



VILLAGE OF GLENWOOD  
Regular Council Meeting

## Agenda

Glenwood Community Hall (90 Main Avenue)  
Thursday, July 13, 2023 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Oath of Office for Doral Lybbert as Councillor
4. Oath of Office for Deputy Mayor
5. Review and approval of Committees of Council including appointment of two members at large to the Municipal Planning Commission – names put forward – David Rolfson and Wade Davies
6. Approval of Minutes of the Regular Meeting of June 8, 2023
7. Items for Discussion and/or Action:
  - a) Discussion and direction through resolution, regarding negotiations with Cardston County for the establishment of a water commission to facilitate water sales to the County and the funding of water infrastructure. Please refer to the letter from Cardston County regarding said water commission and help funding the new Village well.
  - b) Superintendent Perry Hunsperger is going to retire effective December 31, 2023. Glenwood Water Plant Operations Proposal submitted by Cardston County for discussion and direction through resolution of Council.
  - c) Discussion regarding purchase of a municipal truck for outside duties.
  - d) Benchmark Assessment Consultants Inc. Professional Services Agreement to be renewed by resolution of Council.
  - e) Training Session for Council regarding the MGA and Municipal Bylaw Development and training for the Municipal Planning Commission – would you be interested in a review sponsored by ORRSC or by CAO Vizzutti. This would be a full day training for Council and could be set up as a retreat?
  - f) Fortis has delayed their schedule upgrade to their infrastructure from 2023 to 2024.
  - g) Fireworks – Councillor Doral Lybbert to report.
8. Councillor Reports:
  - a) Mayor Allred
  - b) Councillor Doral Lybbert
  - c) Councillor Sandy Lybbert – Glenwood Days, Remembrance Day, Land Use Bylaw
  - d) Councillor Peterson
  - e) Councillor Wickhorst
9. CAO Reports:
  - a) Project Status of Roads
  - b) Project Status regarding Community Hall

10. Financial Reports:

- a) Operating and Capital Budget to Actual Income Expenses to June 21, 2023
- b) Cheque Listing to July 6, 2023
- c) FCM Membership – Does Council want this renewed?

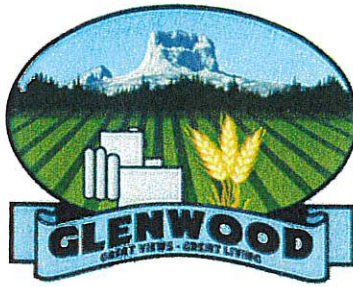
11. Correspondence:

- a) SW Alberta Group – Regional Solution for Housing Supply Working Group
- b) Letter from Minister Rick McIver – Municipal Affairs. Are there any issues you wish to discuss with the Minister at AUMA Convention?
- c) Alberta Volunteer Awards

12. Closed Session –

- a) *Freedom of Information and Protection of Privacy Act* – Section 24(1)(g) Advice from Officials – asset acquisition and dispersal
- b) *Freedom of Information and Protection of Privacy Act* – Section 24(1)(b)(i) – Advice from Officials – retirement matter.
- c) *Freedom of Information and Protection of Privacy Act* – Section 24(1)(b)(i) – Advice from Officials – Section 27(1)(a) – privileged information.
- d)

13. Adjournment



## Village of Glenwood Council Committee Appointments for 2023

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



Development Officer may be the Development Authority in accordance with the land use bylaw.

12. The Municipal Planning Commission is authorized to exercise development and subdivision powers and duties on behalf of the municipality as are specified in the Act, in the Village of Glenwood Land Use Bylaw, in this bylaw, or by resolution of Council.
13. The municipality may by bylaw delegate any of its subdivision authority and/or development authority powers, duties or functions to an authorized persons.

### **PART 3 - MUNICIPAL PLANNING COMMISISON**

14. The Municipal Planning Commission is hereby established in accordance with the Act.
15. The Municipal Planning Commission shall be composed of 3 members of Council and 2 appointed members of the community.
16. Appointments to the Municipal Planning Commission shall be made by resolution of Council at their annual organisational meeting.
17. Appointments to the Municipal Planning Commission shall be made for a term of one year, expiring on the date of the next annual organisational meeting of Council.
18. When a person ceases to be a member of Municipal Planning Commission before the expiration of his/her term, Council may, by resolution, appoint another person for the unexpired portion of that term.
19. At the organisational meeting of Council each year, Council shall by resolution, appoint one member of the Municipal Planning Commission as chair, and one as vice-chair to hold office for a term of one year, expiring on the date of the next annual organisational meeting of Council.
20. If the chair or vice-chair for whatever reason ceases to hold that position prior to the end of the term, Council may, by resolution, appoint another person for the unexpired portion of that term.
21. Each member of the Municipal Planning Commission shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Village of Glenwood.

# VILLAGE OF GLENWOOD

June 8, 2023 Minutes

*The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on June 8, 2023 at 7:00 PM.*

*In attendance: Mayor Linda Allred, Councillor Sandy Lybbert, Councillor Mark Peterson, Councillor Brian Wickhorst.*

*Officials: Chief Administrative Officer Cynthia Vizutti.*

<u>1. Call to Order</u>	Mayor Allred called the June 8, 2023 regular Council meeting to order at 7:00pm.
<u>2. Agenda Approval</u> <u>2023.06.08.78</u>	<b>MOVED</b> by Councillor Lybbert to approve the agenda, as presented. <b>Carried.</b>
<u>3. a) Approval of Minutes of Regular Meeting</u> <u>2023.06.08.79</u>	<b>MOVED</b> by Councillor Lybbert to approve the minutes of the Regular Council Meeting of May 11, 2023, as presented. <b>Carried.</b>
<u>4. a) b) Delegations</u>	Marian Carlson presented information regarding Cardston County Regional Emergency Management Partnership and Chief Mountain Regional Waste Management Commission Strategic Plan.  RCMP Sgt Wright presented the January-March 2023 statistics to Council.
<u>5. a) MPC Members at Large</u>	Mayor Allred will make inquiries for 2 appointments at large for the Municipal Planning Commission from a list of 8 residents determined by Council, and make a recommendation to Council July 11, 2023, as follows: Amanda, Payne, John Doney, Paul Clark, Wade Davies, Karin Doer, Roger Clark, Dave Rolfson and Vicki Woolf.
<u>5. b) Email program for Utility and Tax Bills</u> <u>2023.06.08.80</u>	<b>MOVED</b> by Councillor Peterson to instruct the CAO to budget \$3500.00 in 2024 for the purchase of the email module from Muniware. <b>Carried.</b>
<u>5. c) Water Commission Meeting</u>	CAO Vizutti reminded Council of the Water Commission meeting at Cardston County on Tuesday, June 13, 2023 at 6:00 p.m.
<u>5.d) RV Dump Station</u>	Mayor Allred expressed concern regarding users not paying the fee at the RV dump station. Discussion ensued regarding possible solutions.
<u>5. e) Road Issues</u>	Councillor Lybbert asked about road patching. CAO Vizutti explained there needs to be warm weather to move the cold mix and some moisture before grading roads.
<u>6. a) to d) Council Reports</u>	Mayor Allred – No Mayor and Reeves meeting this month. Councillor Lybbert – Cemetery needs weed whipping. Councillor Peterson – no report. Councillor Wickhorst – Asphalt on residential lot will be removed by the County and taken to the Chief Mountain Regional Waste Management Commission.
<u>7. a) Bylaw 245-2023-A Rates and Fees Bylaw</u> <u>2023.06.08.81</u>	<b>MOVED</b> by Councillor Lybbert Bylaw 245-2023-A being a bylaw to establish service fees be given first reading. <b>Carried.</b>
<u>7. a) Bylaw 245-2023-A</u> <u>2023.06.08.82</u>	<b>MOVED</b> by Councillor Allred Bylaw 245-2023-A be given second reading. <b>Carried.</b>

7. a) Bylaw 245-2023A  
2023.06.08.83

**MOVED** by Councillor Peterson Bylaw 245-2023 -A be given three readings at this meeting. **Carried Unanimous**

7. a) Bylaw 245-2023-A  
2023.06.08.84

**MOVED** by Mayor Allred Bylaw 256-2023 be given third reading and duly signed by the signing officers, for the Village of Glenwood. **Carried.**

7. b) Unsightly Premises  
Bylaw

The unsightly premises bylaw is now in draft form and will be available at the July 2023 meeting.

8. CAO Report

CAO Cynthia Vizzutti reported the MSI funding has been approved for the projects and requested an amendment to the approval for the Community Hall roof and floor upgrade. Soffits need replacing and flooring prices have increased. The combined tax and assessment notice has been mailed to the residents. Engineers are presently working on as-builts for the new well and new bulk water station.

