



VILLAGE OF GLENWOOD  
Organizational and Regular Council Meeting  
**Agenda**

Glenwood Community Hall (90 Main Avenue)  
Thursday, December 8, 2022 - 7:00pm

1. Call to Order of the Regular Meeting of Council by Mayor Allred
2. Approval of Agenda
3. Oath of Office – Deputy Mayor Holthe
4. Approval of Minutes:
  - a) 2022 – November 9 - Regular Council Meeting Minutes
5. Delegations:
  - a) Spring Glen Park – Representative Aileen Gibb 7:15 pm
  - b) RCMP Reports - 7:30 pm
6. Items for Discussion and/or Action:
  - a) Council Committee Appointments (see addition of member for the Glenwood Library Board) – resolution required to approve appointments
  - b) Resolution required to accept the Chinook Regional Library Levies as per the Memo provided dated September 12, 2002 – 2023 - \$7.93, 2024 - \$8.09, 2025 – \$8.22, 2026 – \$8.32 as follows: “The Village of Glenwood approves the Chinook Arch Library Board 2023-2026 Municipal Levy Schedule.”
  - c) Library funding – the Village of Hillspring has agreed to budget for \$5000.00 in funding support for the Glenwood Library, in 2023
  - d) Resolution required to place the Village of Glenwood under the Cardston County Quality Management Plan (QMP) for Fire
7. Councillor Reports:
  - a) Mayor Allred - Christmas Party
  - b) Deputy Mayor Holthe
  - c) Councillor Lybbert
  - d) Councillor Peterson
  - e) Councillor Wickhorst
8. CAO Report
  - a) Request to close the Village Office December 27 and 29 over the Xmas season
9. Public Works - Update
  - a) New overhead furnace installed in shop
  - b) Manhole leak and meter replacement

10. Correspondence:

- a) Letter from Minister Rebecca Schulz – Fire Services Training Program
- b) Letter from the Mayor Kevin Ferguson of Ponoka to the Minister of Health regarding ambulance services
- c) Chief Mountain Regional Solid Waste Requisition for 2023

11. Closed Session

- a) *Freedom of Information and Protection of Privacy Act* – Section 16 (1)(c ) (i) – Disclosure harmful to business interests of a third party.

12. Adjournment.

**CAO**

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**From:** CAO  
**Sent:** November 3, 2022 10:15 AM  
**To:** 'aileen@crossbordertrading.com'  
**Subject:** Council Meeting

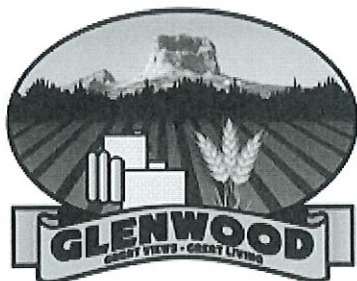
Good Morning Aileen:

Please be advised that you have been placed on the agenda of the Council Meeting of December 8, 2022 to review the funding for Spring Glen Park.

The time set aside is at 7:15 pm. Please confirm your attendance by email to [cao@glenwood.ca](mailto:cao@glenwood.ca)

We look forward to hearing from you.

Cynthia Vizzutti  
Chief Administrative Officer CLGM, CTAJ  
Village of Glenwood  
Box 1084, 59 Main Ave.  
Glenwood, AB. T0K 2R0  
[cao@glenwood.ca](mailto:cao@glenwood.ca)  
403-626-3233



5a)

