



VILLAGE OF GLENWOOD  
Regular Council Meeting

## Agenda

Glenwood Community Hall (90 Main Avenue)  
Thursday, August 10, 2023 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of July 13, 2023
4. Items for Discussion and/or Action:
  - a) Discussion and review of Draft Bylaw 264-2023 - Unsightly Premises and Community Standards Bylaw – this bylaw is for discussion purposes to provide direction from Council as to the suitability of the bylaw and to recommend changes.
  - b) Barbara McNeill, certified mediator and arbitrator has been retained by the Village to facilitate negotiations with Cardston County for the establishment of a water commission. This position is covered by the ACP grant.
  - c) Glenwood Water Plant/Sewer Operations Agreement has been finalized between the Village and Cardston County effective January 1, 2024. A copy provided at the meeting.
  - d) Perry Hunsperger has agreed to remain in his position and revert to a 3 day work week beginning January 1, 2024 and ending December 31, 2024.
5. Councillor Reports:
  - a) Mayor Allred
  - b) Deputy Mayor Peterson
  - c) Councillor Doral Lybbert
  - d) Councillor Sandy Lybbert – RV Dump Site Sign – Campground Agreements
  - e) Councillor Wickhorst
6. CAO Report - attached
7. Financial Reports:
  - a) Cheque Listing to August 2, 2023
8. Correspondence:
  - a) Letter from Minister Rick McIver – Municipal Affairs – Grant Funding
9. Closed Session –
  - a) *Freedom of Information and Protection of Privacy Act* – Section 24(1)(g) Advice from Officials – asset acquisition and dispersal
10. Adjournment

## **CAO Report to Council**

**August 10, 2023**

1. Read on Roads has been contracted to perform road reconstruction and rehabilitation as per the 2023 budget in the amount of \$165,661.50 plus the cost of gravel.
2. Cardston County will provide gravel hauling and grader service to Read on Roads while undertaking the road reconstruction which will begin the last week in August billed at County rates.
3. Window Medics has been awarded the contract to install triple pane windows and an insulated door at the Village Office in the amount of \$10,151.31.
4. Window Medics has been awarded the contract remove old wood under the eaves on the Community Hall and install aluminum soffits. Contract amount \$4096.00
5. Mario J has been awarded the contract to provide and install vinyl flooring in the Community Hall at a cost of \$8931.00
6. Administration is awaiting final pricing on the new well to be drilled this fall. This project will see a new well drilled by Dolman Ltd of Pincher Creek.
7. At the wellsite a new shack, cement pad, electronics, plumbing and electrical will provided by Beck Excavating through their sub-trades, as well as the de-commissioning of the old well.
8. Design work on new bulk water system is still underway.

9. Previously purchased EV stations are going to be installed by the Village Office. The bollard installation and underground work has been completed. Whitton Electric is providing the service. This project, started in 2022 will be funded by a grant from Climate Change Alberta.
10. The Spray Park has been out of operation and is currently on manual at this time. There are issues with the sensors and the control system currently being investigated by Whitton Electric and the tech support for Play Quest. The electronic control system was originally installed in the wet well, therefore condensation and water issues have caused no end of problems with its operations. Repairs to the buckets and flower sprinklers at the Spray Park have been completed and the Village will see a payment of \$1600.00 from the insurance company to offset 60% of the costs.
11. The repairs of damages from the 2021 hail storm have finally been completed and the file has been closed.

