



VILLAGE OF GLENWOOD
Regular Council Meeting

Agenda

Glenwood Community Hall (90 Main Avenue)
Thursday, December 14, 2023 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of November 9, 2023
4. Delegations
 - a) RCMP Sgt. Wright – Quarterly Reports
 - b) Budget Presentation – Hakon Skoien - Aerial Ortho added at a cost of \$1700.00
 - i) Resolution to approve Budget
 - ii) Bylaw 245-2023 B Rates and Fees Bylaw if Budget is approved
5. Items for Discussion and/or Action:
 - a) Xmas Hours at the Office – Resolution to close Dec 27 and 28.
 - b) Resolution to purchase turkeys for the Village Staff.
 - c) Small Community Grants Program – training a replacement staff member for Perry is not covered.
 - d) Policy A09.2023 – Cheque Writing and Electronic Payments Policy
6. Councillor Reports:
 - a) Mayor Linda Allred
 - b) Deputy Mayor Mark Peterson
 - c) Councillor Doral Lybbert
 - d) Councillor Sandy Lybbert
 - e) Councillor Brian Wickhorst
7. a) CAO Report – attached
8. Financial Reports:
 - a) Cheque Listing November 3 to December 6 – Cheque #'s 20230328-20230357
9. Closed Session –
 - a) *Freedom of Information and Protection of Privacy Act* – Section 23(1)(a) Local public body confidences – draft legislation
10. Adjournment.

VILLAGE OF GLENWOOD

November 9, 2023 Minutes

The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on November 9, 2023 at 7:00 PM.

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

Officials: Chief Administrative Officer Cynthia Vizzutti.

<u>1. Call to Order</u>	Mayor Allred called the November 9, 2023 regular Council meeting to order at 7:02 pm.
<u>2. Agenda Approval</u> <u>2023.10.19.132</u>	MOVED by Deputy Mayor Peterson to approve the agenda, as presented. Carried.
<u>3. Minutes of October 19, 2023 Org. Meeting</u> <u>2023.10.19.133</u>	MOVED by Councillor Sandy Lybbert to approve the minutes of the Organizational Council Meeting of October 19, 2023, as presented. Carried.
<u>3. b) Minutes of October 19, 2023 Regular Meeting</u> <u>2023.10.10.134</u>	Moved by Councillor Wickhorst to approve the minutes of the regular Council meeting of October 19, 2023 as presented. CAO Vizzutti informed Council that the Village will be without animal control until December 1, 2023 until Leor Stanley returns. Carried.
<u>4 a) – b) Items for Discussion</u>	CAO Vizzutti reviewed the 2022 Municipal Indicator Reporting for the Village of Glenwood, with Council. Discussion took place regarding the future of the Glenwood Gleanings and the need for an editor.
<u>5. a-e) Councillor Reports</u>	a) Mayor Allred – attended the Mayors and Reeves Meeting – discussion covered modular housing benefits and the Livingstone Range School Division trades apprentice program. A report on the Canada Pension Plan was presented by MP Grant Hunter. Lethbridge School Division is paying \$200,00 per year in carbon taxes. b) Deputy Mayor Peterson – asked for help in arranging the Remembrance Day Celebration on November 11. c) Councillor Doral Lybbert reported on Cardston County Emergency Services regarding a discussion with Fire Chief Danny Melvin on the merits of part time versus full time fire fighters. d) Councillor Sandy Lybbert advised of the Rec. Bd. Christmas Movie Night with popcorn. e) Councillor Wickhorst report the solid waste commission is keeping any fee increases to a minimum.
<u>6. CAO Report</u>	CAO Report is attached to the agenda. The new well is complete and the Village was waiting on Candu to hook the new system up to the water plant.
<u>7. Financial Reports</u>	The Cheque Listing from October 1, 2023 to November 2, 2023 was presented to Council for their information.
<u>8. Closed Session</u> <u>2023.10.19.135</u>	MOVED by Councillor Sandy Lybbert Council to move into Closed Session at 7:55 p.m. as per the <i>Freedom of Information and Protection of Privacy Act</i> Section 24(1)(g) Advice from Officials – municipal assets and officers or employees of a public body. Carried.
<u>8.. Closed Session</u> <u>2023.10.19.136</u>	Moved by Councillor Sandy Lybbert to come out of Closed Session at 8:30 p.m. Carried.

12. Adjournment
2023.10.19.136

MOVED by Deputy Mayor Peterson to adjourn the meeting at 8:31
p.m. **Carried.**

Meeting Chair

Chief Administrative Officer



2023-11-15

Sgt R. Wright
Detachment Commander
Cardston, Alberta

Dear Mayor / Reeve and Council,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Cardston Detachment

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt R. Wright
Detachment Commander
Cardston, AB



RCMP Provincial Policing Report

Detachment	Cardston
Detachment Commander	Sgt. Bob Wright
Quarter	Q2
Date of Report	2023-11-15

Community Consultations

Date	2023-07-03
Meeting Type	Community Connection
Topics Discussed	Property Crime
Notes/Comments	Members spoke with local business owners about reducing crime in the area over the summer months.

Date	2023-07-04
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Members discussed crime prevention with the summer pool staff.

Date	2023-08-04
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Detachment members attended local businesses and community organizations to distribute fraud awareness pamphlets with information for business owners, customers, and community members.



Date	2023-08-13
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Detachment members attended a youth summer camp to speak with them about policing and public safety.

Date	2023-09-05
Meeting Type	Meeting with Elected Officials
Topics Discussed	Education Session
Notes/Comments	Members presented a quarterly presentation to the Town of Cardston.

Date	2023-09-11
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Detachment members attended Cardston Elementary School to assist with a lock down practice.

Date	2023-09-11
Meeting Type	Community Connection
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members met with the Cardston County Reeve and Council to discuss the Q2 reporting.



Date	2023-09-12
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Detachment members attended the Mountain View School to update the SAFE plan.

Date	2023-09-15
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members met with the Village of Glenwood government to discuss Q2 and APP results.

Date	2023-09-20
Meeting Type	Community Connection
Topics Discussed	Regular reporting information sharing
Notes/Comments	Members met with the local government in the Village of Spring Hill for regular reporting regarding Q2.



Community Priorities

Priority 1

Overall Road Safety

Current Status & Results

All traffic initiatives are on track to succeed. Members spent a significant amount of time addressing rural communities concerns with secondary highways this summer in relation to speed and dangerous driving. Several charges were laid as a result. Members also worked with the southern Alberta traffic unit to complete check stops and long weekend enforcement operations. Impaired driving numbers are expected to be consistent with the Holiday season approaching and more joint force check stops being planned.

Priority 2

Crime Reduction

Current Status & Results

Rural patrols and drug interdiction activities have both proved to be valuable crime reduction activities this summer. Drug interdiction activities saw charges laid against well known persons in the community that was also heavily involved in property crime. Property was recovered in both Cardston and the Lethbridge area as the result of ongoing investigations. Cardston RCMP also worked closely with the Crime Reduction unit and the Crime Analyst to identify and charge a suspect who stole several vehicles in the area. Both initiatives are on track to succeed the set targets.

Priority 3

Be Clear, Accountable and Transparent

Current Status & Results

Community Town Halls and Community Safety presentations are set to take place later this month on October 25-26th in the communities of Cardston and Hill Spring. School visits have started again with the new school year where members have already completed lock down drills, SAFE plans, served a welcome back breakfast to students and participated in the Terry Fox run. School presentations are still in the works with members being asked to complete two school talks per year. Media releases were again sent out last quarter via email to local CAO's, Communication officers, Local News Letters and the local Paper. Cardston RCMP is looking to expand media releases once all positions are filled.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	308	202	-34%	1,071	1,018	-5%
<i>Persons Crime</i>	100	35	-65%	281	286	2%
<i>Property Crime</i>	129	110	-15%	397	400	1%
<i>Other Criminal Code</i>	79	57	-28%	393	332	-16%
Traffic Offences						
<i>Criminal Code Traffic</i>	15	8	-47%	64	54	-16%
<i>Provincial Code Traffic</i>	166	189	14%	947	644	-32%
<i>Other Traffic</i>	1	0	-100%	3	2	-33%
CDSA Offences	16	4	-75%	70	45	-36%
Other Federal Acts	18	5	-72%	78	51	-35%
Other Provincial Acts	39	65	67%	297	184	-38%
Municipal By-Laws	10	17	70%	26	21	-19%
Motor Vehicle Collisions	31	42	35%	140	132	-6%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

The vast majority of areas tracked are currently on the decline. However areas such as Break and Enters along with vehicle thefts are on the rise. The Cardston area has had 7 motor vehicle thefts thus far and 12 break and enters, this is up slightly from 3 occurrences and 10 occurrences respectively. The over all reduction in Criminal Code occurrences is down 42% when compared to 2019. Its clear some initiatives are working very well and others will need to be enhanced or modified to ensure numbers do not trend higher. The detachment will be looking into the tabulated occurrences more closely to determine where and when focused patrols and other proactive measures can be taken.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	7	1	1
Detachment Support	2	2	0	0

² Data extracted on September 30, 2023 and is subject to change.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the nine established positions, there are seven officers currently working . There is one officer on special leave (One Medical Leave). There is one hard vacancy at this time.

