



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

**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 1**

**TITLE: Call to Order**

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

Doug Lagore, Official Administrator called the October 29, 2025, Village of Cremona Organizational Council meeting to order at \_\_\_\_\_ PM

INTLS: CAO: *KO*



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

**MEETING:** Organizational Council Meeting

**Date:** October 29, 2025

**AGENDA NO.:** 2

**TITLE: ACCEPTANCE OF AGENDA:** October 29, 2025, Organizational Council Meeting

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

**BACKGROUND / PROPOSAL:**

By resolution, Council must accept the agenda.

**RECOMMENDED ACTION:**

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

INTLS: CAO: *ko*



## **ORGANIZATIONAL COUNCIL MEETING AGENDA**

**October 29, 2025, at 6:00 p.m.**

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

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**ATTENDANCE:** Doug Lagore, Official Administrator

**Mayor:** Craig Lamb, **Councillors:** Leslie Abrams, Christina Liu, Eric Martin, Jennie Thompson

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

**ABSENT:**

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**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

- 3. DELEGATION / PRESENTATION** a) SWEARING IN CEREMONY  
b) Molly Lerbekmo- Outdoor Rink

**4. NEW BUSINESS**

- a) **RFD 25-10-075** Appointing Deputy Mayor
- b) **RFD 25-10-076** Signing Authority
- c) **RFD 25-10-077** Appointing of Council to Boards, Committees, and Commissions
- d) **RFD 25-10-078** Dates & Times for Regular Meetings

**5. BYLAWS & POLICIES**

- a) **RFD 25-10-079** Legislative Remuneration and Expense Policy 1601-01
- b) **RFD 25-10-080** Council Code of Conduct Bylaw 474-17

**6. ADJOURNMENT**



**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 3 a)**

**TITLE: DELEGATION /PRESENTATION: *Swearing in Newly Elected Mayor and Councillors***

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

**BACKGROUND / PROPOSAL:**

2025 Election held October 20, 2025, Official Vote numbers Total 162

Mayoral: Craig Lamb

Council: Leslie Abrams

Christina Liu

Eric Martin

Jennie Thompson

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

When by a statute of Alberta a person is required to take an official oath on  
(a) being appointed to an office other than that of judge or justice of the peace, or  
(b) being admitted to a profession or calling, the oath shall be taken in the following form:

**RECOMMENDED ACTION:**

*I, **Craig Lamb**, swear that I will diligently, faithfully, and to the best of my ability execute according to the law, the office of Mayor for the Village of Cremona, in the Province of Alberta.  
So help me God*

*I, **Leslie Abrams**, swear that I will diligently, faithfully, and to the best of my ability execute according to the law, the office of Councilor for the Village of Cremona, in the Province of Alberta.*

*So help me God*

*I, **Christina Liu**, swear that I will diligently, faithfully, and to the best of my ability execute according to the law, the office of Councilor for the Village of Cremona, in the Province of Alberta.*

*So help me God*

*I, **Eric Martin**, swear that I will diligently, faithfully, and to the best of my ability execute according to the law, the office of Councilor for the Village of Cremona, in the Province of Alberta.*

*So help me God*

*I, **Jennie Thompson**, swear that I will diligently, faithfully, and to the best of my ability execute according to the law, the office of Councilor for the Village of Cremona, in the Province of Alberta.*

*So help me God*

MEETING: Organizational Council Meeting

Date: October 29, 2025

AGENDA NO.: 3 b)

TITLE: DELEGATION /PRESENTATION: *Outdoor Ice Rink*

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

**BACKGROUND / PROPOSAL:**

Molly Lerbekmo has reached out to the village requesting help with placement of an outdoor skating rink within the Village of Cremona.

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

The site that has been brought up is below.



