



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

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 1

**TITLE:** Call to Order

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

Mayor Reid calls the December 17, 2024, 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:** December 17, 2024

**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**  
**December 17, 2024, at 7:00 p.m.**  
**Council Chambers – 106 1<sup>st</sup> Avenue East**

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

**OTHER PRESENT:** CAO, Karen O'Connor

**ABSENT:**

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- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - a) December 11 2024, *Special Council Meeting Minutes*
- 4. DELEGATIONS / PRESENTATIONS: Bonnie Akkus**
- 5. BUSINESS ARISING FROM PREVIOUS MEETING:**
  - a) RFD 24-12-068 Appointing Deputy Mayor
- 6. BYLAWS & POLICIES:**
  - a) RFD 24-12-069 Setting date for Bylaw & Policy Committee
- 7. NEW BUSINESS**
  - a) **RFD 24-12-070** Appointing Signing Authority
  - b) **RFD 24-12-071** Request for Partial Road Closure
  - c) **RFD 24-12-072 2025** Interim Budget
  - d) **RFD 24-12-073** Urban System Proposal Agreement
- 8. REPORTS**
  - a) Financial Reports
  - b) CAO Reports & Public Works

## **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

## **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
- M.A Ministerial Order No. MSD:

## **11. NEXT MEETING**

## **12. CLOSED MEETING**

## **13. RECONVENE**

## **14. ADJOURNMENT**



## REQUEST FOR DECISION

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 3

**TITLE:** Minutes – a) December 11, 2024, Special Council Meeting Minutes

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

**BACKGROUND / PROPOSAL:**

The December 11, 2024, Council 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 December 11, 2024, Special Council Meeting minutes as presented.

OR

**MOTION THAT** Councillor \_\_\_\_\_ accepts December 11, 2024, Special Council Meeting Minutes as amended.

INTLS: CAO: KO



Minutes of the Village of Cremona Special Council Meeting held on  
Wednesday, December 11, 2024 – Commencing at 5:00 p.m.

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**IN ATTENDANCE:** Councilor Goebel, Derald Anderson, Robert Reid, Eric Martin

**OFFICIAL ADMINISTRATOR:** Doug Lagore

**OTHERS PRESENT:** CAO, Karen O'Connor, and 15 members of the public

**ABSENT:** Councillor Schmidt

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**1.1 CALL TO ORDER:**

**Res. 24/240** MOTION THAT Official Administrator Doug Lagore calls the meeting to order at 5:00 P.M. **CARRIED**

**2.1 ADOPTION OF AGENDA:**

**Res: 24/241** MOTION THAT Official Administrator Doug Lagore accepts the agenda presented. **CARRIED**

**3 a) DELEGATION / PRESENTATION**

**Res: 24/242** MOTION I, Robert Reid swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of Mayor, Village of Cremona  
So help me God **CARRIED**

**Res: 24/243** MOTION I, Derald Anderson swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of Councillor, Village of Cremona  
So help me God **CARRIED**

**Res: 24/244** MOTION I, Eric Martin swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of Councillor, Village of Cremona  
So help me God **CARRIED**

#### **4. NEW BUSINESS**

**a) RFD 24-12-066 Appointing Deputy Mayor**

Councillor Goebel nominates Councillor Anderson as the Village of Cremona Deputy Mayor.

Mayor Reid nominates Councillor Martin as the Village of Cremona Deputy Mayor.

**Res:24/245** **MOTION** THAT Village of Cremona appoints a Deputy Mayor for the Village of Cremona commencing December 11, 2024, resulted in a tie vote due to Councillor Schmidt absents.

**TABLED**

**b) RFD 24-12-067 Appointing of Council Members to Board, Committees & Commissions**

Cremona Library Board

1. Councillor Schmidt
2. Councillor Anderson

Parkland Regional Library Board

1. Councillor Anderson

Cremona & District Recreational & Cultural Board

1. Councillor Martin
2. Mayor Reid (Alternate)

Mountain View Senior' Housing Board

1. Councillor Anderson

Didsbury Community Policing Advisory Committee

1. Councillor Goebel
2. Councillor Anderson (Alternate)

Intermunicipal Collaborative Committee (ICC)

1. Mayor Reid
2. Deputy Mayor Alternate)

Mayors & Reeves of Central Alberta

1. Mayor Reid
2. Deputy Mayor (Alternate)

Mayors of South-Central Alberta

1. Mayor Reid

Mountain View Regional Waste Management

Commission

1. Mayor Reid
2. Councillor Martin (alternate)

**5. NEXT MEETING**

**Res: 24/246** MOTION THAT Councillor Anderson declares that the next Council Meeting for the Village of Cremona will be a Regular Meeting and will take place at 7 pm on Tuesday, December 17, 2024, at 106 1<sup>st</sup> Avenue East.

**CARRIED**

**6. ADJOURNMENT**

**Res. 24/147** MOTION THAT Councillor Anderson adjourns the Village of Cremona Special Council Meeting on the 11<sup>th</sup> day of December 2024, at 5:25 p.m.

**CARRIED**

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Mayor, Tim Hagen

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CAO, Karen O'Connor



**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 4 a) Request to use the Council Chamber

**TITLE:** Delegations / Presentation: *Bonnie Akkus*

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

**BACKGROUND / PROPOSAL:**

Bonnie Akkus- I would like to talk about most of my starting wellbriety again and my being able to use council chambers.

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

**RECOMMENDED ACTION:**

INTLS: CAO: KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 24-12 068**

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 5a)

**TITLE: BUSINESS ARISING FROM PREVIOUS MEETING:** *Appointing Deputy Mayor*

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

**BACKGROUND / PROPOSAL:** The December 11, 2024, vote on the appointment of the deputy mayor was a tie due to one councillor being absent.

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

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

**RECOMMENDED ACTION:**

Councillor \_\_\_\_\_ nominates Councillor \_\_\_\_\_ as the Village of Cremona Deputy Mayor.

**MOTION** by \_\_\_\_\_ THAT the Village of Cremona appoints \_\_\_\_\_ as Deputy Mayor for the Village of Cremona commencing December 17, 2024.

INTLS: CAO KO

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

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 6 a)

**TITLE:** Bylaws & Policies- Council sets a date for Committee in Whole

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

**BACKGROUND / PROPOSAL:** Committee in Whole for Council to review Bylaws & Policies

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

**RECOMMENDED ACTION:**

**MOTION** THAT Council \_\_\_\_\_ schedules the next Committee in Whole, Bylaw & Policies, for \_\_\_\_\_, 2024.

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 24-12-070**

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 7 a)

**TITLE:** New Business -Appointing Signing Authority

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

**BACKGROUND / PROPOSAL:** The Village of Cremona Council removes Doug Lagore of Transitional Solutions Inc. from the signing authority for the Village of Cremona.  
Village of Cremona Council approves Mayor Reid be appointed signing authority for the village.

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

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves that Official Administrator Doug Lagore signing authority for the Village of Cremona at Connect First Credit Union, to be removed.

**MOTION** THAT Councillor \_\_\_\_\_ approves that Mayor Robert Reid be appointed as the signing officer for the Village of Cremona at Connect First Credit Union, and further that he be authorized to sign all documents until further notice.

INTLS: CAO KO

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 24-12-071**

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 7 b)

**TITLE:** New Business -Partial Road Closure on 1<sup>st</sup> Ave

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

**BACKGROUND / PROPOSAL:** The Village of Cremona Country Fellowship Church has asked the village to close a partial part of 1st Ave . 206 First Ave. Up to 234 First Ave.  
Country Fellowship Church is holding a performance Friday and Saturday Dec 20 & 21

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

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves the temporary road closure of First Ave between #206 up to # 234 First Avenue Cremona on Friday & Saturday, December 20 & 21, 2024 during the Country Fellowship Church performances.

INTLS: CAO KO

## Karen Oconnor

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**From:** Shane Goebel  
**Sent:** November 27, 2024 2:17 PM  
**To:** Karen Oconnor  
**Cc:** Autumn Schmidt  
**Subject:** Regarding the Cremona country fellowship church's live nativity.

I am requesting to bring up at the next council meeting that the Cremona country fellowship church had asked me if they can get road closed signs for friday Dec.20<sup>th</sup> and sat. Dec 21<sup>st</sup> for only during the performances on 1<sup>st</sup> st.west from my house to the corner of the church. Thank you for your time.

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION RFD 24-12-072**

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 7 c)

**TITLE:** New Business: 2025 Interim Budget

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

**BACKGROUND / PROPOSAL:** THAT Council adopt the Village of Cremona 2024 Budget as the Village of Cremona 2025 Interim Budget until such time as the 2025 Village of Cremona budget is passed.

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

Municipal Government Act Sec. The Municipal Government Act states:

242 (1) Each council must adopt a budget for each calendar year.

(2) A council may adopt an interim budget for part of a calendar year.

(3) An interim budget for a part of a calendar year ceases to have any effect when the budget for the calendar year is adopted.

248(1) A municipality may only make an expenditure that is

(a) included in a budget, interim budget, or otherwise authorized by the council,

(b) for an emergency, or

(c) legally required to be paid.

(2) Each council must establish procedures to authorize and verify expenditures that are not included in the budget.

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves the adoption of the Village of Cremona 2024 Budget as the Village of Cremona 2025 Interim Budget until such time as the 2025 Village of Cremona budget is passed.

INTLS: CAO **KO**



VILLAGE OF CREMONA  
REVENUE & EXPENSE OPERATING

General Description 2024 Budget  
Ledger

**TAXES & REQUISITIONS**

1-00-00-111-00	Residential Property Taxes	(383,080.06)
1-00-00-112-00	Commercial Property Taxes	(112,490.98)
1-00-00-113-00	Industrial Property Taxes	0.00
1-00-00-114-00	Farmland Property Taxes	(509.51)
1-00-00-115-00	Linear Taxes	(14,858.04)
1-00-00-118-00	Designated Industrial Property	(81.94)
1-00-00-120-00	Alberta School Foundation Tax Levy	(138,324.26)
1-00-00-121-00	Seniors' Foundation Tax Levy	(19,956.22)
1-00-00-210-00	Grants In Lieu	(1,966.72)
1-00-00-122-00	AB Policing Levy	(14,588.24)
1-00-00-510-00	Penalties & Costs on Taxes	(6,500.00)
<b>* TOTAL TAXES &amp; REQUISITIONS</b>		<b>(692,355.97)</b>

**TAXES & REQUISITIONS EXP**

2-00-00-740-00	ASFF Requisition	138,288.99
2-00-00-753-00	MV Seniors's Housing Requisition	19,957.00
2-00-00-754-00	Designated Industrial Requisition	82.10
2-00-00-755-00	AB Policing Requisition	19,563.59
<b>* TOTAL TAXES &amp; REQUISITIONS EXP</b>		<b>177,891.68</b>
<b>** TOTAL TAX REVENUE FOR MUNICIPA</b>		<b>(514,464.29)</b>

**ADMIN & GENERAL**

1-12-00-155-00	Business License	(1,000.00)
1-12-00-410-00	Tax Certificate & Information	(1,560.00)
1-12-00-510-00	Penalties & Costs on Accounts Receivable	0.00
1-12-00-550-00	Return on Investments	(200.00)
1-12-00-590-00	Other Revenue - Admin	(2,000.00)
1-12-00-591-00	Sales of Miscellaneous Goods & Services	(50.00)
1-12-00-840-00	Provincial Grant	(54,520.00)
<b>* TOTAL ADMIN &amp; GENERAL</b>		<b>(59,330.00)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
<b>BYLAW &amp; ENFORCEMENT</b>		
1-26-00-420-00	Traffic Fines	(100.00)
1-26-00-450-00	Bylaw Fines	(100.00)
1-26-00-521-00	Dog License Fees	(150.00)
* <b>TOTAL BYLAW &amp; ENFORCEMENT</b>		<b>(350.00)</b>
<b>PUBLIC WORKS</b>		
1-31-00-254-00	Costs Recovered - Public Works	0.00
* <b>TOTAL PUBLIC WORKS</b>		<b>0.00</b>
<b>WATER</b>		
1-41-00-410-00	Basic Fees - Water	(34,272.00)
1-41-00-411-00	Water Consumption Fees	(125,000.00)
1-41-00-412-00	Bulk Water Sales	(50,000.00)
1-41-00-510-00	Utility Penalties	(3,500.00)
1-41-00-540-00	Franchise & Concess.	(50,000.00)
1-41-00-590-00	Other Revenue - Water	(19,000.00)
* <b>TOTAL WATER</b>		<b>(281,772.00)</b>
<b>SANITARY</b>		
1-42-00-410-00	Basic Fees - Sewer	(22,656.00)
1-42-00-411-00	Sewer Consumption Fees	(66,323.10)
1-42-00-540-00	Franchise & Concess.	(12,000.00)
1-42-00-590-00	Sewer Dumping Fees	(3,800.00)
* <b>TOTAL SANITARY</b>		<b>(104,779.10)</b>
<b>GARBAGE</b>		
1-43-00-254-00	Costs Recovered - Garbage	0.00
1-43-00-410-00	Solid Waste Collection Fee	(61,800.00)
* <b>TOTAL GARBAGE REVENUE</b>		<b>(61,800.00)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
<b>FCSS</b>		
1-51-00-840-00	Grant - Prov. - FCSS	(14,500.00)
1-51-00-850-00	Grant - Local Govt. - FCSS	(47,808.00)
1-51-00-850-01	MVC Wage Grant	(10,000.00)
1-51-00-850-02	Village of Cremona 20% Grant	(3,330.33)
* <b>TOTAL FCSS</b>		<b>(75,638.33)</b>
<b>CEMETERY</b>		
1-56-00-410-00	Plot - Cemetery	(1,500.00)
1-56-00-411-00	Perpetual Care - Cemetery	(2,000.00)
1-56-00-412-00	Opening & Closing - Cemetery	(1,000.00)
1-56-00-850-00	Grant - Local Govt. - Cemetery	(1,500.00)
* <b>TOTAL CEMETERY</b>		<b>(6,000.00)</b>
<b>PLANNING &amp; DEVELOPMENT</b>		
1-61-00-410-00	Building Permits	(1,100.00)
1-61-00-419-00	Compliance Certificates	(1,000.00)
1-61-00-520-00	Development Permits	(1,200.00)
1-61-00-521-00	Subdivision Fees	(1,000.00)
1-61-00-522-00	Zoning - Re-Zoning Fees	(250.00)
1-61-00-523-00	Encroachment & Waiver Fees	0.00
1-61-00-595-00	Appeal Fees	0.00
* <b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>(4,550.00)</b>
<b>CULTURE &amp; RECREATION</b>		
1-71-00-990-02	Donation - Cremona Days	(13,780.00)
1-71-00-990-08	Donation/Fees - WinterFest	(4,000.00)
* <b>TOTAL CULTURE &amp; RECREATION</b>		<b>(17,780.00)</b>
<b>PARKS &amp; RECREATION</b>		
1-71-00-830-00	Grant - Recreation - Federal	(2,610.00)
1-71-00-990-00	Donation - Recreation	(1,000.00)
* <b>TOTAL PARKS &amp; RECREATION</b>		<b>(3,610.00)</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
<b>LIBRARY</b>		
1-74-00-590-00	Other Revenue - Library	(8,497.60)
1-74-00-850-00	Grants - Local Govt - Library	(35,861.00)
1-74-00-254-01	LIB COST RECOVERY - ELECTRICITY	(3,500.00)
1-74-00-254-02	LIB COST RECOVERY - GAS	(1,850.00)
1-74-00-254-03	LIB COST RECOVERY - TELEPHONE	(700.00)
<b>* TOTAL LIBRARY</b>		<b>(50,408.60)</b>
<b>**P TOTAL DEPARTMENT REVENUES</b>		<b>(666,018.03)</b>
<b>*** TOTAL REVENUE</b>		<b>(1,180,482.32)</b>

<b>COUNCIL GENERAL EXPENSE</b>		
2-11-00-146-00	Community Grants & Enhancements	500.00
2-11-00-170-00	Election Costs	2,500.00
2-11-00-220-00	Advertising	300.00
2-11-00-225-00	Registrations & Memberships	2,500.00
2-11-00-230-00	Professional & Consulting Services	8,000.00
2-11-00-232-00	Legal Fees	2,000.00
2-11-00-270-00	Miscellaneous Costs & Services	1,250.00
<b>* TOTAL COUNCIL GENERAL EXPENSE</b>		<b>17,050.00</b>

<b>COUNCILLOR EXPENSE</b>		
2-11-01-100-00	Per Diems & Meetings - Cnc 1	2,600.00
2-11-01-140-00	Benefits Cnc 1	50.00
2-11-01-211-00	Travel & Subsistance - Cncl 1	100.00
2-11-02-100-00	Per Diems & Meetings - Cnc 2	4,000.00
2-11-02-140-00	Benefits Cnc 2	150.00
2-11-02-211-00	Travel & Subsistence - Cncl 2	150.00
2-11-03-100-00	Per Diems & Meetings - Cnc 3	2,000.00
2-11-03-140-00	Benefits Cnc 3	65.00
2-11-03-211-00	Travel & Subsistence - Cncl 3	150.00
2-11-04-100-00	Per Diems & Meetings - Cnc 4	2,300.00
2-11-04-140-00	Benefits Cnc 4	50.00
2-11-04-211-00	Travel & Subsistence - Cncl 4	500.00
2-11-05-100-00	Per Diems & Meetings - Cnc 5	2,300.00
2-11-05-140-00	Benefits Cnc 5	50.00



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
2-11-05-211-00	Travel & Subsistence - Cncl 5	250.00
* TOTAL COUNCILLOR EXPENSE		14,715.00
<b>GENERAL ADMINISTRATION EXPENSE</b>		
2-12-00-100-00	Salaries & Wages	46,000.00
2-12-00-140-00	Employee Benefits	6,000.00
2-12-00-148-00	Training & Development - Admin	250.00
2-12-00-150-00	Freight & Postage	200.00
2-12-00-210-00	Licenses & Permits - Admin	25.00
2-12-00-211-00	Travel & Subsistence	250.00
2-12-00-217-00	Telephone, Internet & Security	10,000.00
2-12-00-220-00	Advertising	1,400.00
2-12-00-224-00	Resource Materials/Supplies	100.00
2-12-00-225-00	Registrations & Memberships	500.00
2-12-00-230-00	Professional Services	18,000.00
2-12-00-231-00	Assessment Services	8,600.00
2-12-00-232-00	Legal Fees	12,000.00
2-12-00-233-00	Audit Fees	22,000.00
2-12-00-274-00	Insurance	20,000.00
2-12-00-510-00	General Office Supplies	7,000.00
2-12-00-511-00	Computer Supplies & Furnishings	0.00
2-12-00-515-00	TECHNOLOGY	500.00
2-12-00-525-00	Rentals & Leases	4,200.00
2-12-00-528-00	Equip -Repairs/Maint.-Admin	400.00
2-12-00-528-01	Building -Repairs/Maint.-Admin	500.00
2-12-00-814-00	Service Charges & Interest	9,600.00
2-12-00-815-00	Penny Rounding	0.00
2-12-00-823-00	Loan Interest - LOC	200.00
2-12-00-850-00	Toilet Rebate	100.00
2-12-00-915-00	Bad Debt - Accounts Receivable	0.00
2-12-00-915-01	Bad Debt - Property Taxes	0.00
* TOTAL GENERAL ADMINISTRATION E		167,825.00



VILLAGE OF CREMONA  
REVENUE & EXPENSE OPERATING

General Description 2024 Budget  
Ledger

**CAO EXPENSES**

2-12-01-100-00	Salaries & Wages - CAO	84,000.00
2-12-01-140-00	Employee Benefits - CAO	15,000.00
2-12-01-148-00	Training & Development - CAO	1,000.00
2-12-01-211-00	Travel & Subsistance - CAO	1,200.00
2-12-01-211-01	Accomodations - CAO	1,000.00
2-12-01-217-00	Telephone & Internet - CAO	0.00
2-12-01-223-00	Membership & Registrations-CAO	500.00
2-12-01-225-00	Conference Registrations - CAO	500.00
<b>* TOTAL CAO EXPENSES</b>		<b>103,200.00</b>

**FIRE EXPENSES**

2-23-00-217-00	Telephone, Internet & Security	1,200.00
2-23-00-230-00	Professional Services	1,200.00
2-23-00-510-00	General Supplies	0.00
2-23-00-526-00	Equipment Purchases - Fire	4,000.00
2-23-00-528-01	Firehall Repairs & Maintenance	2,500.00
2-23-00-740-00	Fire Services Requisition	74,898.85
2-69-00-230-04	Prof. Services - Janitorial - Firehall	1,200.00
2-69-00-528-04	Maintenance & Repair - Fire	0.00
2-69-00-543-04	Natutal Gas - Fire Hall	7,500.00
<b>* TOTAL FIRE EXPENSES</b>		<b>92,498.85</b>

**DISASTER SERVICES EXPENSE**

2-24-00-230-00	Professional Services - Disaster Serv.	35.00
<b>* TOTAL DISASTER SERVICES EXPENS</b>		<b>35.00</b>

**BYLAW & ENFORCEMENT EXPENSE**

2-26-00-230-00	Professional Services - Bylaw	500.00
2-26-00-510-00	General Supplies	0.00
<b>* TOTAL BYLAW &amp; ENFORCEMENT EXPE</b>		<b>500.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

**General Ledger**                      **Description**                      **2024 Budget**

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**PUBLIC WORKS EXPENSE**

2-31-00-100-00	Salaries & Wages	25,000.00
2-31-00-140-00	Employee Benefits	5,250.00
2-31-00-148-00	Training & Development - Public Works	500.00
2-31-00-150-00	Freight & Postage	0.00
2-31-00-211-00	Travel & Subsistence	500.00
2-31-00-515-00	TECHNOLOGY	1,000.00
2-31-00-217-00	Telephone & Internet	1,000.00
2-31-00-223-00	Memberships & Registration	0.00
2-31-00-230-00	Professional Services	0.00
2-31-00-518-00	Protective Clothing, Etc.	750.00
2-31-00-521-00	Fuel Costs	7,000.00
2-31-00-528-00	Equipment - Repairs/Maintenance - PW	10,000.00
2-31-01-510-00	General Supplies - Shop	500.00
2-31-01-512-00	Shop Tools	3,000.00
2-31-01-528-00	Equip. Repairs & Maintenance - Shop	0.00
2-69-00-528-02	Building Repairs & Main PW Shop	3,500.00
2-69-00-540-02	Electricity PW	25,000.00
2-69-00-543-02	Natural Gas PW Shop	7,000.00
		<hr/>
* <b>TOTAL PUBLIC WORKS EXPENSE</b>		<b>90,000.00</b>

**ROADWAYS EXPENSE**

2-32-00-100-00	SALARIES & WAGES	20,000.00
2-32-00-140-00	Employee Benefits	4,400.00
2-32-00-150-00	Freight & Postage	0.00
2-32-00-220-00	Advertising	200.00
2-32-00-230-00	Other Contracted Services - Streets	1,500.00
2-32-00-252-01	Snow Removal	3,000.00
2-32-00-510-00	General Supplies	500.00
2-32-00-514-00	Signage	5,000.00
2-32-00-520-00	Chemicals - Street	1,000.00
2-32-00-521-00	Fuel Costs - Roads	1,500.00
2-32-00-528-00	Repairs & Maintenance - Roads	50,000.00
2-32-00-540-00	Street Lights	25,000.00
2-32-00-831-00	Debenture-Interest	5,653.76
2-32-00-832-00	Debenture-Principle	65,455.76
2-32-01-512-00	SMALL TOOLS - ROADS	1,000.00



**VILLAGE OF CREMONA**  
**REVENUE & EXPENSE OPERATING**

General Ledger	Description	2024 Budget
*	TOTAL ROADWAYS EXPENSE	184,209.52



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
<b>WATER EXPENSE</b>		
2-41-00-148-00	Training & Development - Water	1,500.00
2-41-00-150-00	Freight & Postage	5,000.00
2-41-00-211-00	Travel & Subsistance	250.00
2-41-00-223-00	Memberships - Water	0.00
2-41-00-225-00	Conference Registrations	1,500.00
2-41-00-230-00	Professional Services	5,000.00
2-41-00-253-00	R & M - Infrastructure	50,000.00
2-41-00-510-00	General Supplies	1,000.00
2-41-00-516-00	Water Meters	1,000.00
2-41-00-520-00	Chemicals - Water	7,500.00
2-41-00-528-00	Equipment - Repairs/Maintenance	7,500.00
2-41-00-528-02	Hydrant - Repairs/Maintenance	0.00
2-41-00-100-00	Salaries & Wages	30,000.00
2-41-00-140-00	Employee Benefits	5,250.00
2-41-00-210-00	Licenses - Water	2,500.00
2-41-00-274-00	INSURANCE	10,000.00
2-41-00-512-00	WATER TOOLS	0.00
2-41-00-515-00	Water Operator Support - Town of Sundre	25,000.00
2-41-00-528-01	Building - Repairs/Maintenance	1,000.00
2-41-00-528-03	BULK WATER STN REPAIRS	500.00
2-69-00-540-03	Electricity Water	35,000.00
2-69-00-543-03	Natural Gas Water Wells	1,500.00
<b>* TOTAL WATER EXPENSE</b>		<b>191,000.00</b>

<b>SANITARY EXPENSE</b>		
2-42-00-100-00	Salaries & Wages	5,000.00
2-42-00-140-00	Employee Benefits	500.00
2-42-00-210-00	Licenses - Sewer	0.00
2-42-00-230-00	Professional Services - Sewer	2,000.00
2-42-00-253-00	R & M - Infrastructure	45,000.00
2-42-00-270-00	Lab Testing	250.00
2-42-00-510-00	General Supplies	500.00
2-42-00-520-00	Chemicals - Sewer	1,200.00
2-42-00-523-00	Sewer Flushing	5,000.00
2-42-00-528-00	Equipment- Repairs & Maint. Sewer	10,000.00
2-42-01-528-00	Equipment - Repairs/Maint. - Storm Water	1,000.00



**VILLAGE OF CREMONA**  
**REVENUE & EXPENSE OPERATING**

<b>General Ledger</b>	<b>Description</b>	<b>2024 Budget</b>
<b>* TOTAL SANITARY EXPENSE</b>		<b>70,450.00</b>
<b>GARBAGE EXPENSE</b>		
2-43-00-230-00	Other Contracted Services - Garbage	0.00
2-43-00-241-00	Solid Waste Disposal	36,250.00
2-43-00-510-00	General Supplies	250.00
2-43-00-850-00	Waste Commission Grant	20,000.00
<b>* TOTAL GARBAGE EXPENSE</b>		<b>56,500.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
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### FCSS EXPENSE

2-51-00-100-00	Salaries & Wages	36,000.00
2-51-00-140-00	Employee Benefits	8,000.00
2-51-00-148-00	Training & Development - FCSS	0.00
2-51-00-150-00	Freight & Postage	50.00
2-51-00-211-00	Travel & Subsistence	2,500.00
2-51-00-217-00	Telephone & Internet	2,200.00
2-51-00-220-00	Advertising	500.00
2-51-00-223-00	Memberships - FCSS	125.00
2-51-00-225-00	Conference Registrations	1,000.00
2-51-00-230-00	Professional Services	2,000.00
2-51-00-231-00	Janitorial	250.00
2-51-00-400-00	Community Programs	2,200.00
2-51-00-410-00	Adult Programs	3,000.00
2-51-00-411-00	Children-Youth Programs	3,000.00
2-51-00-412-00	Family Programs	1,000.00
2-51-00-413-00	Adult & Seniors' Programs	0.00
2-51-00-414-00	Local Grants (External Funding)	6,300.00
2-51-00-419-00	Volunteers	0.00
2-51-00-420-00	Community Engagement	0.00
2-51-00-510-00	General Supplies	0.00
2-51-00-511-00	Computer Supplies & Furnishings	0.00
2-51-00-560-00	COPIER LEASE	3,150.00
2-51-00-990-01	Summer Fun Program	0.00
2-51-00-990-02	Babysitting/Children	0.00
2-51-00-990-05	Community Newsletter	1,120.00
<b>* TOTAL FCSS EXPENSE</b>		<b>72,395.00</b>

### CEMETERY EXPENSE

2-56-00-100-00	Salaries & Wages	5,000.00
2-56-00-140-00	Employee Benefits	850.00
2-56-00-148-00	Training & Development - Cemetery	0.00
2-56-00-230-00	Professional Services - Cemetery	1,000.00
2-56-00-510-00	General Supplies	250.00
2-56-00-528-00	Repairs & Maintenance - Cemetery	1,500.00
<b>* TOTAL CEMETERY EXPENSE</b>		<b>8,600.00</b>



# VILLAGE OF CREMONA

## REVENUE & EXPENSE OPERATING

General Ledger	Description	2024 Budget
<b>PLANNING &amp; DEVELOPMENT EXPENSE</b>		
2-61-00-230-00	Professional Services	15,000.00
2-61-00-233-00	Land Title Changes	150.00
2-61-00-148-00	Training - Planning	500.00
2-61-00-220-00	Advertising	500.00
		16,150.00
* TOTAL PLANNING & DEVELOPMENT E		<b>16,150.00</b>
<b>CULTURE &amp; RECREATION EXPENSE</b>		
2-71-00-990-02	Cremona Days	13,000.00
2-71-00-990-08	WinterFest	1,500.00
		14,500.00
* TOTAL CULTURE & RECREATION EXP		<b>14,500.00</b>
<b>PARKS &amp; RECREATION EXPENSE</b>		
2-72-00-100-00	SALARIES & WAGES	25,000.00
2-72-00-140-00	Employee Benefits	4,300.00
2-72-00-148-00	Training & Development - Parks	0.00
2-72-00-230-00	Other Contracted Services	2,500.00
2-72-00-510-00	General Supplies	1,500.00
2-72-00-513-00	Beautification - Parks	5,000.00
2-72-00-528-00	Equipment Repairs & Maint. - Park	2,000.00
2-72-00-528-01	Playground Repairs & Maint.	0.00
		40,300.00
* TOTAL PARKS & RECREATION EXPEN		<b>40,300.00</b>
<b>LIBRARY EXPENSE</b>		
2-74-00-217-00	Library Office Phone	0.00
2-74-00-274-00	Insurance Library	850.00
2-74-00-528-00	Repairs & Maintenance - Library	250.00
2-74-00-850-00	Cremona Library	35,861.00
2-74-00-850-01	Parkland Regional Library	4,150.00
2-74-00-850-02	CREMONA LIBRARY -VILLAGE ALLOCATION	8,497.60
2-69-00-540-05	Electricity - Library	3,500.00
2-69-00-543-05	Natural Gas - Library	1,850.00
		54,958.60
* TOTAL LIBRARY EXPENSE		<b>54,958.60</b>
*** TOTAL EXPENSE		<b>1,194,886.97</b>

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION 24-12-073**

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 7 d)

**TITLE:** New Business: Urban System Agreement

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

**BACKGROUND / PROPOSAL:** Urban System General Advisory Agreement proposal -Renewal of 2025 Agreement is to follow/attached

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

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ accepts Urban Systems General Advisory Agreement as presented.

OR

**MOTION** THAT \_\_\_\_\_ Accepts Urban Systems General Advisory Agreement with the following amendments.

INTLS: CAO KO

**Attention:** Karen O'Connor, CAO  
**Project:** Subdivision Report for SUBD-2024-01  
**Date:** November 29, 2024  
**File:** 2553.0006.02

## DESCRIPTION OF NEED

- The current subdivision, SUBD-2024-01, is intended to create a new parcel from the entire property for the intent of constructing a residential unit.
- The lands in question include the old United Church, which fronts onto Centre Street and the vacant lands as part of the property, which are bound by 1<sup>st</sup> Street and 1<sup>st</sup> Avenue.
- The lands in their entirety were previously owned by the Village. The current applicant (Nolan John Morstad) approached the Village to explore purchasing the vacant portion of the lands bound by 1<sup>st</sup> Street and 1<sup>st</sup> Avenue.
- The exploration of the subdivision from Village-owned lands prompted a request for support to draft a tentative plan of subdivision for the creation of the new lot that the Village could then sell. In the Fall of 2023, Urban Systems prepared a tentative plan of subdivision for the Village to illustrate the surveyed location of the new lot.
- The lot was surveyed on September 21, 2023, and provided to the Village. Prior to proceeding with the full subdivision process, the Village sold the entirety of the lands, including the old United Church, to Nolan John Morstad under the assumption that the tentative plan represented the new parcel.
- This initiated a follow-up conversation to identify steps necessary to fulfill the original intent and create and sell the new parcel identified on the tentative plan of subdivision reversed.
- The Village and the new landowner intended to move forward with the subdivision of the new lot and to then negotiate the transfer of ownership of the church parcel back to the Village.

## PROJECT DRIVERS

1. Engage with the incoming councillors on the current context of SUBD-2024-01 and outline next steps.
2. Finalize the subdivision, establishing the separation of title allowing both the Village and the applicant to submit the appropriate paperwork to Land Titles that will allow both parties to rectify the land sale.
3. Address oversights in the Land Use Bylaw and Municipal Development Plan to ensure consistency with the proposed subdivision.

## OBJECTIVES / OUTCOMES

1. A unified approach from the Village on how to proceed based on the original intent of the subdivision.
2. Consideration of any necessary administrative amendments to the Municipal Development Plan and/or the Land Use Bylaw to address existing inconsistencies between the two documents relative to the proposed subdivision of the subject lands in SUBD-2024-01.
3. Prepare a report to present to the Subdivision Authority that establishes a recommendation to proceed with the proposed application and allow the Village to confirm the separation of title and address the necessary land transaction to reestablish Village ownership of the old United Church parcel.

## COMPONENTS & DELIVERABLES

As the Village transitions through the recent byelection and moves forward with addressing outstanding items, SUBD-2024-01 requires direction and stewardship. The completion of the following steps will help the Village navigate the planning and development aspects of the church lands transaction:

1. **Confirm timing and status of current application:** the process has undergone multiple time extensions, and we will need to confirm the current application remains active based on the most recent extension.
2. **Prepare recommendations for MDP/LUB amendments:** there are current inconsistencies between the LUB and MDP that require addressing concurrently with the proposed subdivision.
3. **Prepare subdivision report:** Upon confirmation of the application status and approach to plan amendments, prepare a request for decision report to the Subdivision Authority for consideration.
4. **Outline next steps:** Upon the Subdivision Authority's decision, finalize the decision letter, establish next steps for both the applicant and the Village, and provide necessary support for subdivision endorsement.

## EXCLUSIONS & LIMITATIONS

For the purposes of this work program, the fees will **NOT** cover the following:

1. This does not include any role in the land sale transaction between the Village and the applicant.
2. While we will provide recommendations for amendments to the MDP and LUB, this does not include any changes to either document that go beyond the subdivision process.

## FEES & SCHEDULE

**Fees:** We have estimated the level of effort to complete the necessary tasks at **\$5,000**, which include:

- Confirm current status of SUBD-2024-01
- Prepare subdivision report and recommendations
- Prepare decision letter based on decision from the Subdivision Authority

**Disbursements:** all disbursements and expenses are included in the fees.

**Taxes:** GST is not included in the fees and disbursements.

**Schedule:** To be determined with staff upon confirmation of application status, though ASAP is assumed.

**Standard Terms and Conditions:** Please sign this work program, which will be included under the General Advisory Services Agreement.

## NEXT STEPS

- Village to confirm application status.
- Confirm fee estimate.
- Initiate subdivision report.
- Schedule timing of Subdivision Authority meeting.

Signed,



**URBAN SYSTEMS LTD.**

Chris Ulmer, RPP, MCIP, CNU-A  
Community Consultant / Principal

**Village of Cremona**

Karen O'Connor  
Chief Administrative Officer

**AGREEMENT FOR CONSULTING SERVICES**

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of December 2024 between

**Village of Cremona** referred to as "the CLIENT",

AND

**Urban Systems Ltd.**, referred to as "USL".

WHEREAS the CLIENT desires USL to perform certain services on behalf of the CLIENT, and USL desires to perform the same for compensation in accordance with the following terms and conditions.

**BOTH PARTIES AGREE TO THE FOLLOWING:**

1. Both parties agree to the attached STANDARD CONDITIONS OF AGREEMENT FOR USL'S SERVICES.
2. USL shall perform Work as defined by the attached Schedule A, outlining the proposal to undertake the GENERAL ADVISORY SERVICES AGREEMENT FOR 2025. Any changes to the scope of this Work will require the written authorization of the CLIENT.
3. The CLIENT will compensate USL in accordance with the fee schedule or other commercial terms attached to this agreement. The CLIENT is not obliged to compensate USL for any Work outside the defined scope, and any changes not authorized in writing.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed, as set forth below.

\_\_\_\_\_  
**Village of Cremona**

By: Karen O'Connor

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

Title: Chief Administrative Officer



\_\_\_\_\_  
**Urban Systems Ltd.**

By: Chris Ulmer RPP, MCIP, CNU-A

Date: November 29, 2021

Title: Community Consultant / Principal

## **STANDARD CONDITIONS OF AGREEMENT FOR USL'S SERVICES**

### **1. INDEPENDENT CONSULTANT**

USL shall be and operate as an independent consultant in the performance of the Work. USL shall perform the Work in accordance with its own methods in an orderly and professional manner and shall have complete control over and responsibility for all personnel performing the Work. Except as authorized in writing by the CLIENT, USL shall not enter into any agreements or undertakings for or on behalf of the CLIENT or act as or be an agent or employee of the CLIENT.

### **2. PERFORMANCE OF USL**

USL shall provide and pay for all equipment, personnel, materials, and whatever else is needed for the proper execution and completion of the Work. The Work shall be performed in a timely, efficient manner. USL shall be properly licensed, equipped, organized, and financed to perform the Work, and shall pay all sales, consumer use, and other similar taxes required by law, and shall secure all permits, fees and licenses necessary for the execution of the Work including but not limited to GST/HST and Workers' Compensation registration.

USL shall carry out the Work in a manner that is consistent with the level of care and skill exercised by members of a profession currently working under similar conditions.

USL shall ensure that all persons who perform the Work shall be competent and properly qualified. USL will be responsible for the acts and omissions of its employees, subcontractors and agents.

USL shall not assign or sublet the Work without the written consent of the CLIENT, said consent not to be unreasonably withheld. Such consent shall not relieve USL of its obligations or liabilities under the agreement.

USL shall comply with all laws, rules and regulations applicable to the Work.

USL is solely responsible for the payment of all contributions or taxes to be paid on or to persons employed by USL on Work performed hereunder and will indemnify and hold harmless the CLIENT from any such liability.

USL shall be responsible for the health and safety, and shall provide and maintain a safe working environment, for all its employees, agents, subcontractors and invitees. USL shall adopt, supervise, and enforce reasonable and adequate safety requirements, including the CLIENT's site safety rules and any safety plan or requirements which may be established by the CLIENT, and shall at all times observe and comply fully with all applicable laws, codes, ordinances, rules and regulations relating to health and safety. Notwithstanding the acceptance of these responsibilities, USL shall not be the Prime Contractor for the Work as defined and contemplated by Workers' Compensation regulations.

The CLIENT may award other contracts for additional work and USL shall fully co-operate with such other contractors and carefully fit its own Work to that provided under the other contracts, as may be directed by the CLIENT. USL shall not commit or permit any act which will unreasonably interfere with the performance of work by another.

