



VILLAGE OF GLENWOOD
Regular Council Meeting

Agenda

Glenwood Community Hall (90 Main Avenue)
Thursday, October 12, 2023 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of September 14, 2023
4. Items for Discussion and/or Action:
 - a) Animal Control Officer Leor Stanley will be away at training from October 9, 2023 105 December 1, 2023 therefore the Village will not have animal control services during that time.
 - b) Copy of Municipal Affairs document – Pecuniary Interest for Municipal Councillors
 - c) Copy of Council Code of Conduct – Bylaw 244-2018 for your information
 - d) Copy of Council Procedure Bylaw – Bylaw 232-2017 – for your information.
 - e) Glenwood Gleanings
5. Bylaws and Policies
 - a) Policy A010-2023 – Installation of Approaches
 - b) Bylaw 261-2022 – Advertising Bylaw – discussion regarding social media etc.
 - c) Proposed Bylaw 264-2023 – Untidy Premises and Property Standards – 2nd Draft
6. Councillor Reports:
 - a) Mayor Allred
 - b) Deputy Mayor Peterson
 - c) Councillor Doral Lybbert
 - d) Councillor Sandy Lybbert
 - e) Councillor Wickhorst
7.
 - a) CAO Report
8. Financial Reports:
 - a) 2023 Operating and Capital Budget to Actual – Dated September 26, 2023
9. Correspondence:
 - a) Letter from Municipal Affairs – Assessment Audit – your assessment rolls comply with legislative requirements.
 - b) Municipal Sustainability Initiative Capital Program Guidelines Addendum
 - c) Request to renew the lease with Alberta Health Services for ambulance storage
 - d) Alberta Public Safety and Emergency Services – Police Funding Model

10. Closed Session:

- a) Section 24(1)(g) – disclosure which could reasonably be expected to result in disclosure of pending policy or budgetary decision.

11. Adjournment.

VILLAGE OF GLENWOOD

September 14, 2023 Minutes

The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on September 14, 2023 at 7:00 PM.

In attendance: Mayor Allred, Councillor Doral Lybbert, Councillor Sandy Lybbert, Councillor Brian Wickhorst

Absent: Deputy Mark Peterson

Officials: Chief Administrative Officer Cynthia Vizzutti.

<u>1. Call to Order</u>	Mayor Allred called the September 14, 2023 regular Council meeting to order at 7:24 pm.
<u>2. Agenda Approval</u> <u>2023.09.14.110</u>	MOVED by Councillor Sandy Lybbert to approve the agenda, as presented. Carried.
<u>3. Minutes of August 10</u> <u>2023 Regular Meeting</u> <u>2023.09.14.111</u>	MOVED by Mayor Allred to approve the minutes of the regular Council Meeting, of August 10, 2023, as presented. Carried.
<u>4. RCMP Report</u> <u>April 1-June 30</u>	RCMP Sargeant Robert Wright presented the April 1-June 30, 2023 Quarterly Community Policing Report.
<u>5.a) Appointment</u> <u>Glenwood Library</u> <u>2023.09.14.112</u>	a) Re-appointment of Linda Maerz to the Glenwood Library Board. MOVED by Mayor Allred to appoint Linda Maerz to the Glenwood Library Board until November 1, 2024. Carried.
<u>5.b) Untidy Premises</u> <u>Bylaw</u> <u>2023.09.14.113</u>	b) 2 nd Draft Bylaw 264-2023 Unsightly Premises presented for review and amendments by Council. MOVED by Councillor Sandy Lybbert the 2 nd Draft of the Untidy Premises Bylaw be tabled to the regular Council Meeting of October 12, 2023. Carried.
<u>5.c) OHV Bylaw</u>	c) Existing Bylaw 223-2008 Off Highway Vehicles and a draft bylaw created in 2020 was not completed. CAO Vizzutti will review the Alberta Highway Traffic Regulations with respect to OHV and report back to Council.
<u>5.d) Policy for</u> <u>installation of</u> <u>approaches</u>	d) Council reviewed past methods regarding approach installations. CAO Vizzutti will draft a policy regarding this matter for presentation to Council at the October 12, 2023 meeting.
<u>5.e) Water Commission</u> <u>- Cardston County and</u> <u>Village of Hill Spring</u> <u>Mediation Protocol</u> <u>2023.09.14.114</u>	e) Negotiations with Cardston County regarding the establishment of a Water Commission MOVED by Councillor Sandy Lybbert the Village approve the Mediation Protocol, as presented, to be used by the Water Commission Committee Carried.
<u>Water Commission</u> <u>Committee</u> <u>2023.09.14.115</u>	MOVED by Mayor Allred Councillor Sandy Lybbert, Councillor Brian Wickhorst and CAO Vizzutti be appointed to the Cardston County/Village of Glenwood/Village of Hill Spring Water Commission Committee. Carried.

5.f) Meeting Dates

f) Reminder the MPC training session will take place on Tuesday, September 19, 2023 at 7:00pm.
Water Commission Committee Meeting – October 18, 2023
MPC Meeting – 2 applications – Wednesday, September 27, 2023 at 5:00pm.

5.g) Glenwood Gleanings

g) Marilee Campbell will not be doing the Glenwood Gleanings after December 31, 2023. Suggestions are needed for a new editor.

6. a-e) Councillor Reports

- a) Mayor Allred – attended Mayors and Reeves meeting – concerns were the water shortage and increasing electrical rates.
- b) Deputy Mayor Peterson – Absent - no report
- c) Councillor Doral Lybbert – attended Southwest Alberta Group meeting – grants may be available for tourism projects.
- d) Councillor Sandy Lybbert – attended Zoom meeting of Chinook Foundation – they are in dire need of a new facility – SL3 requires AHS Covid Protocols. Collections for RV Dump station are up due to the new sign.
- e) Councillor Wickhorst – there was no funding for Spring Glen Park summer help this year. Forbes will contribute used poles to the park.

Discussion of fees for RV dumping took place arising out of the Councillors reports.

RV Dumping Fees
2023.09.14.116

MOVED by Councillor Doral Lybbert the rates that are required for the dumping of effluent into the Village RV Dump site, by Blue Trail RV Campground be the same amounts applied to the other campgrounds, those being an annual fee of \$2400.00 for 2024 and \$2500.00 for 2025. **Carried.**

MSI Funding Adjustment
2023.09.14.117

MOVED by Councillor Sandy Lybbert MSI Capital funding be reallocated from the capital project for street rehabilitation to the well drilling capital project in the amount of \$50,000. **Carried.**

7. a) CAO Report

Chief Administrative Officer Vizzutti presented her report dated September 14, 2023.

8. a) Cheque Listing

The cheque listing was presented to Council (Cheque # 20230220 to 20230264) for their information.

9. a) Warning Letter from Environment and Climate Change

A letter from Environment and Climate Change was sent regarding late reporting of wastewater release from the Village Lagoon.

9.b) Atco Franchise Fee Increase

A letter from Atco was received regarding franchise fee increases. Presently the Village collects a 10% franchise fee.

2023.09.14.118

MOVED by Councillor Wickhorst there be no increase in the Franchise Fee for Atco Gas. **Carried.**

9. c) Weed Inspector appointment

A request was made of Cardston County by the CAO to advise if they would provide weed inspection services. The rate would be \$70.00 hour.

2023.09.14.119

MOVED by Councillor Doral Lybbert to appoint Cardston County as the Village weed inspector at a cost of \$70.00 per hour. **Carried.**

9. Closed Session
2023.08.10.120

MOVED by Councillor Sandy Lybbert Council to move into Closed Session at 8:45 pm as per the *Freedom of Information and Protection of Privacy Act* Section 24(1)(g) Advice from Officials – budget deliberations and Section 17(1)) – disclosure harmful to personal privacy. **Carried.**

10. Closed Session
2023.08.10.121

MOVED by Councillor Doral Lybbert to move out of Closed Session at 9:25 pm. **Carried.**

11. Items arising from budget deliberation
2023.08.10.122

MOVED by Councillor Doral Lybbert the Village make a written request to Cardston County for an increase in recreational funding. **Carried.**

12. Adjournment
2023.08.10.123

MOVED by Councillor Sandy Lybbert to adjourn the meeting at 9:26pm. **Carried.**

Meeting Chair

Chief Administrative Officer



**NOTICE TO VILLAGE RESIDENTS REGARDING
ANIMAL CONTROL SERVICES**

**PLEASE BE ADVISED LEOR STANLEY, VILLAGE
ANIMAL CONTROL OFFICER WILL BE AWAY AT
TRAINING FROM OCTOBER 9, 2023 TO DECEMBER 1,
2023.**

**PLEASE RE-DIRECT ANIMAL CONTROL MATTERS
REQUIRING ATTENDANCE TO RCMP – CARDSTON
DURING THIS TIME.**

**WE ASK DOG OWNERS MAKE EVERY EFFORT TO
COMPLY WITH THE DOG BYLAW AND KEEP THEIR
ANIMALS ON THEIR PROPERTY OR UNDER THEIR
DIRECT CONTROL AT ALL TIMES.**

THANK YOU FOR YOUR COOPERATION.

**C. VIZZUTTI
CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF GLENWOOD**

Dated September 28, 2023

Copied to
Council Oct 12
2023

Municipal Affairs

**Pecuniary Interest
for
Municipal Councillors**

January 2017

Alberta 

Capacity Building, Municipal Services Branch

Pecuniary Interest for Municipal Councillors

Alberta Municipal Affairs

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ISBN 978-1-4601-3248-7 (print)

ISBN 978-1-4601-3249-4 (PDF)

Printed in Canada

Pecuniary Interest for Municipal Councillors

Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act (MGA)* describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting. These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality. Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

This document is only a guide to the legislation. It is recommended that you consult your solicitor for advice on specific situations.

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you
 - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that *"a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family."* You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest comes before any meeting in which you are taking part in your

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capacity as a member of council. Failure to follow these procedures could lead to your disqualification from council.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor.

A councillor does not have a pecuniary interest only because:

- the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above,
- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- the councillor or member of the councillor's family may have
 - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- they discuss or vote on a bylaw that applies to businesses or business activities when

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the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family."

What to Do

Section 172 of the *MGA* says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *"Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded."*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *"Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded."*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest.

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The *MGA* requires the secretary to note your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *"Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes."*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you make sure council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you will be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business
- the agreement was entered into before your term of councillor started

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing

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agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included – if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw, however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting.

The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to-date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act* and the *Local Authorities Election Act*. Copies can be purchased from Alberta Queen's Printer Bookstore:

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Copied to
Council Oct 12/
2023

VILLAGE OF GLENWOOD
BYLAW # 244-2018

Council Code of Conduct Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Glenwood;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Village of Glenwood, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE AND DEFINITIONS:

- 1.1 **Title** – This bylaw may be cited as the “Council Code of Conduct Bylaw”.
- 1.2 **Definitions** – In this bylaw words have the meanings set out in the Act, except that:
 - (a) “**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - (b) “**Administration**” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

- (c) "CAO" means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigation Team" means the Mayor and Deputy Mayor when investigating a complaint in keeping with this Bylaw.
Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) "Municipality" means the municipal corporation of the Village of Glenwood.

2. PURPOSE AND APPLICATION:

- 2.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

3. REPRESENTING THE MUNICIPALITY:

- 3.1 Members shall:
 - (a) Act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - (b) Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - (c) Conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
 - (d) Arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

4. COMMUNICATING ON BEHALF OF THE MUNICIPALITY:

- 4.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 4.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

- 4.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 4.4 No Member shall make a statement when they know that statement is false.
- 4.5 No Member shall make a statement with the intent to mislead Council or members of the public.

