



Regular Council Meeting
Village of Cremona Municipal Council Chambers
September 15, 2026
Time 7:00 p.m.

1. **Call to Order**
2. **Agenda – Amendments and Adoption**
 - 2.1 September 15, 2026
 - 2.2 Councillor Absence
3. **Adoption of Previous Minutes**
 - 3.1 July 21, 2026, Regular Meeting of Council Minutes Pg. 1
 - 3.2 August 19, 2026, Regular Meeting of Council Minutes Pg. 8
 - 3.3 September 1, 2026, Special Closed Meeting of Council Pg. 12
4. **Delegation:** None
5. **Public Hearing:** None
6. **Open Forum**
7. **Bylaws/Policies:**
 - 7.1 RFD Policy No. 1101-01 Public Participation Policy Pg. 14
 - 7.2 RFD Bylaw No. 2026-001 Committees Bylaw Pg. 23
 - 7.3 RFD Bylaw No. 2026-002 Procedural Bylaw Pg. 34
8. **Old Business:** None
9. **New Business:**
 - 9.1 RFD Variance Request, Block 8 & 9, Plan 3975HY, CMHP Pg. 58
 - 9.2 RFD School Bus Parking Pg. 65
 - 9.3 RFD MOU Helping Hands Pg. 66
10. **Financial**
 - 10.1 RFD Q2 Financial Report Pg. 67
11. **Administration:**
 - 11.1 MV Water Monthly Summary Pg. 88
12. **Council Committee Reports: (Council Reports Verbal or Written)**
 - 12.1 RFD Council Reports for Month Year Pg. 97
 - 12.1a Councillor Abrams
 - 12.1b Councillor Martin
 - 12.1c Councillor Liu
 - 12.1d Councillor Thompson
 - 12.1e Mayor Lamb
13. **Correspondence:** RFD Correspondence/Invitations: None
14. **Closed Meeting:**
 - 14.1 Advice From Officials, *Access To Information Act*, Section 29
15. **Adjournment**

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**Minutes of the Village of Cremona Regular Council Meeting held on
Tuesday, July 21, 2026 – Commencing at 7:00 p.m.**

IN ATTENDANCE: Mayor Lamb, Deputy Mayor Liu, Councillors Abrams,
& Thompson

OTHERS PRESENT: CAO Karen O'Connor, IT Technician, Glen Harison
and 9 members of the public

ABSENT:

1.1 CALL TO ORDER:

Mayor Lamb calls the meeting to order at 7:00 P.M.

2.1 ADOPTION OF AGENDA:

Res: 26/160 MOTION THAT Councillor Liu accepts July 21, 2026, agenda as amended.
Addition: RFD 26-07-045 Telling Your Story: A Community History Video

CARRIED

3. ADOPTION OF MINUTES:

Res: 26/161 MOTION THAT Councillor Abrams accepts June 16, 2026,
Regular Council Meeting minutes as amended.

CARRIED

Res: 26/162 MOTION THAT Councillor Abrams accepts June 23, 2026
Special Council Meeting Minutes as amended.

CARRIED

Res: 26/163 MOTION THAT Councillor Liu accepts July 7, 2026
Special Council Meeting Minutes as amended.

CARRIED

4. DELEGATIONS / PRESENT: None

5. OPEN FORM:

Res: 26/164 MOTION THAT Councillor Liu that there were no questions or concerns from the gallery.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MEETING: None

7. a) BYLAWS & POLICIES: RFD 26-07-036 Zone Bylaw 524-26

Res: 26/165 **MOTION** THAT Councillor Abrams gives the Second reading to Bylaw No. 524-26 being bylaw to Amend of Cremona Land Use Bylaw No. 395-06.

Approve
Abrams
Liu
Lamb

Oppose
Thompson

CARRIED

Res: 26/166 **MOTION** THAT Councillor Abrams gives the Third and Final Reading to Bylaw No. 524-26 being bylaw to Amend of Cremona Land Use Bylaw No. 395-06.

Approve
Abrams
Liu
Lamb

Oppose
Thompson

CARRIED

b) Procedural Bylaw 523-26

Res: 26/167 **MOTION** THAT Council Thompson table consideration of Procedural Bylaw No. 523-26 until the Special Council Meeting on July 28, 2026, at 7:00pm.

CARRIED

c) Traffic Bylaw 524-26

Res: 26/168 **MOTION** THAT Councillor Abrams passing the First reading for Traffic Bylaw No. 525-26 as amended.

Approve
Abrams
Liu
Lamb

Oppose
Thompson

Res: 26/169 **MOTION** THAT Councillor Liu passing the Second reading for Traffic Bylaw No. 525-26 as amended.

Approve

Abrams
Liu
Lamb

Oppose

Thompson

CARRIED

8. NEW BUSINESS

a) RFD 26-07-039 Term Deposit Maturity

Res: 26/170 **MOTION** THAT **MOTION** THAT Councillor Liu direct that the Village of Cremona proceed with the renewal of the following three term deposits for a 180-to-269-day term at the current rate of 2.4 %. Term Deposit #723113627209, # 723113627225 & 723113627266.

CARRIED

b) RFD 26-07-040 Cremona Library Board Member Application

Res: 26/171 **MOTION** THAT Councillor Thompson directs administration to pass the application on to The Cremona Municipal Library Board to hold on to or approve as needed.

DEFEATED

Res: 26/172 **MOTION** THAT Councillor Abrams approves the appointment of Derald Anderson as a new Cremona Municipal Board member, commencing July 22, 2026, until July 21, 2029.

Approve

Abrams
Liu
Lamb

Oppose

Thompson

CARRIED

RFD 26-07-041 has been moved to in camera for open discussion

c) RFD 26-07-042 Cremona Library letter regarding Bill 28

Res: 26/173 **MOTION** THAT Councillor Abrams acknowledge receipt of the correspondence from the Village of Cremona Library Board regarding the proposed amendments to the Libraries Act contained within Bill 28, the Municipal Affairs and Housing Statutes

Amendment Act, 2026; and further, that Council authorize the Mayor to submit a letter to the Minister of Municipal Affairs expressing the Village of Cremona's concerns.

CARRIED

d) RFD 26-07-043 Road Closure, 2026 Show and Shine

Res: 26/174 **MOTION** THAT Councillor Thompson request that the request for the road closure be tabled pending further clarification and be brought back to the special council meeting for consideration.

CARRIED

e) RFD 26-07-044 Plan Sustainable Agreement

Res: 26/175 **MOTION** THAT Councillor Liu request that the motion authorizing the Chief Administrative Officer (CAO) to enter into a Municipal Planning Services Retainer Agreement with Plan Sustainable Consulting for the provision of professional municipal planning services, based on a retainer of up to 12 hours per month (approximately 3 hours per week), at the rates outlined in the agreement, be tabled until the Special Council Meeting on July 28, 2026.

CARRIED

Res: 26/176 **MOTION** THAT Councillor Thompson that Council accept the correspondence from Craig Baird as information.

CARRIED

9. REPORTS

a) Financial Reports

Res: 26/177 **MOTION** THAT Councillor Liu approves the accounts payable report, in the amount of \$ 139,547.19 and the Financial Report as presented.

CARRIED

b) CAO Report

Res: 26/178 **MOTION** THAT Councillor Abrams accepts the CAO's June 2026, Monthly activity report as information only.

CARRIED

Res: 26/179 **MOTION** THAT Councillor Liu accepts the MV Water operators April and June activity / summary reports as information only.

CARRIED

10. MINUTES/REPORTS- BOARDS, COMMITTEES, COMMISSIONS

Mayor Lamb

- MVSHG Board Key Message June 25, 2026
-

Deputy Mayor Liu

- MVC and Cremona Library Funding Agreement
- Cremona Library Chair Itr

Councillor Abrams

Res: 26/180 **MOTION** THAT Councillor Abrams accepts the Minutes/Reports, Committees, and Commissions as information only.

CARRIED

11. CORRESPONDENCE & INFORMATION

- Cremona -VRSG Jul 15 Key Messages
- MPE Project Status Update June 19, 2026

Res: 26/181 **MOTION** THAT Councillor Thompson accepts the attached correspondence as information only.

CARRIED

Councillor Abrams Call Recess 8:56 P.M.
Mayor Reconvene from recess at 9:05 P.M.

12. CLOSED MEETING Two (2) Legal, One (1) Land

Mayor Lamb convenes to a Closed Meeting at 9:05 P.M.

Mayor Lamb reconvenes from the closed meeting to Regular Council meeting at 9:58 P.M.

Village of Cremona Regular Council Meeting July 21, 2026

Page 5 of 7

___ MAYOR
___ CAO

Councillor Thompson would not declare a pecuniary interest with respect to the matter under consideration and would not approve the meeting to go past 10:00 P.M.

13. ADJOURNMENT

Mayor Lamb adjourns the Village of Cremona Regular Council Meeting on the 21st day of July at 9:58 p.m.

CARRIED

Mayor Craig Lamb

CAO, Karen O'Connor



**Minutes of the Village of Cremona Regular Council Meeting held on
Tuesday, August 19, 2026 – Commencing at 7:00 p.m.**

IN ATTENDANCE: Mayor Lamb, Deputy Mayor Liu, Councillors Abrams, Martin and Thompson

OTHERS PRESENT: Linda Nelson, CAO Sundre, Sandra Ryan, Corporate Services, Glen Harison IT Tech.
And 9 members of the public and 1 staff.

ABSENT:

1. CALL TO ORDER:

Mayor Lamb called the meeting to order at 7:00 P.M.

2. Acceptance of the Agenda

Res: 26/190 **MOTION:** Moved by Councillor Liu that Council accepts the agenda as amended.

7. a.) Bylaws and Policies

RFD 26-08-049 Procedural Bylaw 523-16 - Tabled

8. b.) New Business

RFD-26-08-051 Approval of Business License Applications - Removed

CARRIED

3. ADOPTION OF COUNCIL Meeting Minutes:

Res: 26/191 **MOTION:** Moved by Councillor Abrams that Council tables the July 21, 2026, Regular Council Meeting Minutes until the next Council meeting.

CARRIED

Res: 26/192 **MOTION:** Moved by Councillor Martin that Council accepts the July 28, 2026, Special Council Meeting Minutes as presented.

CARRIED

4. Delegations/Presentation - None

____ Mayor
____ CAO

5. Open Forum

Res: 26/193 **MOTION:** Moved Councillor Liu that Council accepts the questions and concerns as information only.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MEETING - None

7. Procedural Bylaw 523-26

Res: 26/194 **MOTION:** Moved by Councillor Abrams that Council tables the First Reading of Procedural Bylaw 523-26 until a committee can review for necessary changes.

CARRIED

8. a) Repairing the Plow Truck 2005 Chev Silverado 3500

Res: 26/195 **MOTION:** Moved by Councillor Abrams that Council authorizes the repair of the Village's 2005 Chevrolet Silverado 3500 (VIN: GCHK33285F863998) by Iron Mountain Diesel, based on Estimate No. 10432 dated July 31, 2026, for the replacement of the cylinder head gaskets, including associated machining, parts, labor, fluids, and related repairs, in the estimated amount of \$10,141.94, including GST.

CARRIED

Res: 26/196 **MOTION:** Moved by Councillor Liu that Council authorizes the CAO be approved for any additional repairs that may be identified during disassembly, where necessary to complete the repair, up to an additional 10% of the approved estimate, with any additional expenditures to be reported to Council at the next regular meeting.

CARRIED

8. b) Appointing Interim CAO

Res: 26/197 **MOTION:** Moved by Councillor Thompson that Council appoints Linda Nelson as Interim CAO for the Village of Cremona.

CARRIED

8. c) Appointing Signing Authority

Res: 26/198 **MOTION:** Moved by Councillor Thompson that Council approves that former CAO, Karen O'Connor be removed as a signing authority for the Village of Cremona with Servus Credit Union.

