	336.83	1,000.00	340.26	0.00	1,000.00
2-31-00-223-00	Memberships & Registration	0.00	0.00	0.00	0.00	0.00
2-31-00-230-00	Professional Services	696.95	0.00	188.51	0.00	0.00
2-31-00-515-00	TECHNOLOGY	1,786.10	1,000.00	49.95	0.00	1,000.00
2-31-00-518-00	Protective Clothing, Etc.	248.99	750.00	700.77	0.00	750.00
2-31-00-521-00	Fuel Costs	3,906.81	7,000.00	2,368.36	302.45	7,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	9,546.52	10,000.00	7,110.63	45.92	10,000.00
2-31-01-230-00	Professional Services - Shop	0.00	0.00	0.00	0.00	0.00
2-31-00-510-00	General Supplies	2,832.18	500.00	2,914.01	0.00	500.00
2-31-01-510-00	General Supplies - Shop	0.00	500.00	233.28	0.00	500.00
2-31-01-512-00	Shop Tools	1,081.11	3,000.00	2,938.97	0.00	3,000.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	0.00
2-31-01-528-01	Building Repairs & Maintenance - Shop	0.00	0.00	0.00	0.00	0.00
2-69-00-528-02	Building Repairs & Main PW Shop	0.00	3,500.00	854.98	0.00	3,500.00
2-69-00-540-02	Electricity PW	20,110.04	25,000.00	14,851.26	0.00	25,000.00
2-69-00-543-02	Natural Gas PW Shop	5,736.83	7,000.00	6,906.98	0.00	7,000.00
*	TOTAL PUBLIC WORKS EXPENSE	73,206.77	90,500.00	81,844.76	3,713.79	90,500.00
**	NET PUBLIC WORKS	73,206.77	90,500.00	81,844.76	3,713.79	90,500.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
ROADWAYS EXPENSE						
2-32-00-100-00	SALARIES & WAGES	13,089.78	20,000.00	17,669.71	1,598.87	20,000.00
2-32-00-140-00	Employee Benefits	1,396.45	4,400.00	3,282.48	343.31	4,400.00
2-32-00-150-00	Freight & Postage	0.00	0.00	0.00	0.00	0.00
2-32-00-220-00	Advertising	0.00	200.00	0.00	0.00	200.00
2-32-00-230-00	Other Contracted Services - Streets	138.00	1,500.00	884.00	0.00	1,500.00
2-32-00-252-01	Snow Removal	2,860.00	3,000.00	3,215.00	0.00	3,000.00
2-32-00-510-00	General Supplies	1,412.08	500.00	2,773.55	683.86	500.00
2-32-00-514-00	Signage	0.00	5,000.00	4,748.63	0.00	5,000.00
2-32-00-520-00	Chemicals - Street	642.24	1,000.00	2,553.60	0.00	1,000.00
2-32-00-521-00	Fuel Costs - Roads	934.19	1,500.00	2,817.72	262.63	1,500.00
2-32-00-528-00	Repairs & Maintenance - Roads	17,356.70	50,000.00	51,199.16	0.00	50,000.00
2-32-00-540-00	Street Lights	19,296.96	25,000.00	19,185.08	0.00	25,000.00
2-32-00-831-00	Debenture-Interest	0.00	5,653.76	0.00	0.00	5,653.76
2-32-00-832-00	Debenture-Principle	0.00	65,455.76	0.00	0.00	65,455.76
2-32-01-512-00	SMALL TOOLS - ROADS	599.95	1,000.00	0.00	0.00	1,000.00
* TOTAL ROADWAYS EXPENSE		57,726.35	184,209.52	108,328.93	2,888.67	184,209.52



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
WATER REVENUE						
1-41-00-410-00	Basic Fees - Water	(22,593.48)	(34,272.00)	(68,397.82)	(8,659.24)	(34,272.00)
1-41-00-411-00	Water Consumption Fees	(120,433.84)	(125,000.00)	(70,372.88)	2,825.74	(125,000.00)
1-41-00-412-00	Bulk Water Sales	(47,422.21)	(50,000.00)	(97,773.16)	(6,246.36)	(50,000.00)
1-41-00-510-00	Utility Penalties	(3,858.33)	(3,500.00)	(7,643.04)	(439.91)	(3,500.00)
1-41-00-540-00	Franchise & Concess.	(57,532.01)	(50,000.00)	(49,978.94)	(5,577.42)	(50,000.00)
1-41-00-590-00	Other Revenue - Water	(112,818.52)	(19,000.00)	(1,148.44)	0.00	(19,000.00)
* TOTAL WATER		(364,658.39)	(281,772.00)	(295,314.28)	(18,097.19)	(281,772.00)
WATER EXPENSE						
2-41-00-100-00	Salaries & Wages	17,847.72	30,000.00	54,209.00	3,730.25	30,000.00
2-41-00-140-00	Employee Benefits	3,014.54	5,250.00	8,429.29	705.57	5,250.00
2-41-00-148-00	Training & Development - Water	736.58	1,500.00	251.38	0.00	1,500.00
2-41-00-150-00	Freight & Postage	3,770.33	5,000.00	4,681.36	0.00	5,000.00
2-41-00-210-00	Licenses - Water	0.00	2,500.00	0.00	0.00	2,500.00
2-41-00-211-00	Travel & Subsistence	0.00	250.00	0.00	110.21	250.00
2-41-00-223-00	Memberships - Water	2,500.00	0.00	0.00	0.00	0.00
2-41-00-225-00	Conference Registrations	0.00	1,500.00	0.00	0.00	1,500.00
2-41-00-230-00	Professional Services	8,169.80	5,000.00	7,944.92	0.00	5,000.00
2-41-00-253-00	R & M - Infrastructure	12,037.38	50,000.00	20,976.76	0.00	50,000.00
2-41-00-274-00	INSURANCE	0.00	10,000.00	0.00	0.00	10,000.00
2-41-00-510-00	General Supplies	994.54	1,000.00	1,426.22	142.25	1,000.00
2-41-00-512-00	WATER TOOLS	0.00	0.00	2,459.08	0.00	0.00
2-41-00-515-00	Water Operator Support - Town of Sindre	88,488.27	25,000.00	8,387.40	0.00	25,000.00
2-41-00-516-00	Water Meters	2,372.69	1,000.00	511.41	0.00	1,000.00
2-41-00-520-00	Chemicals - Water	7,151.36	7,500.00	2,227.65	0.00	7,500.00
2-41-00-528-00	Equipment - Repairs/Maintenance	5,318.19	7,500.00	7,701.25	0.00	7,500.00
2-41-00-528-01	Building - Repairs/Maintenance	0.00	1,000.00	0.00	0.00	1,000.00
2-41-00-528-02	Hydrant - Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00
2-41-00-528-03	BULK WATER STN REPAIRS	900.00	500.00	320.88	0.00	500.00
2-41-00-995-00	Engineered Structure - Amortization	61,822.80	0.00	0.00	0.00	0.00
2-41-00-995-01	Land/Improvement - Amortization	0.00	0.00	0.00	0.00	0.00
2-41-00-995-02	Water Equip & Meter - Amortization	6,197.21	0.00	0.00	0.00	0.00
2-69-00-540-03	Electricity Water	29,812.78	35,000.00	22,862.97	0.00	35,000.00
2-69-00-543-03	Natural Gas Water Wells	982.57	1,500.00	1,409.76	0.00	1,500.00
* TOTAL WATER EXPENSE		252,116.76	191,000.00	143,799.33	4,688.28	191,000.00
** NET WATER		(54,815.28)	93,437.52	(43,186.02)	(10,520.24)	93,437.52



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
SANITARY REVENUE						
1-42-00-410-00	Basic Fees - Sewer	(16,037.35)	(22,656.00)	(22,342.68)	(1,872.26)	(22,656.00)
1-42-00-411-00	Sewer Consumption Fees	(26,152.07)	(66,323.10)	(35,180.50)	(2,894.32)	(66,323.10)
1-42-00-540-00	Franchise & Concess.	(13,788.68)	(12,000.00)	(16,409.46)	(1,394.36)	(12,000.00)
*	TOTAL SANITARY	(55,978.10)	(100,979.10)	(73,932.64)	(6,160.94)	(100,979.10)
SANITARY EXPENSE						
2-42-00-100-00	Salaries & Wages	944.00	5,000.00	3,025.75	0.00	5,000.00
2-42-00-140-00	Employee Benefits	129.27	500.00	631.17	0.00	500.00
2-42-00-210-00	Licenses - Sewer	0.00	0.00	0.00	0.00	0.00
2-42-00-230-00	Professional Services - Sewer	455.00	2,000.00	0.00	0.00	2,000.00
2-42-00-253-00	R & M - Infrastructure	0.00	45,000.00	30,901.36	0.00	45,000.00
2-42-00-270-00	Lab Testing	53.13	250.00	133.01	0.00	250.00
2-42-00-510-00	General Supplies	74.74	500.00	35.76	0.00	500.00
2-42-00-520-00	Chemicals - Sewer	1,032.41	1,200.00	0.00	0.00	1,200.00
2-42-00-523-00	Sewer Flushing	0.00	5,000.00	0.00	0.00	5,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	11,692.50	10,000.00	3,302.14	0.00	10,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	0.00	1,000.00	0.00	0.00	1,000.00
*	TOTAL SANITARY EXPENSE	14,381.05	70,450.00	38,029.19	0.00	70,450.00
**	NET WASTEWATER	(41,597.05)	(30,529.10)	(35,903.45)	(6,160.94)	(30,529.10)
GARBAGE REVENUE						
1-43-00-254-00	Costs Recovered - Garbage	0.00	0.00	125.00	0.00	0.00
1-43-00-410-00	Solid Waste Collection Fee	(48,401.27)	(61,800.00)	(56,663.82)	(5,275.84)	(61,800.00)
*	TOTAL GARBAGE	(48,401.27)	(61,800.00)	(56,538.82)	(5,275.84)	(61,800.00)
GARBAGE EXPENSE						
2-43-00-230-00	Other Contracted Services - Garbage	0.00	0.00	0.00	0.00	0.00
2-43-00-241-00	Solid Waste Disposal	44,285.69	36,250.00	44,154.20	0.00	36,250.00
2-43-00-510-00	General Supplies	0.00	250.00	246.15	0.00	250.00
2-43-00-850-00	Waste Commission Grant	9,335.46	20,000.00	5,008.04	1,155.87	20,000.00
*	TOTAL GARBAGE EXPENSE	53,621.15	56,500.00	49,408.39	1,155.87	56,500.00
**	NET WASTE	5,219.88	(5,300.00)	(7,130.43)	(4,119.97)	(5,300.00)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FCSS REVENUE						
1-51-00-840-00	Grant - Prov. - FCSS	(14,847.31)	(14,500.00)	(13,878.41)	(3,369.61)	(14,500.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(61,478.17)	(47,808.00)	(47,808.00)	0.00	(47,808.00)
1-51-00-850-01	MVC Wage Grant	(10,000.00)	(10,000.00)	(10,000.00)	0.00	(10,000.00)
1-51-00-850-02	Village of Cremona 20% Grant	0.00	(3,330.33)	0.00	0.00	(3,330.33)
* TOTAL FCSS		(86,325.48)	(75,638.33)	(71,686.41)	(3,369.61)	(75,638.33)
FCSS EXPENSE						
2-51-00-100-00	Salaries & Wages	34,855.07	36,000.00	39,647.61	3,360.00	36,000.00
2-51-00-140-00	Employee Benefits	7,670.35	8,000.00	7,483.52	261.04	8,000.00
2-51-00-148-00	Training & Development - FCSS	0.00	0.00	309.35	0.00	0.00
2-51-00-150-00	Freight & Postage	23.14	50.00	67.70	0.00	50.00
2-51-00-211-00	Travel & Subsistance	3,175.39	2,500.00	1,881.79	0.00	2,500.00
2-51-00-217-00	Telephone & Internet	2,362.30	2,200.00	1,896.54	0.00	2,200.00
2-51-00-220-00	Advertising	988.75	500.00	730.52	0.00	500.00
2-51-00-223-00	Memberships - FCSS	114.00	125.00	114.00	0.00	125.00
2-51-00-225-00	Conference Registrations	1,005.00	1,000.00	670.00	0.00	1,000.00
2-51-00-230-00	Professional Services	2,680.70	2,000.00	3,713.10	0.00	2,000.00
2-51-00-231-00	Janitorial	0.00	250.00	0.00	0.00	250.00
2-51-00-400-00	Community Programs	7,122.54	2,200.00	3,496.64	0.00	2,200.00
2-51-00-410-00	Adult Programs	3,507.05	3,000.00	873.99	0.00	3,000.00
2-51-00-411-00	Children-Youth Programs	6,884.46	3,000.00	2,847.64	0.00	3,000.00
2-51-00-412-00	Family Programs	(245.36)	1,000.00	2,287.71	0.00	1,000.00
2-51-00-413-00	Adult & Seniors' Programs	17,668.74	0.00	2,250.52	0.00	0.00
2-51-00-414-00	Local Grants (External Funding)	6,200.00	6,300.00	8,700.00	0.00	6,300.00
2-51-00-510-00	General Supplies	1,684.19	0.00	409.13	209.70	0.00
2-51-00-560-00	COPIER LEASE	3,105.12	3,150.00	3,758.01	467.79	3,150.00
2-51-00-990-05	Community Newsletter	1,126.42	1,120.00	846.98	0.00	1,120.00
* TOTAL FCSS EXPENSE		99,927.86	72,395.00	81,984.75	4,298.53	72,395.00
** NET FCSS		13,602.38	(3,243.33)	10,298.34	928.92	(3,243.33)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
FOOD PANTRY						
1-51-00-990-15	FCSS FOOD PANTRY	(1,418.80)	0.00	(2,362.35)	0.00	0.00
2-51-00-990-15	FOOD PANTRY	1,047.28	0.00	339.24	0.00	0.00
*	TOTAL FOOD PANTRY	(371.52)	0.00	(2,023.11)	0.00	0.00
FOOD PANTRY EXPENSE						
2-51-00-990-14	Adult Programs	0.00	0.00	0.00	0.00	0.00
*	TOTAL FOOD PANTRY EXPENSE	0.00	0.00	0.00	0.00	0.00
**P	SURPLUS /DEFICIT	(371.52)	0.00	(2,023.11)	0.00	0.00
YEAR GRANT REVENUE						
1-51-00-990-07	MVC Grant - Health Funding - First Aid	0.00	0.00	(1,593.75)	0.00	0.00
1-51-00-990-08	MVC Grant - TPT Grant	0.00	0.00	(4,100.00)	0.00	0.00
1-51-00-990-01	Donations/Fees - Summer Fun	(7,225.00)	(3,500.00)	(8,153.35)	0.00	(3,500.00)
*	TOTAL YEAR GRANT REVENUE	(7,225.00)	(3,500.00)	(13,847.10)	0.00	(3,500.00)
**	TOTAL REVENUE	(7,225.00)	(3,500.00)	(13,847.10)	0.00	(3,500.00)
SENIOR MEAL REVENUE						
1-51-00-990-17	FCSS SENIOR'S MEALS PROGRAM	0.00	0.00	(1,115.00)	0.00	0.00
*	TOTAL SENIOR MEAL REVENUE	0.00	0.00	(1,115.00)	0.00	0.00
SENIOR MEAL EXPENSE						
2-51-00-990-17	FCSS SENIOR'S MEALS PROGRAM	0.00	0.00	4,338.87	0.00	0.00
*	TOTAL SENIOR MEAL EXPENSE	0.00	0.00	4,338.87	0.00	0.00
**P	SURPLUS / DEFICIT	0.00	0.00	3,223.87	0.00	0.00



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
CEMETERY REVENUE						
1-56-00-410-00	Plot - Cemetery	(1,350.00)	(1,500.00)	(2,067.50)	(350.00)	(1,500.00)
1-56-00-411-00	Perpetual Care - Cemetery	(1,650.00)	(2,000.00)	(1,250.00)	(350.00)	(2,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(750.00)	(1,000.00)	(1,225.00)	0.00	(1,000.00)
1-56-00-850-00	Grant - Local Govt. - Cemetery	0.00	(1,500.00)	(1,500.00)	0.00	(1,500.00)
* TOTAL CEMETERY		(3,750.00)	(6,000.00)	(6,042.50)	(700.00)	(6,000.00)
CEMETERY EXPENSE						
2-56-00-100-00	Salaries & Wages	0.00	5,000.00	3,686.69	0.00	5,000.00
2-56-00-140-00	Employee Benefits	0.00	850.00	531.69	0.00	850.00
2-56-00-148-00	Training & Development - Cemetery	0.00	0.00	0.00	0.00	0.00
2-56-00-230-00	Professional Services - Cemetery	750.00	1,000.00	650.00	0.00	1,000.00
2-56-00-510-00	General Supplies	0.00	250.00	116.42	0.00	250.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	0.00	1,500.00	1,239.98	0.00	1,500.00
* TOTAL CEMETERY EXPENSE		750.00	8,600.00	6,224.78	0.00	8,600.00
PLAN & DEVELOPMENT REVENUE						
1-61-00-410-00	Building Permits	(528.08)	(1,100.00)	(620.82)	(26.56)	(1,100.00)
1-61-00-419-00	Compliance Certificates	(100.00)	(1,000.00)	(500.00)	0.00	(1,000.00)
1-61-00-520-00	Development Permit Permits	0.00	(1,200.00)	(500.00)	0.00	(1,200.00)
1-61-00-521-00	Subdivision Fees	0.00	(1,000.00)	0.00	0.00	(1,000.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	0.00	(250.00)	0.00	0.00	(250.00)
1-61-00-523-00	Encroachment & Waiver Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-595-00	Appeal Fees	0.00	0.00	0.00	0.00	0.00
1-61-00-590-00	Land Sales	0.00	(47,000.00)	(41,935.85)	0.00	(47,000.00)
* TOTAL PLANNING & DEVELOPMENT		(628.08)	(51,550.00)	(43,556.67)	(26.56)	(51,550.00)
PLAN & DEVELOPMENT EXPENSE						
2-61-00-220-00	Advertising	0.00	500.00	0.00	0.00	500.00
2-61-00-230-00	Professional Services	527.32	15,000.00	5,900.00	0.00	15,000.00
2-61-00-233-00	Land Title Changes	65.75	150.00	40.00	0.00	150.00
2-61-00-148-00	Training - Planning	57.24	500.00	0.00	0.00	500.00
* TOTAL PLANNING & DEVELOPMENT E		650.31	16,150.00	5,940.00	0.00	16,150.00
** NET PLANNING & DEVELOPMENT		(2,977.77)	(32,800.00)	(37,434.39)	(726.56)	(32,800.00)



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

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



VILLAGE OF CREMONA

REVENUE & EXPENSE OPERATING

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	January 2025 Actual	2025 Budget
LIBRARY						
1-74-00-590-00	Other Revenue - Library	0.00	(8,497.60)	0.00	0.00	(8,497.60)
1-74-00-850-00	Grants - Local Govt - Library	(34,811.88)	(35,861.00)	(35,861.00)	0.00	(35,861.00)
1-74-00-254-01	LIB COST RECOVERY - ELECTRICITY	(2,255.86)	(3,500.00)	(729.74)	0.00	(3,500.00)
1-74-00-254-02	LIB COST RECOVERY - GAS	(890.89)	(1,850.00)	(425.34)	0.00	(1,850.00)
1-74-00-254-03	LIB COST RECOVERY - TELEPHONE	(629.82)	(700.00)	(1,049.70)	0.00	(700.00)
*	TOTAL LIBRARY	(38,588.45)	(50,408.60)	(38,065.78)	0.00	(50,408.60)
LIBRARY EXPENSE						
2-74-00-274-00	Insurance Library	927.50	850.00	0.00	0.00	850.00
2-74-00-528-00	Repairs & Maintenance - Library	0.00	250.00	0.00	0.00	250.00
2-74-00-850-00	Cremona Library	42,841.88	35,861.00	44,358.60	0.00	35,861.00
2-74-00-850-02	CREMONA LIBRARY -VILLAGE ALLOCATION	0.00	8,497.60	0.00	0.00	8,497.60
2-74-00-850-01	Parkland Regional Library	3,657.50	4,150.00	4,149.36	1,071.74	4,150.00
2-74-00-217-00	Library Office Phone	668.00	0.00	676.47	0.00	0.00
2-69-00-540-05	Electricity - Library	2,913.44	3,500.00	2,535.21	0.00	3,500.00
2-69-00-543-05	Natural Gas - Library	1,184.70	1,850.00	931.63	0.00	1,850.00
*	TOTAL LIBRARY EXPENSE	52,193.02	54,958.60	52,651.27	1,071.74	54,958.60
**	SURPLUS / DEFESET	13,604.57	4,550.00	14,585.49	1,071.74	4,550.00

*** End of Report ***

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 8 b)

TITLE: Reports – CAO & PW's Monthly Reports

ORIGINATED BY: Karen O'Connor CAO

BACKGROUND / PROPOSAL:

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

To follow is the public works January report.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration:

- Worked on the village website
- My monthly meeting with FCSS Coordinator
- Completed 3 Council and agenda packages and minutes
- Working on budget
- Met and Greet with New Cremona Fire Chief- Dorien Bibault
- Adjusted Handicap parking at the Administration office & Fire Hall
- Scheduled a Fire Alarm Inspection for village properties
- Worked on budget
- Finalize 2024 LAPP Portal

Events and Meetings Attended:

- Several Meetings with lawyers, and worked on finalizing a legal matter
- Webinar with Muniware, ERP-payroll
- Luke Panek-Community Success Director YOLO Nomads
-

Planning & Development:

- Correspond with interested developers commercial and residential

RECOMMENDED ACTION:

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

MOTION THAT Councillor _____ accepts the CAO appointing Sandra Ryan as Acting CAO while Karen O'Connor, CAO of Village of Cremona takes holidays from February 20 through February 28, 2025.

INTLS: CAO: KO

PUBLIC WORKS REPORT FOR JANUARY 2025

EVERY TUESDAY MORNING FOR MONTH OF JANUARY TAKE WATER BACTERIA SAMPLES TO AB HEALTH DIDSBURY

ONCE A WEEK DO WELL SITE CHECK

CLEAN SNOW AS REQUIRED

TOOK GAS COMPANY EMPLOYEE OUT TO IRRIGATION ENG SITE TO CHECK GAS METER

ALBERTA ENVIRONMENT AND PARKS HERE FOR FULL DAY INSPECTIONING AND GOING OVER WATER PLANT FROM WELLS TO PUMP HOUSE

TAKE DOWN CHRISTMAS LIGHTS

PUBLIC WORKS BARRY WIENS



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 9

TITLE: Minutes – Boards, Committees, Commissions

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL:

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

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please see the attached minutes for review and information.

COSTS / SOURCE OF FUNDING (if applicable):

N/A

RECOMMENDED ACTION:

That Council accepts the minutes of:

MAYOR REID REPORTS

-

DEPUTY MAYOR ANDERSON REPORTS

-

COUNCILLOR SCHMIDT REPORTS

- The Cremona Library Meeting Minutes-November 28, 2024

COUNCILLOR GOEBEL REPORTS

- FCSS Nov Dec Coordinators Reports

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

COUNCILLOR GOEBEL REPORTS

January 2025 Coordinators Report

November/December at a glance

- Newsletter was mailed out November 7th. Some calls that it didn't get distributed on the Carstairs RR2 route. Encouraging people to sign up for the email newsletter to reduce costs and in case of postal strike. Newsletter is also available on the VoC website.
- MVFRN Pop-up Play once a month at FCSS: Nov = 2 adults, 4 kids; December was cancelled due to a scheduling conflict. They will continue to be at Cremona FCSS the 3rd Tuesday of the month.
- MVESS drop-in support once a month at FCSS: Nov = cancelled due to weather/road conditions, Dec = 0
- Christmas Movies and Santa Nov 27: No seniors attended. How can we get the word out and more engagement? Kids movie adults = 2, kids = 22. Very successful 😊
- Drop-ins: 1 person came in regarding resources
- Pantry use: there was 1 person who accessed the pantry. We got a lot of donations for the pantry from Cremona Curling Club and the Westbrook Play School in Water Valley so we are well stocked.
- Needs assessment was quoted at \$56k for just Olds. Plan to save up and put out a request to MVC for 2026.
- FCSSAA conference was great for networking and learning
- Rosebud Trip Dec 12 was excellent! We had 43 people attend and the show was amazing. Already secured a date for 2025 – Miracle on 34th St.
- Family Christmas in the Village was a success! FCSS hosted families Dec 18th in collaboration with MVC FCSS, the Library, and MVFRN. The funding came from MVC FCSS. We ordered pizza from Coyote Grill, had Gingerbread House Making, and Christmas card making. Santa also made an appearance. The library gave out books as gifts for all the kids.

Coming Up

- Interagency Meeting Jan 16
- Finance webinars presented by Credit Counselling Society Canada Jan 22 @ 7:30pm (75 Ways to Save on Household Expenses) and Feb 24 @ 7:30pm (Food and Finances). Sign up on Eventbrite.
- CRA info session Jan 28 at 2pm
- Movies Jan 29 – Sr: “ Fly Me to the Moon” (2024); kids: “Wild Robot”(2024), Feb 26 – Sr. “Rain Man” (1988); kids: “Harold and the Purple Crayon”
- Paint Night Feb 12 6:30pm
- Puzzle Challenge Feb 20 1-4pm

COUNCILLOR SCHMIDT REPORTS

**The Village of Cremona Library Board – Minutes of Regular Board Meeting
November 28, 2024, at the Cremona Library**

Call to Order at 7:06 p.m.

Attending: Jennifer Foat (Chair), Rosemarie McGonigle (Secretary), Richard Forsberg, Jennifer Kennedy, Rebecca Smith (Library Manager)

Excused: Jan Shand, Cam MacFarquhar

Guest: Greg Harris

Words from the Chair:

- Welcome to the last meeting of the year, and welcome to Greg Harris who is attending as a guest. Board members were given a copy of the updated Policies.

Additions/Adoption of Agenda:

MOTION: to accept agenda as presented - Richard moved, all in favour, carried.

Approval of Minutes:

MOTION to approve minutes from October 24, 2024 meeting - Jennifer F. moved, all in favour, carried

Correspondence:

- Parkland Admin has sent an email with an update on website changes (copy of email in agenda package)

MOTION to accept correspondence as information only - Jennifer K. moved, all in favour, carried

Treasurer's Report: (Rebecca)

MOTION to accept Treasurer's report as per agenda package - Rosemarie moved, all in favour, carried.

County Report: (Greg)

- Nothing pertaining to the Library. Budget is still a work in progress.

MOTION to approve County Report - Jennifer K. moved, all in favour, carried.

Village Report: (Jennifer F.)

- A revised letter from the village was received re: the Motion that Greg Harris' term as the representative on the Library Board has not been Defeated, but has been Tabled. - Unofficial by-election results are in and elected officials will be sworn in on Dec. 3, 2024

MOTION to accept Village Report - Richard moved, all in favour, carried.

Library Report: (as submitted by Rebecca in agenda package)

- It was noted that the Lego Club was not mentioned in the Program List.

MOTION to accept Library Report - Jennifer F. moved, all in favour, carried.

Open Issues:

Finance Committee (Rosemarie)

- it was decided not to pursue the PLSB grant
- the proposed interim budget was approved by the Finance Committee
- Rebecca will be checking out the Chamber of Commerce, via Show and Shine, as an option to request funding.
- Rebecca and Rosemarie will be attending the December Lions Club meeting to request funding - Rebecca's request was tabled at the November Lions Club meeting.

Budget (Rebecca)

MOTION to accept Interim Budget as presented, Rosemarie moved, all in favour, carried.

Doug Lagore Meeting (Jennifer F.)

Through Village CAO Karen O'Connor, Official Administrator Doug Lagore requested a meeting on November 19 at 3:00pm at the Library with Jennifer Foat, the Library Board Chair, Rebecca, the Library Manager, Karen, and himself to discuss the Library's unpaid funding invoice. About 15 minutes before the meeting, Karen informed the Library Board Chair and Manager that, at Doug's request, the meeting would be moved to the Village Office, and Rebecca, the Library Manager, was excluded. As the only volunteer present, Jennifer (Board Chair) was caught off guard and felt cornered.

Instead of the meeting only being about the unpaid invoice as previously arranged, another secret agenda was launched. During the meeting, the Library Board's integrity and vetting process for potential board members were questioned. Allegations were made that the Library Manager had conspired with community members to initiate legal action against the Village, though she was simply performing her duties of providing library services. The Library Board's loyalty to the Village was also questioned.

Regarding the unpaid funding, Doug Lagore confirmed it should be paid, but noted the previous Council delayed payment until 2025, requiring a resubmission to the new Council. The Village also has no record of the approximately \$4,000 in building maintenance expenses charged to the Library.

The Library Board has passed a MOTION indicating their extreme displeasure at the gross unprofessional conduct of the Village of Cremona's Official Administrator and the Chief Administrative Officer (CAO) in arranging a meeting with the Board Chair and Library Manager that they then changed the location of and changed the attendees last minute without any consideration in order to bring unsubstantiated allegations against the Library Board and Library Manager - Richard moved, all in favour, carried.

New Business

Auditor Request

Lori Eslinger is willing to do our audit again next year

MOTION: to appoint Lori Eslinger to do the Library Audit of the 2024 Financials - Jennifer F. moved, all in favour, carried.

AGM Organizational Meeting

Executive Positions:

Board Chair - Jennifer F. will stay on as Chair, unopposed.

Vice Chair - Cam will stay on as Vice Chair, unopposed

Secretary - Rosemarie will stay on as Secretary, unopposed

Treasurer - Jan Shand will fill the role as Treasurer, unopposed

Standing Committees:

Finance Committee - Jan Shand, Cam MacFarquhar, Rosemarie McGonigle

Governance Committee - Jennifer F, Richard Forsberg, Jennifer K

MOTION to approve executive positions with Jennifer F. as Board Chair, Cam as Vice Chair, Rosemarie as Secretary, and Jan as Treasurer - Jennifer F. moved, all in favour, carried.

MOTION to approve that Jan Shand have signing authority and online banking access following completion of a Criminal Record Check - Jennifer F. moved, all in favour, carried.

Meeting Hours: Jennifer F. 2, Rosemarie 2, Richard 2, Jennifer K. 2 - Total: 8 hours

Other Volunteer Hours:

Library Operations: Jennifer F. 18, Cam 1, Rosemarie 3, Richard 1, Jennifer K. 4, Jan 3 - Total: 30 hours.