Community Hall Grant  
2023.06.08.85

**MOVED** by Councillor Peterson the MSI Funding Grant application for Community Hall renovations be increased to \$20,000.00. **Carried.**

Closed Session  
2023.06.08.86

**MOVED** by Mayor Allred that Council move into Closed Session at 9:10pm regarding the *Freedom of Information and Protection of Privacy Act* Section 24(1)(g) Advice from Officials – financial deliberations. **Carried.**

10. a) – Closed Session  
2023.06.08.87

**MOVED** by Mayor Allred that Council move out of Closed Session at 9:59 pm. **Carried.**

**MOVED** by Councillor Peterson approve the 2023 Operating Budget with total operating expenditures of \$811,500 and total capital expenditures of \$481,500. **Carried.**

12. Adjournment  
2023.06.08.88

**MOVED** by Councillor Peterson to adjourn the meeting at 9:20. **Carried.**

\_\_\_\_\_  
Meeting Chair

\_\_\_\_\_  
Chief Administrative Officer



# Cardston County

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June 28, 2023

Cynthia Vizzutti, CAO  
P.O. Box 1084  
Glenwood, AB T0K 2R0  
(403) 626-3233  
[office@glenwood.ca](mailto:office@glenwood.ca)

Dear Cynthia,

**Re: Water Commission/Well**

At our Council meeting held on June 26, 2023, Council discussed the development of a water commission and fixing the well at Glenwood. Council is happy and willing to assist and made the following motions in this regard.

*Motion# 199.23: Councillor Nish moved that Council proceed with negotiating a Water Commission using the Village funds.  
Carried.*

*Motion# 200.23 Reeve Francis moved that Council contribute up to \$45,000 for the well and that it be credited towards developing a commission.  
Carried.*

Thank you, Cynthia for all you do; if you require any additional information, please don't hesitate to reach out.

Kind Regards,

Murray L. Millward B.Mgt, CLGM  
Chief Administrative Officer

## Glenwood Water Plant Operations Proposal

The Village of Glenwood has requested a proposed cost for Cardston County to operate the Glenwood water plant located within the Village of Glenwood. The water plant is a small facility requiring inspection and maintenance visits five days a week. The plant currently supplies treated water to residents within the Village of Glenwood and the County residents surrounding the village.

Glenwood Public Works employee has maintained the Village of Glenwood treatment facility. The operator has done an excellent job of operating the facility, but a replacement is required due to his retirement date fast approaching.

Cardston County has two Level 1 operators and will soon have their Level 2 license. Cardston County operators are currently at the plant one day a week and have taken over responsibility for all data records. Cardston County has estimated that the daily inspection and maintenance work could be completed in 2.5 hours per day, an estimation that includes driving time. While the daily hours worked may vary daily, a yearly average of 2.5 hours will be used for a cost estimate.

Cardston County will also handle the primary septic lines and lagoon management, we estimate this will take a manageable amount of time, but if it doesn't, the County and Village will have to discuss the service required and fees more.

The charge rate will be \$50.00 per hour, including truck costs and employee benefits. The estimated yearly cost is \$32,500.00 (2.5hrs x 52 weeks = 650 hrs x \$50.00). This cost will increase each year by the COLA percentage.

Cardston County is confident that it can handle the operations of the water plant with its current staff, but will require the following conditions:

1. Major repairs will be brought to the Village of Glenwood for approval.
2. Cardston County and the Village of Glenwood agree to purchase all chemicals in bulk and will be billed accordingly. This arrangement could save each municipality in chemical costs.
3. Cardston County operators will maintain their Level 1 certificate or higher.
4. The Village of Glenwood will maintain all current insurance on the facility, including the "Environment Impairment Liability."
5. Cardston County will provide a monthly report to the Village of Glenwood for the total quantity of water treated.
6. Any primary septic line or lagoon issues will be discussed with the Village.

Cardston County looks forward to working with the Village of Glenwood on this joint project. It suggests that the Village of Glenwood and Cardston County Council meet yearly to discuss inter-municipal arrangements.



**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT MADE THIS 1st DAY OF SEPTEMBER, 2023  
BETWEEN:

VILLAGE OF GLENWOOD  
(referred to as the "Municipality")

OF THE FIRST PART

-and-

BENCHMARK ASSESSMENT CONSULTANTS INC.  
(referred to as the "Consultants")

OF THE SECOND PART

WHEREAS:

- A. The Municipality requires assessments of all lands and premises within the Municipality's boundaries primarily for taxation purposes;
- B. The Consultant is in the business of supplying assessment services to various municipalities throughout Alberta;
- C. The Municipality and the Consultant wish to enter into a written agreement for the supply of the assessment services.

NOW THEREFORE, the Municipality and Consultant, in consideration of the covenants and agreements hereinafter contained, agree as follows:

1. **DEFINITIONS AND INTERPRETATION**

1.1 Definitions: For the purpose of this Agreement and the Schedules hereto or any certificate, opinion or other document, agreement, undertaking or assurances delivered in accordance with or in furtherance of the purposes and intent of this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following expressions shall have the following meanings respectively:

- 1.1.1. "Agreement" or "hereof", "hereto", "herein", "hereby", "hereunder" and similar expressions when used in this agreement and any attached schedules refer to this Agreement and to any Schedules attached hereto and not to any particular Articles, Sections, paragraphs, sub-paragraphs or other portion hereof, and including any and every instruments supplemental hereto; and any reference to a Section or Article by number of the alphabet means the appropriate paragraph, sub-paragraph, Section or Article of this Agreement unless the context otherwise

requires; and any reference to a Schedule by number or letter of the alphabet means the appropriate Schedule attached to this Agreement;

- 1.1.2 "Claims" means claims, losses, actions, suits, proceedings, causes of action, demands, damages (direct, indirect, consequential or otherwise), judgments, executions, liabilities, responsibilities, losses, costs, charges, payments and expenses including, without limitations, any professional, consultant and legal fees (on a solicitor and his own client basis);
- 1.1.3 "Consultant" means BENCHMARK ASSESSMENT CONSULTANTS INC.
- 1.1.4 "Consultant's Fee" shall have that meaning set out in Article 4.1;
- 1.1.5 "Injury" means bodily injury, personal discomfort, mental anguish, shock, sickness, disease, death, false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, invasion of privacy wrongful entry or eviction and discrimination, or any of them, as the case may be;
- 1.1.6 "Municipality" means VILLAGE OF GLENWOOD;
- 1.1.7 "Property" as defined in the Municipal Government Act;
- 1.1.8 "Services" shall have that meaning set out in Schedule "A";
- 1.1.9 "Tax Year" means the calendar year commencing January 1;
- 1.1.10 "Term" shall have the meaning set out in Article 3.1;
- 1.2 This Agreement shall in all respects be governed by and be construed in accordance with the laws of the Province of Alberta.
- 1.3 If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect in any jurisdiction, the validity, legality and enforceability of such provisions shall not in any way be affected or impaired thereby in any other jurisdiction and the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- 1.4 Whenever the singular or masculine is used herein the same shall be deemed to include the plural or feminine or the body politic or corporate where the context or the parties so require.
- 1.5 The headings to the clauses of this Agreement are inserted for convenience only and shall not affect the construction hereof.

- 1.6 Unless otherwise stated, a reference herein to a numbered or lettered clause or paragraph refers to the clause or paragraph of each Section bearing that number or letter in this Agreement.
- 1.7 All accounting terms not defined in this Agreement shall have those meanings generally ascribed to them in accordance with generally accepted accounting principles in Canada, applied consistently.
- 1.8 Business Day: In any case where time limited by this Agreement expires on a Saturday, Sunday, legal holidays, or a day which chartered banks in the Municipality, are not open for business, the time shall be extended to and shall include the next day on which the said banks are open for business.
- 1.9 All references to dollars or "\$" shall mean legal money of Canada.
- 1.10 The following Schedules are incorporated by reference to this Agreement and form a part hereof.
- Schedule "A" - Definition of "Services"
  - Schedule "B" - Designated Assessor(s)
  - Schedule "C" - Equipment to be supplied by Consultant
  - Schedule "D" - Information/Equipment to be supplied by Municipality

2. APPOINTMENT

- 2.1 The Municipality hereby appoints the Consultant to perform the Services and the Consultant hereby agrees to perform the Services for the Municipality during the Term.
- 2.2 During the Term, the Consultant shall perform the Services for each of the following Tax Years:
- 2.2.2 January 1, 2023 to December 31, 2024
- 2.3 For every Tax Year, the Consultant shall have reported to the Municipality all assessments for that Tax Year and report to the Municipality on or before February 28th in each of said Tax Years.

3. TERM

3.1 The Consultant shall provide the Services of the Municipality commencing September 1, 2023 (the "Commencement Date") to August 31, 2024 (therein referred to as the "Term").

4. CONSULTANT FEE

4.1 In Consideration of the Services supplied by the Consultant, the Municipality shall pay to the Consultant a fee (the "Consultant's Fee") to be calculated as follows:

4.1.1 September 1, 2023 to August 31, 2024 - \$40.00 per parcel plus GST

4.1.2 Local Assessment Review Board and Composite Assessment Review Board;

The Fee stated in section 4.1.1 shall include all costs for the preparation and defense of Local and Composite Assessment Review Board complaints, excluding any costs associated with the assessment review board clerk.

In either of the two levels of the appeal process should expert or legal opinion be required, these costs shall be the responsibility of the Municipality.

4.2 Except as otherwise provided for in this Agreement, the Consultant will be solely responsible for:

4.2.1 all mileage and automobile expenses associated with the preparation of the contemplated assessment;

4.2.2 all accommodation, meals and related living expenses incurred or experienced by employees and representatives of the Consultant in the execution of this Agreement.