CARRIED

Res: 26/199 **MOTION:** Moved by Councillor Martin that Council appoints Interim CAO, Linda Nelson as a signing authority for the Village of Cremona with Servus Credit Union.

CARRIED

9. a) Financial Reports

Res: 26/200 **MOTION:** Moved by Councillor Martin that Council tables the approval of the Accounts Payables in the amount of \$287,915.98 and the Financial Report until the next regular Council meeting.

CARRIED

9. b) CAO Monthly Reports, PW Reports, Water Operator Reports

Res: 26/201 **MOTION:** Moved by Councillor Martin that Council accepts the PW & Water Operators June activity/summary reports as information only.

CARRIED

10. Boards, Committees, Commissions

Res: 26/202 **MOTION:** Moved by Councillor Liu that Council accepts the Minutes, Reports, Committees and Commissions as information only.

CARRIED

11. Correspondence & Information

Res: 26/203 **MOTION:** Moved by Councillor Martin that Council accepts the attached Correspondence as information only.

CARRIED

12. Closed Meeting – Matters Under Access to Information Act, S. 29 Advice from Officials

Mayor Lamb convenes to a Closed Meeting at 7:31 p.m.

Mayor Lamb reconvenes from the closed meeting to Regular Council Meeting at 8:40 p.m.

____ Mayor
____ CAO

13. Adjournment

Mayor Lamb adjourns the Village of Cremona Regular Council Meeting on the 19th day of August at 8:41 p.m.

Mayor, Lamb

CAO, Karen O'Connor



VILLAGE OF Cremona

3.3

Special Closed Council Meeting
Village of Cremona Municipal Council Chambers
Minutes

Tuesday September 1st, 2026

The Special Closed Meeting of Council of the Municipality of the Village of Cremona was held in Council Chambers of the Municipal Office on 1st of September 2026, commencing at 5:00 p.m.

ATTENDING:

Mayor Craig Lamb
Councillor Thompson
Councillor Martin
Councillor Liu
Councillor Abrams

Absent:

Staff:

Interim Chief Administrative Officer, Linda Nelson
Sandi Ryan attending at the invitation of CAO

CALL TO ORDER

The Special Closed Meeting of Council was called to order at 4:57 p.m.

CLOSED MEETING

26/204____

MOVED by Councillor Abrams that Council go into Closed Meeting at 4:58 p.m.

CARRIED

RETURN TO OPEN MEETING

26/205____

MOVED by Councillor Thompson that Council return to open meeting at 6:35 p.m.

CARRIED

ADJOURNMENT

26/206____

MOVED by Councillor Martin being that the agenda matters have been concluded the meeting adjourned at 6:36 p.m.

CARRIED

Initials

These Minutes approved this ____ day of _____ 2026

Mayor, Craig Lamb

Chief Administrative Officer, _____

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD 1101-01-Public Participation Policy
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

The Public Participation Policy Regulation required Municipalities to adopt a Public Participation Policy. The previous Policy, adopted in 2018 requires updating.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The purpose of the Public Participation Policy is to provide a means of communicating with the citizens of Cremona on Municipal matters that affect our residents. One of the mandates of the Provincial Government was to ensure that Municipal Governments, as the Government closest to the people, are transparent, accountable and collaborative. The Regulation that required Municipalities to adopt Public Participation Policies is one of the ways that the Province worked towards accomplishing this obligation.

Decisions made by the Council of the Village affect the day-to-day life of the citizens of Cremona. Citizens may be affected by decisions such as annual budgets, garbage pickup, new building developments, Bylaws and many other decisions that are made at the local level during the normal course of municipal operations. As a citizens and taxpayers, the residents of the community have a stake in the outcome of the decisions that we, as a municipality, make every day.

There are many opportunities for the public to become involved and take part in decision-making, and Cremona's Municipal officials welcome input from the public. The Policy describes different opportunities and ways to communicate with the public, and what level of participation is appropriate for the many different decisions that are made.

The intent behind this Policy is to create a framework for involving the citizens of the community in decisions that affect their quality of life. We also wanted to ensure that citizens had a method of communicating with the Village, so Section 9, "Citizen Communication with the Municipality", was incorporated into the document.

The Policy also includes a Form that Citizens can fill out online, at the office, or over the phone, as well as a process for communicating back to the citizen, acknowledging that the communication form has been received, and a timeline for response.

ADMINISTRATION RECOMMENDATIONS:

That the Village of Cremona Council approve Policy 1101-01, being the Village of Cremona Public Participation Policy as presented

MOTIONS:

That the Village of Cremona Council approve Policy 1101-01, being the Village of Cremona Public Participation Policy as presented

ATTACHMENTS:

*Policy 1101-01

Date Reviewed: September 10, 2026 CAO: Linda Nelson

VILLAGE OF CREMONA POLICY INDEX	
Policy Number	1101-01
Policy Title	Public Participation and Engagement
Approval Date	September 15, 2026
Resolution Number	
Revision Date	
Date to be Reviewed	September 2030
Responsible Department	Legislative Services
Related Bylaws/Acts/Regulations	Municipal Government Act

1. Purpose and Application

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

2. General Policy Principles

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision a voice and to participate in the decision-making process;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interest;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation;
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.
- 5) To recognize that the goal of public participation is to ensure that the decision made is “best” for the community as a whole.

3. Engagement Policy Statement

The Council and Administration of the Village of Cremona recognize that quality public participation is a critical component of good governance and as such, adequate resource will be allocated and the appropriate level of

public participation undertaken. The Village of Cremona is committed to public participation activities that are founded on the following principles:

Shared Responsibility and Commitment: Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community;

Transparent and Accountable: The Village of Cremona communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence-based information. It shares the outcomes of public participation, including how the information was used in the decision- making process and makes decisions in the best interest of the community as a whole;

Inclusive and Accessible: The Village of Cremona endeavors to provide opportunities for public participation that take into account the diversity of needs, abilities, and viewpoints of the members of the community;

Appropriate and Responsive: Public participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information;

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

4. Definitions

4.1 **Chief Administrative Officer (CAO)** means the chief administrative officer of the Municipality or their delegate, *MGA Section 205*;

4.2 **Council** means the elected officials of the Village of Cremona, *Municipal Government Act, Section 1.1(e)*;

4.3 **Municipal Stakeholders** means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality;

4.4 **Municipality** means the Village of Cremona;

4.5 **Public Participation** means two-way communication and collaborative problem-solving processes adopted by the Village of Cremona to provide opportunities to the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement

4.6 **Public Participation Tools** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a. In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, roundtables, town halls, open houses, and workshops;
- b. Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. Written participation which may include written submissions, email, and mail-in-surveys, polls and workbooks, the Village of Cremona Citizen Communication and Request for Service Forms, and
- d. Representative participation that may include being appointed to an advisory committee, ad hoc committee or citizen board.

4.7 **Statutory Requirement** means a requirement written into a law passed by the provincial or federal government (for example: *Municipal Government Act*);

4.8 **Sustainable Governance** means Development or decisions that meet the needs of the present without compromising the ability of future generations to meet their own needs central to the economic, environmental and social success of a community.

5 Policy Responsibilities

Council Responsibilities

5.1 Consider input obtained through Public Participation;

5.2 Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;

- 5.3 Ensure appropriate resources (traditional and technological initiatives/innovation) to solicit Public Participation in accordance with this Policy;
- 5.4 Promote and support Public Participation;
- 5.5 When hearing a concern from the public shall direct the citizen to the communication form (Schedule B) of this Policy, and request the citizen to complete the form and submit the form to the reception desk of the administration office, or assist the citizen in completing the form and submitting the form to the CAO on behalf of the citizen.

Administration Responsibilities

- 5.6 Implement approved Public Participation; and
- 5.7 Consider timing, resources and engagement when developing and modifying Public Participation;
- 5.8 Evaluate the effectiveness of the Public Participation and the tools used in a particular circumstance;
- 5.9 Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation and the tools used;
- 5.10 Develop the necessary procedures to implement this Policy;
- 5.11 Assess the Policy and make recommendations to Council about the Public Participation and resourcing.

6 Public Participation Opportunities

The CAO shall develop and implement Public Participation in the following circumstances:

- a. Controversial topic;
- b. introduction or review of new programs or services;
- c. strategic priorities;
- d. budget;
- e. business plans.

7. Policy Expectations

7.1 Legislative and Policy Implications

- 7.1.1 All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation;
- 7.1.2 All Public Participation will be undertaken in accordance with all existing municipal policies;
- 7.1.3 This Policy shall be available for public inspection and may be posted to the Municipality's website;
- 7.1.4 This Policy will be reviewed at least every four (4) years.

7.2 Public Participation Standards

- 7.2.1 Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility;
- 7.2.2 Public Participation activities will be conducted in a professional and respectful manner;
- 7.2.3 Public Participation will consider early, ongoing and diverse opportunities to provide input;

- 7.2.4 Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities;
- 7.2.5 The results of Public Participation will be made available to Council and Municipal Stakeholders through media releases.

8. Public Participation

- a) The CAO shall consider the following:
- i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. Utilizing the most direct method of inviting the most affected members of the community to participate in the decision- making process;
 - v. The timing of the decision and time required to gather input;
 - vi. What information required, if any, to participate; and
 - vii. Available resources and reasonable costs.

9. Citizen Communication with the Municipality

This section is intended to enable the Village of Cremona to promptly and effectively address program and service delivery concerns raised by citizens of the municipality.

This policy section will assist the municipality in providing excellent service to the public and contribute to continuous improvements of operations. The Village of Cremona strives to reduce customer dissatisfaction by:

- Providing a timely and accurate response to concerns; and,
- Using concerns as an opportunity to improve program and service delivery issues.

1. Definition

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

2. Communication

Citizens may also communicate with the Village to provide:

- An expression of approval or compliment for municipal staff member(s), program, product or process;
- A suggestion or idea submitted with the aim of improving services, programs, products or process.

3. Process for Communicating

Concerns must be submitted to the Village, on the form labeled Schedule "B". All information on the form must be completed.

The reception desk shall log the form and forward a copy to the appropriate Department Head or designate. Within seven (7) business days of receipt of the submission, the reception desk shall acknowledge to the citizen in writing that the submission has been received (Schedule "C"). The citizen shall be provided with a tracking number to facilitate requests for updates to the status of the submission.

The Village shall investigate, and in doing so shall consider:

- Relevant municipal and provincial legislation;
- Relevant policies and procedures;
- Existing file documents;
- Employee(s) or member(s) of the public involved in the issue;
- Actions that may be taken to address the submission or improve municipal operations.

Within thirty (30) calendar days of receipt of the submission, the responding department shall provide a response in writing, phone or email to the citizen. The response shall include:

- Whether the concern was substantiated;
- If the concern is not substantiated, provide reason(s) for their decision; and,
- Any actions the municipality has or will take as a result of the concern.

If the responding department is unable to provide a response within thirty (30) calendar days, they shall notify the citizen of the delay and provide an estimate of when a response will be provided.

The responding department shall file a copy of the submission and resolution with the reception desk. The reception desk shall maintain a file in accordance with the Village's records retention bylaw.