Next Meeting:

Next Regular Board Meeting will be on Thursday, January 23, 2025 at 7:00 pm at the Library.

Meeting Adjourned:

Meeting was adjourned at 9:05 pm by Jennifer F.

Minutes respectfully submitted by Rosemarie McGonigle.

January 23 / 2025
Jennifer F.

MEETING: Regular Council Meeting

Date: February 18, 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:

- MVREMA ERP- January 2025

RECOMMENDED ACTION:

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

INTLS: CAO: KO



Emergency Response Plan

Prepared February 2019
Updated January 2025

Table of Contents

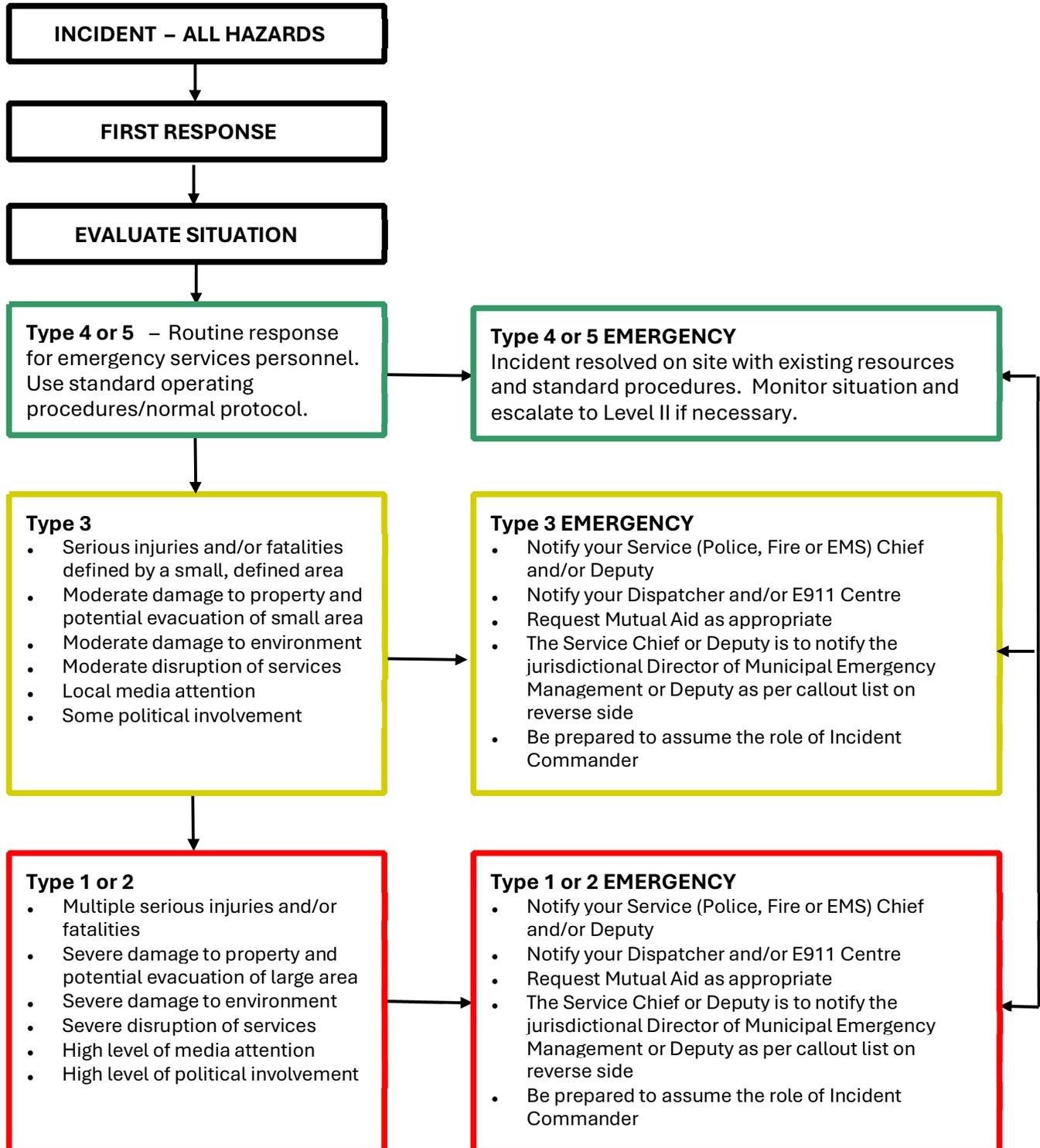
SECTION 1: IMMEDIATE ACTIONS	5
CARSTAIRS EMERGENCY OPERATIONS CENTRE PERSONNEL	6
CREMONA EMERGENCY OPERATIONS CENTRE PERSONNEL	7
DIDSBURY EMERGENCY OPERATIONS CENTRE PERSONNEL	8
MOUNTAIN VIEW COUNTY EMERGENCY OPERATIONS CENTRE PERSONNEL	9
OLDS EMERGENCY OPERATIONS CENTRE PERSONNEL	11
SUNDRE EMERGENCY OPERATIONS CENTRE PERSONNEL	13
SECTION 2: ORGANIZATION	17
COUNCIL EMERGENCY MANAGEMENT ADVISORY COMMITTEES	19
MOUNTAIN VIEW EMERGENCY OPERATIONS CENTRES (ECC)	21
INCIDENT COMMAND POST	26
SECTION 3: EMERGENCY RESPONSE	29
EMERGENCY RESPONSE ACTIVATION	29
DEFINITION OF AN EMERGENCY AND EMERGENCY LEVELS	29
ALARM DESCRIPTION.....	31
ACTIONS ON ALARM	31
SECTION 4: DUTIES AND RESPONSIBILITIES	33
DIRECTOR OF EMERGENCY MANAGEMENT – COMMUNITY ECC	33
ECC DIRECTOR – REGIONAL ECC.....	35
DEPUTY ECC DIRECTOR – REGIONAL ECC.....	36
LIAISON OFFICER – REGIONAL ECC	38
HEALTH AUTHORITY.....	40
SCHOOL BOARD.....	42
INDUSTRY REPRESENTATIVES	44
GOVERNMENT AGENCIES	45
NON-GOVERNMENT ORGANIZATIONS (NGO)	46
JOINT INFORMATION CENTRE INFORMATION OFFICER.....	47
JOINT INFORMATION CENTRE – SOCIAL MEDIA.....	49
JOINT INFORMATION CENTRE - ELECTED OFFICIAL LIAISON	50
LEGAL OFFICER – REGIONAL ECC	51
OCCUPATIONAL HEALTH AND SAFETY OFFICER.....	52

OPERATIONS SECTION CHIEF – REGIONAL ECC	53
SERVICE CHIEF – FIRE	55
SERVICE CHIEF – POLICE	57
SERVICE CHIEF – AMBULANCE.....	59
PUBLIC WORKS	61
SOCIAL SERVICES Director (ESS Director).....	63
SEARCH AND RESCUE	65
PLANNING SECTION CHIEF– REGIONAL ECC	66
LOGISTICS SECTION CHIEF– REGIONAL ECC	68
COMMUNICATIONS	70
FINANCE/ADMIN SECTION CHIEF– REGIONAL ECC	71
SCRIBE	73
INCIDENT COMMANDER	74
SERVICE OFFICERS.....	75
SECTION 5: SPECIFIC FUNCTION PLANS	76
DECLARATION OF A STATE OF LOCAL EMERGENCY.....	76
COMMUNITY EOC ACTIVATION PROCEDURE.....	82
REGIONAL EOC ACTIVATION PROCEDURE – MOUNTAIN VIEW COUNTY OFFICE	82
EVACUATION PLAN	82
PUBLIC AFFAIRS/MEDIA RELATIONS PLAN.....	93
MASS CASUALTY INCIDENT.....	94
COMMUNITY SUPPORT TO COMMUNITY HOSPITAL AND HEALTH CENTRE.....	95
COMMUNITY SUPPORT TO SCHOOL BOARD.....	96
INCIDENT PREPARATION PLAN	96
NOTIFICATION OF SIGNIFICANT EVENTS TO REGIONAL PARTNER.....	98
SECTION 6: ACCOMMODATION SERVICES	100
SECTION 7: POST INCIDENT RECOVERY	130
SECTION 8: EMERGENCY PREPAREDNESS.....	132
EMERGENCY PLANNING	132
TRAINING PROGRAM.....	133
EXERCISE PROGRAM	135
HAZARD ANALYSIS.....	136
SECTION 9: ADMINISTRATION.....	143

PLAN REVIEW UPDATE	143
EMERGENCY MANAGMENT BY-LAWS	144
GLOSSARY	145
LIST OF ACRYNOMS	158
LIST OF REVISIONS.....	160

SECTION 1: IMMEDIATE ACTIONS

EMERGENCY RESPONSE DECISION TREE



CARSTAIRS EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
Director of Emergency Management	Rob McKay	403-337-3341	403-369-8306
Deputy Director of Emergency Management	Ernie Bradley	-	403-466-4422
CAO	Rick Blair	403-337-3341	403-852-9712
Reception Centre	Lori King	403-940-3327	403-969-2733

Position	Name/Title	Work	Cell/Pager
Fire	Jordan Schaffer	403-337-3341	403-968-5083
Alternate	Tyler Rasmussen	-	403-808-0087
Alternate	Shaune Plumb	-	403-807-9409
RCMP	Didsbury RCMP	403-335-3382	-
Public Works	Corriena Fox	403-337-3446	403-369-9318
Alternate	Kerry Verbonac	403-337-3446	403-312-8809
ESS	Lori King	403-940-3327	403-969-2733
Public/Media Information Officer	Lance Colby	-	403-540-7980
Alternate	Rick Blair	-	403-852-9712
Alternate	Dean Allan	-	403-640-6411

CREMONA EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
Director of Emergency Management	Karen O'Connor	403-637-3762	403-638-0400
Deputy Director of Emergency Management	Jon Olfert	-	403-464-3515

Position	Name/Title	Work	Cell/Pager
Fire	Dorien Bibault, Fire Chief	-	403 507 3015
Alternate	Jon Olfert, Deputy Fire Chief	-	403-464-3515
RCMP	Didsbury Detachment	403-335-3381	-
Public Works	Jeremy McNeill	403-637-3762	780-257-7477
ESS	Meghan Vornholt Cremona FCSS	403-510-5421	-

DIDSBURY EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
CAO	Ethan Gorner	403-335-3391	403-586-3095
DEM	Curtis Mosseau	403-335-7729	-
DDEM	Vicki Godsall	403-335-7166	-
DDEM	Stefanie Halfyard	403-335-7366	-
ESS	Nicole Aasen	403-335-7764	403-559-6314

Position	Name/Title	Work	Cell/Pager
Fire Chief	Curtis Mousseau,	403-335-3391	403-899-4298
Alternate	Kyle Leeson, Deputy Chief	-	403-586-2345
Alternate	Lorne Code, Deputy Chief	-	403-507-0497
Ambulance	Alberta Health Services	911	-
RCMP	S.Sgt Steve Brown	403-335-3381	911
Community Peace Officer	Lucas Rahn	403-335-7728	911
	Melissa Trotter	403-556-7727	911
Public Works	Adam Johnson	403-335-7169	403-439-0800
Alternate	Public Works Office	403-335-8343	
AHS	Didsbury Hospital	403-335-9393	1-844-755-1700
Alternate	Didsbury Town Office	335-2030	

Position	Name/Title	Work	Cell/Pager
Public/Media Information Officer	Nicole Aasen	403-335-3391	403-559-6314
Alternate /Communications	Sarah Eichhorst	403-335-3391	-

MOUNTAIN VIEW COUNTY EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
DEM	Ryan Morrison	403-335-3311	403-586-0040
DDEM	Kevin Heppler	403-335-3311	403-994-0834
DDEM	Kevin Heerema	403-335-3311	403-507-0639

Position	Name/Title	Work	Cell/Pager
Public/Media Information Officer	Shelley French	403-335-3311	403-507-5862
Alternate	Natalie McKay	403-335-3311	403-559-7311

EMERGENCY RESPONSE STAFFING

DIRECTOR of EMERGENCY MANAGEMENT / EOC MANAGER			
Name	Home	EOC	Other Locations
Ryan Morrison	403-586-0040	√	√
Kevin Heppler	403-994-0834	√	√

EOC ADMINISTRATION – SCRIBE DUTIES/STATUS UPDATES			
Name	Home	EOC	Other Locations
Lynn Craven	403-556-8508	√	-
Nancy Green	403-337-3112	√	-
Laura Campmans	780-903-6065	√	-

Social Services			
Name	Home	EOC	Other Locations
Laura Campmans	780-903-6065	√	√
Michael Kreiger	403-518-8995	√	√
Josie McGillicky	403-994-0808	√	√

PUBLIC AND MEDIA INFORMATION			
Name	Home	EOC	Other Locations
Shelley French	403-507-5862	√	√
Natalie McKay	403-559-7311	√	√
Christofer Atchison	587-436-4136	√	√

OPERATIONS			
Name	Phone	EOC	Other Locations
Alvin Wisnoski	403-559-8164	-	√
Ryan Morrison	403-586-0040	-	√

TECHNICAL SUPPORT			
Name	Phone	EOC	Other Locations
Don Oldridge	403-335-4443	√	-
Pramod Mishra	403-672-0098	√	-

OLDS EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
DEM	Stephanie Bibault (Deputy Fire Chief)	-	403-415-6930
DDEM	Paul Wright	-	403-507-0363
Finance	Sheena Linderman	403-556-4858	403-318-0285
Emergency Social Services	Michelle LaRoche	403-507-4818	403-438-0115
Public Works	Adrian Pedro	-	403-559-6154
Safety Officer	Debbie Rogers	403-556-4825	403-559-8661
Planning	James Crozier	-	403-507-0785
Public/Media Information Officer (AEA Users)	Melanie Lorek	403-507-4866 403-507-4850	403-556-5640
Scribe	As assigned by DEM (Administrative)	-	-

Position	Name/Title	Work	Cell/Pager
Fire	Justin Andrew	403-507-4860	403-994-0128
DEM	Stephanie Bibault (Deputy Fire Chief)	-	403-415-6930
RCMP	Staff/Sgt. Warren Wright	403-556-3324	-
RCMP Alternate	Sgt. Greg Beach	-	780-213-4127
RCMP Alternate	Cpl Lief Svendson	-	403-619-6587
Senior Community Peace Officer	Paul Wright	-	403-507-0363
Community Peace Officer	Erika Goutsis	-	403-586-5041

MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE - Elected Officials			
Mayor	Judy Dahl	403-559-7886	
Councillor	Heather Ryan	403-819-6028	
Councillor	Wanda Blatz	403-586-0166	

Councillor	Darren Wilson	403-586-4633
Councillor	Daniel Daley	403-559-8250
Councillor	James Cummings	403-586-9480
Councillor	Harvey Walsh	403-556-1191

SUNDRE EMERGENCY OPERATIONS CENTRE PERSONNEL

Position	Name/Title	Work	Cell/Pager
DEM	Ross Clews	403-638-4707	780-908-8982
DDEM	Jim Hall	403-638-4707	403-994-0936
Scribe	Ronda Edwards	403-638-3551	403-638-7739
Communication	Jon Allan	403-638-3551	403-485-1339

Position	Name/Title	Work	Cell/Pager
Fire	Ross Clews	403-638-4707	780-908-8982
Ambulance	Alberta Health Services	911	403-586-0032
RCMP	Sgt. Jody Achtymichuk	403-638-3675	-
RCMP (Alternate)	Corp. Karl 'Joe' Mandel	403-638-3675	-
Public Works	Jim Hall	403-638-4707	403-994-0936
Public Works (Alternate)	Cody Hagen	403-638-4707	403-813-4973
Health Authority	-	403-341-2155	403-304-1871
Fortis	-	403- 310-9473	-
Town of Sundre Gas	Jim Hall	403-638-4707	403-994-0936
Social Services (FCSS)	Sari Werezak	403-638-1011	-
Bylaw Enforcement	Sam Zhao	403-638-4707	403-994-1412

Position	Name/Title	Work	Cell/Pager
Public/Media Information Officer	Jon Allan	638-3551	485-1339

MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE STAFFING			
Position	Name/Title	Work	
Mayor	Richard Warnock	403-813-9488	
Councilor	Jaime Marr	403-638-7980	
Councilor	Owen Petersen	403-638-7996	
Councilor	Paul Isaac	403-507-5309	
Councilor	Chris Vardas	403-638-8118	

Councilor	Connie Anderson	403-638-8324
Councilor	Todd Dalke	403-507-0367
EOC PHONE	Town of Sundre	403-638-8154 403-638-3551 403-638-2100 (Fax) 403-638-4416 403-638-3220

OTHER EOC SUPPORT			
Name	Name/Title	Cell	Work
Alternate Ambulance Service	Guardian	403-556-1160	
AEMA Field Officer	Lorne Thompson	587-591-1874	
AB Energy Regulator Red Deer Field Centre	After hours on-call	403-340-5454	1-800-222-6514
AB Environment & Parks	After hours on-call		1-800-222-6514
Alberta Health Services (Environmental Health)	After hours on-call		866-654-7890
Alberta Health Services Health Inspector	Kelly Holbien	403-559-2152	403-586-0852
Alternate	Nicole McIntrye	403-559-2152	403-304-4042
AB Community and Social Services		403-556-4200	1-866 644-5153 (24 Hours)
Alberta Supports		403-507-8060	1-877-644-9992 (24 Hours)
AB Transportation Dangerous Goods			1-800-415-8690 (24 Hours)
ATCO Gas			1-800-511-3447 (24 Hours)
ATCO Alternate	Joe Horvey		403-556-3798
Anthony Hendy Water Treatment Plant			(403) 227-5828
FORTIS - power			403-556-3798
Olds College	Michael Kelling, Heath, Safety & Security Manager	403-556-8225	403-586-6549
Telus			611 (24 Hours)
CP Rail			800-716-9132
CN			800-465-9239
National Energy Board			1-819-997-7887
TransCanada			1-888-982-7222
NAL Olds			1-888-488-7190

EOC SUPPORT			
Name	Phone	EOC	Other Locations

Lorne Thompson (AEMA)	587-591-1874	√	√
AB Environment	1-800-222-6514	-	-
RCMP	911	-	-
Fire Services	403-295-1813	√	√
EMS	911	√	√
Sundre Petroleum Op Group (SPOG)	1-800-565-0165	√	-
Chinooks Edge School Division	403-396-3248	√	-
David Thompson Health Authority	-	√	-
Calgary Health Region	403-943-5465 ext 2	√	-
Public Utilities	-	√	√

Position	Work	Fax
Health Authority	Health Authority numbers are listed under each municipality	
Epcor Energy	1-800-332-1002 EMERGENCY ONLY	
Central Alberta REA	403-227-4011 EMERGENCY: 403-227-1007	
Atco Gas	403-292-7500	
Crossroads Gas Co-op	403-227-4861 EMERGENCY: 403-341-1615	
Cochrane Lake Gas Co-op	403-932-2707	403-932-2911
Foothills Natural Gas Co-op	403-556-3007	403-556-3224
Cable	1-800-400-9605	
Fortis Alberta	310-9473 (Toll Free)	
Atco Gas	310-5678 or 1-800-511-3447	
Telus	611 (24 Hours)	

SECTION 2: ORGANIZATION

REGIONAL EMERGENCY RESPONSE ORGANIZATION

Council Emergency Management Advisory Committees

The Council Committees are the governing authority supporting emergency response activities within the Mountain View region communities.

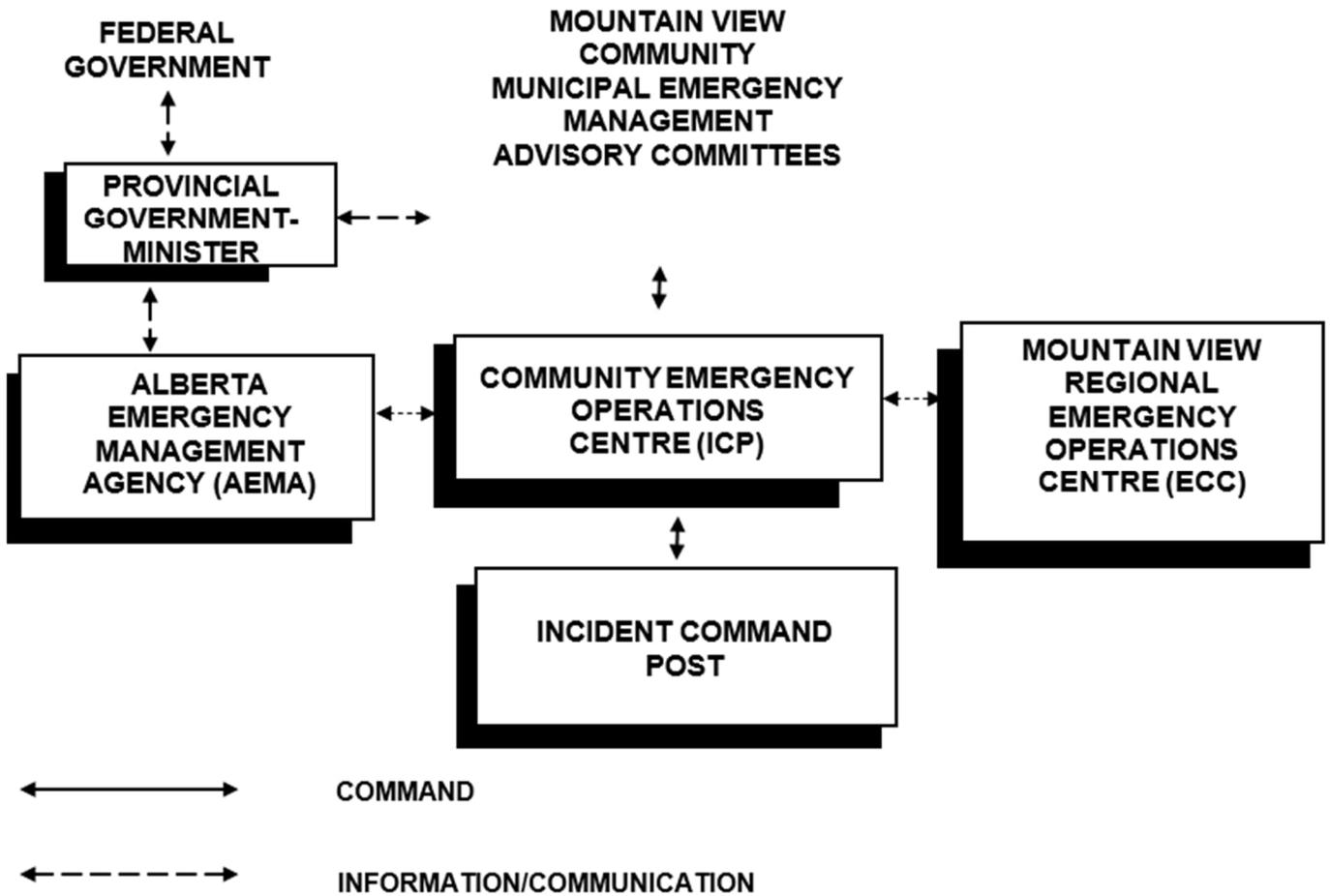
Emergency Coordination Centre (ECC)

Each community within the Mountain View region will maintain its own Incident Command Post (ICP). This staff will be filled by local personnel, as well as will be drawn on from personnel throughout the region. Members of the Mountain View Regional Emergency Management Agency (MVREMA) may be available to help in each of the Community ICP's. The Regional ECC, (note: may also be referred to as an EOC, Emergency Operations Centre) may be mobilized, as required, to act as a coordination and support body for the ICP. The Regional ECC must include a core group of people with strong linkages and communication with the ICP to operate effectively. Personnel staffing this ECC will have no authority in the actual direction of emergency response. Instead, the authority will fall to the ICP located in the municipality most affected by the emergency. The ECC will coordinate the provision of regional support and resources to assist the affected ICP(s) to manage the emergency or disaster.

Incident Command Post (ICP)

The Incident Command Post (ICP) controls the first response and other activities, personnel and communications at the emergency/incident site. First responding agencies will provide the personnel and equipment resources to staff this post and are supported, as required, by mutual aid and contract resources. The may be mobilized when the emergency is a Level II or III. The Director of Emergency Management (DEM) in the affected community is in charge of the Community ECC. He/she is supported by the expertise of various additional Community ECC which could include Service Chiefs (Fire, Police and EMS), Public and Media Information Staff or other staff required.

MOUNTAIN VIEW EMERGENCY RESPONSE ORGANIZATION



Each Community within the Mountain View Region may maintain its own Incident Command Post (ICP) which may be mobilized in a Level II or III emergency,

The "Regional" ECC, which will operate out of the Mountain View County Office (or an unaffected area), will act as an emergency coordination centre (ECC) only. The personnel staffing the Regional ECC will have no authority over emergency response activities.

COUNCIL EMERGENCY MANAGEMENT ADVISORY COMMITTEES

Function

In the event of a local state of emergency, the Director of Emergency Management will assume direction and control. During an emergency situation the Council Emergency Management Advisory Committee (Council Committee) will:

- Declare a state of local emergency if considered necessary. (Reference bylaws identified in Section 10.3.1).
- Decide on the commitment of resources outside the municipal boundaries.
- Keep Council members apprised of actions taken.
- Request assistance from Mutual Aid Agreements and the Government of Alberta if local resources cannot control the situation.

Staffing

The Council Committee in each municipality will be staffed as per individual municipal bylaws

Location

The community Council Committee may be assembled in a location determined by the DEM.

Equipment

The following equipment may be available to each of the Municipal Emergency Management Committee:

- Status board or reports
- Emergency response plan
- Telephone

General

Municipalities within the Mountain View Region have adopted the Incident Command System (ICS) as the management system to be used when managing emergencies at the incident site, the ICP and the ECC.

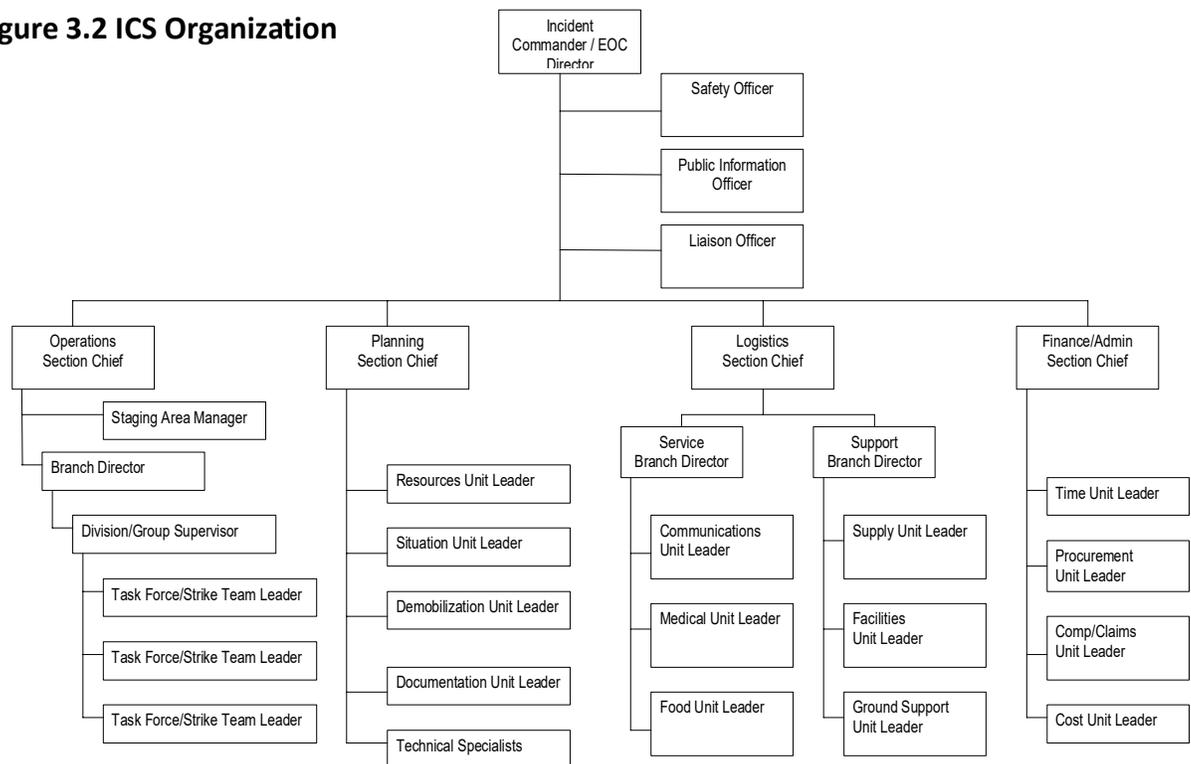
The chain of command will follow the ICS model. It is important to note that regional partners employ ICS with some modifications to align the system with local organizational and functional requirements, e.g. the documentation function falls under the Planning Section in ICS, but is located under the Finance & Administration Section in the ICP and ECC.

INCIDENT COMMAND SYSTEM (ICS)

ICS Doctrinal Organization

For reference purposes the ICS doctrinal organization is included at Figure 3.2. In keeping with ICS principles the ICS Incident Commander (IC) and the ICP/ECC Director will only activate positions that are required to manage the emergency / incident. Leaders will retain responsibility for those subordinate function(s) not activated within their element. For example if a Situation Unit in the Planning Section is not activated the Planning Section Chief is responsible for this function.

Figure 3.2 ICS Organization



ICS Forms

ICS Forms are designed to assist emergency response personnel in the use of ICS. They are intended for use as tools for the creation of the Incident Action Plan (IAP), other management activities, and for support and documentation of incident management activities. ICS Canada generated forms are provided at Section 11.4 of this plan. Fillable ICS forms are available at the ICS Canada website [ICS Canada website](#).

MOUNTAIN VIEW EMERGENCY OPERATIONS CENTRES (ECC)

Description

Municipalities within the Mountain View Region may maintain its own ICP located in the Town/County/Village. The ICP may be mobilized during a Level II or III emergency affecting that community.

The ECC will operate out of the Mountain View County Office (1408 Twp. Rd 32.0), or an unaffected ICP. It will be activated, as directed by the ICP – Director of Emergency Management, to provide additional support and assistance to the affected ICP. The ECC will supply support but will not direct response activities.