Detachment Support: Of the two established positions, there are two resources currently working.

Quarterly Financial Drivers

At present there are no concerns with the detachment operating budget. Of note is that the detachment has received funding to hire an additional Public Service employee which will take over more of the administrative roles currently being done by Police officers. The hope is that by relieving Police Officers of administrative duties, they will have more time for operations and pro active investigations.



Cardston Provincial Detachment Crime Statistics (Actual)

Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	2	0	1	N/A	N/A	0.2
Sexual Assaults		3	2	7	4	0	-100%	-100%	-0.4
Other Sexual Offences		0	2	3	0	0	N/A	N/A	-0.2
Assault		38	57	56	50	27	-29%	-46%	-2.9
Kidnapping/Hostage/Abduction		2	2	1	0	0	-100%	N/A	-0.6
Extortion		0	0	1	1	0	N/A	-100%	0.1
Criminal Harassment		3	2	8	7	2	-33%	-71%	0.3
Uttering Threats		6	5	18	38	5	-17%	-87%	3.1
TOTAL PERSONS		53	70	96	100	35	-34%	-65%	-0.6
Break & Enter		6	5	8	10	12	100%	20%	1.7
Theft of Motor Vehicle		5	4	6	3	7	40%	133%	0.3
Theft Over \$5,000		1	3	0	1	0	-100%	-100%	-0.4
Theft Under \$5,000		22	32	38	51	19	-14%	-63%	1.3
Possn Strn Goods		1	5	7	8	4	300%	-50%	0.9
Fraud		11	8	4	5	11	0%	120%	-0.3
Arson		0	1	0	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		12	9	18	17	20	67%	18%	2.4
Mischief - Other		35	30	37	34	37	6%	9%	0.8
TOTAL PROPERTY		93	97	118	129	110	18%	-15%	6.6
Offensive Weapons		5	7	9	6	0	-100%	-100%	-1.1
Disturbing the peace		64	43	50	24	19	-70%	-21%	-10.9
Fail to Comply & Breaches		121	37	35	33	30	-75%	-9%	-18.6
OTHER CRIMINAL CODE		13	16	10	16	8	-38%	-50%	-1.0
TOTAL OTHER CRIMINAL CODE		203	103	104	79	57	-72%	-28%	-31.6
TOTAL CRIMINAL CODE		349	270	318	308	202	-42%	-34%	-25.6



Cardston Provincial Detachment Crime Statistics (Actual)

Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	14	11	9	2	-33%	-78%	-0.7
Drug Enforcement - Trafficking		5	1	5	7	2	-60%	-71%	0.0
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		9	15	16	16	4	-56%	-75%	-0.9
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	5	1	2	1	-50%	-50%	-0.5
TOTAL FEDERAL		11	20	17	18	5	-55%	-72%	-1.4
Liquor Act		49	63	36	17	27	-45%	59%	-9.0
Cannabis Act		1	1	0	0	0	-100%	N/A	-0.3
Mental Health Act		17	22	16	13	21	24%	62%	-0.1
Other Provincial Stats		34	22	23	9	17	-50%	89%	-4.7
Total Provincial Stats		101	108	75	39	65	-36%	67%	-14.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		9	6	15	10	17	89%	70%	2.0
Total Municipal		9	6	15	10	17	89%	70%	2.0
Fatals		1	0	0	0	1	0%	N/A	0.0
Injury MVC		1	1	5	2	4	300%	100%	0.7
Property Damage MVC (Reportable)		33	35	36	28	35	6%	25%	-0.3
Property Damage MVC (Non Reportable)		4	5	3	1	2	-50%	100%	-0.8
TOTAL MVC		39	41	44	31	42	8%	35%	-0.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		109	225	197	166	189	73%	14%	10.1
Other Traffic		11	8	1	1	0	-100%	-100%	-2.9
Criminal Code Traffic		23	38	11	15	8	-65%	-47%	-5.3
Common Police Activities									
False Alarms		11	10	9	6	9	-18%	50%	-0.8
False/Abandoned 911 Call and 911 Act		22	17	11	22	10	-55%	-55%	-1.9
Suspicious Person/Vehicle/Property		30	29	30	21	32	7%	52%	-0.4
Persons Reported Missing		7	5	10	7	9	29%	29%	0.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		23	23	28	30	26	13%	-13%	1.3
Form 10 (MHA) (Reported)		1	0	3	3	2	100%	-33%	0.5



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
SOURCES OF OPERATING FUNDS							
TAX REVENUES							
1-00-00-00-102	Taxes - Chinoak Foundation		(5,700)	(5,800)	(5,900)	(6,000)	2% increase each year
1-00-00-00-103	Taxes - Non-Residential		(38,710)	(39,500)	(40,300)	(41,100)	2% increase each year
1-00-00-00-105	Taxes - Linear		(15,240)	(15,500)	(15,800)	(16,100)	2% increase each year
1-00-00-00-108	Taxes - Residential		(262,910)	(268,200)	(273,600)	(279,100)	2% increase each year
GENERAL GOVERNMENT REVENUES							
1-00-00-00-510	Taxes - Penalties & Costs		(3,200)	(3,200)	(3,200)	(3,200)	
1-00-00-00-541	Franchise & Concession ATCO Revenue						
		ATCO	(8,300)	(8,500)	(8,700)	(8,900)	
		Fortis	(8,500)	(8,700)	(8,900)	(9,100)	
			(16,800)	(17,200)	(17,600)	(18,000)	
1-00-00-00-550	Return on Investments		(15,000)	(30,000)	(30,000)	(30,000)	To reflect current interest rates
1-00-00-00-590	Other Revenue from Own Sources		(4,900)	(300)	(300)	(300)	2023 was high due to trailer sale
1-00-00-00-591	Glenwood Gleanings Advertising		(700)	(700)	(700)	(700)	
1-12-00-00-410	Photocopy, Fax, etc Revenue		(180)	(180)	(180)	(180)	
1-12-00-00-433	Assessment Appeal Deposit		(100)	(100)	(100)	(100)	
1-12-00-00-520	Dog Licenses		(200)	(200)	(200)	(200)	
1-12-00-00-525	License - Business		(240)	(240)	(240)	(240)	
1-12-00-00-581	Rental Buildings-Xplornet		(2,900)	(2,900)	(2,900)	(2,900)	
OPERATING GRANTS REVENUES							
1-00-00-00-843	Grant - MSI Operational		(62,120)	(62,000)	(62,000)	(62,000)	
1-00-00-00-748	Grant Misc						
		EMPP	(1,000)				
		Community Foundation	(2,500)				
			(3,500)	-	-	-	
PROTECTIVE SERVICES REVENUES							
1-00-00-00-990	Other Proceeds - Fines, Lease		(200)	(200)	(200)	(200)	
TRANSPORTATION SERVICES REVENUES							
1-30-00-00-410	Equipment Pool Revenue		(200)	(200)	(200)	(200)	
1-32-00-00-591	Snow Removal Roads & Streets		(100)	(100)	(100)	(100)	
UTILITIES REVENUES							
Irrigation:							
1-40-00-00-410	Sales - Irrigation		(21,600)	(21,800)	(22,200)	(22,900)	
Water:							
1-41-00-00-121	Water On/Off Fee		(100)	(100)	(100)	(100)	
1-41-00-00-410	Sales - Water		(74,200)	(88,100)	(90,700)	(93,400)	
1-41-00-00-411	Water - Bulk Sales		(4,000)	(4,000)	(4,000)	(4,000)	
1-41-00-00-510	Water - Penalties & Costs		(500)	(500)	(500)	(500)	
Waste water:							
1-42-00-00-120	Sewer Connection Install						
1-42-00-00-410	Sales - Sewer		(23,000)	(32,900)	(33,900)	(34,900)	
1-42-00-00-411	Sales - Sewer RV Dumping Station		(3,000)	(3,000)	(3,000)	(3,000)	
1-42-00-00-412	Sewer RV Campground Agreements		(2,200)	(2,000)	(2,000)	(2,000)	