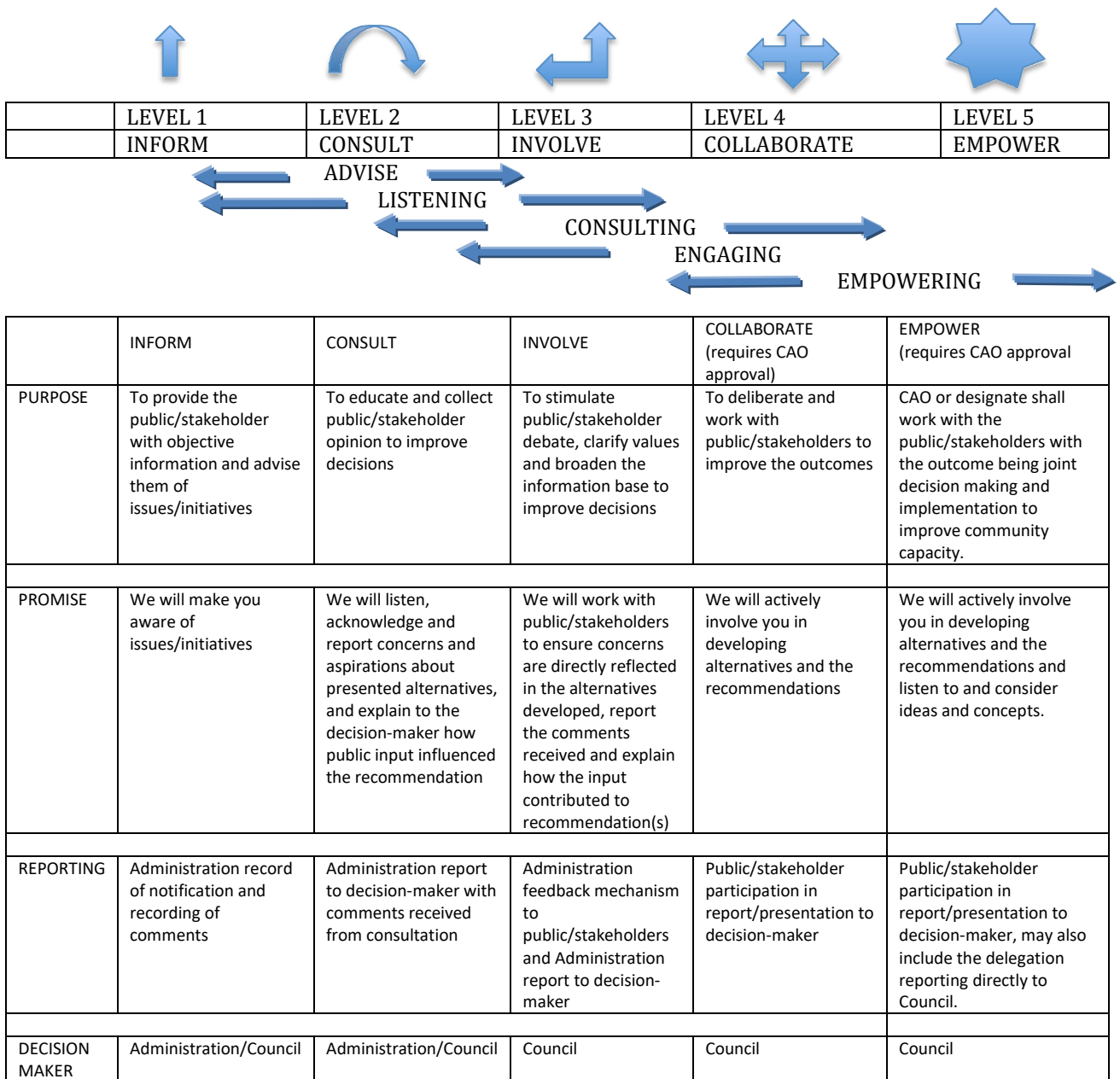
Submissions provided to the Village of Cremona shall be referred to the appropriate municipality or provincial agency when the matter is not within the control of the Village of Cremona.

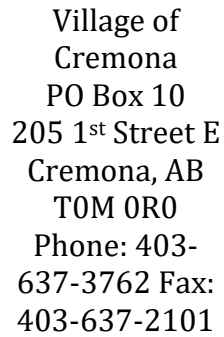
Appendix: "A" Public Participation Spectrum
 "B" Citizen Communication Forum
 "C" Response Letter Form

Mayor

Chief Administrative Officer

SCHEDULE "A"
POLICY A-010-00-POL PUBLIC PARTICIPATION AND ENGAGEMENT



[illegible]21



SCHEDULE "C"
POLICY 1101-01

ACKNOWLEDGEMENT OF CITIZEN COMMUNICATION

Date:

Name:

PO Box _____

Cremona, AB T0M 0R0

Dear Mr./Ms./Mrs. _____

Thank you for taking the time to inform the Village of Cremona of
_____ *(record the concern / compliment / request)*. We received your
written submission on _____, 202__, and your submission has been
assigned a tracking number of: _____.

The Village of Cremona will provide a response within thirty (30) calendar days of receiving your submission. If the matter is of an urgent nature, your submission will be dealt with in a timely manner in accordance to the need.

If you have any questions regarding the process, please do not hesitate to contact the Village at (403) 637-2101 or email: inquiry@cremona.ca

Yours Truly,

Name

Position

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD Bylaw No. 2026-001 Committees Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145 (4)(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2026-001, being the Village of Cremona Committees Bylaw.

MOTIONS:

That the Council of the Village of Cremona give first reading to Bylaw 2026-001, being the Village of Cremona Committees Bylaw.

That the Council of the Village of Cremona give second reading to Bylaw 2026-001, being the Village of Cremona Committees Bylaw.

That the Council of the Village of Cremona give unanimous consent to proceed to third reading to Bylaw 2026-001, being the Village of Cremona Committees Bylaw.

That the Council of the Village of Cremona give third and final reading to Bylaw 2026-001, being the Village of Cremona Committees Bylaw.

ATTACHMENTS:

Report to Council
Bylaw 2026-001

Date Reviewed: September 10, 2026

CAO: Linda Nelson

COUNCIL DATE September 15, 2026
SUBJECT Report Bylaw # 2026-001
ORIGINATING DEPARTMENT CAO Department

BACKGROUND/PROPOSAL:

The purpose of this report is to introduce a new **Council Committees Bylaw**. This bylaw standardizes the creation, mandate, and operation of council-appointed advisory committees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Section 145(a) of the *Municipal Government Act (MGA)* grants municipal councils the authority to pass bylaws regarding the establishment and functions of council committees and other bodies.

Current practices for managing committees require a clear, overarching legislative framework to ensure transparency, accountability, and consistent governance across all municipal advisory bodies.

A comprehensive bylaw replaces fragmented resolutions, giving clear definitions for members at large, administrative liaisons, and reporting requirements. This Bylaw will apply to all council-established advisory committees.

Powers and Authority of Committees: Sets out the primary role as advisory bodies that review proposals, hear public input, and make recommendations to the main governing council, though specific decision-making powers can be delegated to them by bylaw.

Reporting: Requires committees to provide regular updates or an annual summary of their activities back to the broader municipal council.

Public Participation: Describes the ability of the public to appear before a committee of council on any matter referenced within the Committee Terms of Reference.

Membership: Outlines how councillors and public members (members-at-large) are appointed by council resolution, and the Terms for each role.

Term: Specifies the Term each member can be appointed to a committee.

Administrative Representation: Streamlines support from staff by defining the formal role of administrative representatives assigned by the administration.

Meetings: describes the notice period and quorum for committee meetings

Terms of Reference: Sets baseline rules for meeting frequency, agenda distribution, and minute-taking, aligning with general procedure bylaws. Ensures all advisory groups operate within council-approved budgets and strategic plans.

This Bylaw will also set up Terms of Reference for two Committees of Council. The first Terms of Reference (Schedule A), is the Council Policy and Bylaw Review Committee, which creates a forum for Council to consider, develop and review Village of Cremona policies and Bylaws, and provide feedback to the Administration and Council of the Village of Cremona.

The second Terms of Reference for the Cremona Strategic Advisory Committee (Schedule B), which creates a forum for Council to participate in Strategic Planning for the Village of Cremona in the Spring and Fall, review business plans and proposed budgets, and sets out a requirement to hold 2 public open houses per year, with intent to gather input from Village citizens on goals and objectives, for the Village.

Report Writer: Linda Nelson, Interim CAO



VILLAGE OF CREMONA

BYLAW NO. 2026-001

A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Village of Cremona considers it expedient to establish Council Committees to support and facilitate the achievement of the Village of Cremona's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF CREMONA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE *MUNICIPAL GOVERNMENT ACT*, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:

1. NAME OF BYLAW

This Bylaw may be cited as "Council Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Village of Cremona;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Village of Cremona;
- 3.1.5 "Councillor" means a Councillor of the Village of Cremona;
- 3.1.6 "Town" means the Village of Cremona;
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;
- 3.1.9 "Mayor" means the Chief Elected Official of the Village of Cremona;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;

3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.
- 8.2 All members of a Committee shall be resident in the Village of Cremona, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.

- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2 The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note

or comment,

11.2.2 include the names of the members present at the committee meeting,

11.2.3 are given to the committee for adoption at a subsequent committee meeting,

11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and

11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.

11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.

11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.

12.1.1 to the members of the Committee, and

12.1.2 to the public.

12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Village of Cremona website.

12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.

12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.

12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

13.1 The Terms of Reference shall set out as a minimum:

13.1.1 A statement of purpose

13.1.2 Composition of Committee

13.1.3 Duties and Power of the Committee

13.1.4 Roles and Responsibilities

13.1.5 Term

13.1.6 Frequency of Meetings

14. GENERAL

14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.

14.2 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Access to Information Act* (ATIA).

15. EFFECTIVE DATE

15.1 All Schedules attached are part of and form part of this Bylaw.

15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

16. REPEAL

Read for a first time on this ____ day of _____ 2026; Motion No. _____;

Read for the second time on this ____ day of _____ 2026; Motion No. _____;

Given unanimous consent to proceed to a third reading this ____ day of _____ 2026,
Motion No. _____;

Read for the third time on this ____ day of _____ 2026; Motion No. _____.

Mayor Craig Lamb

Interim Chief Administrative Officer, Linda
Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Village of Cremona Policies and Bylaws, and provide feedback to the Administration and Council of the Village of Cremona.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Village of Cremona Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Village of Cremona to ensure that best evidence, as well as the context, philosophy and values of the Village of Cremona are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Village of Cremona Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair.

Schedule “B”
TERMS OF REFERENCE

CREMONA STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

Under the *Municipal Government Act*, (MGA), councillors have the duty to: consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality. participate generally in developing and evaluating the policies and programs of the municipality, participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council, obtain information about the operation or administration of the municipality from the chief administrative officer, keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Council's effectiveness depends on councillors providing input on specific areas, while thinking and voting for the whole municipality.

II. COMPOSITION OF COMMITTEE

- All members of Cremona Council
- Village of Cremona Chief Administrative Officer (Advisory)
- Staff members as designated by the Chief Administrative Officer (Advisory)
- Recording Secretary (Support Staff)
- A quorum shall consist of a majority of the current Council committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

- Attend the Orientation session during the first term of council.
- Participate in the Strategic Planning Session during the first term of council.
- Participate in the spring strategic advisory meeting. Review draft documents for further administrative research, and subsequent review at fall strategic advisory meeting.
- Participate in the fall strategic advisory meeting. Review draft budget documents for the debate and subsequent approval of Council at the regular council meetings in December.
- Review draft business plans for Town departments.
- Make best efforts to participate in the spring and fall open houses.
- Abide by the Village of Cremona Committees Bylaw

IV. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

V. FREQUENCY OF MEETINGS

- Orientation shall take place over 1 weekend, generally in November following the municipal election, this session is mandatory. More than one orientation session may occur over the four year term, according to best practices, (year 1 and year 3). Orientation sessions shall be coordinated and

scheduled by the Chief Administrative Officer.