Submitted by Cynthia Vizzutti, Chief Administrative Officer

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2023-Aug-2  
11:38:28AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20230201	2023-07-18	1895017 ALBERTA LTD O/A WHITTON	531	PAYMENT SPRAY PARK ISSUES	126.00	126.00
20230202	2023-07-18	CATALIS TECHNOLOGIES CANADA LTD	4329188	PAYMENT LICENSE SUPPORT JAN - DEC 21	968.51	968.51
20230203	2023-07-18	GOETZ, BEN	2023-07-18	PAYMENT FIREWORKS	5,200.00	5,200.00
20230204	2023-07-18	HACH SALES & SERVICE CANADA LTD.	326579/4732061	PAYMENT IRON REAGENT FOR WTP	402.57	402.57
20230205	2023-07-18	KORTECH, DIVISION OF CALCIUM INC	302311	PAYMENT V GRADE MG 30' BLEND - ROAD	5,624.33	5,624.33
20230206	2023-07-18	KOST FIRE EQUIPMENT. LTD.	410086490	PAYMENT ANNUAL EXTINGUISHER RE-CEF	529.67	529.67
20230207	2023-07-18	RECORDXPRESS	1097146	PAYMENT SHREDDING	49.39	49.39
20230208	2023-07-18	TOWN OF CARDSTON	2023749235	PAYMENT 2023 FCSS ANNUAL FUND	2,528.55	2,528.55
20230209	2023-07-18	VAN DULKEN, CHRIS	JULY 2023	PAYMENT IT SERVICES	100.00	100.00
20230210	2023-07-18	TELUS MOBILITY	JUNE 224 2023	PAYMENT FOREMAN PHONE	99.38	99.38
20230213	2023-07-19	VIZZUTTI, CYNTHIA	REPL-20220401 REPL-20220401	Replacement Cheque Replacement Cheque	300.00	300.00
20230214	2023-07-27	HUNSPERGER, PERRY				
20230215	2023-07-27	EDWARDS, JANET				
20230216	2023-07-27	VIZZUTTI, CYNTHIA A				
20230217	2023-07-27	LYBBERT, DYLAN				

**Total 27,247.73**

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

# 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, which ever is greater;
- 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;
  - 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) grass or weeds higher than 15 centimeters or approximately 6 inches as referred to in Bylaw 220-2008;
  - v) damaged, derelict or dismantles 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;
  - 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 surround 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"** included dandelions, and 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 Unsightly.
- 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 Unightly.

3.5 No Person shall keep or permit 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 grass cut to a length of no more than 15 cm (approximately 6 inches);
- b) remove any accumulation of fallen leaves, branches, refuse or debris;
- c) replace dead or diseased lawn with new grass.

4.2 No Person shall remove trees located on a boulevard or Alley without prior approval from the Village.

4.3 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.

4.4 If the Village is required to damage, disturb or remove landscaping material placed on a boulevard of 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 Person who Owns or Occupies the Property on which the work is being performed, 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 and that may impact adjacent Property.

## **SECTION 9 – ENFORCEMENT**

- 9.1 Where an Owner or Occupant of a Property is found by a 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 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 several 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.

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Linda Allred, Mayor

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Cynthia Vizzutti, Chief Administrative Officer

# VILLAGE OF GLENWOOD

July 13, 2023 Minutes

**The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on July 13, 2023 at 7:00 PM.**

**In attendance:** Councillor Sandy Lybbert, Councillor Mark Peterson, Councillor Brian Wickhorst, Councillor Elect Doral Lybbert.

**In attendance by Phone:** Mayor Linda Allred

**Officials:** Chief Administrative Officer Cynthia Vizzutti.

1. Call to Order

Mayor Allred called the July 13, 2023 regular Council meeting to order at 7:00pm.

2. Agenda Approval  
2023.07.13.789

**MOVED by Councillor Lybbert to approve the agenda, as presented. Carried.**

3. Oath of Office  
Doral Lybbert

The Oath of Office, for the position of Councillor, was administered, sworn and duly signed by Doral Lybbert.

4. Nominations for  
Deputy Mayor

Councillor Sandy Lybbert nominated Councillor Peterson for the position of Deputy Mayor  
Councillor Peterson nominated Councillor Wickhorst for the position of Deputy Mayor.

No further nominations were received.

An election was conducted by secret ballot for the position of Deputy Mayor.