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
Waste management:							
1-43-00-00-00-410	Sales - Solid Waste		(13,500)	(16,900)	(17,400)	(17,900)	
TOTAL UTILITIES REVENUES			(142,100)	(169,100)	(173,800)	(178,700)	
CEMETERY REVENUES							
1-56-00-00-00-410	Cemetery - Plots & Fees		(600)	(600)	(600)	(600)	
1-56-00-00-00-420	Cemetery Donations		(500)	(500)	(500)	(500)	
1-58-00-00-00-430	Cemetery County Contribution		(1,400)	(1,175)	(1,175)	(1,175)	County agreement is for 50% of net cemetery deficit
RECREATION & CULTURE REVENUES							
1-74-02-00-00-560	Rentals Community Hall		(2,500)	(500)	(500)	(500)	
1-72-00-00-00-410	Sales & Services - Recreation		(22,000)	(100)	(100)	(100)	
1-72-00-00-00-840	Recreation Grant - County		(6,000)	(6,000)	(6,000)	(6,000)	
1-74-03-00-00-474	Pioneer Parlour Revenue		(3,000)	(3,000)	(3,000)	(3,000)	
1-74-04-00-00-410	Pioneer Days Funds-Fireworks donations		(3,000)	(3,000)	(3,000)	(3,000)	
1-74-05-00-00-474	Post Office Revenue		(2,400)	(2,400)	(2,400)	(2,400)	
PLANNING & DEVELOPMENT REVENUES							
1-12-00-00-00-490	Permit - Dev/Compliance		(200)	(200)	(200)	(200)	
1-95-00-00-00-763	Transfers from Reserves - Operating	Website migration	(6,300)	-	-	-	
			(6,300)	-	-	-	
TOTAL SOURCES OF OPERATING FUNDS			(622,900)	(633,095)	(644,795)	(656,795)	
USES OF OPERATING FUNDS							
COUNCIL EXPENSES							
2-11-00-00-00-153	Council Honorariums		11,000	11,000	11,000	11,000	
2-11-00-00-00-213	Council Travel		3,000	3,000	3,000	3,000	
2-11-00-00-00-520	Council Misc						
	Training, memberships, and general		5,000	5,000	5,000	5,000	
	Remembrance Day program		250	250	250	250	
	Christmas		600	500	500	500	
	Council breakfast at Glenwood Days		750	750	750	750	
			6,500	6,500	6,500	6,500	
ADMINISTRATION EXPENSES							
2-12-00-00-00-110	Salaries & Wages Admin		69,400	75,800	77,300	78,800	Per wage budget
2-12-00-00-00-113	Travel & Training - CAO						
	General		3,500	3,500	3,500	3,500	
	Memberships (SLGM, LGAA, etc.)		500	500	500	500	
			4,000	4,000	4,000	4,000	
2-12-00-00-00-130	Employer Source Deductions Admin		3,800	4,000	4,100	4,200	Per wage budget
2-12-00-00-00-131	Employer Benefit Deductions Admin		8,600	10,100	10,300	10,500	Per wage budget
2-12-00-00-00-142	Workers Compensation Admin		3,000	3,000	3,000	3,000	
2-12-00-00-00-150	Election & Census		500				
2-12-00-00-00-210	Travel & Training Admin		500	500	500	500	
2-12-00-00-00-215	Telephone Admin		3,000	3,000	3,000	3,000	
2-12-00-00-00-220	Advert, Printing, Memberships Admin						
	Photocopying		1,200	1,200	1,200	1,200	



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
		General	1,800	1,800	1,800	1,800	
		Alberta Southwest membership	200	200	200	200	
		AUMA	1,500	1,500	1,500	1,500	
			4,700	4,700	4,700	4,700	
2-12-00-00-00-230	Professional & Consulting Admin						
		Muniware support	3,700	4,500	4,600	4,700	
		Muniware Program - New		3,000	750	750	
		Oulsource CFO	16,000	17,300	18,600	19,000	
		Annual financial audit	10,600	10,800	11,000	11,200	
		Legal	2,000	2,000	2,000	2,000	
		General	2,000	1,000	1,000	1,000	
			34,300	38,600	37,950	38,650	
2-12-00-00-00-235	Postage & Freight Admin		2,500	1,500	1,500	1,500	Emailing utility bills
2-12-00-00-00-270	Misc Expense Admin		1,300	600	600	600	
2-12-00-00-00-274	Insurance Admin		18,500	18,900	19,300	19,700	
2-12-00-00-00-280	Reg Fees Land Titles		200	200	200	200	
2-12-00-00-00-290	Office Maintenance Admin		800	800	800	800	
2-12-00-00-00-300	Assessor Fees Admin		8,600	9,600	9,800	10,000	Updated to reflect current rate
2-12-00-00-00-510	Office Expense Admin		2,750	2,750	2,750	2,750	
2-12-00-00-00-520	Web Hosting Admin						
		Web hosting / migration	7,200	1,000	1,000	1,000	Website migration was completed in 2023
		IT upgrades		1,500		1,500	Replace 1 computer every other year
		IT consultant	1,500	3,000	3,000	3,000	Microage and local consultant
			8,700	5,500	4,000	5,500	
2-12-00-00-00-540	Administration Utilities Power		3,000	3,300	3,400	3,500	
2-12-00-00-00-541	Admin Utilities Gas		1,700	1,900	1,900	1,900	
2-12-00-00-00-810	Bank Charges Admin		2,750	2,750	2,750	2,750	
2-12-00-00-00-999	Admin - Amortization		188,600	192,400	196,200	200,100	
PROTECTIVE SERVICES EXPENSES							
2-21-00-00-00-250	Animal Control Contracted Services		3,000	3,000	3,000	3,000	
2-21-00-00-00-300	Weed Inspector Contracted Services			500	500	500	
2-23-00-00-00-130	Employer source deduction Fire		50	50	50	50	
2-23-00-00-00-260	Emergency Management Goods and Services						
		Call-out service	300	300	300	300	
		Regional emergency management service	2,500	1,000	1,000	1,000	
			2,800	1,300	1,300	1,300	
2-23-00-00-00-270	Fire Misc		1,000	1,000	1,000	1,000	
2-23-00-00-00-510	Fire Goods & Supplies		50	50	50	50	
2-23-00-00-00-540	Fire Utilities Power		2,400	2,600	2,700	2,800	
2-23-00-00-00-541	Fire Utilities Gas		2,600	2,900	3,000	3,100	
2-23-00-00-00-750	Fire Requisition CCES		6,100	6,200	6,300	6,400	
2-23-00-00-00-760	Fire Dispatch Services		1,500	1,500	1,500	1,500	
2-23-00-00-00-770	Victim Services		500	500	500	500	
TRANSPORTATION SERVICES EXPENSES							
Shop:							
2-30-00-00-00-110	Salaries & Wages Equip Pool		1,900	1,400	1,400	1,400	Per wage budget
2-30-00-00-00-130	Employer Source Deductions Equip Pool		100	100	100	100	Per wage budget
2-30-00-00-00-131	Employer Benefit Deductions Equip Pool		200	100	100	100	Per wage budget
2-31-00-00-00-110	Village Maintenance Wages		11,100	9,800	10,000	10,200	Per wage budget
2-31-00-00-00-130	Employer Source Deductions Vlg Maint		500	400	400	400	Per wage budget