- Strategic Planning shall take place in January following the municipal election, this session is mandatory.
- Spring Open House shall generally take place in March and shall be set at the Organizational meeting in the preceding year.
- Fall Open House shall generally take place in September and shall be set at the Organizational meeting in the preceding year.
- Spring strategic advisory meeting shall generally take place in April and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the workshop, and all regulations for closed sessions shall be in effect. Typically, this meeting shall be held under sections 28 and 29 of the ATI Act, with debate and decisions being made at a regular Council meeting.
- Fall strategic advisory meeting shall generally take place in October and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the meeting, and all regulations for closed sessions shall be in effect. Typically, this workshop shall be held under sections 28 and 29 of the ATI Act, with debate and decisions being made at a regular Council meeting.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD Bylaw No. 2026-002 Council Procedural Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.3

BACKGROUND/PROPOSAL:

Council may pass Bylaws to establish the procedures to be followed by the council pursuant to Section 145(1) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2026-002, being the Village of Cremona Council Procedural Bylaw.

MOTIONS:

That the Council of the Village of Cremona give first reading to Bylaw 2026-002, being the Village of Cremona Procedural Bylaw.

That the Council of the Village of Cremona give second reading to Bylaw 2026-002, being the Village of Cremona Procedural Bylaw.

That the Council of the Village of Cremona give unanimous consent to proceed to third reading to Bylaw 2026-002, being the Village of Cremona Procedural Bylaw.

That the Council of the Village of Cremona give third and final reading to Bylaw 2026-002, being the Village of Cremona Procedural Bylaw.

ATTACHMENTS:

Report to Council
Bylaw 2026-002

Date Reviewed: September 10, 2026

CAO: *Linda Nelson*



REPORT TO COUNCIL

COUNCIL DATE	September 15, 2026
SUBJECT	Report Bylaw # 2026-002
ORIGINATING DEPARTMENT	CAO Department

BACKGROUND/PROPOSAL

Part 2 of the *Municipal Government Act (MGA)* sets out the general jurisdiction to pass bylaws. This general jurisdiction gives broad authority to municipalities to develop bylaws unique to each municipality. Councils are expected to act in good faith and in the public interest when creating laws. Municipal administration, who drafts bylaws, is expected to act in good faith when carrying out that responsibility. Creating a bylaw that meets general statutory and fundamental principal standards is only part of the process. A good bylaw needs to be drafted for certainty, predictability, democratic transparency and accountability. The Procedural Bylaw is one of Council's most important Bylaw's as it sets out how Council conducts its business, and the standard conduct expected for Council, Committees of Council and the public at the meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Parts of a Bylaw

Corporate Title

Use the full corporate title of the municipality on the bylaw.

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

Bylaw Number

It is a best practice to use a logical sequence when numbering bylaws, include the year that the bylaw was written and a consistent and uniform numbering and/or lettering system for sections, subsections, paragraphs, and sub-paragraphs in the bylaw.

BYLAW 2025-08

Sub-Title to Describe Purpose

We have included a brief statement or purpose clause, which describes of the bylaw's purpose.

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

Enactment

The enacting clause of the bylaw reads:

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

Citation

We include a citation which is a short form name for the bylaw, so that it may be referred to in its' short form in minutes. The citation in the Procedural Bylaws reads as follows:

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

Definitions

We have used Definitions sparingly. Section 13(a) of the *Interpretation Act* provides that definitions in a bylaw (unless otherwise stated) are applicable to the entire bylaw including the section containing the definitions. Section 13(b) of the *Interpretation Act* provides that definitions in the *Municipal Government Act* are deemed to apply to bylaws made under that Act. Section 28 of the *Interpretation Act* Section 28 of Alberta's Interpretation Act defines terms for various pieces of legislation.

Statement of to Whom and to What the Bylaw Applies

The bylaw must be specific in declaring who or what is affected.

3.1 This bylaw applies to all meeting of Council.

General Rules and Special Provisions

We have set out any special provisions or rules that would be applied in the bylaw. There must be authority in legislation or regulation for each provision in the bylaw. Each statement should be clear and precise enough that everyone is able to determine what they must or must not do in order to comply with it. We will not be reviewing these provisions line by line, but we will describe each section of the bylaw. Under special provisions we have included:

3.0 **APPLICATION** Sets out the precedence of the rules of governance, chairing of the meetings, direction to CAO, and resignation of a Councillor.

4.0 **DEPUTY MAYOR** Sets out the rotation schedule for Deputy Mayor

5.0 **ORGANIZATIONAL MEETING** The Organizational meeting is held once per year, and describes the business to be conducted at this meeting.

6.0 **REGULAR MEETINGS OF COUNCIL** Describes frequency, time, advertising requirements and pecuniary interest. With the changes to the MGA, we will be adding in a conflict of interest clause.

7.0 **SPECIAL COUNCIL MEETINGS** Describes when a Special Council meeting may be held and includes advertising requirements.

8.0 PUBLIC HEARINGS This is a fairly lengthy section, and is highly regulated under the MGA as Council is generally acting in a quasi-judicial capacity for this type of proceeding. This section sets out the procedures involved during the Public Hearing process.

9.0 CLOSED MEETING OF COUNCIL (*In Camera*) The *Act* requires Council or Council Committees to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations. Noting that the FOIP Act has now been amended into 2 separate Acts, Access to Information and Protection of Privacy, this section will require an amendment.

10.0 AGENDA This section describes the Agenda preparation and distribution process.

11.0 COMMUNICATIONS This section is for correspondence to Council, and describes the process for including the item on the Agenda.

12.0 DELEGATIONS The agenda provides a specific section for receiving presentations from individuals or delegations. As a courtesy, we schedule Delegations earlier in the agenda so that members of the public who want to address the council are not kept waiting. Parameters for these presentations are included in the procedural bylaw and are conveyed to the delegates when they make the request to present.

13.0 ORDER OF BUSINESS AT MEETINGS Sets out the order of the business before Council at each Council meeting. The order of business rarely changes.

14.0 QUORUM Describes the number of Councillors required for quorum, and the process to follow should quorum not be reached.

15.0 ADJOURNMENT Sets out the process for adjournment, and requires a motion of council should the meeting go past 9:00 pm.

16.0 CANCELLATION OF MEETINGS This section is regulated under the MGA, and is very specific on timing, advertising and number of councillors required to cancel a meeting or a special meeting.

17.0 MINUTES OF COUNCIL This section is regulated under the MGA and is the responsibility of the CAO under s. 230 of the MGA.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS This section is fairly lengthy and sets out the process for motions, voting on distinct propositions within motions, conduct and process for managing conduct within council and committee meetings.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE Council may from time to time bring forth a point of information, (now often called a request for information) and is a question to clarify facts before a vote. A point of order or procedure, corrects procedural errors. All are procedural tools used in meetings and debates, but a point of order or procedure must be addressed immediately as it concerns a breach of rules, whereas a point of information is a question about the motion itself that is asked to allow for a more informed vote.

20.0 DEBATE ON MOTIONS This section describes the process for making motions on the business before Council, and sets out the speaking order.

21.0 POSTPONING AND REFERRING MOTIONS Referral or postponement motions occur when Council is not prepared to deal with a matter at the Council meeting, as they require further information. It may be referred back to Administration, or it may be a matter that a Committee of council has been delegated authority to handle. These motions require either a specific date in the motion, or a provision that the matter is to be postponed indefinitely.

22.0 VOTING ON MOTIONS Despite the broad authorities provided to councils under the Municipal Government Act (MGA), a council may act only by resolution or bylaw that is passed at a public meeting. The minutes of council meetings form the legal record of those council actions, and provide the authorization for administration to implement those decisions. Resolutions / motions - their proposal, discussion, amendments, and final passing - are probably the most important tasks undertaken by any municipal council. They are legislated and are the basis for all action exercised by a council. Direction given without a resolution is without legal validity.

Resolutions / motions are usually structured to stand on their own and answer the “who, what, where, when and why” questions. As the basis for establishing the actions of the municipality, each resolution should provide administration with a clear direction that can be implemented without having to interpret or guess as to the intent. In order to facilitate the development of clear and complete resolutions, recommendations on decision items that are prepared by administration and included in the council agenda packages should set out or suggest the anticipated resolution. This section sets out the process for voting, and requires every councillor, including the Mayor, to vote.

The Municipal Government Act (MGA) was recently amended to include a broader definition of "conflict of interest" beyond just pecuniary (financial) interests. This amendment, which took effect in 2025, allows councillors to abstain from voting on matters that create a conflict, even if it isn't a financial one. This fills a legislative gap by addressing non-pecuniary conflicts of interest that were not previously covered under the MGA.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, must bring the matter forward by notice of motion. This section describes the process and the rules for the notice of motion.

24.0 BYLAWS

Passing a Bylaw

Readings

Section 187 of the *MGA* is very specific in its provisions regarding bylaw readings. It states that every proposed bylaw must have three distinct and separate readings. A proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider third reading.

The *MGA* requires that before the meeting at which first reading or third reading is to take place, each councillor present must be given or have had the opportunity to review the full text

of the proposed bylaw. Only the title or identifying number has to be read at each reading of the bylaw.

The recording secretary must make sure all readings are included in the minutes. If all three readings are to take place at the same meeting, a motion to consider third reading must be presented and carried unanimously, prior to third reading taking place. The recording secretary must include the motion to consider in the minutes and record the vote as CARRIED UNANIMOUSLY.

25.0 URGENT BUSINESS We have included a section to address urgent business that may come up from time to time. This section is specific to genuine emergencies.

26.0 RECESS Recessing a meeting is a temporary break during which a motion is made to pause business and resume later, usually to continue from where it left off. Unlike adjournment a recess is not a final end to the meeting.

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES This section describes the process for meeting electronically, subject to the facilities being able to enable the public to watch and/or listen to the meeting at the place specified in the notice, that the CAO is in attendance at that place, and notification requirements have been complied with.

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS This is a new requirement under the MGA, that allows the public to attend a Public Hearing electronically subject to specific regulations.

29.0 REPEAL

Repeal Clause

All previous bylaws that deal with subjects that are addressed in a new bylaw must either be repealed or amended. In the new bylaw, the number and description of the bylaws to be repealed or amended should be specified. It is also important to reference the repeal of any amendments to those bylaws.

Town of Sundre Bylaw No 2022-06 and amendments thereto are hereby repealed.

Effective Date and Signature

Section 189 of the MGA indicates that a bylaw is passed when it receives third reading and it is signed by the chief elected official and a designated officer, typically the CAO. A bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in an enactment or in the bylaw. No bylaw may come into force on the day before it is passed unless the enactment authorizing its passage specifically allows it to come into force that day. Although the legislation does not specifically address the seal on documents, it is advisable to seal over the signatures to deter possible tampering.

In the case of this procedural bylaw, the Bylaw will come into full force and effect upon third and final reading.

Changes from the previous Bylaw are as follows:

Add s. 2.19 "Point of Privilege"

Add s.3.4 "In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw."

Add s. 4.2 "Council can by resolution make changes to the Deputy Mayor schedule."

Add s.6.1 "Council shall hold no less than one (1) Regular Council meetings per month."

Change s. 9.4.2 to reflect the Access to Information Act, rather than the Protection of Privacy Act.

Add s. 10.8 "No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:

- (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
- (b) provided to the CAO prior to the commencement of the meeting; and
- (c) approved by a majority vote of Council."

Leave in s. 11.2 (b) and (c) as follows:

- (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
- (c) place a copy of the communication in each member's mailbox.

Change s. 18.6 (d) and € to reflect the word "The Subject Matter of" in both clauses.

Add s. 18.18 Once a meeting has been called to order, members of the public gallery, Councillors meeting Councillor and village staff will refrain from personal texting, social media posting or unrelated internet browsing. Live streaming. recording or photographing using any device is prohibited without prior authorization from the Chair."

Add a new s. 25 **URGENT BUSINESS**

A motion to bring a matter before Council as urgent business is business which meets the following criteria:

- (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
- (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
- (c) the matter shall not be one which should be dealt with by giving written notice.