Function

The Mountain View ICPs are set up to:

- Provide direct support to response activities.
- Support and give direction to the Incident Commander and emergency response operations within their jurisdiction.
- Maintain executive control over emergency operations.
- Obtain resources as required to assist with Emergency Operations in the community.
- Provide public and media relation resources.

The Mountain View ECC is set up to lend additional support to the ICP.

Activation

The affected ICPs may be mobilized in the event of a Level II or III emergency. The first member of the ICP will notify the Director of Emergency Management who may be assigned the task of implementing a fan out notification list.

A minimum of two Directors of Emergency Management of the affected communities may request activation of the ECC based on the scope of the emergency and resource requirements.

Once a decision to activate the ECC has been taken the DEM of the community impacted by the event will organize a teleconference or in person meeting of regional DEMs or their representatives to discuss the staffing of the ECC. A priority outcome of this meeting is the identification of personnel from non-impacted communities to staff the ECC.

Staffing

The following positions may be staffed in the ICP or ECC:

- Director of Emergency Management – ECC Manager
- Deputy Director of Emergency Management
- Command Staff:

- Liaison Officer
- Agency Representatives: Health Authority, School board, Industry Representatives, Government Agencies, Non-government organizations (NGOs)
- Joint Information Centre
 - Public Information officer
 - Social Media
 - Elected Official Liaison
- Legal
- Occupational Health and Safety
- Operations Section Chief
 - Fire Department
 - Ambulance
 - RCMP
 - Public Works\Operations Department
 - Emergency Social Services
 - Search and Rescue
- Planning Section Chief
 - GIS Support
- Logistics Section Chief
 - Communications
- Finance/Admin Chief
 - Scribe

The ECC staff may be similar to the ICP staff. Their operations will be led by an ECC Director (usually a DEM or DDEM from a non-affected community) who will be responsible for deciding which positions need to be filled based upon the severity and scope of the emergency.

Contingency plans to replace staff should be made no later than six (6) hours into an incident.

Locations

The ICPs or ECC's are located at the following locations with both Key Positions (KP) and Pooled Positions (PP) staffing them: (Section 7; 7.5 Emergency Operations Staff)

CARSTAIRS:

Town Office
844 Center Street
Carstairs, AB T0M 0N0

Alternate:

Fire Hall
1450 Gough Road
Carstairs, AB T0M 0N0

CREMONA:

Town Office/Fire Hall/Library
205 1st Street East
Cremona, AB T0M 0R0

WATER VALLEY:

Water Valley Fire Hall
5167 Highway 579
Mountain View County, AB T0M 2E1

DIDSBURY:

Fire Hall
2700 – 19 Street
Didsbury, AB T0M 0W0

MOUNTAIN VIEW COUNTY:

Mountain View County Office
10-1408 Twp Rd. 320
Didsbury, AB T0M 0W0

OLDS:

Fire Hall
5110B – 65 Avenue
Olds, AB T4H 1L8

SUNDRE:

Town Office
717 Main Ave W,
Sundre, AB T0M 1X0

Alternate:

*Sundre Golf Course
5154 Highway 22
Sundre, AB T0M1X0.*

The ECC will be located at the Mountain View County Office (1408 Twp. Rd 320) or at an unaffected Agency EOC.

Equipment

The following equipment is found in, or can quickly be made available to the Emergency Operations Centre's ECCs:

- Regional/Municipal Emergency Response Plans
- Whiteboard
- Flip Charts

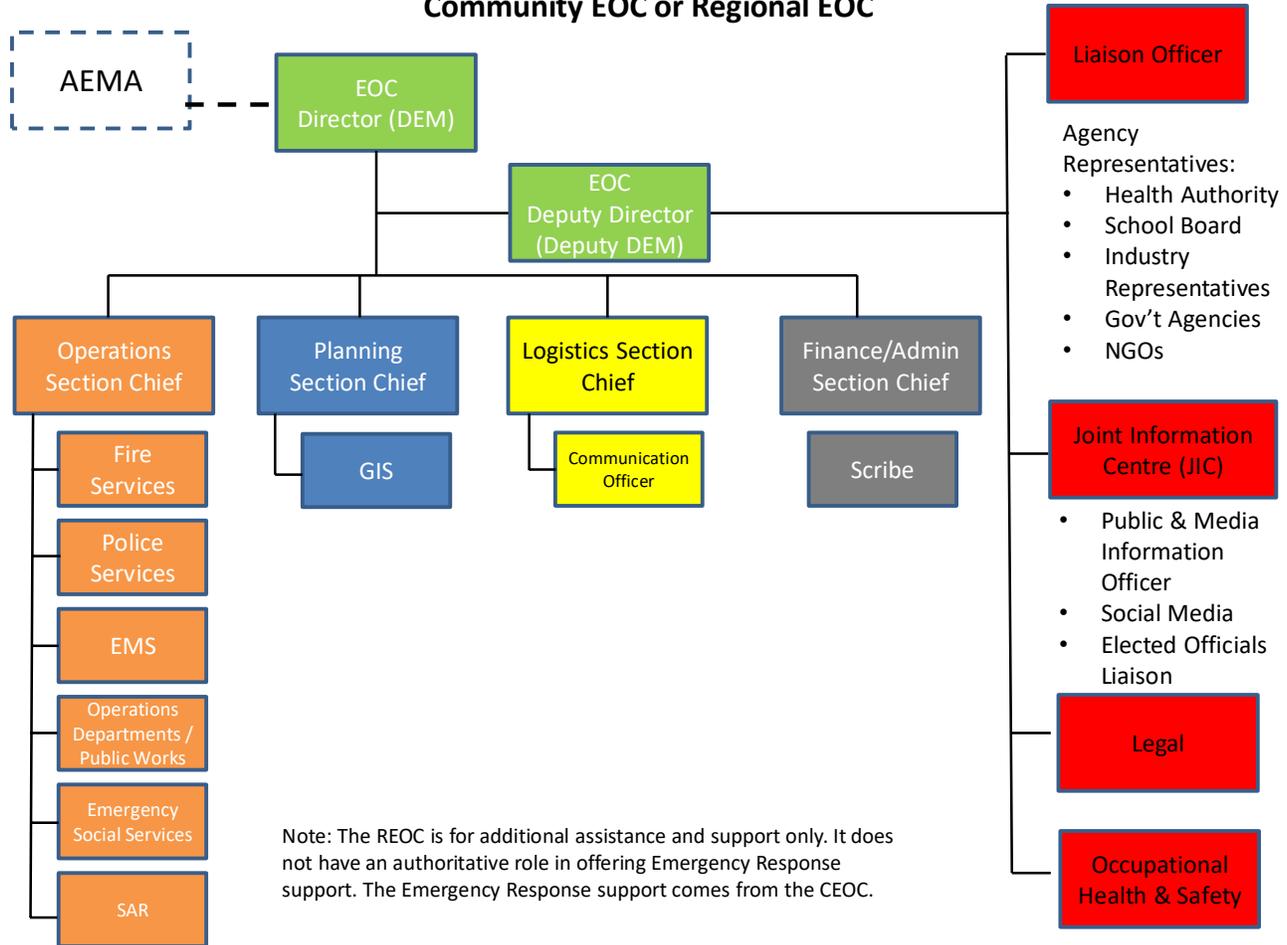
- PC
- Printer
- Fax machine
- Photocopier
- Battery radio
- Battery clock
- Television
- Overhead projector and screen
- Telephones
- Cell phones
- Batteries and chargers
- Emergency power for lights and electrical outlets

Set Up

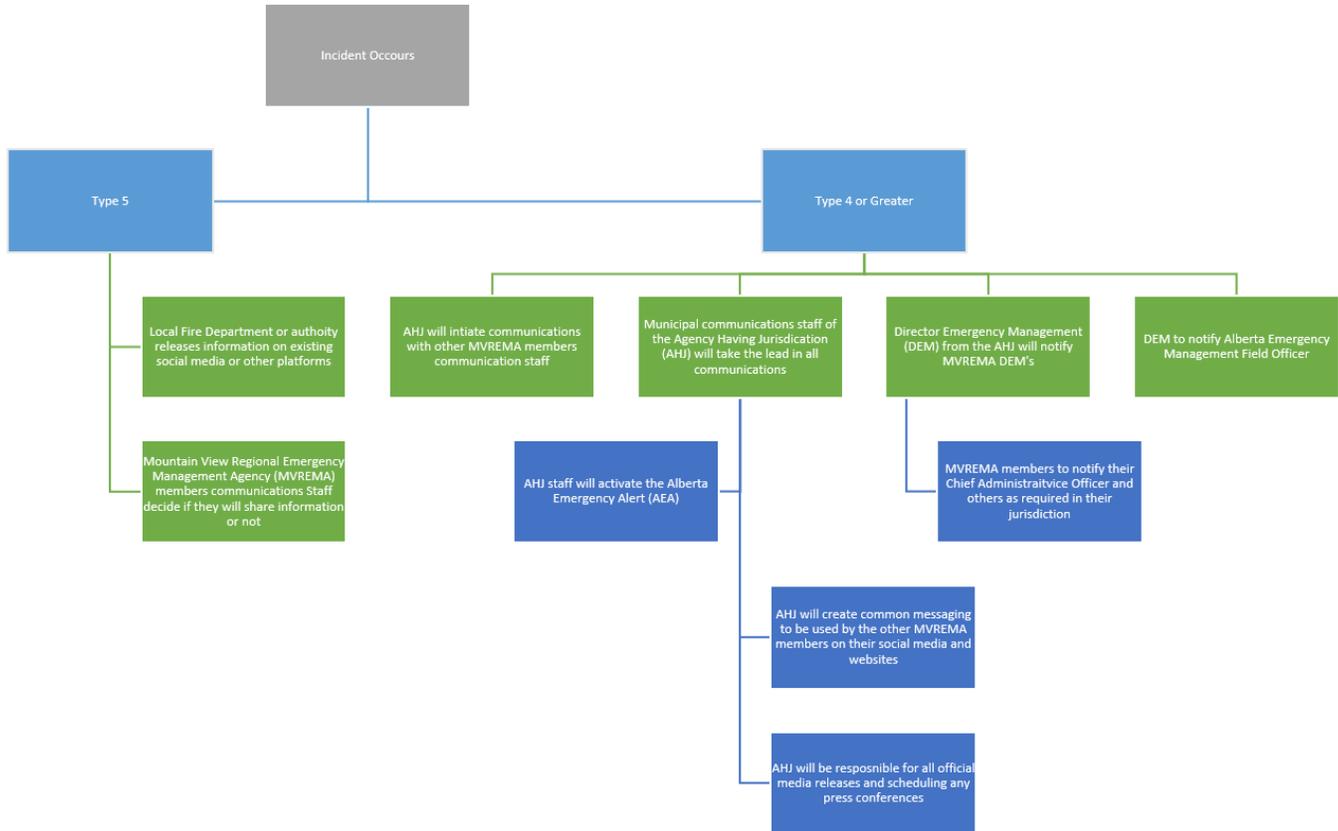
The following procedure is to be followed when setting up the ECC:

- Establish radio and or telephone communication
- Open a time and event log
- Set up telephones
- Set up computer terminals
- Determine the need for support personnel

Community EOC or Regional EOC



**MOUNTAIN VIEW REGIONAL EMERGENCY MANAGEMENT AGENCY
ECC, UNIFIED COMMAND COMMUNICATIONS FLOW CHART**



INCIDENT COMMAND POST

Description

The Incident Command Post is the control centre for all on scene operations. The Incident Command Post will make requests to the COEC to ensure appropriate resources are in place to support emergency response operations.

Staffing

The Incident Command Post may be staffed by the:

- Incident Commander – This position is normally filled by the most senior position of the primary service involved. If necessary, the Director of Emergency Management has the authority to appoint an Incident Commander.
- Service Officers
- Communications Operators and/or Messengers

Function

The function of the Incident Command Post is to manage the:

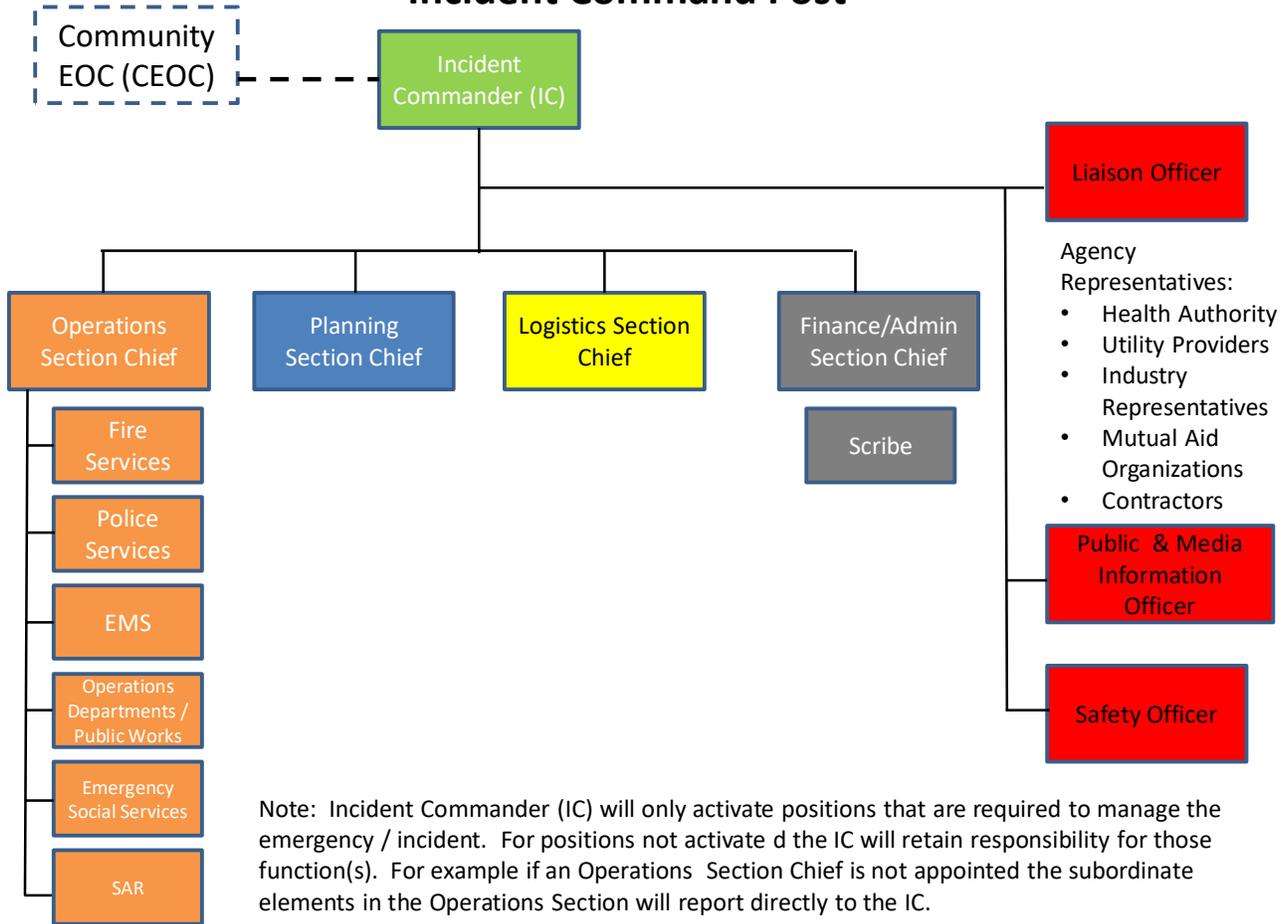
- Activities of emergency response services
- Firefighting operations
- Rescue, emergency medical care and casualty evacuation
- Request for additional resources
- Security of the emergency site
- Evacuation of the immediate danger area
- Staging and deployment of all mutual aid and other resources
- Provide situation reports to the Community ECC
- Communicate requests for aid to the ICP
- Advise the ICP of need to escalate the emergency level of an incident.

Location

The Incident Command Post will be placed in a location to provide:

- Central control over all on-site response activities.
- Close proximity to the incident without being in a danger area.
- Communication with the Community ECC.
- Adequate room to accommodate the heads of the services required to assist with response operations.

Incident Command Post



SECTION 3: EMERGENCY RESPONSE

EMERGENCY RESPONSE ACTIVATION

The Mountain View Regional Emergency Response Organization will be activated according to the severity of the incident. Severity of the emergency can be evaluated using the following guidelines.

DEFINITION OF AN EMERGENCY AND EMERGENCY LEVELS

An emergency is defined as an event, which threatens the health, public safety and/or property of Mountain View Region residents and requires the prompt co-ordination of action. An emergency may require special regulation of persons or property to protect the health, safety, and welfare of people or property.

For the purpose of emergency planning, the Mountain View Region uses the Incident Command System to establish level of severity. Type 4 and 5 are the least serious level of emergency and Type 1 is the most serious level of emergency. The level of emergency can be escalated or scaled down depending on circumstances.

Type 4 or 5

A situation exists that represents a low impact to the operations of the Mountain View Region and a possible requirement for some key departments to respond to the incident. There is:

- Minor injuries to Mountain View Region residents or members of the public
- Minor damage to Mountain View Region property
- Minor damage to the environment
- Little or no media attention to the incident
- No political attention to the incident
- Limited disruption of services
- No requirements for mutual aid assistance

Examples of a Type 4 or 5 Emergency are but not limited to:

- Small isolated fire
- Short term interruption of utilities
- Small confinable chemical spill

Type 3

A serious event or multiple events affecting the health and safety of the public or significant damage to property within the Mountain View Region. Impacts are felt by a small, defined area of the Region. There is a risk or are risks of one or more of the following:

- Serious injuries or fatalities to Mountain View Region residents or members of the general public
- Moderate damage to the environment
- Local political attention to the incident
- Significant disruption of services
- Attract news media and regulatory attention
- A requirement to request assistance from mutual aid services
- May require the complete shut-down of a key service within the Mountain View Region for a short period
- May require evacuation

Examples of a Type 3 Emergency are, but are not limited to:

- Chemical release/spill
- Utility loss for a short period
- Closure of Highway 2

Type 1 or 2

A serious event or multiple events affecting the health and safety of the public or significant damage to property within the Mountain View Region. Impacts are felt by a large area of the Region. There is a risk or risks of:

- Multiple serious injuries to Mountain View Region residents or members of the general public
- Fatalities to Mountain View Region residents or members of the general public
- Significant damage to Mountain View Region property
- Significant damage to public and private property
- Serious damage to the environment
- High level of political (municipal, provincial, federal) attention to the incident
- A requirement to relocate services provided within the Mountain View Region
- Disruption to all areas of service
- Significant news media and regulatory attention
- May require the complete shut-down of utilities for an extended period
- May require evacuation of a large area of the Region.

Examples of a Type 1 or 2 Emergency are but are not limited to:

- Chemical/Gas release
- Mass Casualty Incident

- Mass Shooting/Terrorist Act
- Severe Winter Weather
- Water Contamination

ALARM DESCRIPTION

All Emergencies

In the event of an emergency occurring within the Mountain View Region, Emergency Services will be notified by the **911 alarm**.

Depending on the nature and magnitude of the emergency the Directors of Emergency Management will be notified by the Service Chiefs involved.

Alberta Emergency Alert

If the nature and magnitude of the emergency requires warning of residents and the general public, a warning will be broadcast over all radio and TV stations, internet, social media, mobile phones, and partner distribution channels utilizing the Alberta Emergency Alert (AEA) public warning system. This system can be activated by Municipal authorized users. Immediately following the transmission of the warning ensure that Alberta Emergency Management Agency Provincial Duty Officer (1-866-618-2362) is advised of the event.

Warning Messages for the AEA system will contain the following basic information:

- Nature of emergency stated clearly at the start of the message
- Identification of the area and population at risk providing geographic descriptions
- Description of actions for members of the public to take for property or self-protection
- Time lines of the expected duration of the emergency situation

Highway Electronic Signs

There may be occasions where it is desirable to notify the public via highway electronic road signs. These signs are controlled centrally by Alberta Transportation and should be accessed through the Government of Alberta Provincial Operations Centre (POC).

All Clear / Emergency Resolved

When the emergency has been resolved the AEA alert and/or highway road sign messaging should be cancelled and impacted residents and the media informed.

ACTIONS ON ALARM

Actions on alarm are the immediate actions to be taken by Emergency Responders.

Service Chiefs

Upon notification of an emergency situation affecting the Mountain View Region, Service Chiefs receiving the 911 alarm will:

1. Assess the emergency;
2. Respond to the affected area;
3. Activate other Service Chiefs based on incident evaluation;
4. Initiate immediate actions and control measures within the scope of their responsibilities;
5. Contact the Directors of Emergency Management.

Directors of Emergency Management

Upon notification of an emergency situation affecting the Mountain View Region, Directors of Emergency Management will:

1. Assess the level of emergency;
2. Initiate ICP personnel call out as required;
3. Assume control of ICP;
4. Communicate with Service Chiefs and residents regarding the emergency;
5. Advise Mayor/Reeve or Town/Village/County Manager of response requirements;
6. Advise AEMA Field Officers;
7. Recommend a Local State of Emergency be declared as required;
8. For information purposes, notify other Mountain View Region DEMs of the situation if the ICP is activated.
9. Initiate mutual aid agreements as required.
10. Request activation of the ECC if required.

Other ICP Personnel

Upon notification of a Type 1 or 2 emergency situation in the Mountain View Region, Incident Command Post personnel will:

1. Report to the ICP;
2. Initiate response activities as directed by the Directors of Emergency Management;
3. Mobilize departmental resources as required.

Municipal Council Emergency Management Advisory Committee

When notified of a Type 1 or Type 2 emergency in the Mountain View Region, the involved Council Emergency Advisory Committee will:

1. Evaluate the information available based on emergency type criteria;
2. If required, initiate emergency management bylaw to declare local state of emergency;
3. Establish communication with other levels of government (i.e. MLA, Premier and/or federal MP.)

SECTION 4: DUTIES AND RESPONSIBILITIES

DIRECTOR OF EMERGENCY MANAGEMENT – COMMUNITY ECC

POSITION	Director of Emergency Management
LOCATION	Incident Command Post (ICP) (Carstairs, Cremona, Didsbury, Mountain View County, Olds or Sundre)
ASSIGNED	Director of Emergency Management Within Affected Community
ALTERNATE	Most qualified resource available (consider MVREMA/CRAHIMT)
ROLE	Overall responsibility for management of emergency response in the affected municipality.
RESPONSIBILITIES	<p>The Director of Emergency Management will:</p> <ol style="list-style-type: none">1. Implement the emergency response plan2. Ensure the ICP positions are staffed3. Provide the overall management direction to ICP staff for response and recovery activities4. Provide direct support to incident site response operations5. Recommend implementation of Local State of Emergency as required6. Ensure the Alberta Emergency Alert (AEA) system is activated as required (Section 4.3.2)7. Co-ordinate the activities of all elements of the ICP as required8. Continuously assess and evaluate the situation9. Determine need for activation of Regional EEC10. Establish ICP goals (short and long term) and objectives appropriate to the emergency11. Establish or confirm priorities for response and recovery activities12. Activate the required Emergency Services to deal with the emergency13. Determine, in consultation with the Incident Commander, the need for evacuation of residents or personnel, or the need for protective measures, such as shelter in place14. Ensure evacuation plan is carried out as required15. Evaluate broad impacts of emergency on:<ul style="list-style-type: none">• Public Safety• Environment

- Community Image
- 16. Approve the ICP action plans
- 17. Ensure resources required to control incident are acquired
- 18. Conduct regular briefings with all representatives of the ICP
- 19. Ensure Alberta Emergency Management Agency is informed of developments and refer major problems for their decision, if appropriate
- 20. Coordinate activities with the appropriate external emergency response organizations and agencies
- 21. Coordinate Public/Media Information through an appropriately qualified spokesperson
- 22. Act as liaison between the ICP and elected officials (as required)
- 23. Consult with elected officials on issues of policy (as required)
- 24. Ensure a time and event log is maintained
- 25. Ensure written and/or electronic records of all activities are maintained
- 26. Ensure resources required to control incident are acquired
- 27. Determine and implement the all-clear when immediate hazard to public is over

**INDIVIDUAL
TRAINING
REQUIRED**

The following courses must be completed within 18 months of being appointed as the director of a local authority's emergency management agency, or by July 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100, 200, and 300
- The Director of Emergency Management Course

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS-201 Initial Incident Briefing / Initial Response
- ICS-202 Incident Objectives Incident Commander
- ICS 214 Activity Log

ECC DIRECTOR – REGIONAL ECC

POSITION	Regional Emergency Coordination Centre (RECC) Director (reports to the Director of Emergency Management of affected community)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Director of Emergency Management From a Pooled Position
ALTERNATE	Deputy Director of Emergency Management From a Pooled Position
ROLE	Overall responsibility for management of Regional ECC. The Regional ECC will provide support and assistance to the affected Community ECC emergency response in the affected municipality.
RESPONSIBILITIES	The ECC Director will: <ol style="list-style-type: none">1. Co-ordinate support for activities as required2. Continuously assess and evaluate the situation3. Ensure the necessary Regional ECC positions are staffed.4. Provide support to establish priorities5. Coordinate support with the appropriate external organizations and agencies.6. Co-ordinate Public/Media Information through an appropriately qualified spokesperson, if necessary7. Ensure prompt notification of all external agencies.8. Ensure a time and event log is maintained9. Support ICP to develop long-term goals including planning for recovery10. Support ICP to determine and implement the all-clear when immediate hazard to public is over
INDIVIDUAL TRAINING REQUIRED	The following courses must be completed within 18 months of being appointed as the director of a local authority's emergency management agency, or by July 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100, 200, and 300• The Director of Emergency Management Course
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS-201 Initial Incident Briefing / Initial Response• ICS-202 Incident Objectives Incident Commander• ICS 214 Activity Log

DEPUTY ECC DIRECTOR – REGIONAL ECC

POSITION	Deputy ECC Director (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Deputy Director of Emergency Management
ALTERNATE	Either the DEM from another municipality or the DDEM would be the alternate or support for the DDEM.
ROLE	Provide relief for the ECC Director as required and overall responsibility for management of the command staff functions activated by the ECC Director
RESPONSIBILITIES	The Deputy ECC Director will: <ol style="list-style-type: none">1. On behalf of the ECC Director manage the activities of the command staff (Liaison Officer, Joint Information Centre, Legal and Occupational Health and Safety.2. Perform the duties of Liaison Officer if one is not appointed.3. During the temporary absence of the ECC Director, assume the role of the ECC Director4. Provide for, health, safety and welfare of all ECC staff5. Monitor all ECC staff to ensure shift changes take place as required6. Monitor the ECC organizational and staff effectiveness and advise the ECC Director on changes that may be necessary7. Ensure required personnel are in attendance at the ECC8. Assist the ECC Director with activities, such as briefings, meetings, interviews, etc.9. Assist the ECC Director with overall management of the response and recovery activities10. Undertake special assignments at the request of the ECC Director11. Ensure the necessary Command Staff positions are staffed as requested by the ECC Director12. Coordinate activities with the activated support elements13. Provide regular updates to the ECC Director on the activities of the Command Staff14. Carry out other duties as assigned by the ECC Director15. Participate in ECC briefings16. Participate in post-incident debriefings17. Participate in follow-up activities as required18. Maintain a Personal Time and Event log of all activities

19. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

The following courses must be completed within 18 months of being appointed as the director of a local authority's emergency management agency, or by July 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100, 200, and 300
- The Director of Emergency Management Course

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 214 Activity Log

LIAISON OFFICER – REGIONAL ECC

POSITION	Liaison Officer (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	To Be Determined (TBD)
ALTERNATE	TBD
ROLE	The Liaison Officer is the primary contact for agency representatives with the overall responsibility for management of supporting agencies and organizations.
RESPONSIBILITIES	<p>The Liaison Officer will:</p> <ol style="list-style-type: none">1. Be a contact for Agency representatives.2. Maintain a list of assisting and cooperating agencies and organizations and their representatives3. Assist in establishing and coordinating the activities of activated support organizations including:<ul style="list-style-type: none">• Health Authority• School Board• Industry Representatives• Government Agencies• Non-Government Organizations• Other supporting agencies and organizations4. Communications Monitor incident operations to identify current or potential inter-organizational problems.5. Ensure ECC organization chart is posted and updated6. Maintain liaison with AEMA and external organizations not activated within the ECC, as appropriate7. Advise the ECC Deputy Director of communications and resource requests from external agencies8. Provide regular updates to the ECC Director on the activities of the supporting organizations9. Carry out other duties as assigned by the ECC Deputy Director10. Participate in ECC briefings11. Participate in post-incident debriefings12. Participate in follow-up activities as required13. Maintain a Personal Time and Event log of all activities14. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

HEALTH AUTHORITY

POSITION	Health Authority – Activated at the discretion of the ECC Director (reports to the Liaison Officer)
LOCATION	Community Emergency Operations Centre (ECC)
ASSIGNED	Health Authority Emergency Response Representative
ALTERNATE	Alternate Health Authority Emergency Response Representative
ROLE	Co-ordinate medical, treatment and public health activities.
RESPONSIBILITIES	Representation from the Health Authority will: <ol style="list-style-type: none">1. Report to the Emergency Operations Centre (ECC) and advise ECC team members on matters of public health and on any remedial action necessary or already initiated2. Keep the Liaison Officer and Deputy ECC Director informed on the status of resources and response activities of the Health Authority3. If it is necessary for representation from the Health Authority to be at the incident site he/she must ensure a service representative is at the Emergency Operations Centre4. Dispatch a Public Health Officer to the incident site as required.5. Maintain contact with Public Health Officer6. Ensure timely procurement of resources required for emergency response and site remediation on an advisory level7. Maintain a current record of emergency resources of the Health Authority8. Maintain liaison with other Services on matters of mutual concern9. Facilitate and implement actions required to support the emergency response10. Prepare information, in consultation with ECC Director, on related health hazards for release to the public11. Direct the response to disease related emergencies such as epidemics in accordance with regional health authority policies and guidelines12. Coordinate for the care of non-ambulatory people and special needs living at home within the emergency area and in reception centers13. Liaise with Social Services regarding the status of reception centers14. Keep the Incident Commander informed of current activities and the state of resources of the Health Authority

15. Advise the Information Officer of any important operational decisions made and/or action taken concerning the Health Authority
16. Open and maintain a log of decisions made and actions taken by Health Authority
17. Prepare respective portion of Situation Reports
18. Participate in ECC briefings
19. Participate in post-incident debriefings
20. Participate in follow-up activities as required
21. Maintain a Personal Time and Event log of all activities
22. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

It is desirable that the individual assigned this role complete the following courses:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

SCHOOL BOARD

POSITION School Board – Activated at the discretion of the ECC Director (reports to the Liaison Officer)

LOCATION Community Emergency Operations Centre (ECC)

ASSIGNED TBD

ALTERNATE TBD

ROLE Act as the primary school board liaison to the Community ECC. Access School Board resources as needed to provide assistance in the event of an emergency response. Resources include but are not limited to Transportation, Accommodation and Evacuation services.