**RECOMMENDED ACTION:**

MOTION THAT Councillor \_\_\_\_\_

INTLS: CAO: KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-10-075**

**MEETING:** Organizational Council Meeting

**Date:** October 29, 2025

**AGENDA NO.:** 4 a)

**TITLE:** New Business: Appointing Deputy Mayor

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

**BACKGROUND / PROPOSAL:** Council must appoint a Deputy Mayor commencing October 29, 2025

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

Municipal Government Act Sec. 145, Part 6 Municipal Organization & Administration Sec 201 & Sec 203  
Delegation by Council  
Municipal Government Act. Sec. 192

**RECOMMENDED ACTION:**

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

Councillor \_\_\_\_\_ accepts the nomination for the Deputy Mayor.

**MOTION** by \_\_\_\_\_ THAT the Village of Cremona appoints \_\_\_\_\_ as Deputy Mayor for the Village of Cremona commencing October 29, 2025.

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-10-076**

**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 4 b)**

**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 Lamb be appointed signing authority for the village, and the Deputy Mayor \_\_\_\_\_.

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

Elected Officials should have two with signing authority being the Mayor and Deputy Mayor. Administration signing authority would be the CAO and Cooperate Service.

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves that Official Administrator Doug Lagore to be removed as a signing authority for the Village of Cremona with Servus Credit Union.

**MOTION** THAT Councillor \_\_\_\_\_ appoints Mayor Lamb as signing authority for the Village of Cremona, and that Deputy Mayor \_\_\_\_\_ also be appointed as signing authority for the Village of Cremona with the Servus Credit Union, and further that they be authorized to sign all documents until further notice

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-10-077**

**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 4 c)**

**TITLE: New Business: Appointment of Council Members to  
Boards, Committees & Commissions**

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

**BACKGROUND / PROPOSAL:** Council must appoint members to Boards, Committees & Commissions on an annual basis.

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

Municipal Government Act. Sec. 192

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ appoints the following council members to the Boards, Committees and Commissions as Noted:

**Cremona Library Board**

1. Councillor \_\_\_\_\_

**Parkland Regional Library Board**

1. Councillor \_\_\_\_\_

**Cremona & District Recreational & Cultural Board**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Mountain View Senior' Housing Board**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Cremona Family & Community Support Services Board**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Cremona/Water Valley & District Chamber of Commerce**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Didsbury Community Policing Advisory Committee**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Intermunicipal Collaborative Committee (ICC)**

1. Mayor Lamb
2. Deputy Mayor \_\_\_\_\_ (Alternate)

**Mayors & Reeves of Central Alberta**

1. Councillor \_\_\_\_\_
2. Councillor \_\_\_\_\_ (Alternate)

**Mayors of South-Central Alberta**

1. Mayor Lamb



## Council Board Appointments

The following list is a list of boards and commissions that Village Council members sit on as part of their mandate.

### Cremona Library Board

**Time Commitment** – Meetings are held once a month (currently 2<sup>nd</sup> Thursday) at 7:00 pm. plus a budget meeting at the Cremona Library. No meetings for the months of July, August & December. There must be 8 meetings held a year.

**Representation**- One Village Council member is needed, and the appointment is made yearly at the organizational meeting.

**Description** - Cremona Library receives funding from Mountain View County and the Village of Cremona. These funds are used to supply programs through the library. As a board member you will be involved developing future programs and operations of the library as set out by the Village of Cremona Bylaw, Cremona Library Bylaw, Policies and Provincial legislation.

### Parkland Regional Library (PRL)

**Time Commitment** – Meetings are held quarterly, and members may be appointed to the executive that meets more often. Meetings are held at the head office in Lacombe or via Zoom.

**Representation**- One representative is required from the Village of Cremona. In the past the village member to the Cremona Library Board has been appointed.

**Description** – Parkland Regional Library provides human and material support services as needed by libraries in central Alberta. Parkland's head office is located in Lacombe and serves 50 libraries in central Alberta and runs from the B.C. border across the province to the Saskatchewan border. More information can be found on their website at [www.prl.ab.ca](http://www.prl.ab.ca).

### Cremona & District Recreation & Culture Board

**Time Commitment** – Up to 3 meetings are held yearly when required. They are convened at the call of the chair. Meetings may last from 1 to 3 hour, and similar amount of time may be required for preparation for each meeting.