### **3. PAYMENT**

The CLIENT shall only be obligated to reimburse USL for the performance of Work authorized by the CLIENT. Unless otherwise agreed, USL shall provide monthly invoices to the CLIENT, together with any necessary supporting documentation. The CLIENT will pay USL within thirty days of the date of USL's monthly invoice.

Invoiced amounts not paid by the CLIENT within thirty days shall bear interest at the rate of 3% above the prime commercial lending rate of the Royal Bank of Canada, which amount shall be due and payable until paid. Such interest shall be calculated and added to any unpaid amounts monthly.

#### **4. TITLE TO DATA AND INFORMATION**

The CLIENT agrees that all legal interest and title to data, documents, photographs, drawings, analyses, graphs, reports, or other subject matter, including all copyright and intellectual property, prepared, procured, or produced in the rendition of the services shall at all times remain the property of USL.

The CLIENT may copy and use any of the above described items for record and maintenance purposes and for any future renovation, repair, modification and extension work undertaken with respect to that part of the project to which USL's services relate.

#### **5. NONDISCLOSURE**

USL shall not disclose to third parties without the written consent of the CLIENT any information produced, developed, or obtained in connection with the performance of this Agreement. If so requested by the CLIENT, USL shall execute a nondisclosure agreement and shall require its suppliers and subcontractors to execute a similar nondisclosure agreement.

#### **6. INDEMNIFICATION**

USL agrees to indemnify and hold harmless the CLIENT from damages incurred by the CLIENT or any third parties (including the CLIENT's employees) to the extent arising out of or in connection with errors, omissions, or negligent or unlawful performance of the Work by USL. The CLIENT agrees to indemnify USL for damages incurred by USL or any third parties (including USL's employees) to the extent the CLIENT commits errors or omissions or is found to be negligent.

Neither party shall be liable to any other for any consequential damages arising out of or related to this Agreement.

#### **7. INSURANCE AND LIABILITY**

USL represents that it now carries and shall make reasonable efforts to continue to carry the following insurance coverage and limits:

- |  |                        |
|--|------------------------|
| a. Worker's Compensation                     | Statutory Requirements |
| b. Automobile Insurance                      | \$2,000,000            |
| c. Comprehensive General Liability Insurance |                        |
| - Each Occurrence                            | \$10,000,000           |
| - Aggregate                                  | \$10,000,000           |
| d. Professional Liability Insurance          |                        |
| - Each Occurrence                            | \$10,000,000           |
| - Aggregate                                  | \$10,000,000           |

USL's liability for claims which the CLIENT has or may have against USL or USL's employees, agents, representatives and subconsultants under this agreement, whether these claims arise in contract, tort, negligence or under any other theory of liability, will be limited:

- a. To claims brought within the limitation period prescribed by law in the jurisdiction in which the project is located, or where permitted by law, within ten years of completion or termination of the Work, whichever occurs first; and
- b. To the amount of insurance carried by USL as noted above.

The CLIENT acknowledges this contract is with USL, the corporation, and agrees to limit any claim they may have to the corporation without liability on any part of any officer, director, member, employee, or agent of the corporation.

## **8. TERMINATION**

At the CLIENT's convenience, the CLIENT may terminate this Agreement by giving USL written notice of such termination. In the event of such termination, an equitable adjustment shall be made in the compensation to be paid to USL under this Agreement. Upon receipt of any notice of termination USL shall immediately stop performance of the Work to the extent specified in such notice. In no event shall the CLIENT be liable for any loss of revenue or profit incurred by USL as a result of any termination.

If the CLIENT fails to make payment to USL in accordance with this Agreement, USL may, by written notice to the CLIENT, require that such default be corrected. If within five business days of receipt of such notice, the CLIENT has not corrected the default by making payment or by taking such other steps as are acceptable to USL, USL may immediately terminate this Agreement. In such event, all invoiced but unpaid amounts shall be immediately due and payable.

In the event of any other default by the CLIENT, USL shall have the right to claim damages but not terminate this Agreement.

The rights and obligations created by this Agreement shall survive the completion, termination or cancellation of this Agreement.

## **9. DISPUTE RESOLUTION**

At the written request of either the CLIENT or USL, the CLIENT and USL shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. Failing such agreement, the mediator shall be appointed by reference to a Judge of the Court of the province within which the project is located.

If a dispute cannot be settled within a period of thirty calendar days with the assistance of a mediator as outlined in this section or such longer period of time as may be agreed to by the parties, the dispute may, with the written concurrence of both parties, be referred to and resolved by way of binding arbitration by a single arbitrator. The arbitrator shall be appointed by agreement of the parties. Failing such agreement, the arbitrator shall be appointed by reference to a Judge of the Court of the province within which the project is located. The decision of the arbitrator shall be final and binding on the parties.

## **10. SUCCESSORS AND ASSIGNMENT**

This agreement shall enure to the benefit of and be binding upon the parties hereto, and except as provided herein, shall be binding upon their successors, assigns, executors and administrators.

Except as set forth herein, neither party may assign this Agreement without the prior written consent of the other.

**SCHEDULE A**

General Advisory Services Agreement for 2025

November 29, 2024

File: 2553.0006.01

Village of Cremona  
205 1<sup>st</sup> Street East  
Cremona, AB T0M 0R0**Attention: Karen O'Connor, Chief Administrative Officer****RE: General Advisory Services Agreement for 2025**

Please accept this summary outlining the procedures, scope of work, and terms for Urban Systems Ltd. (USL) to provide General Advisory Services on an as and when basis in 2025 for the Village of Cremona (Village). This is intended to form part of the attached Agreement for Consulting Services, which includes a proposed scope of work to assist in the completion of SUBD-2024-01.

The General Advisory Services scope of work is in three major categories:

- **General Village Planning:** various planning engagements as requested by the Village.
- **Subdivision Review Services:** provide application review and support through each stage of the subdivision application process.
- **Miscellaneous Consulting Services:** this may constitute other services that emerge periodically including, but not limited to:
  - Asset Management
  - Economic Development
  - Off-Site Levies
  - Municipal Engineering
  - Environmental Management
  - Other service offerings relevant to Village needs

## GENERAL VILLAGE PLANNING SERVICES

**Scope of Services** – Our scope of services for General Village Planning will be provided on an as needed basis. Fees and budgets related to work under this category will range from hourly for relatively small reviews, projects, consultation to defined work programs that outline the detailed scope and budget for larger projects that extend beyond the advisory and “as and when” nature of this agreement. The general services provided will typically fall under the following categories:

- **Development Permit Reviews:** Depending on the scale and complexity of the development permit, we can be available to provide a review of applications received by the Village, recognizing that final approval of the Village Development Authority.
- **Plan and Policy Reviews and Amendments:** As requested by the Village, we will undertake specific review and amendments to statutory planning documents, including the Land Use Bylaw (LUB), Municipal Development Plan (MDP), current Area Structure Plan (ASP), and others as requested. A separate work plan and budget for a review and update to statutory planning documents, including the LUB and MDP, will be provided.
- **Mapping Services:** We can provide the Village with updates to municipal maps as requested.
- Other planning-related services as requested by the Village.

## SUBDIVISION REVIEW SERVICES

**Scope of Services:** As new subdivision applications are submitted, we will function as the Village Planners to review the application and provide recommendations to the Village Subdivision Authority and undertake the following tasks, as needed, for new subdivisions:

- **Subdivision Application Review & Recommendation:** This represents the bulk of the subdivision process and typically includes the following tasks:
  - Pre-application meeting with the applicant
  - Internal application review
  - Correspondence with the applicant to ensure all parts of the application form are completed
  - Policy and regulatory document reviews (i.e., MDP, LUB, ASP, etc.) for consistency with the proposed application
  - Site visit (if necessary)
  - Providing support to the Subdivision Authority as needed on circulation, revisions, report to Council, and decision letter
- **Land Use Redesignations and/or Plan Amendments:** Beyond any review initiated by the Village (covered under General Village Planning Services), should a proposed subdivision application require an amendment to the MDP, LUB, or any ASP, we will support the Village through the following typical approach:
  - Confirm necessary amendments through the internal application review, including any necessary site visit
  - Provide support as needed on circulation of the proposed amendment
  - Attend any public engagement events as a representative of the Village
  - Provide support, as needed on preparing the report to Council

## MISCELLANEOUS CONSULTING SERVICES

**Scope of Services:** We recognize the scale of your needs are relatively small and will vary from year-to-year based on your needs and changing context, but as an inter-disciplinary firm we are able to offer additional services beyond planning and development support. While not an exhaustive list, in our other municipal arrangements we have periodically engaged in the following types of services:

- Asset management planning and strategic support.
- Economic development strategies.
- Strategic planning sessions with Council and Administration, and corresponding plan development.
- Conducting site specific environmental assessments or coordinating environmental reviews.
- Elected Official training sessions.
- Land economic review and highest and best use analysis.
- Legal survey of lands and liaison with Land Titles.
- Drone, aerial, and 3D scan imagery.
- GIS database and analysis.
- Traffic Impact Assessments.
- Municipal Engineering services including, but not limited to:
  - Engineering review of planning applications.
  - Engineering review for Functional servicing reports.
  - Inspection services for development construction, capital construction, and maintenance projects.
  - Preliminary and Detailed Civil Design Services.
  - Contract Administration, including the preparation of cost estimates and construction procurement documents, facilitation of the procurement process, and administration of contract documents.

ATTENTION: Karen O'Connor, Chief Administrative Officer

- Coordination of the CCC and FAC process for new developments.
- Long-and short-term planning for the extension and upgrading of municipal infrastructure as related to transportation, storm water, water distribution and wastewater collection systems.
- Liaison with other levels of government, utility companies and community groups related to engineering issues.
- Other engineering services as requested by the Village.

Proceeding with this agreement in no way requires engagement with any of these miscellaneous services, but rather presents the opportunity to engage with us as needed in multiple ways that best suit the Village's needs. We can serve as your first call to determine whether we can provide the service you need and, if not, we can support you in pursuit of finding those who can.

## FEES

Regardless of the services provided, we will design our fees and scope of work with you through one of the following options:

1. Where the requested services can be defined, a scope of work will be prepared in collaboration with you. A work program will be established on a task-based budget for your review, discussion, and authorization, prior to proceeding with the work.
2. General advisory services that come up on an "as and when" basis will be billed out at an hourly rate. We will evaluate the nature of your request and assign the appropriate resource to maximize the cost effectiveness of your available budget.
3. Any planning and development support services referenced in the Master Rates and Fees Bylaw (#513-24) will be charged at the same rate. If any of the services exceed the fee applied to the applicant, we will notify you of the budget increase required to complete the work, and upon written or email approval from the Village, Urban Systems will increase the budget as specified to complete the work.

Disbursements shall be charged at 8% of billed fees for basic expenses, including information technology, communication, copying, printing, and plotting, mileage (we include mileage costs for any client within one hour of our office), and courier charges.

Invoicing for any services delivered will be issued monthly.

## SUMMARY OF SERVICE AGREEMENT

1. The Village authorizes Urban Systems to establish a new project that would allow for invoicing up to a **maximum of \$20,000** on a time and expense basis for General Advisory Planning and Engineering Services on an as needed basis for work to be completed in 2025 (inclusive of any support needed in December 2024).
  - a. **NOTE:** This does not require you to spend \$20,000, rather this acknowledges the ceiling that this agreement authorizes without Village consent to expand the total budget allocation.
2. Any budgets associated with work programs are considered as drafts and may be increased or decreased with email or written authorization by the Village to address any necessary changes.
3. The signatories of this agreement will meet on a quarterly basis, or at \$5,000 expenditure increments, whatever comes first, to evaluate service delivery, ongoing work, emerging needs, and any other matter relevant to this agreement.
4. The signatories of this agreement will review the agreement on or before December 15 of each year to amend, renew, or terminate the agreement for the subsequent year.

ATTENTION: Karen O'Connor, Chief Administrative Officer

If the Village agrees to the terms and conditions herein, please return a signed copy of the Agreement for Consulting Services, which forms part of this agreement, to the undersigned. The signed copy will form the agreement for General Advisory Services.

We strive to position our clients for success and make positive contributions to the communities we serve. Our role with the Village continues to evolve in relation to the Village's emerging needs. We know there has been considerable change with Council and Administration in recent years and that this has occurred during a time where we were not positioned as a service provider through any formal agreement, though we wanted to continue to provide you with whatever support we could through the recent SUBD-2024-01 application.

We recognize the need for support has evolved and that you are looking to reestablish an arrangement for general and specialized services with a qualified service provider. We hope that our approach and the terms within this agreement meet your needs as we would be thrilled to reengage in a trusted advisory capacity to help you meet your emerging challenges and opportunities.

Do not hesitate to contact me with any questions or concerns that you may have.

Sincerely,

**URBAN SYSTEMS LTD.**



Chris Ulmer RPP, MCIP, CNU-A  
Community Consultant / Principal

/CU  
Enclosure

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 8 a)

**TITLE:** Reports – Financial Reports

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

**BACKGROUND / PROPOSAL:**

Accounts payable for November 1 to 30, 2024, total sum being \$ 105,046.70

Financial Report for FCSS & Village

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

.

**RECOMMENDED ACTION:**

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

INTLS: CAO: KO



# VILLAGE OF CREMONA

## Cheque Listing For Council

2024-Dec-12  
4:32:37PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240548	2024-11-01	RYAN, SANDRA A				
20240549	2024-11-01	O'CONNOR, KAREN M				
20240550	2024-11-01	WIENS, BARRY				
20240551	2024-11-01	VORNHOLT, MEGHAN E				
20240553	2024-11-06	RECEIVER GENERAL	103	PAYMENT REMITTANCE - PP# 20& 21 - 2024	5,513.65	5,513.65
20240554	2024-11-06	TELUS COMMUNICATIONS	2552080703 2552080704	PAYMENT FIRE INTERNET - OCT 2024 FCSS INTERNET - OCT 2024	101.85 89.25	191.10
20240555	2024-11-13	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD	RD0000342983	PAYMENT WASTE PICK-UP - OCT 2024	3,162.24	3,162.24
20240556	2024-11-13	LOCAL AUTHORITIES PENSION PLAN	9475943-V2W6 9475959-Z0Y7 9476428-G6T5	PAYMENT EM# 450 - PP# 21 - 2024 EM#450 - PP# 22 - 2024 EM# 450 - PP# 20 - 2024	1,301.11 1,309.30 1,178.18	3,788.59
20240557	2024-11-13	MOUNTAIN VIEW PUBLISHING INC.	MVP462473 MVP462474	PAYMENT FIRE PREVENTION ELECTION/BILL 19 ADVERTISING	103.95 2,163.00	2,266.95
20240558	2024-11-13	WILD ROSE ASSESSMENT SERVICE	9579	PAYMENT PROGRESS PMT - NOV 2024	682.50	682.50
20240559	2024-11-07	AARON DRILLING	3866	PAYMENT WELL WORK	12,773.25	12,773.25
20240560	2024-11-07	BUMPER TO BUMPER	53083 53281	PAYMENT BRUSHCUTTER EQUIPMENT PARTS	650.99 574.47	1,225.46
20240561	2024-11-07	CANON CANADA INC	4030610701	PAYMENT COPIER USAGE	472.91	472.91
20240562	2024-11-07	CLEARTECH INDUSTRIES INC.	CM369328 INV1137039 INV1137611	PAYMENT CREDIT MEMO WATER CHEMICALS WATER CHEMICALS	(223.10) 770.58 1,791.55	2,339.03
20240563	2024-11-07	GREGG DISTRIBUTORS LP	069-485015 069-485016	PAYMENT PROTECTIVE CLOTHING PAINT FOR GARBAGE BINS	404.46 258.46	662.92
20240565	2024-11-07	KLIS ELECTRIC/1938149 ALBERTA LTD	7007	PAYMENT WELL WORK	996.44	996.44
20240566	2024-11-07	MARK CROUCH BACKHOE SERVICE LTD.	66824 67126	PAYMENT SKIDSTEER WORK MC8 WORK - SUPPLY SANDING MAT	459.37 887.65	1,347.02
20240567	2024-11-07	MESSER CANADA INC, 15687	2108307315	PAYMENT OXYGEN/ACETYLENE	48.32	48.32
20240568	2024-11-07	MOUNTAIN VIEW REGIONAL WASTE	0000053889	PAYMENT LANDFILL CHARGES - OCT 2024	864.27	864.27
20240569	2024-11-07	OUR CAN CO., DIVISION OF BUCKWHEAT'S CONTRAC	19868	PAYMENT PORTABLE TOILET CLEANING	504.00	504.00
20240570	2024-11-07	ROYAL CANADIAN LEGION #172	17	PAYMENT REMEMBRANCE DAY WREATHS	50.00	50.00
20240571	2024-11-07	STGP	4587	PAYMENT WEBSITE TRAINING	399.00	399.00
20240572	2024-11-07	WELLWORKS ENERGY SERVICES INC	C41235	PAYMENT WELDING WORK AT WELL	761.25	761.25

## Cheque Listing For Council

2024-Dec-12

4:32:37PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240573	2024-11-15	RYAN, SANDRA A				
20240574	2024-11-15	O'CONNOR, KAREN M				
20240575	2024-11-15	WIENS, BARRY				
20240576	2024-11-15	VORNHOLT, MEGHAN E				
20240577	2024-11-20	DIRECT ENERGY	98	PAYMENT VOC NAT GAS - OCT 2024	1,283.61	1,283.61
20240578	2024-11-20	EPCOR	16551339	PAYMENT VOC ELECTRICITY - OCT 2024	5,327.25	5,327.25
20240579	2024-11-20	TELUS COMMUNICATIONS	2552080705 2552080706 2552080707	PAYMENT FCSS OFFICE PHONES - OCT 2024 VOC FAX LINE, SECURITY CAMERAS VOC OFFICE PHONES - OCT 2024	69.97 386.99 844.78	1,301.74
20240580	2024-11-20	SUNCOR ENERGY PRODUCTS PARTNERSHIP	159 160 161 162 163 164 165 166	PAYMENT FUEL FOR SKIDSTEER FUEL FOR RANGER FUEL FOR PLOW TRUCK FUEL FOR PLOW TRUCK FUEL FOR JERRY CANS FUEL FOR PLOW TRUCK FUEL FOR RANGER DISCOUNT	69.50 75.01 80.00 86.01 35.03 95.00 73.58 (6.26)	507.87
20240581	2024-11-21	ALBERTA MUNICIPALITIES	1440727 V173_ V207_152827331 V314_192.24 V392_39 V768_6 V791_32 V877_22	PAYMENT DATA BACKUP - SEPT 2024 FCSS CONFERENCE REG - 2024 RTO CONTRACT #252 - PAYMENT STAMPS MISC SUPPLIES CAKE FOR BARRY SUBSCRIPTION - SEPT 2024 SUBSCRIPTION - SEPT 2024	374.06 495.00 2,283.75 415.80 14.14 36.99 27.29 104.61	3,751.64
20240582	2024-11-21	AIC CONSTRUCTION	414	PAYMENT WELL WORK	26,440.54	26,440.54
20240583	2024-11-21	AKKUS, BONNIE	1	PAYMENT FCSS ADVERTISING REFUND	33.33	33.33
20240584	2024-11-21	GLOBAL TECH SOLUTIONS	000004	PAYMENT TECH SUPPORT	86.62	86.62
20240585	2024-11-21	GREGG DISTRIBUTORS LP	069-490112	PAYMENT PROTECTIVE CLOTHING	225.23	225.23
20240586	2024-11-21	LORD, TARA-LYNN	1	PAYMENT WINTERFEST REFUND	50.00	50.00
20240587	2024-11-21	MARK CROUCH BACKHOE SERVICE LTD.	67157 67171	PAYMENT CEMETERY DIG GRADE ROADS	682.50 1,015.87	1,698.37
20240588	2024-11-21	NARAI, LETITIA	2	PAYMENT FCSS PANIT NIGHT	260.00	260.00
20240589	2024-11-21	OUR CAN CO., DIVISION OF BUCKWHEAT'S CONTRAC	19862	PAYMENT PORTABLE TOILET CLEANING	126.00	126.00
20240590	2024-11-21	SHRED-IT INTERNATIONAL ULC	8100880310	PAYMENT SHREDDING SERVICES	215.92	215.92
20240591	2024-11-21	WORKERS' COMPENSATION BOARD	27629109	PAYMENT INSTALLMENT PMT 2024	1,372.00	1,372.00
20240596	2024-11-29	RYAN, SANDRA A				
20240597	2024-11-29	O'CONNOR, KAREN M				



# VILLAGE OF CREMONA

## Cheque Listing For Council

2024-Dec-12  
4:32:37PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240598	2024-11-29	WIENS, BARRY				
20240599	2024-11-29	VORNHOLT, MEGHAN E				

**Total 105,046.70**

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

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 8 b)

**TITLE:** Reports – CAO Report

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

**BACKGROUND / PROPOSAL:**

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

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

**Administration:**

- Followed up with dog complaints, Ltrs
- Working with FCSS Coordinator
- Several meetings with investigators
- worked with by-election procedures, worked the by-election
- pre-year procedure webinar with muniware
- Completed Council minutes and agenda package
- Working on budget
- Utility Billing reviewing
- Worked on budget
- 

**Events and Meetings Attended:**

- Meeting with Urban System
- Several Meetings with lawyers
- 

**Planning & Development:**

- Correspond with interested developers commercial and residential

**RECOMMENDED ACTION:**

**MOTION** That Councillor \_\_\_\_\_ accepts the November CAO Report as information only.

*INTLS: CAO: KO*

PUBLIC WORKS REPORT FOR OCTOBER, NOVEMBER 2024

WELL 112 DOWN PERMANENTLY MAJOR LEAK NOTICED AT WELL BASE DURING WELL SITE CHECK. CONTRACTOR CALLED IN FOR A DIG . APPROXIMATELY 15 FT DOWN 3 MAJOR BREAKS FOUND IN WELL STRUCTURE. MORE CONTRACTORS CALLED IN FOR REPAIRS.

3 SMALL DIGS DONE AT CEMETERYS FOR URN PLACEMENTS.

CLEAN UP YARD AND CULVERT AREA ACROSS FROM POST OFFICE

WEEKLY BACTERIA SAMPLE RUNS TO DIDSBURY

LARGE FLAT SCREEN TV LAYING IN GRASS BY WEST SIDE DOG WALK ENTRANCE. REMOVE AND DISPOSE OF

COMPLETE ALL SEPTEMBERS, OCTOBER, AND NOVEMBER WATER DATA ENTRIES, SUBMIT TO AEP  
RESIDENTS INQUIRY ABOUT WANTING THEIR CC VALVE LOCATED AND CHECKED OUT . COMPLETED  
MONTHLY WATER METER READINGS DONE

REVIEW AND CORRECT BUDGET ACCOUNTS FOR PAST 10 MONTHS WITH CAO

REMOVE DAMAGED PICNIC TABLES OFF FCSS YARD DISPOSE OF

REPLACE FIRE ALARM NOT WORKING UPSTAIRS FCSS BUILDING, MULTIPLE REPAIRS, AND MAINTENANCE,  
INSTALL 3 MORE WATER METERS

LOTS SNOW PLOWING , SHOVELING , SANDING STREETS

PUBLIC WORKS AND WATER BARRY WIENS

**MEETING: Regular Council Meeting**

**Date: December 17, 2024**

**AGENDA NO.: 9**

**TITLE: Minutes – Boards, Committees, Commissions-NONE**

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

**BACKGROUND / PROPOSAL:**

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

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

Please see the attached minutes for review and information.

- 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
- 
- 

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ accepts the minutes from Boards, committees & Commission as information only.

INTLS: CAO: KO



**A G E N D A**  
**Organizational Meeting**

**9:00 AM – Monday December 9<sup>th</sup>, 2024**

**Mountain View County Office – Council Chambers**

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**Reference: 100.06 /2024**

**1.0 Call to Order – Chief Administrative Officer**

**2.0 Business**

**2.1 Confirmation of Appointment of Directors**

**2.2 Selection of Chair & Vice-Chair**

**2.3 Confirmation of Signing Authorities for Commission Bank Accounts**

**2.4 2024 Proposed Board Meeting Schedule**

**3.0 Adjournment**



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.1 – Confirmation of Appointment of Directors

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the appointment of directors and alternates as provided by the member municipalities.**

Background:

Administration has received confirmation from all members, except Cremona, with their respective Director and Alternate appointments for 2025. Copies of the letters received outlining the directors and alternates are attached. Didsbury has revised the alternate to account for a resignation of the original appointee. The Town of Cremona has not published minutes of an Organizational Meeting. Administration has requested confirmation of appointees from Cremona’s CAO and an update will be provided at the meeting.

The following table outlines the appointed Board member and alternate:

<b>Municipality</b>	<b>Board Member</b>		<b>Alternate</b>	
Town of Carstairs Village of Cremona	Shannon Wilcox	<a href="mailto:shannonw@carstairs.ca">shannonw@carstairs.ca</a>	Sheldon Ball	<a href="mailto:sheldonb@carstairs.ca">sheldonb@carstairs.ca</a>
Town of Didsbury	John Baswick	<a href="mailto:jbaswick@didsbury.ca">jbaswick@didsbury.ca</a>	Dorothy Moore	<a href="mailto:dmoore@didsbury.ca">dmoore@didsbury.ca</a>
Mountain View County	Alan Miller	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>	Jennifer Lutz	<a href="mailto:jlutz@mvcouty.com">jlutz@mvcouty.com</a>
Town of Sundre	Richard Warnock	<a href="mailto:richard.w@sundre.com">richard.w@sundre.com</a>	Chris Vardas	<a href="mailto:chris.v@sundre.com">chris.v@sundre.com</a>
Town of Olds	James Cummings	<a href="mailto:jcumings@olds.ca">jcumings@olds.ca</a>	Heather Ryan	<a href="mailto:hryan@olds.ca">hryan@olds.ca</a>

As per the Commission’s bylaws, these representatives shall serve on the board until the next Organization meeting tentatively scheduled for Monday December 9<sup>th</sup>, 2024.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

October 31, 2024

Via Email: [mvrwmc@airnet.com](mailto:mvrwmc@airnet.com)

RE: 2024-2025 Town of Carstairs Appointments

The Town of Carstairs Council, at their Organizational Meeting held on October 28, 2024 appointed the following representatives to the following committee until October 2025 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Shannon Wilcox 587-966-3831

Councilor Sheldon Ball (alternate) 403-807-2478

[shannonw@carstairs.ca](mailto:shannonw@carstairs.ca)

[sheldonb@carstairs.ca](mailto:sheldonb@carstairs.ca)

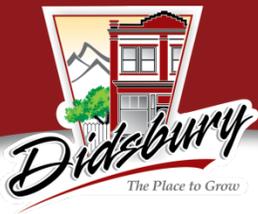
Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions, please contact myself at 403-337-3341

Sincerely,



Rick Blair  
CAO, Town of Carstairs



October 23, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

The Town of Didsbury Council, at their Organizational Meeting held on October 22, 2024 appointed Councillor John Baswick to the Mountain View Regional Waste Management Commission. Councillor Ethan Williams was appointed as the alternate. These appointments are until the Organizational Meeting in 2025; which follows the 2025 Municipal General Election.

Councillor Baswick's contact information is as follows:

Email: [jbaswick@didsbury.ca](mailto:jbaswick@didsbury.ca)  
Cell Phone: 403.586-2468

Councillor Williams's contact information is as follows:

Email: [ewilliams@didsbury.ca](mailto:ewilliams@didsbury.ca)  
Cell Phone: 403.559.4081

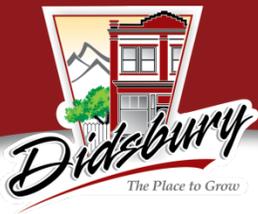
**REVISED to Dorothy Moore**

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor John Baswick  
Councillor Ethan Williams



November 27, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

Councillor Ethan Williams was appointed as the Alternate to the Mountain View Regional Waste Management Commission on October 22, 2024. At the November 26, 2024 Regular Council Meeting, CAO Ethan Gerner announced the resignation of Councillor Williams. This letter is to inform you that Councillor Dorothy Moore has been appointed as the Alternate to the Waste Commission until the Organizational Meeting in 2025 which follows the 2025 Municipal General Election.

Councillor Moore's contact information is as follows:

Email: [dmoore@didsbury.ca](mailto:dmoore@didsbury.ca)

Cell Phone: 403.556.9886

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor Dorothy Moore



October 28, 2024

Via Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

Michael Wuetherick  
Chief Administrative Officer  
Mountain View Regional Waste Management Commission  
1414 16 Street  
Didsbury, AB, T0M 0W0

RE: 2024-2025 Mountain View County Appointments  
**Mountain View Waste Management Commission**

Mountain View County Council, at its Organizational Council Meeting held on October 23, 2024, reviewed the representatives appointed to the Mountain View Waste Management Commission until the October 2025 Organizational meeting and made the following appointments:

Councillor	Alan Miller	403-556-0551	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>
Councillor	Jennifer Lutz (alternate)	403-556-6002	<a href="mailto:jlutz@mvcountry.com">jlutz@mvcountry.com</a>

Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions concerning the above, I would be happy to discuss them with you.

Sincerely,

Christofer Atchison, Director  
Legislative, Community and Agricultural Services  
/ab

## Lindsay Miller

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**From:** Marcie McKinnon <MMcKinnon@Olds.ca>  
**Sent:** Tuesday, October 29, 2024 10:51 AM  
**To:** MVRWMC Office  
**Cc:** James Cummings; Heather Ryan  
**Subject:** 2024-2025 Town of Olds Appointments

Hello,

At the annual Council Organizational Meeting of October 28, 2024, Council reappointed Councillor James Cummings as the member representative and Councillor Heather Ryan as the alternate to Mountain View Regional Waste Management Commission for a one-year term, expiring on the fourth Monday in October 2025.

Contact information:  
4512 46 Street, Olds, AB T4H 1R5

Councillor Cummings  
Cell: 403-586-9480  
Email: [jcumplings@olds.ca](mailto:jcumplings@olds.ca)

Councillor Ryan:  
Cell: 403-819-6028  
Email: [hryan@olds.ca](mailto:hryan@olds.ca)

Please update your records and forward any information pertaining to this matter to the appointed representatives.

Any questions concerning the above, please let me know.

Kind regards,  
Marcie



### Marcie McKinnon

Legislative Clerk

---

📍 4512 – 46 Street, Olds, AB  
📞 D: 403.507.4801  
📞 O: 403.556.6981



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

*From the Office of the Chief Administrative Officer*

October 15, 2024

Mountain View Regional Waste Management Commission  
Box 2130  
1414 – 16 Street  
Didsbury, AB T0M 0W0

Attn: Michael Wuetherick, CAO

Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

**Re: 2024-2025 Appointment to the MVRWMC**

Dear Mr. Wuetherick,

The Town of Sundre Council appointed the following members of Council to the Mountain View Regional Waste Management Commission for a term of one (1) year, at the Organizational Meeting held on October 7, 2024, under Motion No. ;

**Mayor Richard Warnock, and  
Alternate, Councillor Chris Vardas**

We ask that you please forward your meeting schedule and any pre-meeting information directly to Mayor Warnock and Councillor Vardas as noted below:

Mayor Richard Warnock  
Email: [richard.w@sundre.com](mailto:richard.w@sundre.com)  
Phone: (403) 813-9488

Councillor Chris Vardas  
Email: [chris.v@sundre.com](mailto:chris.v@sundre.com)  
Phone: (403) 638-8118

Please "cc" meeting schedule(s) or any pre-meeting information to Betty Ann Fountain, Legislative Services, [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com) to ensure Mayor Warnock and Councillor Vardas are kept current in all matters.

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.2 – Selection of Chair and Vice-Chair

**RECOMMENDATION:**

**THAT the MVRWMC Board appoint \_\_\_\_\_ as Chair, and \_\_\_\_\_ as Vice Chair for 2025 until the next Organizational meeting scheduled for December 8<sup>th</sup>, 2025.**

### Background:

As per the Commission's Corporate Bylaw No. 03-15, Article 6 section 6.05 – Election of Board Positions, the Board shall elect a Chair and Vice-Chair in accordance with the Commission's amended Bylaw No.1. Chair and Vice-Chair positions are to include three (3) calls for nomination, unless uncontested upon first call whereby members can pass a motion to cease nominations.

#### 9.02 Chair's Powers

The Chair shall:

- (a) preside over each Regular Meeting, Special Meeting and AGM of the Commission;
- (b) appoint all officials and committees as directed by the Board;
- (c) be an ex-officio member of all committees;
- (d) vote on all matters before the Board; and
- (e) perform all other and such other duties as are usually performed by the Chair.

#### 9.03 Vice-Chair

- (a) The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- (b) The term of office for the Vice-Chair is one year.
- (c) In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.

In 2024, James Cummings served as Chair and Shannon Wilcox served as Vice-Chair. If voting is required, ballots will be circulated.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.3 – Confirmation of the Commission’s Current Signing Authority

**RECOMMENDATION:**

**THAT the MVRWMC Board authorize Chair \_\_\_\_\_, Vice Chair \_\_\_\_\_, and Chief Administrative Officer Michael Wuetherick as signing authorities for the Commission’s current accounts with the Royal Bank and Mountain View Credit Unions, and for other financial services accounts that may be authorized by the Board.**

Background:

The Commission’s current designated signing authority includes the Chair, Vice Chair and CAO. As at December 9<sup>th</sup>, 2024, the following individuals currently have signing authority for the Commission’s financial accounts.

1. Chair - James Cummings (returning)
2. Vice Chair - Shannon Wilcox (returning)
3. CAO - Michael Wuetherick

The current financial control policy of the Commission states that all financial transactions must be approved by at least two individuals with signing authority, and that the Commission shall have three individuals who are available to sign checks and other financial documents as required. If required, the signing authority approvals may need to be revised following the annual organization meeting of the Commission.

Alternatives:

1. The board may elect to nominate additional members of the board or administrative staff to be designated with signing authority.

**Prepared:** Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.4 – Proposed 2025 Board Meeting Schedule

**RECOMMENDATION:**

**THAT the MVRWMC Board establish the following dates, times, and locations for meetings of the board in 2025.**

Background:

The proposed meeting schedule maintains the traditional 4<sup>th</sup> Monday of the month (except the Annual General Meeting) that the Commission has traditionally met. **A total of four regular meetings are proposed, consistent with the four meetings held in 2024.** If a situation develops requiring an additional meeting, the Commission's bylaws provide for special meetings to be called at the request of any member, or Administration.

With the Commission operations running smoothly, and the absence of any major capital budget projects in 2025 Administration is recommending that four (4) meetings will be sufficient. In lieu of a full board meeting in Q1-2025, Administration proposes distributing a financial and operational update at the end of February 2025.

As per the Commission's Bylaws, the minimum four meeting requirements are defined as follows:

1. The Commission must hold an annual meeting to approve the audited financial statements to be filed no later than May 1<sup>st</sup>, 2025 with the Minister of Municipal Affairs.
2. As per the Bylaws and Membership Agreements of the Commission, a budget is to be presented to the Members by September 30<sup>th</sup> of each calendar year. Furthermore, a period of 30 days is to be provided to member communities to provide feedback to the Commission on any matter relating to the budget. To accommodate both deliverables, the preliminary 2026 budget will be presented at the July 21<sup>st</sup>, 2025 meeting and will receive final approval at the September 22<sup>nd</sup>, 2025 meeting.
3. The Commission must hold an annual organizational meeting by year-end to appoint the Chair and Vice-Chair roles following the appointment of directors from the Commission members.

The proposed meeting dates do not conflict with the RMA conferences (March 17-19 & November 3-6) or the AUMA conference on November 12-14).

Administration therefore recommends the following meeting schedule for 2025:

Type of Meeting	Date	Start Time	Location
<b>Annual</b>	<b>April 28<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	April 28 <sup>th</sup>	After annual meeting	MV County Office
Regular	July 21 <sup>st</sup>	9:00 am	MV County Office
Regular	September 22nd	9:00 am	MV County Office
<b>Organizational</b>	<b>December 8<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	December 8 <sup>th</sup>	After org. meeting	MV County Office

Alternatives:

1. The board may elect to propose alternative meeting dates or add additional meetings to the schedule.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

**Mountain View Seniors' Housing  
Approved 2025 Operating Budget**

	Lodges	Housing	Lifestyle	<b>APPROVED BUDGET 2025</b>
<b>Revenues</b>				
Rent revenue and service fees	7,922,906	1,194,564	824,244	<b>9,941,714</b>
Subsidy for Lodge Residents	(1,150,854)	-	-	<b>(1,150,854)</b>
Municipal requisitions	3,718,101	-	-	<b>3,718,101</b>
Alberta Seniors' & Housing grants	1,005,402	159,795	-	<b>1,165,197</b>
Utility recovery	-	70,200	-	<b>70,200</b>
Other grants and donations	-	-	-	-
Interest	24,000	-	-	<b>24,000</b>
Sundry	61,500	-	-	<b>61,500</b>
	<b>11,581,055</b>	<b>1,424,559</b>	<b>824,244</b>	<b>13,829,858</b>
<b>Expenditures</b>				
Salaries, wages and benefits	5,013,889	374,408	192,728	<b>5,581,025</b>
Maintenance and facility services	1,124,752	582,745	71,920	<b>1,779,417</b>
Telephone and utilities	1,062,586	368,353	91,347	<b>1,522,286</b>
Food, kitchen and linen supplies	1,118,922	-	35,041	<b>1,153,962</b>
Interest and bank charges	445,478	-	87,090	<b>532,568</b>
Insurance	232,418	56,571	29,667	<b>318,656</b>
IT & Nurse Call	226,118	16,500	1,806	<b>244,424</b>
Office and miscellaneous	55,516	6,750	5,044	<b>67,310</b>
Resident travel and activities	73,040	-	-	<b>73,040</b>
Administration office rent	28,620	8,700	6,180	<b>43,500</b>
Staff training, travel and memberships	141,365	4,530	625	<b>146,520</b>
Professional fees	75,000	6,000	1,000	<b>82,000</b>
Property taxes	-	-	65,304	<b>65,304</b>
Directors' expenses	32,000	-	2,316	<b>34,316</b>
	<b>9,629,701</b>	<b>1,424,559</b>	<b>590,069</b>	<b>11,644,328</b>
<b>Excess of revenue over expenses before other income (expense)</b>	<b>1,951,354</b>	<b>-</b>	<b>234,175</b>	<b>2,185,530</b>
<b>Other income (expense)</b>				
Amortization of deferred capital contributions	587,920	-	-	<b>587,920</b>
Amortization of capital assets	(1,625,009)	-	(150,710)	<b>(1,775,720)</b>
<b>Excess (Deficiency) of revenue over expenses from operations</b>	<b>914,265</b>	<b>-</b>	<b>83,464</b>	<b>997,731</b>



## ADMINISTRATION OFFICE

#301 6501 51 Street, Olds, Alberta, T4H 1Y6  
P: (403) 556-2957 E: admin.assistant@mvsh.ca  
F: 587-796-0773

November 18, 2024

Karen O'Conner, CAO  
Village of Cremona  
P.O. Box 10  
Cremona, AB  
T0M 0R0

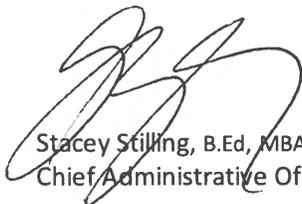
Dear CAO O'Conner,

Please accept this letter as confirmation that the Municipal requisitions for Mountain View Seniors' Housing (MVSH) were approved at the regularly scheduled meeting of the Board held on November 14, 2024.