RESPONSIBILITIES The **School Board Representative** will:

1. Act as the point of contact for the affected school board impacted by an incident
2. Send personnel as required to assist the ECC Director or Incident Commander
3. Provide information to the Liaison Officer and Deputy ECC Director
4. Coordinate School Board personnel and activities with Emergency Services
5. Provide additional personnel to the ECC as required by the situation
6. Arrange counseling services for staff and students as needed
7. Attend all briefings and offer input as required
8. Keep a written record of all School Board related activities and actions while in the ECC or as related to emergency response
9. Participate in ECC briefings
10. Participate in post-incident debriefings
11. Participate in follow-up activities as required
12. Maintain a Personal Time and Event log of all activities
13. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

INDIVIDUAL TRAINING REQUIRED It is desirable that the individual assigned this role complete the following courses:

- Basic Emergency Management

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- Incident Command System 100
- ICS 214 Activity Log

INDUSTRY REPRESENTATIVES

POSITION Industry Representatives – Activated at the discretion of the ECC Director (reports to the Liaison Officer)

LOCATION Community Emergency Operations Centre (ECC)

ASSIGNED Position to be filled as required by the ECC Director by the industry involved

ALTERNATE N/A

ROLE To provide expertise and knowledge to the ECC and the incident site emergency responders.

RESPONSIBILITIES The **Industry Representative** will:

1. Provide information regarding Company operations to emergency responders and to the ECC Liaison Officer and Deputy ECC Director
2. Identify hazards associated with Company operations and facilities
3. Mobilize company resources to assist emergency operations
4. Maintain a written record of all company activities
5. Participate in ECC briefings
6. Participate in post-incident debriefings
7. Participate in follow-up activities as required
8. Maintain a Personal Time and Event log of all activities
9. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

INDIVIDUAL TRAINING REQUIRED It is desirable that the individual assigned this role complete the following courses:

- Basic Emergency Management
- Incident Command System 100

POSITION RESPONSIBLE TO PREPARE ICS FORM

- ICS 214 Activity Log

GOVERNMENT AGENCIES

POSITION **Government Agencies – Activated at the discretion of the ECC Director** (reports to the Liaison Officer)

LOCATION Community Emergency Operations Centre (ECC)

ASSIGNED Position to be filled as required by the ECC Director

ALTERNATE N/A

ROLE To provide expertise and knowledge to the ECC and the incident site emergency responders. Overall coordination and management of specific government agency responding to crisis.

RESPONSIBILITIES The **Government Agencies Representative** will:

1. Serve as liaison between ECC and the Agency they represent
2. Provide direction regarding which regulations apply to emergency situation
3. Provide ECC with advice on capabilities and resources available to assist in the emergency
4. Participate in ECC briefings
5. Participate in post-incident debriefings
6. Participate in follow-up activities as required
7. Maintain a Personal Time and Event log of all activities
8. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

INDIVIDUAL TRAINING REQUIRED It is desirable that the individual assigned this role complete the following courses:

- Basic Emergency Management
- Incident Command System 100

POSITION RESPONSIBLE TO PREPARE ICS FORM • ICS 214 Activity Log

NON-GOVERNMENT ORGANIZATIONS (NGO)

POSITION	Non-Government Organization Representatives – Activated at the discretion of the ECC Director (reports to the Liaison Officer)
LOCATION	Community Emergency Operations Centre (ECC) or Regional Emergency Operations Centre (RECC)
ASSIGNED	Position to be filled as required by the ECC Director by the NGO involved
ALTERNATE	N/A
ROLE	To provide expertise and knowledge to the ECC and the incident site emergency responders.
RESPONSIBILITIES	The NGO Representative will: <ol style="list-style-type: none">1. Provide information regarding NGO operations to emergency responders and to the ECC Liaison Officer and Deputy ECC Director2. Mobilize NGO resources to assist emergency operations3. Maintain a written record of all NGO activities4. Participate in ECC briefings5. Participate in post-incident debriefings6. Participate in follow-up activities as required7. Maintain a Personal Time and Event log of all activities8. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	It is desirable that the individual assigned this role complete the following courses: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

JOINT INFORMATION CENTRE INFORMATION OFFICER

POSITION	Information Officer (reports to the ECC Director)
LOCATION	Community Emergency Operations Centre (CECC) and/or Regional Emergency Operations Centre (RECC)
ASSIGNED	Director of the Communications Department
ALTERNATE	Assistant Director of the Communications Department
ROLE	To develop and manage the release of information concerning an incident in their respective region to the news media and the public. Information Officer will monitor and maintain adequate communications resources to support the municipality.
RESPONSIBILITIES	The Information Officer will: <ol style="list-style-type: none">1. Manage the activities of the Joint Information Centre (JIC) supporting information, social media and ensuring elected officials information requirements are supported.2. Manage the Information Room3. Develop a communications strategy and oversee the release of information on the incident, response and recovery operations4. Manage all public and media relations' activities5. Establish open lines of communications with key stakeholders, residents, municipal staff, local authorities, media, special interest groups, government officials and the general public6. Acquire and assign required resources to manage information needs7. Develop a media briefing schedule and inform all media outlets8. Determine from the Incident Commander if there are any limits on9. Information release. Write and distribute news releases and media notices. Obtain approval from ECC Director for all media releases.10. Ensure designated spokesperson is briefed prior to giving media briefings or interviews11. Act as spokesperson as required12. Advise the Director of Emergency Management and other personnel of the public affairs implications of the emergency response operation13. Monitor and maintain a record of all newspaper articles, radio and television broadcasts, social media and press conferences and briefings. Obtain media information that may be useful to incident planning.

14. Co-ordinate information release with public information officers from other agencies
15. Establish open lines of communications with key stakeholders, residents, municipal staff, local authorities, media, special interest groups, government officials and the general public
16. Participate in ECC briefings
17. Participate in post-incident debriefings
18. Participate in follow-up activities as required
19. Maintain a Personal Time and Event log of all activities
20. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
21. Update website, as necessary
22. Develop messages for call centers, ECC Staff
23. Coordinate with other Public Information Officers from government and industry, as necessary
24. Carry out other duties as assigned by the ECC Director

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

JOINT INFORMATION CENTRE – SOCIAL MEDIA

POSITION	Social Media Officer (reports to the Information Officer)
LOCATION	Community Emergency Operations Centre (CECC) and/or Regional Emergency Operations Centre (RECC)
ASSIGNED	Staff Person with social media knowledge/skills
ALTERNATE	N/A
ROLE	Monitor social media related to emergency crisis.
RESPONSIBILITIES	The Social Media person will: <ol style="list-style-type: none">1. Advise ECC Information Officer on the use of social media applicable to emergency situation2. Report to ECC Information Officer3. Monitor social media for information related to the incident or emergency being managed and for rumor control.4. Obtain information that may be useful to incident planning.5. Write and distribute information via social media relevant to the incident/emergency. Obtain approval from the Information Officer for all messaging.6. Participate in ECC briefings7. Participate in post-incident debriefings8. Participate in follow-up activities as required9. Maintain a Personal Time and Event log of all activities10. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

JOINT INFORMATION CENTRE - ELECTED OFFICIAL LIAISON

POSITION	Elected Official Liaison (reports to the Information Officer)
LOCATION	Community Emergency Operations Centre (ECC)
ASSIGNED	TBD
ALTERNATE	TBD
ROLE	Act as liaison to elected officials and assist the ECC director to meet the information requirements of the elected officials.
RESPONSIBILITIES	The Elected Official Liaison Will: <ol style="list-style-type: none">1. Support the ECC Director in his duty to consult with and to act as liaison between the ECC and elected officials (as required)2. Act as the primary point of contact for requests for information from elected officials3. Report to the Information officer.4. Participate in ECC briefings5. Participate in post-incident debriefings6. Participate in follow-up activities as required7. Maintain a Personal Time and Event log of all activities8. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

LEGAL OFFICER – REGIONAL ECC

POSITION	Legal Officer (reports to the ECC Director)
LOCATION	Community Emergency Operations Centre (ECC)
ASSIGNED	Staff Person with Legal Knowledge
ALTERNATE	N/A
ROLE	Monitor legal issues related to emergency crisis.
RESPONSIBILITIES	The Legal Representative will: <ol style="list-style-type: none">1. Advise ECC Director on legislation applicable to emergency situation2. Report to Deputy ECC Director3. Assess Community's legal standing regarding causes and impacts of emergency and resultant response operations4. Review declaration of Local State of Local Emergency5. Maintain written records of all Legal activities6. Participate in ECC briefings7. Participate in post-incident debriefings8. Participate in follow-up activities as required9. Maintain a Personal Time and Event log of all activities10. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

OCCUPATIONAL HEALTH AND SAFETY OFFICER

POSITION	Occupational Health And Safety (OH&S) Officer (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	To a staff member with OH&S expertise
ALTERNATE	TBD
ROLE	Overall responsibility to advise the Incident Commander and the ECC Director on OH&S issues related to the event in order to develop and recommend measures for assuring personnel safety, and to assist and/or anticipate hazardous and unsafe situations.
RESPONSIBILITIES	The OH&S Officer will: <ol style="list-style-type: none">1. Advise the Incident Commander and the ECC Director on OH&S issues related to the event2. Identify hazardous situations associated with the incident.3. Review the Incident Action Plan for safety implications.4. Exercise emergency authority to stop and prevent unsafe acts.5. Investigate accidents that have occurred within the incident area.6. Participate in ECC planning meetings and briefings7. Participate in post-incident debriefings8. Participate in follow-up activities as required9. Maintain a Personal Time and Event log of all activities10. Provide key information to the ECC Scribe for inclusion in the Master Record of Events11. Carry out other duties as assigned by the ECC Director
INDIVIDUAL TRAINING REQUIRED	Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 208 Safety Message/Plan• ICS 214 Activity Log• ICS 215A Incident Action Plan Safety Analysis

OPERATIONS SECTION CHIEF – REGIONAL ECC

POSITION	Operations Section Chief (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Director of Emergency Management From a Pooled Position
ALTERNATE	Deputy Director of Emergency Management From a Pooled Position
ROLE	The Operations Section is responsible for all activities focused on the reduction of the immediate hazard, establishing situational control, and restoration of normal operations. This Section is responsible for carrying out the response activities as described in an Incident Action Plan (IAP).
RESPONSIBILITIES	The Operations Section Chief will: <ol style="list-style-type: none">1. Supervise the execution of the Incident Action Plan.2. Co-ordinate information and activities of the responding organizations:<ul style="list-style-type: none">• Fire Services• Police Services• Emergency Medical Services• Public Works/Operations Department• Emergency Social Services• Search and Rescue3. Serve as liaison between Service Representatives and the ECC Director4. Request additional resources needed to implement the IAP5. Assist ECC Director with development of ECC goals and objectives6. Ensure operational issues identified in the ECC action plans are addressed7. Keep ECC Director informed of significant issues affecting operations8. Participate in planning meetings and contribute section information9. Assist with incoming information and refer items to the appropriate ECC personnel for action as required10. Provide information to ECC Director for briefing updates11. Prepare respective portion of Situation Reports.12. Carry out other duties as assigned by the ECC Director

13. Participate in ECC briefings
14. Participate in post-incident debriefings
15. Participate in follow-up activities as required
16. Maintain a Personal Time and Event log of all activities
17. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100
- Incident Command System 200 (desirable)

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 204 Assignment List (shared with Resource Unit Leader)
- ICS 214 Activity Log
- ICS 215 Operational planning Worksheet
- ICS 220 Air Operations Summary Worksheet (if Air Operations Branch not activated)

SERVICE CHIEF – FIRE

POSITION	Service Chief – Fire (reports to the Operations Section Chief)
LOCATION	Community Emergency Operations Centre (ECC) or Incident Command Post
ASSIGNED	Chief or Senior Representative from the Fire Department
ALTERNATES	Service Officers
2nd ALTERNATE	Fire Chief From a Neighboring Community
ROLE	To supervise and control operations of fire services during an emergency situation. The responsibilities of this position are filled at the ECC, at the Incident Site or at both locations as shown below.
RESPONSIBILITIES	The Fire Chief or Senior Fire Representative will: <u>COMMON RESPONSIBILITIES (Both at the Incident Site and in ECC):</u> <ol style="list-style-type: none">1. Maintain liaison with other Services on matters of mutual concern;2. Facilitate and implement required actions;3. Maintain a current record of Fire Department resources;4. Participate in follow-up activities as required and ensure adequate records are maintained5. Maintain written records of all Fire activities <u>RESPONSIBILITIES AT ECC:</u> <ol style="list-style-type: none">1. Advise the Operations Section Chief on matters pertaining to the Service;2. If it is necessary for the Fire Chief to be at the emergency site he/she must ensure a service representative is at the Emergency Operations Centre;3. Dispatch a Service Officer to the incident site as required;4. Maintain contact with Service Officers;5. Prepare memoranda for the Director of Emergency Management/ECC Director recording any important operational decisions made and/or action taken concerning the Fire Department;6. Ensure procurement of resources for site remediation7. Participate in ECC briefings8. Participate in post-incident debriefings9. Participate in follow-up activities as required

10. Maintain a Personal Time and Event log of all activities
11. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

RESPONSIBILITIES AT THE INCIDENT SITE:

1. Organize and co-ordinate the firefighting and rescue services
2. Provide firefighting equipment and personnel;
3. Provide radio communications from emergency site to Fire Department;
4. Determine whether additional special equipment or supplies will be required, such as breathing apparatus, special protective clothing, foam and other miscellaneous supplies, and make the necessary arrangements to acquire them
5. Keep the Incident Commander informed of current activities and the state of resources of the Fire Department
6. Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, etc.

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

SERVICE CHIEF – POLICE

POSITION	Service Chief - Police (reports to the Operations Section Chief)
LOCATION	Community ECC or Incident Command Post
ASSIGNED	Senior Representative from the Police
ALTERNATE	N/A
ROLE	<p>To co-ordinate operations of Police services during an emergency situation. If it is necessary for the detachment commander to be at the incident site he/she must ensure a service representative is at the Community ECC.</p> <p>The responsibilities of this position are filled either at the ECC, at the incident site, or at both locations as shown below.</p>
RESPONSIBILITIES	<p>The Police will:</p> <p><u>COMMON RESPONSIBILITIES (Both at the Incident Site and in ECC):</u></p> <ol style="list-style-type: none">1. Maintain a current record of Police resources2. Maintain liaison with other Services on matters of mutual concern;3. Facilitate and implement actions required to support the emergency response4. Participate in post-incident debriefings5. Participate in follow-up activities as required6. Ensure adequate records are maintained <p><u>RESPONSIBILITIES AT ECC:</u></p> <ol style="list-style-type: none">1. Advise the Operations Section Chief in ECC briefings2. Participate in post-incident debriefings3. Participate in follow-up activities as required4. Maintain a Personal Time and Event log of all activities5. Provide key information to the ECC Scribe for inclusion in the Master Record of Events on matters pertaining to law enforcement activities6. If appropriate, appoint an “on-site control officer” to control operations at the scene of an emergency7. Maintain contact with Police Officers in the field8. Ensure timely procurement of Police resources required for emergency response

9. Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centers
10. Prepare respective portion of Situation Reports
11. Participate in ECC briefings

RESPONSIBILITIES AT THE INCIDENT SITE:

1. Will serve as Incident Commander at a crime scene. This includes fatalities
2. Provide security and control access to the emergency site;
3. Identify the injured and fatalities
4. Establish, in conjunction with the medical examiner, a temporary morgue if required
5. Provide traffic control
6. Keep the Incident Commander informed of current activities and the state of resources of the Police

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

SERVICE CHIEF – AMBULANCE

POSITION	Service Chief – EMS (Emergency Medical Services) (reports to the Operations Section Chief)
LOCATION	Community Emergency Operations Centre (ECC) or Incident Command Post
ASSIGNED	Senior Representative from the Ambulance
ALTERNATE	N/A
ROLE	To supervise and control operations of ambulance services during an emergency situation. The responsibilities of this position are filled either at the ECC, at the Incident Site or at both locations as shown below.
RESPONSIBILITIES	The Senior Ambulance Representative will: <u>COMMON RESPONSIBILITIES (Both at the Incident Site and in ECC):</u> <ol style="list-style-type: none">1. Maintain liaison with other Services on matters of mutual concern2. Facilitate and implement actions required to support the emergency response3. Attend regular briefings with other ECC personnel4. Participate in post-incident debriefings5. Participate in follow-up activities as required6. Ensure adequate records are maintained <u>RESPONSIBILITIES AT ECC:</u> <ol style="list-style-type: none">1. Advise the Operations Section Chief on all matters pertaining to the Emergency Medical Services2. Dispatch a Service Officer to the emergency site as required3. Liaise with the EMS Site Coordinator to ensure triage and treatment at the emergency site4. Liaise with hospitals for the efficient distribution of casualties through (is there an ambulance dispatch control centre?)5. Assess the need and request for incident site medical teams from the EMS site coordinator and whether assistance is required from other ambulance services or police in providing transportation to the scene for these medical teams. Note: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive situations

6. Assess the need and request for special emergency health service resources at the emergency site, e.g. multi-patient units, support units, air ambulances etc.
7. Liaise with the Medical Officer of Health for information regarding invalids or disabled citizens that may reside in an area to be evacuated and require ambulance or other stretcher transportation
8. Assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as require
9. Ensuring that first aid supplies are available at the emergency area and the evacuation centers
10. Maintain contact with ambulance personnel in the field
11. Ensure timely procurement of resources required for emergency response
12. Participate in ECC briefings
13. Participate in post-incident debriefings
14. Participate in follow-up activities as required
15. Maintain a Personal Time and Event log of all activities
16. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

RESPONSIBILITIES AT THE INCIDENT SITE:

1. Provide emergency medical services
2. Co-ordinate Triage area as required
3. Manage a casualty clearing area in the event of a Multiple or Mass Casualty Incident
4. Communicate with Health Centers on status of casualties being transported to the Health Centers
5. Establish on-scene command post and the appointment of an Emergency Medical Services Officer
6. Assist the Incident Commander, as appointed, in fulfilling his/her responsibilities

**INDIVIDUAL
TRAINING
REQUIRED**

It is desirable that the individual assigned this role complete the following courses:

- Basic Emergency Management
- Incident Command System 100

- ICS 214 Activity Log

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

PUBLIC WORKS

POSITION	Public Works (Operations Department) (reports to the Operations Section Chief)
LOCATION	Community Emergency Operations Centre (ECC) or Incident Command Post
ASSIGNED	Director of Public Works
ALTERNATE	Assistant Director of Public Works
ROLE	To provide direction and assistance to all Public Works Departments during an emergency.
RESPONSIBILITIES	Public Works will: <ol style="list-style-type: none">1. Advise the Operations Section Chief on matters pertaining to engineering, water treatment, water distribution, sewage treatment, sewage collection, public transit, waste transfer and road related matters2. If it is necessary for the Public Works ECC representative to be at the incident site he/she must ensure a service representative is at the Emergency Operations Centre3. If appropriate, appoint an "on-site" Public Works & Engineering representative to control public works activities at the scene of the emergency4. Maintain contact with ECC representative5. Assist Police with the control of municipal roadways6. Coordinate traffic management with other agencies as required7. Assist traffic control evacuations, etc. by clearing emergency routes, marking obstacles, providing road signs, etc.8. Make provision for supply of such engineering advice, material equipment and personnel as may be required9. Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations10. Act as a liaison for external utility providers to ensure utilities are aware of the Municipality's emergency management needs11. Coordinate / establish emergency power services12. Coordinate / establish emergency water supplies13. Coordinate / establish emergency sanitation facilities14. Inspect and report on condition of emergency equipment, i.e. pumps, sandbags, machinery, etc.15. Supervise Public Works emergency operations

16. Have ready access to current plans of industrial operations running through the Mountain View Region
17. Provide vehicles to transport emergency equipment
18. Ensure timely procurement of resources required for emergency response and site remediation
19. Maintain a current record of allocated resources of Public Works
20. Maintain liaison with other Services on matters of mutual concern
21. Facilitate and implement actions required to support the emergency response
22. If there is no representative at the incident site be sure to keep the Incident Commander informed of current activities and the state of resources of Public Works,
23. Advise the Public/Media Information Officer of any important operational decisions made or action taken concerning Public Works.
24. Prepare respective portion of Situation Reports
25. Participate in ECC briefings
26. Participate in post-incident debriefings
27. Participate in follow-up activities as required
28. Maintain a Personal Time and Event log of all activities
29. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 214 Activity Log

SOCIAL SERVICES Director (ESS Director)

POSITION	Emergency Social Services Director (reports to the Operations Section Chief)
LOCATION	Community Emergency Operations Centre (ECC)
ASSIGNED	Director of FCSS or a responding Social Services Agency
ALTERNATE	Deputy Director of a Social Services Agency
ROLE	To co-ordinate all Social Services activities during an emergency situation.
RESPONSIBILITIES	Emergency Social Services Director will: <ol style="list-style-type: none">1. Advise the Support Section Chief (Deputy DEM) on matters pertaining to social services2. If it is necessary for the Director of Social Services to be at the incident site he/she must ensure a knowledgeable service representative is at the Emergency Operations Centre3. Dispatch a Service Officer to the emergency site as required4. Maintain contact with Service Officer5. Maintain communication with the Health Authority6. Arrange for the opening, operation and supervision of sufficient emergency reception centers required to provide the emergency welfare services for those who will have to be evacuated for any reason7. Arrange for provision of temporary accommodation, food and clothing8. Establish an Emergency Evacuation Centre at an appropriate local facility9. Determine the availability of commercial and private lodging.10. Ensure registration of evacuees11. Liaise with Child and Family Services if additional assistance is required12. Ensure timely procurement of resources required for emergency response13. Maintain a record of Social Services resources14. Maintain liaison with other Services on matters of mutual concern15. Keep the ECC Director informed of current activities and the state of resources of the Social Services16. Prepare memoranda for the Information Officer recording any important operational decisions made and/or action taken concerning Social Services

17. Prepare respective portion of Situation Reports
18. Participate in ECC briefings
19. Participate in post-incident debriefings
20. Participate in follow-up activities as required
21. Maintain a Personal Time and Event log of all activities
22. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 214 Activity Log

SEARCH AND RESCUE

POSITION	Search and Rescue (reports to the Operations Section Chief)
LOCATION	Community Emergency Operations Centre (ECC)
ASSIGNED	Search and Rescue Team Leader or Team Representative
ALTERNATE	TBD
ROLE	To co-ordinate all Search and Rescue activities during an emergency situation.
RESPONSIBILITIES	Search and Rescue will: <ol style="list-style-type: none">1. Advise the Operations Section Chief on matters pertaining to search and rescue2. If it is necessary for the Search and Rescue Team Leader to be at the incident site he/she must ensure a knowledgeable service representative is at the Emergency Operations Centre3. Dispatch a SAR representative to the emergency site as required4. Maintain contact with deployed SAR personnel5. Ensure timely procurement of SAR resources required for emergency response6. Maintain a record of SAR resources7. Maintain liaison with other Services on matters of mutual concern8. Keep the ECC Director informed of current activities and the state of SAR resources9. Prepare respective portion of Situation Reports10. Participate in ECC briefings11. Participate in post-incident debriefings12. Participate in follow-up activities as required13. Maintain a Personal Time and Event log of all activities14. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	It is desirable that the individual assigned this role complete the following courses: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100• ICS 214 Activity Log
POSITION RESPONSIBLE TO PREPARE ICS FORM	

PLANNING SECTION CHIEF– REGIONAL ECC

POSITION	Planning Section Chief (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Director of Emergency Management From a Pooled Position
ALTERNATE	TBD
ROLE	The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. The Planning Section is responsible for preparing status reports, displaying situation information, maintaining status of resources assigned to the incident, and developing and documenting the Incident Action Plan based on input from Operations and Logistics Chiefs in the ECC and the Incident Commander on scene.
RESPONSIBILITIES	The Planning Section Chief will: <ol style="list-style-type: none">1. Ensure the following planning section activities take place:<ul style="list-style-type: none">• Collect, analyze and display situation information• Prepare situation reports (sit-reps)• Prepare and distribute ECC action plans within the ECC• Prepare incident evacuation and re-entry plans• Undertake long range response and recovery planning• Provide cost estimates to the Finance Section• Document and maintain records for the ECCAdvise the ECC Director on matters pertaining to the emergency2. Identify the requirement for Technical Specialists, i.e. GIS support, and coordinate their support to the ECC and Incident site3. Prepare status reports for briefings4. Make sure status boards and information displays are kept current.5. Coordinate with Operations and Logistics sections to collect resources availability, use and location information6. Develop demobilization plan for the ECC and support centers7. Participate in ECC briefings8. Participate in post-incident debriefings

9. Participate in follow-up activities as required
10. Maintain a Personal Time and Event log of all activities
11. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
12. Carry out other duties as assigned by the ECC Director

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100
- Incident Command System 200 (desirable)

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 202 Incident Objectives
- ICS 203 Organizational Assignment List (if Resource Unit Leader not activated)
- ICS 204 Assignment List (if Resource Unit Leader not activated (shared with Operations Section Chief))
- ICS 207 Incident Organization Chart (if Resource Unit Leader not activated)
- ICS 209 Incident Status Summary (if Situation Unit Leader not activated)
- ICS 211 Incident Check-in List (if Resource Unit Leader not activated)
- ICS 214 Activity Log
- ICS 221 Demobilization Checkout (if Demobilization Leader not activated)

LOGISTICS SECTION CHIEF– REGIONAL ECC

POSITION	Logistics Section Chief (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Staff Person Trained in ICS
ALTERNATE	TBD
ROLE	Overall responsibility responsible for providing services and support to the emergency scene
RESPONSIBILITIES	The Logistics Section Chief will: <ol style="list-style-type: none">1. Obtaining and maintaining essential staffing resources to support emergency response operations2. Obtain equipment requested by Incident Commander3. Acquire materials or outside resources required by Incident Commander4. Ensure the logistics functions are carried out in support of ECC action plans for:<ul style="list-style-type: none">• IT systems• Location and acquisition of equipment, personnel and services• ECC facilities operations• Business Continuity and Security Coordination• Human Resources support activities• Communications – radio, telephone, FAX, portable radio5. Establish and supervise incident communications / switchboard6. Provide advice to the ECC Director regarding logistical aspects for response and recovery7. Monitor logistics support activities for response and recovery8. Participate in ECC briefings9. Participate in post-incident debriefings10. Participate in follow-up activities as required11. Maintain a Personal Time and Event log of all activities12. Provide key information to the ECC Historian or Scribe for inclusion in the Master Record of Events13. Carry out other duties as assigned by the ECC Director

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100
- Incident Command System 200 (desirable)

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 205 Incident Radio Communications Plan (if Communications Unit Leader not activated)
- ICS 206 Medical Plan (if Medical Unit Leader not activated)
- ICS 210 Resource Status Change (if Communications Unit leader not activated)
- ICS 214 Activity Log
- ICS 216 Radio Requirement Worksheet (if Communications Unit Leader not activated)
- ICS 217 Communications Resource Availability (if Communications Unit Leader not activated)
- ICS 218 Support Vehicle Equipment Inventory (if Ground Support Unit Leader not activated)
- ICS 309 Communications Log (if Communications Unit Leader not activated)

COMMUNICATIONS

POSITION	Communications / Switchboard (reports to the Logistics Section Chief)
LOCATION	Community (and Regional) Emergency Operations Centers (ECC)
ASSIGNED	Administrative Personnel
ROLE	To assist Community/Regional ECC staff by providing up-to-date information and keeping accurate records of incident development.
RESPONSIBILITIES	The Communications Representative will: <ol style="list-style-type: none">1. Maintain a record of all incoming and outgoing telephone messages2. Maintain a record of all incoming and outgoing fax messages and electronic mails3. Relay all crucial information to the appropriate ECC staff4. Assist ECC staff as required5. Participate in ECC briefings6. Participate in post-incident debriefings7. Participate in follow-up activities as required8. Maintain a Personal Time and Event log of all activities9. Provide key information to the ECC Scribe for inclusion in the Master Record of Events
INDIVIDUAL TRAINING REQUIRED	Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later: <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

FINANCE/ADMIN SECTION CHIEF– REGIONAL ECC

POSITION	Finance/Admin Section Chief (reports to the ECC Director)
LOCATION	Primary Location: Mountain View County Office Secondary Location: Unaffected Community ECC
ASSIGNED	Staff Person from the Finance Department
ALTERNATE	TBD
ROLE	Overall responsibility is to provide financial management for the emergency incident and monitor costs and track expenditures.
RESPONSIBILITIES	<p>The Finance/Admin Section Chief will:</p> <p>Finance:</p> <ol style="list-style-type: none">1. Procure special equipment requested by the Incident Commander2. Contract vendors to supply goods or services3. Be responsible for the accounting of all funds expended and for keeping records of expenditures4. Provide logistical support for the ECC to include feeding, cleaning and general maintenance <p>Admin</p> <ol style="list-style-type: none">1. Ensure ECC office supplies are replenished as they are consumed2. Maintain liaison with other Services on matters of mutual concern3. Facilitate and implement actions required to support the emergency response4. Prepare memoranda for the Operations Section recording any important operational decisions made and/or action taken concerning finances5. Collect all records and logs of event for the purpose of post-incident review and debrief6. Enlist the assistance of Administration Staff as required7. Prepare respective portion of situation reports8. Collect all documentation after conclusion of emergency operations9. Arrange for printing of material, as required <p>General</p> <ol style="list-style-type: none">1. Assist the ECC Director, as required2. Participate in ECC briefings

3. Participate in post-incident debriefings
4. Participate in follow-up activities as required
5. Maintain a Personal Time and Event log of all activities
6. Provide key information to the ECC Scribe for inclusion in the Master Record of Events

**INDIVIDUAL
TRAINING
REQUIRED**

Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:

- Basic Emergency Management
- Incident Command System 100
- Incident Command System 200 (desirable)

**POSITION
RESPONSIBLE TO
PREPARE ICS FORM**

- ICS 214 Activity Log

SCRIBE

POSITION	Scribe
LOCATION	Community (and Regional) Emergency Operations Centers (ECC)
ASSIGNED	Administrative Personnel
ROLE	To assist Community/Regional ECC staff by providing up-to-date information and keeping accurate records of incident development.
RESPONSIBILITIES	<p>The Scribe(s) will:</p> <ol style="list-style-type: none">1. Document all major developments and decisions made2. Post written updates/status summaries and major developments where readily seen by ECC staff3. Keep minutes of all briefings and meetings4. Keep roster of all ECC positions and attending member5. Arrange for the gathering of information for use by ECC staff and for future uses (by video, camera, etc.)6. Distribute incoming information to appropriate ECC staff7. Keep a written record of all messages sent and received during ECC operation8. Participate in ECC briefings9. Participate in post-incident debriefings10. Participate in follow-up activities as required11. Maintain a Personal Time and Event log of all activities12. Maintain the Master Record of Events for the ECC
INDIVIDUAL TRAINING REQUIRED	<p>Complete the following courses within 6 months of being identified for, or by January 1, 2020, whichever is later:</p> <ul style="list-style-type: none">• Basic Emergency Management• Incident Command System 100
POSITION RESPONSIBLE TO PREPARE ICS FORM	<ul style="list-style-type: none">• ICS 214 Activity Log

INCIDENT COMMANDER

POSITION	Incident Commander
LOCATION	Incident Command Post
ASSIGNED	The most senior person of the primary service engaged in emergency response operations at the incident site. (or a person appointed by the Director of Emergency Management)
ALTERNATE	Senior Service Officer of the primary responding service
ROLE	The Incident Commander will assume overall control of the incident site and co-ordinate the operations of the Emergency Services Chiefs at the emergency scene.
RESPONSIBILITIES	The Incident Commander will: <ol style="list-style-type: none">1. Manage and oversee all operations at the incident site2. Assess the incident and provide situation reports (SITREPS) to the ECC3. Advise ECC Director of Level of emergency (2 or 3), (refer to Section 4.2 for Definition of Emergency)4. Ensure development of an incident action plan5. Approve and authorize the incident action plan implementation6. Conduct planning meetings7. Determines information needs8. Informs all command personnel of information needs9. Coordinates all the staff activity10. Manages the incident operations11. Approves requests for and release of additional resources12. Authorizes any incident site information releases to the media13. Approves the plan for the demobilization14. Ensure each Emergency Service involved at the scene remain under control of the senior person present from that service15. Direct Emergency Services elements to specific tasks as the situation demands16. Keep the On Scene Command Post informed of progress made, problems encountered and assistance required17. Ensure response efforts are carried out in a safe manner18. Participate in post-incident debriefings19. Participate in follow-up activities as required20. Ensure adequate records are maintained

SERVICE OFFICERS

POSITION	Service Officers
LOCATION	Incident Command Post
ASSIGNED	Service Officers from the Fire Department, Police and EMS
ROLE	The Service Officers provide coordination, support and resources from each emergency service required by the emergency incident.
RESPONSIBILITIES	<p>The Service Officers will:</p> <ol style="list-style-type: none">1. Represent the service at the incident site2. Take control of service resources dispatched to the emergency site3. Take direction from the Incident Commander4. Ensure tasks assigned to the service are carried out5. Keep his/her Service Chief informed of the progress of service operations6. Ensure response efforts are carried out in a safe manner7. Participate in post-incident debriefings8. Participate in follow-up activities as required9. Ensure adequate records are maintained

SECTION 5: SPECIFIC FUNCTION PLANS

DECLARATION OF A STATE OF LOCAL EMERGENCY

Conditions

In accordance with Section 21(1) of the Alberta Emergency Management Act a local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution make a declaration of a state of local emergency relating to all or any part of the municipality.