Add a new s. 28 **CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS**

- 28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Village Office in advance to be provided with the access information.

- 28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Village in advance to be added to the speakers list and provided with the access number.
- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.
- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.
- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.
- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

Report Writer: Linda Nelson, Interim CAO



Village of Cremona

BYLAW 2026-002

BEING A BYLAW OF THE VILLAGE OF CREMONA IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

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

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

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

1.0 This bylaw shall be known as and may be cited as the “Council Procedural Bylaw”.

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

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

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

3.0 APPLICATION

- 3.1 This bylaw applies to all meeting of Council.
- 3.2 The precedence of the rules of governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,
 - (d) Robert's Rules of Order.

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

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

6.0 REGULAR MEETINGS OF COUNCIL

- 6.1 Council shall hold no less than one (1) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Village of Cremona Council Chambers at the 106 1st Avenue East unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.

- 6.3 Regular Meetings of Council shall be held every Third Tuesday. Where the Meeting falls on a Statutory Holiday, the meeting shall be held on the day following the Statutory Holiday, unless otherwise set by resolution of Council.
- 6.4 Regular Meetings of Council shall commence at 7:00 p.m.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

7.0 SPECIAL COUNCIL MEETINGS

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

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

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

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

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

8.0 PUBLIC HEARINGS

All Public Hearings shall be convened as follows:

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

- 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
- 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
 - 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
 - 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 CLOSED MEETING OF COUNCIL (*In Camera*)

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

10.0 AGENDA

- 10.1 The Agenda shall list the items and order of business for the meeting.
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than noon, on the Thursday prior to the Tuesday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:

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

11.0 COMMUNICATIONS

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
- (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,
 - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Tuesday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each member’s mailbox.

12.0 DELEGATIONS

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

13.0 ORDER OF BUSINESS AT MEETINGS

- 13.1 The normal order of business for the regular meeting of Council shall be as follows:
 - (a) Call to Order,
 - (b) Public Hearing (If Required),
 - (c) Agenda – Amendments and Adoption,
 - (d) Adoption of Previous Minutes,
 - (e) Delegations,
 - (f) Bylaws,
 - (g) Old Business,
 - (h) New Business,
 - (i) Administration,
 - (k) Council Committee Reports
 - (l) Correspondence

- (m) Closed Meeting (If Required),
- (n) Adjournment

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

14.0 QUORUM

- 14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.
- 14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
- 14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
- 14.4 If a Council meeting is adjourned for:
 - (a) failure to constitute a quorum, or
 - (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.
- 14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.
- 14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 ADJOURNMENT

- 15.1 A Council meeting shall adjourn no later than 10:00 p.m. unless a two-thirds majority of Members present agree to an extension of the meeting beyond 10:00 p.m. by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
 - (a) another Member has the floor,
 - (b) a call for a vote has been made,
 - (c) the Members are voting, or
 - (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

16.0 CANCELLATION OF MEETINGS

- 16.1 Council meetings may be cancelled:
 - (a) by a majority of Council at a previous meeting, or

- (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
- (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
 - (b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

17.0 MINUTES OF COUNCIL

- 17.1 The chief administrative officer shall ensure that:
- 17.1.1 minutes of each council meeting:
- (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at the subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,

- (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for Recess
 - (c) Point of Order
 - (d) The subject matter of a Referral Motion
 - (e) The subject matter of a Motion to Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the *Act*, leave the Council Chambers after a question is put to a vote until the vote is taken.

- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, “That the decision of the Presiding Officer be overruled” shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.
- 18.18 Once a meeting has been called to order, members of the public gallery, Councillors meeting Councillor and village staff will refrain from personal texting, social media posting or unrelated internet browsing. Live streaming. recording or photographing using any device is prohibited without prior authorization from the Chair.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE

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

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favour of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
- (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
- (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes.
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.5 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.6 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.7 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

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

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:
- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
- (a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or

- (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

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

25.0 URGENT BUSINESS

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:

- (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
- (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
- (c) the matter shall not be one which should be dealt with by giving written notice.

26.0 RECESS

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

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

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

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS

- 28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Village Office in advance to be provided with the access information.
- 28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Village in advance to be added to the speakers list and provided with the access number.
- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.
- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.
- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.
- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

This Bylaw shall come into full force and effect upon third and final reading.

29.0 REPEAL

Village of Cremona Bylaw No **523-26** and amendments thereto are hereby repealed.

Read A First Time this 15 day of September 2026, Motion No. ;

Read A Second Time this 15 day of September 2026,, Motion No ;

Given Unanimous Consent For Third And Final Reading this this 15 day of September 2026,,
Motion No.

Read A Third And Final Time this 15 day of September 2026,, Motion No. .

Mayor Craig Lamb

Interim Chief Administrative Officer, Linda Nelson

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD Variance Request, Blk 8 & 9, Plan 3975HY, CMHP
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

A representative of Plan Sustainable Consulting Inc., on behalf of the Developer, is bringing forward to the Municipal Planning Commission (Council) a Discretionary Development Permit requiring a variance to the Village of Cremona Land Use Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report Attached.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the proposed Comprehensive Siting Plan for the expansion of the existing Manufactured Home Park at 110 Highway 22, consisting of 17 additional manufactured home units, subject to the conditions outlined in this report; and further

That Council approve a relaxation of the maximum Manufactured Home Park area under the R4 – Manufactured Home District from 4.0 hectares (9.9 acres) to 5.5094 hectares (13.6141 acres), representing a relaxation of approximately 38%; and further

That Council direct that detailed engineering and servicing requirements be completed to the satisfaction of the Village prior to construction/development of the proposed expansion.

MOTIONS:

That the Village of Cremona Council approve the proposed Comprehensive Siting Plan for the expansion of the existing Manufactured Home Park at 110 Highway 22, consisting of 17 additional manufactured home units, subject to the conditions outlined in the report; and further

That the Village of Cremona Council approve a relaxation of the maximum Manufactured Home Park area under the R4 – Manufactured Home District from 4.0 hectares (9.9 acres) to 5.5094 hectares (13.6141 acres), representing a relaxation of approximately 38%; and further

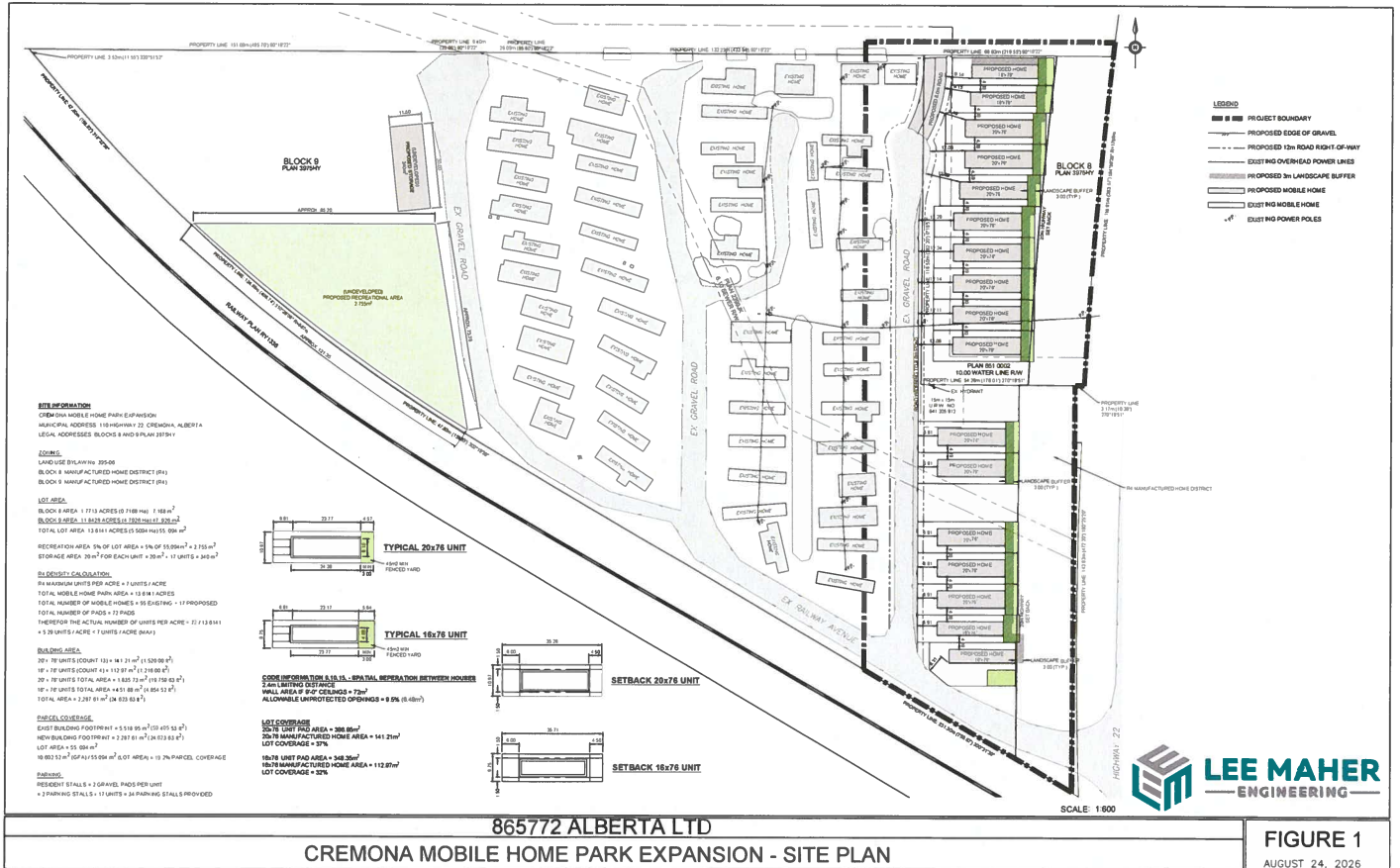
That the Village of Cremona Council direct that detailed engineering and servicing requirements be completed to the satisfaction of the Village prior to construction/development of the proposed expansion.

ATTACHMENTS:

Report to Council
Manufactured Home Park Site Plan Revised Aug. 25, 2026
Manufactured Home District – LUB
Mobile Home Location

Date Reviewed: September 10, 2026

CAO: Linda Nelson



SCHEDULE C

MANUFACTURED HOME DISTRICT (R4)

General Purpose:	To provide an area for and to regulate the development and use of land for manufactured homes, and other uses, herein listed, which are compatible with a residential area, either on separately registered parcels or in comprehensively designed parks wherein sites are rented or owned as part of a condominium. The area is to be connected to municipal sewer and water systems.
Permitted Uses:	Accessory residential buildings/structures Manufactured homes Manufactured home park
Discretionary Uses:	Home occupation which in the opinion of the Development Authority, will not generate excessive traffic Parks and playgrounds Public and quasi-public uses Public Utility Buildings Signs Solar panels

In this District,

"lot" means the total area of land reserved for the placement of a manufactured home and for the exclusive use of its occupant(s);

"structure" means a subordinate building which is an addition to, or supplements the facilities provided by a manufactured home, such as awnings, storage structures, carports, porches and skirting.

(1) Manufactured Home Park

Comprehensive Siting Plan: A comprehensive siting plan satisfactory to the development authority is required for all manufactured home parks. The plan shall identify and provide detail regarding dimensions and treatments for the following:

- Entire site and individual "lots"
- Roads
- Walkways
- Recreation areas
- Storage areas
- Parking areas
- Perimeter landscape area

Maximum Gross Density:	17 manufactured homes per hectare (7 per acre)
Minimum Park Area:	2 hectares (4.9 acres)
Maximum Park Area:	4 hectares (9.9 ac)
Minimum Lot Area:	As determined by the size of the manufactured home units

SCHEDULE C

and the lot coverage and minimum yard requirements specified in this Section.