VILLAGE OF GLENWOOD
2024 - 2026 Budget with Comparative



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
2-31-00-00-00-131	Employer Benefits Vlg Maint		700	400	400	400	Per wage budget
2-31-00-00-00-250	Village Maintenance Contracted Services		2,000	2,000	2,000	2,000	
2-31-00-00-00-510	Village Maintenance Tools, Hardware, Op		2,000	2,000	2,000	2,000	
2-31-00-00-00-524	Village Maintenance Equipment Supplies		2,000	2,000	2,000	2,000	
2-31-00-00-00-526	Village Maintenance Equipment Supply Tractor		800	800	800	800	
2-31-00-00-00-527	Village Maintenance Fuel		3,300	3,400	3,500	3,600	
2-31-00-00-00-550	Safety Gear		500	500	500	500	
2-32-00-00-00-217	Cell Phone Public Works		900	900	900	900	
Roads & streets:							
2-32-00-00-00-110	Salaries & Wages Road & Streets		17,600	14,600	14,900	15,200	Per wage budget
2-32-00-00-00-130	Employer Source Deductions Roads		1,000	700	700	700	Per wage budget
2-32-00-00-00-131	Employer Benefit Deductions Roads		1,400	900	900	900	Per wage budget
2-32-00-00-00-250	Roads & Streets Contracted Services		500	500	500	500	
2-32-00-00-00-260	Roads & Streets Goods & Services		2,500	2,500	2,500	2,500	
2-32-00-00-00-530	Roads & Streets Maint Materials		1,000	1,000	1,000	1,000	
2-32-00-00-00-540	Roads & Streets Utilities		14,000	15,400	15,700	16,000	
UTILITIES EXPENSES							
Irrigation:							
2-40-00-00-00-110	Salaries & Wages Irrigation		11,100	9,800	10,000	10,200	Per wage budget
2-40-00-00-00-250	Irrg System Contracted Services		500	500	500	500	
2-40-00-00-00-252	Irrg System Maint		750	750	750	750	
2-40-00-00-00-540	Irrg System Utilities Power		3,700	4,100	4,200	4,300	
2-98-00-00-00-108	Req United Irrigation Dist		5,300	5,400	5,500	5,600	
Water:							
2-41-00-00-00-110	Salaries & Wages Water		24,100	19,400	19,800	20,200	Per wage budget
2-41-00-00-00-130	Employer Source Deductions Water		3,500	3,000	3,100	3,200	Per wage budget
2-41-00-00-00-131	Employer Benefit Deductions Water		6,100	5,400	5,500	5,600	Per wage budget
2-41-00-00-00-210	Water - Seminars & Travel		-	1,500	1,500	1,500	
2-41-00-00-00-215	Telephone Water Plant		1,100	1,100	1,100	1,100	
2-41-00-00-00-250	Water Supply Contracted Services						
	General		11,000	500	500	500	
	Water Treatment Plant Operations Agreement		6,900	24,375	24,375	24,375	75% of agreement amount
	AquaTech Diving			6,400			
			17,900	31,275	24,875	24,875	
2-41-00-00-00-252	Water Supply Maint						
	General		500	500	500	500	
	Annual turbine maintenance		2,500	2,500	2,500	2,500	
			3,000	3,000	3,000	3,000	
2-41-00-00-00-270	Water Supply Misc		1,500	1,500	1,500	1,500	
2-41-00-00-00-510	Water Supply Goods & Service		6,500	6,500	6,500	6,500	
2-41-00-00-00-540	Water Supply Utilities Power		13,500	14,900	15,200	15,500	
2-41-00-00-00-541	Water Supply Utilities Gas		3,900	4,300	4,400	4,500	
Waste water:							
2-42-00-00-00-110	Salaries & Wages Sewer		17,600	14,600	14,900	15,200	Per wage budget
2-42-00-00-00-130	Employer Source Deductions Sewer		2,300	2,000	2,000	2,000	Per wage budget
2-42-00-00-00-131	Employer Benefit Deductions Sewer		4,300	4,200	4,300	4,400	Per wage budget
2-42-00-00-00-250	Sewer Contracted Services						
	General		5,250	5,250	5,250	5,250	
	Flush half of Village for two years, then skip third year		4,000	4,000	4,000	4,000	

VILLAGE OF GLENWOOD
2024 - 2026 Budget with Comparative



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
		Waste Water Operations Agreement		8,125	8,125	8,125	25% of agreement amount
			9,250	17,375	17,375	17,375	
2-42-00-00-510	Sewer Goods & Services		250	250	250	250	
Waste management:							
2-43-00-00-250	Solid Waste Contracted Services		250	250	250	250	
2-43-00-00-510	Solid Waste Goods & Services		250	250	250	250	
2-43-00-00-750	Solid Waste Requisition		9,600	9,800	10,000	10,200	
2-43-00-00-752	Requisition - County Transfer Station		5,200	5,300	5,400	5,500	
TOTAL UTILITIES EXPENSES			151,450	166,450	162,150	164,250	
NET UTILITIES (SURPLUS) DEFICIT			9,350	(2,650)	(11,650)	(14,450)	
CEMETERY EXPENSES							
2-56-00-00-110	Salaries & Wages Cemetery		1,900	1,400	1,400	1,400	Per wage budget
2-56-00-00-510	Cemetery Goods & Services		250	250	250	250	
2-56-00-00-540	Cemetery Utilities Power		1,200	1,300	1,300	1,300	
2-56-00-00-620	Cemetery Transfer to Reserves		500	500	500	500	
PLANNING & DEVELOPMENT EXPENSES							
2-76-00-00-250	Development Contracted Services		500	500	500	500	
2-76-00-00-251	Planning - GIS		1,730	1,730	1,730	1,730	
2-76-00-00-252	Development Expenses ORRSC						
	ORRSC annual requisition		3,400	3,500	3,600	3,700	
	Chinook Intermunicipal SDAB membership		500	500	500	500	
	Orthophotography			1,700			Aerial orthophotography
			3,900	5,700	4,100	4,200	
RECREATION & CULTURE EXPENSES							
Parks & Recreation:							
2-62-00-00-201	Community Service Misc		500	500	500	500	
2-74-04-00-510	Pioneer Days Fireworks		3,000	3,000	3,000	3,000	Donations-funded fireworks
2-72-00-00-540	Recreation Utilities Power		1,200	1,300	1,300	1,300	
2-72-00-00-541	Recreation Utilities Gas		1,000	1,100	1,100	1,100	
2-72-00-00-725	Recreation Expenses						
	General		3,100	500	500	500	
	Beautification		1,000	1,000	1,000	1,000	
	Ice rink hut repairs		22,800				
			26,900	1,500	1,500	1,500	
Library:							
2-74-01-00-250	Library Contracted Services		1,000				Not necessary
2-74-01-00-510	Library Goods and Services		500	500	500	500	
2-74-01-00-750	Library Society Operating Support		15,000	15,000	15,000	15,000	
2-74-01-00-771	Requisition Chinook Arch Library		3,000	3,100	3,200	3,300	
Community Hall:							
2-74-02-00-110	Salaries and Wages Community Hall		2,600	1,900	1,900	1,900	Per wage budget
2-74-02-00-250	Community Hall Contracted Service		500	500	500	500	
2-74-02-00-510	Community Hall Goods & Service		1,000	1,000	1,000	1,000	
2-74-02-00-540	Community Hall Utilities Power		2,600	2,900	3,000	3,100	
2-74-02-00-541	Community Hall Utilities Gas		1,500	1,700	1,700	1,700	