5. RESPECTING THE DECISION-MAKING PROCESS:

- 5.1 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 5.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 5.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

6. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS:

- 6.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 6.2 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 6.3 A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

7. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS:

- 7.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 7.2 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 7.3 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 7.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 7.5 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 7.6 Members must not:
 - (a) Involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - (b) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

8. CONFIDENTIAL INFORMATION:

- 8.1 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 8.2 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 8.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9. CONFLICTS OF INTEREST:

- 9.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 9.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 9.3 Members shall approach decision-making with an open mind that is capable of persuasion.
- 9.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

10. IMPROPER USE OF INFLUENCE:

- 10.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

11. USE OF MUNICIPAL ASSETS AND SERVICES:

- 11.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

12. ORIENTATION AND OTHER TRAINING ATTENDANCE:

- 12.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 12.2 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 12.3 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 12.4 Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$200.
- 12.5 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

13. INFORMAL COMPLAINT PROCESS:

- 13.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;
 - (b) Requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 13.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

14. FORMAL COMPLAINT PROCESS:

- 14.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigation team;
 - (i) The Investigation team shall consist of the Mayor and Deputy Mayor.
 - (ii) Notwithstanding section 14.1.b.1, if the Mayor or Deputy Mayor are the subject of the complaint, Council shall appoint a member or members of Council to replace the Mayor or Deputy Mayor on the Investigation Team.
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigation team;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigation Team shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigation Team is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigation Team may choose not to investigate or, if already commenced,

may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigation Team, shall be notified of the Investigation Team's decision;

- (f) If the Investigation Team decides to investigate the complaint, the Investigation Team shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigation Team regarding the investigation shall be confidential;
- (g) If the Investigation Team is not Council, the Investigation Team shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigation Team's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

15. COMPLIANCE AND ENFORCEMENT:

- 15.1 Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3 No Member shall:
 - (a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) A letter of reprimand addressed to the Member;
 - (b) Requesting the Member to issue a letter of apology;
 - (c) Publication of a letter of reprimand or request for apology and the Member's response;
 - (d) Suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) Suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) Suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) Suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) Reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

16. REVIEW:

16.1 This bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

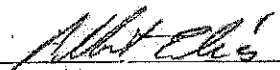
17. DATE OF COMMENCEMENT:

17.1 This bylaw shall come into effect upon third and final reading.

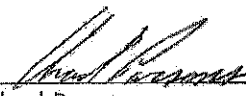
Read a FIRST time this 19th day of March, 2018.

Read a SECOND time this 14th day of June, 2018.

Read a THIRD time and finally passed this 14th day of June, 2018.



Albert Elias
Mayor



Chad Parsons
Chief Administrative Officer

Copied to
Council
Oct 12/2023

VILLAGE OF GLENWOOD
BYLAW # 232-2017

Council Procedure Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL MEETINGS IN THE VILLAGE OF GLENWOOD.

WHEREAS, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and may regulate the conduct of Councillors;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Glenwood, in the Province of Alberta, enacts as follows:

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PART A – INTRODUCTION

1. TITLE AND DEFINITIONS:

1.1 **Title** – This bylaw may be cited as the “Council Procedure Bylaw”.

1.2 **Definitions**– In this bylaw unless the context otherwise requires:

- (a) “Committee” means a standing, select, or other Committee of Council;
- (b) “CAO” means the Chief Administrative Officer for the Village;
- (c) “COTW” mean Committee of the Whole;
- (d) “Council” means the Council of the Village of Glenwood;
- (e) “Mayor” means the Mayor of the Village;
- (f) “MGA” means the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;
- (g) “Public Notice Posting Places” means the front door of the Village Office and the notice board in the Glenwood Post Office;
- (h) “Village” means the Village of Glenwood;
- (i) “Village Office” means the Village Offices located at 59 Main Avenue North East, Glenwood, Alberta;
- (j) “Village Web Site” means the official website that is operated and maintained by the Village of Glenwood.

2. APPLICATION OF RULES OF PROCEDURE:

2.1 The provisions of this bylaw govern the proceedings of Council and all standing and select Committees of Council, as applicable.

2.2 In cases not provided for under this bylaw, The New Robert's Rules of Order, 2nd edition, 1998, apply to the proceedings of Council and Council (Committees to the extent that those Rules are

- (a) Applicable in the circumstances, and
- (b) Not inconsistent with provisions of this bylaw.

PART B – COUNCIL MEETINGS

3. INAUGURAL MEETING:

- 3.1 Following a general local election, the first Council meeting must be held on or before the first Tuesday in November in the year of the election as per section 192 (1) of the *MGA*.
- 3.2 The CAO shall attend all meetings of Council, and record the proceedings of the meetings in the minutes, in the English language, without note or comment.
- 3.3 If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 3.1, the first Council meeting must be called by the CAO and held as soon as reasonably possible after a quorum has taken office.

4. TIME AND LOCATION OF MEETINGS:

- 4.1 All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
- 4.2 Regular Council meetings must:
 - (a) Be held on the second Thursday of each month, and
 - (b) Begin at 7:00pm;
 - (c) When such meeting falls on a statutory holiday, it shall be held on the next day that the Village Office is open and which is not a statutory holiday.
- 4.3 Regular Council meetings may:
 - (a) Be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) Be postponed to a different day, time and place by the Mayor, provided the CAO is given at least two days written notice.

5. NOTICE OF COUNCIL MEETINGS:

- 5.1 Council may decide at a Council meeting at which all the councillors are present to hold regularly scheduled Council meetings on specified dates, times and places.
- 5.2 Notice of regularly scheduled meetings need not be given.
- 5.3 If Council changes the date, time or place of a regularly scheduled meeting, Council must give at least 24 hours' notice of the change to any councillors not present at the meeting at which the change was made, and to the public.

6. NOTICE OF SPECIAL MEETINGS:

- 6.1 The chief elected official may call a special Council meeting whenever the official considers it appropriate to do so, and 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.
- 6.2 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 or any shorter period provided for by bylaw.
- 6.3 The chief elected official calls 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.
- 6.4 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.
- 6.5 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 unanimously to deal with the matter in question.

PART C – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

7. DEPUTY MAYOR:

- 7.1 As per section 152 of the *MGA* a Council must appoint one or more councillors as deputy chief elected official so that only one councillor will hold that office at any one time, and the office will be filled at all times.
- 7.2 A deputy chief elected official must act as the chief elected official when the chief elected official is unable to perform the duties of the chief elected official, or if the office of chief elected official is vacant.
- 7.3 A Council may appoint a councillor as an acting chief elected official to act as the chief elected official if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official or if both the office of chief elected official and the office of deputy chief elected official are vacant.

PART D – COUNCIL PROCEEDINGS

8. MUNICIPAL GOVERNMENT ACT (MGA) PROVISIONS:

- 8.1 Matters pertaining to Council proceedings are governed by the *MGA*.

9. ATTENDANCE OF PUBLIC AT MEETINGS:

- 9.1 Except where the provisions of section 197 of the *MGA* apply, all Council meetings must be open to the public.
- 9.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting.
- 9.3 When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

10. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC:

- 10.1 Minutes of the proceedings of Council must be:
 - (a) Legibly recorded in the English language, without note or comment.
 - (b) Signed by the CAO.
 - (c) Signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- 10.2 Minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.
- 10.3 Copies of the minutes of Council meetings shall be given to Village of Glenwood residents without charge in an unapproved form before they have been approved by Council at the meeting following the one they record.
- 10.4 Copies of approved minutes of the most recent Council meeting shall be given to Village of Glenwood residents without charge. Copies of approved minutes of Council meetings prior to the most recent meeting shall be provided to Village of Glenwood residents for the cost of printing which shall be set from time to time by the Administrator. Approved minutes shall also be available on the Village Website.

11. CALLING MEETING TO ORDER:

- 11.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 7 must take the Chair and call such meeting to order.
- 11.2 If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 7 do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) The CAO must call to order the members present, and
 - (b) The members present must choose a member to preside at the meeting.

12. ADJOURNING MEETING WHERE NO QUORUM:

- 12.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the CAO must:
- (a) Record the names of the members present, and those absent, and
 - (b) Adjourn the meeting until the next scheduled meeting.

13. AGENDA:

- 13.1 Prior to each Council meeting, the CAO must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- 13.2 The deadline for submissions by the public to the CAO of items for inclusion on the Council meeting Agenda must be 12:00 noon on the day 48 hours prior to the meeting.
- 13.3 The CAO must make the Agenda and Council packets available to the members of Council 48 hours prior to the regularly scheduled council meeting.
- 13.4 The CAO must post the notice of the upcoming meeting, including the agenda to the Public Notice Posting Places.
- 13.5 Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item to the Agenda during the acceptance of the Agenda.

14. ORDER OF PROCEEDINGS AND BUSINESS:

- 14.1 The agenda for all regular Council meetings contains the following matters listed below:
- (a) Call Council Meeting to Order
 - (b) Approval of Agenda
 - (c) Delegations
 - (d) Adoption of Minutes
 - (e) Financial Reports
 - (f) Items for Discussion
 - (g) Council Reports
 - (h) CAO Report
 - (i) In-Camera session, if required;
 - (j) Adjournment.
- 14.2 Particular business at a Council meeting is encouraged to be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

15. LATE ITEMS:

- 15.1 An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- 15.2 If the Council makes a resolution under section 15.1, information pertaining to late items may be distributed to the members.

16. VOTING AT MEETINGS:

- 16.1 The following procedures apply to voting at Council meetings:
 - (a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating: "Those in favour?" and then "Those opposed?"
 - (c) When the presiding member is putting the matter to a vote under sections 16.1(a) and (b) a member must not:
 - (i) Cross or leave the room,
 - (ii) Make a noise or other disturbance, or
 - (iii) Interrupt the voting procedure under section (b) unless the interrupting member is raising a point of order;
 - (d) After the presiding member finally puts the question to a vote under section 16.1(b), a member must not speak to the question or make a motion concerning it;
 - (e) The presiding member's decision about whether a question has been finally put is conclusive; and
 - (f) Whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (g) The presiding member must declare the result of the voting by stating that the question is decided by either "carried" or "defeated";
 - (h) The result of the vote shall be recorded in the minutes of the meeting indicating which councillors voted for and which councillors voted against the motion.

17. DELEGATIONS:

- 17.1 The Council may allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application has been received by the CAO by 12:00 noon on the day 48 hours prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those Council members present at the meeting.

- 17.2 If any individual or delegation attends a Council meeting at the invitation of Council, a period of longer than 10 minutes for the presentation may be agreed upon at the time of the invitation.
- 17.3 Where written application has not been received by the CAO as prescribed in section 17.1, an individual or delegation may address the meeting if approved by the unanimous vote of the Council members present at the meeting.
- 17.4 Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 17.5 The CAO may schedule delegations for another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- 17.6 Grounds for refusal:
 - (a) The CAO may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council.
 - (b) The delegation appeared before Council at the last Council meeting regarding the same subject matter, and was not specifically requested by Council to appear again.
 - (c) The delegation appeared before Council at a previous Council meeting regarding the same subject matter, and does not have significant new information to offer Council.
 - (d) The delegation does not provide at the time of its application to appear before Council, a detailed written outline of its subject matter and its request.
 - (e) Any other grounds that the CAO may consider sufficient.

If the delegation wishes to appeal the CAO's decision, the delegation's application information must be distributed under separate cover to Council for their consideration. Council must consider the delegation's application at the next Council meeting, and either approve the CAO's decision or decide to accept a presentation from the delegation at a subsequent Council meeting. The CAO shall advise the delegation in writing, advising the delegation of Council's decision, and if necessary arranging for the delegation to appear at a future Council meeting.