<b>Spring Glen Park Association</b>			
<b>Income and Expense Statement</b>			
For period:		<b>January 1, 2022 - present</b>	
Opening Bank Balance - January 1, 2022			<b>\$29,227.19</b>
<b>Revenues</b>			
	Requisitions/Donations/5th on 5th	\$20,400.00	
	Fund Raising	\$0.00	
	Square fees	-\$184.06	
	Entire Camp Booking	\$9,700.00	
	Overnight Camping	\$13,723.50	
	Kitchens	\$455.29	
	Bank interest earned	\$8.46	
	Tree donations	\$0.00	
	<b>TOTAL INCOME</b>		<b>\$44,103.19</b>
<b>Expenses</b>			
	GST	\$533.05	
	Administration	\$1,338.88	
	Bank Fees	\$9.00	
	Canada Revenue Agency	\$2,429.98	
	Refunds	\$843.41	
	EPCOR	\$2,240.04	
	Fuel	\$1,043.32	
	Irrigation & Parts	\$1,034.93	
	Maintenance, Parts & Repairs	\$5,744.43	
	Equipment (Capital Expense)	\$3,336.07	
	Paint	\$1,001.46	
	Payroll	\$20,011.90	
	<b>TOTAL EXPENSES</b>		<b>\$39,566.47</b>
Closing Bank Balance - present			<b>\$33,763.91</b>
<b>Receivables</b>			
	5th on 5th	\$6,232.72	\$39,996.63
			\$39,996.63
			\$39,996.63
			<b>\$39,996.63</b>
<b>Total assets</b>			<b>0</b>
<b>Total Liabilities</b>			<b>0</b>



November 2nd, 2022

Sgt Robert Wright  
Detachment Commander  
Cardston, Alberta

Dear Mayor, Reeve and Council,

Attached you will find the quarterly Community Policing Report that encompasses the July 1<sup>st</sup> to September 30<sup>th</sup>, 2022 reporting period, and will provide you a quarterly snapshot of the human resources, financial data and crime statistics for the Cardston RCMP. These quarterly reports contribute greatly to ensuring that the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are meeting your needs on an ongoing basis.

This quarter I want to update you on the status of Body Worn Cameras (BWC), which are set to be field tested early in 2023 at three different pilot locations in Alberta. A total of 191 cameras will be distributed amongst front line officers in Grand Prairie, Parkland, and St. Paul Detachments respectively; the objectives of this Field Test will be as follows:

- Confirm the Contractor is able to deliver the required services as defined within the SOW (Statement of Work) and Request for Proposal (RFP).
- Provide an early opportunity to get cameras in the hands of 191 frontline officers who will be the primary users of the BWC and the accompanying Digital Evidence Management System (DEMS) Service.
- Capture preliminary "lessons-learned" to help refine service delivery processes for full implementation in Alberta.

Should the top vendor demonstrate they can meet our requirements, the next step will be full implementation later in 2023. The introduction of body-worn cameras and digital evidence management service will become a new national standard to enhance public trust, confidence and public safety. Although preliminary estimates were provided within the 2023/24 to 2027/28 Multi-Year Financial Plan for your community, the field test results may impact the estimated costs. As details are refined the forecast will be updated and shared with your community.



Your ongoing engagement and the feedback you provide guides our Detachment team in responding to the priorities of our citizens. It solidifies our strong community partnership that supports your Alberta RCMP Detachment in providing flexible and responsive policing services that reflect the evolving needs of those who we are proud to serve.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

Sgt Robert Wright  
Detachment Commander  
Cardston, Alberta



## Village of Glenwood Council Committee Appointments for 2023

Committee / Organization	Council Representative
Alberta Southwest Regional Alliance	Milo Holthe
Regional Assessment Review Board	Brian Wickhorst
Spring Glen Park Society (SGP)	Brian Wickhorst
Cardston County Emergency Services (CCES)	Sandy Lybbert
Glenwood & Hill Spring Emergency Management Committee	Sandy Lybbert
Cemetery Committee	Brian Wickhorst
Glenwood Recreation Board	Milo Holthe
Chief Mountain Regional Solid Waste Authority (CMRSA)	Brian Wickhorst
Chinook Arch Regional Library Foundation, Library Board	Linda Allred
Chinook Foundation (Seniors); Aged Cheese Country Club	Sandy Lybbert
Chinook Intermunicipal Subdivision and Development Appeal Board	Linda Allred Sandy Lybbert
Glenwood Library Board	
Mayors & Reeves of Southern Alberta	Linda Allred – Delegate Milo Holthe -Alternate
Oldman River Regional Services Commission (ORRSC)	Mark Peterson
Family and Community Support Services (FCSS)	Linda Allred
Municipal Planning Commission (MPC)	Brian Wickhorst Milo Holthe Mark Peterson