VILLAGE OF GLENWOOD
2024 - 2026 Budget with Comparative



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
2-74-03-00-00-510	Pioneer Parlour Goods & Services		500	500	500	500	
2-74-03-00-00-540	Pioneer Parlour Utilities Power		2,200	2,400	2,400	2,400	
2-74-03-00-00-541	Pioneer Parlour Utilities Gas		1,100	1,200	1,200	1,200	
COMMUNITY SUPPORT REQUISITIONS							
2-26-00-00-00-100	Requisition - Policing		11,170	18,000	19,000	20,000	Per Provincial police funding model
2-62-00-00-00-208	Spring Glen Park Society Requisition		1,500	1,500	1,500	1,500	
2-62-00-00-00-209	Glenwood Seniors Requisition		500	500	500	500	
2-62-00-00-00-210	Community Services - FCSS		2,500	2,600	2,700	2,800	
2-62-00-00-00-750	Farm Safety Centre Donation		300	300	300	300	
2-72-00-00-00-750	Recreation Board Requisition		500	500	500	500	
2-98-00-00-00-102	Req Chinook Foundation		5,700	5,800	5,900	6,000	
2-98-00-00-00-116	Req School Foundation		75,800	77,300	78,800	80,400	
2-12-00-00-00-763	OPERATING TRANSFER TO RESERVES						
	Fire truck replacement		9,000	9,000	9,000	9,000	
	Utilities reserves		3,300	10,665	23,815	24,715	To balance budget
			12,300	19,665	32,815	33,715	
TOTAL USES OF OPERATING FUNDS			811,500	825,495	840,995	856,895	
Less: Amortization			(188,600)	(192,400)	(196,200)	(200,100)	
NET (SOURCES) USES OF OPERATING FUNDS			-	-	-	-	
SOURCES OF CAPITAL FUNDS							
1-00-00-00-00-842	Grant - MSI Capital		(348,167)	(184,000)	(75,000)		
1-00-00-00-00-848	Grants - CCBF		(121,833)	(50,000)	(50,000)		
1-00-00-00-00-748	Grants - Miscellaneous		(11,500)				
TOTAL SOURCES OF CAPITAL FUNDS			(481,500)	(234,000)	(125,000)		
USES OF CAPITAL FUNDS							
2-12-00-00-00-762	Admin - Transfers to Capital						
	New windows and door for Village Office		10,000				
	Photocopier		10,000				
	Air conditioner and furnace upgrades			10,000			
			20,000	10,000			
2-31-00-00-00-762	Village Maintenance - Transfer to Capital						
	Garbage bins			14,000			
				14,000			
2-32-00-00-00-762	Streets - Transfer to Capital						
	Rehabilitation and crack sealing		300,000	200,000	125,000		
			300,000	200,000	125,000		
2-41-00-00-00-762	Water - Transfer to Capital						
	Bulk water system replacement		35,000				
	New well and shack		80,000				
	WTP valve replacements		20,000				
			135,000				
2-42-00-00-00-762	Sewer - Transfer to Capital						
	Replace dead end sewer cleanout with manhole			10,000			
				10,000			

VILLAGE OF GLENWOOD
 2024 - 2026 Budget with Comparative



Account	Account Name	Budget Item	2023	2024	2025	2026	Explanations for Changes
2-71-00-00-762	Parks & Recreation - Transfer to Capital						
		Skating rink upgrades	11,500				
		Insulation and new floor in Community Hall	15,000				
			26,500	-	-	-	
TOTAL USES OF CAPITAL FUNDS			481,500	234,000	125,000		
NET (SOURCES) USES OF CAPITAL FUNDS			-	-	-		
NET(SOURCES) USES OF FUNDS			-	-	-		

VILLAGE OF GLENWOOD

Bylaw 245-2023 - A

Rates, Fees and Charges Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SERVICE FEES IN THE VILLAGE OF GLENWOOD.

WHEREAS, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides for Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides that a Council, by bylaw, may establish fees;

AND WHEREAS Council recognizes the benefit of adopting a Schedule of Fees;

AND WHEREAS Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

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

1. TITLE AND DEFINITIONS:

- 1.1 **Title** – This bylaw may be cited as the “Rates, Fees and Charges Bylaw”.
- 1.2 **Definitions**– In this bylaw unless the context otherwise requires:
- (a) **Act** – the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;
 - (b) **Council** – the Council of the Village of Glenwood;
 - (c) **Village** – the Village of Glenwood;
 - (d) **Resident** – either an individual or a family that resides within the Village of Glenwood;
 - (e) **Rural Residential** – either an individual or a family that does not reside within the Village boundaries;
 - (f) **Rural Commercial** – a commercial service located outside Village boundaries;
 - (g) **Non-Profit** – any group or organization that has a registered society number, groups without a society number and who provide a valued service to the Village may be included subject to the approval of Administration;
 - (h) **Other** – all individuals who do not qualify for the non-profit rate.

2. INTENTION:

- 2.1 It is the intention of the Village Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Village Council that if any provision of the bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 2.2 This bylaw relates to the fees, rates, and charges for the various services provided by the Village. Penalties are not addressed in this bylaw, but are determined by the bylaw, policy, or circumstances specifically relevant to the occurrence.

3. FEES:

- 3.1 The user of any Village facility and/or service shall pay the Village the applicable fee, as stated in Schedule A which is attached to and forms part of this bylaw

4. SEVERABILITY:

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

5. RESCINDING BYLAW:

- 5.1 Bylaw 245-2022 is hereby repealed.

6. DATE OF COMMENCEMENT:

- 6.1 This bylaw shall come into effect upon third and final reading.
- 6.2 Bylaw 245-2023 is hereby repealed.

Read a FIRST time this 8th day of June, 2023.

Read a SECOND time this 8th day of June, 2023.

Read to CONSIDER the THIRD and finally time this 8th day of June, 2023.

Read a THIRD time and finally passed this 8th day of June, 2023.


Linda Allred
Mayor


Cynthia Vizzutti
Chief Administrative Officer



SCHEDULE "A"

FEES:

1. ADMINISTRATIVE SERVICES FEES:

1.1	Tax Certificate	\$30.00
1.2	Tax Arrears List Fee	\$100.00
1.3	NSF Cheque	\$35.00
1.4	Photocopying/printing (single sided letter or legal-size sheet)	\$0.25
1.5	Photocopying/printing (double sided letter or legal-size sheet)	\$0.45
1.6	Photocopying/printing (single sided 11x17 size sheet)	\$0.55
1.7	Photocopying/printing (double sided 11x17 size sheet)	\$1.05
1.8	Color Photocopying/printing (single sided letter or legal-size sheet)	\$0.30
1.9	Color Photocopying/printing (double sided letter or legal-size sheet)	\$0.60
1.10	Color Photocopying/printing (single sided 11x17 size sheet)	\$1.05
1.11	Color Photocopying/printing (double sided 11x17 size sheet)	\$2.05
1.12	Faxing:	
	(a) Per page (outgoing)	\$0.50
	(b) Per page (incoming)	\$1.00
	(c) Long distance (additional charge per document)	\$0.50
1.13	Title Searches – Personal property only & Lawyer’s for land sales.	\$50.00
1.14	Property Information Request – Lawyers for land sales (Assessment & Real Estate Companies) FOIP	\$25.00
1.15	Regional Assessment Review Board Complaint (Personal Property)	\$50.00
	(a) Requesting on someone else’s property	\$100.00
1.16	Composite Assessment Review Board Complaint	\$50.00
	(a) Requesting on someone else’s property	\$100.00
1.17	Trash Moving Service (per hour)	\$150.00
1.18	Advertising space in village newsletter (per year):	
	(a) Business Card size	\$36.00
	(b) Quarter Page size (double business card size)	\$48.00
	(c) Half Page size	\$96.00
1.19	FOIP Request Fee:	
	(a) Initial Request Fee concerning your personal information	\$5.00
	(b) Initial Request Fee for all other requests	\$30.00
	(c) Other information request:	
	(i) For searching for, locating and retrieving a record:	\$10.00 per ¼hr or part thereof
	(ii) For producing an electronic copy of an electronic record:	\$10.00 per ¼hr or part thereof

- (iii) For producing a black and white paper copy of a record (per single sided sheet): \$0.25
- (iv) For producing a colour paper copy of a record (per single sided sheet): \$0.30
- (v) For supervising the examination of a record: \$10.00 per ¼hr or part thereof

2. BUSINESS LICENCING:

- 2.1 Business Licence (Yearly):
 - (a) Village Only - voluntary \$20.00
 - (b) Regional – voluntary Additional \$80.00

*Must purchase village license as well

3. BYLAW ENFORCEMENT:

- 3.1 Keeping of Animals deemed Not Allowed (Animal Control Bylaw) \$100.00
- 3.2 Keeping of Animals above the Allowable Limit (Animal Control Bylaw) \$50.00
- 3.3 Animal at Large (Animal Control Bylaw) \$50.00
- 3.4 Failure to clean Animal Refuse (Animal Control Bylaw) \$50.00
- 3.5 Public Nuisance (Animal Control Bylaw) \$50.00
- 3.6 Land Use Bylaw Enforcement (per occurrence) \$50.00

4. COMMUNITY SERVICES – CEMETERY:

- 4.1 Cemetery Marker Fee - Fee for Village to place a marker on an unmarked plot. \$50.00
- 4.2 Plot Purchase Price:
 - (a) Resident Interment* \$120.00
*Resident means a resident, or former resident of Cardston County or a municipality within Cardston County, and their spouse or adult interdependent partner, children, grand-children, parents, and the parents of the spouse or adult interdependent partner. Proof of relationship may be required at Administration’s discretion.
 - (b) Resident Infant Interment \$0.00
 - (c) Other Interment \$2,500.00

5. ENVIRONMENTAL SERVICES:

- 5.1 Bulk Water:
 - (a) Per 10 Imperial gallons or part thereof \$1.00
 - (b) Per 50 imperial gallons or part thereof \$1.50
 - (c) Per 250 imperial gallons \$5.00
 - (d) Per 500 imperial gallons \$10.00
 - (e) Per 1000 imperial gallons \$20.00

5.2 Lot driveway approach installation: **One per title**

*The right and responsibility of installation for any and all property approaches is solely the Village's.