4.2.3 all employees of Benchmark Assessment Consultants Inc. wages and benefits.

4.3 The Municipality shall pay the Consultant's Fee as follows:

4.3.1 the Municipality will be invoiced quarterly, and payment of the invoice is due and payable within 30 days of receipt of the invoice. If payment is not received, interest of 5% per month will be charged.

4.4 Should the Municipality request the consultant to undertake work that is not set out in Schedule "A", additional fees of \$200 per hour will be charged. This includes, but is not limited to, any analysis, studies, reports, estimates or projections and the Consultant reserves the right to decline such requests. Should the amount of these additional fees exceed 10% of the amount set out in Article 4.1, such arrangement shall be handled by way of an amendment to this Agreement.

4.5 Any new or changed provincial legislation that creates additional services, studies and inspections will be negotiated as a separate contract.

5. COVENANTS OF THE CONSULTANT

5.1 The Consultant covenants and agrees with the Municipality as follows:

5.1.1 that the assessor(s) supplied by the Consultant for the performance of the Services shall be an Accredited Municipal Assessor of Alberta (AMAA) and shall designate those assessor(s) listed in Schedule "B" as the individuals to be the assessor(s) supplied;

5.1.2 the appointed assessor will endeavor to maintain proper equity in assessments within the Municipality;

5.1.3 the appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and determining final assessment value of property;

5.1.4 unless required by law, any data or other information concerning the Municipality, which is obtained by the Consultant in its dealings with the Municipality under this Agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Municipality;

5.1.5 in the event that the Worker's Compensation Act of Alberta requires the Consultant to register with the Worker's Compensation Board ("WCB") the Consultant shall do so and upon demand by the Municipality, it shall deliver to the Municipality certification from WCB;

5.1.6 the Consultant shall comply with the provisions of:

5.1.6.1 any Act of the legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted thereafter;

5.1.6.2 any regulations in force from time to time under

any of the Acts referred to in Clause 5.1.6.1;

5.1.6.3 any bylaw or resolution of the Municipality that expressly or by implication applies to the Consultant in respect of this Agreement;

5.1.7 the Consultant will ensure that its employees, when on assignment pursuant to this Agreement, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed;

5.1.8 in addition to any authorizations, consents, licenses, right of entry or other estates or interest in land that have been obtained by the Minister, the Consultant shall obtain all lawfully required authorizations, consents, licenses and right to entry to land or other estates or interests in land necessary for the Consultant to perform the Services;

5.1.9 the Consultant shall undertake the Services in an efficient, good and workmanlike manner, and in accordance with the Municipality's reasonable good standards;

5.1.10 the Consultant shall supply all equipment and motor vehicles necessary to carry out and record the Services including, without limitation, that equipment listed in Schedule "C";

5.1.11 the Consultant shall agree that all assessment documents and related information shall remain the property of the Municipality.

## 6. REPRESENTATIONS AND WARRANTIES OF CONSULTANT

6.1 The Consultant warrants that all the Services will be conducted strictly in accordance with the provisions of any relevant Provincial Legislation and Regulations thereto.

## 7. COVENANTS OF THE MUNICIPALITY

7.1 The Municipality covenants and agrees with the Consultant as follows:

7.1.1 that the Municipality will provide notice either directly or indirectly to all rate payers affected by the assessments that the Consultant has been retained to perform the inspections and prepare assessment reports;



- 7.1.2 that the Municipality will be responsible for costs that may be incurred as a result of ratepayer information brochures, requests for information, newspaper advertisements, etc.;
- 7.1.3 the Municipality shall make available to the Consultant all existing assessment information in the possession of the previous consultant relating to the land and premises forming the subject matter of this Agreement;
- 7.1.4 the Municipality agrees that the Consultant may utilize staff (other than AMAA staff) to assist the assessor(s) in performing the Services;
- 7.1.5 unless required by law, any data or other information concerning the Consultant, which is obtained by the Municipality in its dealings with the Consultant under this Agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Consultant;
- 7.1.6 the Municipality shall supply to the Consultant, at no cost to the Consultant, the equipment listed in Schedule "D".

8. INSURANCE AND INDEMNIFICATION

- 8.1 The Consultant, at its expense, shall acquire and maintain throughout the Term the insurance (the "Insurance") described in Article 8.2.
- 8.2 The Insurance is as follows:
  - 8.2.1 Five million (\$5,000,000.00) dollars inclusive limits commercial general liability insurance. The insurance will:
    - 8.2.1.1 include personal injury, employers, provisions for cross liability, and occurrence property damage;
    - 8.2.1.3 contain a provision that precludes invalidation as respects the interest of the Municipality by reason of any breach or violation of warranties, representations, declarations or conditions;
  - 8.2.2 Two million (\$2,00,000.00) dollars inclusive limits automobile liability insurance on a non-owned form, and on an owner's form,

covering all licensed vehicles operated by or on behalf of the Consultant.

- 8.3 The Consultant shall cause each insurance policy to:
- 8.3.1 be primary, non-contributing with, and not excess of, any other insurance available to the Municipality;
  - 8.3.2 contain a prohibition against cancellation or material change that reduces or restricts the Insurance except on 30 days prior written notice to the Municipality; and
  - 8.3.3 be in a form and with insurers satisfactory to the Municipality, acting reasonably.
- 8.4 The Consultant shall promptly indemnify and hold harmless the Municipality from and against all Claims in connection with any Injury or any loss or damage to property arising from or out of this Agreement or occasioned wholly or in part by any fault, default, negligence, act or omission of the Consultant, or for those for whom the Consultant is responsible at law.
9. TERMINATION
- 9.1 The Municipality may terminate this Agreement forthwith in the event that:
- 9.1.1 the Consultant is adjudged a bankrupt or makes an assignment in bankruptcy;
  - 9.1.2 a receiver is appointed for the Consultant.
- 9.2 The Municipality may terminate this Agreement upon 30 days prior written notice to the Consultant in the event that:
- 9.2.1 the Consultant shall be in default of any obligation on its part under this Agreement, the Municipality may issue a notice in writing of default and on failure of the Consultant to remedy the same or cause the same to be remedied within 60 days after the issue of the notice.
- 9.3 The Consultant may terminate this Agreement upon 30 days prior written notice to the Municipality in the event that:
- 9.3.1 the Municipality shall be in default of any obligation on its part under this Agreement, the Consultant may issue a notice in writing

of default and on failure of the Municipality to remedy the same or cause the same to be remedied within 60 days after the issuance of the notice.

10        GENERAL

10.1       This Agreement may be amended solely by written consent of both parties.

10.2       This Agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

10.3       Should the parties be unable to resolve any disputes which may arise regarding this Agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Chapter A-43, R.S.A. 2000.

10.4       This Agreement ensures to the benefit of and is binding upon the parties to this Agreement and their respective successors and any permitted assignees of the Consultant.

10.5       The Consultant may not assign its rights and obligations under this Agreement without the prior written consent of the Municipality.

10.6       The Consultant, while performing any Services under this Agreement, is an independent contractor and not an agent of the Municipality.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

Village of Glenwood

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Benchmark Assessment Consultants Inc.

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**Schedule "A" – Definition of "Services"**  
**Basic Assessment Services**

- Annually prepare and declare the assessments of all property as defined under section 284(1)(r) of the *Municipal Government Act*, excluding linear and non-linear designated industrial property (DIP) according to the legislative timelines
- Regular meetings with Municipal representatives as required
- On-site reviews for 20% of properties annually (photos included)
- On-site reviews for building permits, sale verifications, and general inquiries, if required
- Annual Request for Information (RFI) for all M&E properties that are non-DIP, with the input and maintenance of data in CAMA lot (mailed from the Municipal office)
- Submit to the Minister and comply with the Assessment Quality Standards as set out in the Regulations
- Provide assessment summary reports online
  - Details of all assessments to be available by web access in PDF format to the Municipality
  - Access for the public to the reports in a limited capacity to the extent determined by the Municipality
- Respond to ratepayer inquiries and provide assessment information as requested in a timely manner
- Address and resolve assessment complaints, if possible
- Prepare defense of any assessment complaints before the Local and Composite Assessment Review Board
- ***Excluded in the Basic Assessment Services is any review, analysis, or reports pertaining to tax exemption applications under the Community Organization Property Tax Exemption Regulation (COPTER)***

## **Schedule "B" – Designated Assessor**

### **Designated Assessor Assigned to the Municipality**

- Christopher Snelgrove

### **Designated Assessors Available for Support**

- Lance Wehlage
- Deanne Bannerman
- Chris Hall
- Brandon Garner
- Ryan Vogt
- Logan Wehlage

### **Candidate Assessor(s)**

- Tomasz Hulisz
- Kolme Brown



**Schedule “C” – Equipment to be Supplied by the Consultant**

**Material and supplies by Consultant for Assessment Services (in addition to those specified in Schedule “A”)**

- **Computer Hardware**
  - Desktop Computers
  - iPads
  - Microsoft Surface Tablets
  - Phones
  - Cameras
  - Remote Piloted Aircrafts (Drones)
  - Scanners/Printers
  
- **Subscriptions and Memberships to relevant third-party software**
  - Multiple Listing Services
  - Remote Computing Software
  - Association Fees
  - Adobe/PDF editors
  - Microsoft Office 360
  - CAMA lot Licensing
  - Data storage and maintenance fees

**Schedule “D” – Information / Equipment to be Supplied by the Municipality**

- Work area as requested
- Development Permits
- Building Permits
- Digital Building Plans
- Land Titles as requested
- Subdivision Plans
- Maps/Access to local GIS system
- Land Use Bylaws
- Tax XML file which includes school support and foundation information for all property
- Support from administration for RFI/Information Mailouts to property owners

CAO

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**From:** Cody Webster <cody.webster@fortisalberta.com>  
**Sent:** June 12, 2023 1:09 PM  
**To:** CAO  
**Subject:** RE: System Maintenance Program  
**Attachments:** 610015605 - Village of Glenwood - System Neutral.pdf

Good afternoon,

Today, I was notified that the Glenwood maintenance project has been pushed back to 2024. I will provide updated construction schedules as they are received.