Procedure

1. Complete a Declaration of a State of Local Emergency as per local bylaw (see suggested format form 6.1).
2. Ensure the Declaration is recorded in the Municipal Register.
3. Complete a public announcement form, following the Declaration of a State of Local Emergency (see suggested form 6.2).
4. Publish the public announcement by such means considered most likely to make the Declaration known to the population of the area affected area.
5. Forward a copy to the Alberta Emergency Management Agency.

PECC email: pses.pecc@gov.ab.ca

PECC Fax: 780-644-7962

PECC Phone: 1-866-618-2362

6. Should the Declaration be terminated or renewed by Council, the Minister must be notified. This notification should be affected through AEMA as outlined above in para 5. The declaration lapses after seven (7) days or may be cancelled by the Minister.
7. Complete a Termination of Declaration of a State of Local Emergency or Renewal of Declaration of a State of Local Emergency as per local bylaws (see Forms 6.2(a) and 6.2(b)).

References

Should the need arise to declare a state of local emergency, procedures to be followed are identified by the following sections of the Emergency Management bylaw. Numbers in brackets are the corresponding sections of the Provincial Emergency Management Act.

- **Authority and Delegation of Authority:**
Section(s) {11, 24}

- **Declaration Procedures:**
Section(s) {18, 21}
- **Cancellation of a Declaration:**
Section {22}
- **Termination of a Declaration:**
Section {20, 23}
- **Powers of Council:**
Section {11, 24}

Municipal Declaration Of A State Of Local Emergency

Whereas an emergency exists in the _____
(describe affected portion of the municipality)

of _____ due to _____
(Municipality) (nature of the emergency)

Therefore, Council declares a state of local emergency exists in the _____

(Municipality)

Time: _____

Date: _____

Signature(s): _____

Title(s): _____

FAX TO: Alberta Emergency Management Agency at 780-644-7962

Email: pses.pecc@gov.ab.ca

Public Announcement Following Declaration of State of Local Emergency

“The Council of the _____ declares a State of Local Emergency exists or may exist in the _____

(municipality)

(describe affected portion of the municipality)

due to _____

(enter a description of the nature of the emergency)

“The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.”

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in the _____
(Name of municipality)

due to *(enter a description of the nature of the emergency):*

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s): _____

Title(s): _____

FAX TO: Alberta Emergency Management Agency at (780)-644-7962

Email: pses.pecc@gov.ab.ca

Renewal of Declaration of a State of Local Emergency

WHEREAS an emergency continues to exist in the _____
(Name of municipality)

due to *(enter a description of the nature of the emergency):*

The Local Authority, satisfied that the emergency continues to exist, does hereby renew the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s): _____

Title(s): _____

FAX TO: Alberta Emergency Management Agency at (780)-644-7962

Email: ps.es.pecc@gov.ab.ca

COMMUNITY EOC ACTIVATION PROCEDURE

Procedure

Community Emergency Operations Centre (CEOC) activation procedure:

1. If, in the opinion of the Incident Commander and/or Fire Department, the emergency is of sufficient magnitude the Director of Emergency Management will be notified.
2. The appropriate 1st Responder Service Chief will contact the Director of Emergency Management and relay the findings of the Incident Commander.
3. The DEM will verify the level of emergency and resource requirements. Based on this information, the DEM will activate the Municipal Emergency Response Plan.
4. The DEM will begin contacting the staff on the EOC list. The first member of the EOC staff who is contacted will be tasked with implementing the fan out list. (Reference Section: *Immediate Actions*).
5. The EOC staff member will immediately fan out to all primary contacts on the EOC Immediate Contacts fan out list. Alternates will be contacted in the event the primary is not available.
6. The EOC fan out member will call the DEM to report the number of contacts made and identify any position functions that he/she was unable to contact.
7. The DEM will notify the Incident Commander when the EOC is operational.

REGIONAL EOC ACTIVATION PROCEDURE – MOUNTAIN VIEW COUNTY OFFICE

Procedure

Regional Emergency Operations Centre (EOC) activation procedure:

1. If, in the opinion of the community Director of Emergency Management, the emergency is of significant magnitude a Regional EOC Director will be contacted.
2. The Regional EOC Director will fan-out to unaffected communities to fill the required Regional EOC positions.
3. The Regional EOC Team will then report to the Regional EOC location.
4. The Regional EOC Director will report to the DEM in the Community EOC when the Regional EOC is operational.
5. The Regional EOC will coordinate additional assistance and support requested by the Community EOC.
6. At the discretion of the Regional EOC Director, various Service Chiefs and/or Information staff may be called upon to lend additional support and expertise in the REOC.

EVACUATION PLAN

Activation

The Director of Emergency Management or a Service Chief may have to initiate evacuation of residents when it is not safe or predicted not to be safe to remain in the area.

Procedure

Upon receipt of direction to evacuate, the Director of Emergency Management will initiate the Alberta Emergency Alert (AEA) system advising residents to:

1. Leave the area immediately;
2. Proceed to the designated Reception Center;
3. Wait at the Reception Center until advised that it is safe to return to the area.

The Information Officer, upon direction from the Director of Emergency Management, will use various communication tools to broadcast an Emergency Evacuation statement. The statement will explain the situation, the locations of Reception Centers, Collection Points for each area, and available transportation. The Emergency Evacuation Figure 6.1 may be used to prepare a statement to residents.

Reception Centers & Collection Point Locations

In the event an area must be evacuated, Reception Centers will be established as required to accommodate evacuees. Notify AHS Environmental Officers to ensure any potential public health concerns are identified and addressed.

Collection Points will be pick-up points for those needing transportation to the Reception Centers. The CEOC through the Alberta Emergency Alert (AEA) system will announce the Collection Point locations.

For evacuation purposes the Region has been divided into six areas (as determined by municipal boundaries), with a primary and alternate Reception Center in each area.

Area No. 1 Carstairs Reception Centers:

- Primary – Carstairs Community Center, 1100 Lackner Way, Carstairs, AB
- Alternate – Carstairs Arena, #2100 Highway #581, Carstairs, AB

Area No. 2 Cremona Reception Centers:

- Primary – Cremona Congregational Church (2nd Street West)
- Alternate – Cremona Community Hall (Centre Street)

Area No. 3 Didsbury Reception Centers:

- Primary – Memorial Complex
- Alternate – Zion Evangelical Missionary Church

Area No. 4 Mountain View County Reception Centers

- Primary – Centers in the following towns: Carstairs, Cremona, Didsbury, Olds, Sundre
- Alternate – Bearberry Community Hall, Bergen Community Association, , Big Prairie Hall, Coburn Hall, Cremona Community Hall, Dog pound Hall, Dogpound Rodeo Hall, Eagle Hill Hall, Eagle Valley Community Club , Elkton Hall, Fallen Timber Hall, Graham Hall, Hainstock Hall, Harmatten Hall, Innis Lake Hall, James River Hall, LB Community Hall, Lone Pine Hall, McDougal Flats Hall, Melvin Hall Society, Midway Community Centre, Mountain View Hall, Reed Ranch School, Rosebud Hall, Rugby Hall, Sundre West Country Centre, Water Valley Community Centre , Westcott Community Club, Westerdale Community Association, Westward Ho Community Hall, Zella Community Association, Reed Ranch School (see attached Map 6.1)

Area No. 5 Olds Reception Centers:

- Primary – Olds College - 4500 50th Street Fax 556-4711
- Alternate – Olds Sportsplex – 4512 46th Street Fax 556-6537

Area No. 6 Sundre Reception Centers:

- Primary – Sundre Arena (#1, 101 – 2nd Ave NW, Phone: 638-3177, Fax: 638-3198)
- Alternate – Elks Lodge (south); High School (north); Legion Hall (east)

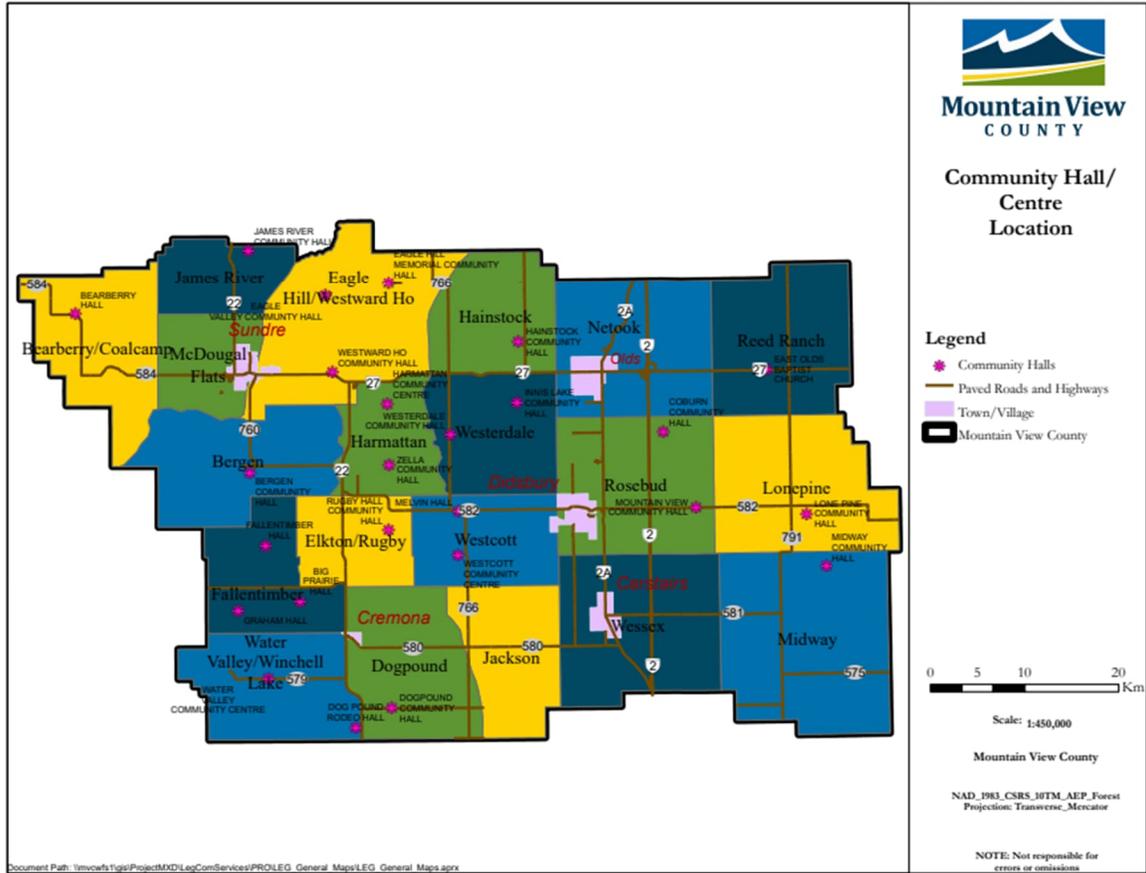
Transportation

In the event that **Residents** of the Mountain View Region must evacuate, upon direction from the Director of Emergency Management, the Information Officer, will use various communication tools to advise residents to:

- If able, drive to closest Collection Point;
- If transportation is required, meet at the designated Collection Points. Residents will be transported by available transportation services to the Reception Centers.

The responsibility to plan and execute the evacuation of schools is a School Board responsibility. In the event that Schools must be evacuated, students and school staff will be evacuated and transported in accordance with existing school board emergency plans. In exceptional situations school boards may request the use of community reception centres by contacting the applicable community Director of Emergency Management.

Mountain View County Reception Centers – Primary



The responsibility to plan and execute the evacuation of institutions (hospitals, health care facilities, continuing care facilities, group homes, etc.) is the responsibility of the institution and or Health Authority. In the event that **Institutions** must be evacuated, residents will be evacuated and transported in accordance with existing institutional / Health Authority emergency plans. In exceptional situations institutions may request community support by contacting the applicable community Director of Emergency Management

Reception Centers

The Emergency Social Services (ESS) Director is responsible for establishing the need for and location of Reception Centers. He/she will contact volunteer groups if assistance is required in setting up and running the Reception Center.

The ESS Director will notify the area hospitals of the Reception Center locations.

The Reception Center will register all evacuees and assign them emergency accommodations.

Registration and Inquiry

The ESS Director will advise the Reception Center of the number of persons arriving and the estimated time of arrival. The populations of each area of the Mountain View Region are in Figure 6.2. The ESS Director will notify the Alberta Emergency Management Agency and Alberta Community and Social Services as required.

The host community or facility establishing a Reception Center will keep records of evacuees recording the required information on the Evacuee Registration Card. A sample Evacuee Registration Card is presented as Form 6.3.

The Reception Center will direct inquiries from the general public and family members wishing to locate their families to the ESS Director. Details of the inquiry will be recorded on the Inquiry Card. A sample Inquiry Card is presented as Form 6.4. The Reception Center will send updated evacuee lists to Information Officer.

Volunteers

Volunteer groups have agreed to assist with accommodations, food service and personal needs of evacuees. The groups will be contacted by the ESS Director as required. Additional volunteer information is available from the ESS Director.

Emergency Accommodations, Food Service Facilities

Accommodations and food services will be arranged on a congregate lodging basis.

Counseling Services

Critical Incident Stress Debriefing counseling services are available through the ESS Director.

Security

During the immediate emergency period the Police will maintain security patrols as required. For prolonged incidents the Director of Emergency Management and Police Service Chief will determine additional resources required.

Planning Considerations

To aid in evacuation planning the Government of Alberta *Community Evacuation Guidelines and Planning Considerations* guide is provided in this plan.

To aid in re-entry planning the Government of Alberta *Community Planning Guide for Re-entry After an Evacuation* is provided in this plan.

Pets and Livestock

Evacuation plans should address the issue of pets and livestock and guidance for both should be communicated to residents when an evacuation is ordered.

- If pets are to be sheltered in place, residents should be encouraged to leave written notes on doors indicating the presence and types of pets in the residence. If pets are

to be evacuated and/or livestock are to be evacuated residents should be provided with guidance on actions to be taken.

- To avoid multiple home entries, extraction teams should leave a note on the exterior door of a home, upon departure, using masking tape with written notes, to indicate the date and animals removed (or not).
- For more detailed considerations for pets the Alberta Agriculture and Forestry *Companion Animal Emergency Response* guide is provided as a reference at Section 11 of this plan.
- For more detailed considerations for livestock refer to the Mountain View County Livestock Evacuation Plan

Mountain View Regional Emergency Evacuation Advisory

This is _____
(name and position)

An emergency exists in the _____ of the _____
(Municipality)

For your personal safety, evacuation of _____ of _____
(state which parts or whole)

is necessary due to _____

Collection points are located at:

- 1.
- 2.
- 3.
- 4.

Reception Centers are located at:

- 1.
- 2.
- 3.

***NOTE:** Ensure that you bring your medication.

If you require transportation, go to the collection point in your area. If you are evacuating with your own car, please go via the collection point in your area to pick up people without transportation before going to the closest Reception Centre. If you are physically unable to go to the collection point, call _____, at (_____) _____ - _____ to make arrangements for pick up.

The evacuation route to follow is

(describe route to avoid danger)

All evacuees are requested to report and register at the reception centre _____

(state reception community and reception centre)

If you are planning to stay with friends, advise the Reception Centre (Telephone #: ____)

Provide guidance for pets here.

It is requested that pets be sheltered in place (not evacuated). Please leave a written note on your front door indicating the presence and types of pets in the residence. **DO NOT BRING PETS TO THE RECEPTION CENTER(S).**

Or

Pets should be evacuated with residents. A pet evacuation centre has been established at: _____ . Please bring pets to this location. **DO NOT BRING PETS TO THE RECEPTION CENTER(S).**

You will be advised when the emergency has ended and it is safe to return to your homes. During the period of evacuation, security of your homes and businesses will be provided by the Police.

For additional information, listen to radio _____ and _____.

BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.

Mountain View Municipal Populations (2021)

Area	Location	Town Population	County Population	Total Population
Area No. 1	Carstairs	4,898	1,781	6,679
Area No. 2	Cremona	437	2,725	3,162
Area No. 3	Didsbury	5,070	2,336	7,406
Area No. 4	Mountain View County	-	-	12,981
Area No. 5	Olds *does not include College Population approx 2500 Sept – April	9,209	2,798	12,007
Area No. 6	Sundre	2,672	3,341	6,013

REGISTRATION CARD

PLEASE PRINT

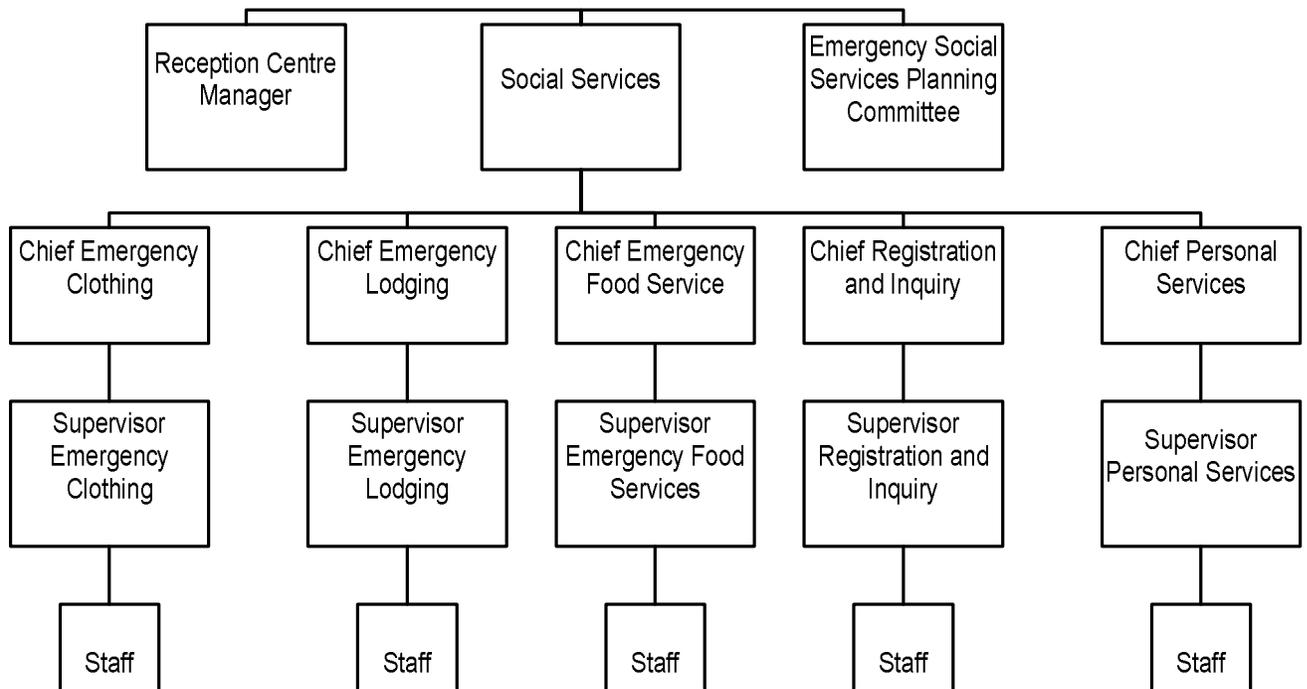
1 FAMILY NAME					12 PERMANENT ADDRESS		
2 FIRST NAME	3 INIT.	4 NICKNAME	5 SEX	6 AGE	13 CITY	14 PROV	15 PHONE
LIST ONLY THOSE FAMILY MEMBERS WHO ARE WITH YOU AND WHO HAVE THE SAME FAMILY NAME AS YOU. FILL OUT SEPARATE CARDS FOR OTHER PERSONS.					16 EMERGENCY ADDRESS AND PHONE NUMBER PLEASE INFORM CENTRAL REGISTRY BUREAU IF YOU MOVE		
7 FIRST NAME	8 INIT.	9 RELATIONSHIP	10 SEX	11 AGE			
17 SPECIAL MEDICAL NEEDS							
18 ADDITIONAL INFORMATION							
19 PLACE OF REGISTRATION	20 DATE (D/M/Y)	21 TIME	FOR OFFICE USE ONLY				

INQUIRY CARD

PLEASE PRINT

LIST ONLY PERSONS WITH THE SAME FAMILY NAME AND ADDRESS. FILL OUT SEPARATE CARDS FOR OTHER PERSONS.				NAME OF PERSON MAKING THIS INQUIRY		
				12 FAMILY NAME	13 FIRST NAME	14 INIT.
1 FAMILY NAME OF PERSONS YOU ARE INQUIRING ABOUT				15 RETURN ANSWER TO ADDRESS-		16 PHONE
				REPLY - FOR OFFICE USE ONLY		
2 FIRST NAME	3 INITIAL	4 SEX	5 AGE	17 CONDITION	18 EMERGENCY ADDRESS AND PHONE NUMBER	
6 PERMANENT ADDRESS			7 PHONE	19 REMARKS / REPLY		
8 ADDITIONAL INFORMATION						
9 PLACE OF INQUIRY	10 DATE (D/M/Y)	11 TIME	20 ANSWER (D/M/Y)	21 SIGNATURE		

Emergency Social Services Organization Chart



Note: The ESS Director reports to the Operations Section Chief in the Community Emergency Operations Centre. This relationship ensures good coordination between ESS and other aspects of the emergency response and seamless support to ESS requirements.

PUBLIC AFFAIRS/MEDIA RELATIONS PLAN

Purpose

The purpose of the Public Affairs/Media Relations Plan is to:

1. Provide guidance to those acting as a liaison with the media.
2. Offer direction to those who answer Inquiries from Regional Municipal staff, residents, and members of the general public.
3. Act as a mechanism to disseminate general information to Regional Municipal staff, residents and members of the general public.
4. Monitor social media to disseminate information and to correct misinformation.
5. Provide information support to elected officials.

Responsibility/Policy

Public Information is the responsibility of the Information Officer. For larger incidents the Community Public and Media Information Officer may establish a Joint Information Centre that

will address public and media information, social media and information support to elected officials.

Media Procedures

The Information Officer will respond to the emergency situation. Any municipal employee approached by the media will direct them to the Information Officer.

The official spokespersons are the Mayor, his/her designate or the Information Officer.

Media Statement

If a municipal employee is confronted by the media he/she is to refer all questions to the Information Officer. A suggested statement to give to the media is as follows:

"If you would like any more information please contact our Information Officer."

MASS CASUALTY INCIDENT

Overview

Alberta Health Services defines a Mass Casualty Incident (MCI) is defined as an event which generates more patients at one time than locally available resources can manage using routine procedures. It requires exceptional emergency arrangements and additional or extraordinary assistance. It can also be defined as any event resulting in a number of patients large enough to disrupt the normal course of emergency and health care services.

Response to a MCI will be conducted IAW Alberta Health Services (AHS) Emergency Medical Services (EMS) MCI RESPONSE PLAN:

([https://www.albertamfr.ca/data/documents/MCI_Response_Plan_\(final\).pdf](https://www.albertamfr.ca/data/documents/MCI_Response_Plan_(final).pdf)).

While responsibility for the triage, treatment and evacuation of casualties rests with AHS there may be requirement for community/regional support to the incident at the incident scene. In this event, the AHS EMS MCI plan indicates that the EMS Site Commander will enter into unified command arrangement with public safety partners and responding agencies as required. Director of Emergency Management / Community EOC support may be required to a MCI that is beyond the capabilities of the municipal Fire Department services to support without assistance.

Criteria

A MCI may require assistance from:

- Community EOC(s) and/or Regional EOC
- Mountain View Municipalities not directly involved in the incident
- Public Works
- Mutual Aid Partners

Procedure

Upon notification of a MCI the Director of Emergency Management will notify the appropriate Service Chiefs and Mutual Aid Partners as required.

Command and Control

Once the incident scene is made safe the AHS EMS Site Commander will control the MCI incident. Should community support be required unified command may be established at the incident site.

Communication

All communications between the Incident Commander and the Community EOC will on the means (telephone, cell phone, designated radio frequency, etc.) that is selected on arrival.

COMMUNITY SUPPORT TO COMMUNITY HOSPITAL AND HEALTH CENTRE

Overview

The responsibility to plan and execute the evacuation of hospitals and health centres is the responsibility of the institution and or Health Authority. In the event that a health care facility must be evacuated, patients and staff will be evacuated and transported in accordance with existing Health Authority emergency plans. In exceptional situations community support may be requested by contacting the applicable community Director of Emergency Management.

The Community Hospital and Health Centre external evacuation plan will be put into effect by the Senior Administration calling 911. The following persons may be responsible during an emergency, depending on the severity of the situation:

- Site Director
- Senior Administration
- Health Authority Executive on call

Transportation Services

Transportation of residents will be sourced and coordinated by the applicable Health Authority

Reception Centre Resources

In exceptional situations the Health authority may request community support, including the use of reception centres.

Security and Traffic Control

Security and traffic control to the area will be the responsibility of the Police during the immediate event. The Health Centre Security is responsible for securing the evacuated building.

Communications

Emergency communications between the Reception Facility, the Control Centre and the Community EOC will be maintained as required.

COMMUNITY SUPPORT TO SCHOOL BOARD

Evacuation

School Boards and other educational facilities, e.g. colleges require school leadership to establish written emergency plans that deal with emergencies that may require rescue, evacuation, or sheltering inside their facilities.

The responsibility to plan and execute the evacuation of educational facilities is a School Board responsibility. In the event that Schools must be evacuated, students and school staff will be evacuated and transported in accordance with existing school board emergency plans. In exceptional situations school boards may request community support the use of community reception centres by contacting the applicable community Director of Emergency Management.

Communications

Communications with the Public, Media and the Community EOC will be coordinated by the Superintendent of the respective school.

Municipal Responsibilities

The Municipality may be requested to provide the following assistance to a school emergency:

Structural Damage:

- In event of structural damage to the school, emergency response agencies will assist in the evacuation of students.

Reception Centre

- In exceptional circumstances schools might request the use of a community reception centre. In this instance the reception centre should be prepared to assist the school to provide information to the relatives and friends of injured students and staff.

Traffic Control:

- Traffic control in the immediate and external area will be provided by the Police.

Care of Injured Students and Staff:

On-site emergency care and transportation of injured students and staff, and medical supplies will be provided by AHS EMS.

INCIDENT PREPARATION PLAN

Purpose

In some instances, forewarning of an emergency situation may be available. This plan provides guidelines to prepare for a known emergency event that is imminent, such as flooding, loss of utilities, or other known events.