CAO Vizzutti distributed, collected and counted the ballots for the position of Deputy Mayor.

CAO presented the results of the election for Deputy Mayor. Councillor Mark Peterson was elected to the position of Deputy Mayor.

CAO Vizzutti requested a motion to destroy the ballots.

4. a) Motion to Destroy  
Ballots  
2023.07.13.90

**MOVED by Councillor Peterson to destroy the ballots. Carried.**

4.b) Oath of Office for  
Deputy Mayor

The Oath of Office, for the position of Deputy Mayor, was administered, sworn and duly signed by Mark Peterson.

Deputy Peterson assumed the chair.

5. a) Council Committee  
Appointments  
2023.07.13.91

**MOVED by Councillor Sandy Lybbert to approve the Council Committee Appointments as attached and forming part of these minutes. Carried.**

5. b) Appointments to  
the Glenwood Library  
Board  
2023.07.13.92

**MOVED by Councillor Brian Wickhorst to approve the appointments to the Glenwood Library Board as follows:**  
David Rolfson serving his first 3 year term expiring November 1, 2024  
Kathy Thomas serving her second 3 year term expiring November 1, 2025  
Linda Allred serving as Councillor her term expiring November 1, 2023  
Maggie Bevan serving her first 3 year term expiring November 1, 2024  
Sue French serving her first 3 year term expiring November 1, 2025.

**Carried.**

6. Approval of Minutes of Regular Meeting of June 8, 2023  
2023.07.13.93

**MOVED** by Councillor Lybbert to approve the minutes of the Regular Council Meeting of June 8, 2023, as presented. **Carried.**

7. a) Water Commission  
2023.07.13.94

**MOVED** by Councillor Wickhorst the Village of Glenwood Council and Administration move forward with negotiations with Cardston County for the establishment of a Regional Water Commission and further that a mediator be hired to facilitate negotiations between the parties. **Carried.**

7. b) Water Plant Agreement with Cardston County  
2023.07.13.95

**MOVED** by Councillor Sandy Lybbert the Village of Glenwood enter into a Water Plant Operations Agreement with Cardston County for the operation of the Village water plant and sewage lagoon, effective January 1, 2024, and the Mayor and Chief Administrative Officer be authorized to sign said agreement. **Carried.**

7. c) Funding to purchase a Municipal Truck  
2023.07.13.96

**MOVED** by Deputy Mayor Peterson that Administration be authorized to purchase a ¾ ton 4X4 truck for municipal purposes and further that the funding, up to a maximum cost of \$30,000.00 for this purchase be taken from municipal reserves. **Carried.**

7. d) Contract with Benchmark Assessment Consultants Limited  
2023.07.13.97

**MOVED** by Councillor Wickhorst to approve the service agreement with Benchmark Assessment Consultants for the period from January 1, 2023 to December 31, 2024, and further that Chris Snelgrove of Benchmark Assessment Consultants be appointed as the Assessor for the Village of Glenwood. **Carried.**

7. e) Council and MPC Training

Discussion took place regarding training for Council and MPC regarding a Municipal Government Act Part 17 review. The CAO will inquire into classes being offered by ORRSC or a review conducted by the CAO.

7. f) Fortis Upgrade delayed

The Fortis upgrade to their infrastructure in the Village has been delayed to 2024.

7. g) Yearly Fireworks

Councillor Doral Lybbert discussed the need to establish a fireworks Committee to help with the yearly fireworks display and to authorize Ben Goetz to order fireworks of which the Village will contribute \$3500.00 and a further \$1700.00 by donations received by the Village.