Hope you had a great weekend and enjoy the week.

Thank you,

**Cody Webster** | Stakeholder Relations Manager, Key Accounts

FortisAlberta | Coaldale, AB | P: 403-329-7508 | C: 587-220-5873

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**FORTIS  
ALBERTA**



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

**From:** Cody Webster <cody.webster@fortisalberta.com>  
**Sent:** Wednesday, April 5, 2023 12:55 PM  
**To:** CAO <cao@glenwood.ca>  
**Subject:** RE: System Maintenance Program

Good afternoon, Cindy,

My apologies for the delay as I was away in meetings. I have updated your contact card to ensure I send directly to [cao@glenwood.ca](mailto:cao@glenwood.ca).

I want to make you aware of an upcoming maintenance project within the Village of Glenwood. FortisAlberta is in the early planning stages and exact scope has not been nailed down. Residents will see survey contractors within the next couple of weeks measuring poles and placing stakes. The project is slated for late summer or early fall completion with the installation of 5,500m of overhead system neutral to improve safety, power quality, and reliability.

Please do not hesitate to contact me with any questions. If council has any concerns or requires a presentation, I would be happy to assist.

Thank You,

**Cody Webster** | Stakeholder Relations Manager, Key Accounts

FortisAlberta | Coaldale, AB | p: 403-329-7508 | c: 587-220-5873

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Legend

 Rebuild Affected Areas

0 85 170 1,18,056 340 510 680  
m  
WGS-1984 Web Mercator Auxiliary Sphere

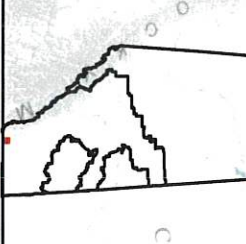
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Map Date: 4/2/2023

Printed from the FortisAlberta eMaps application



LOCATION WITHIN SERVICE TERRITORY



## **CAO Report to Council for June 2023**

### **1. Project Status of Roads:**

**Main Avenue north of the intersection at the Community Hall, the most westerly block of 2<sup>nd</sup> St North, and the most easterly block of 1<sup>st</sup> Street South have been prepped and given a layer of MG30, which is a non-corrosive compound used to bind road surfaces to reduce the dust.**

**Presently estimates are being prepared for rehabilitation of portions of streets throughout the Village. Once the costs are received the program will include rehab of the surface and application of gravel and oil to repair potholes, washboard and stabilize intersections. Use of these streets during and immediately after rehab require residents to use alternative routes to avoid the rehab areas. These projects will be completed in the fall of 2023.**

### **2. Project Status of Community Hall:**

**The attic has been insulated to code which is R60. Estimates are currently being requested to address the problems with enclosed soffits on the eaves of the hall. An airflow is required to ensure maximum benefit from the new insulation and to protect it from moisture.**

**The carpet in the hall will be removed and new laminate flooring will be installed in the fall.**

**Dated July 6, 2023**



# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Tax Revenue</b>					
1-00-00-00-00-102	Taxes - Chinook Foundation	(5,700.00)	0.00	(5,700.00)	(6,060.90)
1-00-00-00-00-103	Taxes - Non-Residential	(38,710.00)	0.00	(38,710.00)	(34,578.00)
1-00-00-00-00-105	Taxes - Linear	(15,240.00)	0.00	(15,240.00)	(18,468.84)
1-00-00-00-00-108	Taxes - Residential	(262,910.00)	(585.69)	(262,324.31)	(257,148.90)
<b>* TOTAL Tax Revenue</b>		<b>(322,560.00)</b>	<b>(585.69)</b>	<b>(321,974.31)</b>	<b>(316,266.64)</b>
<b>General Government Revenue</b>					
1-00-00-00-00-590	Other Revenue from Own Sources	(4,900.00)	(4,870.63)	(29.37)	(957.27)
1-12-00-00-00-410	Photocopy, Fax, etc Revenue	(180.00)	(545.27)	365.27	(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)	(300.00)	60.00	(100.00)
1-12-00-00-00-561	Xplornet	(2,900.00)	(4,343.64)	1,443.64	(2,908.76)
1-00-00-00-00-510	Taxes - Penalties & Costs	(3,200.00)	(1,736.25)	(1,463.75)	(5,202.28)
1-00-00-00-00-541	Franchise & Concession ATCO Revenue	(16,800.00)	(11,919.21)	(4,880.79)	(8,498.29)
1-00-00-00-00-550	Return on Investments	(15,000.00)	(11,845.07)	(3,154.93)	(16,458.12)
1-00-00-00-00-591	Glenwood Cleanings Advertising	(700.00)	(606.00)	(94.00)	(174.00)
1-12-00-00-00-520	License - Dog	(200.00)	(380.00)	180.00	(20.00)
<b>* TOTAL General Gov't Revenue</b>		<b>(44,220.00)</b>	<b>(36,546.07)</b>	<b>(7,673.93)</b>	<b>(35,215.92)</b>
<b>Operating Grant Revenue</b>					
1-00-00-00-00-748	Grant Misc	(3,500.00)	0.00	(3,500.00)	(24,768.95)
1-00-00-00-00-843	Grant - MSI Operational	(62,120.00)	0.00	(62,120.00)	(31,063.00)
<b>* TOTAL Operating Grant Revenue</b>		<b>(65,620.00)</b>	<b>0.00</b>	<b>(65,620.00)</b>	<b>(55,831.95)</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Protective Services Revenue</b>					
1-00-00-00-990	Other Rev - NSF, Fines, Lease	(200.00)	0.00	(200.00)	0.00
<b>*</b>	<b>TOTAL Protective Services Rev</b>	<b>(200.00)</b>	<b>0.00</b>	<b>(200.00)</b>	<b>0.00</b>
<b>Transportation Service Revenue</b>					
1-30-00-00-410	Equipment Pool Revenue	(200.00)	0.00	(200.00)	0.00
1-32-00-00-591	Snow Removal Roads & Streets	(100.00)	(280.00)	180.00	0.60
<b>*</b>	<b>TOTAL Trans Service Revenue</b>	<b>(300.00)</b>	<b>(280.00)</b>	<b>(20.00)</b>	<b>0.60</b>
<b>Water Revenue</b>					
1-41-00-00-121	Water On/Off Fee	(100.00)	(30.00)	(70.00)	(270.00)
1-41-00-00-410	Sales - Water	(74,200.00)	(22,079.10)	(52,120.90)	(74,944.32)
1-41-00-00-411	Water - Bulk Sales	(4,000.00)	(2,101.60)	(1,898.40)	(6,306.84)
1-41-00-00-510	Water - Penalties & Costs	(500.00)	(175.79)	(324.21)	(199.06)
<b>*</b>	<b>TOTAL Water Revenue</b>	<b>(78,800.00)</b>	<b>(24,386.49)</b>	<b>(54,413.51)</b>	<b>(81,720.22)</b>
<b>Irrigation Revenue</b>					
1-40-00-00-410	Sales - Irrigation	(21,600.00)	(6,968.66)	(14,631.34)	(21,750.80)
<b>*</b>	<b>TOTAL Irrigation Revenue</b>	<b>(21,600.00)</b>	<b>(6,968.66)</b>	<b>(14,631.34)</b>	<b>(21,750.80)</b>
<b>Sewer Revenue</b>					
1-42-00-00-410	Sales - Sewer	(23,000.00)	(9,410.00)	(13,590.00)	(22,344.00)
1-42-00-00-411	Sales - Sewer RV Dumping Station	(3,000.00)	(582.35)	(2,417.65)	(6,036.25)
1-42-00-00-412	Sewer RV Campground Agreements	(2,200.00)	(500.00)	(1,700.00)	0.00
<b>*</b>	<b>TOTAL Sewer Revenue</b>	<b>(28,200.00)</b>	<b>(10,492.35)</b>	<b>(17,707.65)</b>	<b>(28,380.25)</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Waste Management Revenue</b>					
1-43-00-00-00-410	Sales - Solid Waste	(13,500.00)	(4,600.00)	(8,900.00)	(14,439.12)
<b>*</b>	<b>TOTAL Waste Mgmt Rev</b>	<b>(13,500.00)</b>	<b>(4,600.00)</b>	<b>(8,900.00)</b>	<b>(14,439.12)</b>
<b>Cemetery Revenue</b>					
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)	(3,383.56)	1,983.56	0.00
<b>*</b>	<b>TOTAL Cemetery Revenue</b>	<b>(2,500.00)</b>	<b>(3,623.56)</b>	<b>1,123.56</b>	<b>(2,200.00)</b>
<b>Recreation &amp; Culture Revenue</b>					
1-74-02-00-00-560	Rentals Community Hall	(2,500.00)	(1,300.00)	(1,200.00)	(2,620.00)
1-72-00-00-00-410	Sales & Services - Recreation	(22,000.00)	0.00	(22,000.00)	(1,050.00)
1-74-03-00-00-474	Pioneer Parbour Revenue	(3,000.00)	0.00	(3,000.00)	(14,884.94)
1-74-04-00-00-410	Pioneer Days funds-firworks donations	(3,000.00)	(334.15)	(2,665.85)	(6,236.35)
1-74-05-00-00-474	Post Office Rental Revenue	(2,400.00)	(800.00)	(1,600.00)	(2,400.00)
1-72-00-00-00-840	Recreation Requisition	(6,000.00)	0.00	(6,000.00)	(7,674.00)
<b>*</b>	<b>TOTAL Rec &amp; Culture Rev</b>	<b>(38,900.00)</b>	<b>(2,434.15)</b>	<b>(36,465.85)</b>	<b>(34,865.29)</b>
<b>Planning &amp; Development Revenue</b>					
1-12-00-00-00-490	Permit - Dev/Compliance	(200.00)	(50.00)	(150.00)	(1,545.00)
1-95-00-00-00-763	Transfers From Reserves - Capital	(6,300.00)	0.00	(6,300.00)	0.00
<b>*</b>	<b>TOTAL Planning &amp; Development R</b>	<b>(6,500.00)</b>	<b>(50.00)</b>	<b>(6,450.00)</b>	<b>(1,545.00)</b>
<b>**</b>	<b>TOTAL Revenue</b>	<b>(622,900.00)</b>	<b>(89,966.97)</b>	<b>(532,933.03)</b>	<b>(592,204.59)</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Council Expenses</b>					
2-11-00-00-00-153	Council Honorariums	11,000.00	2,450.00	8,550.00	9,600.00
2-11-00-00-00-213	Council Travel	3,000.00	1,872.32	1,127.68	2,682.23
2-11-00-00-00-520	Council Misc	6,500.00	525.00	5,975.00	4,253.69
	<b>TOTAL Council Expenses</b>	<b>20,500.00</b>	<b>4,847.32</b>	<b>15,652.68</b>	<b>16,535.92</b>
<b>Administration Expenses</b>					
2-12-00-00-00-110	Salaries & Wages Admin	69,400.00	35,582.57	33,817.43	127,896.83
2-12-00-00-00-113	Travel & Training - CAO	4,000.00	595.92	3,404.08	2,193.98
2-12-00-00-00-130	Employer Source Deductions Admin	3,800.00	1,166.91	2,633.09	7,947.40
2-12-00-00-00-131	Employer Benefit Deductions Admin	8,600.00	14,070.72	(5,470.72)	5,930.46
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	1,018.16	1,981.84	2,471.61
2-12-00-00-00-220	Advert, Printing, Memberships Admin	4,700.00	5,207.35	(507.35)	7,169.94
2-12-00-00-00-230	Professional & Consulting Admin	34,300.00	21,868.69	12,431.31	61,725.19
2-12-00-00-00-235	Postage & Freight Admin	2,500.00	1,095.09	1,404.91	2,472.73
2-12-00-00-00-270	Misc Expense Admin	1,300.00	1,028.87	271.13	1,084.22
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	70.00	130.00	0.00
2-12-00-00-00-290	Office Bldg Maintenance Admin	800.00	0.00	800.00	1,716.90
2-12-00-00-00-300	Assessor Fees Admin	8,600.00	2,012.50	6,587.50	10,062.50
2-12-00-00-00-510	Office Expense Admin	2,750.00	4,197.94	(1,447.94)	4,332.13
2-12-00-00-00-520	IT Expenses	8,700.00	6,775.00	1,925.00	443.66
2-12-00-00-00-540	Administration Utilities Power	3,000.00	(1,749.30)	4,749.30	3,321.93
2-12-00-00-00-541	Administration Utilities Gas	1,700.00	967.55	732.45	2,584.44
2-12-00-00-00-810	Bank Charges Admin	2,750.00	585.28	2,164.72	2,493.14
2-12-00-00-00-999	Adm - Amortization	188,600.00	0.00	188,600.00	185,128.82
	<b>TOTAL Administration Expenses</b>	<b>371,200.00</b>	<b>115,441.27</b>	<b>255,758.73</b>	<b>448,852.67</b>