(a) Initial installation – (one per title)	\$0.00
(b) Culvert required (maximum 300 MM diameter x 7 meters long provided)	\$1,500.00
(c) Culvert not required	\$1,000.00
(d) No ditch present property at grade with roadway (+/- 0.5ft or 0.15m)	\$500.00

6. MUNICIPAL UTILITY RATES:

6.1 Rates – are listed on a per month billing base standard rate (billed bi-monthly):

a. Residential* / Commercial:	2022
Water	\$31.00
Sewer	\$14.00
Solid Waste	\$8.00
Irrigation (per acre)	\$8.00

* These rates are for single-detached residential units. For multi-unit residential, each unit gets billed at these rates.

b. Industrial:	2022
Water Flat Charge	\$124.00
Water Consumption per Imperial Gallon	\$0.003
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00

c. Church (Institutional):	2022
Water	\$62.00
Sewer	\$28.00
Solid Waste	\$16.00
Irrigation (per acre)	\$8.00

d. School (Institutional):	2022
Water	\$124.00
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00

c. Rural Residential:	2022
(Charge will include flat charge plus gallons used)	
Water Flat Charge (With a Meter)	\$45.00
Water Consumption per Imperial Gallon (4.54 litres)	\$0.0045

*When water metre installed.

d. Rural Residential:	2022
Water Flat Charge (Without a Meter)	\$60.00

e. <u>Rural Commercial:</u>	2022
(Water charge will include flat charge plus gallons used)	
Water Flat Charge	\$186.00
Water Consumption per Imperial Gallon (4.54 Litres)	\$0.0048
a. New Main Connection Fee – per individual service:	
*If Main adjacent to property.	
**From Municipal Utility Bylaw # 242-2021 Section 3.2: Any property Owner who desires a Water and/or Sewer Service Connection, from the Village, shall apply to the Administrator and pay the required Service Connection fee(s) as indicated in Schedule "A" before work on either Connection commences.	
i. Water Service Install - inside Village boundaries	\$2,000.00
ii. Water Service Install - inside Village boundaries (Directional drilling will be mandatory when installing any services where there is an asphalt road surface. A quote will be provided to property owner before work is scheduled)	*\$2,000.00
*Any damages to the asphalt road will be an additional charge	
iii. Water Service Install - outside Village boundaries	* \$2,500.00
*or Cost plus 10% (whichever is greater)	
iv. Sewer Service Install - inside Village Boundaries	\$2,250.00
v. Irrigation Service Install (no roadwork) - inside Village Boundaries	\$1,125.00
vi. Irrigation Service Install (roadwork required) - inside Village Boundaries	\$2,250.00
b. Water Connection/Disconnection Fee – per connection/disconnection:	
*If the Water connection/disconnection is a direct result of an Emergency the associated fee will be waived.	
i. Due to any reason or non-payment of account	\$100.00
ii. Due to customer request-	\$30.00
c. End of year transfer of utility arrears to taxes	\$20.00

7. OPERATIONAL SERVICES:

7.1 Equipment Rental per hour rate or part thereof:	(minimum charge is
½ hour):	
*Operated by village staff and subject to schedule availability.	
(a) Grader	\$200.00
(b) Large Tractor	\$150.00
(c) Large Tractor with mower	\$175.00
(d) Packer	\$125.00
(e) Small Tractor with mower	\$125.00

- (f) Skid steer with or without Attachment \$125.00
- (g) Weed Whipping (for non compliance) \$75.00

ANY AFTER HOURS CALL IN'S WILL BE BILLED AT TIME AND HALF FOREMANS RATE

8. LAND USE, PLANNING & SUBDIVISION:

- 8.1 Letter or Certificate of Compliance \$50.00
- 8.2 Development Application Fee – single unit dwelling \$50.00
- 8.3 Development Application Fee – garage, deck, carport, shed, accessory building, storage container, etc. \$15.00
- 8.4 Development Application Fee – modular/manufactured homes \$50.00
- 8.5 Development Application Fee –multi-unit dwellings (per unit), special residential uses including half-way houses, group homes, day care, nursing homes, etc. \$100.00
- 8.6 Development Application Fee – Commercial/Industrial \$200.00
- 8.7 Development Application Fee – all public service buildings \$200.00
- 8.8 Request to convene a special meeting of the Subdivision and Development Appeal Board (SDAB) or the Municipal Planning Commission (MPC) \$300.00
- 8.9 Regional Subdivision & Development Appeal Board Fee (of which \$150 will be refunded if appeal is successful) \$300.00
- 8.10 Printed copy of Land Use Bylaw \$50.00
- 8.11 Land Use Bylaw Amendment Fee (per title and or if at the same time of application fee can be cost shared) \$500.00
- 8.12 Where a development has been commenced prior to a development application being approved, or when a stop order has been issued pursuant to the Land Use Bylaw, the fee for any subsequent application for that development shall be twice the amount specified in this bylaw for that use.
- 8.13 Any outstanding fees or service charges will be added to the appropriate tax account

9. RECREATIONAL SERVICES:

All Rentals must be paid in full before day of rental. We will not hold the date until Payment is made in full.

- 9.1 Bleachers:
 - (a) Rental er day \$100.00
 - (b) Damage Deposit - refundable \$100.00
- 9.2 Glenwood Community Hall:
 - (c) Rental per day (plus extra fee as outlined in the current COVID19 policy#08-2020) \$100.00
 - (d) Damage Deposit - refundable \$100.00

	(e) Rental per day (For 6 or more dates in one booking)	\$50.00 per date booked
	(f) Rental (Non-Profit Community Group)	\$0.00
	(g) Cleaning Fee for Non-Profit Community Groups	\$50.00/hr
9.3	Village Park Kitchen:	
	(a) Rental per day	\$100.00
	(b) Damage Deposit - refundable	\$100.00
9.4	Dunk Tank	\$100.00
	(a) Rental per day of use – Non- residents	\$ 50.00
	(b) Rental per day of use – Village Groups	
	No Charge for pick up and drop off days	
9.5	BBQ Grills	
	(a) Rental per day of use for two grills	\$100.00

VILLAGE OF GLENWOOD

Bylaw 245-2023 - B

Rates, Fees and Charges Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SERVICE FEES IN THE VILLAGE OF GLENWOOD.

WHEREAS, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides for Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, provides that a Council, by bylaw, may establish fees;

AND WHEREAS Council recognizes the benefit of adopting a Schedule of Fees;

AND WHEREAS Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

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

1. TITLE AND DEFINITIONS:

1.1 **Title** – This bylaw may be cited as the “Rates, Fees and Charges Bylaw”.

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

- (a) **Act** – the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;
- (b) **Council** – the Council of the Village of Glenwood;
- (c) **Village** – the Village of Glenwood;
- (d) **Resident** – either an individual or a family that resides within the Village of Glenwood;
- (e) **Rural Residential** – either an individual or a family that does not reside within the Village boundaries;
- (f) **Rural Commercial** – a commercial service located outside Village boundaries;
- (g) **Non-Profit** – any group or organization that has a registered society number, groups without a society number and who provide a valued service to the Village may be included subject to the approval of Administration;
- (h) **Other** – all individuals who do not qualify for the non-profit rate.

2. INTENTION:

- 2.1 It is the intention of the Village Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Village Council that if any provision of the bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 2.2 This bylaw relates to the fees, rates, and charges for the various services provided by the Village. Penalties are not addressed in this bylaw, but are determined by the bylaw, policy, or circumstances specifically relevant to the occurrence.

3. FEES:

- 3.1 The user of any Village facility and/or service shall pay the Village the applicable fee, as stated in Schedule A which is attached to and forms part of this bylaw

4. SEVERABILITY:

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

5. RESCINDING BYLAW:

- 5.1 Bylaw 245-2023 - A is hereby repealed.

6. DATE OF COMMENCEMENT:

- 6.1 This bylaw shall come into effect on January 1, 2024.

Read a FIRST time this 14th day of December, 2023.