**Representation** of on representative is required from Village of Cremona Council. This is a board of Mountain View County. It consists of from 6 to 8 members from the Village of Cremona and Mountain View County.

**Description** - Cremona & District Recreation & Culture Board distributes funds transferred to the Village of Cremona by Mountain View County for recreation purposes. The transfer of the funds to the Village is set out in the MOA signed by the Village and County.

### **Mountain View Seniors' Housing Group**

**Time Commitment** – meetings are held every 2 months. Board members may be appointed to committees, and this may require more time. In the past meetings run from 6:30 to 9:00 pm and are held at various locations in the district.

**Representation**- On representative is required from Village of Cremona council. The board consists of 7 members. All members must be members of councils and are from Mountain View County and all urban municipalities within the county.

**Description** - Mountain View Seniors' Housing's aim is to provide quality, safe, self- sustainable living and support services while promoting a healthy and independent lifestyle. More information may be found at [www.mvsh.ca](http://www.mvsh.ca).

### **Mountain View Regional Waste Management Commission**

**Time Commitment** – meetings are held monthly in various locations. Board members may be appointed to committees, and this may require more time.

**Representation**- is required from Village of Cremona council. The board consists of 7 members. All members must be members of council, and from Mountain View County and all urban municipalities within the county.

**Description** - Mountain View Regional Waste Management Commission aim is to divert as much waste as possible from disposal in landfill and reduce waste management expenses by operating an integrated waste management system, which includes reuse, reduction recycling, recovery and disposal. More information can be found at [www.mountainviewwaste.ca](http://www.mountainviewwaste.ca).

### **Cremona/Water Valley & District Chamber of Commerce**

**Time Commitment** – meetings are held once a month. There may be extra time required if one becomes part of the executive and if one takes part in other chamber projects.

**Representation** - the Village of Cremona is a member of the chamber and is therefore eligible to appoint a member to the board. The board consists of representatives of members of organizations.

**Description** – Cremona/Water Valley & District Chamber of Commerce promotes development of commerce in Cremona and area. More information can be found at [www.cremonawatervalley.com](http://www.cremonawatervalley.com).

### **Didsbury Community Policing Advisory Committee**

**Time Commitment** – meetings are held quarterly at the Didsbury RCMP detachment.

**Representation**- is from Mountain View County, Didsbury, Carstairs and Cremona along with members from Citizens on Patrol.

**Description** – working with Didsbury RCMP to assist in the delivery of policing in the area.

### **FCSS Advisory Board**

**Time Commitment** – FCSS Board meets are set for 4 – 5 meetings per year.

**Representation** – one member of Council

**Description** - Family and Community Support Services (FCSS) is an 80/20 funding partnership between the Government of Alberta and participating municipalities or Metis Settlements. FCSS receives its mandate from the [Family and Community Support Services Act](#) and the [Family and Community Support Services Regulation](#).

FCSS is based on a shared understanding that municipalities and Metis Settlements are in the best position to:

- assess community needs and set priorities
- support individuals, families and communities through preventative social programs and services

### **Mayors of South-Central Alberta (MSCA)**

**Time Commitment** – The MSCA meets quarterly

**Representation** – The Mayor or the Deputy Mayor is appointed to represent Cremona on this Committee

**Description** – The Mayors of South-Central Alberta is a group of Regional Mayors that meets from time to time to discuss issues that are unique to our region. The Committee includes Mayors or Deputy Mayors from Sundre, Olds, Didsbury, Carstairs and Cremona, Three Hills, Drumheller and Crossfield.

### **Mayors & Reeves of Central Alberta**

**Time Commitment** – The MSCA meets quarterly

**Representation** – The Mayor or the Deputy Mayor is appointed to represent Cremona on this Committee

**Description** – The Mayors & Reeves of Central Alberta is a group of Regional Mayors & Reeves that meets from time to time to discuss issues that are unique to central Alberta.