\* TOTAL Administration Expenses

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Protective Services Expenses</b>					
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	828.48
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	859.51	1,540.49	2,729.24
2-23-00-00-00-541	Fire Utilities Gas	2,600.00	1,295.82	1,304.18	3,188.53
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	362.85	1,137.15	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	3,648.80	(848.80)	732.99
2-21-00-00-00-250	Animal Control Contracted Services	3,000.00	0.00	3,000.00	0.00
<b>* TOTAL Protective Services Exp</b>		<b>20,000.00</b>	<b>12,137.14</b>	<b>7,862.86</b>	<b>14,748.34</b>
<b>Shop Expenses</b>					
2-30-00-00-00-110	Salaries & Wages Equip Pool	1,900.00	1,896.77	3.23	6,382.12
2-30-00-00-00-130	Employer Source Deductions Equip Pool	100.00	149.93	(49.93)	633.74
2-30-00-00-00-131	Employer Benefit Deductions Equip Pool	200.00	523.90	(323.90)	1,316.73
2-31-00-00-00-110	Village Maintenance Wages	11,100.00	7,402.23	3,697.77	24,868.27
2-31-00-00-00-130	Employer Source Deductions V-Main	500.00	585.76	(85.76)	1,722.47
2-31-00-00-00-131	Employer Benefits Vig Maint	700.00	548.24	151.76	1,315.32
2-31-00-00-00-250	Vig Maint Contracted Services	2,000.00	0.00	2,000.00	2,387.50
2-31-00-00-00-510	Vig Maint Tools, Hardware, Op	2,000.00	0.00	2,000.00	4,793.93
2-31-00-00-00-524	Vig Maint Equip Supplies	2,000.00	15.45	1,984.55	877.41
2-31-00-00-00-526	Vig Maint Equip Supply Tractor	800.00	0.00	800.00	1,166.99
2-31-00-00-00-527	Vig Maint Equip	3,300.00	59.75	3,240.25	3,582.56
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	336.51	563.49	589.81
<b>* TOTAL Shop Expenses</b>		<b>26,000.00</b>	<b>11,680.54</b>	<b>14,319.46</b>	<b>50,537.93</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Road &amp; Street Expenses</b>					
2-32-00-00-00-110	Salaries & Wages Streets & Roads	17,600.00	5,108.87	12,491.13	12,071.79
2-32-00-00-00-130	Employer Source Deduct Streets & Roads	1,000.00	538.83	461.17	886.80
2-32-00-00-00-131	Employer Benefit Deduct Streets & Roads	1,400.00	481.03	918.97	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 & Services	2,500.00	0.00	2,500.00	0.00
2-32-00-00-00-530	Streets & Roads Maint Materials	1,000.00	9.50	990.50	548.96
2-32-00-00-00-540	Streetlights	14,000.00	9,093.14	4,906.86	15,704.39
<b>*</b>	<b>TOTAL Road &amp; Street Expenses</b>	<b>38,000.00</b>	<b>15,231.37</b>	<b>22,768.63</b>	<b>31,800.25</b>
<b>Irrigation Expenses</b>					
2-40-00-00-00-110	Salaries & Wages Irrigation	11,100.00	2,043.55	9,056.45	4,828.69
2-40-00-00-00-250	Irr System Contracted Services	500.00	0.00	500.00	0.00
2-40-00-00-00-252	Irr System Maint	750.00	0.00	750.00	607.63
2-40-00-00-00-540	Irr System Utilities Power	3,700.00	191.75	3,508.25	2,151.40
2-98-00-00-00-108	Req United Irrigation Dist	5,300.00	0.00	5,300.00	0.00
<b>*</b>	<b>TOTAL Irrigation Expenses</b>	<b>21,350.00</b>	<b>2,235.30</b>	<b>19,114.70</b>	<b>7,587.72</b>
<b>Water Expenses</b>					
2-41-00-00-00-110	Salaries & Wages Water	24,100.00	5,446.29	18,653.71	11,816.23
2-41-00-00-00-130	Employer Source Deductions Water	3,500.00	520.58	2,979.42	1,194.13
2-41-00-00-00-131	Employer Benefit Deductions Water	6,100.00	1,060.30	5,039.70	2,382.08
2-41-00-00-00-210	Water - Seminars & Travel	0.00	60.00	(60.00)	184.17
2-41-00-00-00-215	Telephone Water Plant	1,100.00	555.64	544.36	996.38
2-41-00-00-00-250	Water Supply Contracted Services	17,900.00	3,555.00	14,345.00	12,830.13
2-41-00-00-00-252	Water Supply Maint	3,000.00	393.72	2,606.28	4,678.34
2-41-00-00-00-270	Water Supply Misc	1,500.00	44.35	1,455.65	253.77
2-41-00-00-00-510	Water Supply Goods & Service	6,500.00	4,577.02	1,922.98	5,810.11
2-41-00-00-00-540	Water Supply Utilities Power	13,500.00	4,778.58	8,721.42	6,440.84
2-41-00-00-00-541	Water Supply Utilities Gas	3,900.00	1,977.65	1,922.35	3,451.09
<b>*</b>	<b>TOTAL Water Expenses</b>	<b>81,100.00</b>	<b>22,969.13</b>	<b>58,130.87</b>	<b>50,037.27</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Sewer Expenses</b>					
2-42-00-00-00-110	Salaries & Wages Sewer	17,600.00	2,024.79	15,575.21	2,414.39
2-42-00-00-00-130	Employer Source Deductions Sewer	2,300.00	106.76	2,193.24	177.38
2-42-00-00-00-131	Employer Benefit Deductions Sewer	4,300.00	443.40	3,856.60	998.81
2-42-00-00-00-250	Sewer Contracted Services	9,250.00	3,990.00	5,260.00	656.10
2-42-00-00-00-510	Sewer Goods & Services	250.00	0.00	250.00	186.76
<b>*</b>	<b>TOTAL Sewer Expenses</b>	<b>33,700.00</b>	<b>6,564.95</b>	<b>27,135.05</b>	<b>4,433.44</b>
<b>Waste Management Expenses</b>					
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	4,792.14	4,807.86	9,288.20
2-43-00-00-00-752	Requisition - County Transfer Station	5,200.00	5,156.46	43.54	4,756.15
<b>*</b>	<b>TOTAL Waste Mgmt Expenses</b>	<b>15,300.00</b>	<b>10,022.81</b>	<b>5,277.19</b>	<b>14,063.68</b>
<b>Cemetery Expenses</b>					