66)



**Memo**

**September 12, 2022**

**To:** Village of Glenwood Mayor and Council

**From:** Vic Mensch, Chair of the Chinook Arch Library Board

**Re: Chinook Arch Library Board 2023-2026 Budget and Member Levy**

Chinook Arch Regional Library System provides a cost-efficient way for municipalities in southwestern Alberta to collaborate with neighbouring communities to ensure that all area residents can experience the life-changing power of public libraries. As a member-driven regional service organization made up of 41 member municipalities, Chinook Arch’s mission is to support thriving libraries and thriving communities. We are excited about our 2023-2026 Plan of Service (see attached) and what it means for libraries and library users in your area!

Chinook Arch is primarily funded through a per capita member levy that is set by the Chinook Arch Library Board. Any proposed increase to the member levy must be approved by 2/3 of member councils representing 2/3 of the total member population (27 councils representing 138,075 residents).

The proposed 2023-2026 Levy Schedule includes modest increases in each of the four years. The Board believes that this proposed schedule will allow Chinook Arch to continue to support its member libraries while addressing rising costs associated with inflation and high energy prices. Thanks to the 5% levy reduction Chinook Arch instituted in 2021, the proposed 2023-2026 levies are lower than 2019-2022 levies that were approved by councils in 2018.

The following chart shows the 2023-2026 Municipal Levy Schedule, with proposed increases listed in dollars and percentages:

Year	Proposed Municipal Levy	Annual Increase (\$)	Annual Increase (%)	Library Board Fee	Total Proposed Levy	Total Levy Annual Increase
Current	\$ 7.76				\$ 11.33	
2023	\$ 7.93	\$ 0.17	2.19%	\$ 3.57	\$ 11.50	1.50%
2024	\$ 8.09	\$ 0.16	2.02%	\$ 3.57	\$ 11.66	1.39%
2025	\$ 8.22	\$ 0.13	1.61%	\$ 3.57	\$ 11.79	1.11%
2026	\$ 8.32	\$ 0.10	1.22%	\$ 3.57	\$ 11.89	0.85%

We respectfully request that your council pass a resolution on the proposed 2023-2026 Municipal Levy Schedule. **Kindly forward a copy of the council resolution to Chinook Arch.**



6b)



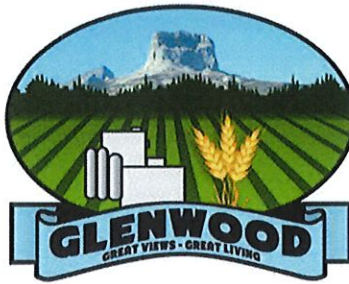
**Proposed resolution:**

*"The (Name of Municipality) approves the Chinook Arch Library Board 2023-2026 Municipal Levy Schedule."*

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the plan of service, budget, and member levy. To arrange a presentation, please phone 403-380-1500 or email [arch@chinookarch.ca](mailto:arch@chinookarch.ca)

(encl.)

bc)



October 26, 2022

Village of Hillspring  
Box 40  
Hill Spring, Alberta  
T0K 1E0

Attention: Mayor and Council

The Council of the Village of Glenwood has struggled to fund the operations of the library, for many years.

There have been several requests made to the Village of Hillspring to help financially, because many Hillspring residents make considerable use of the library. We understand the pressure put on budgets of small communities, but the need for local services has never been more apparent.

We are asking the Council of Hillspring to consider setting aside \$5,000.00 per annum, beginning in 2023, to help us fund the library.

Thank you for your consideration regarding this request, and we look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Linda L. Allred". The signature is written in a cursive style.

Linda Allred  
Mayor

6d.)