18. POINTS OF ORDER:

- 18.1 Without limiting the Chief Elected Official's duty under section 154(1) of the *MGA*, the presiding member must conduct the meeting following Roberts Rules of Order.

19. CONDUCT AND DEBATE:

- 19.1 A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- 19.2 Members may address the presiding member by that person's title of Mayor, Acting Mayor, Deputy Mayor, Councillor or Chairman or Madam Chair.

- 19.3 Members may address other non-presiding members by the title Councillor.
- 19.4 No member must interrupt a member who is speaking except to raise a point of order.
- 19.5 If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first requested the floor.
- 19.6 Members who are called to order by the presiding member:
- (a) Must immediately stop speaking;
 - (b) May explain their position on the point of order; and
 - (c) May appeal to Council for its decision on the point of order in accordance with section 18.1 (Roberts Rules of Order).
- 19.7 Members speaking at a Council meeting:
- (a) Must use respectful language,
 - (b) Must not use offensive gestures or signs, or facial expressions,
 - (c) Must speak only in connection with the matter being debated,
 - (d) May speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) Must adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- 19.8 If a member does not adhere to section 19.7, the presiding member may order the member to leave the meeting, and:
- (a) If the member refuses to leave, the presiding member may adjourn the meeting;
 - (b) If the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the meeting, and
 - (c) If the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- 19.9 A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 19.10 The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) A member may speak more than once in connection with the same question only:
 - (i) With the permission of Council or the chairperson of the meeting;
 - (ii) If the member is explaining a material part of a previous speech without introducing a new matter.
 - (b) A member who has made a substantive motion to the Council may reply to the debate.
 - (c) A member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

20. MOTIONS GENERALLY:

- 20.1 Council may debate and vote on a motion only if it is first made by one Council member.
- 20.2 A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- 20.3 A Council member may make only the following motions, when the Council is considering a question:
 - (a) To amend;
 - (b) To table the discussion;
 - (c) To postpone indefinitely;
 - (d) To postpone to a certain time;
 - (e) To move the previous question;
 - (f) To adjourn.
 - (g) To accept the motion as read.
- 20.4 A motion made under subsections 20.3(c) to (g) is not amendable or debatable.
- 20.5 Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

21. MOTION TO TABLE THE DISCUSSION:

- 21.1 A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

22. MOTION FOR THE MAIN QUESTION:

- 22.1 In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- 22.2 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) If a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) If the motion for the main question, or for the main question as amended, is decided in the negative, the Council may proceed to other business.

23. PROCEDURE TO TABLE AN ITEM:

- 23.1 If an item has been brought to Council for discussion and Council wishes to "table" discussion until a later Council meeting, a member of Council shall
- (a) Request that the item be tabled until a specific date or until a date in the future.
 - (b) If the majority of Council is in agreement, then the item shall be tabled and will be discussed at a later date.
 - (c) If the majority of Council is not in favour of tabling the discussion, the item will not be tabled until such time as a consensus is reached.

24. AMENDMENTS GENERALLY:

- 24.1 A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 24.2 An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 24.3 A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- 24.4 A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote.
- 24.5 An amendment may be amended once only.
- 24.6 An amendment that has been negated by a vote of Council cannot be proposed again.
- 24.7 A Council member may propose an amendment to an adopted amendment.
- 24.8 The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) A motion to amend a motion amending the main question;
 - (b) A motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph 24.8(a) is positive;
 - (c) The main question.

25. RECONSIDERATION BY COUNCIL MEMBER:

- 25.1 Subject to 25.5, a Council member may, at the next Council meeting,
- (a) Move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) Move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- 25.2 A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

- 25.3 A Council member who voted against a motion which was defeated by Council, may at any time move to re-introduce that motion.
- 25.4 Council must not discuss the main matter referred to in section 25.1 unless a motion to reconsider that matter is adopted in the affirmative.
- 25.5 A vote to reconsider must not be reconsidered.
- 25.6 Council may only reconsider a matter that has not:
- (a) Had the approval or assent of the electors and been adopted,
 - (b) Been acted on by an officer, employee, or agent of the Village.
- 25.7 The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

26. PRIVILEGE:

- 26.1 In this section, a matter of privilege refers to any of the following motions:
- (a) Fix the time to adjourn;
 - (b) Adjourn;
 - (c) Recess;
 - (d) Raise a question of privilege of the Council;
 - (e) Raise a question of privilege of a member of Council.
- 26.2 A matter of privilege must be immediately considered when it arises at a Council meeting.
- 26.3 For the purposes of section 26.2, a matter of privilege listed in section 26.1 has precedence over those matters listed after it.

27. REPORTS FROM COMMITTEES:

- 27.1 Council may take any of the following actions in connection with a recommendation it receives from the Committee of the Whole (COTW):
- (a) Agree or disagree with the recommendation;
 - (b) Amend the recommendation;
 - (c) Refer the recommendation back to COTW;
 - (d) Postpone its consideration of the recommendation.

28. ADJOURNMENT:

- 28.1 A Council may continue a Council meeting after 9:30pm only by an affirmative vote of the majority of Council members present.
- 28.2 A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

28.3 Section 28.2 does not apply to either of the following motions:

- (a) A motion to adjourn to a specific day;
- (b) A motion that adds an opinion or qualification to a preceding motion to adjourn.

PART E – BYLAWS

29. COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS:

29.1 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been made available to each Council member at least 24 hours before the Council meeting.

30. FORM OF BYLAWS:

30.1 A bylaw introduced at a Council meeting must:

- (a) Be printed;
- (b) Have a distinguishing name;
- (c) Have a distinguishing number;
- (d) Contain an introductory statement of purpose;
- (e) Be divided into sections;

31. BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY:

31.1 Council must consider a proposed bylaw at a Council meeting either:

- (a) Separately when directed by the presiding member or requested by another Council member, or
- (b) Jointly with other proposed bylaws in the sequence determined by the presiding member.

32. READING AND ADOPTING BYLAWS:

32.1 The presiding member of a Council meeting may read the first reading of a proposed bylaw in part, or in its entirety.

32.2 The second and third readings of the bylaw may be given by stating its title or identifying number.

32.3 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *MGA*.

- 32.4 Subject to section 187 of the *MGA*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 32.5 In accordance with section 187(4) of the *MGA*, a proposed bylaw must not have more than 2 readings at a Council meeting unless the councillors present unanimously agree to consider third reading.

33. BYLAWS MUST BE SIGNED:

- 33.1 After a bylaw is adopted, and signed by the CAO and the presiding member of the Council meeting at which it was adopted, the CAO must have it placed in the Village's records for safekeeping and endorse upon it:
- (a) The Village's corporate seal and
 - (b) The dates of its readings and adoption.

PART F – RESOLUTIONS

34. COPIES OF MOTIONS TO COUNCIL MEMBERS:

- 34.1 A motion may be introduced at a Council meeting at any time.
- 34.2 If a member of Council wishes time to study or consider a motion that member may, before the main question is called, make a motion to table the motion which is subject of the main question.

PART G – COMMITTEE OF THE WHOLE (COTW)

35. GOING INTO COMMITTEE OF THE WHOLE:

- 35.1 At any time during a Council meeting, Council may by resolution call for a COTW meeting. The meeting may be at a later date.
- 35.2 In addition to section 35.1, a meeting, other than a standing or select Committee meeting, to which all members of Council are invited but not to decide on matters of the Village's business, is a meeting of the COTW.
- 35.3 At the advice of the CAO or any other Council member a COTW meeting may be scheduled.

36. NOTICE FOR COTW MEETINGS:

- 36.1 Subject to section 36.2 a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:

- (a) Posting a copy of the notice at the Public Notice Posting Places; and
 - (b) Notifying each Council member by telephone or text message.
- 36.2 Section 36.1 does not apply to a COTW meeting that is called, in accordance with section 35, during a Council meeting for which public notice has been given under section 5 or 6.

37. MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC:

- 37.1 Minutes of the proceedings of COTW must be:
- (a) Legibly recorded in the English language in point form,
 - (b) Signed by the CAO and by the member presiding at the meeting, and
 - (c) Open for public inspection at the Village Office.

38. PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM:

- 38.1 Any Council member may preside in COTW.
- 38.2 The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- 38.3 The quorum of COTW is the majority of Council members.

39. POINTS OF ORDER AT MEETINGS:

- 39.1 The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

40. CONDUCT AND DEBATE:

- 40.1 The following rules apply to COTW meetings:
- (a) There will be no motions at a COTW meeting;

PART H – COMMITTEES

41. DUTIES OF STANDING COMMITTEES:

- 41.1 Standing Committees must consider, inquire into report, and make recommendations to Council about all of the following matters:
- (a) Matters that are related to the general subject indicated by the name of the Committee;

- (b) Matters that are assigned by Council;
 - (c) Matters that are assigned by the Mayor.
- 41.2 Standing Committees must report and make recommendations to Council at all of the following times:
- (a) In accordance with the schedule of the Committee's meetings;
 - (b) On matters that are assigned by Council or the Mayor:
 - (i) As required by Council or the Mayor or
 - (ii) At the next Council meeting if the Council or Mayor does not specify a time.

42. DUTIES OF SELECT COMMITTEES:

- 42.1 Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by the Council.
- 42.2 Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

43. SCHEDULE OF COMMITTEE MEETINGS:

- 43.1 At its first meeting after its establishment a standing or select Committee must establish a regular schedule of meetings.
- 43.2 The chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

44. NOTICE OF COMMITTEE MEETINGS:

- 44.1 Subject to section 44.2, after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule must be given by:
- (a) Posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) Providing a copy of the schedule to each member of the Committee.
- 44.2 Where revisions are necessary to the annual schedule of Committee meetings, the Chair of the Committee must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Committee meeting.

45. ATTENDANCE AT COMMITTEE MEETINGS:

45.1 Council members who are not members of a Committee may attend the meetings of the Committee.

46. MINUTES OF COMMITTEE MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC:

46.1 Minutes of the proceedings of a Committee must be:
(a) Legibly recorded in the English language,
(b) Signed by the secretary and chair or member presiding at the meeting, and
(c) Open for public inspection at the Village Office.

47. QUORUM:

47.1 The quorum for a Committee is a majority of all of its members.

48. CONDUCT AND DEBATE:

48.1 The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
48.2 Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee members present.
48.3 A motion made at a meeting of a Committee is not required to be seconded.

49. VOTING AT MEETINGS:

49.1 Council members attending a meeting of a Committee of which they are not a member must not vote on a question.

PART I – GENERAL

50. GENERAL:

50.1 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

50.2 Deleterious communications will not be entertained by either a councillor or the Council as a whole. A deleterious communication is any letter, note, complaint or oral report that is unsigned or uttered in a communication where the person communicating said is unable or unwilling to provide the name of the writer or speaker to Council.

The nature of a deleterious statement or communication is known as hearsay in law. Hearsay is not considered evidence in law therefore as a legally constituted body, the Council or members of the Council cannot accept such statements written or spoken.

51. RESCINDING BYLAW:

51.1 Bylaw 232-2011 is hereby repealed.

52. DATE OF COMMENCEMENT:

52.1 This bylaw shall come into effect upon third and final reading.

Read a FIRST time this 8th day of November, 2017.

Read a SECOND time this 19th day of December, 2017.

Read a THIRD time and finally passed this 8th day of February, 2018.