Procedure

Upon receiving forewarning of an emergency event likely to impact the Mountain View Region, consider taking the following steps to prepare affected community residents and facilities.

1. Evaluate the potential impact that will result from the emergency.
 2. Identify potential resource requirements such as:
 - Staff
 - Equipment
 - Fuel
 - Supplies such as sand bags
 3. Test emergency equipment such as:
 - Emergency power sources
 - Communications equipment
 4. Restock or re-supply as needed based on the expected type and duration of the event.
 5. Notify staff resources of the pending emergency and establish a fan-out or call back process. Consider an on-call schedule if required.
 6. Notify residents through the Emergency Public Warning System.
 7. Develop action plans for responding to expected impacts.
- Conduct tabletop exercise to ensure all aspects of the plan are covered.

Example: Loss of Utilities Plan

The following **loss of utilities** scenario is considered possible at any time, particularly in the winter months.

Loss of utilities impacts could affect areas in the following ways:

1. Building systems and equipment that rely on power to operate.
2. Individual residences that would be without heat, power, and/or water.

Parameters

Parameters to plan for are:

1. Outages or interruptions of up to one hour.
2. Worst case scenario of over a three-hour interruption.
3. All residents and city facilities should have plans in place for a 24-hour interruption.

Preparations and Suggested Actions

The following preparations have been undertaken to ensure readiness for any impacts.

1. Building systems and equipment have been assessed and remediation has been implemented to prepare for loss of utilities. Conduct a secondary review if necessary.
2. Conduct Public Information Sessions.
3. Utility services and backup plans/systems should be reviewed within the context of building function (i.e. 24-hour occupancy). Consideration should be given regarding interruption to the telephone system.
4. Staffing should be reviewed to ensure the building is monitored and that upon a building system failure, appropriate personnel would respond.
5. Security should be reviewed to address the potential risks and the effects of an electrical power blackout. For example, people will attempt to access buildings to stay warm.
6. Review building and business operational plans to ensure they are complete to address all types of failures and outages.
7. Conduct a tabletop exercise to rehearse the plan to ensure all personnel are knowledgeable of their roles and responsibilities under the plan and that procedures contained within the plan will be effective.
8. Review all emergency plans with building occupants to ensure completeness of plans.
9. Conduct emergency generator annual full load testing as early as possible in order for repairs to be completed in time. Ensure fuel storage tanks are full prior to the anticipated event.

NOTIFICATION OF SIGNIFICANT EVENTS TO REGIONAL PARTNER

For any event or incident that could impact another partner, regardless of REOC activation, or not, regional partners will notify the other partners as a matter of priority for their situational awareness and to assist them to anticipate potential requirements for mutual aid should the event increase in scope or severity.

Criteria for partner notification include:

- For any event or incident where it is desirable for notification of partners to increase regional situational awareness and/or cooperation.
- When a municipality deploys resources outside of the Mountain View Region and it is expected that another partner will need to be available to cover a resultant gap in capability.
- Upon the declaration of a State of Local Emergency (SOLE), or the extension or cancellation of an already declared SOLE.
- Upon the activation of a Community EOC.
- For any evacuation that requires the activation of a reception centre by municipal Emergency Social Services.
- For any significant or long-term disruption or potential disruption of critical community services including:
 - fire;
 - police;
 - EMS;
 - hospital;
 - Emergency Social Services;
 - utilities (water treatment, phones, electricity, gas, etc.);
 - major transportation routes (including rail); and
 - 911 and emergency dispatch centers.

Suggested Regional Partner Notification Format follows:

1. Legal Name of Municipality originating the notification.
2. Date/Time.
3. Details of person originating notification:
 - a. Name;
 - b. Position;
 - c. Contact phone number;
 - d. Contact e-mail address.
4. Description of event situation being notified.
5. Current action being taken.
6. Future Action being planned / anticipated.
7. Municipal EOC activated. Yes or No.
8. Regional EOC being activated. Yes or No.
9. Mutual Aid request is anticipated. Yes or No. (If yes provide details if known including type of support required and of which partner(s))
10. Provincial support requested. Yes or No. (If yes provide general details if known)
11. Acknowledgement of notification requested. Yes or no. (If yes provide instruction of how to acknowledge, e.g. by phone or by e-mail.

SECTION 6: ACCOMMODATION SERVICES

Schools				
Name	Contact	Work	Home	Community
Olds College				Olds
Olds College	Alternate:			Olds
Activation of Accommodation at Olds College	Contact Campus Security at 403-556-8224. (Emergency Line: 403-556-8225). The computer located in the Residence Life Office can be used and has a file on the desktop marked <i>Emergency Response Team</i> with a template Word document.			
NOTE: (Olds College)	The Office east of the Commissioners Desk is equipped as a response centre. It has two additional phone lines dedicated for and marked as Olds District Emergency Response Team; one that can be used to call out and another that can be used to call out or receive calls (403-507-7999). If providing a telephone number for the public use this number 403-507-7999 and not the numbers above.			

Churches				
Name	Contact	Work	Home	Community
Bethel Evangelical Church	Kelly Sikstrom	403-337-2053	403-999-2059	Carstairs
Living Hope Church	Gail McComb	403-337-3045	587-227-9615	Carstairs
Bancroft United Church	Rev. Beth Brehaut	403-337-3131	587-888-7075	Carstairs
St. Agnes Parish	Father Thomas Valasserg	403-940-1100		Carstairs
West Zion Mennonite	Pastor Don Shortt	403-337-2020	587-576-1536	Carstairs
Evangelical Missionary	Matthew Roy	403-637-3878	403-637-3728	Cremona
United Church	-		995-2018	Cremona
Zion Evangelical Missionary	Colin Creighton	403-335-3629	998-2866	Didsbury
Knox United Church	Tammy Allen	403-335-8373	826-7003	Didsbury
Lutheran	Scott Brayall	403-335-3161	-	Didsbury
Anglican	Dorothy Fischer		-	Didsbury
The Church of Jesus Christ of Latter-Day Saints	Bishop Tom Christensen	403-556-3043	403-556-6746	Olds
Eagle Hill Community Church	Greg & Korene Parker		-	Olds
East Olds Baptist Church	Rev James Rosenberger	403-556-2821	403-556-4058	Olds
	Karen Unger		403-556-6499	
First Baptist Church	Pastor Andy Moffat	403-556-3219		Olds
Olds Church of the Nazarene	Rev. Darlene Hyatt	403-556-8820	403-559-4320	Olds

New Hope Pentecostal Church	Pastors Dave & Pat Ingram	403-556-8187	-	Olds
Olds United Church	Rev. Tammy Allan (Rev for Didsbury, Olds & Sundre)	403-556-3052	826-7003	Olds
St. Andrews Presbyterian Church	Rev. Debbie	403-556-8894	403-507-0962	Olds
St. John's Anglican Church	Very Rev. Inez Hannett	403-556-3967	403-507-2499	Olds
St. Paul's Lutheran Church	Rev. Don Chase	403-556-8811		Olds
St. Stephen's Catholic Church	Father Adam Dahiluk	403-556-3084	403-556-2681	Olds
Seventh Day Adventist Church	Pastor Bob Burke	403-556-8889	672-0076	Olds
Word of Life Church	Pastors Ed and Melissa Furst	403-556-4042	403-507-3520	Olds
Bergen Missionary Church	Pastor Rob Holland	403-638-4010	672-0020	Sundre
Faith Lutheran Church	Rev. Gary Aicken	403-638-3669	-	Sundre
Our Lady of Fatima Catholic Church	Carol Hudec	--	403-638-4089	Sundre
St. Cuthbert's Anglican Church	Pastor Gerald Ingeveld	403-638-3807	403-638-2356 403-638-6908	Sundre
Sundre Church of the Nazarene	Pastor Todd McDonald	403-638-4055	426-0014	Sundre
Sundre Gospel Centre	Pastor Tony & Rhonda Jordan		403-638-3537	Sundre
Sundre United Church	Rev Tammy Allen	403-556-3052	826-7003	Sundre

Hotels/Motels					
Name	Contact	Work	Home	Community	Pet Friendly
Dominion Hotel	Stella Soong	403-337-3013	403-481-0753	Carstairs	
Golden West Motor Inn	Paul Sung	403-337-3333	403-337-3333	Carstairs	
Cremona Hotel	Gerry Neilon	403-637-3923	403-637-2865	Cremona	
Hawks Nest Motel	David and Grace	403-637-2185	403-637-2896	Cremona	
Didsbury Motel		403-335-3159		Didsbury	
Didsbury Country Inn	Leo-Rhee	403-335-8088	403-335-8842	Didsbury	
Motel 8 (formerly Sportsman Inn)	Mohinder Beadesha	403-556-3315	403-556-3315	Olds	Yes
The Blue Yak- Olds Hotel	Bob Rayton	403-556-8030	403-556-9904 (B)	Olds	No

	Alternate: Diane Wilkinson		403-556-7023 (D)		
Siesta Motel	Jonas Lee Alternate: Alex Kim	403-556-3376	Fax: 403-556- 3583	Olds	Yes
Circle Five Motel	Arti Patel Alternate: Mahesh Patel	403-556-7755	403-586-4598 (cell)	Olds	
Best Western Inn Hotel	Peter Em	403-556-5900	403-470-0221 (cell)	Olds	Yes
Pomeroy Inn	Doug Parcells	403-556-8818	403-763-7178	Olds	Yes
Ramada Inn & Suites	Kevin Maven	403-507-8349	403-700-8392	Olds	Yes
Evergreen Centre	Linda Reade	403-556-8515	403-556-6647	Olds	
Bulldog Inn	Bev MacDonald	403-638-1744	587-574-5048	Sundre	
Chinook Country Inn	Anna Kim & Peter Choi	403-638-3300	-	Sundre	
Kings Motel	John Novofel	403-638-2750	-	Sundre	
Parkwood Motor Inn	Curtis Park	403-638-4424	-	Sundre	
Sun Plaza Motel	Julia Kim	403-638-3516	-	Sundre	
Sundre Hotel	Sandy Foster	403-638-3040	-	Sundre	
Sundre Motor Inn	Moonsung Jin	403-638-4440	403-870-8639 (cell)	Sundre	
Mountain View Inn and Suites	James Thorogood	403-638-0012	-	Sundre	

Daycare/Playschool/Kindergarten				
Name	Contact	Work	Home	Community
Lil Dreamers Daycare	Terry Leathwood (Owner) Nancy Reid (Manager)	403-337-2424	403-415-5866 403-863-1394	Carstairs
Carstairs Playschool	Danielle Gerle	403-816-1481	403-616-5781	Carstairs
Imagination Station	Terry Leathwood		403-415-5866	Carstairs
Shooting Stars Out of School Care	Michelle Baxter (Director)	403-390-8631	403-472-5793	Carstairs

Boys and Girls Club	Letitia Gole (Director)	403-556-2466	403-586-4425	Olds
Marlene Moon	Marlene Moon	403-556-2974	403-507-0222	Olds
Reed Ranch ECS		403-507-2596	403-556-6560	Olds
The Playhouse	Meta Klimek	403-507-9741	403-556-2275	Olds
Sundre Daycare	Leah Penner	403-636-1088	587-580-7442	Sundre
Little Ducklings Daycare	Sheryl Murphy Jessica Rigby	403-638-2627	403-638-1713 403-850-4397	Sundre
Mt. Imagination Childcare	Korie Graham	403-638-8062		Sundre
River Valley School		403-638-3939		Sundre

Community Halls/Centres			
Name	Contact	Phone Number	Community
Carstairs Community Hall	Lori King	403-940-3327 403-969-2733	Carstairs
Evergreen Centre	Linda Reade	403-556-8515 (hall) 403-556-6647 (home)	Olds
Sundre West Country Centre	Ed Wicks	403-638-3298	Sundre
Sundre Legion	--	403-638-3639	Sundre
Sundre Community Centre	Barb Rock	403-638-2042	Sundre
Sundre Elks Hall	Daniel Leroux & Clayton Jackson	403-638-1308 (work) 403-638-6612 (cell)	Sundre
Didsbury Complex	Paul Murray	403-994-9900	Didsbury
Bearberry Community Hall	Lonnie Lock	403-638-9359	MVC
Bergen Community Association	Shelley Ingeveld	403-638-2356	MVC
Big Prairie Hall	Joan Kennedy	403-637-2639	MVC
Coburn Hall	Ken Ryning	403-556-8796	MVC
Cremona Community Hall	Mary Thomson	403-637-2763	Cremona
Dogpound Hall	Carole Beauliaua	587-888-9989	MVC
Dogpound Rodeo Hall	Tamara Ziebarth	403-993-3501	MVC
Eagle Hill Memorial Centre	Kristy Billings	403-559-9234	MVC

Eagle Valley Community Centre	Kim Dawson	403-638-9659	
Fallentimber Hall	Maggie Degraaf	403-335-8836	MVC
Graham Hall	Rosemary Homister	403-637-2186	MVC
Hainstock Hall	Florence Thomson	403-556-0319	MVC
Harmattan Community Centre	Doreen Hogg	403-507-8495	MVC
James River Community Hall	Jessica Klis	403-638-6073	MVC
Lonepine Community Hall	Dallis Ziegler	403-507-1139	MVC
Lone Pine-Bennett Community Hall	Adele Cheek	403-556-8552	MVC
McDougal Flats Community Centre	Jan Tudor	403-638-9212	MVC
Melvin Hall	Pam Israelson	403-507-0779	MVC
Midway Community Centre	Ian McCulloch	403-861-6249	MVC
Mountain View Hall	Tina Shultz	403-335-3694	MVC
Rosebud Hall	Carol Wright	403-335-3780	MVC
Rugby Hall	Della Kyncl	403-335-8767	MVC
Water Valley Community Hall	Debra Golding	403-371-6892	MVC
Westcott Community Hall	Corinna Van Dyck	403-507-5899	MVC
Westerdale Hall	Kevin Land	403-809-6831	MVC
Westward Ho Campground Hall	Troy Kyncl or Corinna Moore	403-556-2568	MVC
Westward Ho Hall	Venita Balles	587-894-7717	MVC
Zella Community Association	Richard Ross	403-556-4594	MVC
Olds Sportsplex	Michael Keohane	403-438-0143 403-415-9343	Olds
Olds Curling Club	Jennifer Lutz	403-556-6002	Olds
Sundre Curling Club	Kris Burkholder	780-945-6900 403-638-9310	Sundre
Sundre Arena	Sue Nelson	403-638-3177 403-638-7673	Sundre

BROADCASTING SERVICE

Alberta Emergency Alert (AEA)

Emergency Public Warning System				
Group	Name	Work	Home	Community
Alberta Emergency Management Agency (Red Deer)	Lorne Thompson 24 hour		587-591-1874	
Group	Name	Work	Cell	Community
Town of Carstairs	Rob Mckay	403-337-2362	403-369-8306	Carstairs

Town of Didsbury	Ethan Gorner	403-335-3391	403-586-3095	Didsbury
Mountain View County	Ryan Morrison	403-335-3311	403-586-0040	MVC
Mountain View County	Kevin Heerema	403-335-3311	403-507-0639	MVC
Mountain View County	Kevin Heppler	403-335-3311	403-994-0834	MVC
Mountain View County	Natalie McKay	403-335-3311	403-559-7311	MVC
Mountain View County	Shelley French	403-335-3311	403-507-5862	MVC
Town of Olds	Stephanie Bibault	403-415-6930		Olds
Town of Olds	Melanie Lorek	403-507-4850		Olds
Town of Sundre	Jim Hall	403-638-4707	403-994-0936	Sundre
Town of Sundre	Debbie Hilts	403-638-3551	403-638-2286	Sundre

Newspapers			
Group	Name	Work	Fax
Albertan	Murray Elliot	403-566-7510	403-556-7515
Red Deer Express	Newsroom	403-346-3356	403-347-6620
Calgary Herald	Newsroom	403-235-7433	403-235-7379
Calgary Sun	Newsroom	403-410-1010 Press 2	403-250-4176
Red Deer Advocate	Newsroom	403-343-2400 (D) 403-314-4333 (N) Press 4	403-341-6560

Television			
Group	Contact	Work	Fax
CFCN Calgary	Newsroom	403-240-5649	403-246-7099
CBC Calgary (email: newstips@cbc.ca)	Newsroom	403-521-6055	403-521-6262
Global Calgary	Newsroom	403-235-7709	403-248-3842
CH Red Deer (RDTV)	Newsroom	403-342-6397	403-343-2573
Shaw Cable (Olds, Didsbury, MV Didsbury)	-	403-340-6400	-
Monarch Cable Systems	-	403-528-1835	403-526-6266

Radio			
Group	Name	Work	Fax
Q-91 Drumheller	Newsroom	403-823-3384	-
Z99 Red Deer	Newsroom	403-343-1303	-
CKGY Red Deer	Newsroom	403-343-1303	-
CHQR 770 AM Calgary/Country 105	Newsroom	403-262-6397	-
CKUA Calgary	Newsroom	403-266-5566	

CKUA Edmonton	Newsroom	780-428-7595	-
CBC Calgary	Newsroom	1-866-306-4636	-
97.7 CK-FM Olds and Rock 104.5	Brian Hepp Brian Stephenson	403-556-2628 (work) 403-507-2852 (home) 403-507-9000 (cell) 403-586-2150 (cell)	403-556-2637

Public Address System/Loud Hailers

Group	Name	Work	Community
Carstairs Fire Department	Jordan Schaffer, Fire Chief Tyler Rasmussen (Deputy Fire Chief)	403-968-5083 403-808-0087	Carstairs
Carstairs Peace Officers	Rob Mckay	403-369-8306	Carstairs
Didsbury Fire Department	Curtis Mousseau	403-899-4298	Didsbury
RCMP	Corp. Shane O'Neill	604-230-8982	Didsbury
Olds Junior/Senior High School	Tom Christensen Principal	403-556-3391	Olds
Deer Meadow School	Carey Collin Principal	403-556-1003	Olds
Olds Elementary School	Rod McLean Principal	403-556-8477	Olds
RCMP	Corp. Resus Organ	403-638-3675 403-638-3655 (after hrs)	Sundre
Fire Department	Ross Clews Fire Chief	403-638-4044 780-908-8982	Sundre
River Valley School	Leslie Cooper-Shand	403-638-3939 Ext. 4004	Sundre
Sundre High School	Scott Saunders	403-638-4545	Sundre

MUNICIPAL EMERGENCY MANAGEMENT COMMITTEES

Name	Title	Cell/Pager
Carstairs		
Lance Colby	Mayor	403-540-7980
Shannon Wilcox	Councilor	587-966-3831
Angie Fricke	Councilor	403-507-9114
Dean Allan	Councilor	403-630-6411
Marty Ratz	Councilor	403-607-2217
Jerry Roberts	Councilor	403-479-3169
Sheldon Ball	Councilor	403-807-2478

Mountain View County		
Angela Aalbers	Reeve	403-507-1057
Peggy Johnson	Councilor	403-586-6273
Jennifer Lutz	Councilor	403-556-6002
Alan Miller	Councilor	403-556-0551
Greg Harris	Councilor	403-586-6267
Dwayne Fulton	Councilor	403-606-8925
Tiffany Nixon	Councilor	403-507-9153
Olds		
Judy Dahl	Mayor	403-559-7886
Heather Ryan	Councilor	403-819-6028
Wanda Blatz	Councilor	403-586-0166
Darren Wilson	Councilor	403-586-4633
Daniel Daley	Councilor	403-559-8250
James Cummings	Councilor	403-586-9480
Vacant	Councilor	
Sundre		
Richard Warnock	Mayor	403-813-9488
Jaime Marr	Councilor	403-638-7980
Owen Petersen	Councilor	403-638-7996
Paul Isaac	Councilor	403-507-5309
Chris Vardas	Councilor	403-638-8118
Connie Anderson	Councilor	403-638-8324
Todd Dalke	Councilor	403-507-0367
Cremona		
Shane Goebel	Councilor	
Autumn Schmidt	Councilor	

Eric Martin	Councilor	
Robert Reid	Mayor	
Derald Anderson	Councilor	
Didsbury		
Rhonda Hunter	Mayor	403-586-0988
Bill Windsor	Councilor	403-559-8373
Curt Engel	Councilor	403-896-3042
John Baswick	Councilor	403-586-2468
Dorothy Moore	Councilor	403-335-3466
Vacant	Councilor	
Vacant	Councilor	

Alberta Emergency Management Agency/ Provincial Government Assistance			
Name/Title	Work	Fax	Cell/Pager
Alberta Emergency Alert (AEA) and Provincial Operations Centre	1-800-617-9662		
AEMA Field Officer – Lorne Thompson	587-591-1874		
Transportation and Dangerous Goods	1-800-272-9600	780-427-1044	-
Olds Children’s Service	403-507-8035		
Alberta Environment	1-800-222-6514	780-427-3178	-
Alberta Energy Regulator	1-800-222-6514		
Alberta Infrastructure	403-297-7661	403-297-7682	-
Volker Stevin Canada - Highways	1-888-877-6237		
Alberta Transportation (Highways)	403-340-5225		
Occupational Health and Safety	1-866-415-8690 (Toll Free)		

Name	Title	Work	Cell/Pager
Kurt Sacher	Superintendent	1-800-561-9229	392-7428
Darrel Duyvig	Director of Facilities & Maintenance	403-227-0145	588-8984
Lara Pawluck	Carstairs Elementary	403-337-8670	651-2661
John Goutsis	Carstairs Elementary	(home)	973-3469
George Thompson	Hugh Sutherland School	403-337-3326	977-3014

Joanna Harvey	Cremona School	403-637-3856	-
Brent Runnett	Principal Ross Ford School Didsbury	403-335-3234	403-586-0909
Carolyn Massel	Principal Westglen School Didsbury	403-335-8700	403-559-7649
Garth Daggs	Principal Didsbury High School	403-335-3356	-
Ron McLean	Principal Olds Elementary School	403-556-8477	-
Tom Christensen	Principal Olds High School	403-556-3391	-
Heather Linski	Principal Horizon School Olds	403-556-6310	403-556-6452
Carey Collins	Principal Deer Meadow School Olds	403-556-1003	
Dwayne Brown	Principal Olds Koinonia School	403-556-4038	-
Michael Cellini	Holy Trinity Catholic School	-	
Scott Saunders	Principal, Sundre High School	403-638-4545	403-586-2287
Leslie Cooper-Shand	Principal, River Valley School Sundre	403-638-3939	403-638-7383
Leanne Bennett	Administrator, Reed Ranch School Olds	403-556-2429	-
Corine Varge	Director Transportation	403-227-7067	
Rod Maclean	Safety Manager	403-227-7070	403-396-3248
Patty Thompson	Assistant Director Transportation	403-227-7066 403-227-8008	403-318-7702
Darell Dyvig	Assistant Director of Facilities & Maintenance	403-227-0145	403-588-8984
Maintenance Pager	-	-	403-507-8289

Institutions	
Name	Work
Didsbury Health Care Centre	403-335-9393
Olds Hospital	403-556-3381
Sundre Hospital	403-638-3033

Industry			
Name/Title	Work	Home	Cell/Pager
Cremona Forage Processors (Gil Dalziel)	403-337-3264		403-556-0690
Alberta Timothy – Bill Parker	403-337-2972	-	403-994-1113
Wilbur-Ellis	403-337-2972	-	-
Shell Burnt Timber	403-637-6000	403-637-6060 (24 Hours)	
Harmattan Gas Plant	403-335-3321		403-335-8623 (Fax)
Apsco Engineering	403-637-3955	-	403-637-2231 (Fax)
Sundre Petroleum Operators Group	1-800-567-0818		
Banner Gelatin Products	403-556-2531	-	403-556-7079
Premier Horticulture	403-556-7328	-	-

Westward Products Ltd.	403-556-7100	-	-
Westeel Ltd.	403-556-9497	-	-
Shell Canada	1-800-661-7378	-	-
Amoco BP Canada	403-263-3677	-	-
Enerchem	403-638-4210	-	403-638-4987
SPOG	1-800-567-0818	403-638-5117 (office)	403-638-5107 Fax
Petro Canada	403-638-4930	-	-
Plains Marketing Canada	403-298-2100	-	-
Sundre Forest Products	638-3772 or 403-638-7011 (emergency)		

Railroad	
Name	Contact Phone Number
CPKC	1-800-333-6370 24-Hour Police/Emergency: 1-800-716-9132 24-Hour Operations: 1-800-795-7851

Pipeline		
Name	Work	Cell/Pager
Pengrowth Corporation	24-Hour Phone (403-556-3424)	403-507-3221
Primewest Energy	24-Hour Phone (403-946-4484)	
Bonavista Petroleum Ltd.	24-Hour Phone (403-213-4300)	
Direct Energy Resources	24-Hour Phone (403-264-8436)	
TransCanada Pipeline	24-Hour Phone (1-888-982-7222)	
Federated Pipelines	911	
Cochrane Lake Gas Co-op (Bruce Mclean)	403-932-2707 (work)	
Sundre Petroleum Operators Group	1-800-567-0818	
Atco	403-556-3798 After Hours Emergency: 1-800-511-3447	
Foothills Natural Gas Co-op	24-Hours: 403-556-3007	403-556-3224 (fax)
Mountain View Regional Water Service Commission	24-Hours: 403-227-5828	403-227-5831 (fax)

Electrical Supply and Distribution	
Organization/Type	Work
Fortis	403-310-9473

Equipment Resources - Communications					
Equipment Location	Type	Quantity	Work	Home	Community
Fire Department	AFRACS Mobile Radios	-	-	-	MVC
Communications Group	In truck and handheld	-	403-347-0777	-	-
Telus	Emergency Repair	-	611	-	Olds
Christo Communications	Service/Repair/ Amateur Ham	Glen Christopherson	403-556-7700	403-556-8775 403-556-0101	Olds
RCMP Olds	Phones/Radios	S/Sgt. Warren Wright	403-556-3324	780-536-0679	Olds
Municipal Enforcement	Phones/Radios	Sgt. Eric Christensen	507-4832	438-0251	Olds
Olds Search and Rescue	Radios	Phone Access Dial to Page Out OSAR	403-556-7500 24 Hours	-	-
Sundre & District Search & Rescue	-	Roger Tetreault	403-638-4482	403-638-3435 403-638-6957	Sundre

Search and Rescue			
Group	Name	Work	Home
Didsbury Search and Rescue	Jennifer Lunt	vicepresident@sardidsbury.ca	403-586-4081
Sundre Search and Rescue	Roger Tetreault	403-638-4482	403-638-3435
Red Deer County Search and Rescue	Dave Brand	403-598-1760	
Rocky Mtn House Search and Rescue	Eric Brownrigg	403-846-6513	
Wetaskiwin Search and Rescue	Bill Heise	780-699-3434	780-352-4596
Civil Air Search and Rescue	Dennis Smith	403-318-9003	
Civil Air Search and Rescue	Jim Thoreson	403-391-2140	403-346-6731

Transportation					
Equipment	Type	Contact/Address	Work	Home	Community
Buses	Mountain View Charters	Jan Irwin	403-586-0224		Carstairs
School Buses	SEE CHINOOKS EDGE SCHOOL DIVISION	-	403-227-7067	-	-

Buses – Community/Handi	46 Passenger 16 Passenger	Don Irwin	403-335-3052	403-335-2363	Didsbury
Alberta Powersports	Dealer ATV's Boats, Snowmachines	Henry Vander Veen	403-620-0565	403-668-1465	Carstairs
	Sunshine Bus (wheelchair equipped)	Doug Wagstaff	403-556-6981 403-994-0851 (cell)	-	Olds
	Olds College Bus		403-556-8214	403-507-7757	Olds
	Accredited Supports for the Community (wheelchair equipped)	Dana Wild	403-556-4110	403-556-3632	Olds
Taxis	Cochrane Taxi		403-932-0044		Cochrane
	A-Cabs	Simea Himour		403-556-6050	Olds
	Sundre Sunshine Cab		587-444-1123		Sundre
	Sundre Taxi		403-638-8500		Sundre
Air Strips	Immediately North of Village	Mark Reid	403-637-2193	403-660-7941	Cremona
	2.5m North and 1/2 m East of Cremona	Richard Reid	403-637-2193	403-875-8437	
	STARS	Calgary General Hospital	1-800-661-1700	-	Calgary
Airports	Olds/Didsbury	Randy Akert	Rackert@telus.net	-	Olds
	Sundre	Dave Chorkwa	403-507-9799	-	Sundre
Helicopters	STARS	-	1-888-999-3822	-	Calgary
Vans – Handicap	16 Passenger	1		-	Didsbury
Passenger Van	14 Passenger (wheelchair accessible)	-	403-638-3266	-	Sundre
Dealership: Boats, ATVs, Snowmobiles	Cochrane Dodge	Doug Marr	403-932-4072		Cochrane
	Trackside Sales & Service	Marvin Morrison	403-556-7009	403-556-5649	Olds
	Mountain's Edge	Phil Wilde	403-638-3885	403-638-4767	Sundre

Boats		SPOG	1-800-567-0818	-	-
Jet Boats	Sundre Fire Department		403-638-4044		Sundre
Auto Dealership	Hildebrand Motors	-	403-556-3371	-	Olds
	Mountain View Dodge	-	403-556-7332	-	-
	Cam Clark Ford	-	403-556-3301	-	-

Heavy Equipment					
Equipment	Type	Company	Quantity	Work	Community
Bulldozers	D9, D10	Mountain View County	2	403-335-3311	Didsbury
		Richardson Brothers (Olds) Ltd.	-	403-556-6366	Olds
		Netook Construction (Olds)	-	403-556-2166	Olds
		DBC Contractors Ltd. (Airdrie)	-	403-948-5991	Airdrie
	D5-D9	Al Saunders Contracting	-	403-638-4261	Sundre
		Stew Brian Trucking	-	403-638-2486	Sundre
		High Mountain Hoe Service	-	403-638-2335 or 403-638-6439	Sundre
Snowplow	-	Town of Carstairs	1	403-337-3446	Carstairs
		Mountain View County	14	403-335-3311	MVC
		Loader mounted Blower	1	403-439-0800	Didsbury
		Rick Martin Trucking	-	403-638-3151 or 403-556-0397	Sundre
		Stew Brian Trucking	-	403-638-2486	Sundre
Loaders	Gravel	Town of Carstairs	-	403-337-3446	Carstairs
	John Deere	Town of Didsbury	1	403-439-0800	Didsbury
	Gravel	Mountain View County	8	403-335-3311	MVC
		Tanas Concrete Industries Ltd.	-	403-335-3212	Didsbury
		Olds Contracting Ltd.	-	403-556-8123	Olds
		Rick Martin Trucking	-	403-638-3151 or 403-556-0397	Sundre
		Sundre Contracting	-	403-638-2266	Sundre