Maximum Lot Coverage: 50%

Minimum Yard Requirements: Manufactured homes shall be at least:

- i) 4.5 m (14.76 ft.) from one another
- ii) 6.0 m (19.69 ft.) from any park boundary
- iii) 3.0 m (9.84 ft.) from any side internal access road or common parking area
- iv) 6.0 m (19.69 ft.) from the front lot line
- iv) 1.5 m (4.92 ft.) from any side lot line
- v) 4.5 m (14.76 ft.) from the rear lot line

Attached structures shall be at least 1.5 m (4.92 ft.) from any lot line.

Minimum Manufactured Home Floor Area: 91 m² (980 sq. ft.)

Minimum Manufactured Home Width: 4.4 m (14.44 ft.)

Maximum Height: 7.5 m (25 ft.) [Bylaw No. 423-10]

Recreation Area: A minimum of 5% of the total area of a manufactured home park shall be set aside in a suitable location as a recreation area. Playground apparatus or other recreation facilities shall be provided in accordance with a recreation site plan approved by the Development Officer/Municipal Planning Commission.

Landscaped Areas: All areas of a manufactured home park not developed or occupied by park roads, walkways, driveways, parking aprons, buildings or other developed facilities, including paved playgrounds, shall be landscaped. A manufactured home park shall have on its perimeter a landscaped area not less than 3 m (9.84 ft.) in width between any manufactured home lot and a boundary line of the development. This buffer shall not comprise part of the 5% recreation area requirement. The Development Authority may require the provision of a screening fence or wall within the 3.0 m perimeter. The height, material, style, finish and siting of the fence / wall shall be to the satisfaction of the Development Authority.

Roadways: All manufactured home park roadways shall have at least a 12 m (39.37 ft.) right-of-way and a carriageway no less than 8 m (26.25 ft.) in width.

Walkways: Internal pedestrian walkways, where provided, shall be a minimum of 1.5 m (4.92 ft.) in width.

SCHEDULE C

Storage Areas:	Common storage areas, separate from the manufactured home lot, shall be provided for storage of seasonal recreational equipment not capable of storage on the manufactured home lot. Such storage areas shall be screened. Such storage areas shall have an area of not less than 20 m ² (215.29 sq. ft.) per manufactured home lot.
Utilities:	All utility services and all utility wires and conduits shall be installed underground.
Fences and Lot Lines:	Fences and hedges shall be allowed only if they are erected and maintained by the manufactured home park operator to a uniform standard throughout the manufactured home park. All lot lines shall be clearly defined on the ground by permanent flush stakes, or markers, with a lot number or other address system.
Building Design:	All manufactured homes shall be factory built. Skirting or any attached structure shall be factory built with matching exterior finish, or be of durable all-weather construction and designed in a manner that will enhance the appearance of the manufactured home development. Each manufactured home shall be levelled, blocked and skirted, and the hitch skirted within 30 days of being placed on a lot.
Development Permits:	All manufactured homes in a manufactured home park require a development permit.

(2) Manufactured Home Subdivision Standards

The following regulations apply to manufactured homes:

Minimum Parcel Area:	Interior parcels 375 m ² (4,036.59 sq. ft.) Corner parcels 420 m ² (4,520.99 sq. ft.)
Maximum Parcel Coverage:	50%
Front Yard:	6 m (19.69 ft.)
Side Yard:	1.5 (4.92 ft.) on the right side facing lot from the street [except where it abuts a road other than a lane, then it shall be 3.0 m (9.84 ft.)]; and 4.5 m (14.76 ft.) on the left side. Attached structures shall be at least 1.5 m (4.92 ft.) from any lot line.
Rear Yard:	3.0 m (9.84 ft.)
Minimum Floor Area:	91 m ² (980 sq. ft.)

SCHEDULE C

Minimum Manufactured Home Width:	4.40 m (16.0 ft.)	
Maximum Height:	7.5 m (25 ft.)	[Bylaw No. 423-10]
Building Design:	All manufactured homes shall be factory built. Skirting or any attached structure shall be factory built with matching exterior finish, or be of durable all-weather construction and designed in a manner that will enhance the appearance of the manufactured home. All wheels must be removed and the manufactured home placed on permanent foundation, or concrete piers.	
Supplementary Regulations:	All uses must also comply with the regulations in Schedule B.	



REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD School Bus Parking
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.2

BACKGROUND/PROPOSAL:

Administration has received information that citizens are concerned with the parking of school buses on Village roads. However, it must also be noted that there may be other issues and an opposing viewpoint to be addressed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal report by the CAO.

ADMINISTRATION RECOMMENDATIONS: .

That Council direct administration to research the regulations regarding the parking of school buses on municipal roads, under the *Traffic Act* and report back to Council at a future Council Meeting.

MOTIONS:

That the Village of Cremona Council direct administration to research the regulations regarding the parking of school buses on municipal roadways, under the *Traffic Act* and report back to Council at a future Council Meeting.

ATTACHMENTS:

Date Reviewed: September 10, 2026

CAO: Linda Nelson

REQUEST FOR DECISION

COUNCIL DATE September 15, 2026
SUBJECT RFD MOU Helping Hands
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.3

BACKGROUND/PROPOSAL:

Administration is requesting that Council approve a proposed Memorandum of Understanding (MOU) with the Helping Hands Society of Cochrane and Area (HHSCA) and Cremona & Area Family and Community Support Services (FCSS). The MOU will establish a three (3) year partnership to enhance support services for residents of Cremona.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The agreement formalizes cooperation in two key areas: food security and volunteer transportation services, with the goal of improving access to essential supports, reducing barriers for vulnerable residents, and strengthening regional collaboration. Both organizations remain independent and responsible for their own governance, funding, staffing, and operations.

Under the food security component, HHSCA will support the Cremona Community Pantry by providing a refrigerator, food recovered through its Food Rescue Program, frozen meals, and educational resources related to nutrition and food safety, subject to available resources. Cremona FCSS will continue to operate and administer the pantry, ensure safe food handling practices, coordinate local transportation of food supplies, and provide non-identifying usage data to support program evaluation. Under the volunteer transportation component, HHSCA will manage the Volunteer Driver Program, including volunteer recruitment, screening, scheduling, and program administration, while Cremona FCSS will act as the local intake and referral partner, promoting volunteer opportunities, assessing clients, and administering any transportation fee assistance programs.

The MOU does not create financial obligations between the parties, including provisions for privacy, insurance, and dispute resolution, and may be terminated by either party with 60 days' written notice. The MOU is a no-cost partnership agreement that leverages the strengths of both organizations to expand food security, and transportation supports for Cremona-area residents through a collaborative regional approach, while maintaining clear operational responsibilities and organizational independence.

ADMINISTRATION RECOMMENDATIONS: .

That Council approve the MOU with the Helping Hands Society of Cochrane and Area (HHSCA) and Cremona & Area Family and Community Support Services (FCSS) and further direct the Chief Administrative Officer to sign the MOU on behalf of the Village of Cremona.

MOTIONS:

That the Village of Cremona Council approve the MOU with the Helping Hands Society of Cochrane and Area (HHSCA) and Cremona & Area Family and Community Support Services (FCSS) and further direct the Chief Administrative Officer to sign the MOU on behalf of the Village of Cremona.

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD Q2 Financial Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Council is provided quarterly financial reports comparing actual expenses to budget. A variance analysis is included for revenues or expenses that are significantly different.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same period in 2025, as well as corresponding budget information.

Administration has begun a high-level review of the pro-forma financial statements by Department, focusing on revenue and expenditure variances greater than \$100,000 or 100%, whether favorable or unfavorable.

This review provides Council with additional context to understand significant variances. Notations to explain significant differences are attached to the financial report.

Overall, as of the second quarter, the Village has an operating surplus of \$293,763, a higher than anticipated surplus compared to a budgeted surplus of \$13,422. This would be mainly due to the requisitions that have been paid for two quarters, yet the budget is for the entire year.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q2 2026 Quarterly Financial Reports, as information.

MOTIONS:

That the Council of the Village of Cremona accept the Q2 2026 Quarterly Financial Reports, as information.

ATTACHMENTS:

Date Reviewed: September 10, 2026

CAO *Linda Nelson*

Village of Cremona
2026 Revenue and Expenses Operating

SUMMARY

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2026</u> <u>YTD</u>	<u>2025</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) (Over) / Under Budget 100% or 100k	
Taxes and Other Revenue								
Municipal Taxes	(765,416)	-	-	(765,416)	(722,893)	(753,469)	(11,947)	-
Tax Penalties	(19,362)	-	-	(19,362)	(15,172)	(6,500)	(12,862)	198% <u>Note 1</u>
Total Taxes and Penalty Revenue	(784,777)	-	-	(784,777)	(738,065)	(759,969)		
Less Requisitions								
Requisitions	91,860	-	-	91,860	194,097	215,218	(123,358)	-57% <u>Note 2</u>
Total Available for Operations	(692,917)	-	-	(692,917)	(543,968)	(544,751)		
Net Operational Excess/(Shortfall)								
11 - Council	13,804	-	-	13,804	17,860	21,450	(7,646)	-36%
12 - Corporate Services	167,448	-	-	167,448	267,318	249,325	(81,877)	-33%
23 - Emergency Services	62,826	-	-	62,826	40,951	70,900	(8,074)	-11%
26 - Bylaw Enforcement	(275)	-	-	-	(585)	-	-	
31 - Public Works	19,368	-	-	19,368	49,212	57,050	(37,682)	-66%
32 - Roads	52,002	-	-	52,002	67,010	143,456	(91,453)	-64%
41 - Water	8,089	-	-	8,089	(14,765)	(9,250)	17,339	-187% <u>Note 3</u>
42 - Sanitary	73,935	-	-	73,935	(89,127)	(23,764)	97,699	-411% <u>Note 4</u>
43 - Garbage	(10,977)	-	-	(10,977)	(10,764)	(13,650)	2,673	-20%
51 - FCSS	(39,399)	-	-	(39,399)	(914)	(2,732)	(36,667)	1342% <u>Note 5</u>
56 - Cemetery	(451)	-	-	(451)	(1,008)	3,350	(3,801)	-113% <u>Note 6</u>
61 - Planng & Development	(136)	-	-	(136)	(1,057)	(1,650)	1,514	-92%
69 - Facilities	20,701	-	-	20,701	41,885	47,000	(26,299)	-56%
71 - Culture	(1,155)	-	-	(1,155)	2,557	-	(1,155)	
72 - Parks	18,871	-	-	18,871	22,994	(23,650)	42,521	-180% <u>Note 7</u>
74 - Library	14,501	-	-	14,501	20,274	13,494	1,008	7%
Total Net Operational Excess/(Shortfall)	399,154	-	-	399,429	411,840	531,329		
Year End Surplus/(Deficit)	(293,763)	-	-	(293,488)	(132,127)	(13,422)		

- Note 1** Administration has budgeted conservatively for property tax penalties. Will be reviewed in 2027.
- Note 2** Two quarters of requisitions have been paid and is compared to a full year of budget. This will likely be in-line by year end.
- Note 3** Significant difference between budgeted and actual in salaries. Budget must be reviewed for 2027.
- Note 4** Sanitary repairs and maintenance is much higher than budget. Repairs were not anticipated.
- Note 5** Grants come in the early part of the year and spending happens until year end.
- Note 6** Cemetery is budgeted to nearly break-even, but is doing a little better than anticipated.
- Note 7** Parks grant and donations have not been received yet, as budgeted.