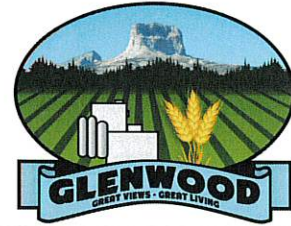


Albert Elias
Mayor



Chad Parsons
Chief Administrative Officer

Policy



Policy Number:	Policy A010-2023
Title of Policy:	Installation of Approaches
Resolution Number & Date:	2023.10.12._____
Effective Date:	October 12, 2023
Up for Review:	
Supersedes Policy #:	n/a

The purpose of this policy is to:

Establish the requirements for the installation of an approach into private property provided by the Village of Glenwood.

Policy Statement:

As the local municipality, the Village of Glenwood will provide one approach to each privately owned parcel of land, existing on separate title, and located within the Village boundary, subject to the criteria shown below.

1. Definitions:

For the purposes of this policy:

- a) “Approach Installation” means an access to private property.

2. Criteria for Approach Installation:

- b) The Village will incur the cost of one approach per parcel of land, subject to the following:
 - i) No other approach exists on the proposed parcel; and
 - ii) If the parcel is vacant, a current development permit has been issued; and
 - iii) The owner shall sign an approach agreement stating if the development is not completed within the timeframe required by the development permit, the property owner shall repay the Village, in full, for the cost of the approach, .

3. Approach Specifications

- c) The maximum length of the culvert to be provided by the Village will be 16 feet, and the cost of any increase in length over 16 feet, shall be borne by the property owner.
- d) The maximum diameter of the culvert shall be 300 mm (1foot) and the cost of any increase in diameter over 300 mm, shall be borne by the property owner.
- e) All costs for any elevations to verify the installation shall be paid for by the owner prior to the installation of the approach.

Mayor

Chief Administrative Officer

VILLAGE OF GLENWOOD

BYLAW # 261-2022

Advertising Bylaw

**A BYLAW OF THE VILLAGE OF GLENWOOD IN THE PROVINCE OF ALBERTA,
TO ESTABLISH ALTERNATIVE METHODS FOR ADVERTISING STATUTORY NOTICES.**

WHEREAS, pursuant to section 606 of the *Municipal Government Act* (MGA), a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606(1) of the *Municipal Government Act* (MGA).

AND WHEREAS, pursuant to section 606.1(1) of the MGA, a council may, by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS, the Council of the Village of Glenwood is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting is to be held;

NOW, THEREFORE, the Council of the Village of Glenwood duly assembled enacts as follows:

1. TITLE

1.1 This bylaw shall be known as "Advertising Bylaw No. 261-2022."

2. ADVERTISING METHOD

2.1 Any notice required to be advertised under section 606 of the MGA of a bylaw, resolution, meeting, public hearing or other thing shall be given by at least one of the methods below:

- a. mailing notice to every residence in the area to which the item relates;
- b. hand delivering notice to every residence in the area to which the item relates; or
- c. publishing the notice in a newspaper or newsletter circulating within the Village.

2.2 Notwithstanding the method selected in Section 2.1, all notices shall also be advertised using all of the methods specified below:

- a. posting the notice prominently at the Village Office & Village Post Office, **Store fronts on Main Avenue and Kiosk.**
- b. electronically posting the notice prominently on the official website of the Village; and



- c. electronically posting the notice prominently on an official social media channel of the Village.

3. ADVERTISING DATES & DURATION

- 3.1 Pursuant to section 606(5) of the MGA, any notice given under Section 2.1 of this bylaw shall be given not less than 5 days prior to the bylaw, resolution, meeting, public hearing or other thing being advertised is scheduled to occur.
 - a. notwithstanding the above, mailed notices under Section 2.1(a) shall be mailed not less than 12 days prior to the date of consideration.
- 3.2 Notices under Section 2.2 of this bylaw shall be given not less than 14 days prior to the bylaw, resolution, meeting, public hearing or other thing being advertised is scheduled to occur, and remain in place until the date of consideration.

4. SEVERABILITY

- 4.1 Should any provision of this bylaw be found to be invalid; the invalid provision shall be severed and the remaining provisions of the bylaw shall remain in force.

1. DATE OF COMMENCEMENT:

- 1.1 This bylaw shall come into effect upon third and final reading.

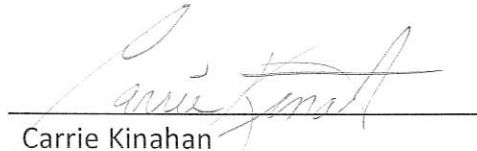
Read a FIRST time this 10 day of February, 2022.

Read a SECOND time this 10 day of February, 2022.

Read a THIRD time and finally passed this 10 day of February, 2022.


Linda Allred

Mayor


Carrie Kinahan

Chief Administrative Officer

- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
- (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
- (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
- (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.
- RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

Advertisement bylaw

- 606.1(1)** A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.
- (2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.
- (3) Council must conduct a public hearing before making a bylaw under subsection (1).
- (4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.
- (5) A notice of a bylaw proposed to be made under subsection (1) must contain
- (a) a statement of the general purpose of the proposed bylaw,

PART 17

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VILLAGE OF GLENWOOD

BYLAW # 264-2023

Unightly Premises and Property Standards Bylaw

A bylaw of the Village of Glenwood to regulate and abate Nuisances and Unightly Premises and Regulate Property Standards in the community.

WHEREAS the *Municipal Government Act* of Alberta, Revised Statutes of Alberta, R.S.A. 2000, Chapter M-26 and amendments thereto, authorizes a Council to pass bylaws for the preventing of Nuisances and regulating untidy and unightly private and public premises;

AND WHEREAS the Council deems it necessary to provide for an efficient means of regulating and encouraging the abatement of Unightly Premises within the Village of Glenwood;

AND WHEREAS the Council believes the regulation of Nuisances through a Property Standards Bylaw would benefit the community as a whole;

AND WHEREAS Section 66(2) of the Safety Codes Act, R.S.A. 2000, c.S-1, authorizes a Council to pass bylaws respecting minimum maintenance standards for buildings and structures and unightly or derelict buildings or structures;

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

SECTION 1 – TITLE OF BYLAW

1.1 This Bylaw may be cited as the “Unightly Premises and Property Standards Bylaw.”

SECTION 2 – DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) **“Administration Fee”** means a fee added to actual expenses incurred by the Village for measures taken pursuant to this Bylaw and such fee is equal to the greater of \$50.00 or 15% of the actual expenses incurred by the Town;
- b) **“Alley”** means a narrow highway or public thoroughfare, which provides a secondary means of access to lot or lots intended chiefly to provide access to the rear of buildings and parcels of land;
- c) **“Animal Material”** means any animal excrement and includes all materials accumulated on a premises from pet pens, pet yards, stables kennels or feed lots;
- d) **“Building”** includes anything constructed or placed on, in, over, and under land.

- e) **"Building Material"** means material or debris which may result from the construction, renovation or demolition of any building or other structures and includes, but is not limited to wood, drywall, roofing, vinyl siding, metal, packing material, including materials in containers, gravel, concrete, asphalt, earth, rocks and vegetation displaced during construction, renovation or demolition of any building or other structure;
- f) **"Chief Administrative Officer" (CAO)** means a municipal official employed by the Village of Glenwood in the position of Chief Administrative Officer, or designate;
- g) **"Council"** means the Council of the Village of Glenwood;
- h) **"Damaged, Dismantled or Derelict Vehicle"** means:
- i) The whole or any part of any Vehicle which is not currently registered or licensed with Alberta Motor Vehicle Registries or the registries of another provincial jurisdiction, for the current year; and
 - ii) Any vehicle which is inoperative or incapable of movement under its own power by reason of disrepair, removed parts or missing equipment; or
 - iii) Any unregistered or inoperative vehicle not housed in an enclosed structure.
- k) **"Designated Officer"** means a Person authorised by Council to act as Designated Officer pursuant Section 210 of the *Municipal Government Act*, to perform inspections and any other action required to enforce the provisions of this bylaw and shall also be known as the Enforcement Officer;
- l) **"Enforcement Officer"** means a Chief Administrative Officer, Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or other person appointed by the Village who is authorized to enforce bylaws for the Village of Glenwood.
- m) **"Garbage"** means any household or commercial rubbish including, but not limited to boxes, cartons, bottles, cans, containers, paper, cardboard, food, clothing, wood, metal, or discarded household items;
- n) **"Graffiti"** means words, figures, letters or drawings scribbled, scratched, painted or sprayed upon any surface without the consent of the owner of the building or property on which such Graffiti is placed;
- o) **"Highway"** means any roadway as defined in the *Traffic Safety Act*;
- p) **"Nuisance"** means any use of land or activity on land which disregards the general upkeep of property that produces a material annoyance, or inconvenience to other persons, whether or not it is detrimental to the surrounding area, including, but not limited to:
- i) excessive accumulation of materials including, but not limited to, building materials, appliances, household goods, boxes, tires, vehicle parts, garbage or refuse, animal materials, regardless of apparent value;
 - ii) construction materials, yard refuse, and any other materials that are likely to attract vermin or nuisance animals;
 - iii) compost piles that create a smell or result in large unused piles;
 - iv) burnable grass or weeds higher than 15 centimeters or approximately 6 inches as referred to in Bylaw 220-2008;
 - v) damaged, derelict or dismantled vehicles;
 - vi) storage of exposed industrial fluids, including but not limited to, engine oil, brake fluid, or anti-freeze;

- vii) spraying of insecticides, pesticides or herbicides which has significant detrimental or environmental effects on surrounding Property or areas;
 - viii) trees, shrubs, weeds, or other vegetation cuttings that obstruct roadways, sidewalks, or infringe on properties other than the owners or has any rot, disease or deterioration or dead or dying trees that could create a public safety hazard;
 - ix) accessible excavations, unclaimed wells, ditches or standing water that could reasonably pose a danger to the general public;
 - x) unfinished construction that does not meet the time requirements of the Village of Glenwood Land Use Bylaw, or if no development permit was issued within two (2) years of the start of construction.
- q) **"Occupy" or Occupies** means residing on or in apparent possession or control of a Property.
- r) **"Occupant"** means a Person or Persons who are residing or in apparent possession or control of the Property.
- s) **"Owner"** of a property means:
- i) a person registered under the *Land Titles Act* as the Owner of the land;
 - ii) a person recorded as an Owner on the Village tax assessment roll;
 - iii) a person who has purchased the land and has not yet become the registered owner of the said lands;
 - iv) a person controlling the property while under construction or the occupant of the property pursuant to a rental or lease agreement, licence or permit; or
 - v) a person holding him/herself as the person having powers and authority of ownership of the property.
- t) **"Person"** means an individual or business including a firm, partnership corporation, company or society;
- u) **"Property"** means any land located in whole or in part within the Village and includes all buildings and land;
- v) **"Recreational Vehicle"** means the definition referred to in the Village Land Use Bylaw as a transportable living unit, designed to be moved on its own wheels or by other means (including units permanently mounted on trucks), designed or constructed to be used for sleeping or living purposes on a short-term, temporary basis. Such living units are subject to highway safety standards rather than housing standards. Typical units include, but are not limited to motor homes, campers, holiday trailers, travel trailers, fifth wheel trailers, tent trailers and park model trailers. These units are not permitted as permanent dwellings.
- w) **"Residential Building"** means a structure used as a residence containing one or more dwelling units, including a house, secondary suites within a residence, multi-family dwelling, apartment building, lodging house, or mobile home which contains cooking facilities, food preparation areas, sleeping and sanitary facilities.