2-56-00-00-00-110	Salaries & Wages Cemetery	1,900.00	1,021.77	878.23	2,414.39
2-56-00-00-00-510	Cemetery Goods & Services	250.00	0.00	250.00	0.00
2-56-00-00-00-540	Cemetery Utilities Power	1,200.00	413.96	786.04	2,126.39
2-56-00-00-00-620	Cemetery Transfer to Reserves	500.00	0.00	500.00	0.00
<b>*</b>	<b>TOTAL Cemetery Expenses</b>	<b>3,850.00</b>	<b>1,435.73</b>	<b>2,414.27</b>	<b>4,540.78</b>
<b>Planning &amp; Development Expense</b>					
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	(\$91.30)	2,494.60
2-76-00-00-00-252	ORRSC Requisition	3,900.00	1,284.50	2,615.50	4,979.30
<b>*</b>	<b>TOTAL Planning &amp; Dev Expenses</b>	<b>6,130.00</b>	<b>3,830.80</b>	<b>2,299.20</b>	<b>7,573.90</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Parks &amp; Recreation Expenses</b>					
2-62-00-00-00-201	Community Service Misc	500.00	0.00	500.00	(256.12)
2-74-04-00-00-510	Pioneer Days Fireworks	3,000.00	0.00	3,000.00	8,411.81
2-72-00-00-00-110	Salaries & Wages Parks & Rec	0.00	1,157.02	(1,157.02)	2,414.32
2-72-00-00-00-725	Recreation Expenses (V/g USE ONLY)	26,900.00	2,875.85	24,024.15	2,182.64
2-72-00-00-00-540	Recreation Utilities Power	1,200.00	211.23	988.77	2,238.09
2-72-00-00-00-541	Recreation Utilities Gas	1,000.00	358.66	641.34	2,184.85
* TOTAL Parks & Rec Expenses		<b>32,600.00</b>	<b>4,602.76</b>	<b>27,997.24</b>	<b>17,175.59</b>
<b>Library Expenses</b>					
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	0.00	500.00	701.07
2-74-01-00-00-750	Library Society Operating Support	15,000.00	0.00	15,000.00	15,000.00
2-74-01-00-00-771	Requisition Chinook Arch Library	3,000.00	1,338.60	1,661.40	2,591.84
* TOTAL Library Expenses		<b>19,500.00</b>	<b>1,338.60</b>	<b>18,161.40</b>	<b>18,497.91</b>
<b>Community Hall Expenses</b>					
2-74-02-00-00-110	Salaries and Wages Community Hall	2,600.00	0.00	2,600.00	425.00
2-74-02-00-00-250	Community Hall Contracted Service	500.00	365.00	135.00	977.54
2-74-02-00-00-510	Community Hall Goods & Service	1,000.00	17.06	982.94	812.88
2-74-02-00-00-540	Community Hall Utilities Power	2,600.00	1,205.24	1,394.76	2,765.38
2-74-02-00-00-541	Community Hall Utilities Gas	1,500.00	750.03	749.97	2,536.28
* TOTAL Community Hall Expenses		<b>8,200.00</b>	<b>2,337.33</b>	<b>5,862.67</b>	<b>7,517.08</b>
<b>Pioneer Parlour Expenses</b>					
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	0.00	500.00	13,940.78
2-74-03-00-00-540	Pioneer Parlour Utilities Power	2,200.00	275.40	1,924.60	2,209.93
2-74-03-00-00-541	Pioneer Parlour Utilities Gas	1,100.00	1,055.35	44.65	2,248.95
* TOTAL Pioneer Parlour Expenses		<b>3,800.00</b>	<b>1,330.75</b>	<b>2,469.25</b>	<b>20,367.18</b>
<b>Post Office Expenses</b>					
* TOTAL Post Office Exp		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
<b>Community Support Requisitions</b>					
2-26-00-00-00-100	Requisition - Policing	11,170.00	0.00	11,170.00	11,252.00
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	0.00	2,500.00	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 Bld Expenses (Vlg DON'T USE )	500.00	0.00	500.00	275.18
2-98-00-00-00-102	Req Chinoak Foundation	5,700.00	0.00	5,700.00	6,060.99
2-98-00-00-00-115	Req School Foundation	75,800.00	19,312.97	56,487.03	77,251.86
2-12-00-00-00-763	Operating Transfer to Reserves	12,300.00	0.00	12,300.00	2,108.33
*	<b>TOTAL Community Support Requis</b>	<b>110,270.00</b>	<b>20,812.97</b>	<b>89,457.03</b>	<b>101,787.56</b>
**	<b>TOTAL Expenses</b>	<b>811,500.00</b>	<b>236,818.77</b>	<b>574,681.23</b>	<b>816,057.22</b>
***	<b>TOTAL Revenues Over Expenses</b>	<b>188,600.00</b>	<b>146,851.80</b>	<b>41,748.20</b>	<b>223,852.63</b>

# VILLAGE OF GLENWOOD

## 2023 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Budget	2023 YTD Actual	2023 Budget Remaining \$	2022 Actual
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<b>Capital Grants Revenue</b>					
1-00-00-00-00-842	Grant - MSI Capital	(348,167.00)	0.00	(348,167.00)	(21,587.77)
1-00-00-00-00-846	Grants - FGTF/INDCC	(121,833.00)	0.00	(121,833.00)	0.00
<b>*</b>	<b>TOTAL Cap Grants Rev</b>	<b>(470,000.00)</b>	<b>0.00</b>	<b>(470,000.00)</b>	<b>(21,587.77)</b>
<b>**</b>	<b>TOTAL CAPITAL REVENUE</b>	<b>(470,000.00)</b>	<b>0.00</b>	<b>(470,000.00)</b>	<b>(21,587.77)</b>

<b>Capital Expenses</b>					
2-12-00-00-00-762	Admin - Transfer to Capital	20,000.00	10,153.98	9,846.02	0.00
2-32-00-00-00-762	Stits & Rds - Transfer to Capital	300,000.00	0.00	300,000.00	0.00
2-41-00-00-00-762	Water - Transfer to Capital	135,000.00	9,600.00	125,400.00	0.00
2-71-00-00-00-762	Parks & Recreation - Transfer to Capital	26,500.00	0.00	26,500.00	0.00
<b>*</b>	<b>TOTAL Capital Expenses</b>	<b>481,500.00</b>	<b>19,753.98</b>	<b>461,746.02</b>	<b>0.00</b>
<b>**</b>	<b>TOTAL CAPITAL EXPENSES</b>	<b>481,500.00</b>	<b>19,753.98</b>	<b>461,746.02</b>	<b>0.00</b>
<b>***</b>	<b>Revenues Over Expense/Capital</b>	<b>11,500.00</b>	<b>19,753.98</b>	<b>(8,253.98)</b>	<b>(21,587.77)</b>