Read a SECOND time this 14th day of December, 2023.

Read to CONSIDER the THIRD and finally time this 14th day of December, 2023.

Read a THIRD time and finally passed this 14th day of December, 2023.

Linda Allred
Mayor

Cynthia Vizzutti
Chief Administrative Officer

SCHEDULE "A"

FEES:

1. ADMINISTRATIVE SERVICES FEES:

1.1	Tax Certificate	\$30.00
1.2	Tax Arrears List Fee	\$100.00
1.3	NSF Cheque	\$35.00
1.4	Photocopying/printing (single sided letter or legal-size sheet)	\$0.25
1.5	Photocopying/printing (double sided letter or legal-size sheet)	\$0.45
1.6	Photocopying/printing (single sided 11x17 size sheet)	\$0.55
1.7	Photocopying/printing (double sided 11x17 size sheet)	\$1.05
1.8	Color Photocopying/printing (single sided letter or legal-size sheet)	\$0.30
1.9	Color Photocopying/printing (double sided letter or legal-size sheet)	\$0.60
1.10	Color Photocopying/printing (single sided 11x17 size sheet)	\$1.05
1.11	Color Photocopying/printing (double sided 11x17 size sheet)	\$2.05
1.12	Faxing:	
	(a) Per page (outgoing)	\$0.50
	(b) Per page (incoming)	\$1.00
	(c) Long distance (additional charge per document)	\$0.50
1.13	Title Searches – Personal property only & Lawyer’s for land sales.	\$50.00
1.14	Property Information Request – Lawyers for land sales (Assessment & Real Estate Companies) FOIP	\$25.00
1.15	Regional Assessment Review Board Complaint (Personal Property)	\$50.00
	(a) Requesting on someone else’s property	\$100.00
1.16	Composite Assessment Review Board Complaint	\$50.00
	(a) Requesting on someone else’s property	\$100.00
1.17	Trash Moving Service (per hour)	\$150.00
1.18	Advertising space in village newsletter (per year):	
	(a) Business Card size	\$36.00
	(b) Quarter Page size (double business card size)	\$48.00
	(c) Half Page size	\$96.00
1.19	FOIP Request Fee:	
	(a) Initial Request Fee concerning your personal information	\$5.00
	(b) Initial Request Fee for all other requests	\$30.00
	(c) Other information request:	
	(i) For searching for, locating and retrieving a record:	\$10.00 per ¼hr or part thereof

(ii)	For producing an electronic copy of an electronic record:	\$10.00 per ¼hr or part thereof
(iii)	For producing a black and white paper copy of a record (per single sided sheet):	\$0.25
(iv)	For producing a colour paper copy of a record (per single sided sheet):	\$0.30
(v)	For supervising the examination of a record:	\$10.00 per ¼hr or part thereof

2. BUSINESS LICENCING:

2.1 Business Licence (Yearly):

(a)	Village Only - voluntary	\$20.00
(b)	Regional Licence	\$80.00

Regional Licence may only purchases with a Village Licence – total cost \$100.00

3. COMMUNITY SERVICES – CEMETERY:

3.1	Cemetery Marker Fee - Fee for Village to place a marker on an unmarked plot.	\$50.00
3.2	Plot Purchase Price:	
(a)	Resident Interment*	\$120.00
	*Resident means a resident, or former resident of Cardston County or a municipality within Cardston County, and their spouse or adult interdependent partner, children, grandchildren, parents, and the parents of the spouse or adult interdependent partner. Proof of relationship may be required at Administration's discretion.	
(b)	Resident Infant Interment	\$0.00
(c)	Other Interment	\$2,500.00

4. ENVIRONMENTAL SERVICES:

4.1 Bulk Water:

(a)	Per 10 – 50 Imperial gallons or part thereof	\$5.00
(b)	Per 250 imperial gallons	\$10.00
(c)	Per 500 imperial gallons	\$15.00
(d)	Per 1000 imperial gallons	\$30.00

4.2 Lot driveway approach installation: One per title where no approach currently exists.

(a)	Initial installation – maximum size 16 feet in length (4.88 meters) and 1 foot in diameter (300mm)	\$0.00
(b)	Culvert required (maximum 300 MM diameter x 7 meters long provided)	\$1,500.00

(c) Culvert not required	\$1,000.00
(d) No ditch present property at grade with roadway (+/- 0.5ft or 0.15m)	\$500.00

5. MUNICIPAL UTILITY RATES:

5.1 Rates – are listed on a per month billing base standard rate (billed bi-monthly):

a. Residential* / Commercial:	2024
Water	\$38.00
Sewer	\$20.00
Solid Waste	\$10.00
Irrigation (per acre)	\$8.00

* These rates are for single-detached residential units. For multi-unit residential, each unit gets billed at these rates.

b. Industrial:	2024
Water Flat Charge	\$124.00
Water Consumption per Imperial Gallon	\$0.003
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00

c. Church (Institutional):	2024
Water	\$62.00
Sewer	\$28.00
Solid Waste	\$16.00
Irrigation (per acre)	\$8.00

d. School (Institutional):	2024
Water	\$124.00
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00

c. Rural Residential:	2024
(Charge will include flat charge plus gallons used)	
Water Flat Charge (With a Meter)	\$52.00
Water Consumption per Imperial Gallon	\$0.0045
(4.54 litres)	*When water metre installed.

d. Rural Residential:	2024
Water Flat Charge (Without a Meter)	\$80.00

e. Rural Commercial:	2024
(Water charge will include flat charge plus gallons used)	
Water Flat Charge	\$186.00
Water Consumption per Imperial Gallon	\$0.0048
(4.54 Litres)	
a. New Main Connection Fee – per individual service:	

*If Main adjacent to property.

Any property Owner who desires a Water and/or Sewer Service Connection, from the Village, shall apply to the Administrator and pay the required Service Connection fee(s) as indicated in Schedule "A" before work on either Connection commences.

- i. Water Service Install - inside Village boundaries \$2,000.00
- ii. Water Service Install - inside Village boundaries *\$2,000.00
(Directional drilling will be mandatory when installing any services where there is an asphalt road surface. A quote will be provided to property owner before work is scheduled)

***Any damages to the asphalt road will be an additional charge**

- iii. Water Service Install - outside Village boundaries * \$2,500.00

***or Cost plus 10% (whichever is greater)**

- iv. Sewer Service Install - inside Village Boundaries \$2,250.00
- v. Irrigation Service Install (no roadwork) - inside Village Boundaries \$1,125.00
- vi. Irrigation Service Install (roadwork required) - inside Village Boundaries \$2,250.00

b. Water Connection/Disconnection Fee – per connection/disconnection:

*If the Water connection/disconnection is a direct result of an Emergency the associated fee will be waived.

- i. Due to any reason or non-payment of account \$100.00
- ii. Due to customer request- \$30.00
- c. End of year transfer of utility arrears to taxes \$20.00

6. OPERATIONAL SERVICES:

6.1 Equipment Rental per hour rate or part thereof: (minimum charge is ½ hour):

*Operated by village staff and subject to schedule availability.

- (a) Grader \$200.00
- (b) Large Tractor \$150.00
- (c) Large Tractor with mower \$175.00
- (d) Packer \$125.00
- (e) Small Tractor with mower \$125.00
- (f) Skid steer with or without Attachment \$125.00
- (g) Weed Whipping (for non compliance) \$75.00

ANY AFTER HOURS CALL IN'S WILL BE BILLED AT TIME AND HALF FOREMANS RATE WITH A MINIMUM 3 HOUR CHARGE

7. LAND USE, PLANNING & SUBDIVISION:

- 7.1 Letter or Certificate of Compliance \$50.00
- 7.2 Development Application Fee – single unit dwelling \$50.00

7.3	Development Application Fee – garage, deck, carport, shed, accessory building, storage container, etc.	\$15.00
7.4	Development Application Fee – modular/manufactured homes	\$50.00
7.5	Development Application Fee –multi-unit dwellings (per unit), special residential uses including half-way houses, group homes, day care, nursing homes, etc.	\$100.00
7.6	Development Application Fee – Commercial/Industrial	\$200.00
7.7	Development Application Fee – all public service buildings	\$200.00
7.8	Request to convene a special meeting of the Subdivision and Development Appeal Board (SDAB) or the Municipal Planning Commission (MPC)	\$300.00
7.9	Regional Subdivision & Development Appeal Board Fee (of which \$150 will be refunded if appeal is successful)	\$300.00
7.10	Printed copy of Land Use Bylaw	\$50.00
7.11	Land Use Bylaw Amendment Fee (per title and or if at the same time of application fee can be cost shared)	\$500.00
7.12	Where a development has been commenced prior to a development application being approved, or when a stop order has been issued pursuant to the Land Use Bylaw, the fee for any subsequent application for that development shall be twice the amount specified in this bylaw for that use.	
7.13	Any outstanding fees or service charges will be added to the appropriate tax account	

8. RECREATIONAL SERVICES:

All Rentals must be paid in full before day of rental. We will not hold the date until Payment is made in full.