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-10-078**

**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 4 d)**

**TITLE: New Business: Meeting Dates & Time**

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

**BACKGROUND / PROPOSAL:** The Village of Cremona Council set the third Tuesday of each month beginning at 7:00 p.m. with a coffee visiting time for 6:30 to 7:00 P.M.

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

Council does not need to change the meeting dates and times; the organizational meeting is a good time to reflect and make changes if needed.

Council may also include a hiatus from Council Meetings in July and/or August at this time as well.

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ set the Regular Council Meetings Schedule for the Third Tuesday of each month at 7:00 p.m. with a casual coffee time for the public from 6:30 to 7:00 p.m.

AND

**MOTION** THAT Councillor \_\_\_\_\_ approve to take a hiatus from Council Meetings for the month Of \_\_\_\_\_ 2026.

INTLS: CAO KO

 **VILLAGE OF  
Cremona**  
**REQUEST FOR DECISION 25-10-079**

**MEETING:** Organizational Council Meeting

**Date:** October 29, 2024

**AGENDA NO.:** 5 a)

**TITLE Bylaws & Policies:** Legislative Remuneration &  
Expense Policy No. 1601-01

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

**BACKGROUND / PROPOSAL:** Council members are compensated for the time and effort they dedicate to the betterment of the Village. At present, remuneration is provided on an hourly basis. However, an alternative compensation structure has worked — offering a per-meeting rate instead. The suggested range for this rate is \$100.00 to \$150.00 per meeting, which aligns with what councillors in comparable municipalities receive.

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

The Annual Organizational Meeting must be held every October.

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ approves the Remuneration & Expense Policy No. 1601-01 as presented.

**MOTION** THAT Councillor \_\_\_\_\_ approves the Remuneration & Expense Policy No. 1601-01 with the amendments being...

INTLS: CAO KO



## Policy #1601-01

### Remuneration and Expense Policy

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#### **POLICY STATEMENT:**

The Village of Cremona will establish guidelines regarding Council Remuneration and Expense as well as Expense for Employees.

#### **1. COUNCIL REMUNERATION:**

- 1.1 The Mayor will receive a basic payment of \$225.00/month
- 1.2 The Deputy Mayor will receive a basic payment of \$200.00/month
- 1.3 Councillors will receive a basic payment of \$175.00/month

#### **2. COUNCILLOR BOARD AND COMMITTEE MEETINGS**

- 2.1 In addition to the basic remuneration fee which includes the month Regular Council Meetings; Council members will be paid for any meetings that they attend on behalf of the Village of Cremona.
- 2.2 When submitting a claim for travel, meals, lodging, etc. an Expense Claim Form must be filled out and submitted to administration.

#### **3. MEETING EXPENSE RATES**

- 3.1 **\$20.00 per hour**
- 3.2 Item 3.1 does not apply if the Council members are compensated by the committee, commission or board in which they have been appointed.
- 3.3 Travel/mileage will be set at the Alberta Provincial rate per kilometre
- 3.4 Meal expenses must be accompanied by receipts
- 3.5 Lodging expenses must be accompanied by receipts
- 3.6 Other expense not listed must be accompanied by receipts

#### **4. COUNCIL AND EMPLOYEE EXPENSES**

- 4.1 **Council members or staff shall submit receipts and mileage claims for out-of-pocket expense incurred on Village business.**

A personal expense claim form must be filled out and submitted to administration using the following criteria:

- 4.1.1 Travel/mileage will be set at the Alberta Provincial rate per kilometre
- 4.1.2 Meal expenses must be accompanied by receipts
- 4.1.3 Lodging expenses must be accompanied by receipts
- 4.1.4 Other expense not listed must be accompanied by receipts

#### **5. END OF POLICY**

**Resolution #035-14**

**Date Passed:** February 18, 2014

**Effective Date:** February 18, 2014

**Revised:** Sept. 2021 Resolution 124-21



## EXPENSE CLAIM FORM

<b>REMUNERATION:</b> Mayor: \$225/month Deputy Mayor \$200/month Councillor: \$175/month	<b>MEETINGS:</b> Committee and Board Meetings: <span style="background-color: yellow;">\$20 per hour</span>  <i>Board or Commissions that pay an honorarium such as Mountain View Regional Management Commission or Mountain View Seniors' Housing cannot be claimed.</i>
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Travel Rate: Based on Alberta Provincial Government Rate (currently \$.505 per km).