				403-638-3840	
		Saby Trucking and Loading Ltd. (Olds)	-	403-556-6357	Olds
		Ken Herbert	-	403-335-4109	Didsbury
		Brian McMullen	-	403-335-4789	Didsbury
		Dar-Car Trucking	-	403-638-3645	Sundre
		Duane Saunders Co. Ltd.	-	403-638-2203	Sundre
Backhoe	Mini Hoe	Town of Carstairs	1	403-337-3446	Carstairs
		Town of Didsbury	1	403-439-0800	Didsbury
		Mountain View County	2	403-335-3311	MVC
		Mark Crouch	-	403-638-2649	Sundre
		Jack Peterson	-	403-637-2912	Cremona
		Boom Construction	-	403-637-2348	Cremona
		Krebsies Backhoe	-	403-335-4202	Didsbury
		Doug Chant	-	403-556-8832	Olds
		Howies	-	403-335-3949	Didsbury
		Town of Olds	-	403-994-1376	Olds
		Corner-Stone Enterprises Inc.	-	403-994-0944	Olds
		Van Tighem's Backhoe Service	-	403-556-6666	Olds
		Track	Stew Brian Trucking	-	403-638-2486
	Grader	JD 770	Town of Carstairs	1	403-337-3446
Town of Didsbury			1	403-439-0800	Didsbury
Mountain View County			13	403-335-3311	MVC
Rick Martin Trucking			-	403-638-3151 or 403-556-0397	Sundre
Stew Brian Trucking			-	403-638-2486	Sundre
Bill's Blade Service			-	403-556-8901	County
Winches	-	Finlay Crane Services (Olds)	-	403-556-3411	Olds
		Clarks Transport Ltd. (Sundre)	-	403-638-3533 After Hours: 403-556-1122	Sundre
		Duster Transport	-	403-638-7366	Sundre
		Charley's Transport	-	403-638-4011	Sundre
Trucks – Water	-	Far West	-	403-337-2067	Carstairs
		Town of Olds	-	403-994-1576 (cell)	Olds
		William Rivers & Sons Water Hauling	-	403-556-1610	Olds

		Kyncl Truck Ltd.	-	24-Hour: 403-556-2239	Olds
		Mountain View County	4	403-335-3311	MVC
		Millard Trucking	-	403-638-4500	Sundre
		THR Trucking	-	403-638-9399	Sundre
		Capital Pressure Oilfield Services	-	403-638-2256	Sundre
Trucks – Garbage	-	Carstairs Waste	-	403-888-2906	Carstairs
		Curbside 1 Ton	4	403-335-2005	Didsbury
		E360	3	403-596-6904	Didsbury
Trucks – Gravel	-	Tanas Concrete Industries	6	403-335-3212	Didsbury
		Town of Olds	-	403-994-3500 (cell)	Olds
		Saby Trucking & Loading	-	403-556-6357	Olds
		Mountain View County	15	403-335-3311	MVC
		Eagle Rock Trucking	2	403-994-7950	Didsbury
		Olds Contracting	-	403-556-8123	Olds
		Wilde's Bobcat & Trucking	-	403-556-6816	Olds
		Rick Martin Trucking	-	403-638-3151 403-556-0397	Sundre
		Rock Hauling	-	403-638-2677	Sundre
Trucks – Tow	-	Big Hill Towing	-	403-932-3336	Cochrane
		Res-Q-Towing	4	403-335-8202	Didsbury
		Double 2 Body Shop	-	403-556-3933 24-Hour:	Olds
		Torroch Sales & Service	-	403-556-3666	Olds
		Cremona Towing	-	403-637-2133	Cremona
		Cooter's Heavy Truck Towing	-	403-638-3934	Sundre
		Standish Towing	-	403-638-9064	Sundre
		Bulldog Towing	-	403-638-7610	Sundre
		Back Country Towing	-	403-638-9064	Sundre
Trucks- Vacuum	-	Carbon Management	-	403-337-3970	Carstairs
		Highmark Vacuum Services	6	403-335-4411	Carstairs
		THR Trucking	-	403-638-9399	Sundre

		Capital Pressure Oilfield Services	-	403-638-2256	Sundre
Trucks – Flatbeds	Low Boy		1	403-335-3554	Didsbury
		Mountain View County	4	403-335-3311	MVC
		RubyRock		403-860-9680	RVC
		Cooter's Heavy Truck Towing	-	403-638-3934	Sundre
Truck Cranes	-	Finlay Crane Service	-	403-556-3411	Olds
		Pacific West Transport Ltd.	-	403-994-1308	Olds
		Scoular Crane	-	403-556-1335	Olds
		Central Crane	-	403-813-8630	Didsbury
		Mountain View County	1	403-335-3311	Didsbury
Trucks	-	Krall's Triple T	-	403-556-8560	Olds
		Rick Martin Trucking	-	403-638-3151 403-556-0397	Sundre
		Duane Saunders Trucking	-	403-638-2203	Sundre
		Mark Ross Oilfield Hauling Ltd	-	403-556-4537	Sundre
		Clarks Transport (Sundre)	-	403-638-3533 After Hours: 403-556-1122	Sundre
		Tanas Concrete Industries Ltd.	-	403-335-3212	Didsbury
		Mountain View County	4	403-335-3311	Didsbury
Excavating Equipment	-	Boyd Osborne	-	403-637-3754 403-637-3738	Cremona
		Boom Construction	-	403-637-2348 403-888-9887	Cremona
		Cremona Excavating	-	403-637-2467	Cremona
		Cochrane Excavating	-	403-932-6049 403-815-0567	Cochrane
		Rick Martin Trucking	-	403-638-3151 403-556-0397	Sundre
		Cochrane Lake Gas Co-op	-	403-932-2707	Cochrane
		Mountain View County	-	403-335-3311	Didsbury
		Big Rack Rentals	-	403-638-2789	Sundre

Equipment Rentals		Moody's Equipment Ltd.	-	403-556-3939	Olds
		Imperial Equipment Rental & Sales Ltd.	-	403-556-1917	Olds
Oilfield Equipment		MacDonald Brothers Cats	-	403-637-2278	Cremona
		Far West Trucking	-	403-337-2067 (24 Hours)	Carstairs
		Cancoil Integrated Services	-	403-932-3056	Cochrane
Other		Netook Construction Ltd.	-	403-556-2166	Olds
		Richardson Brothers (Olds) Ltd.	-	403-556-6366	Olds
		Peter Overwater Oilfield Construction Ltd.	-	403-556-7800	Olds
	Hydrovac	Badger Daylighting	-	403-556-1645	Olds
		W & R Bobcat	-	403-638-7524	Sundre
		Murphs Equip (Bobcat)	-	403-638-5272	Sundre

First Aid Kits			
Equipment Location	Type	Quantity	Community
Fire Department	Various	Good Supply	Carstairs
Fire Department	Various	Good Supply	Cremona
Fire Department/PW Shop/Trucks	Various	Good Supply	Didsbury
Fire Department	Various	Good Supply	Olds
Fire Department	Various	Good Supply	Sundre
Mountain View County Shop/Trucks	Various	2 Each	Various

Contractors				
Name	Contact	Work	Cell	Community
Monster Excavating		-		Carstairs
Name	Contact	Work	Cell	Community
Snow Removal	Milt Hansen	-	403-969-3648	Carstairs
Bales Sand & Gravel	David Bales	403-337-2274	403-369-2274	Carstairs
Carstairs Waste Control	Clark & Shelly Haase	403-337-2870	-	Carstairs

Mountainview Mechanical	Mike Keim		403-808-5405	Carstairs
Boom Construction	Rick Hoogenboom	403-637-2348	403-888-9887	Cremona
G Larsen Plumbing	Gary Larsen	403-651-3029	-	Crossfield
Tanas Concrete Ind.	Josh Tanasiychuk	403-335-3212	403-994-3212	Didsbury
Prairie Sky Electrical	Craig Jessop	403-335-6501	-	Didsbury
Kendze Septic	Josh Kendze	403-335-3651	-	Didsbury
Quality Dirty Works	Jim Quantz	403-335-3554	403-994-3554	Didsbury
Howie's Trucking & Backhoe	-	403-335-3949	-	Didsbury
Mountain View Regional Waste Authority	-			
Hydrodig	Wendy Poffenroth	403-507-2587	-	Olds
Far West Electric	Steve	403-556-1284	403-994-1284	Olds
D. Plumbing & Heating	-	403-556-6208	403-556-8890	Olds
Olds Concrete	Joel & Courtney Vermeulen or Chris Wiffen	403-556-2979	403-559-9339 403-597-4238 403-994- 1982	Olds
Olds Contracting (Sand & Gravel)	-	403-556-8123	-	Olds
R.W. Electric	Robert Waiting	403-556-3474	403-507-1781	Olds
B-Line Utilities	Bill Sutton or Brian Vearcy	403-556-8563	403-559-9716 403-915-8630	Olds
Finlay Crane	Phil	403-556-3411 403-556-8789 (fax)	403-556-3411	Olds
Cooters Towing			403-350-3225	Olds
Delson's Enterprises	Jeff Bothers	403-638-3934		Olds
Millennium Metal Worx	-		-	Olds

Niemeyer Bros. Welding Ltd.	William or Bill Niemeyer	403-556-3553	403-994-8881 403-556-0412	Olds
Cactus Construction	-	403-556-7674	403-994-0056	Olds
Olds Electric	-	403-556-0192	-	Olds
Kelmar Ltd	Off-site Emergency #	403-638-2458	Ext. 8	Sundre
Big Horn Electric & Controls Ltd.	Dale Ryan	403-638-3699		Sundre
Brian Evans Planning & Building Ltd.	-	403-638-3803	-	Sundre
Frontier Machine Ltd.	Marc Fuchko	403-638-4646	403-638-6713	Sundre
Outkast Oilfield Supplies	Don Smith	403-638-3941	403-638-6038	Sundre
Bumper to Bumper	Chris Newton	403-638-2262	403-507-9086	Sundre
Royal Services (plumbing)	Jason Spurrier	403-638-6982	-	Sundre
Schuurman Enterprises Ltd./ 22 West Ltd.	Valeri Newton Chris Newton	403-638-1001 403-638-2262	403-507-9086	Sundre
Triple R Steaming & Fencing	Rick Reicker	403-638-2439 403-638-3420 (fax)	403-559-9477	Sundre

Emergency Power				
Equipment Location	Type	Quantity	Number	Community
Town of Carstairs	Portable	3 (2 small, 1 large)	403-337-3346	Carstairs
Mountain View County	Portable	1 20kw, 1 5kw	403-335-3311	Didsbury
Public Works Shop	Generator	1	-	Cremona
Fire Department	Generator	2	-	Cremona
Didsbury Town Shop	Portable	1	403-507-3235	Didsbury
Didsbury Inn	Built In	1	403-335-8088	Didsbury
Didsbury Hospital	Built In	1	403-335-9393	Didsbury
Town Shop	Generator	2	403-638-4707	Sundre
Olds Fire Hall	Built In	1	403-507-4850	Olds
Olds Town Office	Built In	1	403-556-6981	Olds
County Office	Built In	1	403-335-3311	County
Fire Hall	Generator	1	403-638-4044	Sundre
Fortis			403-310-9437	

Barricades

Equipment Location	Type	Quantity	Contact Number	Community
Town of Carstairs	Portable fence and street barricade	30	403-337-3341	Carstairs
Village of Cremona	-		403-637-3762	Cremona
Big Rack Rentals	-		403-638-2789	Sundre
Town of Didsbury	Street 10 Feet	15	403-439-0800	Didsbury
Mountain View County	Street 10 Feet	40	403-335-3311 403-507-3622	Didsbury
Town Of Olds			403-994-1377	Olds
Town of Sundre			403-638-4707	Sundre
Wild's			403-638-3508	Sundre
Sunpine			403-638-3772	Sundre

Blankets				
Equipment Location	Type	Quantity	Contact Number	Community
Reception Center	Wool	75	-	Carstairs
Cremona Congregational Church	Blankets		-	Cremona
Alberta Emergency Management Agency			1-866-647-2362	-
Red Cross			403-541-6100 or 1-888-800-6493	-
Mountain View County	Wool	20	403-335-3311	Mountain View County
Sundre Fire Department	Wool	0	403-638-4044	Sundre

Reception Centre Kits				
Equipment Location	Type	Quantity	Contact Number	Community
Carstairs Community Centre, 1100 Lackner Way, Carstairs, AB	-	1	403-337-5818	Carstairs
Cremona Congregational Church		1	403-637-3768 or 403-337-3444	Cremona
Town of Olds – Fire Hall	-	1	403-507-4850 or 403-994-0096	Olds
Town of Carstairs	-	1	403-337-3341	Carstairs
Memorial Complex	-	1	403-559-6314	Didsbury
Town of Sundre Community Services		1	403-638-2042	Sundre
Mountain View County Office		1	403-335-3311	MVC

Spill Kits	
Equipment	Contact Phone Number
CEDA Reactor	403-253-3233 or 1-888-793-2378 (24 Hours)
Spill Trailer	Town of Olds – 403-507-4850 or 403-994-0096
SPOG	1-800-567-0818

Hardware Supplies		
Company	Work	Community
Water Valley Hardware	403-637-2043	Water Valley
Home Hardware	403-335-3262	Didsbury
Rona	587-796-7662	Olds
B & M Home Hardware	403-556-2550	Olds
Canadian Tire	403-556-9949	Olds
Wilds Home Hardware	403-638-3508	Sundre
Ace Hardware	403-638-9022	Sundre

Sandbags			
Equipment Location	Quantity	Contact Phone Number	Community
Public Works	Full pallet	403-637-3762	Cremona
Public Works	Bags & Sand	403-439-0800	Didsbury
Mountain View County	Bags & Sand	403-335-3311	Mountain View County

Grocery Stores		
Name	Contact Phone Number	Community
Carstairs Co-op	403-337-3361	Carstairs
Henry's Food Store	403-337-3375	Carstairs
Shell Carstairs	403-337-2960	Carstairs
KC Foods	403-637-2816	Cremona
Save On Foods	403-335-9595	Didsbury
Hi Ho Groceries	403-335-8100	Didsbury
Eagle Hill Co-op	403-556-2113	Mountain View County
Little Red Deer Store and Gas	403-556-2583	Mountain View County
Sobeys	403-556-3113	Olds
Olds Co-op	556-3335	Olds
No Frills	403-507-8000, 403-540-2729	Olds
Walmart	403-556-3844 438-0037	Olds
Freson Brothers	403-638-3886, 780-315-9672 (after hrs)	Sundre
Big Sky Market – Sheryl Leong	403-638-1205, 403-638-5718 (after hrs)	Sundre

Refrigeration			
Group	Name	Work	Community

Hi-Way 9 Express		403-556-2737	Olds
Hi-Way 9 Express	1-800-622-5800	403-638-3031	Sundre

Catering		
Group	Contact Phone Number	Community
Apron Strings Catering	403-337-3644	Carstairs
Prairie Whistle Food Co.	403-200-3529	Didsbury
Twisted Pantry	403-638-6717	Sundre
Kodiak	403-638-7321	Sundre

Restaurants		
Group	Contact Phone Number	Community
Hoi Mai Chinese & Vietnamese	403-337-3223	Carstairs
Country Kitchen	403-337-3536	Carstairs
Subway	403-337-2555	Carstairs
Burger Baron	403-337-3941	Carstairs
Centre St Pizza	403-337-4040	Carstairs
Hunters Country Kitchen	403-337-0162	Carstairs
Tim Hortons	403-337 2203	Carstairs
Villa Maria	403-337 2584	Carstairs
Barleys Pub	403-337-3013	Carstairs
Twisted Lizard	403-940-1111	Carstairs
Cremona Hotel	403-637-3923	Cremona
Oriental Kitchen	403-637-0069	Cremona
Water Valley Saloon	403-637-2284	Water Valley
JD's Restaurant and Pizza	403-335-3541	Didsbury
Green Bamboo	403-335-8899	Didsbury
Didsbury Motel	403-335-3159	Didsbury
Subway	403-335-3050	Didsbury
K & W	403-335-3033	Didsbury
International Food & Grill	403-335-2362	Didsbury
Tim Horton's	403-335-9886	Didsbury
A. & J. Family Restaurant	403-556-1838	Olds
A & W	403-556-1011	Olds
Dairy Queen	403-556-3555	Olds
McDonald's	403-556-3510	Olds

	403-507-2070	
Tedd's Food Mart (sandwich/sub)	403-556-6728	Olds
Subway	403-556-7827	Olds
Quiznos	403-556-9901	Olds
Tim Horton's	403-556-8467 403-507-8462	Olds
Wendy's	403-556-3015 403-556-3025	Olds
Our Flames Restaurant	403-556-6300	Olds
Panago	403-310-0001	Olds
Olds College	403-556-8241	Olds
Royal Canadian Legion	403-556-6406	Olds
Boston Pizza	403-556-7988	Olds
Smitty's	403-507-2020 403-507-2902	Olds
Bean Brokers Inc.	403-556-1069	Olds
Swamp Donkeys	403-638-2882	Sundre
Sundre Hotel	403-638-3777	Sundre
Piros	403-638-3354	Sundre
Subway	403-638-4444	Sundre
Backwoods Bakery & Cafe	403-638-2233	Sundre
Kodiak BBQ Caterers & Deli	403-638-7321	Sundre
A & W	403-638-9050	Sundre
Original T's	403-638-2235	Sundre
Burger Baron & Pizza	403-638-3844	Sundre
Harvest Moon Restaurant	403-638-3321	Sundre
Canadian Pizza Unlimited	403-638-3366	Sundre
Tim Horton's	403-638-3386	Sundre
Boondox	403-638-2000	Sundre

Hospital/Health Unit				
Name/Title	Contact	Work	Home	Community
Pioneer Apartments	Al Smart	-		Cremona
	Laurie Lewis	-	403-556-2957	Sundre
Mountain View Management Board/Aspen Ridge Lodge	Al Smart Rhonda	403-556-2957 403-335-9848		Didsbury
Didsbury Hospital		403-335-9393	-	Didsbury
Olds Hospital and Care Centre	Wayne Krejci	403-507-8109	403-556-3381 (main)	Olds
Olds Community Health Centre	Nicole McIntyre	403-559-2153 403-304-4042	-	Olds
Mountain View Lodge	Susan Reed	403-556-3603	403-556-0039	Olds
Alberta Health Services	-	403-341-8622	-	Red Deer
Sundre Health Unit	Reception	403-638-4063	-	Sundre
Sundre Hospital & Care Centre	-	403-638-3033	-	Sundre
Sundre Seniors Supportive Living Facility	Jessica	403-636-4200	403-556-2957	Sundre
Chinook Winds	Teina Bowen	403-337-2999		Carstairs

Medical Support				
Group	Name	Work	Home	Community
Air Ambulance	STARS	1-888-999-3822	-	Calgary
Medical Clinic	Wild Rose Medical Clinic:	403-556-7130	-	Olds
Medical Clinic	Snowy Owl	403-807-8864	-	Carstairs
Medical Clinic	Moose and Squirrel Medical Clinic	403-638-4433		Sundre
Medical Clinic	Greenwood Family Physicians	403-638-2424	-	Sundre
Medical Clinic	Dr. Vervaeck	403-335-3669	403-335-9393	Didsbury
Home Care	Alberta Health Services	403-335-7603	-	Didsbury
Adult Home Care	Alberta Health Services	403-507-8174	-	Olds
Ambulance	Alberta Health Services	403-638-3033	-	Sundre
Health Unit	Sundre	403-638-4063		Sundre
Health Unit	Didsbury	403-335-7292	-	Didsbury
Health Unit	Olds Community Health Centre	403-556-8441	-	Olds

Critical Incident Stress Debriefing (Mental Health)				
Group	Name	Work	Home	Community

Rocky View County	Perry Prete Dax Huba	403-520-8167 403-589-0112	-	
Critical Incident Stress Management	Ron and Orlis Moroz	403-637-2537	403-637-2537	Cremona
Provincial Crisis Line	-	1-800-661-4606	-	
Didsbury Mental Health	-	403-335-7285	403-335-9875 (pager)	Didsbury
Clergymen	-	SEE BELOW	-	
CFD CISM Team	-	403-335-3391	403-335-3889 403-507-1230	Didsbury
Emergency Management AB	-	1-866-647-2362(24 hr)	-	

Medical Supplies (Drug Stores)			
Group	Name	Work	Community
Medi-Plus	Cochrane Pharmacy	403-932-6677	Cochrane
Super Drug Mart	Cochrane	403-948-5858	Cochrane
Pharmasave	Cochrane	403-932-6677	Cochrane
Carstairs Pharmacy		403-337-3044	Carstairs
Carstairs Remedys Pharmacy		403-337 3313 403-864 4736	Carstairs
Didsbury Drugs	-	403-335-3066	Didsbury
Value Drugs	-	403-335-3307	Didsbury
Rexall Drugs	Tracy Muller	403-335-2364 403-556-3346	Olds
Shoppers Drug Mart	Paul Gustafson	403-556-3326 403-586-0809	Olds
Sundre ARP Community Drug Mart		403-638-3922 (store)	Sundre
Pharmasave		403-638-4944 (store) 403-638-7553 (cell)	Sundre
Sundre Family Pharmacy		403-638-4510	Sundre

Tent Rental		
Company	Sizes	Contact Phone Number

Prestige Upholstery (MVC)	26-foot with fire ring 40-foot with fire ring 20-foot with Red Cross on top	403-638-3571 403-638-6622 (cell)
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Veterinarian			
Group	Name	Work	Community
Cremona Vet Clinic	Dr. Heather Vanesch	403-637-3928	Cremona
Big Hill Vet	-	403-932-6160	Cremona
Nagel Veterinary Services	-	403-337-3221	Carstairs
Mountain View Mobile Veterinarian Services	Shannon Munro	1-855-333-8387	Carstairs
Didsbury Animal Clinic		403-335-3519	Didsbury
Chinook Country Vet Clinic	Diana Lyster (403-227-5746, 403-887-1446)	403-556-6414	Olds
Olds Veterinary Centre		403-556-6882 (24 Hours)	Olds
Olds Pet Clinic	Dr. Lauren Hall	403-556-1142 (24 Hours)	Olds
Vet Dairy Health Services Ltd.	Dr Melodie Chan	403-559-6362	Olds
Pioneer Vet	-	403-638-3774	Sundre
Riverstone Veterinary	Dr Kurt Luzi	403-507-4412	Sundre

Kennels			
Group	Name	Work	Community
Mountain View Pet Resort	Barb Wolosiuk	403-337-2959 403-807-1257 cell	Carstairs
Kaczbar Kennels	Murray Kaczmariski	403-337-3956 403-572-3225 (cell) 403-801-9564 (cell)	Carstairs
Pawsitive Haven Animal Rescue	Kayleigh Coates	403-337-8671	Carstairs
Winauby Kennels	Della & David Kyncl	403-335-8767	Didsbury
Chinook Country Vet Clinic	Diana Lyster	403-556-6414	Olds
Olds Vet Centre	Dr. Hans Reimert	403-556-6882 (24 hrs)	Olds
Town of Sundre Animal Control	Jane Finney	403-638-1888	Sundre
TWQ Kennels	Tamara Beecraft	403-638-0006	Sundre

Mutual Aid Assistance			
Name/Title	Work	Fax	Cell/Pager
Carstairs Fire Department	911	-	-
Town of Carstairs	403-337-3341	403-337-3343	-
Village of Cremona Fire Department	911	-	-
Village of Cremona Public Works on Emergency call	403-637-3762 888-3926	403-637-2101	-
Town of Sundre Fire Department	911	-	-
Town of Sundre	403-638-3551	403-638-2100	
Town of Olds Fire Department	911	-	-
Town of Olds	403-556-6981	403-556-6537	403-994-0128
Town of Didsbury Fire Department	911	-	-
Town of Didsbury	403-335-3391	403-335-9794	-
Town of Crossfield Fire Department	911	-	-
Town of Crossfield DEM Russ	403-946-5565	-	-
Rocky View County / Pauli Krugger	403-520-3991	403-277-5977	403-462-5762
MD of Foothills/Harry Riva Cambin	403-652-2341	403-652-7880	-
Town of Chestermere	403-207-7050	-	403-804-0422
MD of Bighorn Fire Chief Andrew Box	403-899-9666	-	
Red Deer County/Dave Brand (DEM) CRAHIMT Lead	403-350-2150	-	403-598-1760
Red Deer County/Tina Colberg (DDEM/CRESS)	403-348-2036	-	
Red Deer County/Dave Dittrick (DDEM)	403-357-5395	-	
Red Deer County/Irv Heide (DDEM)	403-350-2152	-	
SPOG	1-800-567-0818	-	-

VOLUNTEER SUPPORT SERVICES

Emergency First Aid	
Group	Contact Phone Number
Alberta Health Services	911

Stretcher Bearers				
Group	Name	Work	Home	Community
Didsbury Lions Club	Scott Puttick	403-335-3225	403-335-0064	Didsbury
Cremona Ag Society	Larry Gano	403-637-2125	-	Cremona
Sundre Fire Department	-	-	-	Sundre

Casualty Transport Vehicles	
Group	Contact Phone Number
Alberta Health Services	911

Emergency Clothing

Group	Name	Work	Community
Thrift Shop	-	403-335-3213	Didsbury
Canadian Red Cross	Heather McLaughlan	403-541-6102 1-888-800-6493	-
Salvation Army Airdrie	-	403-948-5083	-
IODE	Chrystal Foster	403-940-3008	Carstairs
Evangelical Lutheran Women	E. Pekse	403-638-4192	Sundre
Catholic Women's League	Jackee Groenewegen	403-638-2868	Sundre
Sundre Thrift Store	Vi Ellethorpe	403-638-3200-Store 403-638-6764 Vi	Sundre
Salvation Army	-	403-441-6320	
Mabel Maxim	-	403-637-2050 (work)	Cremona

Community Organizations			
Group	Name	Contact Phone Number	Community
Ag Society	Kelly Casebeer	403-335-6041	Carstairs
Legion	Garry Bratland	403-650 3336 403-230-3878 (cell)	Carstairs
Elks Lodge #556	John Mercier	403-860-9598	Carstairs
Lions Club	Leslie Cunningham	403-337 3424	Carstairs
Ladies Auxiliary	Joanne Hudson	587-226-1558	Carstairs
IODE	Chrystal Foster Debbie Knudsen	403-337-0022 403-337-3624	Carstairs

Disaster Social/Relief Services		
Group	Name	Contact Phone Number
Mental Health Didsbury	Debra Dohun	403-335-7285 (work) 587-226-5227 (cell)
Children Services Olds	Penny Waddell	403-507-4677 (work) 403-507-4677 (cell)
Sundre Greenwood Neighbourhood Place	Sari Werezak	403-638-1011 (work)
Victim Services		911
Samaritan's Purse Canada, Calgary	Peter Von Kampen	1-800-663-6500 403-250-6565
Canadian Red Cross – Western Zone, Red Deer	Red Deer local Amanda DeBoer Melissa Fougere	403-346-1241 403-348-3126 (cell) 587-340-3976
St. John's Ambulance, Red Deer	Robin Tremeer	403-342-7744 587-879-3250 (cell)

Canadian National Baptist Convention, Cochrane	www.canadianglobalresponse.ca	403-512-5261
Mennonite Disaster Services, Winnipeg	Manitoba – Mennonite Disaster Service (mds.org)	1-866-261-1274
Salvation Army, Red Deer	The Salvation Army Red DeerWhat do we do	403-346-6145 403-346-2251
Adventist Development and Relief Agency	Contact Us ADRA Canada	1-888-274-2372
Animal Emergency Task Force	www.aetf.ca	1-855-437-2531

Group	Phone Number	Website
NGO Council of Alberta	780-441-6320 24 hours	https://ngocouncil.ca/
Canadian Convention of Southern Baptist Disaster Relief	403-880-4992 24 hours	www.ccsb.ca/
Canadian Red Cross	1-888-800-6493 24 hours	www.redcross.ca
Christian Reformed World Relief Committee (CRWRC)	403-240-0067	www.crwrc.org/
Mennonite Disaster Services	1-866-261-1274	https://mds.org/mds-across-canada/
St. John Ambulance Alberta Council	1-800-665-7114	www.stjohn.ab.ca
The Salvation Army Emergency Disaster Services Carolann Barkhouse	403-236-3513	https://salvationarmy.ca/eds/home/contact/
Samaritans Purse Disaster Relief	403-250-6565	www.samaritanspurse.ca

SECTION 7: POST INCIDENT RECOVERY

POST INCIDENT RECOVERY

Post incident recovery planning and activities should be initiated as soon as possible. Preferably **WHILE RESPONSE OPERATIONS ARE STILL UNDERWAY.**

Actions taken during response operations should be decided on, whenever possible, with post-incident recovery in mind.

Recovery operations include:

- Repair of damaged property and infrastructure
- Restoration of services such as power, heat and communications
- Counseling Services
- Providing residents with any necessary guidance and/or assistance to return to normal.

For large scale events the management of recovery may require the appointment of a Recovery Manager and for the emergency management organization to transition responsibility to another organization to manage recovery (this recovery organization may be the day to day municipal government organization or a new organization established for this purpose.

CLEAN UP

Clean up of the emergency site should begin as soon as possible. **Should fatalities result, it will be necessary to wait until the site is released by the Office of the Medical Examiner and the RCMP.**

PUBLIC RELATIONS

When an incident occurs, it will be necessary to carry out public relations activities. The priority is to demonstrate to the residents and the general public that there is concern for their health and safety. Public Relations activities may include:

- Media briefings to inform the public about the incident and what Mountain View Region officials are doing to prevent a recurrence.
- Counseling services to Mountain View Region residents, staff and the general public affected by the incident.

EMPLOYEE ASSISTANCE

Mountain View Region staff affected by an incident may experience delayed/long-term reactions including:

- Loss of employment due to destruction of workplace;
- Critical Incident Stress.

A program of sessions to inform staff about the long-term implications of the incident will be instituted. It is necessary to establish the Region's position on the issue of job loss and retention of employees as early in the recovery phase of the operation as possible.