Attached, please find a final breakdown of the requisitions by Municipality for 2025. The shared apportionment is based on the 2025 Equalized Assessment Report recently published by the province. A copy of our Board approved 2025 Operating budget is also enclosed.

We sincerely thank you for your continued support of Mountain View Seniors' Housing. Should you have any questions at all, please feel free to reach out at any time.

Best Regards,



Stacey Stilling, B.Ed, MBA  
Chief Administrative Officer



Debra Steiger, H.B.Com., CPA, CGA  
Chief Financial Officer

Enclosures:

- 2025 Requisition – Apportionment calculation
- 2025 Invoice
- 2025 Approved Operating Budget



## ADMINISTRATION OFFICE

#301 6501 51 Street, Olds, Alberta, T4H 1Y6  
P: (403) 556-2957 E: admin.assistant@mvsh.ca  
F: 587-796-0773

### BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of November 14, 2024.

#### Key Messages

- The Board held their Organizational and Regular meetings in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-4:00 pm
- The Board approved the audit plan for the 2024 Fiscal Year as presented by representatives from RSM Canada.
- The Board is happy to note Dwayne Fulton has been reappointed as Board Chair and welcomes Angie Fricke as Vice Chair.
- The Board reviewed the Capital Budget Forecasts for 2026-2027 as an addition to the approved 2025 Capital Budget.
- The Board approved the Municipal Requisitions for 2025, with the final apportionment for each municipality based on the Equalized Assessment published in October.
- The Board was impressed to hear that, year to date, the Rent Assistance Benefit (R.A.B) program funded by the province has served approximately 40 recipients from the Mountain View County area.
- The Board was thrilled with the Administration's report that the Carstairs Lodge occupancy level is currently sitting at 93% full.
- The Board appreciates that Administration continues to improve the Key Performance Indicator (KPI) reports through on-going evaluation of the "unit costs per day" and "resident costs per day".
- The Board received the Housing Needs Assessments for both the Town of Olds and the Town of Carstairs. Both reports highlighted valuable information of future needs.
- The Board expressed their appreciation of the progress Administration continues to make with the on-going review, updating and creation (as needed) of the policies and procedures for all areas of the organization. This meeting saw the approval of six (6) new or updated policies, with (7) outdated policies being rescinded.

#### Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, December 12, 2024, starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

*If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at [stacey.stilling@mvsh.ca](mailto:stacey.stilling@mvsh.ca)*



**A G E N D A**  
**Organizational Meeting**

**9:00 AM – Monday December 9<sup>th</sup>, 2024**

**Mountain View County Office – Council Chambers**

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**Reference: 100.06 /2024**

**1.0 Call to Order – Chief Administrative Officer**

**2.0 Business**

**2.1 Confirmation of Appointment of Directors**

**2.2 Selection of Chair & Vice-Chair**

**2.3 Confirmation of Signing Authorities for Commission Bank Accounts**

**2.4 2024 Proposed Board Meeting Schedule**

**3.0 Adjournment**



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.1 – Confirmation of Appointment of Directors

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the appointment of directors and alternates as provided by the member municipalities.**

Background:

Administration has received confirmation from all members, except Cremona, with their respective Director and Alternate appointments for 2025. Copies of the letters received outlining the directors and alternates are attached. Didsbury has revised the alternate to account for a resignation of the original appointee. The Town of Cremona has not published minutes of an Organizational Meeting. Administration has requested confirmation of appointees from Cremona’s CAO and an update will be provided at the meeting.

The following table outlines the appointed Board member and alternate:

<b>Municipality</b>	<b>Board Member</b>		<b>Alternate</b>	
Town of Carstairs Village of Cremona	Shannon Wilcox	<a href="mailto:shannonw@carstairs.ca">shannonw@carstairs.ca</a>	Sheldon Ball	<a href="mailto:sheldonb@carstairs.ca">sheldonb@carstairs.ca</a>
Town of Didsbury	John Baswick	<a href="mailto:jbaswick@didsbury.ca">jbaswick@didsbury.ca</a>	Dorothy Moore	<a href="mailto:dmoore@didsbury.ca">dmoore@didsbury.ca</a>
Mountain View County	Alan Miller	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>	Jennifer Lutz	<a href="mailto:jlutz@mvcouty.com">jlutz@mvcouty.com</a>
Town of Sundre	Richard Warnock	<a href="mailto:richard.w@sundre.com">richard.w@sundre.com</a>	Chris Vardas	<a href="mailto:chris.v@sundre.com">chris.v@sundre.com</a>
Town of Olds	James Cummings	<a href="mailto:jcumings@olds.ca">jcumings@olds.ca</a>	Heather Ryan	<a href="mailto:hryan@olds.ca">hryan@olds.ca</a>

As per the Commission’s bylaws, these representatives shall serve on the board until the next Organization meeting tentatively scheduled for Monday December 9<sup>th</sup>, 2024.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

October 31, 2024

Via Email: [mvrwmc@airnet.com](mailto:mvrwmc@airnet.com)

RE: 2024-2025 Town of Carstairs Appointments

The Town of Carstairs Council, at their Organizational Meeting held on October 28, 2024 appointed the following representatives to the following committee until October 2025 Organizational Meeting.

**Mountain View Regional Waste Commission**

Councilor Shannon Wilcox 587-966-3831

Councilor Sheldon Ball (alternate) 403-807-2478

[shannonw@carstairs.ca](mailto:shannonw@carstairs.ca)

[sheldonb@carstairs.ca](mailto:sheldonb@carstairs.ca)

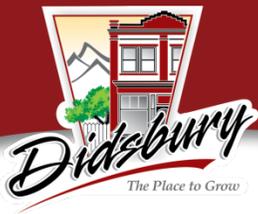
Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions, please contact myself at 403-337-3341

Sincerely,



Rick Blair  
CAO, Town of Carstairs



October 23, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

The Town of Didsbury Council, at their Organizational Meeting held on October 22, 2024 appointed Councillor John Baswick to the Mountain View Regional Waste Management Commission. Councillor Ethan Williams was appointed as the alternate. These appointments are until the Organizational Meeting in 2025; which follows the 2025 Municipal General Election.

Councillor Baswick's contact information is as follows:

Email: [jbaswick@didsbury.ca](mailto:jbaswick@didsbury.ca)  
Cell Phone: 403.586-2468

Councillor Williams's contact information is as follows:

Email: [ewilliams@didsbury.ca](mailto:ewilliams@didsbury.ca)  
Cell Phone: 403.559.4081

**REVISED to Dorothy Moore**

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor John Baswick  
Councillor Ethan Williams



November 27, 2024

Michael Wuetherick  
Mountain View Regional Waste Management Commission  
Sent Via Email: office@mountainviewwaste.ca

**Re: 2024-2025 Town of Didsbury Appointment  
Mountain View Regional Waste Management Commission**

Dear Mr. Wuetherick:

Councillor Ethan Williams was appointed as the Alternate to the Mountain View Regional Waste Management Commission on October 22, 2024. At the November 26, 2024 Regular Council Meeting, CAO Ethan Gerner announced the resignation of Councillor Williams. This letter is to inform you that Councillor Dorothy Moore has been appointed as the Alternate to the Waste Commission until the Organizational Meeting in 2025 which follows the 2025 Municipal General Election.

Councillor Moore's contact information is as follows:

Email: [dmoore@didsbury.ca](mailto:dmoore@didsbury.ca)

Cell Phone: 403.556.9886

Please forward any information pertaining to the waste commission to the appointed representatives.

Sincerely,

Luana G. Smith, CLGM  
Manager of Legislative Services

Cc: Councillor Dorothy Moore



October 28, 2024

Via Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

Michael Wuetherick  
Chief Administrative Officer  
Mountain View Regional Waste Management Commission  
1414 16 Street  
Didsbury, AB, T0M 0W0

RE: 2024-2025 Mountain View County Appointments  
**Mountain View Waste Management Commission**

Mountain View County Council, at its Organizational Council Meeting held on October 23, 2024, reviewed the representatives appointed to the Mountain View Waste Management Commission until the October 2025 Organizational meeting and made the following appointments:

Councillor	Alan Miller	403-556-0551	<a href="mailto:amiller@mvcountry.com">amiller@mvcountry.com</a>
Councillor	Jennifer Lutz (alternate)	403-556-6002	<a href="mailto:jlutz@mvcountry.com">jlutz@mvcountry.com</a>

Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions concerning the above, I would be happy to discuss them with you.

Sincerely,

Christofer Atchison, Director  
Legislative, Community and Agricultural Services  
/ab

## Lindsay Miller

---

**From:** Marcie McKinnon <MMcKinnon@Olds.ca>  
**Sent:** Tuesday, October 29, 2024 10:51 AM  
**To:** MVRWMC Office  
**Cc:** James Cummings; Heather Ryan  
**Subject:** 2024-2025 Town of Olds Appointments

Hello,

At the annual Council Organizational Meeting of October 28, 2024, Council reappointed Councillor James Cummings as the member representative and Councillor Heather Ryan as the alternate to Mountain View Regional Waste Management Commission for a one-year term, expiring on the fourth Monday in October 2025.

Contact information:  
4512 46 Street, Olds, AB T4H 1R5

Councillor Cummings  
Cell: 403-586-9480  
Email: [jcumplings@olds.ca](mailto:jcumplings@olds.ca)

Councillor Ryan:  
Cell: 403-819-6028  
Email: [hryan@olds.ca](mailto:hryan@olds.ca)

Please update your records and forward any information pertaining to this matter to the appointed representatives.

Any questions concerning the above, please let me know.

Kind regards,  
Marcie



### Marcie McKinnon

Legislative Clerk

---

📍 4512 – 46 Street, Olds, AB  
📞 D: 403.507.4801  
📞 O: 403.556.6981



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

*From the Office of the Chief Administrative Officer*

October 15, 2024

Mountain View Regional Waste Management Commission  
Box 2130  
1414 – 16 Street  
Didsbury, AB T0M 0W0

Attn: Michael Wuetherick, CAO

Email: [office@mountainviewwaste.ca](mailto:office@mountainviewwaste.ca)

**Re: 2024-2025 Appointment to the MVRWMC**

Dear Mr. Wuetherick,

The Town of Sundre Council appointed the following members of Council to the Mountain View Regional Waste Management Commission for a term of one (1) year, at the Organizational Meeting held on October 7, 2024, under Motion No. ;

**Mayor Richard Warnock, and  
Alternate, Councillor Chris Vardas**

We ask that you please forward your meeting schedule and any pre-meeting information directly to Mayor Warnock and Councillor Vardas as noted below:

Mayor Richard Warnock  
Email: [richard.w@sundre.com](mailto:richard.w@sundre.com)  
Phone: (403) 813-9488

Councillor Chris Vardas  
Email: [chris.v@sundre.com](mailto:chris.v@sundre.com)  
Phone: (403) 638-8118

Please "cc" meeting schedule(s) or any pre-meeting information to Betty Ann Fountain, Legislative Services, [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com) to ensure Mayor Warnock and Councillor Vardas are kept current in all matters.

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.2 – Selection of Chair and Vice-Chair

**RECOMMENDATION:**

**THAT the MVRWMC Board appoint \_\_\_\_\_ as Chair, and \_\_\_\_\_ as Vice Chair for 2025 until the next Organizational meeting scheduled for December 8<sup>th</sup>, 2025.**

### Background:

As per the Commission's Corporate Bylaw No. 03-15, Article 6 section 6.05 – Election of Board Positions, the Board shall elect a Chair and Vice-Chair in accordance with the Commission's amended Bylaw No.1. Chair and Vice-Chair positions are to include three (3) calls for nomination, unless uncontested upon first call whereby members can pass a motion to cease nominations.

#### 9.02 Chair's Powers

The Chair shall:

- (a) preside over each Regular Meeting , Special Meeting and AGM of the Commission;
- (b) appoint all officials and committees as directed by the Board;
- (c) be an ex-officio member of all committees;
- (d) vote on all matters before the Board; and
- (e) perform all other and such other duties as are usually performed by the Chair.

#### 9.03 Vice-Chair

- (a) The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- (b) The term of office for the Vice-Chair is one year.
- (c) In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.

In 2024, James Cummings served as Chair and Shannon Wilcox served as Vice-Chair. If voting is required, ballots will be circulated.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.3 – Confirmation of the Commission’s Current Signing Authority

**RECOMMENDATION:**

**THAT the MVRWMC Board authorize Chair \_\_\_\_\_, Vice Chair \_\_\_\_\_, and Chief Administrative Officer Michael Wuetherick as signing authorities for the Commission’s current accounts with the Royal Bank and Mountain View Credit Unions, and for other financial services accounts that may be authorized by the Board.**

Background:

The Commission’s current designated signing authority includes the Chair, Vice Chair and CAO. As at December 9<sup>th</sup>, 2024, the following individuals currently have signing authority for the Commission’s financial accounts.

1. Chair - James Cummings (returning)
2. Vice Chair - Shannon Wilcox (returning)
3. CAO - Michael Wuetherick

The current financial control policy of the Commission states that all financial transactions must be approved by at least two individuals with signing authority, and that the Commission shall have three individuals who are available to sign checks and other financial documents as required. If required, the signing authority approvals may need to be revised following the annual organization meeting of the Commission.

Alternatives:

1. The board may elect to nominate additional members of the board or administrative staff to be designated with signing authority.

**Prepared:** Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100.06/2024

**TITLE:** 2.4 – Proposed 2025 Board Meeting Schedule

**RECOMMENDATION:**

**THAT the MVRWMC Board establish the following dates, times, and locations for meetings of the board in 2025.**

Background:

The proposed meeting schedule maintains the traditional 4<sup>th</sup> Monday of the month (except the Annual General Meeting) that the Commission has traditionally met. **A total of four regular meetings are proposed, consistent with the four meetings held in 2024.** If a situation develops requiring an additional meeting, the Commission's bylaws provide for special meetings to be called at the request of any member, or Administration.

With the Commission operations running smoothly, and the absence of any major capital budget projects in 2025 Administration is recommending that four (4) meetings will be sufficient. In lieu of a full board meeting in Q1-2025, Administration proposes distributing a financial and operational update at the end of February 2025.

As per the Commission's Bylaws, the minimum four meeting requirements are defined as follows:

1. The Commission must hold an annual meeting to approve the audited financial statements to be filed no later than May 1<sup>st</sup>, 2025 with the Minister of Municipal Affairs.
2. As per the Bylaws and Membership Agreements of the Commission, a budget is to be presented to the Members by September 30<sup>th</sup> of each calendar year. Furthermore, a period of 30 days is to be provided to member communities to provide feedback to the Commission on any matter relating to the budget. To accommodate both deliverables, the preliminary 2026 budget will be presented at the July 21<sup>st</sup>, 2025 meeting and will receive final approval at the September 22<sup>nd</sup>, 2025 meeting.
3. The Commission must hold an annual organizational meeting by year-end to appoint the Chair and Vice-Chair roles following the appointment of directors from the Commission members.

The proposed meeting dates do not conflict with the RMA conferences (March 17-19 & November 3-6) or the AUMA conference on November 12-14).

Administration therefore recommends the following meeting schedule for 2025:

Type of Meeting	Date	Start Time	Location
<b>Annual</b>	<b>April 28<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	April 28 <sup>th</sup>	After annual meeting	MV County Office
Regular	July 21 <sup>st</sup>	9:00 am	MV County Office
Regular	September 22nd	9:00 am	MV County Office
<b>Organizational</b>	<b>December 8<sup>th</sup></b>	<b>9:00 am</b>	<b>MV County Office</b>
Regular	December 8 <sup>th</sup>	After org. meeting	MV County Office

Alternatives:

1. The board may elect to propose alternative meeting dates or add additional meetings to the schedule.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

# **MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**



**REGULAR MEETING OF  
December 9<sup>th</sup>, 2024**

Mountain View County  
Council Chambers

9:00 am Start Time

## Regular Meeting

9:00 am – Monday, December 9<sup>th</sup>, 2024

Mountain View County – Council Chambers

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### 1.0 Call to Order - Chair

### 2.0 Agenda

- Additions of deletions of the agenda.
- Adoption of Agenda.

### 3.0 Minutes

- Confirmation of September 23<sup>rd</sup>, 2024 Regular Meeting Minutes (Attached)

### 4.0 Business

#### 4.1 **Business Arising from Prior Meetings**

- Resolution# 44-23: Shredder lease early payment
- Resolution# 59-23: Submit EPR Application
- Resolution# 30-24: Didsbury Truck Route STIP Application

#### 4.2 **Landfill Operations Report**

- Landfill operations report to October 31<sup>st</sup>, 2024.

#### 4.3 **Statement of Financial Results**

- (Unaudited) Financial performance to October 31<sup>st</sup>, 2024.

### 5.0 Reports

5.1 CAO Report

### 6.0 Confidential Items

6.1 2025 Cost of Living Allowance

6.2 Board in-camera session (if required)

## 7.0 Next Meetings, Events

Meetings will be held at 9:00 am at the Mountain View County Offices (Unless specified otherwise). **Subject to Approval at Organizational Meeting**

- April 28<sup>th</sup>, 2025 – Annual General Meeting
- April 28<sup>th</sup>, 2025 – Regular Meeting (After AGM)
- July 21<sup>st</sup>, 2025 – Regular Meeting (Preliminary Budget)
- September 22<sup>nd</sup>, 2025 – Regular Meeting (Final Budget)
- December 8<sup>th</sup>, 2025 – Organizational Meeting
- December 8<sup>th</sup>, 2025 – Regular Meeting (After Org. meeting)

## 8.0 Adjournment



**Mountain View Regional Waste Management Commission**

**Regular Meeting  
Mountain View County Office  
9:00 a.m.  
September 23, 2024**

**MINUTES**

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<b>In Attendance</b>	<b>James Cumming Shannon Wilcox Alan Miller Richard Warnock Dorothy Moore Karen O'Connor</b>	<b>Chair, Town of Olds Vice-Chair, Town of Carstairs Mountain View County Town of Sundre Town of Didsbury Village of Cremona</b>
<b>Staff</b>	<b>Michael Wuetherick Ryan Verbonac Lindsay Miller</b>	<b>CAO Operations Manager Office Manager</b>
<b>Regrets</b>	<b>Lorne Heppner</b>	<b>CFO</b>

**1. CALL TO ORDER** Chair James Cummings called the meeting to order at 9:03 a.m.

**2. AGENDA**

**2.1 Addition or Deletions of the Agenda** Letter from the Village of Cremona

**2.2 Adoption of Agenda** **Resolution #23-24**  
Moved by Dorothy Moore  
THAT the agenda for the September 23, 2024 Regular Meeting be adopted as amended.

CARRIED unanimous

**Resolution #24-24**  
Moved by Shannon Wilcox  
THAT the MVRWMC Board accept the letter from the Village of Cremona as information.

CARRIED unanimous

### **3. ADOPTION OF MINUTES**

#### **3.1 Minutes of July 22, 2024 Regular Meeting**

##### **Resolution #25-24**

Moved by Dorothy Moore  
THAT the MVRWMC Board approve the minutes of the  
July 22, 2024 Regular Meeting as presented.

CARRIED unanimous

### **4. BUSINESS**

#### **4.1 Business Arising from Prior Meetings**

##### **Resolution #26-24**

Moved by Richard Warnock  
THAT the MVRWMC Board accept as information  
Administration's update on the progress of business arising from  
previous meetings.

CARRIED unanimous

#### **4.2 Landfill Operations Report**

##### **Resolution #27-24**

Moved by Shannon Wilcox  
THAT the MVRWMC Board accept as information  
Administration's landfill operations report of tonnage received at  
the landfill up to August 31, 2024.

CARRIED unanimous

#### **4.3 Statement Of Financial Results**

##### **Resolution #28-24**

Moved by Alan Miller  
THAT the MVRWMC Board accept as information the financial  
report (Unaudited) for the Commission for the period ended June  
30, 2024.

CARRIED unanimous

#### **4.4 Didsbury - Mountain View County Road Upgrade**

##### **Resolution #29-24**

Moved by Richard Warnock  
THAT the MVRWMC Board will support the STIP  
grant application.

CARRIED unanimous

##### **Resolution #30-24**

Moved by Shannon Wilcox  
THAT the MVRWMC Board directs Administration to fund the  
Didsbury Truck Route project as proposed at the July 22, 2024  
regular meeting of 10% of net probable costs to a maximum of  
\$220,000.00 on condition of the STIP grant being approved.

CARRIED unanimous

**4.5 2025 FINAL  
Operating and  
Capital Budget**

**Resolution #31-24**

Moved by Dorothy Moore  
THAT the MVRWMC Board approve the 2025 operating and  
capital budget as presented.

CARRIED unanimous

**Resolution #32-24**

Moved by Dorothy Moore  
THAT the MVRWMC Board approve the 2025 Fee Schedule as  
presented.

CARRIED unanimous

**5. REPORTS**

**5.1 CAO  
Report**

**Resolution #33-24**

Moved by Alan Miller  
THAT the MVRWMC Board accept as information the CAO  
report for the period from July 22, 2024 through September 16,  
2024.

CARRIED unanimous

**6. CONFIDENTIAL ITEMS**

None.

**7. NEXT MEETINGS, EVENTS**

**7.1 December 9, 2024 Organizational Meeting – 9:00 a.m. Mountain View County  
Office**

**7.2 December 9, 2024 Regular Meeting – Following Organizational Meeting,  
Mountain View County Office**

**8. ADJOURNMENT**

James Cummings adjourned the Regular Meeting of September  
23, 2024 at 10:51 a.m.

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Chair

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CAO



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100/2024.05

**TITLE:** 4.1 – Report on Business Arising from Previous Meetings

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information Administration’s update on the progress of business arising from previous meetings.**

The CAO report on the status of ongoing business arising from previous meetings:

### **4.1.1 – Accelerated Shredder Lease Payments**

Pursuant to resolution 44-23 (September 2023), the Board authorized Administration to transfer up to \$350,000 from unrestricted reserves to pay down a portion of the Capital Lease for the shredder. The Commission continues to earn more interest income than the cost of the interest component on the lease agreement. As such, Administration has not yet triggered the partial repayment.

Administration will continue to monitor the arbitrage spread in the interest rates and execute the partial payout when there is an economic reason to do so. As interest rates fall the spread is likely to increase in our favor as Banker’s Acceptance loans typically are closer to prime than standard commercial loans. Finally, having access to the unrestricted reserves provides a cushion if needed for any unplanned expenditure.

### **4.1.2 – Extended Producer Responsibility Program**

Pursuant to resolution 59-23 (November 2023), the Board directed Administration to file an application for the Commission to qualify for potential EPR funded recycling programs. As discussed at the last meeting, Circular Materials is not prepared to pay a premium for landfill services above posted tipping fees. Administration recommends no further action on this initiative. The Board could vote to rescind the motion if necessary.

#### **4.1.3 – Didsbury Truck Road STIP Grant Support**

Pursuant to resolution 30-24 (September 2024), the Board directed Administration to support the regional STIP application to be submitted jointly with Didsbury, Mountain View County, AltaGas and MVRWMC. The Commission's support is to fund up to 10% of the road upgrade costs to a maximum of \$220,000, and only if the STIP grant is approved.

Administration has not had any direct communication on whether Didsbury submitting the grant or not, nor has the Commission been asked to execute any documents or provide support letters. We will continue to follow-up with the project proponents as the grant application is finalized.

Prepared: Michael Wuetherick, P.Eng.,  
Chief Administrative Officer, MVRWMC



# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100/2024.05

**TITLE:** 4.2 – Landfill Report on Operations to October 31<sup>st</sup>, 2024

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information Administration’s landfill operations report of tonnage received at the landfill up to August 31<sup>st</sup>, 2024.**

Background:

**2024 Budget Summary Report:**

Operations and revenue forecasts continue to closely track budget for all major business units, with only two cost centers under budget by a combined \$1,574. All major revenue streams are above budget expectations for this time of the year, and within the service factors (i.e. Risk assumptions) for the full-year budget. Surplus revenue compared to budget is up slightly since the July report at \$228,439 with HC Contaminated soil accounting for 51% of the surplus. Strong receipts for both municipal tonnage and the Didsbury transfer station combined account for an incremental 29% of the surplus revenue.

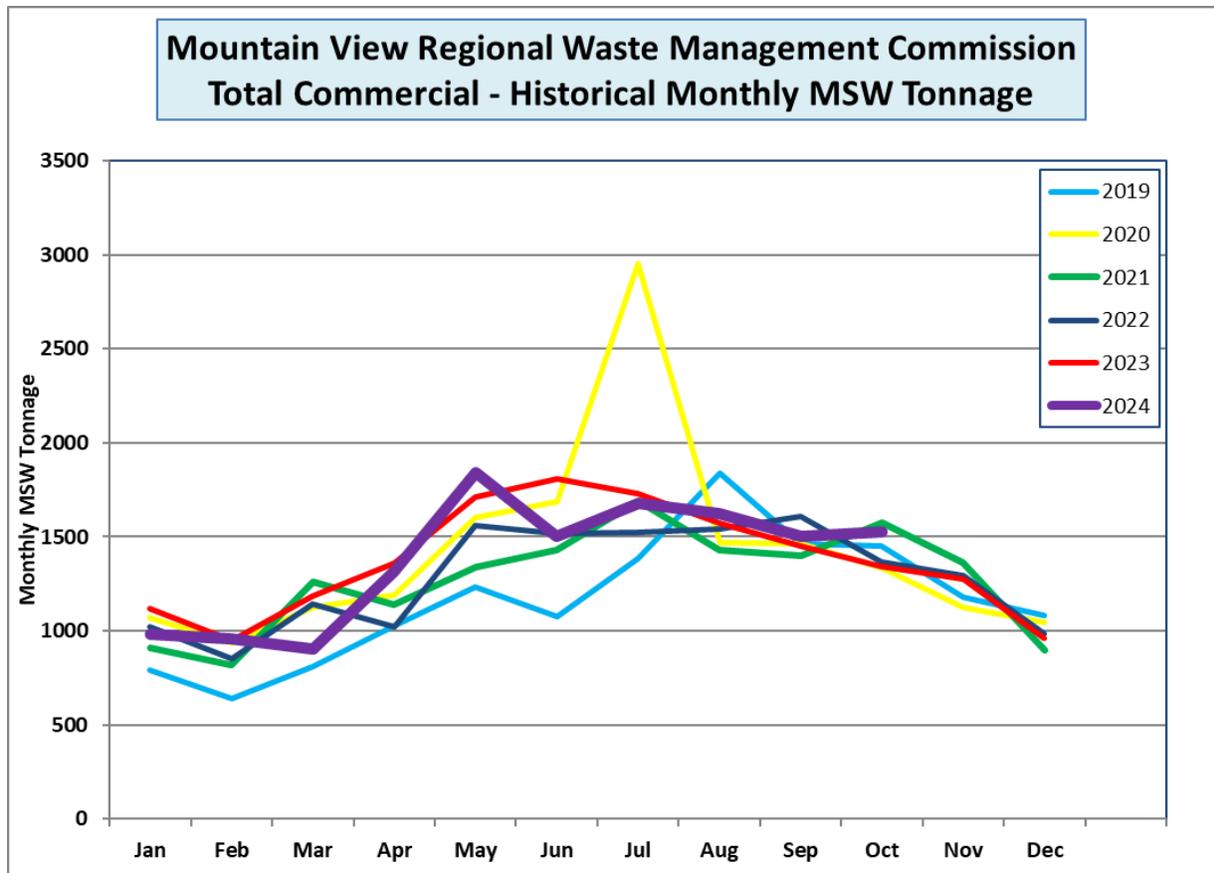
Reported Updated as at: October 31st, 2024	Budget Comparison (Tonnes) - Year to Date				Revenue Comparison (\$) - Year to Date		
	Sales	Budget	Variance	Variance(%)	Sales	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne)</b>	<b>13,833.7</b>	<b>13,556.6</b>	<b>277.1</b>	<b>2.0%</b>	<b>\$1,341,870</b>	<b>\$1,314,988</b>	<b>\$26,882</b>
Municipal Tipping - Olds	1,270.9	1,130.0	141.0	12.5%	\$123,280	\$109,605	\$13,675
Municipal Tipping - Sundre	286.1	280.1	6.0	2.1%	\$27,748	\$27,168	\$580
Municipal Tipping - Cremona	78.4	78.5	-0.1	-0.1%	\$7,604	\$7,612	-\$8
Municipal Tipping - Didsbury	837.4	797.5	39.9	5.0%	\$81,231	\$77,357	\$3,874
Municipal Tipping - Carstairs	969.6	907.8	61.8	6.8%	\$94,053	\$88,055	\$5,998
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>3,442.4</b>	<b>3,193.8</b>	<b>248.7</b>	<b>7.8%</b>	<b>\$333,916</b>	<b>\$309,796</b>	<b>\$24,119</b>
Didsbury Transfer (@ \$97/tonne)	2,014.5	1,620.1	394.4	24.3%	\$195,406	\$157,150	\$38,256
Water Valley Transfer Site (@\$230/tonne)	352.2	359.0	-6.8	-1.9%	\$81,015	\$82,581	-\$1,566
Sundre Transfer Site (@\$230/tonne)	450.5	430.9	19.6	4.5%	\$103,610	\$99,108	\$4,503
<b>Sub-total Transfer Station Tipping</b>	<b>2,817.2</b>	<b>2,410.1</b>	<b>407.2</b>	<b>16.9%</b>	<b>\$380,031</b>	<b>\$338,838</b>	<b>\$41,193</b>
Cement (@\$23/tonne)	1,025.0	427.6	597.5	139.7%	\$23,575	\$9,834	\$13,742
Metal (@\$76/tonne)	199.8	186.2	13.5	7.3%	\$15,183	\$14,154	\$1,028
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>1,224.8</b>	<b>613.8</b>	<b>611.0</b>	<b>99.5%</b>	<b>\$38,758</b>	<b>\$23,988</b>	<b>\$14,770</b>
Mattresses (@\$10/unit)	2,593	2,241	352	15.7%	\$25,930	\$22,405	\$3,525
Couches & Chairs (@\$5/unit)	1,765	1,464	301	20.5%	\$8,825	\$7,322	\$1,503
<b>Sub-total Mattress &amp; Chairs</b>	<b>4,358.0</b>	<b>3,705.0</b>	<b>653</b>	<b>17.6%</b>	<b>\$34,755</b>	<b>\$29,728</b>	<b>\$5,027</b>
HC Contaminated Soil (at \$50/tonne)	3,371	1,042	2,329.0	223.6%	\$168,531	\$52,083	\$116,448
<b>Total YTD Landfill Sales Summary</b>	<b>24,688.8</b>	<b>20,815.9</b>	<b>3,872.9</b>	<b>18.6%</b>	<b>\$ 2,297,861</b>	<b>\$ 2,069,421</b>	<b>\$ 228,439</b>

**Commercial Tonnage:**

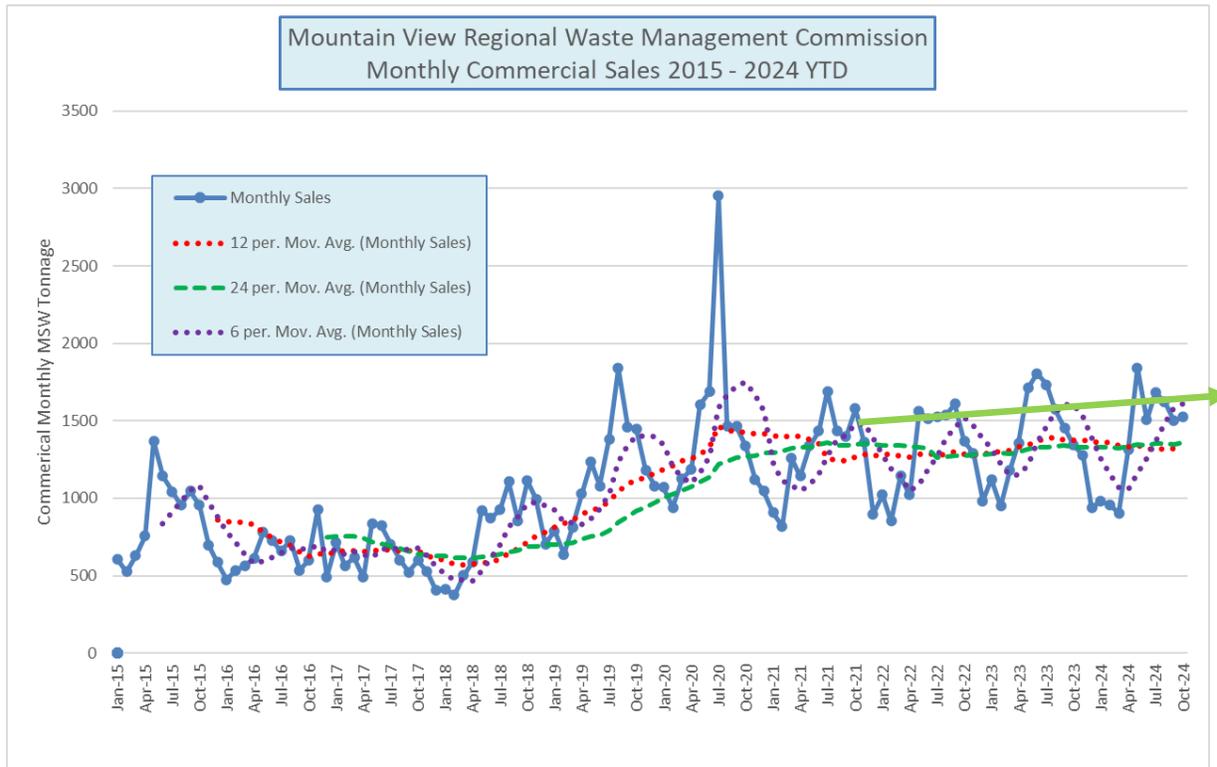
Commercial sales continue to closely follow prior period seasonal variations. Similar to all of our revenue streams, Commercial sales tend to wane once the winter months arrive. However, Commercial sales remain at 2% above budget expectation for this point of the year and we expect 2024 Commercial tonnage to be +/-2% above budget for the year.

Cumulative commercial sales at of October 31<sup>st</sup>, 2024 of 13,834 tonnes were 2%, or 277 tonnes above budget expectations. Year-to-date commercial sales represent 87% of full year 2024 budget of 15,925 tonnes.

Year-to-date Commercial sales have accounted for 58% of revenue from operations, compared to 64% in 2023. Hydrocarbon soil receipts account for 7% of revenue compared to only 1-2% in prior years.



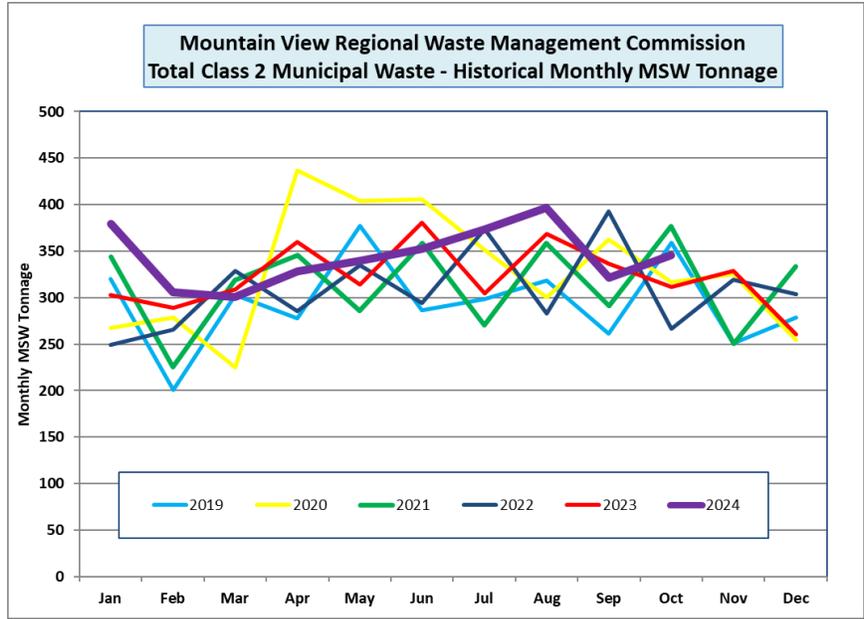
Looking at the longer-term trends, the 12 and 24 month moving averages remain essentially flat since July 2022 at roughly 1,350 tonnes per month in line with the 2024 budget estimate. Management will continue to monitor the long-term trends to assess any potential impact of tipping fee increase on sales. Of particular note, the 6-month moving average continues to set new “highs” indicative of sales generally increasing year-over-year by a small margin (See Green Arrow).



The approved HC soil tonnage is 5,000 tonnes for 2025, and budgeted at 25% or 1,250 tonnes. As of October 31st, 2024 cumulative HC soil receipts were 3,371 tonnes which has not increased since the July report. Typically, oilfield clean-up/remediation work occurs in the early summer so we are not expecting additional large jobs through the winter. **However, an additional 1,629 tonnes remain available in 2024 as a possible revenue source depending on market demands.**

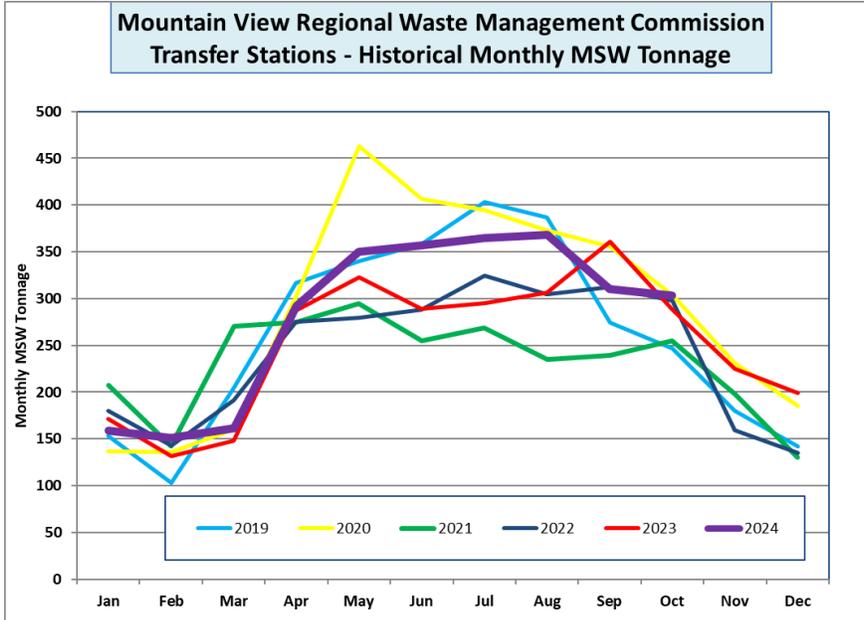
**Municipal Tonnage:**

In aggregate, municipal MSW tonnage to date collectively are now 7.8% above expectations, with aggregate tonnage to date of 3,442 tonnes compared to budgeted 3,194 tonnes year to date. Municipal tonnage is up slightly year-over-year, with the only exception being Cremona. Changes to level of service in member municipalities, and population growth are likely causes of the increase.