- x) **"Unightly"** means:
- i) a property because of its condition or the accumulation of refuse, is detrimental to the use and enjoyment of the surrounding area or neighboring Property;
 - ii) a property that meets the definition of Section 546 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;
 - ii) a structure whose exterior shows signs of significant physical deterioration, serious disregard for general maintenance, upkeep or repair and constitutes a Nuisance;
 - iii) a structure that presents a danger to public safety or presents a fire hazard and does not meet any building standards of which could result in imminent collapse; or
 - iv) a structure that is not secure due to missing doors, broken or missing windows, or holes in the roof and could result in the inhabitation by animals such as, but not limited to, skunks, feral cats, stray dogs, foxes or other wild animals.
- y) **"Vehicle"** has the same meaning as defined in the *Traffic Safety Act* and includes any motorized vehicle that is unable to move under its own power;
- z) **"Village"** means the Village of Glenwood.
- aa) **"Weeds"** means noxious weeds as defined by the *Weed Control Act*.
- bb) **"Yard"** means the property owned as vacant land or property surrounding buildings, as show on the Certificate of Title for such property.
- cc) **"Yard Material"** means waste materials of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities and includes grass, tree and hedge cuttings, waste sod, and decomposing plants, leaves and Weeds.

SECTION 3 – NUISANCE AND UNSIGHTLY LANDS

- 3.1 A Person shall not cause or permit a Nuisance to exist on land they own or Occupy.
- 3.2 A Person shall not allow Property which they own or Occupy to be or to become Unightly.
- 3.3 No Owner or Occupant of a Property shall have or allow in or on the Property, the accumulation of:
- a) any material that creates an unpleasant odour;
 - b) any material likely to attract animals, pests or wildlife; or
 - c) any animal remains, parts of animal remains or animal feces.
- 3.4 A Person shall not have or allow the following to accumulate on Property which they Own or Occupy such that the accumulation is visible to a Person viewing from outside the property;
- a) loose Garbage and bagged Garbage;
 - b) bottles, cans, boxes or packing materials;

- c) household or institutional furniture or other household or institutional goods;
- d) abandoned or unregistered Recreational Vehicles or Vehicles or Vehicle parts;
- e) parts of or disassembled machinery or equipment;
- f) construction materials not being used for a permitted construction use;
- g) animal carcasses, offal or animal hides;
- h) household or institutional appliances, including but not limited to refrigerators, freezers, washing machines, clothes dryers, and stoves;
- i) biological waste including but not limited to Yard Material; or
- j) any other abandoned waste that creates a Nuisance or fits the definition of Unsightly.

3.5 No Person shall keep or allow to be kept, in any part of any Yard within residential premises or Property, any Vehicle, unloaded or unloaded, of a gross Vehicle weight in excess of 5,500 kg. for longer than is reasonably necessary to load or unload the Vehicle.

SECTION 4 – BOULEVARDS AND ALLEYS

- 4.1 A Person shall maintain any boulevard or Alley adjacent to the Property they own or Occupy by:
- a) keeping any burnable grass cut to a length of no more than 15 centimeters (approximately 6 inches) where topography allows said grass to be safely removed;
 - b) removing any accumulation of fallen leaves, branches, refuse or debris; and
 - c) replacing dead or diseased lawn with new grass.
- 4.2 Subject to obtaining written permission from the Village, any Owner who chooses to use any landscaping material other than natural grass such as crushed rock, boulders, mulch, artificial turf, or cement on a boulevard or Alley or any other publicly owned premises or Property adjacent to their Premises assumes responsibility for all maintenance and repair of any damage to the landscaping material regardless of cause.
- 4.3 If the Village is required to damage, disturb or remove landscaping material placed on a boulevard or Alley by an Owner, due to the need to repair public utilities or infrastructure, the Village will only be responsible for the cost to repair the damage caused by the disturbance by the placement of natural grass. Any and all other damage to landscaping material placed on the boulevard or Alley shall be at the cost of the Owner of the Property adjacent to the boulevard or Alley.

SECTION 5 – BUILDINGS

- 5.1 No Person shall cause or permit a Nuisance to exist in respect of any Building on land they Own or Occupy.

- 5.2 A Nuisance in respect of a Building means a Building showing signs of serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surround area, such as the items listed but not limited to:
- a) any damage to the Building;
 - b) any rot or other deterioration within the Building; and
 - c) any penetration of air, moisture or water into the Building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, holes in walls or the roof, or unsecured entrances.

SECTION 6 – CONSTRUCTION SITES

- 6.1 Each construction site, whether residential, commercial or industrial shall have a secure waste container on site to ensure waste construction materials are placed in the container to prevent any materials from being blown around or away from the construction site.
- 6.2 Waste containers shall be emptied at a landfill licenced to take such waste on a regular basis to ensure materials are properly disposed of.
- 6.3 No Person shall allow the accumulation of Building Materials on a Property they Own or Occupy, whether new or used, unless they can establish that a construction or renovation is being carried out on the Property and that:
- a) the project for which the Building Materials are stockpiled has begun or the beginning of the work is imminent;
 - b) the Building Materials relate to the project taking place on the Premises are in a quantity and quality reasonable to complete the project; and
 - c) the work on the project has not be suspended or ceased for a period in excess of one hundred twenty (120) days from the date of placement of the Building Materials on the site.

SECTION 7 – REPAIR OF MOTOR VEHICLES

- 7.1 A Person shall not conduct any Vehicle repair work, including mechanical repairs, auto body work, collisions repair, auto painting or modifications to the body or rebuilding of a Vehicle on any land in a residential district, unless approved by way of a development permit.
- 7.2 This prohibition as stated in Subsection 7.1 shall not apply to routine maintenance work performed on any Vehicle owned, operated or registered in the name of a Person, provided that:
- a) there is no escape of noxious odors, fumes or smoke from the Property;
 - b) Vehicle fluids, oil, gasoline or other hazardous materials are properly

- contained and disposed of and not swept, poured or washed into lanes, streets, or into storm sewers;
- c) Vehicle parts and materials are properly stored in a building and disposed of when no longer useable;
 - d) no washing of motor, power train or other Vehicle parts which may cause petroleum products to run off in the storm water system; and
 - e) all Building and fire codes are met.

SECTION 8 – EXEMPTIONS

- 8.1 The provisions of this Bylaw shall not be interpreted to prevent permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up or other related activities from being carried out on a Property, however, said activities referred to in this Section shall be carried out in a manner to ensure all reasonable steps are taken to minimize the duration, visual impact, unsightliness, and untidiness that may impact adjacent Properties.

SECTION 9 – ENFORCEMENT

- 9.1 Where an Owner or Occupant of a Property is found, by an Enforcement Officer, to be in non-compliance with any provision of the Bylaw, the Owner or Occupant of the Property may be issued an Order containing the following;
- a) the address and/or legal description of the Property where remedial action is required;
 - b) the condition(s) that are not in compliance with this Bylaw;
 - c) the remedial action required to bring the Property into compliance;
 - d) the deadline for completion of the remedial action required which is not less than seven (7) days after the date of service of the Notice and not greater than thirty (30) days after the date of service of the Notice; and
 - e) a statement that the Village may carry out the required remedial action at the Owner's expense if the required work is not completed within the allowed time, and if the costs remain unpaid, they may be added to and form part of the taxes on the Property, in accordance with Section 546, 549(5) (a) and (b) and 553 (1)(c) of *The Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26.
- 9.2 An application for an extension of the deadline provided for the completion of the remedial action issued pursuant to Section 9.1 of this Bylaw may be provided, in writing to the Enforcement Officer, not more than fourteen (14) days after the date service of the Notice. The application shall include the reasons for the request for the extension and the anticipated date of compliance, which shall not be extended more than sixty (60) days after the dead line provided in the original Notice.

- 9.3 Any Notice issues pursuant to Section 9.1 of this Bylaw shall be deemed to have been served upon the Owner or Occupant of the Property when the Notice is:
- a) served personally upon the Owner or Occupant, or served upon any Person who is 18 years of age or older and who resides on the Property; or
 - b) served personally upon the Property manager or Person apparently in charge of the Property, if the Property is not occupied or managed by the Owner; or
 - c) posted at a conspicuous place near the main entrance of the Property; or
 - d) mailed by regular mail to the Owner of the Property at the address on record with the Village, and the date of service shall be deemed to be seven (7) days after the date of mailing.
- 9.4 The Owner or Occupant of a Property who has been served with a Notice issued pursuant to this Bylaw shall fully comply with the Notice within the time stated or within the time provided by an extension given, in writing, by the Enforcement Officer.
- 9.5 Where an Enforcement Officer has reasonable grounds to believe a Person contravened any provision of this bylaw, they may commence enforcement of the Bylaw by:
- a) issuing the Person a Violation Ticket in a form as approved by the Chief Administrative Officer;
 - b) if the Violation Ticket penalty is not paid within the specified period, the Person shall be issued an additional Violation Ticket pursuant to the provisions of Part Two (2) of the Provincial Offences Procedures Act (POPA);
 - c) Penalties issued under this Bylaw shall be in accordance with Schedule "A" of this Bylaw;
- 9.6 When an Enforcement Officer issues a Person a Violation Ticket in accordance with this bylaw the Person shall have the following options:
- a) to pay the Violation Ticket within the time frame provided and adhere to the requirements of the Order issues for the remediation of the Property; or
 - b) request an appeal of the Order, in writing, to appear before the Council of the Village to have one or more the conditions of the Order set aside, and the decision of the Council shall be binding upon the Person served; or
 - c) attend a Court appearance, pursuant to the provisions of Part 2 of the Provincial Offences Procedure Act, where the Enforcement Officer reasonably believes that such appearance is in the public interest.
- 9.7 No provision of this bylaw or action taken pursuant to any provision of this bylaw shall restrict, prevent, or limit an Enforcement Officer or the Village from pursuing any other remedy in relations to a Property or a Nuisance as provided by the Municipal Government Act, or any other law of the Province of Alberta, or any other Bylaw of the Village.
- 9.8 No provision of this bylaw, or action taken pursuant to any provision of this bylaw, shall prevent the recover of costs for actions taken by the Village to bring the Property into

compliance with this bylaw, in accordance with the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26, Sections 552 and 553.

SECTION 10 – GENERAL PENALTY PROVISIONS

10.1 Any Person who violates any provision of this bylaw is guilty of an offence and is liable upon conviction to a maximum fine of ten thousand dollars (\$10,000.00).

SECTION 11 – GENERAL

11.1 Each provision of this bylaw shall be considered as being separate and severable from all other provisions and if any section or provision of this bylaw shall be found to have been improperly enacted, such section or provisions shall be regarded as being severed from the rest of this bylaw and the remainder of this bylaw shall remain in effect and enforceable.

SCHEDULE “A” MINIMUM AND SPECIFIED PENALTIES AND FEES

1. The minimum and specified penalty for any violation of this bylaw is a fine in the amount of:
 - a) First Offence – \$250.00
 - b) Second Offence - \$500.00
 - c) Third Offence - \$1000.00

2. The minimum and specified penalty for any violation of this bylaw four (4) times or more for each subsequent offence shall be a fine in the amount of \$1500.00.

3. The fee to appeal a written order to the Council of the Village shall be \$100.00.

Read a FIRST time this _____ day of _____, 2023.

Read a SECOND time this _____ day of _____, 2023.

Read a THIRD time and finally passed this _____ day of _____, 2023.