Critical Incident Stress Debriefings will be initiated for affected Mountain View Regional staff and their families as required and will be accessed through regional resources. EMS, RCMP and Fire Department staff will be debriefed by their respective Critical Incident Stress Debriefing resources.

LITIGATION

The Municipal Solicitor will address the issue of post-incident litigation.

The Municipal Solicitor will be contacted by the Municipal Manager or the Director of Emergency Management as early as possible following an incident where municipal actions have threatened or harmed a third party.

INSURANCE

Insurance companies and government agencies may wish to conduct investigations of their own into an incident. Once they have shown their credentials they will be accompanied by the appropriate Service Chief on the incident scene.

RESUMPTION OF SERVICES

An emergency may adversely affect Regional operations. This affect may be felt for an extended period of time depending on the severity of the incident. Impairment may be as a result of injury to Mountain View Regional staff, damage to key facilities, or damage to municipal infrastructure.

This issue must be addressed and processes put in place to minimize the impact of interruption to Mountain View Regional operations. Procedures are needed for:

- Replacing Mountain View Regional staff
 - Repairing damaged equipment and structures
- Contacting accommodations outside of Region

SECTION 8: EMERGENCY PREPAREDNESS

EMERGENCY PLANNING

General

1. Emergency planning will be carried out by the members of the Regional Emergency Management Agency. Representatives from other agencies will be invited to participate as required.
2. The Chair of the committee will be a Director of Emergency Management from one of the member municipalities within the region.
3. The rotation of the chair shall follow a counterclockwise rotation: Olds, Sundre, Cremona, Carstairs, Didsbury and Mountain View County. Each chair will be the chair for one full cycle of meetings (approximately one year)
4. Meetings will be held every three months, the location of the meeting will following the same rotation schedule listed above for the selection of the Chair, with the first meeting being held the first week of March annually.

Function

The Regional Emergency Management Agency serves as a "planning body" to ensure the Mountain View Regional Emergency Response Plan remains current. The Regional Emergency Planning Team will:

1. Be responsible for ensuring regional emergency planning documents are accurate and reviewed annually.
2. Ensure Regional Emergency Response Plan training is provided for personnel.
3. Plan and execute exercises to confirm the Regional Emergency Response Plan.
4. Conduct reviews of all exercises.
5. Review the impact of incidents on the system.
6. Publish information, as necessary, on the Regional Emergency Response Plan for:
 - Municipal departments
 - Industrial and municipal neighbors
7. Liaise with outside agencies and surrounding municipalities who have a role in emergency response at regional facilities.
8. Ensure the Mountain View Region has appropriate resources and equipment available.

Operations

The Regional Emergency Response Plan will be reviewed annually by the Mountain View Emergency Management Agency Committee (MVREMA Committee). During municipal election years, the names and contact details of elected officials will be updated as soon as possible after the election.

1. The MVREMA Committee will form a Regional Emergency Planning Team to oversee plan review and regional training. Members of the planning team will determine their meeting schedule.
2. Should an emergency occur in the time between scheduled meetings, the Regional Emergency Planning Team will meet as soon as practically possible after the event. They will examine the incident and all facets of the response to it. The expected outcomes are:
 - An evaluation of the actual response versus response plan
 - Identification of areas to improve the response system
 - A plan to implement these improvements
3. The Regional Emergency Planning Team will establish a training program for emergency response personnel and identify resources for this training. Training will include general awareness and familiarization for those personnel not directly involved in emergency response operations.

The planning team will plan and conduct exercises to test the Emergency Response Plan. Representatives from the affected areas will be asked to assist with exercise planning.

TRAINING PROGRAM

Training is a basic requirement of any effective emergency response organization. It is a continuous process and must be delivered in varying degrees to personnel within the participating regional municipalities. Training will generally be coordinated and delivered at community level.

The training requirements identified in this section are in accordance with the Alberta 203/2018 Regulation - Local Authority Emergency Management Regulation which came into force January 1, 2020.

Plan Familiarization

Basic information about the emergency plan is provided to any Mountain View Region employee who may be affected by an emergency. The training consists of an overview of the plan itself and actions that are expected from regional employees.

This training is generally no more than one or two hours in duration and is to be provided to employees and permanent contractors of the Mountain View Region. Refresher training is to be presented to employees once a year. Training will be provided as required to:

- Identified departments
- Permanent contractors
- External stakeholders such as:
 - Utility providers
 - Health authorities
 - Schools
 - Churches

- Service groups

Local Authority Elected Officials

All local authority elected officials are required to complete the Alberta Emergency Management Agency (AEMA) Municipal Elected Officials Course within 90 days of taking an official oath as required by the Municipal Government Act.

Directors of Emergency Management

The following courses must be completed within 18 months of being appointed as the director of a local authority's emergency management agency:

- Basic Emergency Management
- Incident Command System 100, 200, and 300
- The AEMA Director of Emergency Management Course

Employees Assigned an Emergency Management Role

Regional personnel, assigned responsibilities for emergency response must complete the following courses within 6 months of being identified for a role in the local authority's or regional emergency plan:

- Incident Command System 100
- Basic Emergency Management

Permanent Contractors

Joint training with contractors will be conducted whenever the opportunity presents itself. Contractors will be offered the opportunity to:

- Review the emergency response plan
- Participate in training activities
- Participate in emergency simulations

Regional Training

As a region the goal will be to have many staff trained and cross trained in emergency management roles. The region should ensure that make training available in following:

- Incident Command System 400
- Incident Commander
- Safety Officer
- Information Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Logistics Section Chief
- Supply Unit Leader

- Finance/Administration Section Chief
- Other

Off-Site Resources

Joint training with off-site resources will be conducted whenever the opportunity presents itself. Off-site resource personnel will be offered the opportunity to:

- Share emergency response plan information
- Participate in training activities
- Participate in emergency simulations

Personnel will take advantage of opportunities to participate in applicable training conducted by the Mountain View Region. Basic information about methods of conducting Mountain View Response operations will be shared with off-site resources when appropriate.

EXERCISE PROGRAM

Exercises accomplish a number of preparedness purposes such as:

- Validate emergency plans
- Validate emergency response training
- Familiarize personnel with roles and responsibilities
- Practice the skills of emergency response
- Identify opportunities to improve emergency plans
- Test equipment
- Test procedures and protocols
- Develop working relationships with other emergency response organizations
- Create confidence in emergency response organization
- Increase confidence in the plan
- Maintain awareness of the plan with regional staff

Exercises will generally be coordinated and delivered at community level. It is expected that communities will each have an exercise program that complies with the requirements identified in Alberta 203/2018 Regulation - Local Authority Emergency Management Regulation. These are:

- A tabletop exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.

There may be occasions where the MVREMA Committee identifies training opportunities for the conduct of regional level exercises. Participation in a regional exercise that utilizes the local

authority's emergency plan meets the local authority's requirement for the type of exercise conducted.

There are three basic types of emergency response exercises, each serving a unique purpose. Below is a brief description of each. along with the recommended frequency of practice.

Tabletop Exercises

Tabletop exercises are round table discussions of a potential emergency situation. They are developed to practice elements of the Emergency Response Plan and structured to meet the specific objectives identified.

Drills

Drills are hands on activities that test certain elements of the emergency response system, such as facility evacuation and headcounts. The drills are based on a realistic scenario that could impact the Mountain View Region. Personnel will be required to respond to an evolving emergency event run in real time. Stimuli for the events of the exercise will be scripted and simulators will provide the inputs to the organization via telephone and radio. Frequency of drills is a factor of the level of proficiency required. A drill for personnel may be coordinated with a functional exercise.

Functional Exercise

Functional exercises, also referred to as full simulations, test the complete emergency response organization. An actual incident is "staged", and the complete organization is mobilized to deal with it. A simulation centre is used to generate the outside world and community resources are invited to participate in the exercise simulation.

Exercise Schedule

Exercises will be held whenever possible as a region. The schedule of these exercises will be based on the recommendations of the committee. Factors that will be considered when deciding exercise may include: municipal budgets, staffing considerations, grants that are available and other emergency management activities. The region will endeavor to have a functional exercise every four years and a tabletop when needed.

HAZARD ANALYSIS

Each community within the region has completed its own hazard risk vulnerability assessment (HRVA) utilizing the Community Emergency Management Program - Risk Assessment program provided within the Alberta Community Emergency Management Program (CEMP). A high-level summary of hazards rating high to extreme by community follows:

Town of Carstairs

Hazards that may threaten the safety of personnel and property in the **Town of Carstairs** are shown on the following table:

Hazard	Risk Level
High Intensity Residential Fire ^{1,2}	Extreme
Hazmat (Transportation) - Rail	Extreme
Tornado	Extreme
Rail Accident ²	Extreme
Civil Disturbance	Extreme
Hazmat (Transportation) –Road ²	Extreme
Major Road Accident (Vehicular) ²	Very High
Oil and Gas Emergency	Very High
Pipelines	Very High
Airplane Crash	High
Hazmat (Fixed Site) - Pipeline / Storage Facility ²	High
Human Health Emergency	High
Toxic Gas Release ²	High
Water Pollution / Contamination	High
Wind	High

¹One grain elevator left in town – others have burned down. The town is currently looking to replace the arena, which does use ammonia in its operations.

²Three bulk fuel storage tanks. Two next to railway and one located next to Highway. Also, a Gas station with propane is located on Highway 2A. Highway 2A and Secondary Highway 580 run through the town. Kaytec, a vinyl siding company, is located in town with numerous chemicals stored on site. The chemicals are only hazardous when they are burning, and the company takes care of its own fire safety on-site.

Town of Didsbury

Hazards that may threaten the safety of personnel and property in the **Town of Didsbury** are shown on the following table:

Hazard	Risk Level
Extreme Cold	Extreme
Forest Fire (Wildfire)	Extreme
Hazmat (Transportation) - Rail	Extreme
Rail Accident	Extreme
Blizzards	Extreme
Tornado	Extreme
Hazmat (Transportation) - Road	Very High
High Intensity Residential Fire	Very High
Ice Storm	Very High
Extreme Heat	Very High
Wind	Very High
Floods (Rainfall / Run-off)	High
Human Health Emergency	High
Oil and Gas Emergency	High
Computer / Hardware / Software Failure	High
Pipeline	High
Water Main Break	High
Airplane Crash	Moderate
Drought	Moderate
Toxic Gas Release	Moderate
Farm Animal Disease	Moderate
Major Road Accident (Vehicular)	Moderate
Water Pollution / Contamination	Moderate
Snow	Low
Floods (Watercourse)	Low

Hazmat (Fixed Site) - Pipeline / Storage Facility	Low
Water Shortage	Low
Communication Equipment Failure	Low
Terrorism	Low
Civil Disturbance	Low
Hail	Very Low
Bridge / Structural Collapse	Very Low
Chemical, Biological, Radiological, Nuclear Event	Very Low

Mountain View County

Hazards that may threaten the safety of personnel and property in the **Mountain View County** are shown on the following table:

Hazard	Risk Level
Floods (Rainfall / Run-off)	Extreme
Floods (Watercourse)	Extreme
Oil and Gas Emergency	Extreme
Extreme Cold	Extreme
Extreme Heat	Extreme
Hazmat (Transportation) - Road	Extreme
Blizzards	Extreme
Forest Fire (Wildfire)	Extreme
Pipelines	Extreme
Snow	Extreme
Tornado	Extreme
Hazmat (Fixed Site) - Pipeline / Storage Facility	Extreme
Human Health Emergency	Extreme
Hail	Extreme
Wind	Extreme
Hazmat (Transportation) - Rail	Very High
Major Road Accident (Vehicular)	Very High
Rail Accident	Very High
Toxic Gas Release	Very High
Agricultural Plant Disease / Pest Infestation	High
Civil Disturbance	High
Farm Animal Disease	High
Water Pollution / Contamination	High
Bridge / Structural Collapse	High
Airplane Crash	Moderate
Drought	Moderate
Ice Storm	Moderate
Terrorism	Moderate
Chemical, Biological, Radiological, Nuclear Event	Low
Communication, Computer Hardware / Software Failure	Low
Landslide	Low

Town of Olds

Hazards that may threaten the safety of personnel and property in the **Town of Olds** are shown on the following table:

Hazard	Risk Level
Major Road Accident (Vehicular) ¹	Extreme
High Intensity Residential Fire	Extreme
Tornado	Extreme
Hazmat (Transportation) - Rail ²	Extreme
Hazmat (Transportation) – Road ²	Extreme
Oil and Gas Emergency	Very High
Pipelines	Very High
Toxic Gas Release ¹	Very High
Blizzards	High
Terrorism	High
Agricultural Plant Disease / Pest Infestation	High
Floods (Rainfall / Run-off)	High
Hail	High

Although Olds is considered a medium sized agriculture town there are many hazards in and around the town that are not associated with agriculture. As with most communities in Alberta there is oil and gas activity, industrial plants, rail corridors, and vehicle transportation corridors that all bring their share of risks. It is also worth noting that there is an emerging cannabis industry developing in and around Olds, it is difficult to know what the associated risks will be with this industry but is worth tracking until more history can be obtained.

¹ Major road accidents (vehicular) is the number one cause of human fatalities and injuries in Olds, Alberta

Climate change is impacting the risk factors of some of these identified hazards. Also, as Olds grows and the community footprint increases, this also increases the risk factors of many of these hazards.

The increased risks for many of these hazards can be directly attributed to population growth. Olds College students are not included with current population date. From September to April, Olds population is approximately 12000 when student population is factored in.

Town of Sundre

Hazards that may threaten the safety of personnel and property in the **Town of Sundre** are shown on the following table:

Hazard	Risk Level
Floods (Rainfall / Run-off)	Extreme
Floods (Watercourse)	Extreme
Tornado ²	Extreme
Forest Fire (Wildfire)	Extreme
Oil and Gas Emergency	Extreme
Pipelines ³	Extreme
Toxic Gas Release ¹	Extreme
HAZMAT (Transportation) – Road	Extreme
Bridge / Structure Collapse	Very high
Earthquake	Very high
HAZMAT (Fixed Site) – Pipeline / Storage Facility ¹	Very high
High Intensity Residential Fire	High

¹Bulk fuel storage in town and one just outside of boundaries – potential for future impact as town develops. Potential for ammonia release (curling rink, swimming pool, arena). Due to the large number of pipelines, there is a threat of gas release.

SECTION 9: ADMINISTRATION

PLAN REVIEW UPDATE

Annual Review

The Emergency Response Plan will be reviewed annually by the Regional Emergency Management Agency. The annual review will be completed no later than March 31st. Items that will be reviewed are:

- Changes to the Emergency Response Plan
- Changes in Contact List
- Changes in Resources
- Changes in Hazards

Updates

Any changes identified in the review process will be incorporated into the Emergency Response Plan. Any change identified during training and exercise activities will also be incorporated in the ERP at this time.

E-MAIL LIST		
LOCATION	NAME	E-MAIL ADDRESS
DEM, Mountain View County	Ryan Morrison	rmorrison@mvcountry.com
DEM, Carstairs	Rob McKay	robm@carstairs.ca
DEM, Cremona	Karen O'Connor	cao@cremona.ca
DEM, Didsbury	Curtis Mousseau	DEM@Didsbury.ca
DEM, Olds	Stephanie Bibault	sbibault@olds.ca
DEM, Sundre	Ross Clews	fire.chief@sundre.com
AEMA Field Officer (Red Deer)	Lorne Thompson	lorne.f.thompson@gov.ab.ca
PESS' in AEMA Central Region	Sandi Misselbrook	Sandi.misselbrook@gov.ab.ca
	Shauna Hetherington	Shauna.l.hetherington@gov.ab.ca
Fire Hall, Carstairs	Fire Chief Jordan Schaffer	jordanschaffer@hotmail.ca
Fire Hall, Cremona	Fire Chief Dorien Bibault	dbibault@mvcountry.com

Fire Hall, Cremona	Deputy Fire Chief Jon Olfert	jolfert@cremonafire.com
Fire Hall, Didsbury	Fire Chief Curtis Mousseau	cmousseau@didsbury.ca
Fire Hall, Sundre	Fire Chief Ross Clews	fire.chief@sundre.com
Fire Hall, Olds	Fire Chief Justin Andrew	jandrew@olds.ca
Chinook's Edge School Division	Kurt Sacher, Superintendent	ksacher@cesd73.ca

STAKEHOLDERS	NAME	E-MAIL ADDRESS
Alberta Health Services	Nicole McIntyre	nicole.mcintyre@albertahealthservices.ca
Alberta Health Services	Kelly Holbein	Kelly.bauer@ahs.ca

EMERGENCY MANAGMENT BY-LAWS

Any bylaws or other legislation affecting Mountain View Regional operations will be referred to and kept in a location that is available for all personnel. Some examples of such legislation are:

- Mountain View County E.M. Bylaw
- Carstairs E.M. Bylaw
- Cremona E.M. Bylaw
- Didsbury E.M. Bylaw
- Olds E.M. Bylaw
- Sundre E.M. Bylaw
- Municipal Government Act
- Alberta Emergency Management Act
- Local Authorities Emergency Management Regulation
- Fatal Accidents Act
- Municipal Emergency Plan
- Disaster Services Mutual Aid Agreements
- Alberta Environmental Protection and Enhancement Act Occupational Health and Safety Act

GLOSSARY

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Alarms: Warning system put in place to notify people that an emergency has occurred or is about to occur. Can be used to mobilize Emergency Response Organization plus warn people of danger so that they can take steps to protect their own safety.

Alberta Emergency Alert System (AEA): Alberta Emergency Alert is an emergency public warning system provided by the Alberta provincial government in partnership with broadcasters. It is made available free of charge to local government emergency management officials and key agencies in order to issue warnings. Alerts are distributed to the public through various outlets including: Radio and Television, Internet, RSS Feed, Social Media (Facebook, Twitter, etc.), Road Signage, and the Alberta Emergency Alert App.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span of control considerations.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

Bomb Threat: An action taken by a person (usually anonymous) stating they have placed an explosive device somewhere on the premises. The person's purpose is usually to disrupt operations and cause fear among the work force.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Briefings: Means used to pass information to selected groups. Briefings can be used to address members of the Emergency Response Organization, the media, government and the public. They are also used to facilitate decision-making within the Emergency Response Organization.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Certifying Personnel: Process that entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: Process in which all responders, regardless of agency affiliation, must reporting to receive an assignment in accordance with the procedures established by the Incident Commander.

Chemical Release: The unplanned discharge of chemicals in liquid, crystal, vapor, solid, or gaseous form.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command Staff: Consists of Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory or delegated authority.

Common Terminology: Normally used words and phrases, avoids the use of different words or phrases for the same concepts.

Communications/Dispatch Centre: Agency or interagency dispatcher centres, 911 call centres, emergency control or command dispatch centres, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel.

Communications: Act of passing information between participants in Emergency Operations to facilitate management of resources. Entails the use of technical means such as telephones and radios plus employing policies and procedures designed to ensure effective passage of information.

Community Emergency Operations Centre (CEOC). A location set up in each of the municipalities within the Mountain View Region to provide support to the site response. See definition for Emergency Operations Centre.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical Incident Stress: Psychological effects experienced by people who are involved in a crisis.

Critical Infrastructure: Essential underlying systems and facilities upon which our standard of life relies.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents. Same as the Letter of Expectation.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director of Emergency Management (DEM): The Director of Emergency Management for individual Regional Municipalities shall be appointed by the respective Councils. The Director of Emergency management is responsible to prepare and co-ordinate emergency plans and programs for the municipality, act as director of emergency operations on behalf of the emergency management agency,

co-ordinate all emergency services and other resources used in an emergency, and perform other duties as prescribed by the local authority.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Disaster means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

Drills: are hands on activities based on a realistic scenario that test certain elements of the emergency response system. Personnel are required to respond to an evolving emergency event run in real time. Stimuli for the events of the exercise are scripted and simulators provide the inputs to the organization via telephone and radio. Frequency of drills is a factor of the level of proficiency required. A drill for personnel may be coordinated with a functional exercise.

Emergency: means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;

Emergency Coordination Centre (ECC): An Emergency Coordination Centre (ECC) is a pre-designated facility established by a political jurisdiction or a company to coordinate support to an emergency. An ECC provides support and coordination to incident command but does not command/direct emergency response operations. An ECC coordinates / prioritizes incident resource requirements, gathers and provides information and enhances decision making, communication, collaboration, and coordination. (Note: sometimes referred to or interchangeable with the term EOC.)

Emergency Management/Response Personnel: Includes Federal, Provincial, Territorial, and local governments, First Nations, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. Also known as emergency responders.

Emergency Management: The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Operations Center (EOC): 1. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction or some combination thereof. 2. A location set up in each of the municipalities within the Mountain View Region to provide support to the site response.

Emergency Operations: Actions taken to bring an emergency to an end. Descriptions of these actions are usually contained in the Emergency Response Plan. The goal of Emergency Operations is to protect the safety of the community and the facility's work force as well as to minimize any damage caused by an emergency.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public. anticipation of an emergency or during an emergency.

Emergency Response Organization/Agency: A structure that assigns specific duties and responsibilities to all personnel involved in Emergency Operations.

Emergency Response Plan (ERP): Documented structured approach to guiding facility personnel through the steps of managing response to emergency situations. Also referred to as Municipal Emergency Plan (MEP).

Evacuation Order means an evacuation order made under section 19(1)(g) or section 24(1)(b) of the Alberta Emergency Management Act.

Evacuation: Moving people from a hazardous location to safety.

Event: See Planned Event.

Exercise: Examination of potential emergency situations for the purpose of evaluating Emergency Response procedures. Also known as table-top, drills, functional simulations or tests. Exercises can be very simple or very complex, depending on the objectives of the exercise.

External Organization/Agency: A group who would have special knowledge or skills to assist in a specific area during an emergency. Not directly involved in Emergency Response.

Finance/Administration Section: The Section responsible for all administrative and financial considerations surrounding an incident.

Function: Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

Functional Exercise: An exercise to test the complete emergency response organization. An actual incident is "staged" and the complete organization is mobilized to deal with it. A simulation centre is used to generate the outside world and community resources are invited to participate in the exercise simulation. Also referred to as full simulations or full-scale exercise.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Hazard Analysis: Subjective evaluation of factors that will create risk for the Mountain View Region and what the impact of an occurrence would be.

Hazard and Risk Assessment: A tool that can be used to assess which hazards pose the greatest risk in terms of how likely they are to occur and how great their potential impact may be. It is **not** intended to be used as a prediction tool to determine which hazard will cause the next emergency

Hazardous Materials (Hazmat): Products and materials that can cause injury or death if they come in contact with a living organism. Usually chemical in nature, they can harm people, animals or vegetation. Harm is caused by means of direct contact, inhalation or ingestion.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): 1. The location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities. 2. The location where the management of site emergencies will be conducted.

Incident Command System (ICS): A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): Is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The Incident Commander sets priorities and defines the organization of the incident response teams and the overall Incident Action Plan.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. CRAHIMT refers to the Central Regional All Hazard Incident Management Team

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident: Any event involving regional Mountain View facilities, equipment, or personnel that could, or does, result in an emergency.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Information Officer (IO): A member of the Command Staff responsible for interfacing with internal clients, the public and media and/or with other agencies with incident related information requirements.

Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence/Investigations: Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/Investigations gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures, and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Information Centre (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Kind: An Incident Command System resource classification that refers to similar resources. All fire engines for example are grouped as the same "Kind" of resource, their capability however is defined by "Type".

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Litigation: Legal action taken by a person or group of persons against the Mountain View Region. Action may be for personal injury, loss of livelihood or damage to the environment.

Local Authority means where a municipality has a council within the meaning of the *Alberta Municipal Government Act*, that council.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incidents objectives; developing strategies based on overarching incidents objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident management, functional activities, and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within Incident Command System organizational Units that are managers.

Metrics: Measurable standards that are useful in describing a resource's capability.

Minister: The Minister responsible for administering the Emergency Management Act.

Mitigation: Sustained actions taken to eliminate or reduce risks and impacts posed by hazards well before an emergency or disaster occurs; mitigation activities may be included as part of prevention.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization: Transition from normal operations to emergency response. All resources needed to cope with the emergency situation are called out in this way.

Multiagency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centres (EOC) and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Municipal Emergency Plan (MEP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. Also referred to as an Emergency Response Plan (ERP).

Municipal Emergency Services: Fire, Police, and Health agencies that provide protection to the community on an ongoing, daily basis supplemented by the Public Works Departments of Mountain View's regional municipalities.

Municipality means the area comprising a municipality within the meaning of the *Alberta Municipal Government Act*.

Mutual Aid and Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Canadian Red Cross.

Objective: The overarching purposes or aims of an incident response is expressed as an objective. Objectives are priority based, specific, measurable to a standard and a timeframe and are both reasonable and attainable.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Operations Section: The Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private-sector organizations, and nongovernmental organizations.

Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. Plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A planned, non-emergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: 1. Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. 2. A state of readiness for emergencies that Mountain View maintains. Provides the capability to deal with emergencies when they arise.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.

Prevention: Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Provincial Operations Centre (POC): The POC is a central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents in the province of Alberta. The POC is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster.

Recovery Plan: A plan developed to restore the affected area or community.

Recovery: The development, coordination, and execution of service- and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Emergency Operations Centre (REOC): The "Regional" EOC (REOC), which will operate out of the Mountain View County Office (or an unaffected CEOC), will act as an emergency coordination

centre (ECC) only. The personnel staffing the REOC will have no authority over emergency response activities.

Reimbursement: Mechanism used to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Materials, equipment and supplies used in Emergency Operations. Includes the skills and abilities of the people who will carry out Emergency Operations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Risk: The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Risk-Based: The concept that sound emergency management decision-making will be based on an understanding and evaluation of hazards, risks and vulnerabilities.

Risk Management: The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Sector: On large incidents such as wildland fires, a Division can be further geographically subdivided into sectors. Sectors can be managed by a Task Force Leader or Strike Team Leader depending on the resources assigned.

Simulation: Same as exercise. A specialized type of exercise.

Single Resource: Individual personnel, supplies, and equipment items, and the operators associated with them.

Situation Report: Document that often contains confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Staging Area: Established for the temporary location of available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general overall plan or direction selected to accomplish specific incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

System: An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Table Top Exercises are round table discussions of a potential emergency situation. They are developed to practice elements of the Emergency Response Plan and structured to meet the specific objectives identified.

Tactics: The set of specific, measurable actions or tasks for various incident management functional activities that support the defined strategies.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Individual with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Tracking and Reporting Resources: A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications.

Typing Resources: Resources are organized by kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and non-governmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Unified Approach: A major objective of preparedness efforts is to ensure mission integration and interoperability when responding to emerging crises that cross functional and jurisdictional lines, as well as between public and private organizations.

Unified Area Command: Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base Camp Manager), but many others will be assigned as Technical Specialists.

Unit: The organizational element with functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

LIST OF ACRYNOMS

AEA	Alberta Emergency Alert System
AEMA	Alberta Emergency Management Agency
AER	Alberta Energy Regulator (formerly known as the ERCB)
AHS	Alberta Health Services
ASERT	Alberta Environment, Support Emergency Response Team
BEM	Basic Emergency Management
CEOC	Community Emergency Operations Centre
CBNR(E)	Chemical, Biological, Radiological, Nuclear and Explosive
CI	Critical Infrastructure
CN	Canadian National Railway
CP	Canadian Pacific Railway
CRAHIMT	Central Region All-Hazard Incident Response Team
DDEM	Deputy Director Emergency Management
DEM	Director of Emergency Management
DSS	Disaster Social Services (Being displaced by the term ESS)
ECC	Emergency Coordination Centre
EMA	Emergency Management Act
EMS	Emergency Medical Services
ERCB	Energy Resources Conservation Board (now referred to as the AER)
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ESS	Emergency Social Services (formerly referred to as DSS)
GIS	Geographic Information System
Hazmat	Hazardous Materials
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
IO	Information Officer

JIC	Joint Information Centre
LAEMR	Local Authority Emergency Management Regulation
LO	Liaison Officer
MAC Group	Multiagency Coordination Group
MACS	Multiagency Coordination System
MCI	Mass Casualty Incident
MEP	Municipal Emergency Plan
MVC	Mountain View County
MVREMA	Mountain View Region Emergency Management Agency
NGO	Non-Governmental Organization
POC	Alberta Provincial Operations Centre
RCMP	Royal Canadian Mounted Police
REOC	Regional Emergency Operations Centre
SAR	Search and Rescue
SOLE	Statement of Local Emergency
UC	Unified Command

LIST OF REVISIONS

Document all revisions made, the date and who made the revisions.

NO.	DATE OF REVISION	REVISION <i>include</i> SECTION, PAGE & SUBJECT	REVISED BY
1	March 10, 2020	Reviewed all Sections	MVREMA
2	March 9, 2021	Slide 1 & 2; All Sections	MVREMA
3	March 14, 2023	Section 1, 7, 9, 10	MVC
4	September, 2024	Reviewed all Sections	MVC
5	December 19, 2024	Contacts	MVC
6	January 20, 2025	Re-formatted, re-numbered sections	MVC
7			
8			
9			
10			

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 11

TITLE: Next Meeting

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

Next Meeting: March 18, 2025

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

RECOMMENDED ACTION:

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

INTLS: CAO: KO



REQUEST FOR DECISION

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 12

TITLE: Closed Meeting -One (1) Land, Two (2) Legal

ORIGINATED BY: Karen O'Connor CAO

BACKGROUND / PROPOSAL:

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

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

MOTION THAT Mayor Reid convenes a Closed Meeting at ____ p.m.

INTLS: CAO: KO





REQUEST FOR DECISION

MEETING: Closed Meeting

Date: February 18, 2025

AGENDA NO.: 13

TITLE: RECONVENE One (1) Land, Two (2) Legal

ORIGINATED BY: Karen O'Connor, CAO

BACKGROUND / PROPOSAL:

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

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

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

RECOMMENDED ACTION:

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

INTLS: CAO: KO

MEETING: Regular Council Meeting

Date: February 18, 2025

AGENDA NO.: 14

TITLE: Adjournment

ORIGINATED BY: *Karen O'Connor, CAO*

BACKGROUND / PROPOSAL:

A Member of Council will move to adjourn the meeting.

RECOMMENDED ACTION:

MOTION THAT Councillor _____ adjourns the Village of Cremona
Regular Council Meeting on the 18th day of February at _____ p.m.

INTLS: CAO: KO