**Transfer Stations:**

Combined transfer station receipts to the end of October of 2,817 tonnes is 17% above budget expectations of 2,410 tonnes. Receipts in Didsbury remain 24% above budget, whereas the Water Valley and Sundre stations are 1.9% below and 4.5% above budget respectively. While not quite at COVID levels, transfer station deliveries in 2024 are near record highs.



**Recycle Sales:**

After a slow start, cement sales of 1025 tonnes are 140% of budget expectations of 428 tonnes contributing incremental revenue of \$13,742 compared to budget. Metal sales are now 7% above budget after lower than forecast receipts through the summer months. As metal prices are relatively strong, people may be taking their waste metals directly to the private buyers.

Mattresses and couches have followed prior year trends generally, with both product streams 18% above budget but only accounting for \$5,027 of surplus revenue compared to budget.

**2024 Projections:**

Full-year projections after 10-months of operating results have improved slightly from the \$195,567 estimate from the June report, with 2024 projected revenue surplus now \$202,561. The lack of incremental HC Soil receipts since the last report skews the accuracy of the cumulative projections.

Reported Updated as at: October 31st, 2024	Budget Comparison (Tonnes) - Projection (P10/12)				Revenue Comparison (\$) - Projection (P10/12)		
	Projection	Budget	Variance	Variance(%)	Projection	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne)</b>	<b>16,251</b>	<b>15,925</b>	<b>325.6</b>	<b>2.0%</b>	<b>\$1,576,304</b>	<b>\$1,544,725</b>	<b>\$31,579</b>
Municipal Tipping - Olds	1,513	1,345	167.8	12.5%	\$146,742	\$130,465	\$16,277
Municipal Tipping - Sundre	342	335	7.2	2.1%	\$33,189	\$32,495	\$694
Municipal Tipping - Cremona	93	93	0.1	-0.1%	\$9,012	\$9,021	-\$9
Municipal Tipping - Didsbury	992	945	47.3	5.0%	\$96,255	\$91,665	\$4,590
Municipal Tipping - Carstairs	1,154	1,080	73.6	6.8%	\$111,896	\$104,760	\$7,136
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>4,094</b>	<b>3,798</b>	<b>295.8</b>	<b>7.8%</b>	<b>\$397,095</b>	<b>\$368,406</b>	<b>\$28,689</b>
Didsbury Transfer (@ \$97/tonne)	2,028	1,829	199.2	10.9%	\$196,731	\$177,413	\$19,318
Water Valley Transfer Site (@ \$230/tonne)	402	410	7.8	-1.9%	\$92,512	\$94,300	-\$1,788
Sundre Transfer Site (@ \$230/tonne)	507	485	22.0	4.5%	\$116,618	\$111,550	\$5,068
<b>Sub-total Transfer Station Tipping</b>	<b>2,937</b>	<b>2,724</b>	<b>213</b>	<b>7.8%</b>	<b>\$405,861</b>	<b>\$383,263</b>	<b>\$22,598</b>
Cement (@ \$23/tonne)	1,182	493	688.9	139.7%	\$27,184	\$11,339	\$15,845
Metal (@ \$76/tonne)	213	242	28.7	-11.9%	\$16,211	\$18,392	-\$2,181
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>1,395</b>	<b>735</b>	<b>660.2</b>	<b>89.8%</b>	<b>\$43,395</b>	<b>\$29,731</b>	<b>\$13,664</b>
Mattresses (@ \$10/unit)	2,937	2,538	399	15.7%	\$29,373	\$25,380	\$3,993
Couches & Chairs (@ \$5/unit)	2,061	1,710	351	20.5%	\$10,305	\$8,550	\$1,755
<b>Sub-total Mattress &amp; Chairs</b>	<b>4,998</b>	<b>4,248</b>	<b>750</b>	<b>17.7%</b>	<b>\$39,677</b>	<b>\$33,930</b>	<b>\$5,747</b>
<b>HC Contaminated Soil (at \$50/tonne)</b>	<b>3,371</b>	<b>1,250</b>	<b>2,120.6</b>	<b>169.6%</b>	<b>\$168,531</b>	<b>\$62,500</b>	<b>\$106,031</b>
<b>Total Projected Landfill Sales Summary</b>	<b>28,048</b>	<b>24,432</b>	<b>3,615.6</b>	<b>14.8%</b>	<b>\$ 2,591,186</b>	<b>\$ 2,388,625</b>	<b>\$ 202,561</b>

Attachments:

1. 2024 Monthly Landfill Tonnage Graphs

- a. Commercial
- b. Municipal
- c. Transfer Stations
- d. Recycling

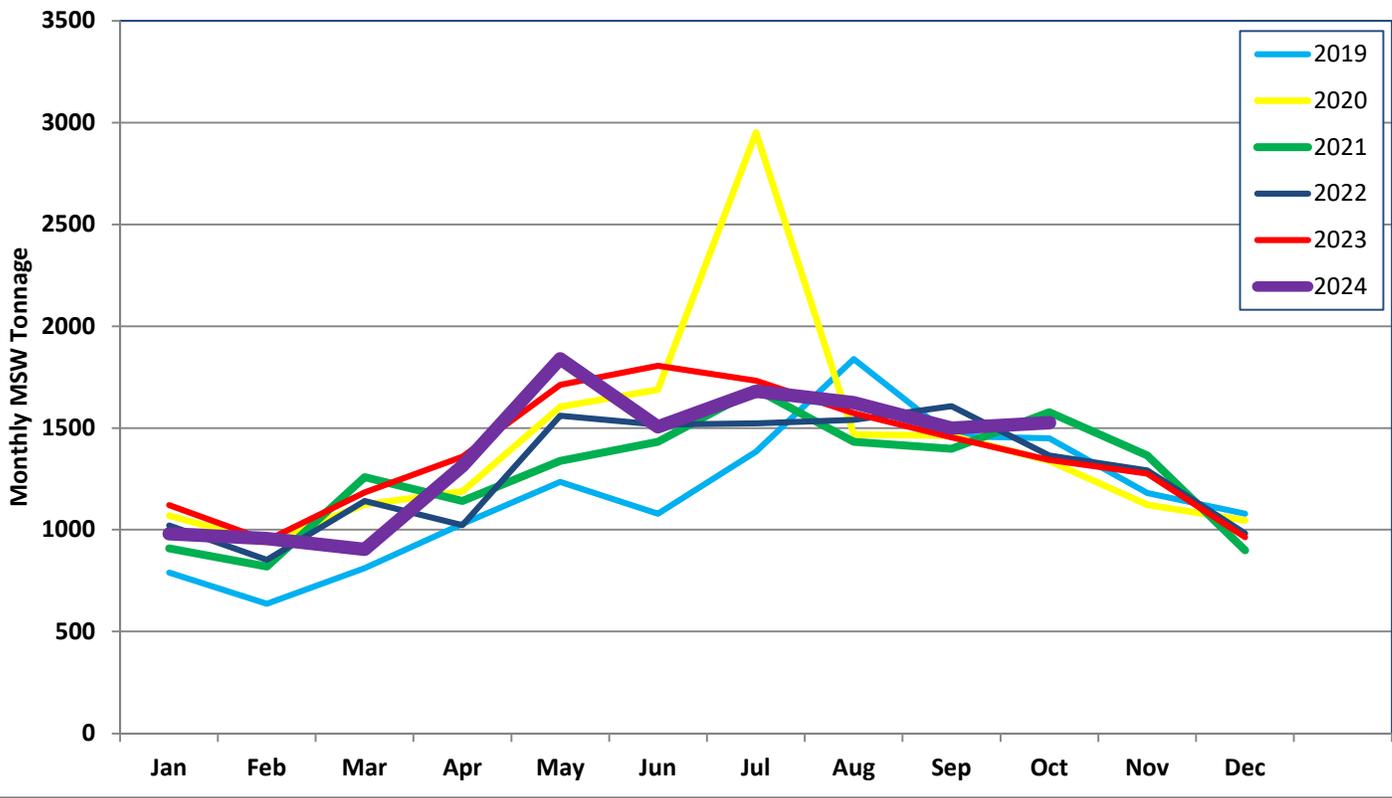
Prepared: Michael Wuetherick, P.Eng.,  
Chief Administrative Officer, MVRWMC



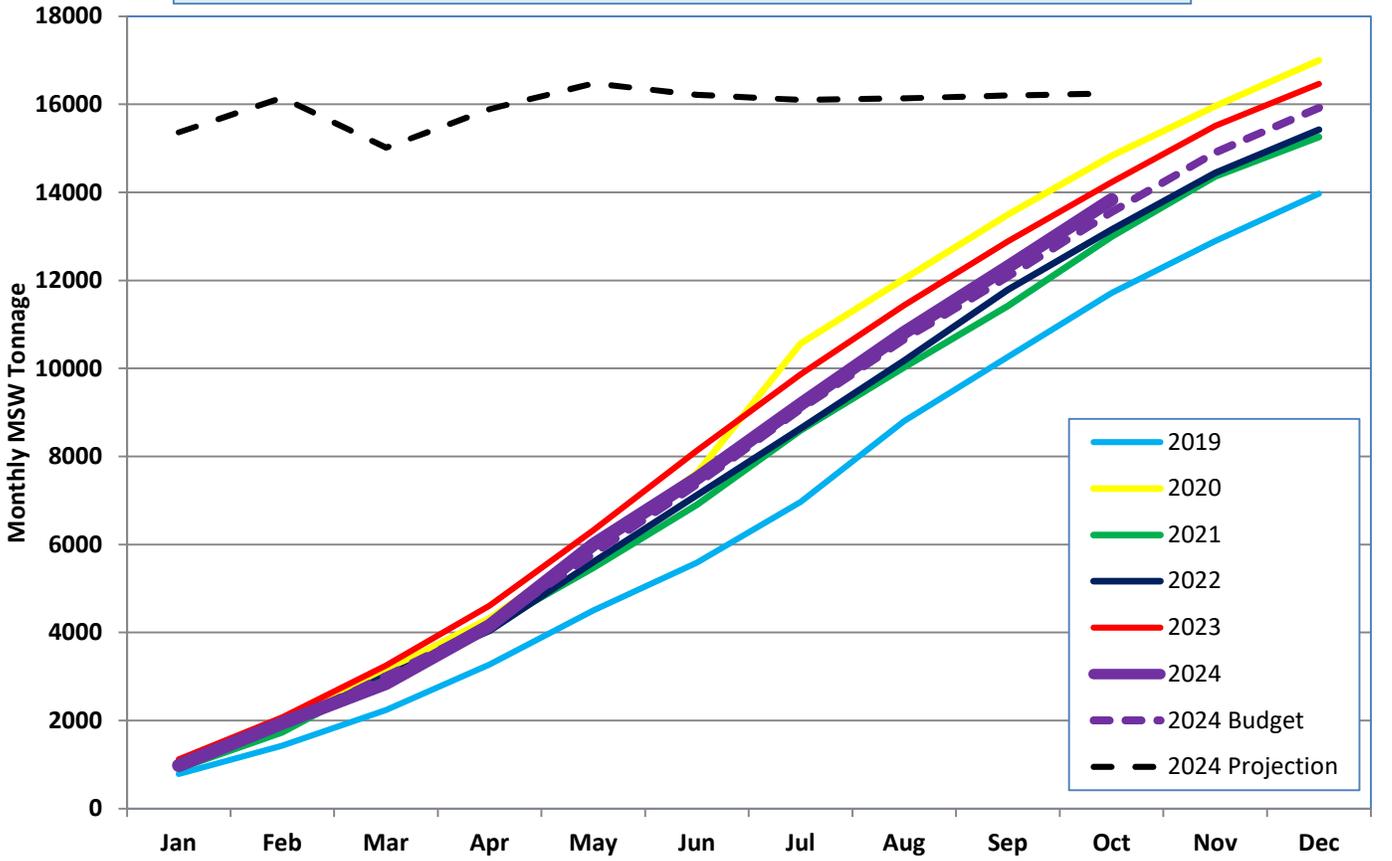
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<b>Sub-total Mattress &amp; Chairs</b>	<b>4,358.0</b>	<b>3,705.0</b>	<b>653</b>	<b>17.6%</b>	<b>\$34,755</b>	<b>\$29,728</b>	<b>\$5,027</b>
<b>HC Contaminated Soil (at \$50/tonne)</b>	<b>3,371</b>	<b>1,042</b>	<b>2,329.0</b>	<b>223.6%</b>	<b>\$168,531</b>	<b>\$52,083</b>	<b>\$116,448</b>
<b>Total YTD Landfill Sales Summary</b>	<b>24,688.8</b>	<b>20,815.9</b>	<b>3,872.9</b>	<b>18.6%</b>	<b>\$ 2,297,861</b>	<b>\$ 2,069,421</b>	<b>\$ 228,439</b>

Reported Updated as at: October 31st, 2024	Budget Comparison (Tonnes) - Projection (P10/12)				Revenue Comparison (\$) - Projection (P10/12)		
	Projection	Budget	Variance	Variance(%)	Projection	Budget	Variance
<b>Commercial Tipping (Uncontracted @ \$97/tonne)</b>	<b>16,251</b>	<b>15,925</b>	<b>325.6</b>	<b>2.0%</b>	<b>\$1,576,304</b>	<b>\$1,544,725</b>	<b>\$31,579</b>
Municipal Tipping - Olds	1,513	1,345	167.8	12.5%	\$146,742	\$130,465	\$16,277
Municipal Tipping - Sundre	342	335	7.2	2.1%	\$33,189	\$32,495	\$694
Municipal Tipping - Cremona	93	93	-0.1	-0.1%	\$9,012	\$9,021	-\$9
Municipal Tipping - Didsbury	992	945	47.3	5.0%	\$96,255	\$91,665	\$4,590
Municipal Tipping - Carstairs	1,154	1,080	73.6	6.8%	\$111,896	\$104,760	\$7,136
<b>Sub-total Municipal Tipping (@ \$97/tonne)</b>	<b>4,094</b>	<b>3,798</b>	<b>295.8</b>	<b>7.8%</b>	<b>\$397,095</b>	<b>\$368,406</b>	<b>\$28,689</b>
Didsbury Transfer (@ \$97/tonne)	2,028	1,829	199.2	10.9%	\$196,731	\$177,413	\$19,318
Water Valley Transfer Site (@\$230/tonne)	402	410	-7.8	-1.9%	\$92,512	\$94,300	-\$1,788
Sundre Transfer Site (@\$230/tonne)	507	485	22.0	4.5%	\$116,618	\$111,550	\$5,068
<b>Sub-total Transfer Station Tipping</b>	<b>2,937</b>	<b>2,724</b>	<b>213</b>	<b>7.8%</b>	<b>\$405,861</b>	<b>\$383,263</b>	<b>\$22,598</b>
Cement (@\$23/tonne)	1,182	493	688.9	139.7%	\$27,184	\$11,339	\$15,845
Metal (@\$76/tonne)	213	242	-28.7	-11.9%	\$16,211	\$18,392	-\$2,181
<b>Sub-total Recycle Sales (Including Metals)</b>	<b>1,395</b>	<b>735</b>	<b>660.2</b>	<b>89.8%</b>	<b>\$43,395</b>	<b>\$29,731</b>	<b>\$13,664</b>
Mattresses (@\$10/unit)	2,937	2,538	399	15.7%	\$29,373	\$25,380	\$3,993
Couches & Chairs (@\$5/unit)	2,061	1,710	351	20.5%	\$10,305	\$8,550	\$1,755
<b>Sub-total Mattress &amp; Chairs</b>	<b>4,998</b>	<b>4,248</b>	<b>750</b>	<b>17.7%</b>	<b>\$39,677</b>	<b>\$33,930</b>	<b>\$5,747</b>
<b>HC Contaminated Soil (at \$50/tonne)</b>	<b>3,371</b>	<b>1,250</b>	<b>2,120.6</b>	<b>169.6%</b>	<b>\$168,531</b>	<b>\$62,500</b>	<b>\$106,031</b>
<b>Total Projected Landfill Sales Summary</b>	<b>28,048</b>	<b>24,432</b>	<b>3,615.6</b>	<b>14.8%</b>	<b>\$ 2,591,186</b>	<b>\$ 2,388,625</b>	<b>\$ 202,561</b>

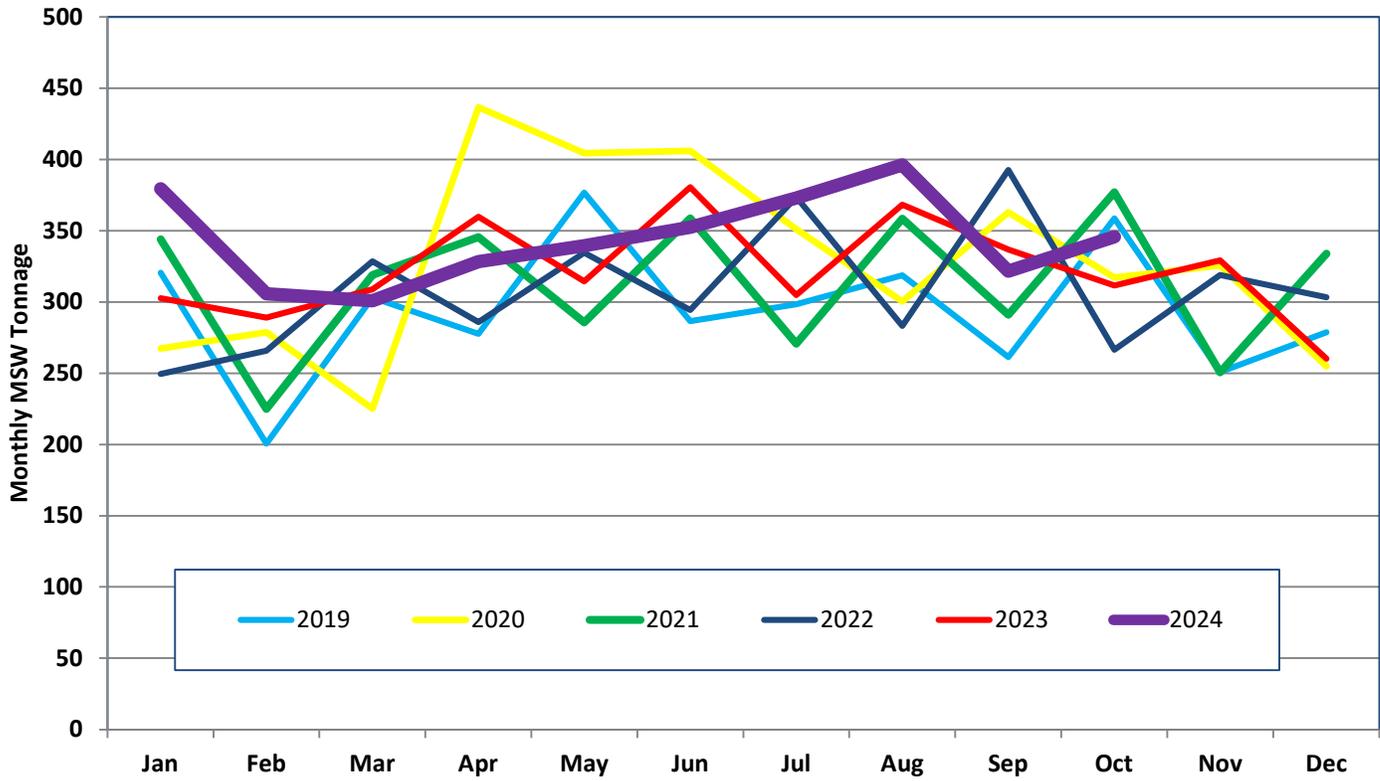
### Mountain View Regional Waste Management Commission Total Commercial - Historical Monthly MSW Tonnage



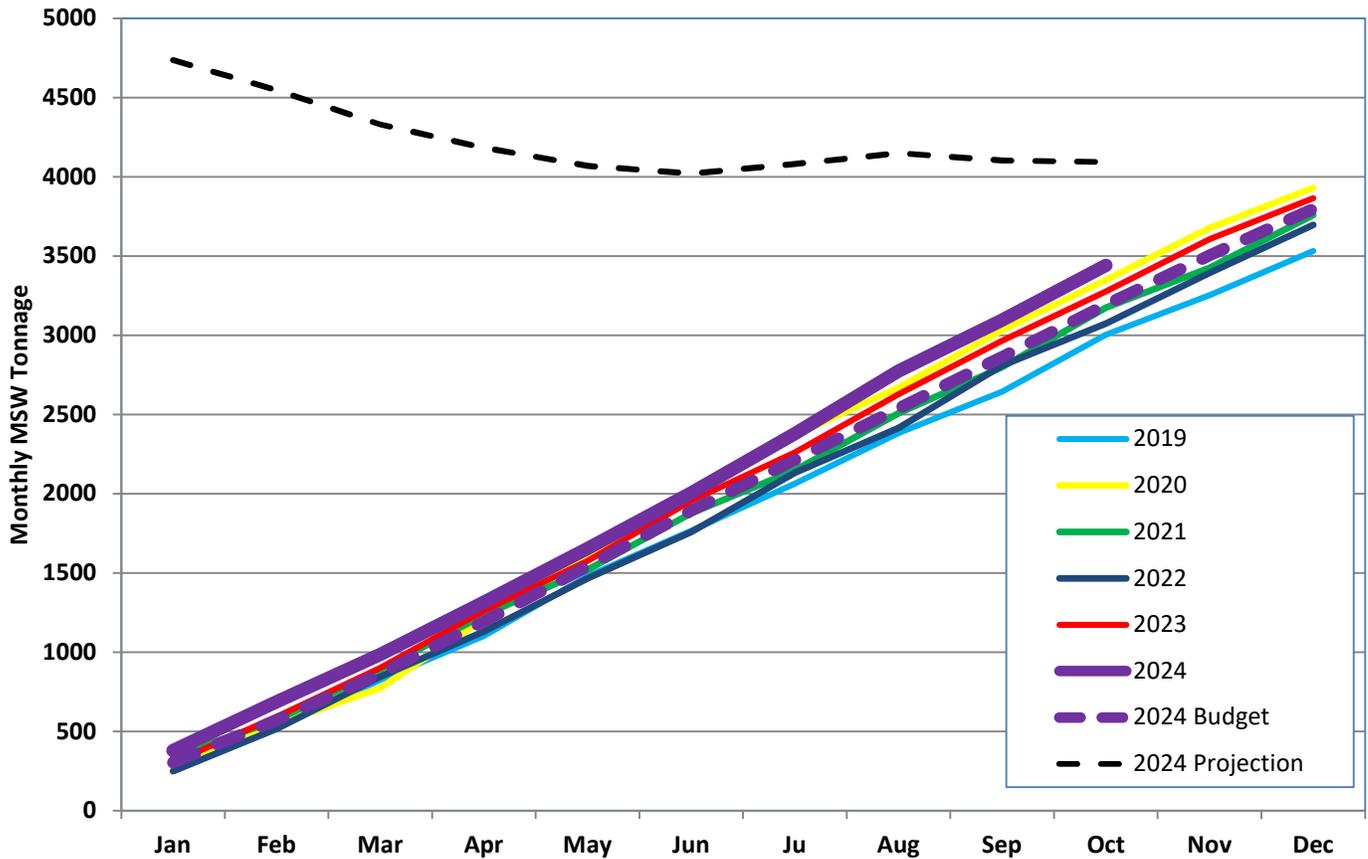
### Mountain View Regional Waste Management Commission Total Commercial - Cumulative YTD MSW Tonnage



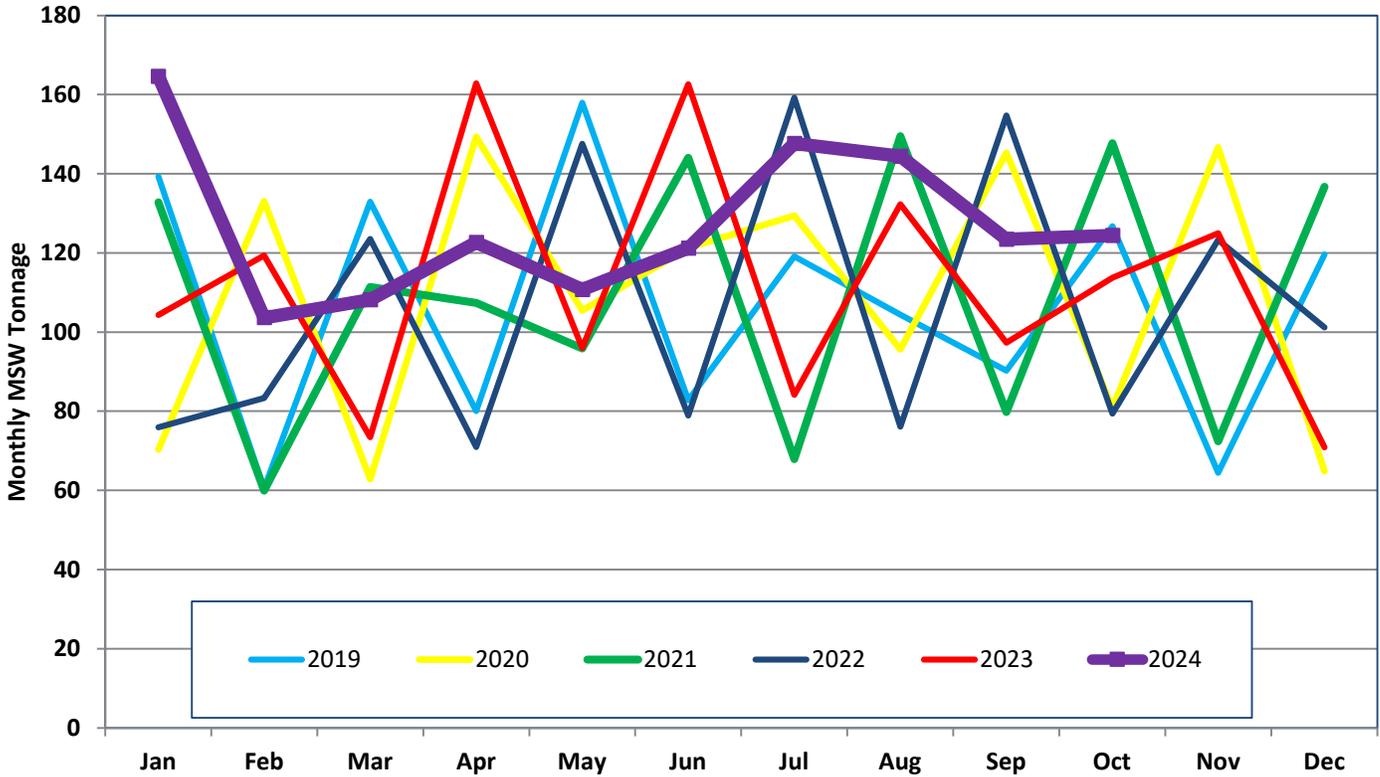
**Mountain View Regional Waste Management Commission  
Total Class 2 Municipal Waste - Historical Monthly MSW Tonnage**



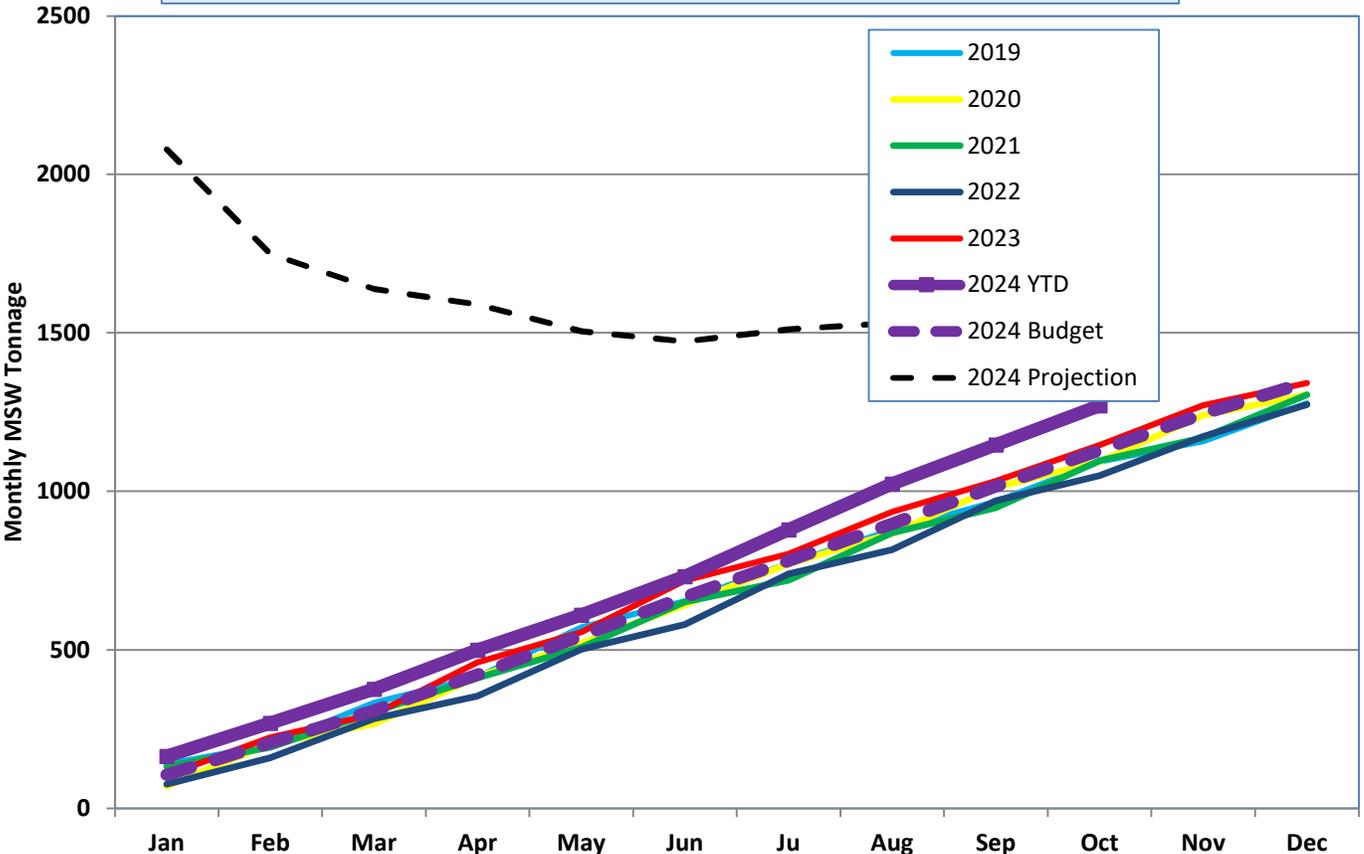
**Mountain View Regional Waste Management Commission  
Total Class 2 Municipal Waste - Cumulative YTD MSW Tonnage**



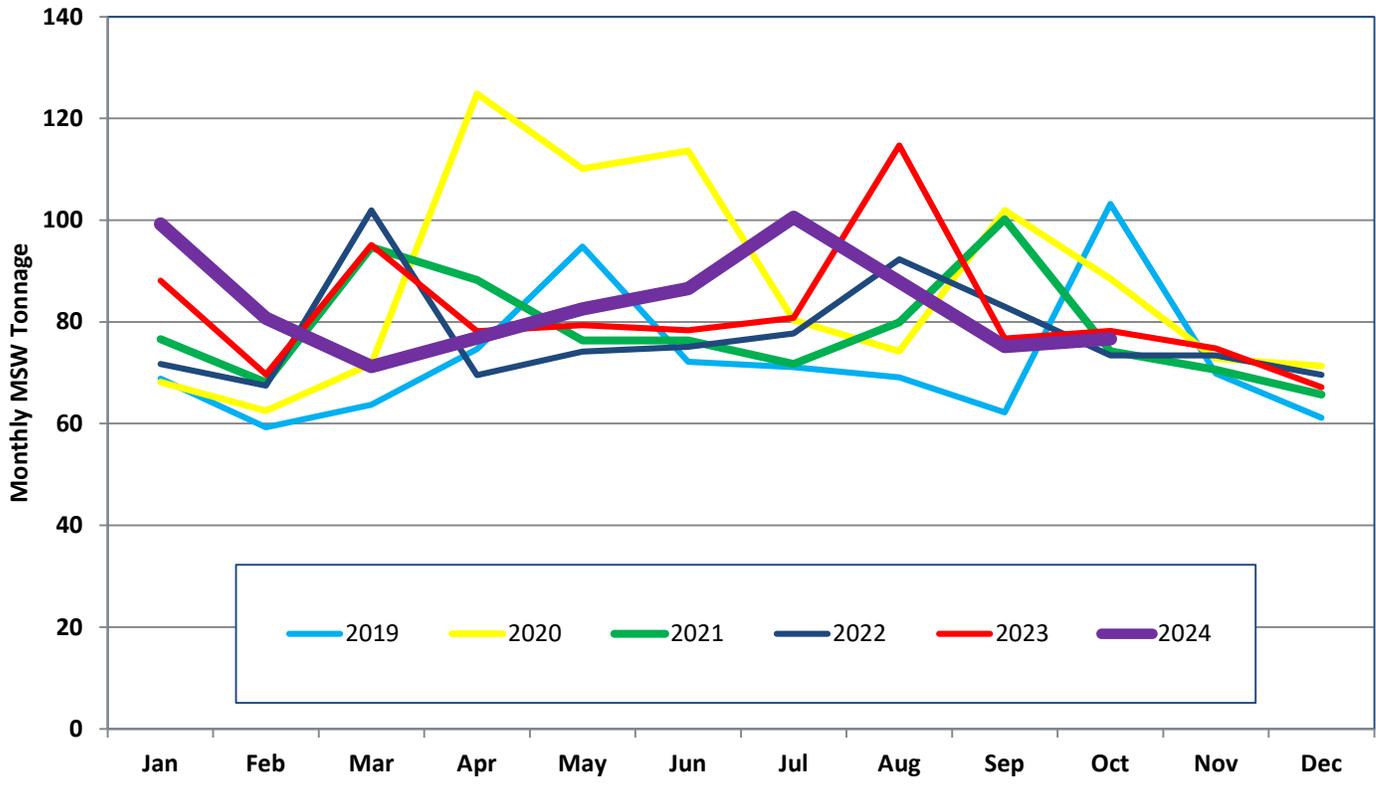
### Mountain View Regional Waste Management Commission Olds - Historical Monthly MSW Tonnage



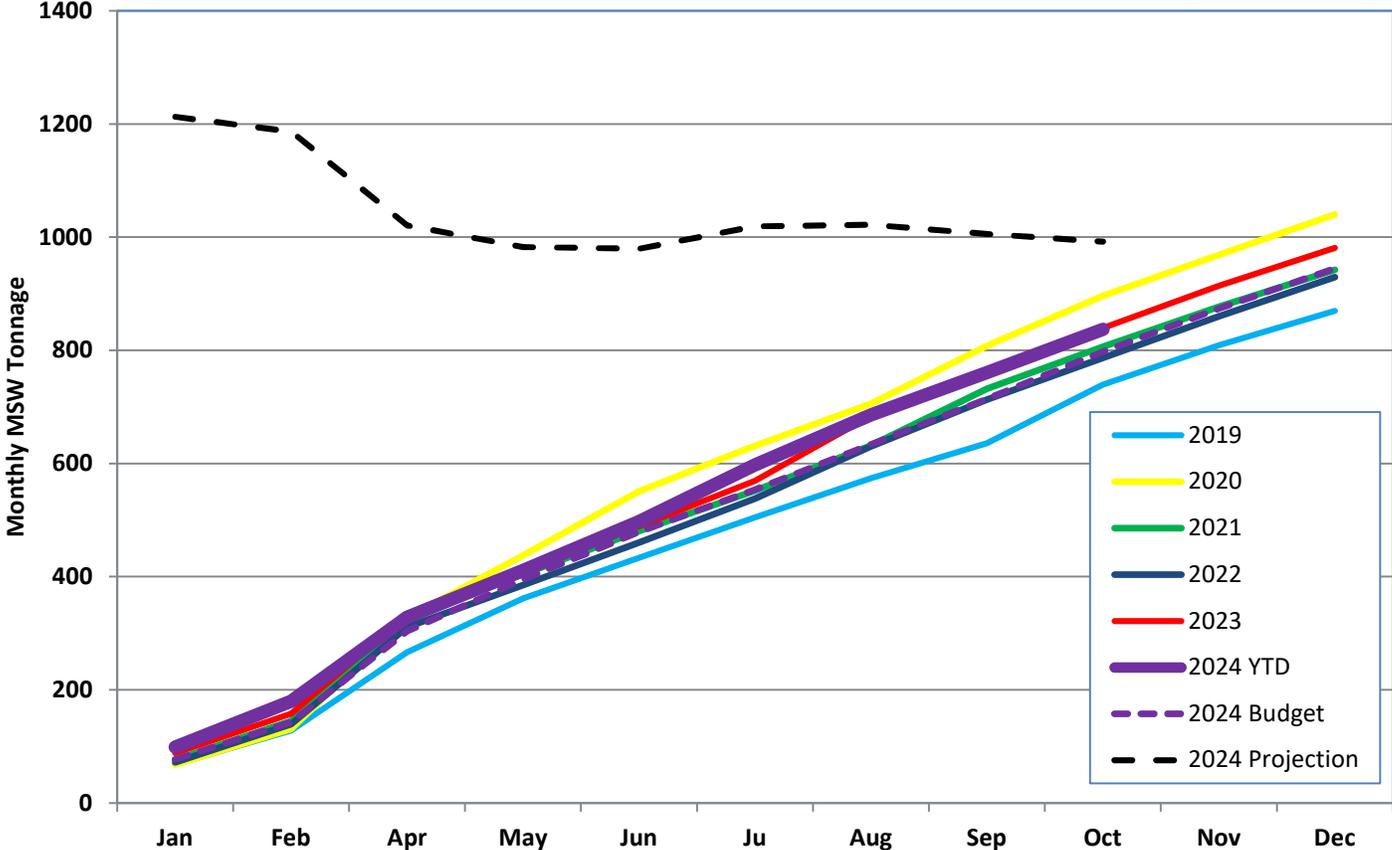
### Mountain View Regional Waste Management Commission Olds - Cumulative YTD MSW Tonnage