CAO

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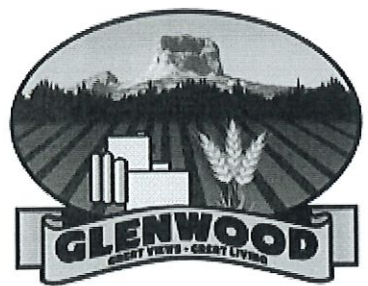
**From:** Office  
**Sent:** November 16, 2022 2:10 PM  
**To:** 'Danny Melvin'  
**Subject:** RE: Change request to QMP

Good Afternoon Danny:

I concur with your request. I will place this matter on the December 8, 2022 Council Agenda so a resolution may be passed to come under the same Fire QMP within the County of Cardston.

Thank you for your help in this matter.

Cynthia Vizzutti  
Chief Administrative Officer CLGM, CTAJ  
Village of Glenwood  
Box 1084, 59 Main Ave.  
Glenwood, AB. T0K 2R0  
cao@glenwood.ca  
403-626-3233



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**From:** Danny Melvin <dmcces@hotmail.com>  
**Sent:** November 16, 2022 1:25 PM  
**To:** office@hillspring.ca; Office <office@glenwood.ca>  
**Cc:** Murray Millward <murray@cardstoncounty.com>  
**Subject:** Change request to QMP

Hello to all,

After gone thru a Safety Codes Council audit yesterday, it has come to my attention of a change that should take place to stream-line all community's involved.

6d)

Currently, both Glenwood and Hill Spring are listed with the Provincial Safety Codes Council, as having their own Fire Quality Management Plan. As such, part of the required processes that go along with having such agreements is having a QMP Manager and designate to keep current with the requirements of the QMP.

Now, with that being said, my name is listed under your QMP with as a JOINT Municipality.

What I would like to do is ask that a resolution be passed by both council's and that they would both agree to become under the same Fire QMP as the rest of the Fire Departments within the County of Cardston. That way all reporting to the Safety Codes Council would encompass all area's to which I am responsible to report on anyway. Currently, as it is, I need to submit 3 sets of reports to the Safety Codes Council every year, instead of just submitting just one that I am proposing.

Please advise if you require any further information.

Danny Melvin  
Fire Chief  
Cardston County Emergency Services  
P.O. Box 2199  
Cardston, Alberta, T0K 0K0  
P-(403) 653-1333  
F-(403) 653-4789  
Cell-(403) 715-1249

10A)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110130

**Subject: 2022/23 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs has reinstated the Fire Services Training Program. This program will provide \$500,000 in grant funding annually starting in 2022/23. Public safety is always a priority and, while we respect that fire services is a municipal responsibility, the Government of Alberta recognizes that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes below:

- Alberta communities are supported in developing capacity to prevent, prepare for, and respond to identified risks.
- Training of fire services remains current and is updated as required.
- Training aligns with and supports community planning.

The grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant.aspx](http://www.alberta.ca/fire-services-training-grant.aspx). If interested, please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This government recognizes the important work of fire services, and the grant program will help fire departments across the province be prepared with knowledge and skills to protect their communities.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Schulz".

Rebecca Schulz  
Minister



106)

## Office of the Mayor

November 23, 2022

Honourable Jason Copping  
Minister of Health  
432 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6  
[health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Dear Minister Copping:

I am writing to you on behalf of our Ponoka Volunteer Fire Department. Actually, I think I could be writing on behalf of most volunteer fire departments in rural Alberta. However, right now I am very concerned for the volunteer fire fighters of my community who bravely step forward and protect us all.

My main concern is with the current state that we find our ambulance service in. This is something that isn't new. It has been brewing for a number of years now and I believe we are about to hit critical mass, which means we are not too far away from doing far more damage to all of our emergency services, simply because we cannot collectively get a handle on how to manage this situation.