Meals Reimbursed per receipts

Lodging: Reimbursed per receipts (usually booked through municipality)

Other Expenses: Reimbursed per receipts

**NAME:** \_\_\_\_\_

Date	Description	# of Hours of Meeting	Mileage Expense (kms)	Meal Expense	Lodging Expense	Other
	<b>TOTALS</b>					

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

 VILLAGE OF  
**Cremona**  
**REQUEST FOR DECISION RFD 25-10-080**

**MEETING:** Organizational Council Meeting

**Date:** October 29, 2025

**AGENDA NO.:** 5. b)

**TITLE:** Bylaws & Policies – Code of Conduct

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

**BACKGROUND / PROPOSAL:** Council shall review the Code of Conduct on an annual basis, to remind them of their obligations of privacy, especially all in Camera discussions.

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

**RECOMMENDED ACTION:**

**MOTION** THAT Councillor \_\_\_\_\_ acknowledges that a copy of the Bylaw No. 474-17 containing the Code of Conduct Policy for the Council was provided to the Members. One signed copy of the “Acknowledgement” has been returned to the CAO to be filed at the Village of Cremona and the Member of Council has retained a complete signed copy of the Bylaw.

INTLS: CAO KO

## VILLAGE OF CREMONA

### BYLAW NO. 474.17

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#### **BEING A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.**

**WHEREAS** Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**WHEREAS** the *Code of Conduct for Officials Regulation, AR* provides that a Code of Conduct must contain certain provisions;

**WHEREAS** the Village of Cremona Council recognizes that the constituents of the Village of Cremona elected Members of Council for the purpose of providing effective leadership for the Village of Cremona and its residents;

**WHEREAS** each individual Councillor of the Village of Cremona Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Village of Cremona maintain appropriate conduct when carrying out their roles as Councillors;

**WHEREAS** this Code of Conduct must be reviewed every four years from date of passing; and

**WHEREAS** the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

**SHORT TITLE:** This Bylaw shall be called the "Council Code of Conduct".

#### **NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

##### **1.0 GUIDING PRINCIPLES**

**1.1** Council will review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.

**1.2** Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

##### **2.0 MUNICIPAL PURPOSES**

**2.1** The purposes of the Municipality of Cremona are to:

- a) to provide good government;
- b) to foster the well-being of the environment;
- c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- d) to develop and maintain safe and viable communities and
- e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

### 3.0 DEFINITIONS

**3.1 “Chief Administrative Officer”** has the meaning prescribed under the Municipal Government Act, and may be referred to as the **CAO**.

**3.2 “Conflict of Interest”** means an occurrence where a Councillor’s personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Village Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudice, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor’s position, confidential information or Village of Cremona employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor’s family, friends or business associates.

**3.3 “Complained of Councillor”** means the councillor against whom a complaint has been made under this code of conduct. This person may be referred to as the **CC**.

**3.4 “Councillor(s)”** has the meaning described under the *Municipal Government Act*, including an individual elected member of the Village of Cremona Council and the chief elected official (Mayor).

**3.5 “Council”** means the Village of Cremona Council.

**3.6 “In Camera”** means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.

**3.7 “MGA”** means the *Municipal Government Act*.

**3.8 “Pecuniary Interest”** means those occurrences as prescribed in the *Municipal Government Act*, R.S.A. 2000 Chapter M-26.

**3.9** The “**Village**” means the municipality of Cremona.

### 4.0 CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Village. The purpose of this Bylaw is to establish effective governance through proper conduct.