Village of Cremona

2026 Revenue and Expenses Operating

SUMMARY

	Q2	Q3	Q4	2026 YTD	2025 YTD	YTD Budget	Variance (Budget V. Actual) (Over) / Under Budget 100% or 100k
Taxes and Other Revenue							
Municipal Taxes	(765,416)	-	-	(765,416)	(722,893)	(753,469)	(11,947)
Tax Penalties	(19,362)	-	-	(19,362)	(15,172)	(6,500)	(12,862)
Total Taxes and Penalty Revenue	(784,777)	-	-	(784,777)	(738,065)	(759,969)	198%
Less Requisitions							Note 1
Requisitions	91,860	-	-	91,860	194,097	215,218	(123,358)
Total Available for Operations	(692,917)	-	-	(692,917)	(543,968)	(544,751)	-57%
Net Operational Excess/(Shortfall)							Note 2
11 - Council	13,804	-	-	13,804	17,860	21,450	(7,646)
12 - Corporate Services	167,448	-	-	167,448	267,318	249,325	(81,877)
23 - Emergency Services	62,826	-	-	62,826	40,951	70,900	(8,074)
26 - Bylaw Enforcement	(275)	-	-	-	(585)	-	-
31 - Public Works	19,368	-	-	19,368	49,212	57,050	(37,682)
32 - Roads	52,002	-	-	52,002	67,010	143,456	(91,453)
41 - Water	8,089	-	-	8,089	(14,765)	(9,250)	17,339
42 - Sanitary	73,935	-	-	73,935	(89,127)	(23,764)	97,699
43 - Garbage	(10,977)	-	-	(10,977)	(10,764)	(13,650)	2,673
51 - FCSS	(39,399)	-	-	(39,399)	(914)	(2,732)	(36,667)
56 - Cemetery	(451)	-	-	(451)	(1,008)	3,350	(3,801)
61 - Planning & Development	(136)	-	-	(136)	(1,057)	(1,650)	1,514
69 - Facilities	20,701	-	-	20,701	41,885	47,000	(26,299)
71 - Culture	(1,155)	-	-	(1,155)	2,557	-	(1,155)
72 - Parks	18,871	-	-	18,871	22,994	(23,650)	42,521
74 - Library	14,501	-	-	14,501	20,274	13,494	1,008
Total Net Operational Excess/(Shortfall)	399,154	-	-	399,429	411,840	531,329	
Year End Surplus/(Deficit)	(293,763)	-	-	(293,488)	(132,127)	(13,422)	

Village of Cremona

2026 Revenue and Expenses Operating

00 - Taxes & Requisitions		<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	Municipal Taxes	(765,416)			(765,416)	(722,893)	(753,469)	(11,947)
	Tax Penalties	(19,362)			(19,362)	(15,172)	(6,500)	(12,862)
Expenses	Requisitions	91,860			91,860	194,097	215,218	(123,358)
	(Surplus) Deficit	(692,917)			(692,917)	(543,968)	(544,751)	

Village of Cremona

2026 Revenue and Expenses Operating

11 - Councillor Expense	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues							
Expenses							
Salaries & Wages	6,115			6,115	7,844	8,050	(1,935)
Contracted Services	6,578			6,578	8,349	10,650	(4,072)
Materials & Supplies				-			-
Utilities	1,110			1,110	1,667	2,750	(1,640)
(Surplus) Deficit	13,804			13,804	17,860	21,450	-

Village of Cremona

2026 Revenue and Expenses Operating

12 - Admin & General

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(2,166)			(2,166)	(61,237)	(31,560)	29,394
Expenses							
Salaries & Wages	91,766			91,766	161,431	169,110	(77,344)
Contracted Services	55,602			55,602	112,206	90,575	(34,973)
Materials & Supplies	19,860			19,860	28,624	11,500	8,360
Utilities	751			751	1,677	3,500	(2,750)
Service Charges & Interest	1,636			1,636	5,455	6,200	(4,564)
Bad Debts & Amortization					19,161		
Surplus (Deficit)	167,448			167,448	267,318	249,325	

Village of Cremona

2026 Revenue and Expenses Operating

23 - Emergency Services	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues				-		(5,000)	5,000
Expenses							
Salaries & Wages				-			-
Contracted Services	1,892			1,892	2,552	2,900	(1,008)
Materials & Supplies				-	4,257	7,500	(7,500)
Utilities	4,502			4,502	8,695	8,500	(3,998)
Fire Services Requisition	56,431			56,431	25,447	57,000	(569)
(Surplus) Deficit	62,826			62,826	40,951	70,900	

Village of Cremona

2026 Revenue and Expenses Operating

26 - Bylaw Enforcement	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(275)				(585)	(350)	350
Expenses							
Salaries & Wages							-
Contracted Services						350	(350)
Materials & Supplies							-
Utilities							-
Transfers to Local Organizations							-
(Surplus) Deficit	(275)			-	(585)	-	

Village of Cremona

2026 Revenue and Expenses Operating

31 - Public Works	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(2,270)			(2,270)	(313)	-	(2,270)
Expenses							
Salaries & Wages	14,333			14,333	33,230	35,750	(21,417)
Contracted Services	868			868	501	550	318
Materials & Supplies	6,437			6,437	15,794	20,750	(14,313)
Utilities				-	-	-	-
				-	-	-	-
(Surplus) Deficit	19,368			19,368	49,212	57,050	

Village of Cremona

2026 Revenue and Expenses Operating

32 - Roads	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026		2025		YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
				YTD		YTD			
Revenues									-
Expenses									
Salaries & Wages	4,423			4,423		13,052		12,500	(8,077)
Contracted Services	1,255			1,255		11,742		7,000	(5,745)
Materials & Supplies	3,679			3,679		21,112		40,500	(36,821)
Utilities	9,918			9,918		19,689		18,000	(8,082)
Debenture Interest & Principal	32,728			32,728		1,415		65,456	(32,728)
(Surplus) Deficit	52,002			52,002		67,010		143,456	

Village of Cremona

2026 Revenue and Expenses Operating

41 - Water	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(167,471)			(167,471)	(235,400)	(256,500)	89,029
Expenses							
Salaries & Wages	2,386			2,386	57,273	22,500	(20,114)
Contracted Services	67,428			67,428	51,829	66,500	928
Materials & Supplies	105,747			105,747	33,883	158,250	(52,503)
Utilities	-			-			-
Amortization	-			-	77,650	-	-
(Surplus) Deficit	8,089			8,089	(14,765)	(9,250)	

Village of Cremona

2026 Revenue and Expenses Operating

42 - Sanitary

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(81,726)			(81,726)	(113,543)	(86,000)	4,274
Expenses							
Salaries & Wages	97			97	5,719	6,000	(5,903)
Contracted Services	141,379			141,379	10,164	42,236	99,143
Materials & Supplies	14,185			14,185	8,534	14,000	185
Utilities				-			-
Transfers to Local Organizations	-			-	-	-	-
(Surplus) Deficit	73,935			73,935	(89,127)	(23,764)	

Village of Cremona

2026 Revenue and Expenses Operating

43 - Garbage

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(36,946)			(36,946)	(63,328)	(63,900)	26,954
Expenses							
Salaries & Wages							-
Contracted Services	23,752			23,752	47,940	45,000	(21,248)
Materials & Supplies	12			12	-	250	(238)
Utilities				-	-	-	-
Waste Commission Grant	2,206			2,206	4,623	5,000	(2,794)
(Surplus) Deficit	(10,977)	-	-	(10,977)	(10,764)	(13,650)	

Village of Cremona

2026 Revenue and Expenses Operating

51 - FCSS

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(97,336)			(97,336)	(106,255)	(75,442)	(21,894)
Expenses							
Salaries & Wages	31,115			31,115	54,623	52,706	(21,591)
Contracted Services	2,125			2,125	4,878	2,764	(639)
Materials & Supplies	2,518			2,518	5,188	2,800	(282)
Village Programs	17,674			17,674	18,531	13,440	4,234
Funded Programs	4,505			4,505	22,122	1,000	3,505
(Surplus) Deficit	(39,399)			(39,399)	(914)	(2,732)	

Village of Cremona 2026 Revenue and Expenses Operating

56 - Cemetery

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2026</u> <u>YTD</u>	<u>2025</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(3,800)			(3,800)	(6,220)	(5,000)	1,200
Expenses							
Salaries & Wages	1,957			1,957	3,912	4,350	(2,393)
Contracted Services	1,393			1,393	1,300	1,500	(108)
Materials & Supplies						2,500	(2,500)
Utilities							-
							-
(Surplus) Deficit	(451)			(451)	(1,008)	3,350	

Village of Cremona

2026 Revenue and Expenses Operating

61 - Planning & Development

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(2,539)			(2,539)	(1,067)	(12,050)	9,511
Expenses							
Salaries & Wages				-			-
Contracted Services	2,403			2,403	10	10,400	(7,997)
Materials & Supplies	-			-	-	-	-
Utilities	-			-	-	-	-
Surplus (Deficit)	(136)			(136)	(1,057)	(1,650)	

Village of Cremona

2026 Revenue and Expenses Operating

69 - Facilities	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues				-			-
Expenses							
Salaries & Wages				-			-
Contracted Services	420			420	690	1,500	(1,080)
Materials & Supplies	1,076			1,076	616	5,500	(4,424)
Utilities	19,206			19,206	40,579	40,000	(20,794)
				-			-
(Surplus) Deficit	20,701	-	-	20,701	41,885	47,000	

Village of Cremona

2026 Revenue and Expenses Operating

71 - Culture

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2026</u> <u>YTD</u>	<u>2025</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(9,461)			(9,461)	(7,307)	(7,000)	(2,461)
Expenses							
Salaries & Wages	-			-	-	-	-
Contracted Services	-			-	-	-	-
Materials & Supplies	-			-	-	-	-
Utilities	-			-	-	-	-
Festivals	8,307			8,307	9,864	7,000	1,307
(Surplus) Deficit	(1,155)	-	-	(1,155)	2,557	-	-

Village of Cremona

2026 Revenue and Expenses Operating

72 - Parks

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues				-		(45,900)	45,900
Expenses							
Salaries & Wages	14,446			14,446	10,816	11,500	2,946
Contracted Services	1,841			1,841	4,530	4,500	(2,659)
Materials & Supplies	2,584			2,584	7,649	6,250	(3,666)
Utilities							
Surplus (Deficit)	18,871	-	-	18,871	22,994	(23,650)	

Village of Cremona

2026 Revenue and Expenses Operating

74 - Library

	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	(18,732)			(18,732)	(39,493)	(2,000)	(16,732)
Expenses							
Salaries & Wages				-			-
Contracted Services	1,598			1,598	530		1,598
Materials & Supplies				-		250	(250)
Utilities	751			751	1,449	2,000	(1,249)
Transfers to libraries	30,884			30,884	57,788	13,244	17,640
(Surplus) Deficit	14,501			14,501	20,274	13,494	

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD MV Water Monthly Summary
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Each month the Council receives a MV Water Monthly Summary Report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report

ADMINISTRATION RECOMMENDATIONS: .

That Council accept the MV Water Monthly Summary Report as information.

MOTIONS:

That the Village of Cremona Council accept the MV Water Monthly Summary Report as information.

ATTACHMENTS:

MV Monthly Summary Report

Date Reviewed: September 10, 2026

CAO: Linda Nelson



Sandi Ryan

Chief Administrative Officer

Village of Cremona

205 1 St E Cremona, AB T0M 0B9

koconnor@cremona.ca

September 5, 2026

RE: August 2026 Monthly Operations Summary - Village of Cremona

Upon commencement of the Operations Agreement, several deficiencies have been noted. These deficiencies have been categorized from high risk, moderate risk, and low risk. This will remain an active tracking list throughout the term of the Agreement and will be updated accordingly and circulated on a monthly basis.

WATERWORKS MONTHLY SUMMARY

Leak on check valve - HIGH

- A leak has started on the check valve side of piping inside the plant. Parts have been ordered and the repair will be completed when they arrive.