On November 21, 2022, we had an incident in the Town of Ponoka, where a pedestrian was hit on one of our roads by a motor vehicle. The first responders on the scene were our volunteer fire fighters. They had an ambulance dispatched from Bashaw which is about 30 minutes away. Ten minutes after the dispatch it was rerouted to Red Deer. By this time the next dispatched ambulance was to come from Leduc, 42 minutes away. In the meantime, the patient was seizing and his heartbeat had dropped to 28 beats per minute. At that time rather than continue to wait for an ambulance and lose the patient, our firefighters made the decision to pack him into the box of one of their pickups, and with a police escort got him to our local hospital. This is a summation of the report I read, and the complete absurdity of this situation I find astounding.

Two months prior, on September 21, 2022, we had a shooting in our downtown. Once again, our volunteer fire fighters were first on the scene because an ambulance had to be dispatched out of Red Deer, about 45 minutes away. In the meantime, our volunteer fire department bandaged and stabilized the victim, and some of the members learned how to deal with a person who had their ear shot off.

Follow Town of Ponoka online at:  
[www.ponoka.ca](http://www.ponoka.ca)



Town of Ponoka  
200, 5604 – 50 Street  
Ponoka, AB T4J 1G5  
Main: 403-783-4431  
Fax: 403-783-6745

10b)

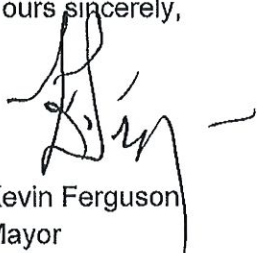
Honourable Jason Copping  
November 23, 2022  
Page 2

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In the last year our volunteer fire department has been the first to arrive on the scene of a medical event 18 times. They do this for the love of their community, and are not being paid-----I would say for them money is not the issue. What is the issue is that after they have been faced with the trauma of a catastrophic medical event, they then have to go back to their real jobs the following day. So I put it to you, that while we are trying to somehow figure our way around this ambulance crisis, we are doing it on the backs of our rural volunteer fire fighters. I represent a rural municipality, and I am telling you what I see is that my friends, neighbours, and fellow citizens are being put at risk on a daily basis because we can't figure this ambulance thing out.

We are running out of time and something needs to be done not only for our cities, but for our rural communities too.

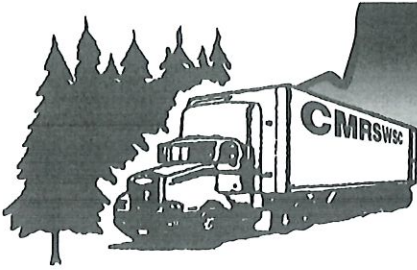
Yours sincerely,



Kevin Ferguson  
Mayor

- c: Premier Danielle Smith
- Rachel Notley, Leader of the Opposition
- Ron Orr, MLA – Lacombe/Ponoka
- Mayors – Alberta Municipalities
- Reeve Paul McLauchlin, Ponoka County
- Donna Noble, Protective Services Coordinator – Ponoka County

10c)



# Chief Mountain

## Regional Solid Waste Services Commission

P.O. Box 1711, Cardston, Alberta T0K 0K0 Phone: 403-653-2703 Fax: 403-653-2704

17 November 2022

Village of Glenwood  
Box 1084  
Glenwood, AB  
TOK 2R0

Dear Sir/Madame,

RE: 2023 Requisition Rate

Chief Mountain Regional Solid Waste Services Commission at the last board meeting set the 2023 requisition rate via the following motion:

22-26 Gary Bikman moved to approve the 2023 Budget as presented with the requisition rates being \$30.33/capita. Carried

This represents a 3% increase in the rate from last year. The Village of Glenwood's requisition is \$9,584.28 for 2023 and will be due in 2 payments by April 30<sup>th</sup> and September 30<sup>th</sup>.

If you have any questions, please contact me at (403)625-0201 or email [chiefmountainsolidwaste@gmail.com](mailto:chiefmountainsolidwaste@gmail.com) with your inquiry.

Yours truly,

Marian Carlson  
SEO

sp