2023.07.13.98

**MOVED** by Deputy Mayor Peterson to have Councillor Doral Lybbert instruct Ben Goetz to order the fireworks for Pioneer Days and further that the Village cover \$5200.00 of the costs. **Carried.**

2023.07.13.99

**MOVED** by Councillor Doral Lybbert that Council establish a fireworks committee with appointees Mark Peterson, Brian Wickhorst and Doral Lybbert. **Carried.**

8. a-e) Councillor Reports

Mayor Alldred reported the FCSS is hosting a good neighbour day and the Glenwood Library Board approved their budget for 2023. Deputy Mayor Peterson will chair the Remembrance Day Celebrations. Councillor Doral Lybbert reported on the fireworks fund raising. Councillor Sandy Lybbert reported on the need for all of Council to help cook the breakfast for Glenwood Days (August 25-26). Councillor Wickhorst reported on the Chief Mountain recycling program.

9.a-b) CAO Report

CAO Vizzutti provided her written report on the status of the road project and Community Hall upgrades.

10. a-b) Financial Reports

CAO Vizzutti presented the Operating and Capital Budget and Cheque Listing report to July 6, 2023.

10. c) FCM Membership  
2023.07.13.100

**MOVED** by Deputy Mayor Peterson the Village of Glenwood not renew the annual membership in the Federation of Canadian Municipalities.  
**Carried.**

11. a-d Correspondence

CAO Vizzutti presented Council with the following correspondence:

- a) SW Alberta Group -- Regional Solution for Housing
- b) Minister Rick McIver -- issues for discussion at AUMA Convention
- c) Alberta Volunteer Awards
- d) Invitations from the Town of Cardston and Pincher Creek for their parades.

12. Closed Session  
2023.07.13.101

**MOVED** by Councillor Sandy Lybbert Council move into Closed Session at 8:58 pm regarding the *Freedom of Information and Protection of Privacy Act* Section 24(1)(g) Advice from Officials – asset acquisition and dispersal, Section 24(b)(i) – Advice from Officials – retirement matter and privileged information.

**Carried.**

12. Closed Session  
2023.07.13.102

**MOVED** by Councillor Sandy Lybbert Council move out of Closed Session at 9:30 pm.

**Carried.**

13. Adjournment  
2023.07.13.103

**MOVED** by Councillor Peterson to adjourn the meeting at 9:31 pm.

**Carried.**

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Meeting Chair

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Chief Administrative Officer





## Village of Glenwood Council Appointments for 2023

Committee / Organization	Representative
Alberta Southwest Regional Alliance	Doral Lybbert
Benchmark Assessment Consulting	Chris Snelgrove - Assessor
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
Fireworks Committee	Doral Lybbert Mark Peterson Brian Wickhorst
Glenwood Cemetery Committee	Brian Wickhorst Janet Edwards – Chairman Barton Lybbert – Member at Large Dwain Shipley – Member at Large Ben Layton – Member at Large Cam Francis – Member at Large
Glenwood Recreation Board	Doral Lybbert
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	Mayor Linda Allred – Nov 1, 2023 David Rolfson – Nov 1, 2024 Kathy Thomas – Nov 1, 2025 Maggie Bevan – Nov 1, 2024 Sue French – Nov 1, 2025

Village of Glenwood  
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Glenwood, AB, T0K 2R0

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[office@glenwood.ca](mailto:office@glenwood.ca)

Mayors & Reeves of Southern Alberta	Linda Allred – Delegate Mark Peterson - Alternate
Oldman River Regional Services Commission (ORRSC)	Mark Peterson
Family and Community Support Services (FCSS)	Linda Allred
Municipal Planning Commission (MPC)	Brian Wickhorst Doral Lybbert Mark Peterson Wade Davies David Rolfson

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ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111593

July 7, 2023

Her Worship Linda Allred  
Mayor  
Village of Glenwood  
PO Box 1084  
Glenwood AB T0K 2R0

Dear Mayor Allred:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Village of Glenwood:

- The 2023 MSI Capital allocation is \$71,810.
- The 2023 MSI Operating allocation is \$62,126, double the 2022 allocation amount.
- The 2023 CCBF allocation is \$50,000.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver  
Minister

cc: Cindy Vizzutti, Chief Administrative Officer, Village of Glenwood