Linda Allred, Mayor

Cynthia Vizzutti, Chief Administrative Officer

Village of Glenwood – Chief Administrative Officer’s Report

For the October 12, 2023 Regular Council Meeting

- 1. The new Village well is currently being drilled. Dollman Ltd. is drilling the well. Beck Excavating has the bid for the new wellhouse and decommissioning of the old well.**
- 2. The electronics for the new bulk water system have been ordered and paid for. The design work on the new system has been completed.**
- 3. We are still waiting for glass for the new windows and door for the Village Administration Building.**
- 4. The 2023 Road program is completed.**



Cynthia Vizzutti CAO

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Tax Revenue					
1-00-00-00-00-102	Taxes - Chinook Foundation	(5,700.00)	(5,707.68)	7.68	(6,060.90)
1-00-00-00-00-103	Taxes - Non-Residential	(38,710.00)	(36,703.76)	(2,006.24)	(34,578.00)
1-00-00-00-00-105	Taxes - Linear	(15,240.00)	(16,471.82)	1,231.82	(18,468.84)
1-00-00-00-00-108	Taxes - Residential	(262,910.00)	(262,366.83)	(543.17)	(257,148.90)
* TOTAL Tax Revenue		(322,560.00)	(321,250.09)	(1,309.91)	(316,256.64)
General Government Revenue					
1-00-00-00-00-590	Other Revenue from Own Sources	(4,900.00)	(4,885.63)	(14.37)	(957.27)
1-12-00-00-00-410	Photocopy,Fax, etc Revenue	(180.00)	(1,585.77)	1,405.77	(897.20)
1-12-00-00-00-433	Assessment Appeal Deposit	(100.00)	0.00	(100.00)	0.00
1-12-00-00-00-525	License - Business	(240.00)	(320.00)	80.00	(100.00)
1-12-00-00-00-561	Xplornet	(2,900.00)	(5,176.95)	2,276.95	(2,908.76)
1-00-00-00-00-510	Taxes - Penalties & Costs	(3,200.00)	(3,893.87)	693.87	(5,202.28)
1-00-00-00-00-541	Franchise & Concession ATCO Revenue	(16,800.00)	(17,223.79)	423.79	(8,329.69)
1-00-00-00-00-550	Return on Investments	(15,000.00)	(18,502.80)	3,502.80	(16,458.12)
1-00-00-00-00-591	Glenwood Gleanings Advertising	(700.00)	(570.00)	(130.00)	(174.00)
1-12-00-00-00-520	License - Dog	(200.00)	(540.00)	340.00	(20.00)
* TOTAL General Gov't Revenue		(44,220.00)	(52,698.81)	8,478.81	(35,047.32)
Operating Grant Revenue					
1-00-00-00-00-748	Grant Misc	(3,500.00)	(252.95)	(3,247.05)	(5,824.19)
1-00-00-00-00-843	Grant - MSI Operational	(62,120.00)	(62,126.00)	6.00	(31,063.00)
* TOTAL Operating Grant Revenue		(65,620.00)	(62,378.95)	(3,241.05)	(36,887.19)

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Protective Services Revenue					
1-00-00-00-00-990	Other Rev - NSF, Fines, Lease	(200.00)	0.00	(200.00)	0.00
* TOTAL Protective Services Rev		<u>(200.00)</u>	<u>0.00</u>	<u>(200.00)</u>	<u>0.00</u>
Transportation Service Revenue					
1-30-00-00-00-410	Equipment Pool Revenue	(200.00)	0.00	(200.00)	0.00
1-32-00-00-00-591	Snow Removal Roads & Streets	(100.00)	(280.00)	180.00	0.60
* TOTAL Trans Service Revenue		<u>(300.00)</u>	<u>(280.00)</u>	<u>(20.00)</u>	<u>0.60</u>
Water Revenue					
1-41-00-00-00-121	Water On/Off Fee	(100.00)	(210.00)	110.00	(270.00)
1-41-00-00-00-410	Sales - Water	(74,200.00)	(51,712.72)	(22,487.28)	(74,944.32)
1-41-00-00-00-411	Water - Bulk Sales	(4,000.00)	(4,655.04)	655.04	(6,306.84)
1-41-00-00-00-510	Water - Penalties & Costs	(500.00)	(987.07)	487.07	(199.06)
* TOTAL Water Revenue		<u>(78,800.00)</u>	<u>(57,564.83)</u>	<u>(21,235.17)</u>	<u>(81,720.22)</u>
Irrigation Revenue					
1-40-00-00-00-410	Sales - Irrigation	(21,600.00)	(14,082.82)	(7,517.18)	(21,750.80)
* TOTAL Irrigation Revenue		<u>(21,600.00)</u>	<u>(14,082.82)</u>	<u>(7,517.18)</u>	<u>(21,750.80)</u>
Sewer Revenue					
1-42-00-00-00-410	Sales - Sewer	(23,000.00)	(17,041.86)	(5,958.14)	(22,344.00)
1-42-00-00-00-411	Sales - Sewer RV Dumping Station	(3,000.00)	(3,387.70)	387.70	(6,036.25)
1-42-00-00-00-412	Sewer RV Campground Agreements	(2,200.00)	(500.00)	(1,700.00)	0.00
* TOTAL Sewer Revenue		<u>(28,200.00)</u>	<u>(20,929.56)</u>	<u>(7,270.44)</u>	<u>(28,380.25)</u>

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Waste Management Revenue					
1-43-00-00-00-410	Sales - Solid Waste	(13,500.00)	(9,441.06)	(4,058.94)	(14,439.12)
*	TOTAL Waste Mgmt Rev	(13,500.00)	(9,441.06)	(4,058.94)	(14,439.12)
Cemetery Revenue					
1-56-00-00-00-410	Cemetery - Plots & Fees	(600.00)	(240.00)	(360.00)	(1,200.00)
1-56-00-00-00-420	Cemetery - Donations	(500.00)	0.00	(500.00)	(1,000.00)
1-56-00-00-00-430	Cemetery County Contribution	(1,400.00)	0.00	(1,400.00)	(3,383.56)
*	TOTAL Cemetery Revenue	(2,500.00)	(240.00)	(2,260.00)	(5,583.56)
Recreation & Culture Revenue					
1-74-02-00-00-560	Rentals Community Hall	(2,500.00)	(2,400.00)	(100.00)	(2,620.00)
1-72-00-00-00-410	Sales & Services - Recreation	(22,000.00)	(3,264.52)	(18,735.48)	(1,050.00)
1-74-03-00-00-474	Pioneer Parlour Revenue	(3,000.00)	0.00	(3,000.00)	(4,380.00)
1-74-04-00-00-410	Pioneer Days funds-fireworks donations	(3,000.00)	(1,848.65)	(1,151.35)	(6,236.35)
1-74-05-00-00-474	Post Office Rental Revenue	(2,400.00)	(1,200.00)	(1,200.00)	(2,400.00)
1-72-00-00-00-840	Recreation Requisition	(6,000.00)	(6,960.00)	960.00	(7,674.00)
*	TOTAL Rec & Culture Rev	(38,900.00)	(15,673.17)	(23,226.83)	(24,360.35)
Planning & Development Revenue					
1-12-00-00-00-490	Permit - Dev/Compliance	(200.00)	(415.00)	215.00	(1,545.00)
1-95-00-00-00-763	Transfers From Reserves - Capital	(6,300.00)	(275.00)	(6,025.00)	0.00
*	TOTAL Planning & Development R	(6,500.00)	(690.00)	(5,810.00)	(1,545.00)
**	TOTAL Revenue	(622,900.00)	(555,229.29)	(67,670.71)	(565,969.85)

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Council Expenses					
2-11-00-00-00-153	Council Honorariums	11,000.00	4,500.00	6,500.00	9,600.00
2-11-00-00-00-213	Council Travel	3,000.00	3,206.67	(206.67)	2,574.35
2-11-00-00-00-520	Council Misc	6,500.00	1,424.08	5,075.92	4,253.69
* TOTAL Council Expenses		<u>20,500.00</u>	<u>9,130.75</u>	<u>11,369.25</u>	<u>16,428.04</u>
Administration Expenses					
2-12-00-00-00-110	Salaries & Wages Admin	69,400.00	52,211.91	17,188.09	127,896.83
2-12-00-00-00-113	Travel & Training - CAO	4,000.00	688.85	3,311.15	2,193.98
2-12-00-00-00-130	Employer Source Deductions Admin	3,800.00	1,559.97	2,240.03	7,947.40
2-12-00-00-00-131	Employer Benefit Deductions Admin	8,600.00	14,625.90	(6,025.90)	7,708.15
2-12-00-00-00-142	Workers Compensation Admin	3,000.00	2,152.02	847.98	2,771.28
2-12-00-00-00-150	Election & Census	500.00	0.00	500.00	450.00
2-12-00-00-00-210	Travel & Training - ADMIN	500.00	0.00	500.00	71.98
2-12-00-00-00-215	Phone & Fax Admin	3,000.00	1,722.95	1,277.05	2,471.61
2-12-00-00-00-220	Advert, Printing, Memberships Admin	4,700.00	5,900.47	(1,200.47)	6,481.34
2-12-00-00-00-230	Professional & Consulting Admin	34,300.00	33,675.08	624.92	63,139.51
2-12-00-00-00-235	Postage & Freight Admin	2,500.00	1,654.53	845.47	2,472.73
2-12-00-00-00-270	Misc Expense Admin	1,300.00	1,188.99	111.01	1,666.16
2-12-00-00-00-274	Insurance Admin	18,500.00	18,796.00	(296.00)	16,583.53
2-12-00-00-00-280	Reg Fees Land Titles	200.00	125.00	75.00	0.00
2-12-00-00-00-290	Office Bldg Maintenance Admin	800.00	100.89	699.11	1,716.90
2-12-00-00-00-300	Assessor Fees Admin	8,600.00	6,325.00	2,275.00	10,062.50
2-12-00-00-00-510	Office Expense Admin	2,750.00	5,032.73	(2,282.73)	6,448.63
2-12-00-00-00-520	IT Expenses	8,700.00	6,600.00	2,100.00	443.66
2-12-00-00-00-540	Administration Utilities Power	3,000.00	(699.68)	3,699.68	3,599.22
2-12-00-00-00-541	Administration Utilities Gas	1,700.00	1,191.42	508.58	1,493.25
2-12-00-00-00-810	Bank Charges Admin	2,750.00	454.99	2,295.01	3,229.02
2-12-00-00-00-999	Adm - Amorization	188,600.00	0.00	188,600.00	185,397.12
* TOTAL Administration Expenses		<u>371,200.00</u>	<u>153,307.02</u>	<u>217,892.98</u>	<u>454,244.80</u>