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

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2023-Jul-6  
5:13:34PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230117	2023-05-03	SMITH, CRAIG & COLLEEN	202305031	PAYMENT CREDIT BALANCE PAID	110.00	110.00
20230118	2023-05-03	CATALIS TECHNOLOGIES CANADA LTD	4324932	PAYMENT YEARLY LICENCE FOR MUNISOF	3,837.98	3,837.98
20230119	2023-05-03	EDWARDS, JANET	2023-05-01	PAYMENT IT SUPPORT	2,145.00	2,145.00
20230120	2023-05-03	GOVERNMENT OF ALBERTA LAND TITLES	E000BLG	PAYMENT FEE FOR DRR	10.00	10.00
20230121	2023-05-03	PETERSON, MARK	Jan to Apr Exp	PAYMENT MILEAGE	136.00	136.00
20230122	2023-05-03	VAN DULKEN, CHRIS	April IT	PAYMENT WEBPAGE IT	50.00	50.00
20230123	2023-05-03	VIZZUTTI, CYNTHIA	Bottled Water	PAYMENT BOTTLED WATER	19.89	19.89
20230124	2023-05-03	AMSC INSURANCE SERVICES LTD	1832-2023-02	PAYMENT JANUARY FEBRUARY BENEFITS	3,356.54	3,356.54
20230125	2023-05-03	AMSC INSURANCE SERVICES LTD	1832-2023-05	PAYMENT MAY BENEFITS	1,405.85	1,405.85
20230126	2023-05-03	ATB FINANCIAL MASTERCARD	Mar to Apr 2023	PAYMENT MASTERCARD CHARGES	809.13	809.13
20230127	2023-05-03	TELUS COMMUNICATIONS	April 17 2023	PAYMENT TELEPHONE BILL	273.99	273.99
20230128	2023-05-11	PlayQuest	5786	PAYMENT SPRAY PARK REPAIRS	2,737.37	2,737.37
20230129	2023-05-11	WORKER'S COMPENSATION BOARD - ALBERTA	26317418	PAYMENT WCB PREMIUM	717.34	717.34
20230130	2023-05-16	1218420 ALBERTA LTD	4996 5324	PAYMENT 2022 BILL NOT PAID REMOTE BA REMOTE BACK UP FEES	756.00 756.00	1,512.00
20230131	2023-05-16	ACTIVE LOCK & SAFE LTD.	20905	PAYMENT PIONEER PARLOR NEW LOCKS	406.35	406.35
20230132	2023-05-16	CARDSTON COUNTY	22733 22736	PAYMENT REGIONAL DEM WATER OP FEES	66.70 360.00	426.70
20230133	2023-05-16	McGILL'S INDUSTRIAL SERVICES	10596	PAYMENT TOWN LINE FLUSHING	4,189.50	4,189.50
20230134	2023-05-16	PINCHER CREEK CO-OP	37828/109757	PAYMENT SUPPLIES FOR WATER PLANT	97.58	97.58
20230135	2023-05-16	PUOLATOR	453413880	PAYMENT COURIER SERVICES	77.92	77.92
20230136	2023-05-16	RECORDXPRESS	1085867	PAYMENT SHREDDING	49.39	49.39
20230137	2023-05-16	SPRING GLEN PARK ASSOCIATION	2023 REQUISTI	PAYMENT REQUISITION	1,500.00	1,500.00
20230138	2023-05-16	TOLLESTRUP CONSTRUCTION	TICKET # 23050	PAYMENT COLD MIX	3,551.10	3,551.10
20230139	2023-05-16	TOWN OF RAYMOND	20230153	PAYMENT PAYROLL SUPPORT	210.00	210.00
20230140	2023-05-16	VAN DULKEN, CHRIS	MAY 2023	PAYMENT WEBSITE AND COMPUTER ASSI:	100.00	100.00

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2023-Jul-6  
5:13:34PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230141	2023-05-24	HUNSPERGER, PERRY				
20230142	2023-05-24	FAULKNER, PATTI				
20230143	2023-05-24	WICKHORST, BRIAN T				
20230144	2023-05-24	VIZZUTTI, CYNTHIA A				
20230145	2023-05-17	TELUS MOBILITY	APRIL 24 2023	PAYMENT MOBILE FOREMAN PHONE	83.90	83.90
20230146	2023-05-26	ALBERTA MUNICIPAL SERVICE CORPORATION	23-1048295	PAYMENT UTILITIES	4,804.02	4,804.02
20230147	2023-05-31	CANDU AUTOMATION & CONTROL SOLUTIONS	2180	PAYMENT ELECTRICAL SERVICE & MILEAG	447.30	447.30
20230148	2023-05-31	NEXTGEN AUTOMATION, DIGITAL CONNECTION	488021 497507	PAYMENT COPY USAGE COPY USAGE	26.25 113.70	139.95
20230149	2023-05-31	OLDMAN RIVER REGIONAL SERVICES COMM.	13362 13397	PAYMENT 2023 REGIONAL ASSESSMENT F 2023 CHINOOK SDAB FEE	225.00 500.00	725.00
20230150	2023-05-31	PINCHER CREEK CO-OP	109757	PAYMENT FUEL	46.57	46.57
20230151	2023-05-31	VAN DULKEN, CHRIS	MAY 25 2023	PAYMENT WEB MANAGEMENT	175.00	175.00
20230152	2023-05-31	VIZZUTTI, CYNTHIA	MAY 2023	PAYMENT MILEAGE FOR MEETINGS	95.20	95.20
20230153	2023-05-31	WICKHORST, BRIAN	APRIL 2023	PAYMENT MILEAGE	75.64	75.64
20230154	2023-06-13	AMSC INSURANCE SERVICES LTD	1832-2023-06	PAYMENT PREMIUM STATEMENT JUNE 1 -	879.34	879.34
20230155	2023-06-13	ATB FINANCIAL MASTERCARD	APR 14-MAY 10	PAYMENT MASTER CARD CHARGES	290.16	290.16
20230156	2023-06-13	BENCHMARK ASSESSMENT CONSULTANTS INC	JUNE 1 2023	PAYMENT ASSESSMENT SERVICES JUNE-1	2,113.13	2,113.13
20230157	2023-06-13	CANOE PROCURMENT GROUP OF CANADA, DI	AB169700	PAYMENT OFFICE SUPPLIES - KEYBOARD	337.04	337.04
20230158	2023-06-13	CARO ANALYTICAL SERVICES	IC2314183	PAYMENT LAGOON WATER TESTING	147.00	147.00
20230159	2023-06-13	GOVERNMENT OF ALBERTA	MAY 31 2023	PAYMENT DRR # E0024MV	35.00	35.00
20230160	2023-06-13	GOVERNMENT OF ALBERTA	RENEWAL JAN	PAYMENT COMMISSIONER OF OATHS REN	50.00	50.00
20230161	2023-06-13	LYBBERT, SANDY	JUNE 8 2023	PAYMENT SENIORS TEA	69.19	69.19
20230162	2023-06-13	PARAMOUNT PRINTERS	51212	PAYMENT VIOLATION TICKETS	306.84	306.84
20230163	2023-06-13	RECORDXPRESS	1090724	PAYMENT SHREDDING	49.39	49.39
20230164	2023-06-13	TELUS COMMUNICATIONS	MAY 17 2023	PAYMENT MAY PHONE CHARGES	273.99	273.99
20230165	2023-06-13	TELUS MOBILITY	MAY 24 2023	PAYMENT CELL PHONE FOREMAN	84.44	84.44
20230166	2023-06-13	TEMPLE CITY STAR	425	PAYMENT ADVERTISING NOMINATION DAY	438.44	438.44

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2023-Jul-6  
5:13:34PM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230167	2023-06-13	TWINPRO INDUSTRIAL CHEMICALS		PAYMENT		315.08
			2023-05-21	CHLORINE FOR WATER PLANT	315.08	
20230168	2023-06-13	VAN DULKEN, CHRIS		PAYMENT		50.00
			JUNE 1 2023	IT EXPENSES	50.00	
20230169	2023-06-27	HUNSPERGER, PERRY				
20230170	2023-06-27	EDWARDS, JANET				
20230171	2023-06-27	VIZZUTTI, CYNTHIA A				
20230172	2023-06-27	LYBBERT, DYLAN				
20230173	2023-06-28	ARCTIC SHIELD INSULATION LTD.		PAYMENT		8,392.56
			806	INSULATE COMMUNITY HALL	8,392.56	
20230174	2023-06-28	ELIAS, SARAH		PAYMENT		210.00
			Apr-May	CONTRACTED CLEANING FOR +	210.00	
20230175	2023-06-28	CANOE PROCURMENT GROUP OF CANADA , DI		PAYMENT		43.89
			AB170780/1597	\$125.15 LESS CREDIT \$81.26	43.89	
20230176	2023-06-28	CARDSTON COUNTY		PAYMENT		546.70
			22855	WATER OP FEES	480.00	
			22856	REGIONAL DEM CONTRACT	66.70	
20230177	2023-06-28	CITY OF LETHBRIDGE- FIRE ADMINISTRATION		PAYMENT		362.85
			73458	DISPATCH SERVICES	362.85	
20230179	2023-06-28	MICROAGE ALBERTA LTD.		PAYMENT		69.83
			23019	OFFICE EXCHANGE	69.83	
20230180	2023-06-28	NEXTGEN AUTOMATION, DIGITAL CONNECTION		PAYMENT		126.07
			503697	COPIER COSTS	126.07	
20230181	2023-06-28	PINCHER CREEK CO-OP		PAYMENT		99.04
			110676/256253/	FUEL AND SUPPLIES	99.04	
20230182	2023-06-28	REVIEW PRINTING		PAYMENT		54.92
			6474	COMMISSIONER FOR OATHS ST.	54.92	
20230183	2023-06-28	ROCKY CROSS CONSTRUCTION LTD.		PAYMENT		2,062.20
			18420	NEW SOFFITS ON ICE RINK CHA	2,062.20	
20230184	2023-06-28	TEMPLE CITY STAR		PAYMENT		163.26
			432	NOTICE OF ASSESSMENT AD	163.26	
20230185	2023-06-28	TOWN OF RAYMOND		PAYMENT		157.50
			2023221/212	IT AND PAYROLL SUPPORT	157.50	
20230186	2023-06-28	VAN DULKEN, CHRIS		PAYMENT		150.00
			June	WEBPAGE UPGRADE	150.00	
20230187	2023-06-28	OLDMAN RIVER REGIONAL SERVICES COMM.		PAYMENT		784.50
			13470	JULY-SEPT CONTRACT	784.50	