Yearly Maintenance on Blowers/ Air Compressors- Moderate

- Yearly oil changes and maintenance is due on 2 air compressors and one blower. This work can be completed by Mountain View Water, and requires minimal cost.

Raw Water Inlet Valve (FCV 210) - Moderate

- The raw water inlet valve for the treatment plant is non-operational and is always in the "on" position. The failure alarm for this valve was found to be disabled due to operational issues. Further diagnosis is required to determine why this valve and alarm were left in this state.

Leaking Manganese Filter B Lower Union - (Previously Low) - Moderate

- There is a pre-existing leak in the lower union connection at Manganese Filter B. The leak has begun to increase. A quote for repair has been obtained for \$1,930 and is awaiting Village approval.

Reservoir Inspection - MEDIUM

- The last noted reservoir inspection was three (3) years ago. Alberta Environment and Protected Areas recommends inspection every two (2) years. A quote will be provided this month for the work.

Leaking Distribution Header Union (Distribution Pump House) - Low



- There is a slight leak on the distribution header in the pump house.

Leaking Backwash Water "T" Union/Valve - Low

- The treated backwash line that supplies auxiliary water for site maintenance is leaking. There is currently no way to isolate the line in the event of a leak. Repair plan is currently underway

Pest Control (Well Pump House) - Low

- There is significant rodent activity evident within the well pump house. Pest control measures are recommended to protect the infrastructure from damage and further pest waste. We will continue to monitor

Completed Repairs/Maintenance:

Chlorine Dosing Line Burst - High - Complete (November 2025)

- A major leak in the chlorine dosing line was repaired. Proper dosage has now been restored to the produced potable water.

Distribution Pump/Bulk Water Station Heater - High - Complete (November 2025)

- Replacement of faulty internal circuit board on the natural gas unit heater (Work Order #0001). This unit is now back in operation.

Well Pump House Heater - High - Complete (November 2025)

- Replacement of faulty 240V Dual-Pole Load Controller/Thermostat for the electric unit heater. (Work Order #0002). This unit is now back in operation.

Leaking Valve (FV 230A) - Low - Complete (November 2025)

- A slight leak in the treatment plant on the flange for valve FV 230A has been repaired.

Air Compressor Automatic Drains - Low - Complete (November 2025)

- The automatic drains for the air compressors were found to be turned off due to blocked discharges. The discharge lines should be replaced to preserve the integrity and capacity of the compressor tanks. They were being drained manually on a weekly basis. The automatic drains have now been repaired.

Bray Valve (FV 320A) Air & Oil Leak - High - Complete (December 2025)

- The valve actuator for a control valve on "Manganese Filter A" is leaking air and oil. The system can currently compensate for the loss of air, although it puts additional strain on the compressors for the facility. If maintenance is not performed, the leak could go past



the working capacity of the compressors or lead to valve failure. This leak has resulted in a failure of operation of the valve. Summit has completed the repair.

Treated Water Chlorine Analyzer - High - Complete (December 2025)

- The treated chlorine analyzer that monitors free chlorine in the plants produced water is not reading accurately and requires service. The SCADA alarm for this was found to be disabled. This analyzer is essential to the operation and compliance of the treatment system. ClearTech performed a service to the analyzer on December 15th.

Leaking Grundfos Booster Pump (Treatment Plant) - Low - Complete (December 2025)

- The booster pump that supplies additional pressure to the operations building is currently not operational and leaking. This system has been bypassed by the Village.

Chlorine Dosing Pump Discharge - High - Complete (December 2025)

- It was noted by the previous operator that the dosing pump was causing major problems with the functionality of the treatment plant. Upon our operator's review, it was identified that the pump itself was not the issue, but rather the discharge location was blocked off due to misuse of the pump. A short-term solution has been implemented by shortening the length of the discharge tubing entering the flow of treated water. Fusion Plumbing has installed a union for future blockage removal. The blockage has been removed.

Uninterrupted Power Supply (UPS) Battery Failure - High - Complete (January 2026)

- It was identified that the existing UPS that provides uninterrupted power to the treatment plant was non-operational and obsolete. The SCADA alarm for the UPS was found to currently be disabled. The UPS is required for AEPA compliance to ensure SCADA trending is uninterrupted, as well as act as a protection for the treatment plant PLC and programming. A replacement has been quoted and approved by the Village. This UPS is now installed and operational.

Water Treatment Plant PLC Card Failure - Complete (January 2026)

- A power outage caused a loss of the automated operations of the chemical dosing pump. It was determined through MPE and Ridgeline Electrical that the lack of UPS on the system (pre-existing condition) caused a failure of the analog PLC card. A replacement was supplied and installed by Ridgeline Electrical. Manual operations of the plant to produce treated water was required while a card was sourced.

Centre Street / 2nd Ave Water Main Break - Complete (January 2026)

- Higher than normal morning flows indicated a leak/break in the distribution system. Leak detection equipment and crew were deployed to site and the leak was found on Center Street and 2nd Avenue. While 4 residents experienced lower than normal pressures



during the repair, no service interruptions were experienced throughout the investigation and repair.

Exterior Light (Well Pump House) - Low - Complete (February 2026)

- The exterior light at the well pump house appears to be non-operational.

Failed Trides reference sensor on Swan analyzer(Plant) - High- Complete (February 2026)

- Failure of a sensor on the chlorine analyzer caused error in free chlorine reading

Control Valve Solenoid Failure (Plant) - Complete (Feb 27 2026)

- Air control solenoid valves have been maintained and are in working condition. We will continue to monitor condition

Chlorine Scale - High - Complete - (March 2026)

- The chlorine scale that measures the volume of available chlorine for water disinfection is now functioning. The scale has been replaced, installation has been completed and the system is calibrated.

UPS Desktop computer - Moderate - Complete - (March 2026)

- The UPS had failed and the batteries were replaced.

Pressure Differential in Bio Filer A - Complete (April 2026)

- The pressure differential for Bio Filter A is abnormally high. Upon investigation the pressure distribution block required maintenance. The repair was completed and the system is now operating with accurate readings.

Door Entry Alarms - Treatment Plant and Well Pump House - REMOVED (April 2026)

- MPE Engineering is looking into a way to utilize these sensors, as their current configuration is not useful. After investigation MPE is not able to utilize these door alarms. This line item has been removed.

Air Control Valve (Water Plant) - Complete (June 2026)

- There are two failing air control valves. Parts are ordered and repair will be completed by Mountain View Water.

Failing Valve (Water Plant) - COMPLETE (July 2026)

- Valve V235A, is in need of maintenance. Under operation, it fails to open/ close the majority of the time. The valve has been replaced.

Fire Hydrant Flushing -COMPLETE (July 2026)



- Flushing of the system twice a year is essential in removing deposits from the distribution system and keeping ample available free chlorine and low turbidity to preserve water quality. This work has been approved by the Village and completed.

Centre Street / 1st Ave Water Main Break - Complete (July 2026)

- A main break was identified on July 7. Crews were deployed to site and the leak was found on Center Street south of 1st Avenue. A small number of residents experienced lower than normal pressures during the repair, no service interruptions were experienced throughout the investigation and repair.

WASTEWATER MONTHLY SUMMARY

May 2026

- Upon starting the wastewater agreement, it was identified that the lagoon was at its overflow height and was draining to the environment. Mountain View Water completed all testing to stay in compliance with the code of practice and was able to start irrigation with the neighbouring farmer to lower the levels. The contravention was noted to the proper channels, and has since been closed. We will continue to monitor to ensure the proper/ safe cooperation of the lagoon system

June 2026

- Continued monitoring, and an overland release were planned and started June 24 2026, all required testing was done as per the Code of Practice. The release is currently ongoing.
- The sanitary service line at 102 Edey Close, along with the main in front of the property were CCTV inspected. Video from the inspection showed an offset in the service line a few feet from the tie-in to the main. Glenn Michael Contracting was contracted by the Village to complete the service line repair.

July 2026

- An overland release was completed, this includes all required testing as per the Code of Practice. No complaints or concerns were received.
- A broken power cable has been found that controlled the movement of the Irrigation Pivot. Investigation is underway.

August 2026

- Continue to monitor and inspect the lagoon system.



- The power cable for the irrigation system was repaired, 2 locations were found to be corroded through. The sites were dug by hand to decrease impact to the affected crops. The system is back up and operational for the local farmer to utilize.

MONTHLY METER SUMMARY

December			
	PREVIOUS	MONTH END	TOTAL M3
TREATED TO RES	599045	603333	4288
RAW FROM WELLS	667316	672245	4929
BACKWASH -LOSS	40117	40411	294
Distribution	1065077	1068528	3451
Bulk (METER ROLLED OVER)	9681871	347.323	665.45

JANUARY		
	MONTH END	TOTAL M3
TREATED TO RES	608689	5356
RAW FROM WELLS	678382	6137
BACKWASH -LOSS	40762	351
Distribution	1072685	4157
Bulk	761.85958	414.54
FEBRUARY		
	MONTH END	TOTAL M3
TREATED TO RES	614739	6050
RAW FROM WELLS	684997	6615
BACKWASH - LOSS	41191	429



Distribution	1074923	2238
Bulk	4010.736	3248.88
MARCH		
	MONTH END	TOTAL M3
TREATED TO RES	619845	5106
RAW FROM WELLS	690833	5836
BACKWASH -LOSS	41533	342
Distribution	1078479	3556
Bulk	5078.696	1067.96
APRIL		
	MONTH END	TOTAL M3
TREATED TO RES	623953	4108
RAW FROM WELLS	695546	4713
BACKWASH -LOSS	41811	278
Distribution	1081427	2948
Bulk	5864.31	785.614
MAY		
	MONTH END	TOTAL M3
TREATED TO RES	629194	5241
RAW FROM WELLS	701461	5915
BACKWASH -LOSS	42180	369
Distribution	1084727	3300
Bulk	7331.481	1467.171
JUNE		
	MONTH END	TOTAL M3
TREATED TO RES	634749	5555
RAW FROM WELLS	707726	6265
BACKWASH -LOSS	42549	369
Distribution	1088445	3718
Bulk	8476.196	1144.715
JULY		



**Mountain View
Water Ltd.**

Email: Operations@mwater.ca

Phone: (403) 586-2843

(403) 439-0800

Website: www.mwater.ca

	MONTH END	TOTAL M3
TREATED TO RES	642124	7375
RAW FROM WELLS	715971	8245
BACKWASH -LOSS	43073	524
Distribution	1093406	4961
Bulk(METER RESET)	177.132	3295.13

August		
	MONTH END	TOTAL M3
TREATED TO RES	649304	7180
RAW FROM WELLS	723961	7990
BACKWASH -LOSS	43565	492
Distribution	1098700	5294
Bulk(METER RESET)	1436.236	1259.104

If you have any questions regarding the above noted deficiencies or corrective actions, please do not hesitate to reach out.

Thank you,
Mountain View Water Ltd.

REQUEST FOR DECISION

COUNCIL DATE	September 15, 2026
SUBJECT	RFD Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

The Council of the Village of Cremona sits on various committees, boards and commissions, with each Councillor providing a written or verbal report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached reports.

ADMINISTRATION RECOMMENDATIONS: .

That the Village of Cremona Council accept the written or verbal reports as information.

MOTIONS:

That the Village of Cremona Council accept Councillor Abrams's written / verbal report for August 2026, as information.

That the Village of Cremona Council accept Councillor Martin's written / verbal report for August 2026, as information.

That the Village of Cremona Council accept Councillor Liu's written / verbal report for August 2026, as information.

That the Village of Cremona Council accept Councillor Thompson's written / verbal report for August 2026, as information.

That the Village of Cremona Council accept Mayor Lamb's written / verbal report for August 2026, as information.

ATTACHMENTS:

Councillor _____ report

Councillor _____ report

Date Reviewed: September 10, 2026 CAO: Linda Nelson