**The Village of Cremona Councillors each agree and commit to the following rules of conduct:**

**4.1** To act honestly and in good faith at all times,

**4.2** To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council,

**4.3** To respect all opinions of other Councillors,

- 4.4** To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee,
- 4.5** To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express written authorization by Council to represent Council's position on an issue,
- 4.6** To strictly follow the Pecuniary Interest requirements provisions of the *MGA* R.S.A. 2000 Chapter M-26,
- 4.7** To avoid occurrences which may result in a Conflict of Interest,
- 4.8** To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit,
- 4.9** To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Village, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Village will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor,
- 4.10** To incur expenses in a responsible and reasonable manner,
- 4.11** To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials,
- 4.12** To consider the welfare and interests of the Village as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Village,
- 4.13** To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith,
- 4.14** To obtain information about the operation or administration of the Village from the CAO,
- 4.15** To participate generally in developing and evaluating the policies and programs of the Village,
- 4.16** To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting,
- 4.17** To demonstrate fairness, accountability and open mindedness on all matters,
- 4.18** To refrain from improper use of their position as a Councillor to:
- 4.18.1** gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,

**4.18.2** cause, or attempt to cause, detriment to the Village, the Village Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Village administration or staff, or

**4.18.3** seek personal benefit or gain from any information obtained through their position as a Councillor.

**4.19** A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2)*),

**4.20** To perform any other duty or function imposed on councillors by this or any other enactment or by the council,

**4.21** To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities,

**4.22** To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.

**4.23** Adhere to the code of conduct.

## **5.0 CODE OF CONDUCT IN PRACTICE**

### **5.1 Council Decisions**

**5.1.1** Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,

**5.1.2** All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,

**5.1.3** Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,

**5.1.4** While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council,

### **5.2 Councillor Expenditures**

**5.2.1** When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good,

**5.2.2** Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,

**5.2.3** Councillors shall be open and accountable with respect to all expenditures,

**5.2.4** Councillors shall strictly adhere to all Village guidelines addressing expenditures and reimbursement.

### **5.3 Dealings with Village administration, staff and members of the public**

**5.3.1** Councillors shall respect the professional opinion of Village administration and staff,

**5.3.2** Councillors shall not abuse relationships or dealings with Village administration or staff by attempting to take advantage of their position as Councillors. Councillors will, at all times, refrain from behaviour which may be perceived to be bullying of staff,

**5.3.3** All requests for information shall be directed through the CAO,

**5.3.4** Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), nor discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

**5.3.5** Councillors will treat all people with professionalism, courtesy and respect.

**5.3.6** Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

**5.3.6.1** differences in personal opinions, or

**5.3.6.2** race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

**5.3.7** It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

### **5.4 Pecuniary Interest**

**5.4.1** It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

**5.4.2** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

**5.4.3** If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

**5.4.3.1** Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee,

**5.4.3.2** Refraining from discussing the matter with Council,

**5.4.3.3** Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded,

**5.4.3.4** The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

**5.4.4** Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

**5.4.4.1** Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

**5.4.4.2** Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

## **5.5 Conflict of Interest**

**5.5.1** Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

**5.5.2** While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity,

**5.5.3** This policy does not apply to gifts donated to the Village, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Cremona or decision by Council,

**5.5.4** Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Village,

**5.5.5** The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,

**5.5.6** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.

## **5.6 Use and Disclosure of Information**

**5.6.1** Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

**5.6.2** Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information,

**5.6.3** Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

**5.6.4** Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

**5.6.5** Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Village, Council, other Councillors, Village of Cremona administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Village, Council, other Councillors, Village administration or staff, members of the public or third parties.