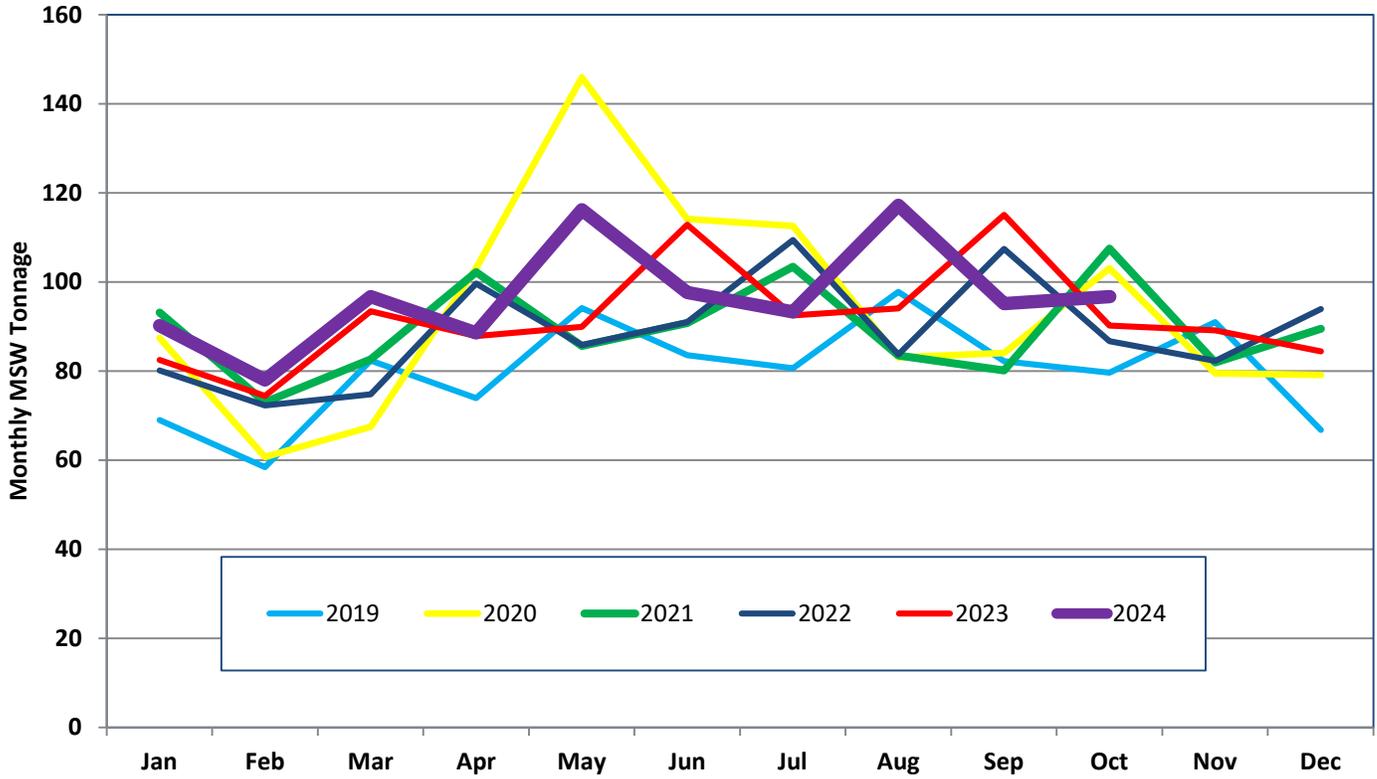
### Mountain View Regional Waste Management Commission Didsbury - Historical Monthly MWS Tonnage



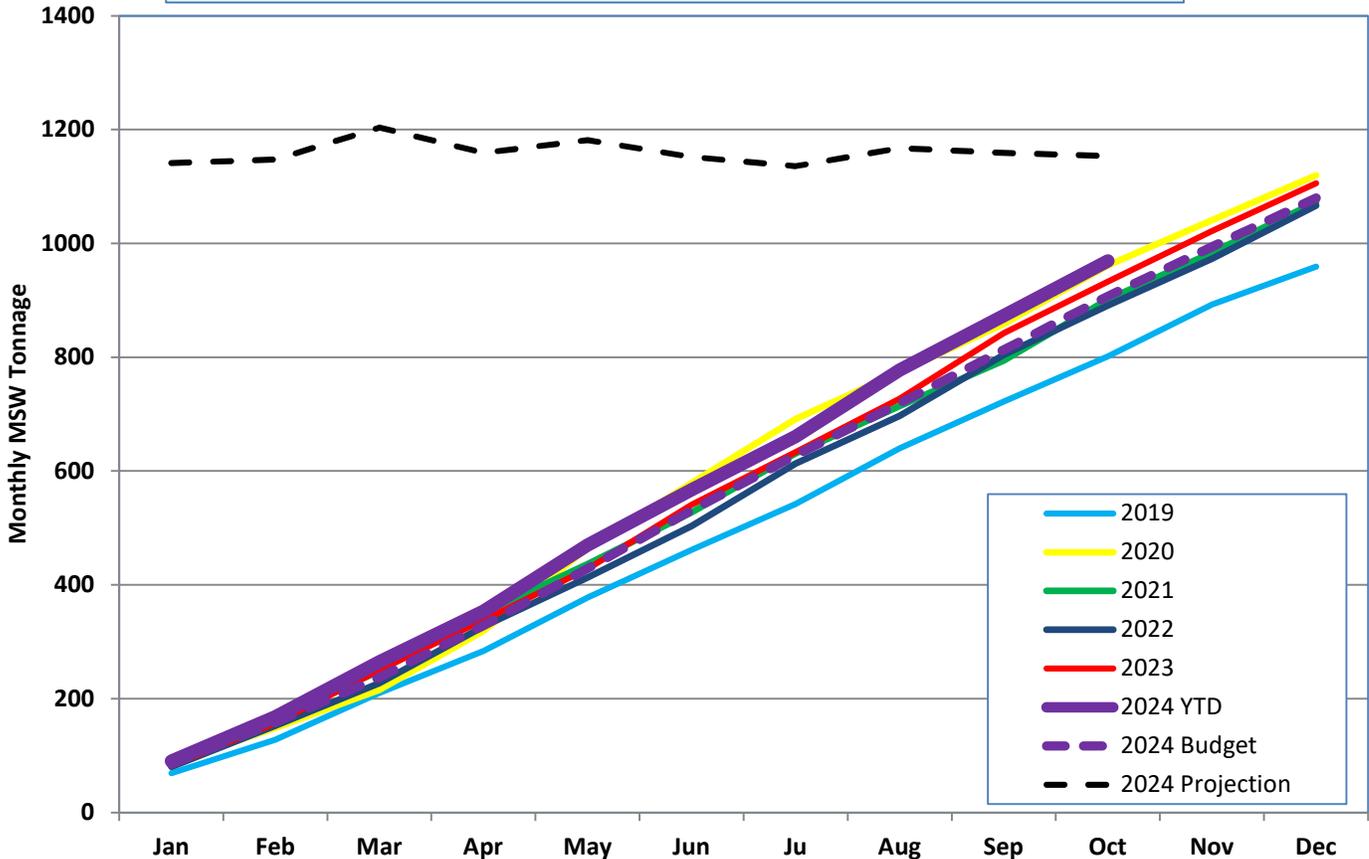
### Mountain View Regional Waste Management Commission Didsbury - Cumulative YTD MSW Tonnage



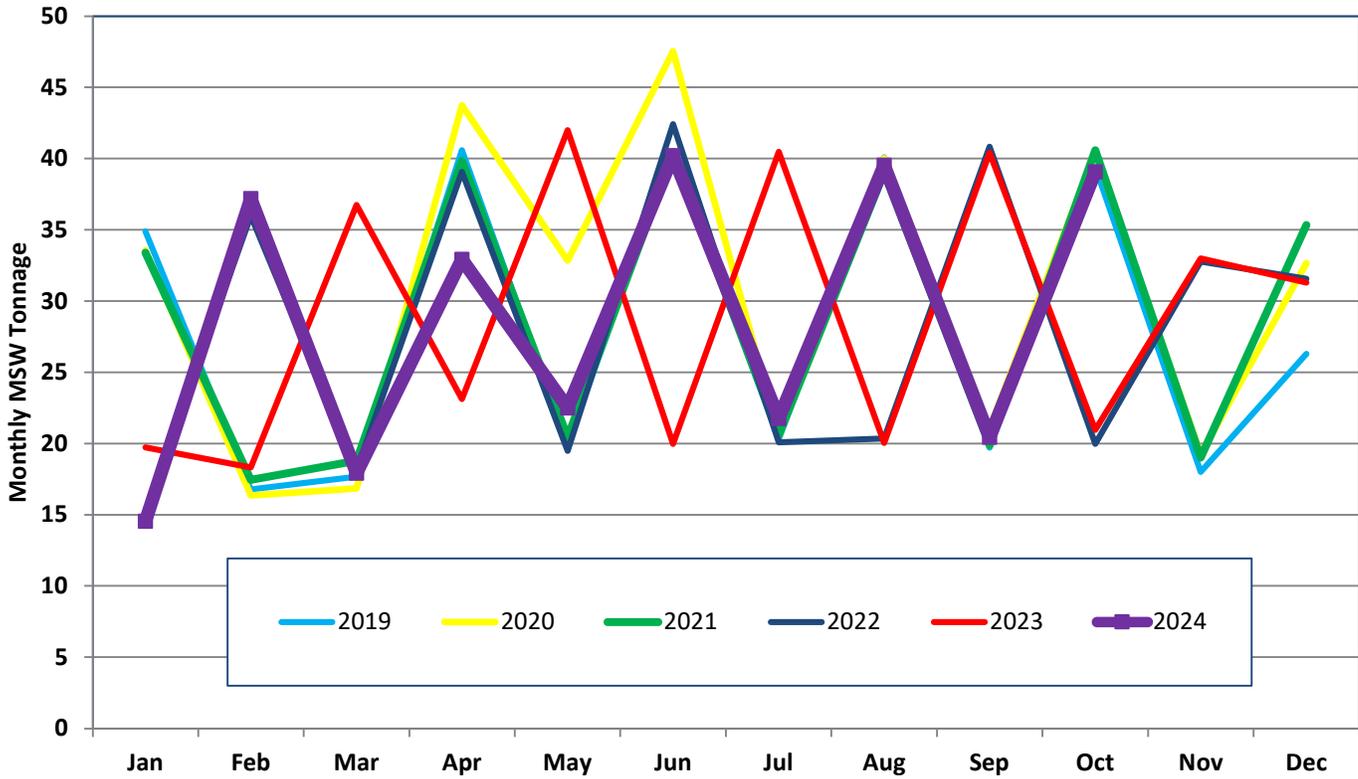
### Mountain View Regional Waste Management Commission Carstairs - Historical Monthly MSW Tonnage



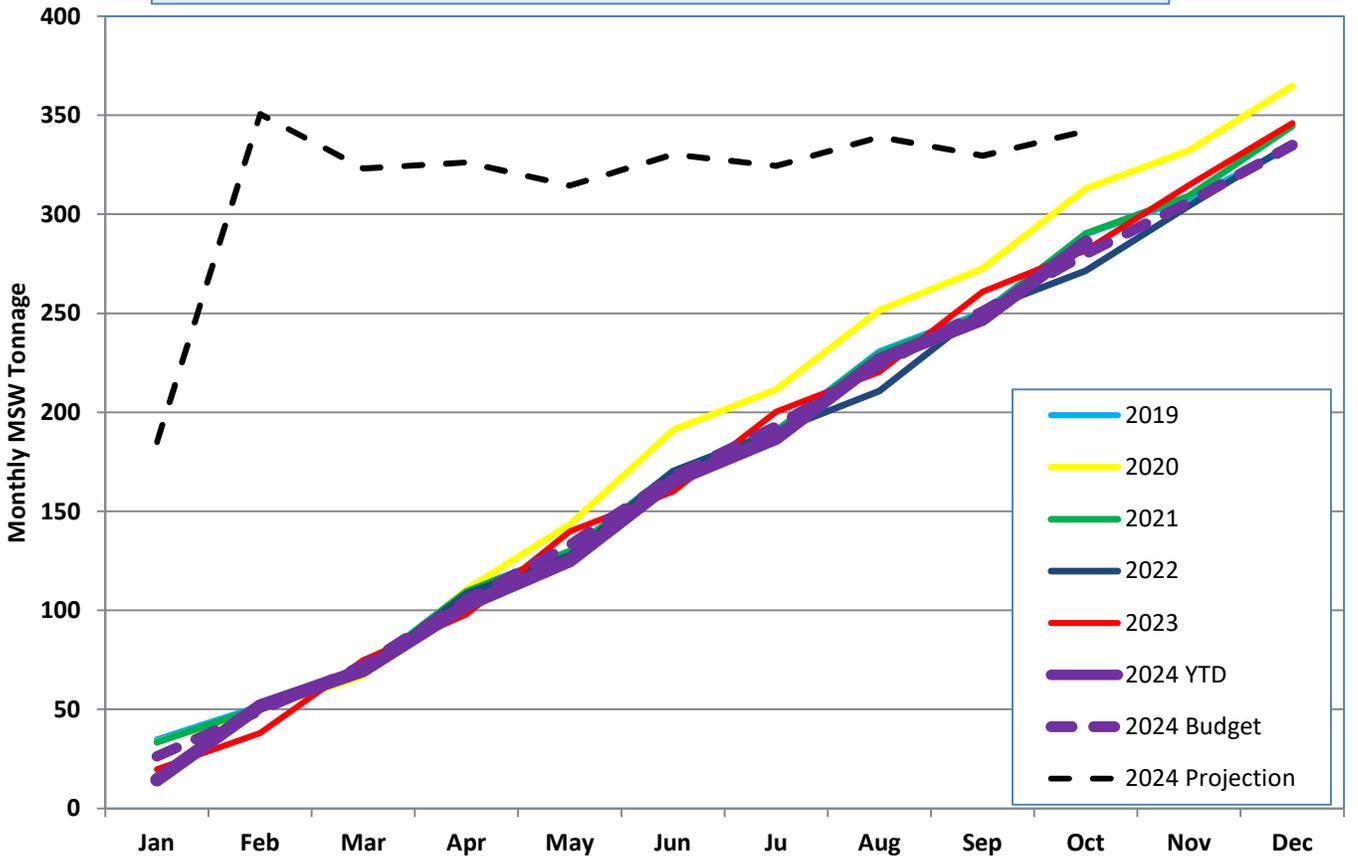
### Mountain View Regional Waste Management Commission Carstairs - Cumulative YTD MSW Tonnage



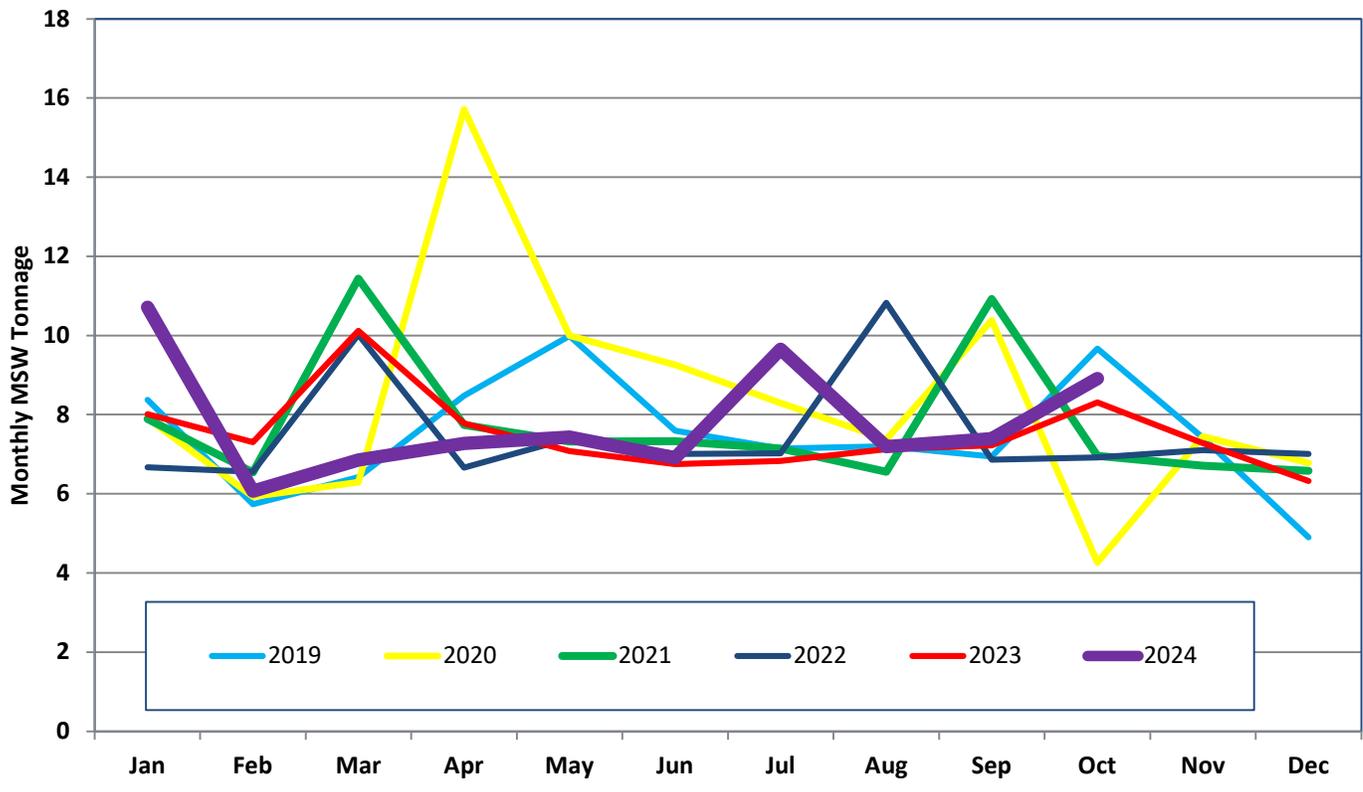
### Mountain View Regional Waste Management Commission Sundre - Historical Monthly MSW Tonnage



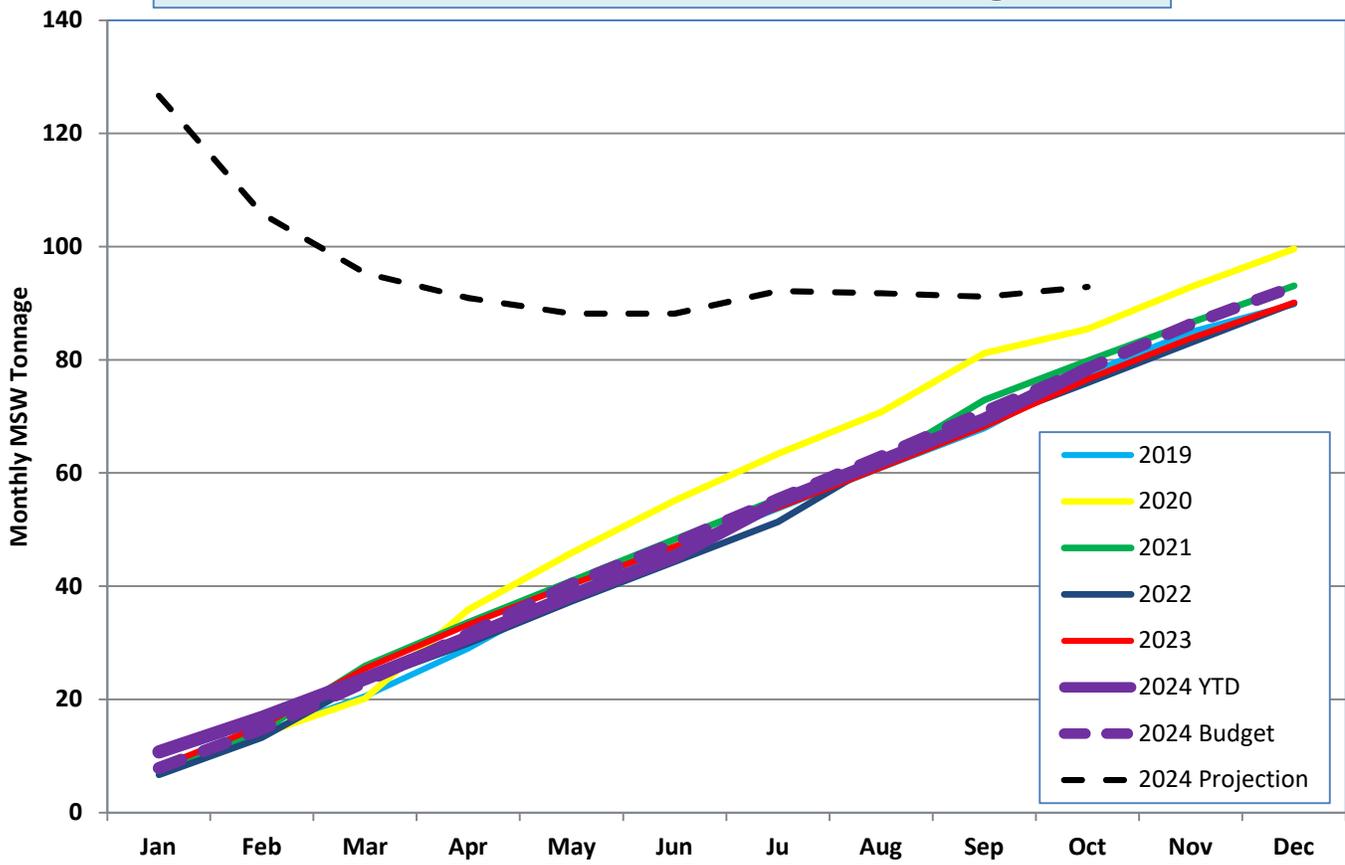
### Mountain View Regional Waste Management Commission Sundre - Cumulative YTD MSW Tonnage



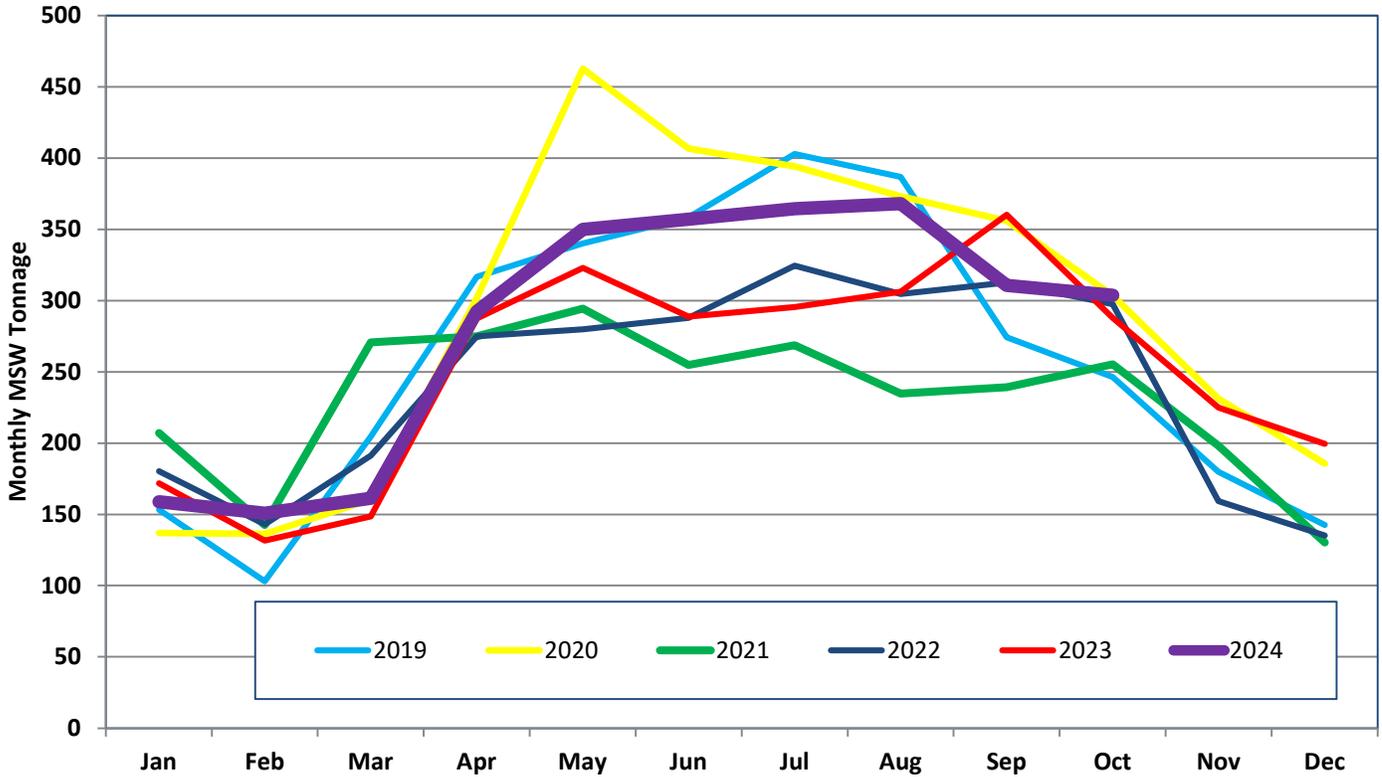
### Mountain View Regional Waste Management Commission Cremona - Historical Monthly MSW Tonnage



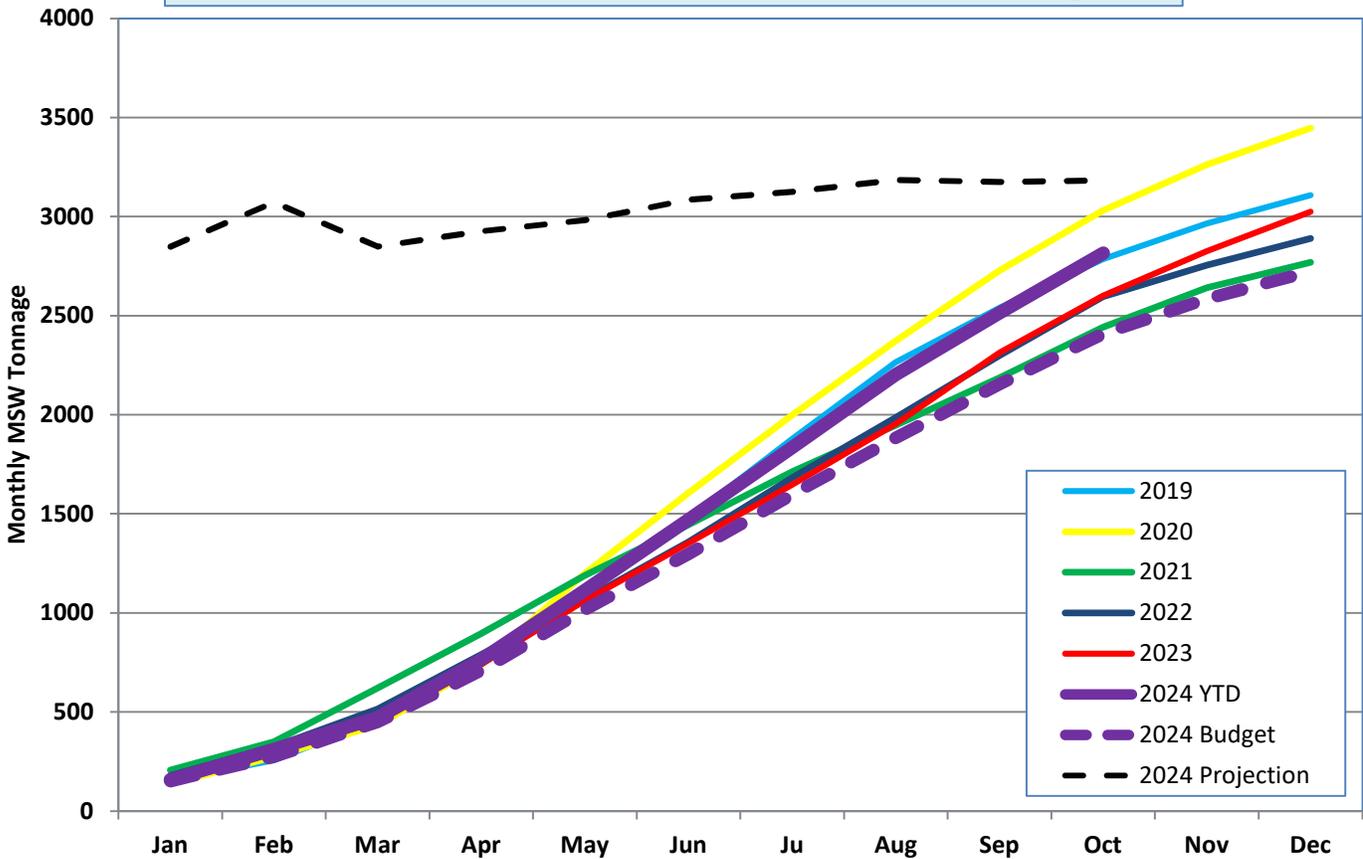
### Mountain View Regional Waste Management Commission Cremona - Cumulative YTD MSW Tonnage



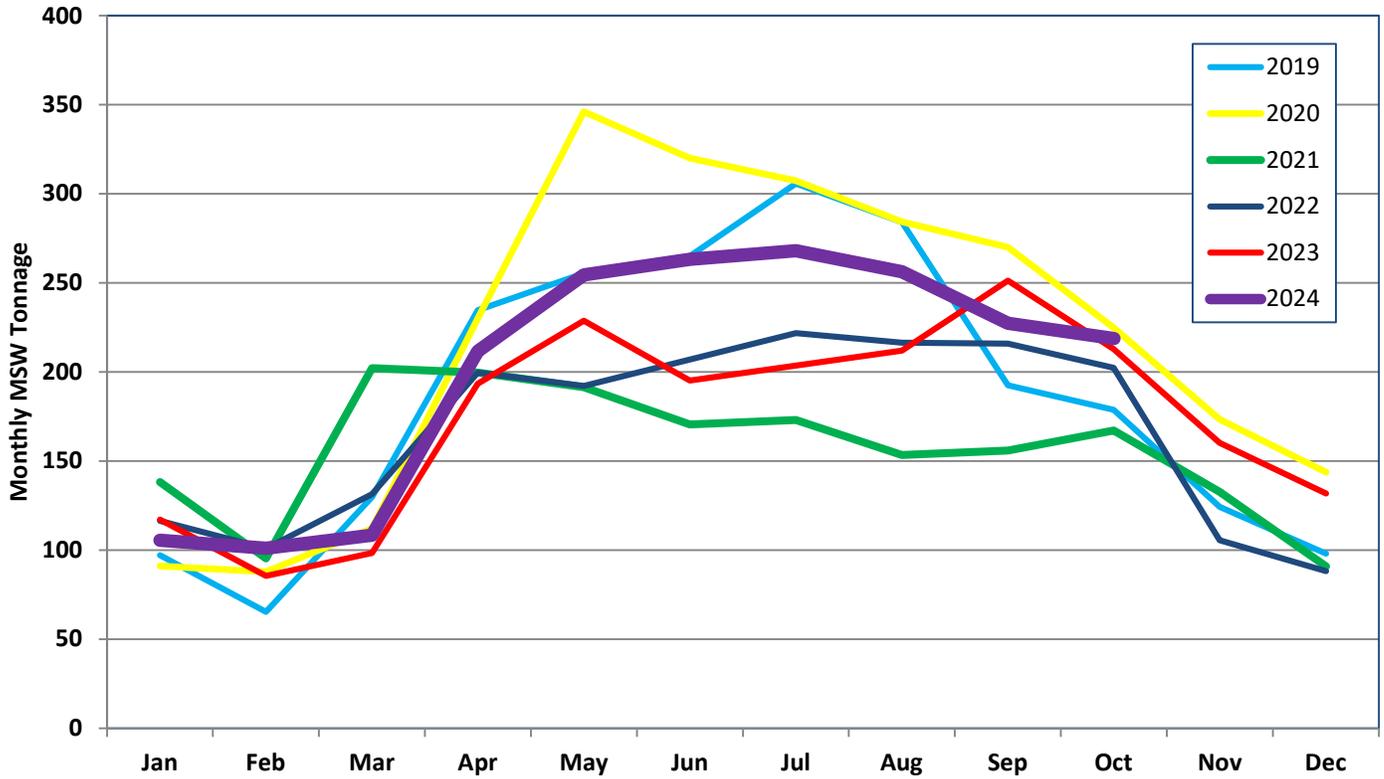
### Mountain View Regional Waste Management Commission Transfer Stations - Historical Monthly MSW Tonnage



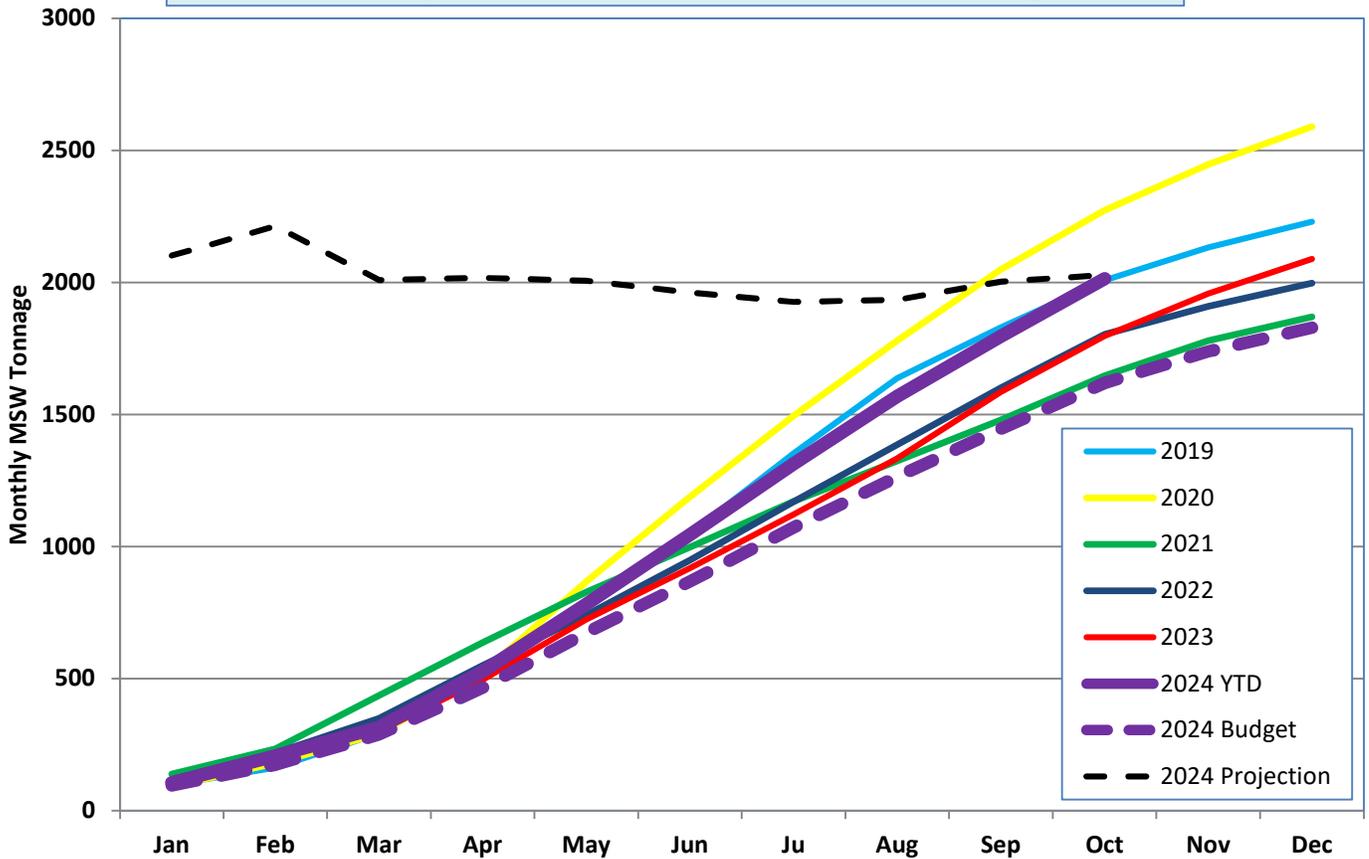
### Mountain View Regional Waste Management Commission Transfer Stations - Cumulative YTD MSW Tonnage



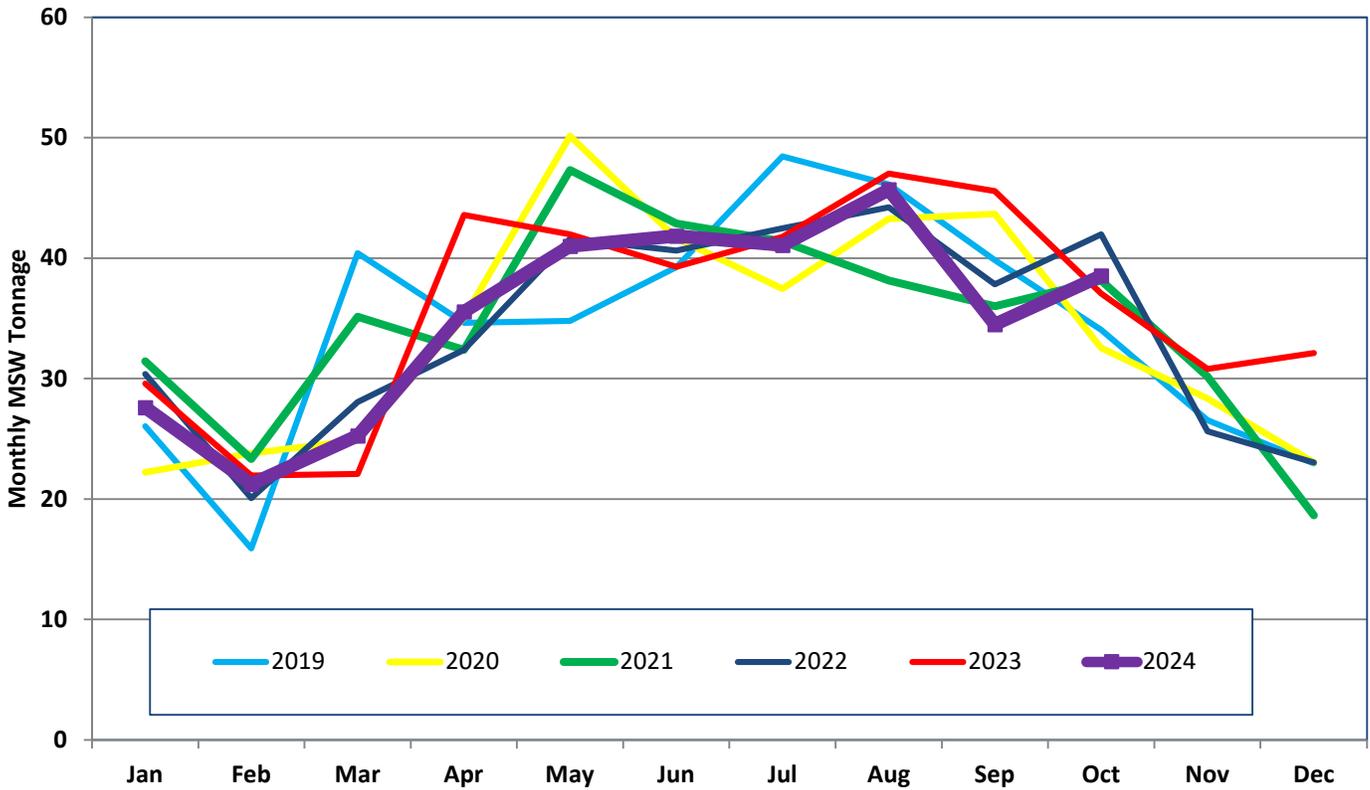
### Mountain View Regional Waste Management Commission Didsbury TS - Historical Monthly MSW Tonnage