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Protective Services Expenses					
2-23-00-00-00-130	Employer source deduction Fire	50.00	0.00	50.00	0.00
2-23-00-00-00-270	Fire Misc	1,000.00	0.00	1,000.00	851.90
2-23-00-00-00-510	Fire Goods & Supplies	50.00	0.00	50.00	0.00
2-23-00-00-00-540	Fire Utilities Power	2,400.00	1,610.02	789.98	2,497.43
2-23-00-00-00-541	Fire Utilities Gas	2,600.00	1,600.18	999.82	2,311.26
2-23-00-00-00-750	Fire Requisition	6,100.00	5,970.16	129.84	5,896.00
2-23-00-00-00-760	Fire Dispatch Services	1,500.00	1,088.55	411.45	1,373.10
2-23-00-00-00-770	Victim Services	500.00	0.00	500.00	0.00
2-23-00-00-00-260	Emergency Management Goods and Services	2,800.00	4,548.90	(1,748.90)	732.99
2-21-00-00-00-250	Animal Control Contracted Services	3,000.00	0.00	3,000.00	0.00
		<u>20,000.00</u>	<u>14,817.81</u>	<u>5,182.19</u>	<u>13,662.68</u>
* TOTAL Protective Services Exp		20,000.00	14,817.81	5,182.19	13,662.68
Shop Expenses					
2-30-00-00-00-110	Salaries & Wages Equip Pool	1,900.00	3,021.76	(1,121.76)	6,382.12
2-30-00-00-00-130	Employer Source Deductions Equip Pool	100.00	238.83	(138.83)	633.74
2-30-00-00-00-131	Employer Benefit Deductions Equip Pool	200.00	835.06	(635.06)	1,316.73
2-31-00-00-00-110	Village Maintenance Wages	11,100.00	16,607.68	(5,507.68)	24,868.27
2-31-00-00-00-130	Employer Source Deductions V-Main	500.00	1,035.42	(535.42)	1,722.47
2-31-00-00-00-131	Employer Benefits Vlg Maint	700.00	869.77	(169.77)	1,315.32
2-31-00-00-00-250	Vlg Maint Contracted Services	2,000.00	0.00	2,000.00	2,387.50
2-31-00-00-00-510	Vlg Maint Tools, Hardware, Op	2,000.00	100.89	1,899.11	4,793.93
2-31-00-00-00-524	Vlg Maint Equip Supplies	2,000.00	56.31	1,943.69	877.41
2-31-00-00-00-526	Vlg Maint Equip Supply Tractor	800.00	329.12	470.88	1,166.99
2-31-00-00-00-527	Vlg Maint Fuel	3,300.00	343.06	2,956.94	3,696.60
2-31-00-00-00-550	Safety Gear	500.00	162.00	338.00	901.08
2-32-00-00-00-217	Cell Phone Foreman	900.00	852.50	47.50	593.60
		<u>26,000.00</u>	<u>24,452.40</u>	<u>1,547.60</u>	<u>50,655.76</u>
* TOTAL Shop Expenses		26,000.00	24,452.40	1,547.60	50,655.76

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Road & Street Expenses					
2-32-00-00-00-110	Salaries & Wages Streets & Roads	17,600.00	8,233.88	9,366.12	12,071.79
2-32-00-00-00-130	Employer Source Deduct Streets & Roads	1,000.00	785.94	214.06	886.80
2-32-00-00-00-131	Employer Benefit Deduct Streets & Roads	1,400.00	1,055.17	344.83	2,432.21
2-32-00-00-00-250	Streets & Roads Contracted Services	500.00	0.00	500.00	156.10
2-32-00-00-00-260	Streets & Roads Goods & Servcies	2,500.00	26.86	2,473.14	0.00
2-32-00-00-00-530	Streets & Roads Maint Materials	1,000.00	68.30	931.70	548.96
2-32-00-00-00-540	Streetlights	14,000.00	12,793.68	1,206.32	13,685.15
* TOTAL Road & Street Expenses		38,000.00	22,963.83	15,036.17	29,781.01
Irrigation Expenses					
2-40-00-00-00-110	Salaries & Wages Irrigation	11,100.00	3,293.56	7,806.44	4,828.69
2-40-00-00-00-250	Irrg System Contracted Services	500.00	0.00	500.00	0.00
2-40-00-00-00-252	Irrg System Maint	750.00	0.00	750.00	607.63
2-40-00-00-00-540	Irrg System Utilities Power	3,700.00	2,508.30	1,191.70	4,510.24
2-98-00-00-00-108	Req United Irrigation Dist	5,300.00	0.00	5,300.00	0.00
* TOTAL Irrigation Expenses		21,350.00	5,801.86	15,548.14	9,946.56
Water Expenses					
2-41-00-00-00-110	Salaries & Wages Water	24,100.00	12,002.04	12,097.96	11,816.23
2-41-00-00-00-130	Employer Source Deductions Water	3,500.00	913.85	2,586.15	1,194.13
2-41-00-00-00-131	Employer Benefit Deductions Water	6,100.00	2,779.06	3,320.94	2,382.08
2-41-00-00-00-210	Water - Seminars & Travel	0.00	120.88	(120.88)	184.17
2-41-00-00-00-215	Telephone Water Plant	1,100.00	1,085.14	14.86	996.38
2-41-00-00-00-250	Water Supply Contracted Services	17,900.00	10,763.99	7,136.01	13,452.86
2-41-00-00-00-252	Water Supply Maint	3,000.00	2,062.00	938.00	4,678.34
2-41-00-00-00-270	Water Supply Misc	1,500.00	154.54	1,345.46	253.77
2-41-00-00-00-510	Water Supply Goods & Service	6,500.00	7,115.51	(615.51)	3,787.95
2-41-00-00-00-540	Water Supply Utilities Power	13,500.00	9,064.37	4,435.63	13,663.27
2-41-00-00-00-541	Water Supply Utilities Gas	3,900.00	2,607.60	1,292.40	3,416.35
* TOTAL Water Expenses		81,100.00	48,668.98	32,431.02	55,825.53

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Sewer Expenses					
2-42-00-00-00-110	Salaries & Wages Sewer	17,600.00	5,680.68	11,919.32	2,414.39
2-42-00-00-00-130	Employer Source Deductions Sewer	2,300.00	228.46	2,071.54	177.38
2-42-00-00-00-131	Employer Benefit Deductions Sewer	4,300.00	2,144.83	2,155.17	998.81
2-42-00-00-00-250	Sewer Contracted Services	9,250.00	3,990.00	5,260.00	688.90
2-42-00-00-00-510	Sewer Goods & Services	250.00	140.00	110.00	186.76
* TOTAL Sewer Expenses		<u>33,700.00</u>	<u>12,183.97</u>	<u>21,516.03</u>	<u>4,466.24</u>
Waste Management Expenses					
2-43-00-00-00-250	Solid Waste Contracted Services	250.00	0.00	250.00	0.00
2-43-00-00-00-510	Solid Waste Goods & Services	250.00	74.21	175.79	19.33
2-43-00-00-00-750	Solid Waste Requisition - CMRSWA	9,600.00	9,584.28	15.72	9,288.20
2-43-00-00-00-752	Requisition - County Transfer Station	5,200.00	5,156.46	43.54	4,756.15
* TOTAL Waste Mgmt Expenses		<u>15,300.00</u>	<u>14,814.95</u>	<u>485.05</u>	<u>14,063.68</u>
Cemetery Expenses					
2-56-00-00-00-110	Salaries & Wages Cemetery	1,900.00	1,646.76	253.24	2,414.39
2-56-00-00-00-510	Cemetery Goods & Services	250.00	8.80	241.20	0.00
2-56-00-00-00-540	Cemetery Utilities Power	1,200.00	662.88	537.12	1,017.74
2-56-00-00-00-620	Cemetery Transfer to Reserves	500.00	0.00	500.00	0.00
* TOTAL Cemetery Expenses		<u>3,850.00</u>	<u>2,318.44</u>	<u>1,531.56</u>	<u>3,432.13</u>
Planning & Development Expense					
2-76-00-00-00-250	Development Contracted Services	500.00	225.00	275.00	100.00
2-76-00-00-00-251	Planning - GIS	1,730.00	2,321.30	(591.30)	2,494.60
2-76-00-00-00-252	ORRSC Requisition	3,900.00	2,853.50	1,046.50	4,979.30
* TOTAL Planning & Dev Expenses		<u>6,130.00</u>	<u>5,399.80</u>	<u>730.20</u>	<u>7,573.90</u>

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Parks & Recreation Expenses					
2-62-00-00-00-201	Community Service Misc	500.00	97.62	402.38	(248.56)
2-74-04-00-00-510	Pioneer Days Fireworks	3,000.00	4,952.38	(1,952.38)	8,710.28
2-72-00-00-00-110	Salaries & Wages Parks & Rec	0.00	1,782.04	(1,782.04)	2,414.32
2-72-00-00-00-725	Recreation Expenses (Vlg USE ONLY)	26,900.00	6,309.52	20,590.48	2,217.33
2-72-00-00-00-540	Recreation Utilities Power	1,200.00	487.05	712.95	934.09
2-72-00-00-00-541	Recreation Utilities Gas	1,000.00	495.64	504.36	911.22
* TOTAL Parks & Rec Expenses		<u>32,600.00</u>	<u>14,124.25</u>	<u>18,475.75</u>	<u>14,938.68</u>
Library Expenses					
2-74-01-00-00-250	Library Contracted Services	1,000.00	0.00	1,000.00	205.00
2-74-01-00-00-510	Library Goods and Services	500.00	100.89	399.11	726.80
2-74-01-00-00-750	Library Society Operating Support	15,000.00	15,000.00	0.00	15,000.00
2-74-01-00-00-771	Requisition Chinook Arch Library	3,000.00	2,677.20	322.80	2,591.84
* TOTAL Library Expenses		<u>19,500.00</u>	<u>17,778.09</u>	<u>1,721.91</u>	<u>18,523.64</u>
Community Hall Expenses					
2-74-02-00-00-110	Salaries and Wages Community Hall	2,600.00	210.00	2,390.00	425.00
2-74-02-00-00-250	Community Hall Contracted Service	500.00	575.00	(75.00)	977.54
2-74-02-00-00-510	Community Hall Goods & Service	1,000.00	130.21	869.79	819.83
2-74-02-00-00-540	Community Hall Utilities Power	2,600.00	2,094.05	505.95	2,634.54
2-74-02-00-00-541	Community Hall Utilities Gas	1,500.00	913.86	586.14	1,411.65
* TOTAL Community Hall Expenses		<u>8,200.00</u>	<u>3,923.12</u>	<u>4,276.88</u>	<u>6,268.56</u>
Pioneer Parlour Expenses					
2-74-03-00-00-250	Pioneer Parlour Contracted Services	0.00	0.00	0.00	1,300.00
2-74-03-00-00-474	Pioneer Parlour Expenses (Bldg)	0.00	0.00	0.00	667.52
2-74-03-00-00-510	Pioneer Parlour Goods & Services	500.00	100.89	399.11	(735.75)
2-74-03-00-00-540	Pioneer Parlour Utilities Power	2,200.00	821.49	1,378.51	2,105.84
2-74-03-00-00-541	Pioneer Parlour Utilities Gas	1,100.00	1,295.61	(195.61)	990.08
* TOTAL Pioneer Parlour Expenses		<u>3,800.00</u>	<u>2,217.99</u>	<u>1,582.01</u>	<u>4,327.69</u>
Post Office Expenses					
* TOTAL Post Office Exp		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Community Support Requisitions					
2-26-00-00-00-100	Requisition - Policing	11,170.00	12,071.00	(901.00)	8,459.50
2-62-00-00-00-206	Com Services: Beautification	0.00	0.00	0.00	93.20
2-62-00-00-00-208	Spring Glen Park Req/Exp/Donate	1,500.00	1,500.00	0.00	1,500.00
2-62-00-00-00-209	Com Services: Glenwood Seniors Req	500.00	0.00	500.00	500.00
2-62-00-00-00-210	Com Services: FCSS Requisition	2,500.00	2,528.55	(28.55)	2,446.00
2-62-00-00-00-750	Com Services: Farm Safety Ctr Donation	300.00	0.00	300.00	300.00
2-72-00-00-00-750	Recreation Brd Expenses (Vlg DON'T USE)	500.00	0.00	500.00	275.18
2-98-00-00-00-102	Req Chinook Foundation	5,700.00	5,718.76	(18.76)	6,060.99
2-98-00-00-00-115	Req School Foundation	75,800.00	38,625.93	37,174.07	77,251.86
2-12-00-00-00-763	Operating Transfer to Reserves	12,300.00	0.00	12,300.00	16,127.00
*	TOTAL Community Support Requis	110,270.00	60,444.24	49,825.76	113,013.73
**	TOTAL Expenses	811,500.00	412,347.50	399,152.50	817,152.63
***	TOTAL Revenues Over Expenses	188,600.00	(142,881.79)	331,481.79	251,182.78