## **6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT**

**6.1** If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

**6.2.1** Letter of reprimand addressed to the councillor,

**6.2.2** A request to the councillor to issue a letter of apology,

**6.2.3** Publication of the letter of reprimand or request for apology and the councillor's response,

**6.2.4** Require the councillor to attend training,

**6.2.5** Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*,

**6.2.6** Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*,

**6.2.7** Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*,

**6.2.8** Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members,

**6.2.9** Reduction or suspension of remuneration as defined in section 275.1 of the *MGA* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

## **7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT**

**7.0.1** Any elector of the Village of Cremona may make a complaint alleging a breach of the code of conduct. Complaints regarding a councillor's conduct be submitted in writing to council through the CAO, using the form attached as Schedule "C",

**7.0.2** Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this policy. All discussions surrounding both alleged and substantiated violations of this code shall be conducted in a council meeting in a public or In-Camera meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*,

**7.0.3** The CC shall be given opportunity to address Council at the meeting referred to in section 5.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The CC shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the CC have legal counsel, then the Village shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before an In-camera Committee of the Whole meeting to be sanctioned,

**7.0.4** The Sanction shall be ratified by Resolution at a Regular Meeting of Council,

**7.0.5** All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct,

**7.0.6** Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

**8.0 SEVERABILITY**

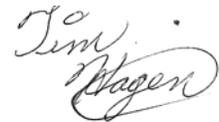
**8.0.1** Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

READ A FIRST TIME THIS 17 DAY OF OCTOBER 2017

READ A SECOND TIME THIS 17 DAY OF OCTOBER 2017

PRESENTED FOR THIRD READING THIS 17 DAY OF OCTOBER 2017

READ A THIRD TIME THIS 17 DAY OF OCTOBER 2017



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(CHIEF ELECTED OFFICIAL)



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(CHIEF ADMINISTRATIVE OFFICER)

**SIGNATURE**

The undersigned member of Council hereby acknowledges receipt of a copy of By-law 474-17, being the Mayor and Councillor's "Code of Conduct By-law".

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PRINTED NAME

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Signature of Member of Council

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Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the By-law were provided to the member. One signed copy of the By-law was returned to the CAO and the duplicate copy was retained by the member of Council.

Schedule "A"

Disclosure of Pecuniary Interest Form

Name of Councillor: \_\_\_\_\_

Date of Council/Committee Meeting: \_\_\_\_\_

Agenda Item No.: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Describe general nature of Pecuniary Interest:

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Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Councillor: \_\_\_\_\_

Schedule "B"

GIFTS & GRATUITIES POLICY REGISTER

DATE: \_\_\_\_\_

GIFT GIVEN TO: \_\_\_\_\_

GIFT FROM: \_\_\_\_\_

GIFT: \_\_\_\_\_

VALUE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Mayor/Chief Administrative Officer

VILLAGE OF CREMONA

Council and Committee Member Code of Conduct Complaint Protocol

Formal Complaint Form / Affidavit

I, \_\_\_\_\_ (please print) of the Village of Cremona, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: \_\_\_\_\_,

Mailing Address: \_\_\_\_\_,

of the City/Village of \_\_\_\_\_, in the Province of \_\_\_\_\_, Postal Code \_\_\_\_\_

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which....., etc.) I have reasonable and probable grounds to believe that \_\_\_\_\_ (name of member) has contravened section(s) \_\_\_\_\_ of the Council Code of Conduct for the Village of Cremona. The particulars of which are as follows:

\_\_\_\_\_  
\_\_\_\_\_

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.)

\_\_\_\_\_  
\_\_\_\_\_

Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Village of Cremona and for no other purpose.

SWORN BEFORE ME at the City/Village of \_\_\_\_\_,)

in the Province of Alberta, )

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ )

) \_\_\_\_\_

) NAME

\_\_\_\_\_) )

A Commissioner for Oath in and )

for the Province of Alberta )

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.





**MEETING: Organizational Council Meeting**

**Date: October 29, 2025**

**AGENDA NO.: 6.**

**TITLE: Adjournment**

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

**BACKGROUND / PROPOSAL:**

A Member of Council will move to adjourn the meeting.

**RECOMMENDED ACTION:**

**MOTION** THAT Council adjourns the Village of Cremona Organizational Council

Meeting on the 29<sup>th</sup> day of October at \_\_\_\_\_p.m.

INTLS: CAO: KO