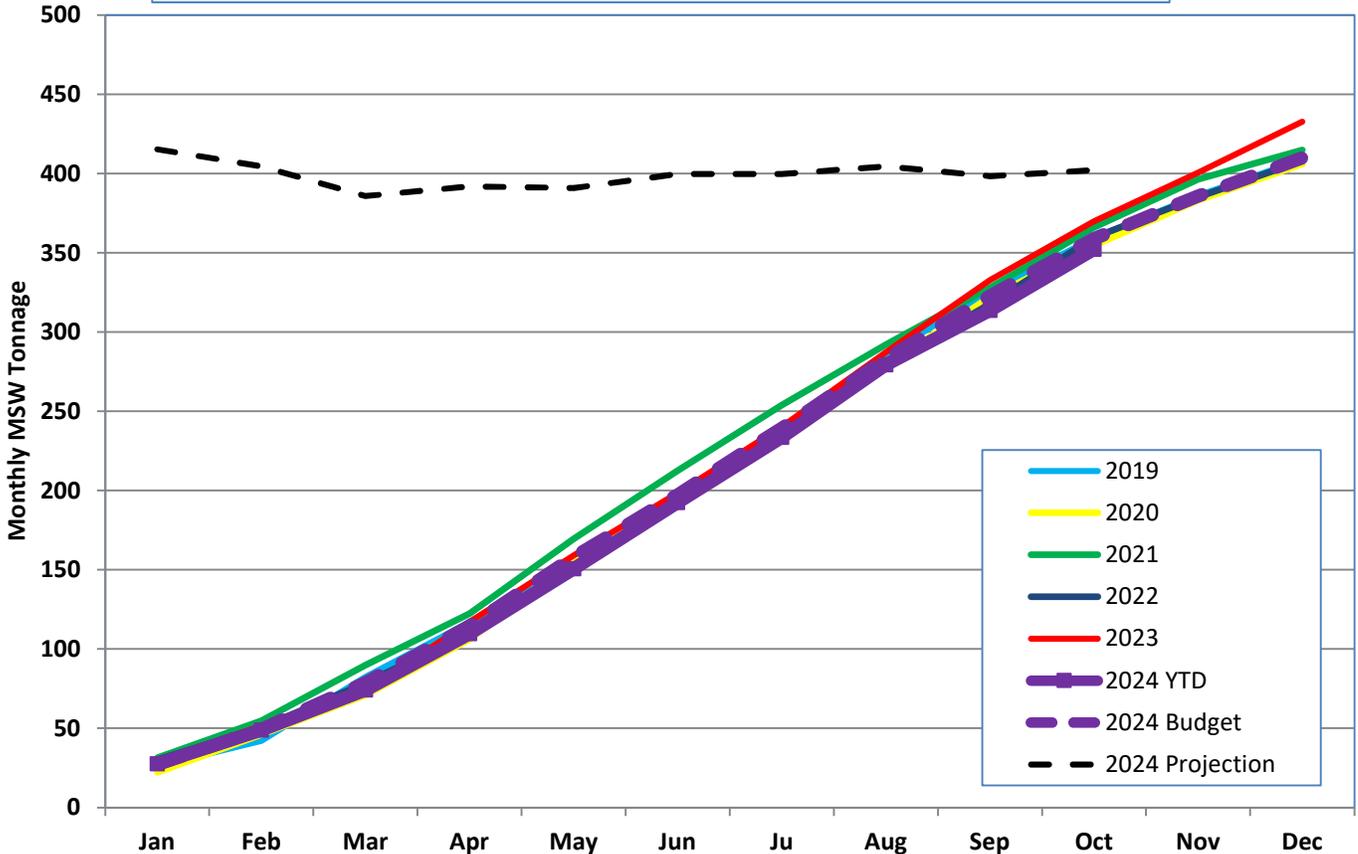
### Mountain View Regional Waste Management Commission Didsbury TS - Cumulative YTD MSW Tonnage



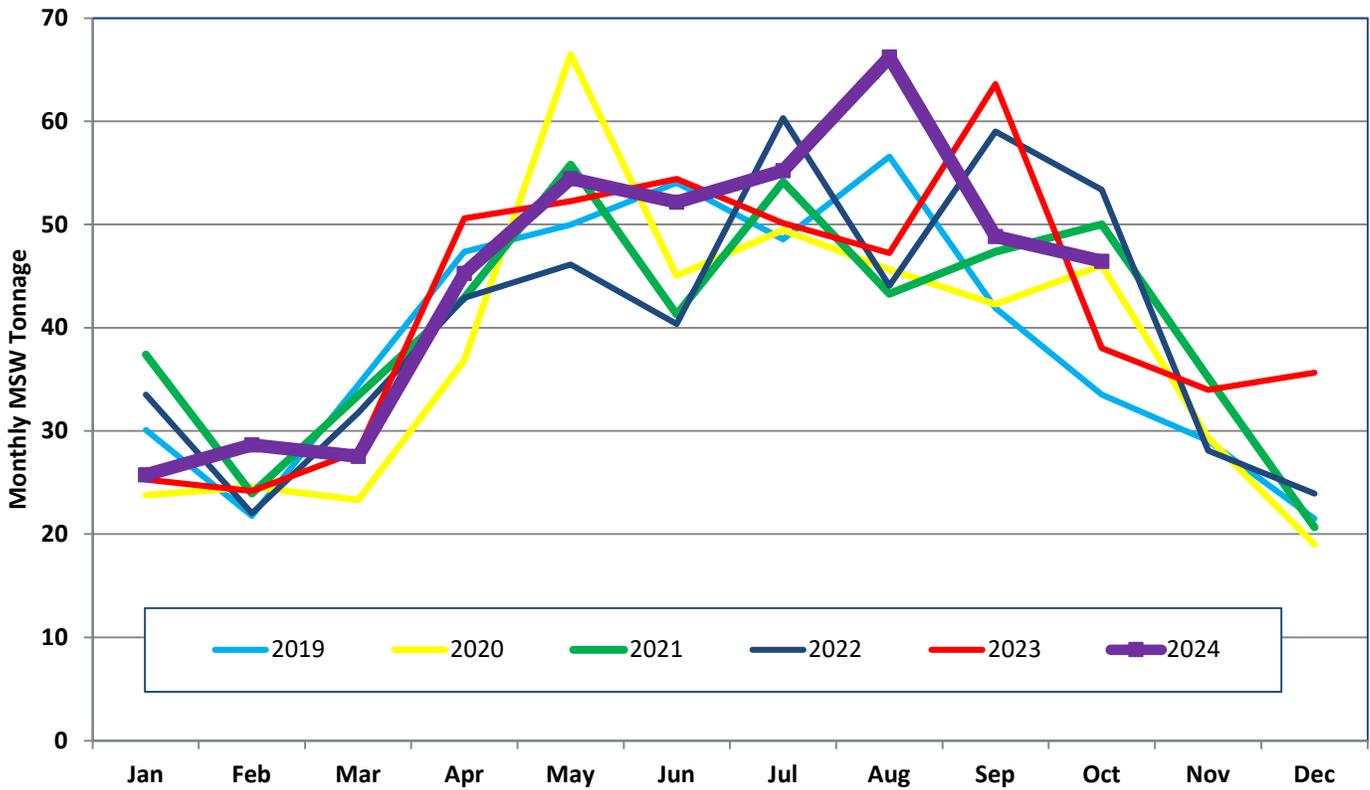
### Mountain View Regional Waste Management Commission Water Valley TS - Historical Monthly MSW Tonnage



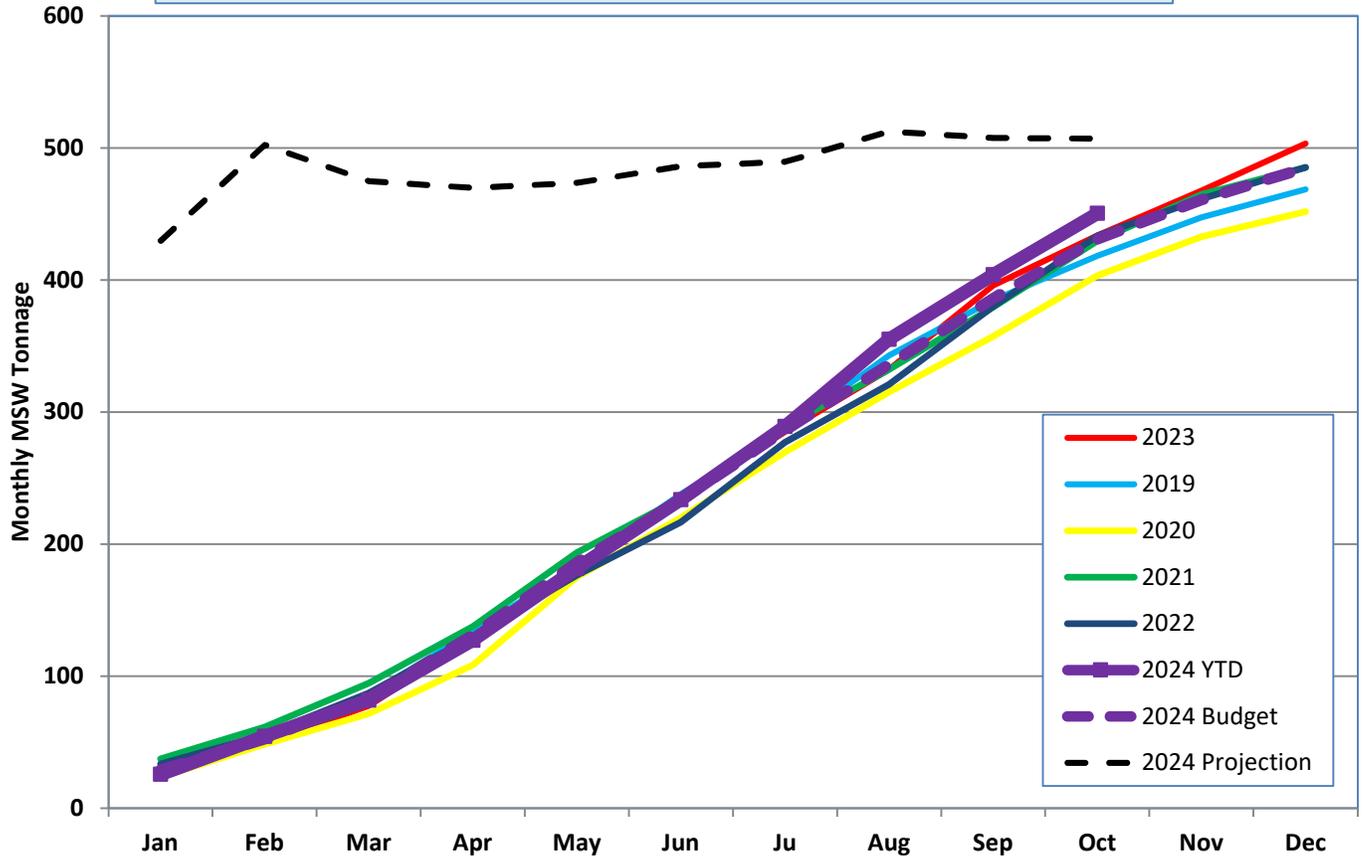
### Mountain View Regional Waste Management Commission Water Valley TS - Cumulative YTD MSW Tonnage



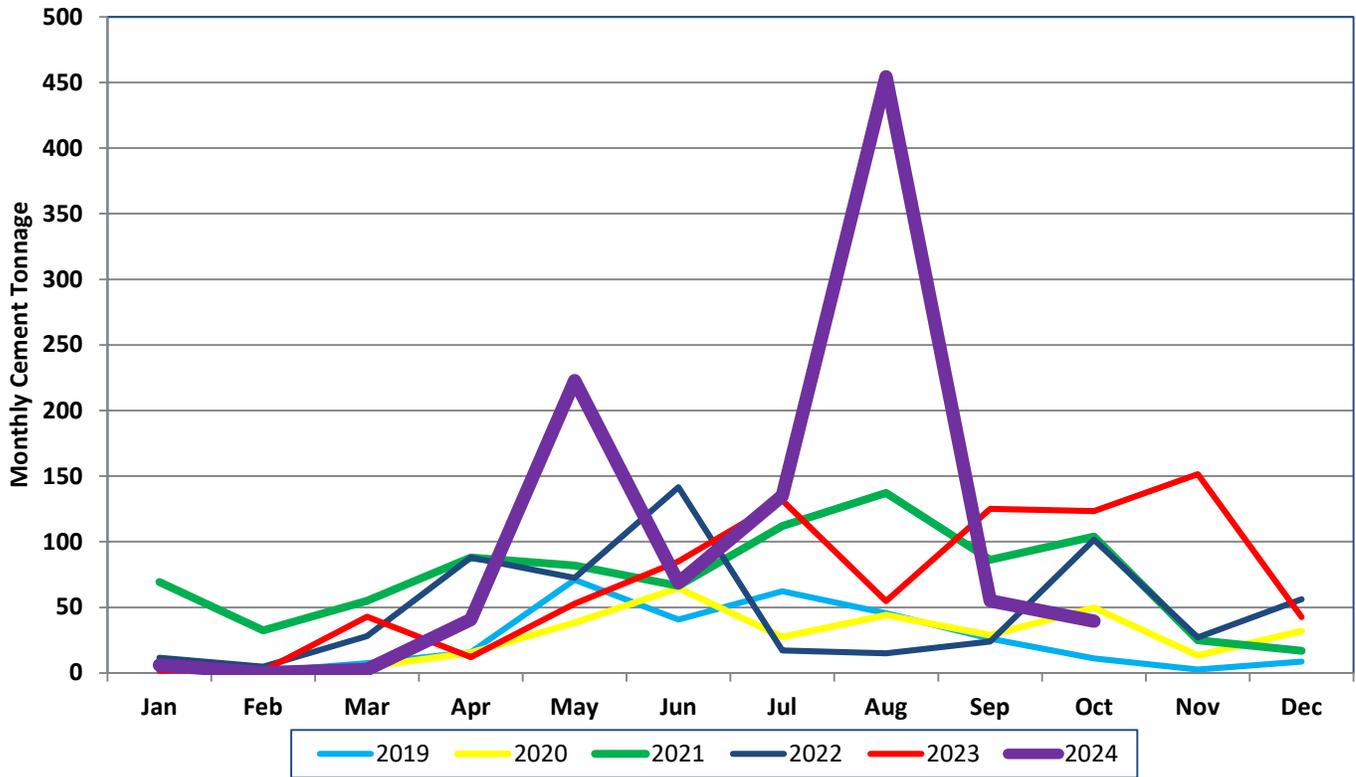
### Mountain View Regional Waste Management Commission Sundre TS - Historical Monthly MSW Tonnage



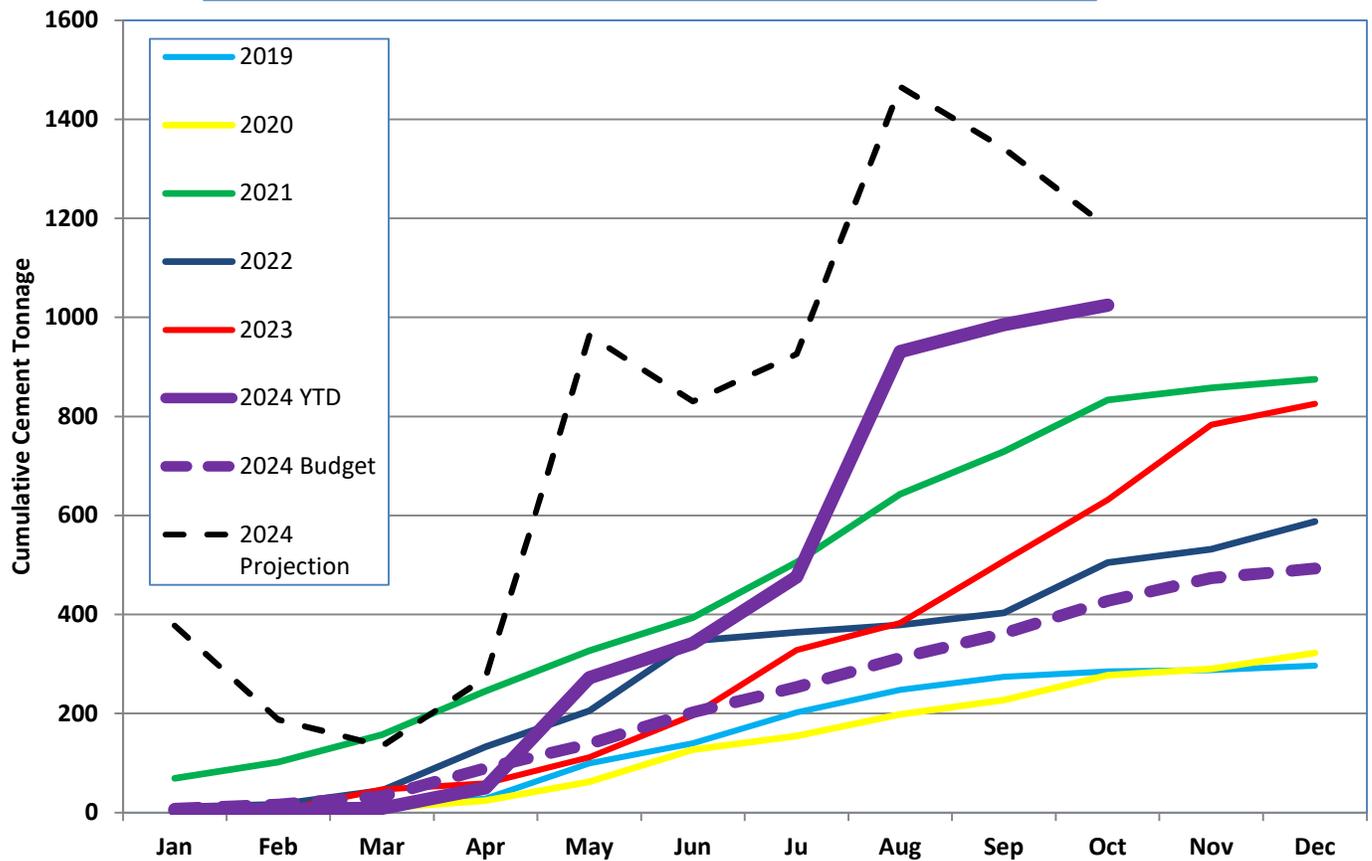
### Mountain View Regional Waste Management Commission Sundre TS - Cumulative YTD MSW Tonnage



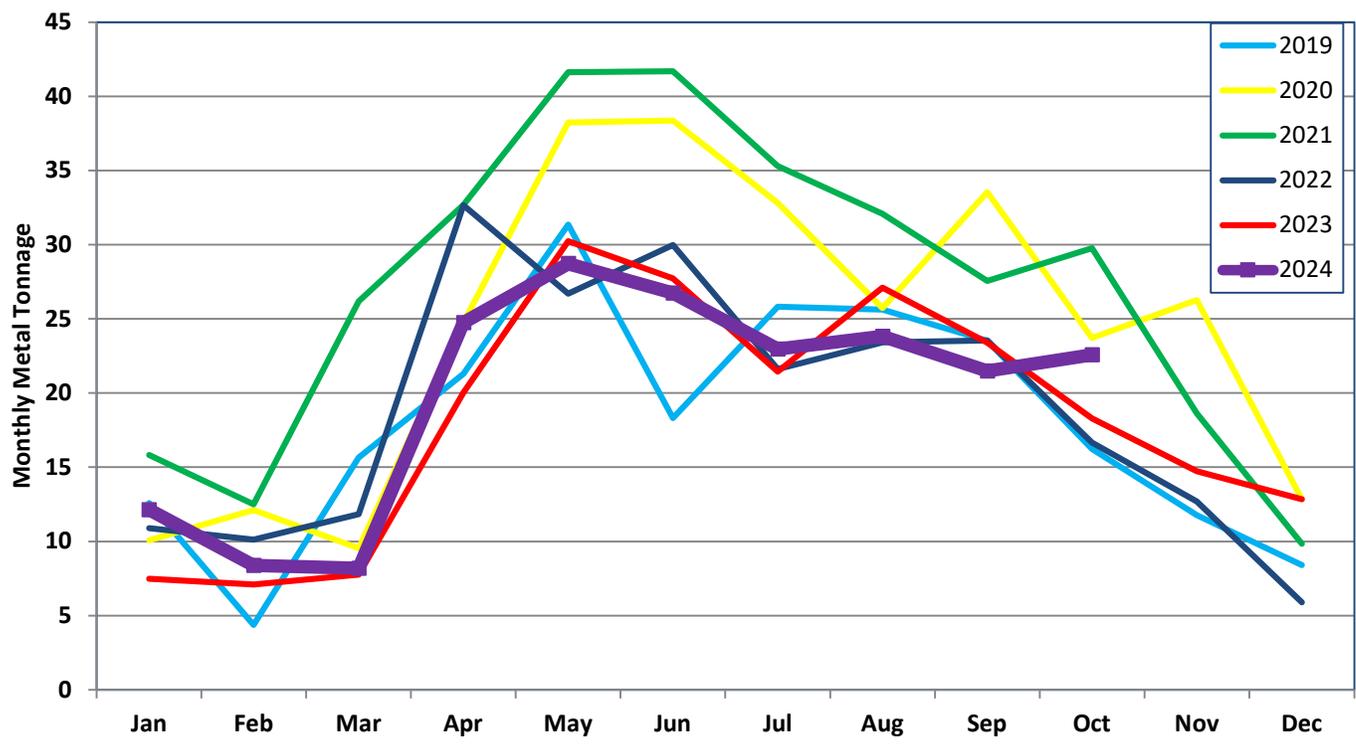
### Mountain View Regional Waste Management Commission Didsbury TS - Historical Cement Tonnage



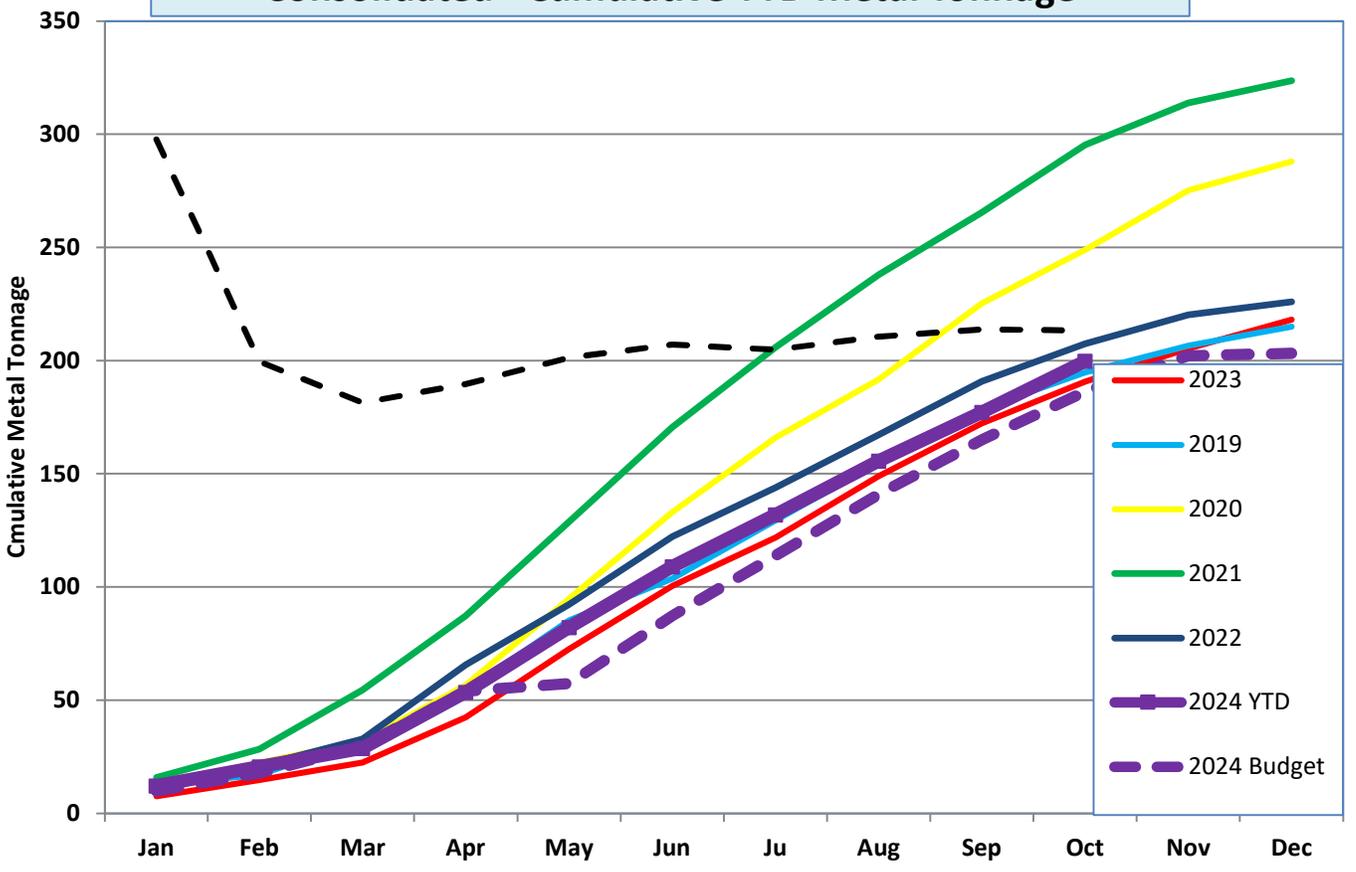
### Mountain View Regional Waste Management Commission Didsbury TS - Cumulative YTD Cement Tonnage



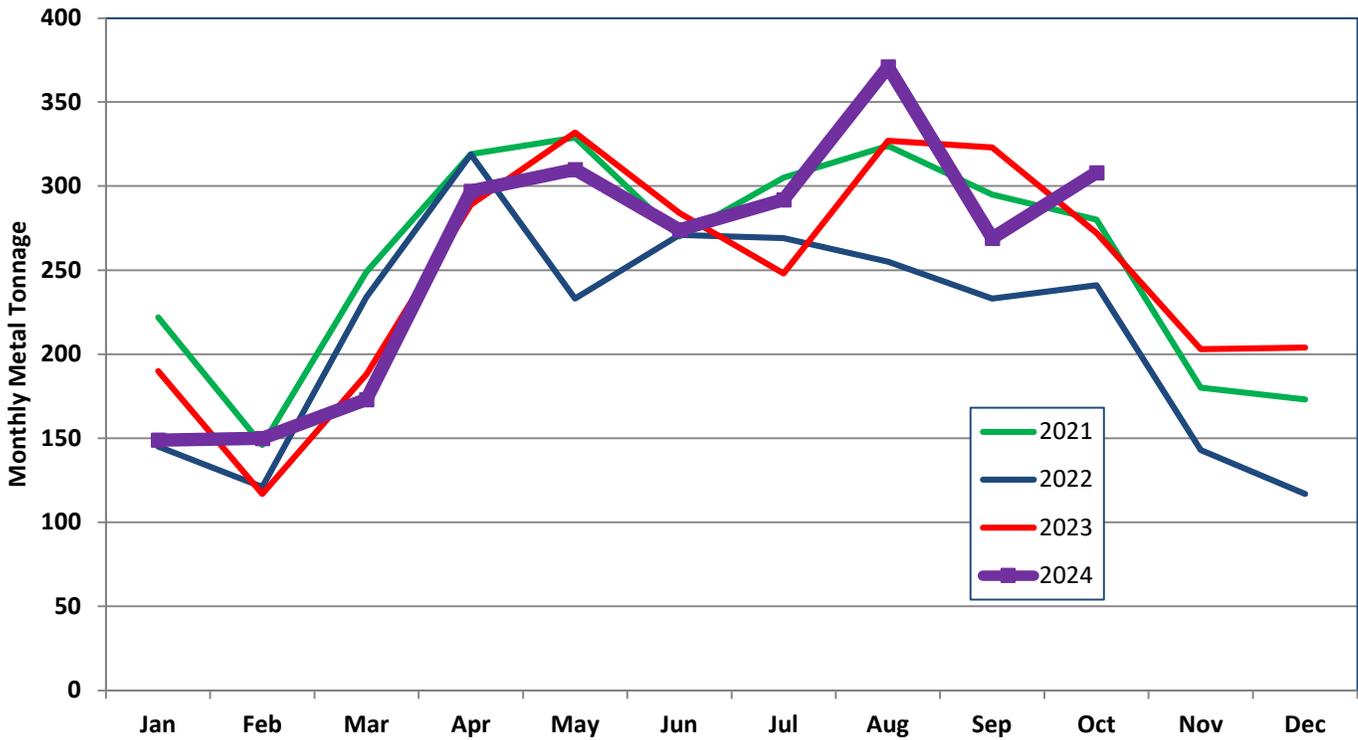
### Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Metal Tonnage



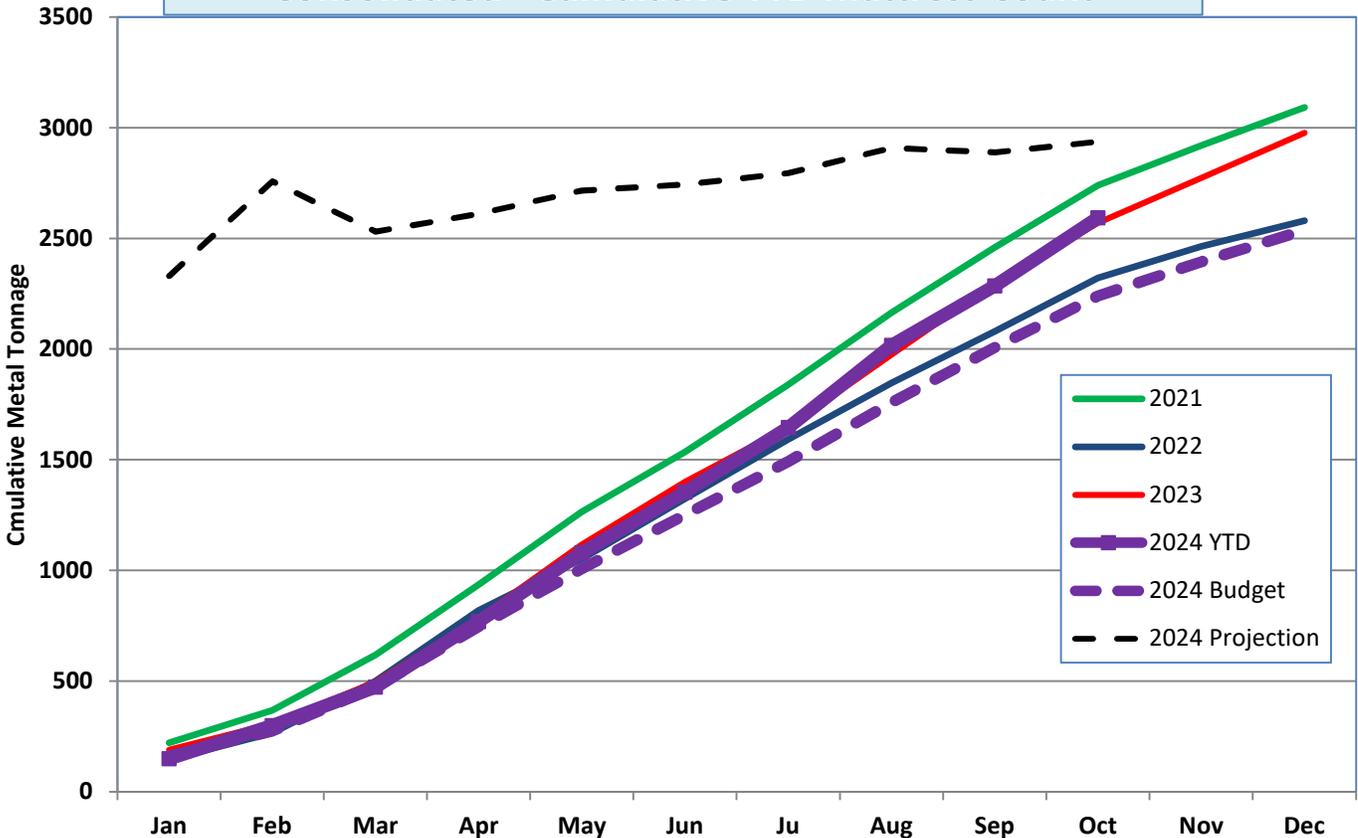
### Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Metal Tonnage



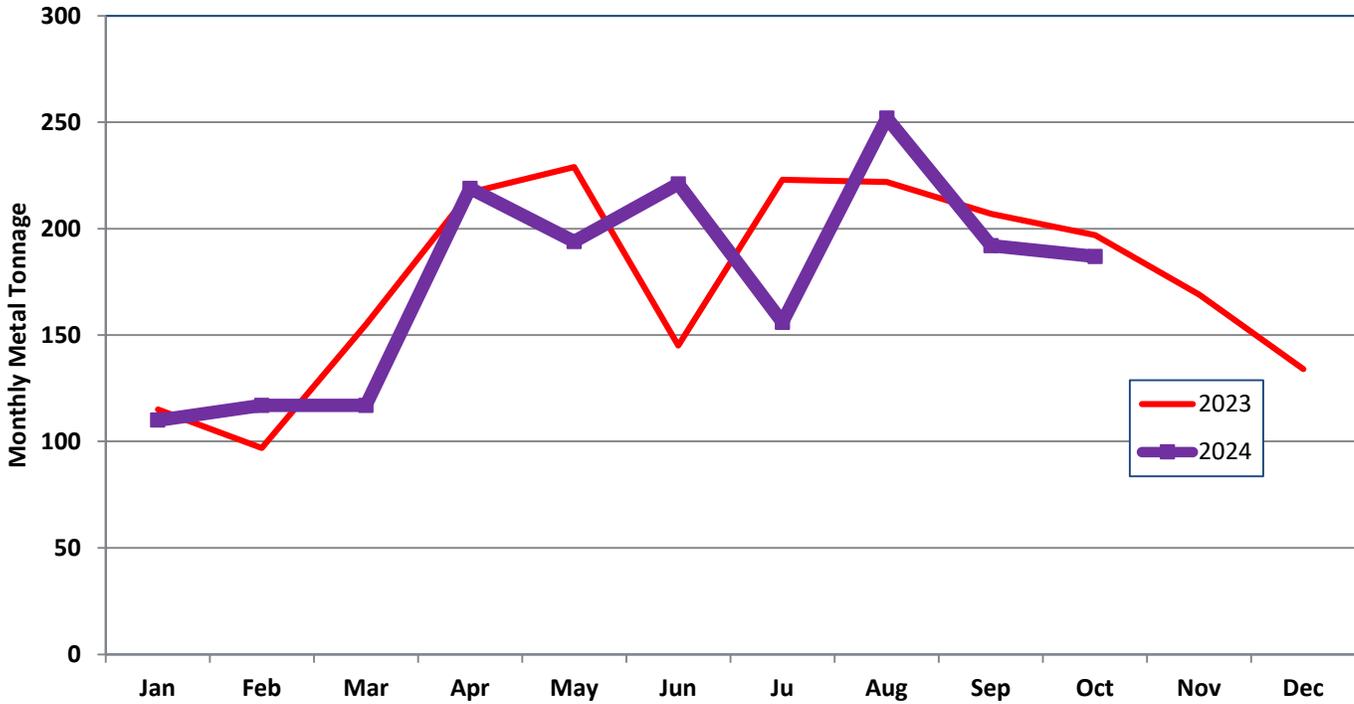
### Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Mattress Count



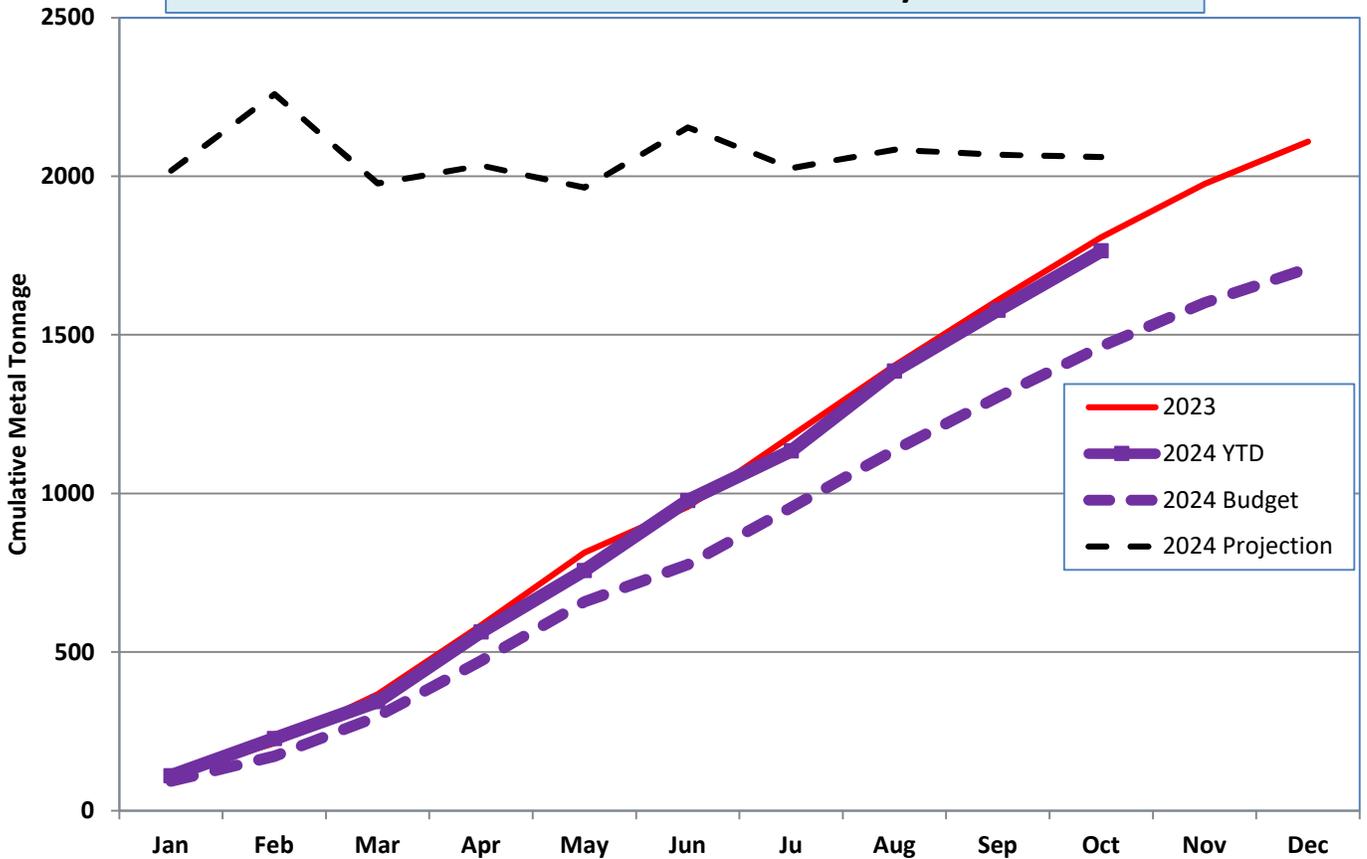
### Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Mattress Count



### Mountain View Regional Waste Management Commission Consolidated - Historical Monthly Couch/Chair Count



### Mountain View Regional Waste Management Commission Consolidated - Cumulative YTD Couch/Chair Count





# Mountain View Regional Waste Management Commission

## Request for Decision

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100/20024.05

**TITLE:** 4.3 – Financial Report as at October 31<sup>st</sup>, 2024

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the financial report (Unaudited) for the Commission for the period ended October 31<sup>st</sup>, 2024.**

Background:

The following statement of financial results are unaudited and are management's representation of current financial position. The information presented below is therefore intended for information purposes only to give directors a snapshot of financial performance only.