**Total 71,600.71**

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



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice**  
**2023-2024**  
**Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

Cynthia Vizzutti  
Village of Glenwood  
PO Box 1084  
Glenwood, AB, T0K 2R0  
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-34620-P9B7B7  
DATE: 11/30/2022  
ACCOUNT / COMPTE: 36541  
DUE DATE / DATE LIMITE: 04/01/2023

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	272	\$0.2112	\$57.45	\$2.87	\$60.32
<b>TOTAL</b>			<b>\$197.45</b>	<b>\$9.87</b>	<b>\$207.32</b>

PAID AMOUNT / MONTANT PAYÉ: \$0.00  
BALANCE DUE / MONTANT DÛ: \$207.32

**PAYMENT / PAIEMENT**

Cheque payable to / Chèque à l'ordre de  
Federation of Canadian Municipalities  
Fédération canadienne des municipalités

**Electronic Funds Transfer / Transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
Transit Number/Numéro de transit: 00006

Your FCM membership helps empower local leaders with  
new tools to support their communities and drive  
Canada's growth.  
Learn more at <https://fcm.ca/membership>.

**New / Nouveau**

Account Number / Numéro de compte: **1113307**

[accountsreceivable@fcm.ca/comptesrecevables@fcm.ca](mailto:accountsreceivable@fcm.ca/comptesrecevables@fcm.ca)

## CAO

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**From:** Bev Thornton <bev@albertasouthwest.com>

**Sent:** June 8, 2023 8:09 PM

**To:** Georgina Sharpe - Nanton; Jay Hallett - MD WC; Stephen Bevans - Cardston County; Joe Thomas - Cardston County; Laura McKinnon; FCCS; Barbara Burnett-Cowley; Blair Painter-CNP; Brad Schlossberger-Claresholm; Brent Feyter-Fort Macleod; Cam Francis-Cardston County; Dale Gugala-Stavely; John Van Driesten-MD Willow Creek; Keith Robinson-Waterton; Kevin Todd-Nanton; Milo Holthe-Glenwood; Monte Christensen-Hill Spring; Rick Lemire-MD Pincher Creek; Ron Davis-MD Ranchland; Sahra Nodge-Pincher Creek; Tim Court-Cardston; Abe Timney - Claresholm; Angie Lucas - Pincher Creek; Anthony Burdett - Fort Macleod; CAO - Cowley; CAO; Dacia Sundquist - Stavely; Derrick Krizsan - MD Willow Creek; Janet Edwards - Hill Spring; Jeff Shaw - Cardston; Murray Millward - Cardston County; Neil Smith - Nanton; Patrick Thomas - CNP; Robert Strauss - MD Ranchland; Roland Milligan - MD Pincher Creek; Scott Barton - Waterton ID4  
Karin Finley; Eppo VanWeelderen  
**Subject:** ACTION ITEM: Follow Up - Regional Solution for Housing Supply  
**Attachments:** Proposal CMHC HAF Application Assistance.pdf; AND Villages AlbertaSW AGM - Regional Solution for Housing Supply.pdf

**Importance:**

High

Dear AlbertaSW Board, CAOs, EDOs and Planners,

**\*\* Please note the time-sensitive request, below:** e-mail and attachments from AND Villages Ltd, as follow-up to the well-received presentation.

Thanks again to all of you who joined us at the AGM last evening. Such a lot of great information.

This seems to be an opportunity for our region to once again be the first to initiate something new!

Bev

AlbertaSW

403-627-0244

\*\*\*\*\*

Dear AlbertaSW members,

Further to our presentation at the AGM last evening, please review the following path to production and respond directly to [karin@andvillages.ca](mailto:karin@andvillages.ca) or [eppo@andvillages.ca](mailto:eppo@andvillages.ca).

**\*\* Please indicate if your community would like to be part of a Regional Solution for Housing Supply Working Group to help prepare an application for funding from the soon-to-be-announced Housing Accelerator Fund (HAF).**

This is a time sensitive project; when the HAF program is announced, there will be a window of only 45 days to submit, so we need to be ready as soon as possible.

In order to take advantage of the Housing Accelerator Fund ('HAF') and meet the '18 month', Dec 31st, 2024 target date for 12 new occupied homes (or modules) in each participating municipality, we are at a "go / no go" decision point for the *Regional Solution for Housing Supply* proposal.

This is an exciting new approach for rural communities.

We are prepared to do the "heavy lifting" to prepare the HAF applications on behalf of each municipality (**please see the attached proposal**).

**\*\*In order to ensure that we meet the submission deadline, we need your indication to participate no later than 21 Jun 2023 by email at [karin@andvillages.ca](mailto:karin@andvillages.ca)**  
If you are a go, please nominate your municipal lead and we will arrange the first *Regional Solution for Housing Supply* Working Group meeting (likely in Claresholm) prior to the end of the month.

We are pleased that one community is an emphatic "go" and we are looking for confirmation from at least three more municipal collaborators that they are a "go" as well. By "go", we mean that the municipality is committed to moving forward with their *Solution for Housing Supply* project irrespective of potential federal or provincial grants.

Note that each project will be distinct, and costs will be segregated such that no municipality would be responsible to cover the costs for another municipality's project.

A collaborative approach enables sharing ideas and plans to "help each other succeed" in a way that best fits each community.

**Some notes about the proposed process:**

1. The program is to designed to follow the swiftest path to new housing by building new housing, making the municipality a temporary 'owner' of the project prior to sales.
2. Participating municipalities will immediately form a working group to inform the details required for the HAF application and Action Plan. These details will also complete the municipal readiness profiles and provide answers to any outstanding questions about design, serviced land, land use and agreements, including sourcing.
3. For the financial component:
  - The HAF can provide a grant of up to \$30,000 per door (approximately \$20,000 base plus \$10,000 for 'missing middle' solutions), equivalent to \$360,000 for 12 units.
  - The conceptual design-construction-build budget estimate is for total expenditures of approximately \$3.5M per project based on initial estimates for 12-unit buildings with 1000 sqft 2-bdrm units. Now, with some flexibility on the overall number and mix of units (studio, 1-2-3 bedroom), that is not expected to change the base estimate (but may result in more units).
  - Using traditional financing, this would require each municipality to contribute a maximum \$1.2M cash and borrow \$2.3M for construction financing over the timeline of the project.
  - The HAF at \$360,000 would reduce the municipal cash requirement to just over \$800,000, or a municipal cash contribution of \$70K per door to create a \$300K unit.



- Pre-sales deposits on units could further reduce municipal construction contributions by up to 10%, depending on financing terms.
- Final market sales will return capital to corresponding municipality per project.
- We are concurrently looking to the province for grant funding as well.

Attached:

- the proposal to complete the work required to apply for the HAF funding.
- the presentation shared at last evening's AGM for your further review and interest.

**Should you wish to schedule a one-on-one meeting in the next two weeks for final exploration and discussion, please call or email as soon as possible.**

Thank you again for your time and consideration,

Karin Finley, P.Eng.  
CEO  
AND Villages Ltd.  
[karin@andvillages.ca](mailto:karin@andvillages.ca)  
(403) 630-9353



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers

CAO

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**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** June 15, 2023 3:12 PM  
**Cc:** Karen Pottruff; Ali Langan  
**Subject:** Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
Municipal Services Division  
Municipal Affairs

CAO

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**From:** Alberta Volunteer Awards <ABVVolunteerAwards@gov.ab.ca>  
**Sent:** June 15, 2023 9:43 AM  
**Subject:** Nominations are Open for the Stars of Alberta Volunteer Awards

Good morning,

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational and social programs that are cornerstones for building strong communities and promising futures for all of our citizens.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established to recognize outstanding volunteers who, through their contributions to Alberta's non-profit sector, are helping to make life better for their family, friends and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2023 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and your community.

Up to nine awards are offered: two in each of the categories of youth, adult, and senior, and three in the Breaking Barriers category which recognizes individuals addressing racism, advocating for LGBTQ2S+ inclusion, and fighting gender discrimination.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website can be found on our website at <https://www.alberta.ca/stars-of-alberta-volunteer-awards.aspx>. Deadline for nominations is September 15, 2023.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

**Michelle Smook**  
Director  
Non-profit Voluntary Sector Policy and Strategy Unit  
Community Engagement Branch  
Alberta Arts, Culture and Status of Women  
Government of Alberta