VILLAGE OF GLENWOOD
2023 Operating & Capital BUDGET to ACTUAL
For the Period Ending December 31, 2023

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
Capital Grants Revenue					
1-00-00-00-00-842	Grant - MSI Capital	(348,167.00)	(160,351.00)	(187,816.00)	(21,587.77)
1-00-00-00-00-846	Grants - CCBF	(121,833.00)	(200,000.00)	78,167.00	0.00
* TOTAL Cap Grants Rev		(470,000.00)	(360,351.00)	(109,649.00)	(21,587.77)
** TOTAL CAPITAL REVENUE		(470,000.00)	(360,351.00)	(109,649.00)	(21,587.77)
Capital Expenses					
2-12-00-00-00-762	Admin - Transfer to Capital	20,000.00	14,987.93	5,012.07	0.00
2-32-00-00-00-762	Strts & Rds - Transfer to Capital	300,000.00	5,808.50	294,191.50	0.00
2-41-00-00-00-762	Water - Transfer to Capital	135,000.00	21,595.00	113,405.00	0.00
2-71-00-00-00-762	Parks & Recreation - Transfer to Capital	26,500.00	16,459.39	10,040.61	0.00
* TOTAL Capital Expenses		481,500.00	58,850.82	422,649.18	0.00
** TOTAL CAPITAL EXPENSES		481,500.00	58,850.82	422,649.18	0.00
*** Revenues Over Expense/Capital		11,500.00	(301,500.18)	313,000.18	(21,587.77)

*** End of Report ***

September 29, 2023

Ms. Cynthia Vizzutti, CAO
Village of Glenwood, AB

Via email: cao@glenwood.ca

Dear Ms. Vizzutti:

Re: Follow-up of the 2020 Detailed Assessment Audit

The Assessment Audit Unit undertook a Detailed Assessment Audit of the Village of Glenwood in the fall of 2020. The objective of the audit was to provide the Minister and the municipality an unbiased opinion as to the quality of the assessments on the 2020 assessment roll and to review the practices and procedures used in valuations.

A copy of the report, including its findings and recommendations, was first sent to the village office in October of 2020. A final status of recommendations in the report was requested July 19, 2023.

We have completed a final follow-up review of the 2020 Assessment Year/2021 Tax Year assessment information, specifically compliance with outstanding legislative requirements respecting the combined assessment and tax notice as well as correct exemption reason combinations.

We are satisfied these items will be in effect for the 2024 Tax Year and thank you for your input toward completion of the audit.

If you have questions or concerns, please contact me directly at (403) 297-5723.

Yours sincerely,

Corinne Keough B.A. AMAA
Assessment Auditor

cc: Christopher Snelgrove AMAA, Designated Assessor, Benchmark Assessment Consultants Inc.
Verle Blazek AMAA, Manager, Assessment Audit, TPAA, Municipal Affairs



Municipal Sustainability Initiative Capital Program Guidelines Addendum - September 2023

The Local Government Fiscal Framework (LGFF) will replace the existing Municipal Sustainability Initiative (MSI) program in 2024/25. The comprehensive LGFF design, including administrative details and the funding allocation, is expected to be announced later this year.

To simplify the administration of the LGFF and the wind-down of MSI, municipalities will continue to access their unspent MSI capital funds through the existing online portal (MSIO) rather than be transitioned into the LGFF. Municipalities are strongly encouraged not to delay utilizing their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

The following sections of the MSI capital program guidelines are updated by this addendum.

Section 6.2 Carrying Forward Funds

Unspent MSI funding including credit items, from 2019 to 2023, will not be transferred to LGFF. Municipalities will continue to access their 2019 to 2023 allocations through the existing MSI Online portal (MSIO). Municipalities will continue to be governed by the MSI funding agreements and program guidelines until all available MSI funding has been expended and municipalities have met all MSI program reporting requirements. The time limits to spend MSI capital funding will continue to be strictly enforced.

Section 8 Application and Amendment Process

Municipalities will continue to submit MSI projects, amendments, and financial reporting through the existing MSIO system until all MSI funds have been expended and all MSI program reporting requirements have been met.

The MSI capital funding is subject to all other program requirements that are outlined in the MSI Program Guidelines, and all conditions of the long-term MSI Memorandum of Agreement.

If you require additional information, please contact an MSI grant advisor in the Grants and Education Property Tax Branch at ma.msicapitalgrants@gov.ab.ca, or by dialing toll-free at 310-0000, then 780-422-7125.

CAO

From: Lisa Duncan A. <Lisa.Duncan@albertahealthservices.ca>
Sent: September 26, 2023 8:59 AM
To: CAO
Subject: AHS at Glenwood Fire Hall (58 Main Ave) - Extension Request
Attachments: VILLAGE OF GLENWOOD_ HALL_01JAN21-31DEC23.pdf

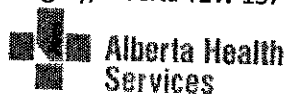
Hello,

The current term of our lease for 490 square feet of space at the fire hall is slated for expiry on December 31, 2023. Although we do not have any official options to extend the term, AHS would like to continue our tenancy for another 5 years to continue to support the delivery of emergency medical services in the community. Would the Village of Glenwood be open to extending the term of our lease for another 5 years? We would also like to add another 2 options to extend (for 1-5 years) if possible.

Thank you for your consideration. Happy to discuss further at your convenience.

Warm regards,

Lisa Duncan
Leasing Manager
Real Estate – South
Capital Management
C: 587-893-4539
lisa.duncan@ahs.ca
10301 Southport Lane SW
Calgary, Alberta T2W 1S7



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

THIS THIRD LEASE EXTENDING AGREEMENT (the "Third Extending Agreement") dated effective the 31st day of December, 2020 (the "Effective Date").

BETWEEN:

THE VILLAGE OF GLENWOOD,
(hereinafter called the "Lessor")

and

ALBERTA HEALTH SERVICES,
(hereinafter called the "Lessee")

WHEREAS by a lease dated the 1st day of January, 2012 (hereinafter referred to as the "Original Lease"), the Lessor did demise unto the Lessee the Premises (as more particularly described in the Original Lease) within the fire hall municipally located at 58 Main Avenue NW, Glenwood, Alberta and located on lands legally described as:

PLAN 1222AY
BLOCK 21
LOT 4
EXCEPTING THEREOUT ALL MINES AND MINERALS

AND WHEREAS by a lease extending agreement dated the 1st day of January, 2015 (the "First Extending Agreement"), the parties agreed to extend the term of the Original Lease for an additional three (3) years expiring on December 31, 2017 (the "First Extension Term");

AND WHEREAS by a second lease extending agreement dated the 31st day of December, 2017 (the "Second Extending Agreement"), the parties extended the term of the Original Lease for an additional three (3) years, expiring on December 31, 2020 (the "Second Extension Term");

AND WHEREAS the Lessee and the Lessor wish to provide for a formal third extension of the Term of the Original Lease on the terms and conditions set forth herein;

AND WHEREAS the Original Lease, the First Extending Agreement and the Second Extending Agreement shall hereinafter be collectively referred to as the "Lease";

NOW THEREFORE THIS THIRD LEASE EXTENDING AGREEMENT WITNESSETH that in consideration of the sum of Ten Dollars (\$10.00) now paid hereto by each party to the other (the receipt and sufficiency whereof is hereby acknowledged), the parties covenant and agree as follows:

The recitals to this agreement are true and correct in substance and in fact.

1. EXTENDED TERM

- 1.1. The Extension Term of the Lease is hereby extended for a period of THREE (3) years, commencing simultaneously with the expiry of the Second Extension Term and expiring on the 31st day of December, 2023 (hereinafter referred to as the "Third Extension Term") on the covenants, povisos, terms and conditions set forth in the Lease:

2. MISCELLANEOUS

- 2.1. Except as hereby expressly modified, amended and supplemented the said Lease is in all respects ratified and confirmed and the terms, conditions and covenants thereof shall remain in full force and effect.
- 2.2. Wherever the singular or masculine is used in this Third Extending Agreement the same shall be deemed to include the plural or the feminine and neuter gender, and vice versa, as the context so requires.
- 2.3. Words and phrases used in this Third Extending Agreement shall have the same meanings ascribed to them in the Lease unless otherwise specifically defined herein or unless the context otherwise requires.
- 2.4. This Third Extending Agreement shall enure to the benefit of and be binding upon the Lessor and the Lessee and their respective successors and assigns.
- 2.5. This Third Extending Agreement may be executed in counterparts and may be delivered by facsimile transmission.
- 2.6. This Third Extending Agreement shall be governed by the laws of the Province of Alberta.
- 2.7. The headings used throughout this Third Extending Agreement are inserted for reference purposes only and are not to be considered or taken into account in construing the terms and conditions of this Third Extending Agreement, nor are they to be deemed in any way to qualify, modify or explain the effects of any such terms or conditions.

IN WITNESS WHEREOF the Lessor has executed these presents as of the 27 day of October, 2020.

THE VILLAGE OF GLENWOOD

Per:


Name: Carrie Kinahan

Title: CAO

Per:


Name: Albert Elias

Title: Mayor

IN WITNESS WHEREOF the Lessee has executed these presents as of the 4th day of November, 2020.

ALBERTA HEALTH SERVICES

Per: Sherry Russell
Name: Sherry Russell

Title: Director
Real Estate & Leasing South

Per: Lisa Duncan
Name: Lisa Duncan

Title: Leasing Manager
Real Estate South

Alberta Public Safety and
Emergency Services

Public Security Division
10th Floor, John E. Brownlee Building
10366 97 Street
Edmonton, Alberta, Canada T5J 3W7
Telephone: 780-427-3457

March 1, 2023

Ms. Cindy Vizzutti
Chief Administrative Officer
Village of Glenwood
PO Box 1084
Glenwood AB T0K 2R0

Dear Ms. Vizzutti:

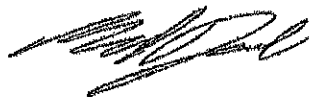
This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 20 per cent cost recovery for the fiscal year 2022/23. Total revenue generated is estimated to be \$44,784,300 and will be reinvested in Alberta policing initiatives. For fiscal year 2023/24 and going forward, municipalities will be invoiced based on a 30 per cent cost recovery. For your planning purposes, please use your invoiced amount for 2022/23 and add an additional 50 per cent to estimate your 2023/24 invoice total.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



M. A. (Marlin) Degrand, M.O.M.
Assistant Deputy Minister

Cost Breakdown

The provincial payment generating \$44,784,300 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2022-23 after modifiers	Total Municipal Population (2021)	Total Equalized Assessment (2023)	Total Revenue Base Estimate
\$44,784,300	762,490	303,816,170,576	\$46,500,000

Municipal Data

Village of Glenwood	Data/Cost Breakdown
2021 Population	345
2023 Equalized Assessment	\$28,564,271
Equalized Assessment per capita	\$82,795
Population % of total for PFM	0.04525%
Equalized Assessment % of total for PFM	0.0094%
Amount based on 50% Population (A)	\$10,521
Amount based on 50% Equalized Assessment (B)	\$2,186
Total share policing cost C = (A + B)	\$12,706
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 635
Total share with modifiers	\$12,071

Notes

Population provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.