2024 Financial Highlights as at October 31<sup>st</sup>, 2024:

- **Total revenue of \$3.026 mm is 101% of full year 2024 budget of \$3.011 mm. Revenue from operations (net of municipal fee for service receipts) was \$2.65 or 102% of full year 2024 budget of \$2.606 mm compared to 83% expected for this time of the year.**
  - Landfill revenue is at 98% of budget generating \$2.25 mm for the period. Commercial tipping fees accounted for \$1.41 mm or 62% of total tipping fees, diluted from the typical 65-70% due to the large HC Soil revenue during the period.
  - Municipal revenue from MSW receipts is \$333,320 year-to-date, or 91% of budget. Budget comparison by municipality: 94% for Olds, 85% for Sundre, 90% for Carstairs, 85% for Cremona, and 88% for Didsbury.
  - ***NOTE: Reported revenues in financial report will not match the values presented in the landfill operations report due to production month accounting versus accounting month, and account mapping to various business units that may not represent actual operations.***

- **Total expenses of \$2.167 mm were 71% of the 2024 budget of \$3.032 mm. Expenses for all three business units are all below the 83% expected, except for the landfill business unit which was slightly higher due to unscheduled equipment maintenance.**
  - Administration: \$350,805 (73%) – Allocated to business units
  - Transfer Site: \$354,423 (82%)
  - Recycling expenses: \$108,084 (69%)
  - Landfill expenses: \$1,654,236 (68%)
  
- **Cash flow surplus estimated to the end of October 2024 is \$934,131 reflects the receipt of Q4-24 municipal fee for services, whereas operating costs do not reflect the same period.**
  
- **Administration Cost Centre:**
  - Total administration expenses YTD are only \$350,805 or 73% compared to 2024 budget of \$480,733. Net of revenue (interest on unrestricted reserves), Administration costs were \$275,682.
  - Contract services are well below budget as CAO/CFO consulting hours are significantly lower. Stable operations and a strong financial position without incidents lead to less hands-on involvement.
  - Audit costs reflect the completion of the LAPP audit that was started in 2023, but finalized and filed in 2024.
  - Administrative revenue remains higher than forecast due to higher unrestricted reserve (cash account) balances and higher interest rates. Interest income YTD is \$68,179 or 364% compared to a budget estimate of \$18,750. Management continues to recommend holding surplus restricted reserves instead of paying down the equipment lease as interest only costs remain below the investment income from the capital funds.
  
- **Transfer Stations Cost Centre:**
  - Total MSW revenue for the transfer stations (excluding municipal fee for service) was \$185,554 or 90% of budget. Combined with the municipal fees received to date, total revenue is \$415,848 or 95% of budget.
  - Transfer site expenses YTD of \$354,423 or 82% of budget. The key cost component of contract hauling is running at 105% of budget. Administration will double-check the posting for this account to ensure that costs are properly allocated.
    - For 2024 the Transfer Stations have generated a surplus of \$61,425.
  
- **Recycling Cost Centre:**
  - Recycling revenue (excluding municipal fee for service) was \$109,499 or 122% of budget. Cement and metal receipts are well above budget in terms of revenue and account for the revenue surplus.

- Recycling expenses YTD of \$108,084 or 69% of budget. The processor costs (Household hazardous waste handling fees) of \$72,090 or 76% of budget reflect the seasonal nature of recycling product intake, and timing of processing of these products.
  - Recycle processing fees reflected as contract services for \$13,734 is related to concrete grinding. Operations uses a contractor for this work as the cement grinding is very hard on the Tana leading to higher maintenance costs.
  - Year-to-date the Recycling segment has generated \$71,243 of positive cash-flow. The current surplus includes the municipal fee for all of 2024 without offsetting costs expected in Q4-24.
- **Landfill Cost Centre:**
    - Landfill revenue was \$2.253 mm or 98% of budget. Strong HC Soil receipts of \$168,531 are the primary driver behind strong financial revenue results, but as noted in the Operations Report all revenue segments are exceeding budget expectations.
    - Landfill expenses YTD of \$1.654 mm or 68% of budget. All major cost categories are within budget expectations, with only debt services costs for the Tana lease outpacing budget.
    - Contract services costs (mostly related to rental equipment) of \$140,724 are significantly lower than budget. With the acquisition of a tractor and attachments as part of the 2024 capital budget, total rental costs have been reduced more than budgeted.
    - Debt servicing costs (interest) of \$23,395 are 248% above budget of \$9,397 as the interest rate on the banker's acceptance is higher than the budget provision, however these costs are more than offset by the surplus investment revenue recognized in the Administration cost centre.
    - Year-to-date the Landfill business unit has generated a net cash-flow surplus of \$702,353. Administration is expecting surplus revenue for the year, primarily driven by higher income from HC Soil and interest income, and significantly lower costs for Contract Services (i.e. Administration, CFO, Equipment rental, Leachate)

## **2024 Capital Budget**

At the July 22<sup>nd</sup>, 2024 regular meeting, Administration recommended an amendment to the Capital budget to include replacement of a vehicle that was stolen from the Landfill. Subsequent to the last meeting, Administration has executed a purchase agreement to replace the stolen vehicle with a Kubota RTV (“Rugged Terrain Vehicle”) at a cost of \$33,000. Operations staff recommended an RTV over a midsize pick-up as the cost and overall functionality was best overall.

With this purchase completed, the 2024 capital program is complete.

### **Attachments:**

1. October 2024 Budget Report
  - a. Summary Report
  - b. Statement of Operations
  - c. Balance Sheet
  - d. Administration
  - e. Transfer Stations
  - f. Recycling Centers
  - g. Landfill

**Prepared:** Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**  
**SUMMARY (incl. ALL expenses)**  
**FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Annual Budget	YTD Actuals	Difference	% Budget
<b>Revenue</b>				
Administration	\$ 20,250	\$ 75,124	\$ 54,874	371%
Transfer Sites	\$ 205,850	\$ 185,554	\$ (20,296)	90%
Recycling	\$ 89,804	\$ 109,499	\$ 19,695	122%
Landfill	\$ 2,290,586	\$ 2,252,552	\$ (38,034)	98%
Gain/Loss on Disposal	\$ -	\$ 23,986	\$ 23,986	0%
<b>Total Revenue</b>	<b>\$ 2,606,490</b>	<b>\$ 2,646,714</b>	<b>\$ 40,224</b>	<b>102%</b>
	Budget	Actuals	Difference	
<b>Expenses</b>				
Administration (100% Allocated)	\$ 480,733	\$ 350,805	\$ (129,928)	73%
Admin				
Transfer Sites	\$ 429,953	\$ 354,423	\$ (75,530)	82%
Recycling	\$ 157,777	\$ 108,084	\$ (49,693)	69%
Landfill	\$ 2,448,406	\$ 1,654,236	\$ (794,170)	68%
<b>Total Expenses</b>	<b>\$ 3,036,136</b>	<b>\$ 2,116,743</b>	<b>\$ (919,393)</b>	<b>70%</b>
<b>Net Surplus (deficit)</b>	<b>\$ (429,646)</b>	<b>\$ 529,971</b>	<b>\$ 959,617</b>	<b>-123%</b>
<b>Municipal Fee for Service</b>				
Transfer Sites	\$ 230,345	\$ 230,294	\$ (51)	100%
Recycling	\$ 69,668	\$ 69,829	\$ 161	100%
Landfill	\$ 103,997	\$ 104,038	\$ 41	100%
<b>Total Requisition</b>	<b>\$ 404,010</b>	<b>\$ 404,160</b>	<b>\$ 150</b>	<b>100%</b>
<b>Net Surplus (deficit) before Capital</b>	<b>\$ (25,636)</b>	<b>\$ 934,131</b>	<b>\$ 959,767</b>	

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION  
STATEMENT OF OPERATIONS  
AND ACCUMULATED SURPLUS  
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Budget 2024 \$	2024 YTD \$	Actual vs Budget 83.3%
<b>Revenue</b>			
Tipping Fees	2,383,185	2,215,878	93%
Fee for Service	410,260	404,160	99%
Recycling	89,804	109,499	122%
Gain of Disposal of capital assets	-	-	0%
Investment Income	20,250	70,017	346%
Other Income	107,001	227,334	212%
<b>Total Revenue</b>	<b>3,010,500</b>	<b>3,026,888</b>	<b>101%</b>
<b>Expenses</b>			
Salaries, wages and benefits	889,527	745,671	84%
Contracted and general services	1,239,901	906,428	73%
Materials, goods and utilities	198,541	140,601	71%
Landfill closure and post-closure provision	25,000	-	0%
Interest on long term debt	3,593	5,138	143%
Debenture Principle	75,386	36,729	49%
Interest on lease (Shredder)	5,804	18,257	315%
Principle on Lease (Shredder)	26,707	23,710	89%
Interest and bank charge	12,000	12,997	108%
Amortization of capital assets	555,475	302,334	54%
Loss on disposal of capital assets	-	(23,986)	
Bad debts	1,000	-	
<b>Total expenses</b>	<b>3,032,934</b>	<b>2,167,881</b>	<b>71%</b>
<b>Annual Surplus (deficit)</b>	<b>(22,434)</b>	<b>859,007</b>	
<b>Accumulated Surplus, Beginning of Year</b>	<b>2,212,464</b>	<b>2,212,464</b>	
<b>Accumulated Surplus, End of Period</b>	<b>2,190,030</b>	<b>3,071,471</b>	

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION  
BALANCE SHEET  
As at JULY 31, 2024**

	2024	2023
	\$	Year End \$
<b>Assets</b>		
<b>Financial assets</b>		
General Cash Account	1,171,055	1,225,873
Capital Reserve Account	1,182,940	632,799
Recycling Reserve Account	46,358	45,324
Closure/Post Closure Investment Account	977,771	977,771
Receivables	395,321	289,474
<b>Total Assets</b>	<b>3,773,444</b>	<b>3,171,241</b>
<b>Liabilities</b>		
Accounts Payable and accrued liabilities	116,328	238,583
Obligation under capital leases	437,982	485,402
Long term debt	117,590	191,431
Landfill closure and post-closure liabilities	-	563,085
<b>Total Liabilities</b>	<b>671,900</b>	<b>1,478,501</b>
<b>NET ASSETS (DEBT)</b>	<b>3,101,543</b>	<b>1,692,740</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	4,879,550	5,446,244
Inventory for consumption	13,672	1,343
Prepaid expenses and deposits	43,235	40,547
	<b>4,936,457</b>	<b>5,488,133</b>
<b>ACCUMULATED SURPLUS</b>	<b>8,038,000</b>	<b>7,180,874</b>

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION  
 AMMORTIZATION EXPLANATION  
 FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	2024 Budget	2024 YTD
<b>Administration</b>	\$ 2,501	\$6,564
<b>Landfill</b>	\$ 600,203	\$276,406
<b>Transfer Stations</b>	\$ 42,018	\$10,889
<b>Recycling</b>	\$ 11,301	\$8,476
<b>Total Recorded Ammortization as per GAAP Standards</b>	<u>\$ 656,023</u>	<u>\$ 302,334</u>
<b>As per TCA Policy</b>		
Less Debenture	\$ 73,841	
Less Landfill cell development	\$ -	
Less Tana Shredder Financing	\$ 26,707	
<b>Funded Ammortization as per policy</b>	<u>\$ 555,475</u>	<u>\$ 107,296</u>

\*Note - please refer to Fixed Asset Capitalization policy in regards to ammortization funding

Months

10

\$ 7,876

\$ 331,687

\$ 13,067

\$ 10,171

\$ 70,846

\$ 124,192

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	<b>Budget 2024</b>	<b>2024 YTD \$</b>	<b>Actual vs Budget 83%</b>
<b>ADMINISTRATION</b>			
<b>Revenue</b>			
Other Revenue - Dividends	-	-	0%
Other Revenue	-	5,107	0%
A/R Interest	1,500	1,838	123%
Bank Account Interest	18,750	68,179	364%
Transfer from Reserves	-	-	0%
<b>Total Revenue</b>	<b>20,250</b>	<b>75,124</b>	<b>371%</b>
<b>Expenses</b>			
Board Meeting Expense	1,500	-	0%
Training/Conferences	1,000	-	0%
Mileage	500	-	0%
Meals & Accommodation	1,000	-	0%
<b>Total Board Meeting Expense</b>	<b>4,000</b>	<b>-</b>	<b>0%</b>
<b>Personnel</b>			
Salaries	122,438	85,426	70%
Employee Benefits	27,270	19,290	71%
Staff Training	3,500	890	25%
<b>Total Personnel</b>	<b>153,208</b>	<b>105,606</b>	<b>69%</b>
<b>Purchased Services</b>			
Mileage	4,000	2,016	50%
Meals & Accommodation	1,000	756	76%
Memberships & Registrations	2,500	1,378	55%
Postage/Shipping	750	3,041	405%
Telephone	9,000	7,089	79%
Advertising	1,500	-	0%
Audit	13,000	19,000	146%
Legal	10,000	630	6%
Vehicle Leases	-	-	0%
Contract Services	183,000	138,632	76%
Computer Support	7,500	14,504	193%
Equipment Maintenance	500	-	0%
Internet	4,000	3,536	88%
Rent	18,000	14,286	79%
Rentals & Leases	3,000	1,550	52%
Insurance	37,775	11,068	29%
<b>Total Purchased Services</b>	<b>295,525</b>	<b>217,485</b>	<b>74%</b>
<b>Supplies</b>			
General Supplies	9,000	8,025	89%
Fuel (Gas)	500	-	0%
Staff Appreciation	3,000	129	4%
Interest Past Due Accts	-	-	-
<b>Total Supplies</b>	<b>12,500</b>	<b>8,154</b>	<b>65%</b>
Bank Service Charges	12,000	12,997	108%
Provision for Bad Debt	1,000	-	0%
Amortization	2,500	6,564	263%
Transfer to Reserves	-	-	0%
<b>Total Expenditures</b>	<b>480,733</b>	<b>350,805</b>	<b>73%</b>
<b>Net Cost (Surplus)</b>	<b>460,483</b>	<b>275,682</b>	<b>60%</b>

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

	Water Valley		Sundre		Total		Actual vs Budget 83%
	Budget 2024	2024 YTD	Budget 2024	2024 YTD	Budget 2024	2024 YTD	
<b>Revenue</b>							
General Scale Fees						-	
Class 2 MSW	94,300	80,703	111,550	104,852	205,850	185,554	90%
Other	-		-		-	-	
Fees Charged to Municipalities	-		-		230,345	230,294	100%
<b>Total Revenue</b>	<b>94,300</b>	<b>80,703</b>	<b>111,550</b>	<b>104,852</b>	<b>436,195</b>	<b>415,848</b>	<b>95%</b>
<b>Expenses</b>							
<b>Personnel</b>					-	-	
Wages	32,308	27,968	48,431	34,531	80,739	62,499	77%
Employee Benefits	4,861	5,223	4,861	5,212	9,722	10,434	107%
Mileage	-	-	-	-	-	-	
<b>Total Personnel</b>	<b>37,169</b>	<b>33,190</b>	<b>53,292</b>	<b>39,743</b>	<b>90,461</b>	<b>72,933</b>	<b>81%</b>
<b>Purchased Services</b>							
Telephone	1,750	1,350	1,750	1,354	3,500	2,704	77%
Contract Hauling	74,282	75,051	76,529	82,898	150,811	157,948	105%
Mattress Processing	-		-		-	-	
Bin Rental					-	-	
Site Maintenance	1,500	-	1,500	-	3,000	-	0%
Landfill Tipping	39,770		47,045		86,815	78,345	90%
Equipment Maintenance	500	-	500	-	1,000	-	0%
Building Maintenance	500		500	31	1,000	31	3%
<b>Total Purchased Services</b>	<b>118,302</b>	<b>76,401</b>	<b>127,824</b>	<b>84,283</b>	<b>246,126</b>	<b>239,028</b>	<b>97%</b>
<b>Supplies</b>							
General Supplies	-	-	-	-	-	-	
MSW Adjustments					-	-	0%
Diesel					-	-	0%
Utilities	1,800	1,566	3,000	2,438	5,300	4,004	76%
<b>Total Supplies</b>	<b>1,800</b>	<b>1,566</b>	<b>3,000</b>	<b>2,438</b>	<b>5,300</b>	<b>4,004</b>	<b>76%</b>
Amortization	-	5,154	-	5,735	42,018	10,889	26%
Cost sharing of administration function					46,048	27,568	60%
<b>Total Expenditures</b>	<b>157,271</b>	<b>116,311</b>	<b>184,116</b>	<b>132,199</b>	<b>429,953</b>	<b>354,423</b>	<b>82%</b>
<b>Net Cost (Surplus)</b>	<b>62,971</b>	<b>35,609</b>	<b>72,566</b>	<b>27,347</b>	<b>(6,242)</b>	<b>(61,425)</b>	

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

<b>RECYCLING</b>	<b>Budget 2024</b>	<b>2024 YTD</b>	<b>Actual vs Budget 83%</b>
<b>Revenue</b>			
Recycling Drywall	-	-	
Recycling Metal	12,113	11,612	96%
Recycling Cement	11,339	23,635	208%
Recycling Fridge/Freezer	18,000	16,568	92%
Recycling Batteries	5,000	755	15%
Recycling Electronics	15,000	8,436	56%
Recycling Paint	12,000	5,383	45%
Recycling Wire		343	
Recycling Mattresses			
Recycling Couches/Chairs			
Shingle Contribution		-	
Other Revenue (Metal Re-Sales)	16,352	42,766	262%
Transfer from Reserves	-	-	
<b>Total Revenue</b>	<b>89,804</b>	<b>109,499</b>	<b>122%</b>
<b>Purchased Services</b>			
Contract Services	5,000	13,734	275%
Shingle Recycling	-	-	0%
Processor Fees	95,000	72,090	76%
Concrete Recycling	-		
<b>Total Purchased Services</b>	<b>100,000</b>	<b>85,824</b>	<b>86%</b>
Amortization	11,301	8,476	75%
Cost sharing of administration function	23,024	13,784	60%
Transfer to Reserves	23,452	-	0%
<b>Total Expenditures</b>	<b>157,777</b>	<b>108,084</b>	<b>69%</b>
Net Cost (Surplus) before fees charged to Municipalities	67,973	(1,415)	-2%
Fees Charged to Municipalities	69,668	69,829	100%
<b>Net Cost (Surplus)</b>	<b>(1,695)</b>	<b>(71,243)</b>	

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION  
STATEMENT OF REVENUE & EXPENDITURES  
FOR THE PERIOD ENDED OCTOBER 31, 2024 (UNAUDITED)**

<b>DIDSBURY LANDFILL</b>	<b>Budget 2024</b>	<b>2024 YTD</b>	<b>Actual vs Budget 83%</b>
<b>Revenue</b>			
Municipal Pickup Scale Fees			
Landfill - Class 2 MSW - Olds	130,465	123,280	94%
Landfill - Class 2 MSW - Sundre	32,495	27,748	85%
Landfill - Class 2 MSW - Didsbury	91,665	80,601	88%
Landfill - Class 2 MSW - Carstairs	104,760	94,058	90%
Landfill - Class 2 MSW - Cremona	9,021	7,633	85%
Landfill - Class 2 MSW - MVC	-	-	0%
Sundre & WV Transfer Site Tipping Fees	86,815	78,345	90%
General Scale Fees	1,544,725	1,406,415	91%
Landfill - Commercial Pickup			
Landfill Class 2			
Didsbury Transfer Station	177,389	195,407	110%
Hydrocarbon soils	62,500	168,531	270%
Mattresses	25,380	25,680	101%
Couches and Chairs	6,250	9,020	144%
Other (Lease)	16,121	16,837	104%
Other (callout revenue)	3,000	2,160	72%
Transfer from Reserves	-	-	0%
Transfer from Capital Reserves	-	-	0%
Land Requisition	-	-	0%
Provincial Grant	-	-	0%
<b>Total Revenue</b>	<b>2,290,586</b>	<b>2,252,552</b>	<b>98%</b>
<b>Expenses</b>			
<b>Personnel</b>			
Salaries	531,828	463,898	87%
Employee Benefits	105,530	103,234	98%
Staff Training	4,500	-	0%
<b>Total Personnel</b>	<b>641,858</b>	<b>567,132</b>	<b>88%</b>
<b>Purchased Services</b>			
Mileage	-	-	
Meals & Accommodation	1,500	215	14%
Telephone	3,500	2,762	79%
Licenses & Permits	150	87	
Contract Services	253,000	140,724	56%
Leachate Transport	125,000	42,418	34%
Consultants/Lab Testing	54,600	32,930	60%
Site Maintenance	10,000	5,853	59%
Building Maintenance	10,000	3,249	32%
Equipment Maintenance	140,000	135,598	97%
Vehicle Maintenance	-	-	0%
Rentals & Leases	500	256	51%
Vehicle Lease	-	-	0%
<b>Total Purchased Services</b>	<b>598,250</b>	<b>364,090</b>	<b>61%</b>
<b>Supplies</b>			
General Supplies	12,500	4,213	34%
Small Tools	12,500	423	3%
Diesel	132,300	109,333	83%
Gas	12,500	8,576	69%
Utilities	10,941	5,900	54%
<b>Total Supplies</b>	<b>180,741</b>	<b>128,444</b>	<b>71%</b>
Debenture Principle	75,386	36,729	49%
Debenture Interest	3,593	5,138	143%
Lease Principle	26,707	23,710	89%
Lease Interest	5,804	18,257	315%
Capital Purchases	-	-	
Transfer to Capital Reserves	-	-	0%
Amortization	499,656	276,406	55%
Pit Closure/Post Closure	25,000	-	0%
Cost sharing of Administration Function	391,411	234,329	60%
<b>Total Expenditures</b>	<b>2,448,406</b>	<b>1,654,236</b>	<b>68%</b>
Net Cost (Surplus) before fees charged to municipalities	157,820	(598,316)	
Fees Charged to Municipalities	103,997	104,038	100%
<b>Net Cost (Surplus)</b>	<b>(53,823)</b>	<b>702,353</b>	



# Mountain View Regional Waste Management Commission

## CAO Report to the Board

**Meeting Date:** December 9<sup>th</sup>, 2024

**Reference:** 100/2024.05

**TITLE:** 5.1 – CAO Report

**RECOMMENDATION:**

**THAT the MVRWMC Board accept as information the CAO report for the period from September 23<sup>rd</sup>, 2024 through December 3<sup>rd</sup>, 2024.**

### Administration Initiatives

1. RMA insurance polices are now completed for the 2024-2025 year. Environmental Liability coverage costs increased roughly 25% to \$22,800 reflecting the struggles that RMA have had in finding an insurance provided to underwrite landfill liability. MVW is fortunate that the bulk of the operations are on a high-quality engineered cell, and we have no knowledge of any contamination plumes offsite to be concerned with. However, many landfills are not as “clean” as MVRWMC and are driving up costs for the entire sector.
2. As reported in July, The Commission was visited by OH&S. Overall, the Commission operations met or exceeded expectations, with the only exception being a revised/simplified Harassment Policy. A copy of the new policy developed by our Safety Consultant is attached for reference.
3. The Commission has revised the staff deployment for the Water Valley and Sundre transfer stations. Previously we have always had one scale attendant and one yard attendant. Given the remote location and part-time nature of these roles, we historically have had a difficult time staffing these sites without juggling staff, incurring overtime etc. Operations recommended going with just a scale attendant as a trial, and to date there has been no drop in service level. The transfer stations have a relatively static customer base that don’t generally need help in the yard itself. Rather than having a staff member on hand, Ryan and the team instead have been sending a crew to “clean-up” the yard as required prior to the next scheduled opening. Finally, we are sourcing some technology from Telus to assist to provide Working-Alone alarms and communications between the landfill and the transfer stations.

4. Administration attended a landfill optimization webinar hosted by Alberta Counsel on November 14<sup>th</sup>, 2024. The focus of the webinar was a focus on airspace optimization including tracking consumption rates, using GPS technology and shredding bulky items to improve asset life. MVRWMC is a leader in these areas in the province as we have been using this technology now for several years.
5. Following the September 23<sup>rd</sup>, 2024 regular meeting, Administration distributed the final budget report and municipal specific tonnage and cost forecasts to each member.
6. Administration attended several ongoing EPR webinars, and has reviewed the standard Depot service contract proposed for communities electing the Opt-out program. We have provided a variety of financial and operating data to Circular Materials, but to date we have yet to have any meaningful interaction with Circular Materials on planning for roll-out of the EPR services in April 2025 to the Water Valley and Sundre transfer stations. The latest Circular Materials webinar presentation is attached for reference. This document includes a comprehensive list of what will be accepted for curbside programs, with depot spots likely to be similar.

### **Financial Report**

1. As at December 4<sup>th</sup>, 2024 the Commission's checking account balance was \$1,278,898 or \$150,757 higher compared to \$1,128,141 as at July 22<sup>nd</sup>, 2024 when the working capital balance was last reported. This reflects the combination of inflow from municipal fees for Q4-2024 and outflows of trade payables.

2. In addition, the reserve balances were:

a. Capital Reserves fund	\$1,188,894
b. Recycling Reserves fund	\$46,560
c. Post Closure Reserves fund	\$0
<b>Total Reserves:</b>	<b>\$1,235,454</b>

3. As at October 31<sup>st</sup>, 2024 the Commission's long-term investments balance was \$1,016,710.50 consisting of fixed income investments, money-market mutual funds and \$11.15 in cash.
4. **Current combined cash and investment resources total \$3,531,063 for an increase of \$171.804 from the last reported balance on July 22<sup>nd</sup>, 2024 due to ongoing strong operating results and inclusion of the Q4-24 municipal payments.**

## 5. Long-term Debt Payments:

Upcoming debenture payments

- All 2024 Payment of \$78,979 related to the Bomag purchase (subsequently sold) to fund 16 and 17 out of 20 total payments have been paid for the year. The maturity date of this instrument is March 15<sup>th</sup>, 2026.

### Attachments:

1. RBC Account Balance Report – December 4<sup>th</sup>, 2024
2. RBC Investment Report – October 31<sup>st</sup>, 2024

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer, MVRWMC

## Balance Reporting - Balance Summary Report

Michael Wuetherick, MOUNTAIN VIEW Reg Wa

Report Creation Date: Dec 04, 2024 05:29:55PM ET

Report Date: Dec 04, 2024

Account Type	Account	Currency	Balance
BUS DEP	Capital Reserve-ROYAL BANK OF CANADA-08259-1004092	CAD	1,188,894.17
BUS DEP	Recycling Reserve-ROYAL BANK OF CANADA-08259-1011840	CAD	46,560.70
BUS DEP	Chequing-ROYAL BANK OF CANADA-08259-1032770	CAD	1,278,898.34
Bus Visa	Verbonac-ROYAL BANK OF CANADA-4516xxxxxxxx5155	CAD	NA
Bus Visa	MOUNTAIN VIEW REGION-ROYAL BANK OF CANADA-4516xxxxxxxx0316	CAD	NA
BUS LOAN	Operating Line-03009-22835524-017	CAD	0.00

NA - Information Not Available

\*\*\* End of report \*\*\*



**RBC Dominion Securities Inc.**  
**CANADIAN DOLLAR**  
**ACCOUNT STATEMENT**

**OCT. 31**  
**2024**

Page 1 of 5

00213



MOUNTAIN VIEW REGIONAL WASTE  
COMMISSION  
PO BOX 2130  
1414-16 STREET  
DIDSBURY AB TOM 0W0

Your Account Number: 722-21569-1-6

Date of Last Statement: SEPT 30, 2024

**ADVISORY TEAM**

**Investment & Wealth Advisor(s)**

Dustin Eckstrand  
403-341-8866

**Team Member(s):**

Melissa Rhodes  
403-341-7407

**Branch Address:**

Suite 300-4900 50th Street  
Red Deer, Alberta T4N 1X7  
403-341-8888

Toll Free: 1-800-663-6087

Fax: 403-341-8887

**Branch Manager:**

Daniel Backman  
403-341-8850

**FOR YOUR INFORMATION**

Our auditor,  
PricewaterhouseCoopers LLP, is  
conducting its routine annual  
audit of our accounts as of  
October 31, 2024. Please  
review this statement and  
advise our auditor directly  
of any errors or omissions:  
RBC Confirmation Centre,  
PwC LLP, PwC Tower,  
18 York Street, Suite 2500,  
Toronto, Ontario  
M5J 0B2.

**ASSET SUMMARY**

	MARKET VALUE AT OCT. 31	PERCENTAGE OF MARKET VALUE
Cash	\$11.15	0.00 %
Fixed Income	\$986,494.85	97.03 %
Preferred Shares	\$0.00	0.00 %
Common Shares	\$0.00	0.00 %
Mutual Funds **	\$30,204.50	2.97 %
Foreign Securities	\$0.00	0.00 %
Managed Assets	\$0.00	0.00 %
Other	\$0.00	0.00 %
<b>Total Value</b>	<b>\$1,016,710.50</b>	<b>100.00 %</b>

**INCOME SUMMARY**

	THIS MONTH	YEAR-TO-DATE
Dividends	\$0.00	\$0.00
Interest	\$21,109.09	\$46,289.25
Other	\$0.00	\$0.00
<b>Total Income</b>	<b>\$21,109.09</b>	<b>\$46,289.25</b>

**CASH BALANCE**

ACCOUNT TYPE	OPENING BALANCE AT SEPT 30	CLOSING BALANCE AT OCT. 31
Cash	\$9,106.56	\$11.15

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Regulated by CIRO  
Canadian Investment  
Regulatory Organization



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JTA0361999-0001273-00213-0003-0001-00-

# RBC Dominion Securities Inc.

## CANADIAN DOLLAR ACCOUNT STATEMENT

**OCT. 31  
2024**

Your Account Number: 722-21569-1-6 2 of 5



### ASSET REVIEW

( Exchange rate 1USD = 1.39215 CAD as of OCT. 31, 2024 )

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
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### FIXED INCOME

CDN WESTERN BANK GIC - ANNUAL DUE 09/29/2025 4.610%	96,500	100.000	96,500.00	\$96,914.40 <sup>1</sup>
CDN WESTERN TRUST GIC - ANNUAL DUE 09/29/2025 4.610%	100,000	100.000	100,000.00	\$100,429.43 <sup>1</sup>
FAIRSTONE BANK GIC - ANNUAL DUE 06/26/2026 5.160%	50,555	100.000	50,555.00	\$51,462.66 <sup>1</sup>
HOMEEQUITY BANK GIC - ANNUAL DUE 10/05/2026 5.360%	100,000	100.000	100,000.00	\$100,381.81 <sup>1</sup>
EQUITABLE BANK GIC - ANNUAL DUE 07/12/2027 4.490%	100,000	100.000	100,000.00	\$101,390.06 <sup>1</sup>
CANADIAN TIRE BANK GIC - ANNUAL DUE 10/05/2027 5.070%	100,000	100.000	100,000.00	\$100,361.15 <sup>1</sup>
MANULIFE BANK CDA GIC - ANNUAL DUE 10/05/2027 5.050%	54,900	100.000	54,900.00	\$55,097.49 <sup>1</sup>
HOME TRUST COMPANY GIC - ANNUAL DUE 07/10/2028 4.400%	90,000	100.000	90,000.00	\$91,225.97 <sup>1</sup>
LAURENTIAN BANK GIC - ANNUAL DUE 10/05/2028 5.080%	75,000	100.000	75,000.00	\$75,271.40 <sup>1</sup>
LBC TRUST GIC - ANNUAL DUE 10/05/2028 5.080%	80,000	100.000	80,000.00	\$80,289.49 <sup>1</sup>
GENERAL BANK OF CDA GIC - ANNUAL DUE 07/10/2029 4.360%	90,000	100.000	90,000.00	\$91,214.83 <sup>1</sup>
MANULIFE TRUST CO. GIC - ANNUAL DUE 07/10/2029 4.350%	41,892	100.000	41,892.00	\$42,456.16 <sup>1</sup>
<b>Total Value of Fixed Income</b>			978,847.00	\$986,494.85

JTA0361999-0001274-00213

### MUTUAL FUNDS

RBC INVESTMENT SAVINGS ACCOUNT SR A (2010)	RBF2010	3,020.450	10.000	30,204.50	\$30,204.50
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**ASSET REVIEW**

( Exchange rate 1USD = 1.39215 CAD as of OCT. 31, 2024 )

SECURITY SYMBOL	QUANTITY/ SEGREGATED	MKT. PRICE	BOOK COST	MARKET VALUE
<b>Total Value of Mutual Funds **</b>			30,204.50	\$30,204.50
<b>Total Value of All Securities</b>			1,009,051.50	\$1,016,699.35



**ACCOUNT ACTIVITY**

DATE	ACTIVITY	DESCRIPTION	QUANTITY	PRICE \RATE	DEBIT	CREDIT
		<b>Opening Balance (SEPT 30, 2024)</b>				\$9,106.56
OCT. 07	INTEREST	CANADIAN TIRE BANK GIC - ANNUAL DUE 10/05/2027 INT 5.070% CPN INT ON 100000 BND REC 10/04/24 PAY 10/05/24 IFM 10/05/23 F/C 10/05/24		5.07		5,083.89
OCT. 07	INTEREST	HOMEEQUITY BANK GIC - ANNUAL DUE 10/05/2026 INT 5.360% CPN INT ON 100000 BND REC 10/04/24 PAY 10/05/24 IFM 10/05/23 F/C 10/05/24		5.36		5,360.00
OCT. 07	INTEREST	LAURENTIAN BANK GIC - ANNUAL DUE 10/05/2028 INT 5.080% CPN INT ON 75000 BND REC 10/04/24 PAY 10/05/24 IFM 10/05/23 F/C 10/05/24		5.08		3,810.00
OCT. 07	INTEREST	LBC TRUST GIC - ANNUAL DUE 10/05/2028 INT 5.080% CPN INT ON 80000 BND REC 10/04/24 PAY 10/05/24 IFM 10/05/23 F/C 10/05/24		5.08		4,064.00
OCT. 07	INTEREST	MANULIFE BANK CDA GIC - ANNUAL DUE 10/05/2027 INT 5.050% CPN INT ON 54900 BND REC 10/04/24 PAY 10/05/24 IFM 10/05/23 F/C 10/05/24		5.05		2,780.05

JTA0361999-0001275-00213-0003-0002-00-

**ACCOUNT ACTIVITY**

DATE	ACTIVITY	DESCRIPTION	QUANTITY	PRICE \RATE	DEBIT	CREDIT
OCT. 22	BOUGHT	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010) PROSPECTUS ENCLOSED SOLICITED AS OF 10/21/24	3,020.450	10.00	30,204.50	
OCT. 22	INTEREST	INTEREST ON CREDIT BALANCE AT 0 3/4% 09/22 THRU 10/21				11.15
		<b>Closing Balance (OCT. 31, 2024)</b>				<b>\$11.15</b>

JTA0361999-0001276-00213



**Head Office Address:**

RBC Dominion Securities Inc.  
P.O. BOX 50  
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GST/HST Registration # 889767471

If you have a service request or a question about your statement or a service charge, please phone your Investment Advisor at the phone number listed on the front of this statement. Unresolved problems or complaints should be forwarded in writing to:

**Telephone:** (416) 363-1019  
**Internet:** www.rbclds.com  
QST Registration # 889767471

**RBC DOMINION SECURITIES**  
Compliance Department  
P.O. BOX 50, Royal Bank Plaza  
Toronto, Ontario  
M5J 2W7



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- \*\* - Segregated Funds are included in the Total Value of Mutual Funds.
- \*\*\* - Converted U.S. dollar contributions or withdrawals are included in your plan summary.
- 4 - This security may be subject to a deferred sales charge at the time that it is sold.
- ⊠ - There is no active market for this security so its market value has been estimated.

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# Alberta Municipal Working Group

November 20, 2024

# Land Acknowledgement



# Agenda

- Status updates
  - Program
  - Curbside
  - Depot
- Material management overview
- Processors post-collection update
- Promotion and education update
- Wrap up





# Current Status

- 132 days away from launch
- 233 registered communities for residential Single-use Products, Packaging, and Paper Products (PPP) program
  - 27 curbside collection only communities
  - 65 curbside/depot collection communities
  - 141 depot collection only communities
- 93% of Alberta population covered as part of Phase 1 registration
- 518 producer registrants
- 40+ processing facilities registered

# Curbside Status

# Curbside Opt-in Status

- Curbside agreements being populated and/or out for execution. Proof of insurance required for execution.
- Base list of PPP material acceptance required, new materials to be added over time as processing infrastructure is developed.
- Circular Materials will assign a contract manager to each community to facilitate a seamless transition for April 1, 2025.





# Curbside Opt-out Status

- Agreements in process with contractors including:
  - E360
  - Empringham
  - GFL
  - Integrity
  - JM Enterprises
  - Prairie Disposal

# Depot Status



# Depot Status

- Depot information gathering for 192 communities near completion.
- Working with communities and commissions to complete depot set-up and agreements.
- No change to PPP materials accepted at launch, new materials will be added as processing infrastructure is developed.

# Depot Contracting Timelines

- **October 14 – November 15:** Question and answer period.
- **November 15 – December 13:** meetings to discuss and confirm depot set-up, compensation and terms.
- **January 31:** Deadline for final community/commission approval of terms.
- **February 28:** Deadline for community/commission execution of agreement.



# Material Management

# Recap: Material Management Requirements – PPP Only

The amount of a designated residential material type that is recycled, downcycled or advanced chemical recycled divided by the amount of that material type the producer supplies in Alberta for residential use, expressed as a percentage.

MATERIAL CATEGORY	2027	2028	2029	2030	2031	2032	2033
PAPER	80%	80%	80%	90%	90%	90%	95%
RIGID PLASTIC	50%	50%	50%	60%	60%	60%	65%
FLEXIBLE PLASTIC	25%	25%	25%	40%	40%	40%	47.5%
GLASS	75%	75%	75%	80%	80%	80%	82.5%
METAL	67%	67%	67%	75%	75%	75%	79%

Note: No more than 15% of a material management may be achieved through downcycling

**As per the regulation, no IC&I materials will be collected in Alberta's EPR program.**

# Base List of Curbside Accepted Materials

- The base list of accepted PPP materials will apply to every community receiving curbside collection starting April 1, 2025.
- If a community is currently accepting any additional PPP materials curbside above the base list, they will continue to be collected curbside.
- If a community is currently accepting any non-PPP materials curbside (e.g. pots and pans, literary books), they will no longer be accepted starting April 1, 2025.



# Base List of Curbside Accepted Materials

## Paper and Fibres

Material	Accepted in all communities as of April 2025
Newsprint	<input checked="" type="checkbox"/>
Magazines and catalogues	<input checked="" type="checkbox"/>
Telephone books	<input checked="" type="checkbox"/>
Household fine paper	<input checked="" type="checkbox"/>
Other printed paper	<input checked="" type="checkbox"/>
Boxboard and molded pulp	<input checked="" type="checkbox"/>
Gable top containers	<input checked="" type="checkbox"/>
Aseptic Containers	<input checked="" type="checkbox"/>
Paper laminates	Status quo
Single and double-sided poly-coated paperboard (paper cups)	Status quo

# Base List of Curbside Accepted Materials

## Plastics

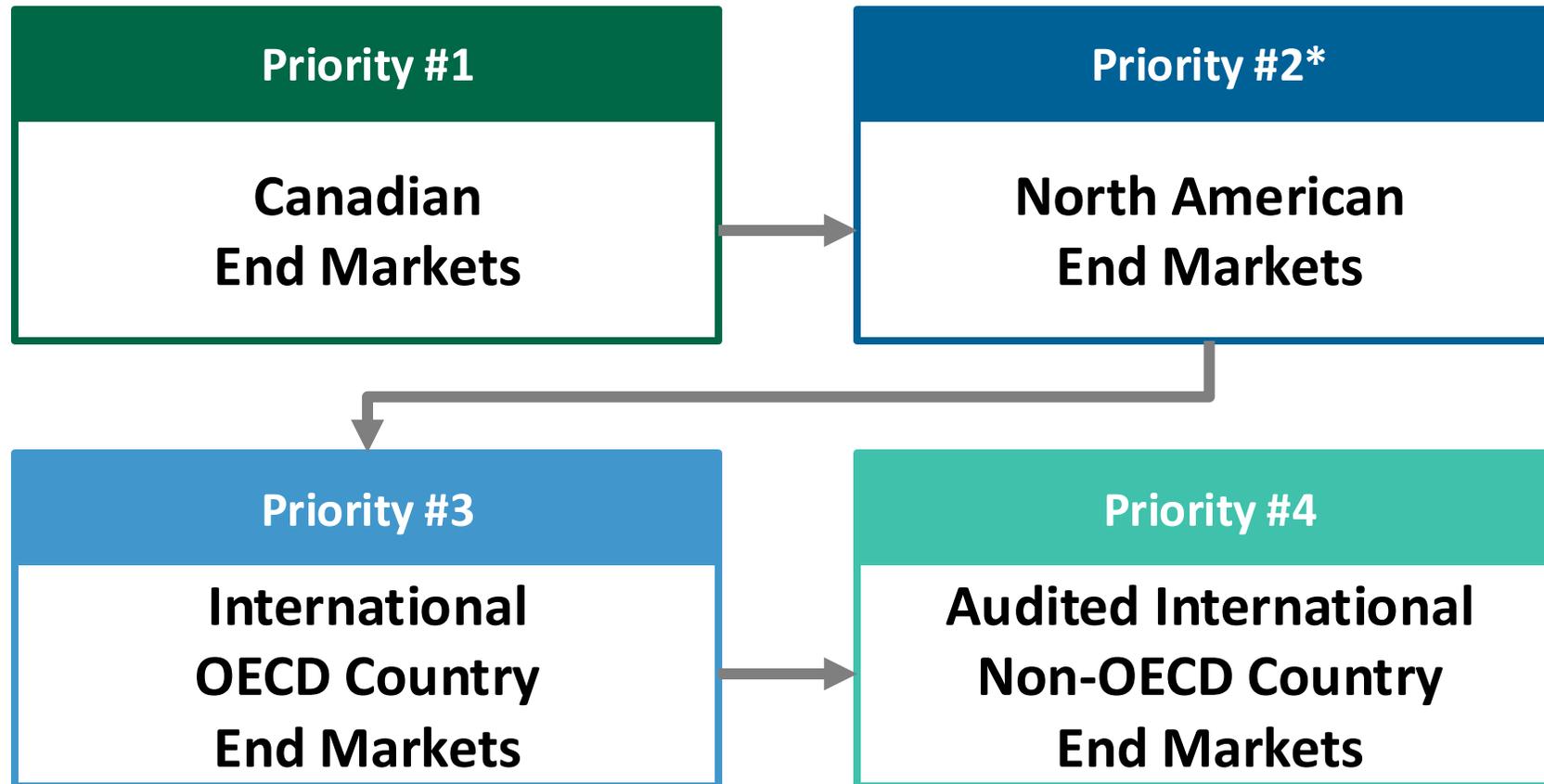
Material	Accepted as of April 2025
#1 PET bottles, Jars and jugs	<input checked="" type="checkbox"/>
#1 PET Thermoform Containers	<input checked="" type="checkbox"/>
#2 HDPE Bottles, Jars and Jugs	<input checked="" type="checkbox"/>
Tubs and lids (#2, #4, #5)	<input checked="" type="checkbox"/>
#6 Expanded Polystyrene	Status quo
Other rigid plastic packaging (#3, #4, #5, #6 & #7	<input checked="" type="checkbox"/>
#2LDPE/#4HDPE Film	Status quo
Other Flexible Plastic Packaging/laminates	Status quo

# Base List of Curbside Accepted Materials

## Aluminum, Steel and Glass

Material	Accepted as of April 2025
Aluminum Aerosol Containers	Status quo
Aluminum packaging, trays and foil	<input checked="" type="checkbox"/>
Aluminum food cans	<input checked="" type="checkbox"/>
Steel food cans and other packaging	<input checked="" type="checkbox"/>
Steel aerosols	Status quo
Clear glass	Status quo
Coloured glass	Status quo

# Commodity Sales Hierarchy



\*Distance from PCF to End Market will also be considered (ex. AB PCF preference to Western Canada or NW USA versus Eastern Canada).

# Audit Process

- A province-wide audit program will be established to measure and monitor composition of materials
  - Collected/inbound: samples taken directly off collection vehicles or from inbound depot bins
    - Measuring composition of collected materials
    - Monitoring contamination rates
    - Baseline against which processor performance will be measured
  - Outbound processor: samples taken after materials have been sorted/processed through preconditioning facilities (PCFs)
    - Monitoring quality of marketed materials
    - Monitoring PPP lost to residue
    - Measuring sorting efficiency rates of PCFs
- Samples to be sorted into 80+ categories based on material type
  - Composition calculated as % by weight





# RCTs and Post-Collection Update

# Post-Collection Planning and Implementation

- Mapping out of material flow from Phase 1 communities for curbside and depot volumes to determine requirements for receiving and pre-conditioning services.
- Working with registered processors and other service providers to develop short and long-term agreements for the movement of residential PPP from depots and transfer stations, pre-conditioning and re-processing or direct to end market as applicable.





# Promotion & Education Update

# Recap: Promotion & Education Overview

## OPT-IN P&E

**Community** will continue managing **P&E and customer service** for residents with support from Circular Materials.

**Community** will have access to **Circular Materials' online portal with customizable assets** to use in P&E channels.

**Community** will continue using **current recycling mobile app**, if applicable.

**Community** will continue managing **calendars, guides, signage** and depot assets, if applicable.



## OPT-OUT P&E

**Circular Materials** will manage **P&E** tailored to each community. Contractor will manage customer service, with any escalated inquiries managed by Circular Materials.

**Circular Materials** will **develop all P&E assets and lead advertising and educational campaigns**.

**Circular Materials** will launch a recycling-specific app in the community.

**Circular Materials** will develop and disseminate **community specific guides, calendars and other print materials and depot assets**.

# P&E Objectives



## Meet P&E Regulation Requirements

Recycling education, accepted materials, collection service information, common collection information.



## Seamless Transition for Residents

Duplicate and enhance the P&E initiatives received prior to transition.



## Increase Recycling Rates

Increase participation through education and awareness.  
Reduce contamination by influencing recycling behaviour.

# Opt-out P&E

# Call to Action Tagline: Ready. Recycle. Repeat.

- Simple, easy-to-understand messaging.
- Influences resident barriers and taps into their motivation.
- Consistently used on all P&E assets, highlighting the word that each asset speaks to.



## READY

Recycling preparation and what you need to do before your material goes into the recycling bin.



## RECYCLE

What you need to do when placing your material in the bin and at the curb.

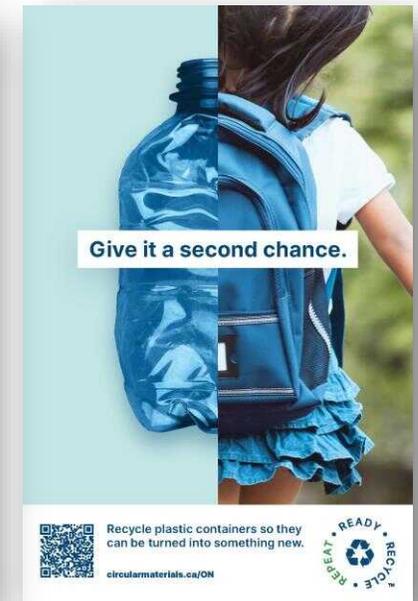
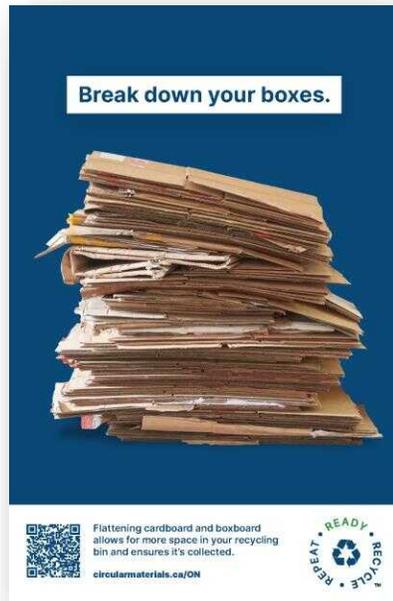


## REPEAT

Continuing the behaviour cycle, focusing on the 'why recycle' piece.

# Strategic and Targeted P&E Program

- Simple, easy-to-understand messaging that focuses on motivation and behaviour change.
- Addresses recycling topics/challenge areas from audit data.
- Assets that can be used on multiple channels (digital, print, out of home, etc.) for greater impact and reach.



# Promotion and Education Tactics

- Supports P&E strategy and objectives.
- Plans build on our previously developed assets to drive efficiencies and are tailored to local communities.
- Tactics evolved and enhanced as programs complete transition.



Recycling guides and calendars.



Advertising.



Website information for each community.



Event activations.



Recycling app.



School recycling educational toolkits.



Recycling education via videos and social media content.

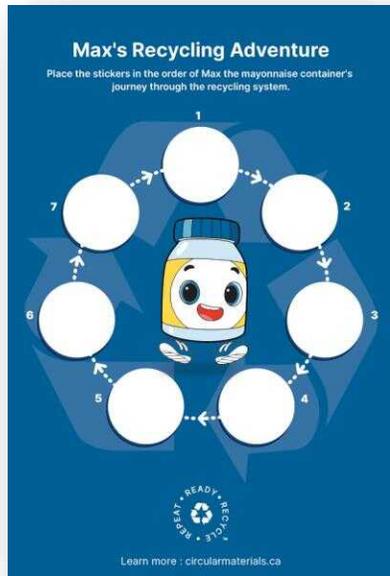


Oops stickers.



Contests.

# P&E Examples



# Resident Inquiries to be Directed to Contactor

- Starting April 1, 2025, please direct all resident inquiries to your contractor's customer relations email and phone number.
  - We will launch a dedicated community page on our website, providing residents with easy access to this information.
  - In preparation for the April 1 launch, we will collaborate with communities to raise awareness and educate residents, minimizing confusion and reducing call volumes.
  - Understand this process may differ from current practices and appreciate your patience as residents adjust to the new contact system.



For issues or complaints that need escalation to Circular Materials, please direct to: [customerservice@circularmaterials.ca](mailto:customerservice@circularmaterials.ca) or 1-877-667-2626.

# Opt-in P&E

# Opt-In P&E Approach

## Keep doing what you're doing!

- During the transition period, please maintain the same level of recycling P&E your residents have come to expect.
- We will provide P&E assets for you to use within your P&E plans to amplify recycling messaging.
- We are here to support you – please contact us if there are any additional assets you would like us to consider.



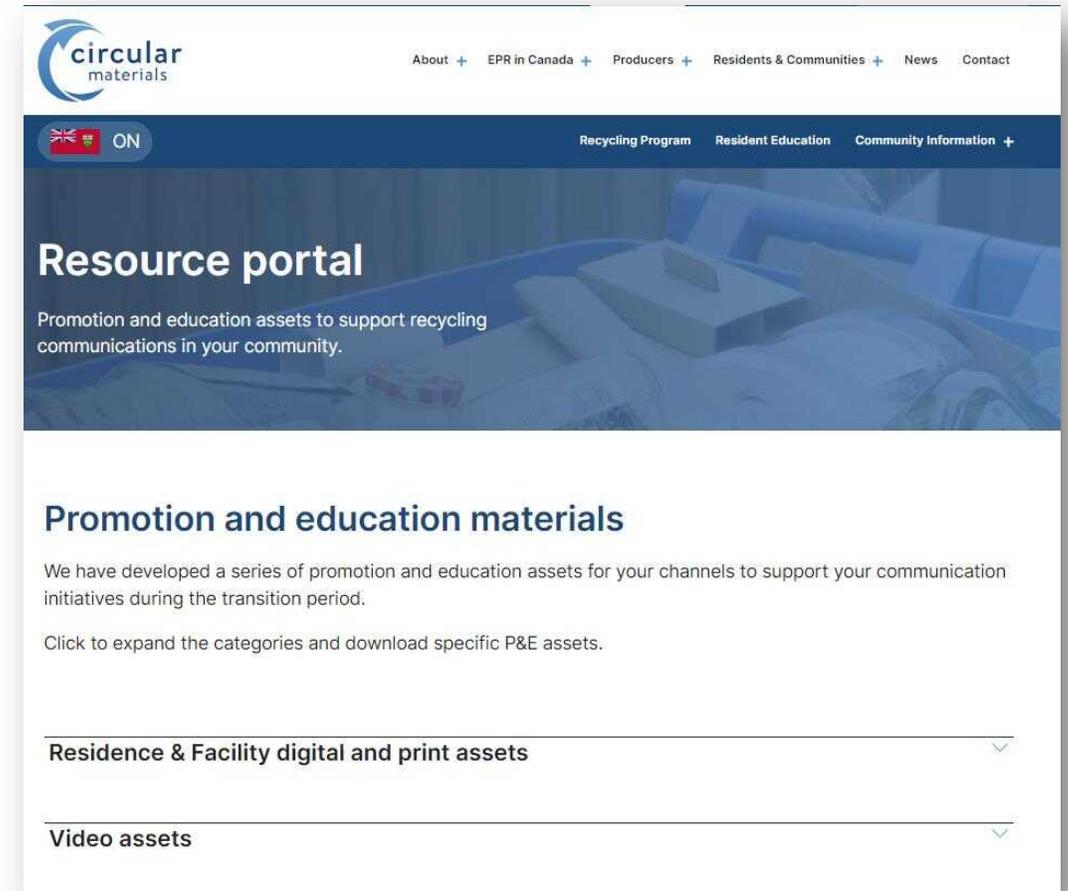
# Opt-In P&E Assets

- P&E assets will be made available covering recycling topics and new materials accepted in recycling program.
- Assets are customizable to include your community logo and CTA.
- Assets include:
  - Poster templates.
  - Social media graphics and copy templates.
  - Educational videos.
  - Radio script templates.
  - App campaign templates.
  - New material guide.



# Accessing P&E Assets

- Portal available on the Circular Materials website to access and download P&E templates.
- Each community will have a unique log in to access the resource portal prior to their transition date.



# Looking Ahead

# Transition Toolkit

- A toolkit with materials and resources around Alberta's transition will be sent to all communities prior to your transition date and include:
  - Overview of the transition.
  - Transition key messages & Q&A.
  - Login for the P&E resource portal to access education and creative assets.
  - Opt-out packages also include website copy and customer service information to redirect residents.



# Next Steps

- **December 10:** Opt-out P&E webinar to discuss P&E approach in further detail.
  - [Register here.](#)
- **January/February:** Opt-in P&E webinar.
- **Q1 2025:** Launch toolkits provided to communities.

Feedback and questions on P&E during transition  
can be sent to  
[communications@circularmaterials.ca](mailto:communications@circularmaterials.ca).



# Wrap Up

# Meeting Series



- Last meeting of the year taking place on December 18, 2024.
- Meetings will continue to take place on the third Wednesday of every month in 2025 from 11 a.m. – 12:00 p.m. MT. Please manually update your calendars with your unique link, or [re-register](#) and re-add the extended meeting series to your calendar:

- January 15, 2025

- February 19, 2025

- March 19, 2025

- April 16, 2025

- May 21, 2025

- June 18, 2025

- July 16, 2025

- September 17, 2025

- October 15, 2025

- November 19, 2025

- December 17, 2025



# Upcoming Events & Meetings

- **Next Municipal Working Group:**  
Wednesday, December 18, 2024  
11 a.m. - 12 p.m. MT.
- **Opt-out P&E webinar**  
Wednesday, December 10, 2024  
11:30 a.m - 12:30 p.m MT.
- Questions and suggested meeting topics can be sent to:  
[ABoperations@circularmaterials.ca](mailto:ABoperations@circularmaterials.ca).



[circularmaterials.ca](https://circularmaterials.ca)

[info@circularmaterials.ca](mailto:info@circularmaterials.ca)

November 27, 2024

Cremona Village Attn: Doug Lagore

Cremona Fire Department Attn; Kevin Miller/ Dorien Bibault

Cremona Ag. Society Attn: Phil Reid and Groups who utilize the Skating Rink

Cremona Curling Rink Attn: Dan McGonigle

Cremona Hall Board – Attn Caroline McBain

To whom it may concern;

It has come to our attention that there have been some issues about access to all of the 3 venues: Cremona Hall, Cremona Arena and Cremona Curling Rink when there are activities simultaneously happening.

We are proposing that a fire lane be clearly marked and that we jointly work with the above mentioned groups to come to a safe and collaborative agreement. Would the above mentioned groups be willing to assign someone to a joint committee to come up with a suggested solution?

Please respond to [cremonacommunityhall@gmail.com](mailto:cremonacommunityhall@gmail.com) by December 4, 2024 with a contact person, phone number and email address.

Regards,

Chris Bellamy

for

Cremona Community Hall Board



# PRLS Board Meeting Minutes

November 14, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:01 a.m. on Thursday November 14, 2024 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat, Gord Lawlor, Ray Reckseidler

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

**Guests:** Brenda Dennis, Diane Elliot – Alt., Maia Foster, Paul Peterson, Paul Webb – Alt.

**With Regrets:** Elaine Fossen, Shaleah Fox, Barbara Gibson, Joy-Anne Murphy, Dianne Roth, Les Stulberg

**Absent:** Todd Dalke, Tim Field, Cody Hillmer, Dana Kreil, Stephen Levy, Darryl Motley, Jas Payne, Shawn Peach, Ron These, Bill Windsor

**Staff:** Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

## Call to Order

Meeting called to order at 10:01 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Janice Wing to excuse Elaine Fossen, Shaleah Fox, Barbara Gibson, Ricci Matthews, Joy-Anne Murphy, Dianne Roth, and Les Stulberg from attendance at the board meeting on November 14, 2024 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 43/2024

## Agenda

### 1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.



Motion by Ray Reckseidler to accept the agenda as presented.

CARRIED

PRLS 44/2024

## **1.2. Approval of Minutes**

Gilliat asked if there were any amendments to the September 12, 2024 minutes. There were none.

Motion by Len Phillips to approve the minutes of the September 12, 2024 meeting as presented.

CARRIED

PRLS 45/2024

## **1.3. Business arising from the minutes of the September 12, 2024 meeting**

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

## **2. Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED

PRLS 46/2024

## **3.1 Board Orientation**

Sheppard spoke to the Municipal Council Library Orientation PowerPoint presentation that explained the structure of library service in Alberta.

Sheppard asked the board if they would like to attend board member training in January and when the sessions should be. There were requests for weekends, evenings, and during the day. Sessions will be scheduled in January.

Ricci Matthews entered the meeting at 10:34 a.m.

## **4.1 Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair.

Janice Wing nominated Barb Gilliat, who allowed her name to stand.

Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED

PRLS 47/2024



Barb Gilliat became Parkland's Board Chair by acclamation. Sheppard turned the meeting back to Barb Gilliat.

#### **4.2 Election of the Executive Committee**

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair – Barb Gilliat
- Seat 2 – Carlene Wetthuhn, Camrose County
- Seat 3 – Deb Coombes, Town of Bowden
- Seat 4 – Len Phillips, Town of Rocky Mtn. House
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Twyla Hale, City of Lacombe
- Seat 7 – No representative chosen
- Seat 8 – No representative chosen
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Janice Wing, Town of Innisfail

Those areas that did not select a member for the Executive Committee will have the opportunity to do so at the February board meeting.

Motion by Deb Coombes to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2024

#### **4.3 Marketing and Advocacy Committee Report**

Gord Lawlor presented the Advocacy Report. Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues. Some of the things to consider include a broader scope of representation from around the region when determining the Advocacy Committee's membership. Perhaps it needs to be based on representation similar to that of the Executive Committee.



Overall, the committee has much to be proud of. Over the years the committee has assisted with the development of many training materials and it was instrumental in creating an Advocacy Committee made up of the seven library systems which is still in operation despite meeting infrequently. Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Motion by Wayne Clark to receive the Marketing and Advocacy Committee Report for information.

CARRIED  
PRLS 49/2024

#### **4.4 Board Signing Authorities**

Sheppard reviewed. According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Barb Gilliat and Twyla Hale volunteered to be Parkland's board signing authorities.

Motion by Gord Lawlor to appoint Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2024-2025.

CARRIED  
PRLS 50/2024

#### **4.5 Strategic Plan Work Plan**

Sheppard reviewed. Included in the package was a copy of Parkland's 2023-2027 Strategic Plan Work Plan. We are only on year two of the plan and work is ongoing.

While we have had many successes, we have also observed that despite providing significant resources to libraries, particularly in the areas of advocacy and marketing, it appears they are not utilizing them. Also, as we try to develop a collective identity and cooperation between the libraries as outlined in the plan, there is a tension between those libraries that have a collective vision versus those libraries which prefer to emphasize a local focus.

Motion by Ray Reckseidler to receive Parkland's Strategic Plan Work Plan for information.

CARRIED  
PRLS 51/2024

#### **4.6 Budget Approval Update**

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 70% of the municipalities representing 85% of the population. The Parkland budget for 2025 has been passed.

Motion by Sarah Fahey to receive for information.

CARRIED  
PRLS 52/2024



#### **4.7 Board Member Survey Results**

Gilliat reviewed. Included in the package was the results of the three-question survey given to board members at the end of their September 12<sup>th</sup> meeting. Response to the survey was good and the comments were, in general, gratifyingly positive.

A number of issues raised are related to technology or connectivity problems on the user's end. A couple of other issues could potentially be addressed by amending the "ground rules," and there is one comment which has less to do with how to conduct board meetings and more about disagreeing with a board decision.

Motion by Edna Coulter to receive for information.

CARRIED  
PRLS 53/2024

#### **4.8 Letter to the Board by Debra Smith**

Parkland Vice-Chair Debra Smith has indicated she will not be seeking further appointment. Her last meeting as a member of the Parkland board was the Executive Committee meeting held on October 17<sup>th</sup>.

Smith joined the board in 1998 after participating in a restructuring period that ended in 1997 when changes to the School Act resulted in Parkland losing its primary source of income. Remaining on the board continuously since joining, Smith has been Parkland's longest serving board member and was Board Chair from 2011-2023. The Parkland Board and staff thank her for her unwavering support and long-term service.

Motion by Teresa Cunningham to receive Smith's letter for information.

CARRIED  
PRLS 54/2024

Jackie Northey left the meeting at 10:52 a.m.

Leonard Phillips left the meeting at 10:58 a.m.

Jordon Northcott left the meeting at 11:00 a.m.

#### **4.9 Updates**

##### **4.9.1. Director's Report**

##### **4.9.2. Library Services Report**

##### **4.9.3. IT Report**

##### **4.9.4. Finance & Operations Report**

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

Motion by Harvey Walsh to receive the Director's, Library Services, IT, and Finance & Operations Report for information.

CARRIED  
PRLS 55/2024



#### 4.10. **Parkland Community Update**

**Carstairs Public Library** won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

**Cremona Municipal Library** partnered with FCSS to host a visit with Santa on November 13<sup>th</sup> with goodie bags and photo opportunities.

**Delburne Municipal Council** hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and information.

**Penhold & District Public Library** hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. The library is also hosting a community Christmas event on November 22<sup>nd</sup> with Santa and Christmas carols.

**Stettler Public Library** is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

#### 5. **Adjournment**

Motion by Carlene Wetthuhn to adjourn the meeting at 11:22 a.m.

CARRIED  
PRLS 57/2024

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Chair



# PRLS BOARD TALK

## Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 14, 2024

### Organizational Meeting

Parkland's board has four new members. Board members in attendance elected the new Executive Committee and Board Chair. Barb Gilliat was re-appointed Board Chair by acclamation.

### Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

- Deb Coombes** – Town of Bowden
- Barb Gilliat** – Village of Alix (Committee Chair)
- Twyla Hale** – City of Lacombe
- Marc Mousseau** – S.V. of Parkland Beach
- Len Phillips** – Town of Rocky Mtn. House
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Seats seven and eight are vacant, and will hopefully be filled at the February meeting of the board.

### Parkland 2024 Budget

The Parkland budget has been approved by 70% of the municipalities representing 85% of the population, with one municipality declining.

### Advocacy Committee

Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference

with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues.

Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

### Board Meeting Dates for 2025

Parkland will be holding board meetings virtually in 2025. Board meeting dates are subject to change, but are set as follows:

- **February 27** - Annual Report, Year in Review
- **May 15** - 2024 Financial Statements presented
- **September 11** - Budget presentation for 2026
- **November 27** - Organizational Meeting

### Board Member Survey Results

Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were gratifyingly positive.

### Advocacy Activities

#### MLA Visits

Parkland's Director and Board Chair have, at the recommendation of the Advocacy Committee, been engaged in visits with Parkland's MLA and municipal councils. So far Sheppard and Gilliat have met with the City of Camrose, Lacombe County, Sylvan Lake, Delburne, and Rocky Mountain House councils. To date, the only MLA with whom Sheppard and Gilliat have met is Jennifer Johnson. However, two more meetings with MLA's have been scheduled and there is at least one more council meeting scheduled for later in November.

Thus far, all the visits have gone well. Council visits have emphasized the value of Parkland and its services. The visits to the MLAs have highlighted the need for regular,

small increases in funding as previously directed by the board.

### Central Alberta's Woodworking Guild

Parkland has entered into a partnership with the Central Alberta's Woodworker's Guild to produce a variety of puzzle kits for programming use in public libraries. These kits are intended to provide children a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand/eye coordination skills. These kits are being produced at low cost with repurposed oak from discarded church pews. The puzzles and kits can be assembled and disassembled over and over again allowing for years of use, and are being produced at a very reasonable cost.

When all of the kits are produced, it is Parkland's intention to hold an event at one of our member libraries and invite the press. Not only would such an event emphasize the relationship between Parkland and our member libraries, it would also show how Parkland can partner with a local volunteer organization to provide a project of tremendous benefit to the local community.

### Marketing Activities

Parkland has just wrapped up their three major contests for 2024. They are the *Golden Ticket Contest*, the *Library Card Sign-Up & Renewal Contest* for patrons and the *Library Card Sign-Up Contest* for libraries.

The sign-up and renewal activities were held throughout September and October. There were 2,607 entries for the patron contest representing 41 libraries. The patron prizes for these contests were Visa gift cards. Winners were identified in Lacombe, Ponoka, Sundre, Penhold, Eckville, Bashaw, Camrose, and Olds. The library that signed up the most new patrons in relation to their population was Amisk. They will receive a state-of-the-art virtual reality headset to keep at their library.

The *Golden Ticket Contest* was held throughout the month of October. There were 540 entries with 38 libraries represented. A patron from Bashaw was the winner of a weekend trip to Calgary including tickets to the science center and zoo, as well as gift cards for accommodations, gas, and food.

### Advertising Campaign

Parkland's multi-faceted advertising campaign through *Black Press Media* is wrapping up. Eight libraries (Sylvan Lake, Rimbey, Penhold, Castor, Stettler, Lacombe, and Blackfalds) were selected from Black Press communities and received free newspaper print ads.

### Committee News from Trustees

**Carstairs Public Library** won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

**Cremona Municipal Library** partnered with FCSS to host Santa on November 13<sup>th</sup> with goodie bags and photo opportunities.

**Delburne Municipal Council** hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and the information provided.

**Penhold & District Public Library** hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. They are also hosting a community Christmas event on November 22<sup>nd</sup> with Santa and Christmas carols.

**Stettler Public Library** is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

### Board Members Present

Barb Gilliat (Vice-Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing **(Guests)** Brenda Dennis, Diane Elliot, Maia Foster, Paul Peterson, Paul Webb

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

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**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:

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

**RECOMMENDED ACTION:**

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

INTLS: CAO: KO

AR117417

December 5, 2024

Dear Chief Administrative Officers, Appointed Assessors, and Industry Associations,

The 2024 Assessment Year Modifiers (AYMs) have been calculated and are detailed below. Since the assessment models are not updated annually, AYM's serve as a cost index, adjusting the assessment values of regulated properties each year. Separate AYM's are calculated for each property type.

The previous method for calculating AYM's was viewed as unclear and difficult to validate, creating challenges for stakeholders in managing tax planning due to unpredictable fluctuations in property values. As part of the Assessment Model Review (AMR) process, stakeholders have expressed a preference for a methodology that is consistent in its formulation, uniformly applied across all property types, transparent about the data sources used, and balanced between accuracy and predictability. It should be noted that the selected indices, including the weightings, will undergo further review to ensure they remain appropriate during the model reviews of each property type.

The updated methodology detail is attached and has been used to calculate the AYM's for this year.

**2024 AYM Summary**

Cost increases in the 2024 AYM's are reflected in the indices used and generally mirror current inflationary trends seen across the economic landscape.

Property Type	2023 Assessment Year AYM	2024 Proposed AYM	Percent Change 2023 to 2024 Assessment Years
Wells	1.576	1.659	5.29%
Pipelines	1.062	1.112	4.74%
Electric power	1.715	1.808	5.40%
Telecommunication carriers	1.341	1.406	4.85%
Cable distribution undertakings	1.620	1.699	4.85%
Machinery and equipment	1.596	1.682	5.36%
Railway property	1.807	1.895	4.88%
<b>Farm Land</b>			
Dry Arable	1.000	1.000	0%
Dry Pasture	1.000	1.000	0%
Irrigated Arable	1.030	1.030	0%
Woodlots	1.000	1.000	0%

The AYMs will be official once approved and published later this year in the 2024 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land.

If you have questions, please contact the Assessment and Property Tax Policy unit at 780-422-1377 or by email at [ma.aptp@gov.ab.ca](mailto:ma.aptp@gov.ab.ca).

Sincerely,

Ethan Bayne  
Assistant Deputy Minister

Attachment



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

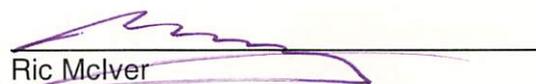
MINISTERIAL ORDER NO. MSD:094/24

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 220 of the *Municipal Government Act*, make the following order:

That Priscilla Sorochan is designated to carry out the duties of a chief administrative officer with respect to the petition received on November 8, 2024, from electors of the Village of Cremona.

That in the event Priscilla Sorochan becomes incapable of carrying out the duties of chief administrative officer with respect to the petition, Ruth McCuaig be designated as chief administrative officer in place of Priscilla Sorochan.

Dated at Edmonton, Alberta, this 2nd day of December, 2024.

  
Ric McIver  
Minister of Municipal Affairs

# Assessment Year Modifiers (AYMs)

## Update to the Methodology

### Background

Since assessment models are not updated annually, AYM's serve as a cost index, adjusting the assessment values of regulated properties each year. Separate AYM's are calculated for each property type. The previous method for calculating AYM's was viewed as unclear and difficult to validate, creating challenges for stakeholders in managing tax planning due to unpredictable fluctuations in property values.

As part of the Assessment Model Review (AMR) process, stakeholders have expressed a preference for a methodology that is consistent in its formulation, uniformly applied across all property types, transparent about the data sources used and balanced between accuracy and predictability.

### Overview

#### Existing Methodology

The previous methodology for calculating AYM's, which annually adjusts regulated property assessments, has been modified based on feedback from stakeholders. Many expressed concerns about the complexity of the current process, the potential for significant fluctuations due to historical trends, and the lack of transparency in the calculation approach, which incorporated proprietary data.

#### New Methodology

The new methodology reflects the discussions of the AMR Steering Committee, which highlighted stakeholder concerns regarding the clarity and reliability of the current process. Stakeholders noted difficulties in understanding how cost changes are calculated, challenges in validating construction cost data, and the impact of fluctuating values on tax planning. The revised methodology aims to address these concerns by introducing a more consistent, transparent, and predictable approach to AYM's.

### Key Changes in the New Methodology

The updated methodology introduces several important changes. It incorporates Statistics Canada indices for four primary cost categories and also includes a 3-year rolling average to reduce volatility and ensure stable year-over-year changes. The cost categories include:

- **Labour** (Index 18-10-0140-01): Construction union wage rate index for the Edmonton area.
- **Construction Equipment** (Index 18-10-0279-01): Rental and leasing services price index for construction equipment
- **Bulks Material** (Index 18-10-0266-01): Industrial Product Price Index (IPPI) for various material categories and
- **Major Equipment** (Index 18-10-0270-01): Machinery and Equipment price index (MEPI).

At a high level the methodology calculates cost changes extracted from the indices with an appropriate weighting applied for each property type and index (as shown in the table below). The total change for each property type is calculated for the current and two previous years and then averaged to provide the current construction cost change that is used to calculate the current year AYM.

Table 1: AYM Indices and Weighting							
Primary Cost Category	Index	Pipeline Weights	Wells Weights	M&E Weights	EPP Weights	Telecom Weights	Rail Weights
Labour	18-10-0140-01	45%	10%	45%	40%	35%	30%
Construction Equipment	18-10-0279-01	22%	32%	7%	12%	27%	32%
Bulks Material	18-10-0266-01	33%	58%	15%	15%	38%	38%
Major Equipment	18-10-0270-01	0%	0%	33%	33%	0%	0%
TOTAL		100%	100%	100%	100%	100%	100%

## Next Steps

Beginning in 2025, the new methodology for calculating AYMs will be applied using publicly available Statistics Canada data and an updated method that ensures smoother and more stable year to year changes. AYMs in the 2024 Minister's Guidelines for linear, railway, and machinery and equipment will be calculated using this methodology and are expected to be available in December 2025. The selected Statistics Canada indices, including the weightings, will undergo further review to ensure they remain appropriate during the model reviews of each property type.

Stakeholders can follow the progress of the AMR on the Regulated Property Assessment Model Engagement website at [Assessment Model Review engagement | Alberta.ca](https://www.alberta.ca/assessment-model-review-engagement)

For inquiries during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).



## Information Release

10 - 1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

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*For Immediate Release*

### **Mountain View County Grants E3 Lithium an Option to Acquire Land at Former Gravel Pit**

*November 21, 2024, Mountain View County, AB* – Mountain View County is pleased to announce that the County has approved a request by E3 Lithium Ltd. for an option to purchase the land at the former Dyck Gravel Pit, located approximately 18 kilometers east of the County Office. This site, previously used for aggregate extraction, has been deemed suitable for potential commercial lithium production by E3 Lithium, further enhancing the County's economic prospects.

Under the Municipal Government Act (MGA), R.S.A. 2000, c. M-26, Mountain View County has the authority to sell land at market value without advertising, provided a specific request to purchase is made. In this case, E3 Lithium has made such a request, prompting the County to assess the fair market value of the property. This assessment was carried out through a real estate appraisal and engineered calculations to address liabilities resulting from the site's previous use for aggregate operations. It is important to note that the County did not expect to develop this land for other commercial purposes and its sale to E3 Lithium represents a unique opportunity for the County. The Dyck Gravel Pit has been selected as an ideal location for E3 Lithium's project, as it was previously disturbed by aggregate operations, making it suitable for repurposing. This aligns with Council's strategic commitment to minimize the amount of agricultural land taken out of production to support non-agricultural endeavors. The option to purchase price is \$1,562,128 and reflects a net amount after accounting for reclamation costs that the County would have incurred had the land been reclaimed rather than sold.

As part of the land acquisition, E3 will repurpose the majority of the area disturbed for aggregate extraction and will assume responsibility for reclamation of the site to Alberta Environment standards.

While Mountain View County has entered into an agreement with E3 Lithium that grants them an option to purchase the land, this option has not yet been exercised. Mountain View County is committed to collaborating with E3 Lithium throughout the land acquisition process and beyond. While the County's role is limited to the sale of the land, we will continue to work closely with E3 Lithium as the project progresses. This includes ongoing coordination related to infrastructure, roads, and other local considerations. All regulatory compliance, permits, and approvals for lithium extraction will remain under the jurisdiction of the Alberta Energy Regulator (AER), ensuring that E3 Lithium meets all necessary regulations and safety standards. Mountain View County has a limited role in the approval process, primarily focused on secondary aspects such as haul routes and road upgrade requirements. These areas of responsibility, while important to the local infrastructure, are secondary to the regulatory framework established by the AER. The County is relying on the provincial regulatory process, in that it will provide appropriate consideration towards minimizing off-site impacts and addressing concerns of landowners in the area. E3 Lithium has also outlined their commitment to ensuring that adjacent landowners remain informed and encourage any questions to be directed towards their team. Inquiries can be sent to Lee Hardy, Stakeholder Relations Manager, at 587-324-2775 or via email, at: [lhardy@e3lithium.ca](mailto:lhardy@e3lithium.ca)

The potential sale of this land, should E3 Lithium choose to exercise their option, presents numerous benefits for Mountain View County, including significant economic growth through the establishment

of a commercial lithium production facility, which has the potential to create hundreds of jobs and boost the local economy. This initiative also supports sustainable development, aligning with Alberta's goals in advancing clean energy technologies. Additionally, the sale of the land, along with the future economic activities it will generate, will contribute to the County's financial health. Should the commercial production facility not proceed, the land will remain under the ownership of Mountain View County.

Mountain View County remains dedicated to transparency and engagement throughout this process. We will continue to communicate with stakeholders and keep the community informed as developments unfold.

-30-

**Media inquiries may be directed to:**

Angela Aalbers, Reeve  
Mountain View County  
403-335-3311  
[aaalbers@mvcountry.com](mailto:aaalbers@mvcountry.com)

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**AGENDA NO.:** 11

**TITLE:** Next Meeting

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

**BACKGROUND / PROPOSAL:**

Next Meeting: January 21, 2025

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

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

**RECOMMENDED ACTION:**

**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, January 21, 2025, at Council Chambers located at 106 1<sup>st</sup> Avenue East.

INTLS: CAO: KO



## REQUEST FOR DECISION

**MEETING: Regular Council Meeting**

**Date: December 17, 2024**

**AGENDA NO.: 12**

**TITLE: Closed Meeting -NONE**

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

### **BACKGROUND / PROPOSAL:**

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

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

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

The council will be required to make a motion to convene a Closed Meeting to discuss items related to land, law, 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: December 17, 2024**

**AGENDA NO.: 13**

**TITLE: RECONVENE -N/A**

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

**BACKGROUND / PROPOSAL:**

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

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

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

**RECOMMENDED ACTION:**

**MOTION** That Mayor Reid reconvenes from a closed meeting to Regular Council meeting at \_\_\_\_\_p.m.

INTLS: CAO: KO

**MEETING:** Regular Council Meeting

**Date:** December 17, 2024

**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 17<sup>th</sup> day of December at \_\_\_\_\_ p.m.

INTLS: CAO: KO