8.1	Bleachers:	
	(a) Rental er day	\$100.00
	(b) Damage Deposit - refundable	\$100.00
9.2	Glenwood Community Hall:	
	(c) Rental per day (plus extra fee as outlined in the current COVID19 policy#08-2020)	\$100.00
	(d) Damage Deposit - refundable	\$100.00
	(e) Rental per day (For 6 or more dates in one booking)	\$50.00 per date booked
	(f) Rental (Non-Profit Community Group)	\$0.00
	(g) Cleaning Fee for Non-Profit Community Groups	\$50.00/hr
9.3	Village Park Kitchen:	
	(a) Rental per day	\$100.00
	(b) Damage Deposit - refundable	\$100.00

9.4	Dunk Tank	\$100.00
	(a) Rental per day of use – Non- residents	\$ 50.00
	(b) Rental per day of use – Village Groups	
	No Charge for pick up and drop off days	
9.5	BBQ Grills	\$100.00
	(a) Rental per day of use for two grills	

DRAFT

Policy



Policy Number:	Policy A09.2023
Title of Policy:	Cheque Writing and Electronic Payments Policy
Resolution Number & Date:	2023.12.14 ____ – December 14, 2023
Effective Date:	December 14, 2023
Up for Review:	
Supersedes Policy #:	A09.2021

The purpose of this policy:

To establish a process for the payment of accounts owed by the Village of Glenwood.

Policy Statement:

The Village of Glenwood will provide for the timely payment of accounts owed by the Village for all services, capital acquisition and operational costs.

1 Definitions:

For the purposes of this policy:

- a) “Chief Administrative Officer” will be referenced as CAO in this policy;
- b) Council means the Elected Council of the Village of Glenwood;
- c) “Budget” is passed yearly for Administration to follow;
- d) “Cheque writing” means for Administration to write cheques, pertaining to Village purchases and expenses;
- e) “Cheque Signing” means to have one Council member and the CAO sign all cheques;
- f) “Electronic Transfer of Funds” means the method of payment approved other than the issuing of cheques;
- g) “Emergency” means unexpected disaster of any type;
- h) “Mastercard” means the credit card held by the Chief Administrative Officer, to be used for day to day operational costs, that require immediate payment.

2 Cheque Writing

- a) Cheques will be created by the Administration of the Village of Glenwood.
- b) One Council member **and** the CAO are authorized to sign cheques.
- c) Cheques will be mailed or delivered by Administration after signature.
- d) A cheque listing will be presented at the regular council meeting on a monthly basis.
- e) Where ever possible electronic funds transfer shall be used, by Administration, to pay the accounts payables owing by the Village, subject to the budget.

- f) All electronic funds transfers shall be assigned a cheque number and be included in the monthly cheque listing, and provided to Council at their regular meeting.
- g) Any funds paid outside the approvals provided by budget, and in excess of \$5,000 shall require a resolution of Council, before payment has been rendered.
- h) In the event of an Emergency, all accounts payable arising from that Emergency shall be paid in accordance with this policy.

Dated this 14th day of December, 2023

Mayor

Chief Administrative Officer

CAO REPORT
DECEMBER 14, 2023

1. The soffit installation at the Community Hall is complete.
2. The new windows and door have been installed at the Administration building.
3. Candu Technologies have installed the tech instrumentation to allow for the new well to speak to the water plant.
4. I am still waiting for the contractor to install the new flooring in the Community Hall but have ask him to wait until the new year as the hall bookings are filling up for the festive season.
5. There is a shortage of pots and pans and butcher knives at the hall so we will endeavour to find some items. If anyone has extra pots, pans and/or knives the hall would appreciate the donation.
6. The next project for Administration will be the creation of land files for each property in the Village. This will be an ongoing project as much research will be required.

Submitted by Cynthia Vizzutti

Chief Administrative Officer

VILLAGE OF GLENWOOD

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230328	2023-11-09	AMSC INSURANCE SERVICES LTD	1832-2023-11	PAYMENT EMPLOYEE BENEFITS	1,416.66	1,416.66
20230329	2023-11-09	ATB FINANCIAL MASTERCARD	SEPT-OCT 2023	PAYMENT VACUUM, MGA ACT, POSTAGE E	938.81	938.81
20230330	2023-11-09	DAVIES, WADE	MPC MEETING:	PAYMENT MPC MTGS SEPT/NOV 2023	100.00	100.00
20230331	2023-11-09	ROLFSON, DAVID	MPC MTGS	PAYMENT MPC MTGS SEPT/NOV 2023	100.00	100.00
20230332	2023-11-09	TELUS COMMUNICATIONS	OCT 17	PAYMENT OFFICE AND WATER PLANT PHC	273.99	273.99
20230333	2023-11-09	WICKHORST, BRIAN	AUG-OCT MILE	PAYMENT MILEAGE FOR MEETINGS	189.04	189.04
20230334	2023-11-17	TELUS MOBILITY	OCT 24 2023	PAYMENT OFFICE CELL PHONE	187.86	187.86
20230335	2023-11-16	VAN DULKEN, CHRIS	NOV 15	PAYMENT IT SERVICES	50.00	50.00
20230336	2023-11-21	EDWARDS, JANET	NOV 21 2023	PAYMENT BATTERIRES	27.29	27.29
20230337	2023-11-21	BARBARA MC NEIL & ASSOCIATES	#2-21	PAYMENT MEDIATION FOR WATER COMM:	5,910.56	5,910.56
20230338	2023-11-21	CHIEF MOUNTAIN GAS CO-OP LTD	41189 41388 41447	PAYMENT FURNACE @ VILLAGE OFFICE SERVICE CH THERMOSTAT SERVICE CALL FOR OFFICE FUF	47.25 325.50 136.50	509.25
20230339	2023-11-21	GLENWOOD WARD, LDS CHURCH	NOV 21, 2023	PAYMENT ELECTRONICS RECYCLING	356.97	356.97
20230340	2023-11-21	LO-COST PROPANE	442419	PAYMENT PROPANE AT WELL HEAD	510.27	510.27
20230341	2023-11-21	RECORDXPRESS	1117732	PAYMENT RECYCLING-ONSITE SHREDDIO	49.39	49.39
20230342	2023-11-21	TOWN OF RAYMOND	20230424 20230430	PAYMENT PP #20 - KIM PP #21 - KIM	52.50 52.50	105.00
20230343	2023-11-29	HUNSPERGER, PERRY				
20230344	2023-11-29	EDWARDS, JANET				
20230345	2023-11-29	PETERSON, MARK				
20230346	2023-11-29	LYBBERT, SANDY				
20230347	2023-11-29	WICKHORST, BRIAN T				
20230348	2023-11-29	VIZZUTTI, CYNTHIAA				
20230349	2023-11-28	ALBERTA MUNICIPAL SERVICE CORPORATION	23-1050657	PAYMENT UTILITIES	4,507.62	4,507.62
20230350	2023-11-28	LYBBERT, SANDY	NOV DEC 2023	PAYMENT MILEAGE	668.08	668.08
20230351	2023-11-28	VAN DULKEN, CHRIS	NOV 28	PAYMENT IT SERVICES 212000000230	100.00	100.00
20230352	2023-12-06	1895017 ALBERTA LTD O/A WHITTON	558	PAYMENT EV STATION ELECTRICAL	8,610.00	8,610.00
20230353	2023-12-06	AMSC INSURANCE SERVICES LTD	1832-2023-12	PAYMENT BENEFITS FOR DECEMBER	1,416.66	1,416.66

VILLAGE OF GLENWOOD

Cheque Listing For Council

2023-Dec-6
1:55:29PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230354	2023-12-06	ATB FINANCIAL MASTERCARD	OCT-NOV 14	PAYMENT MASTERCARD	182.59	182.59
20230355	2023-12-06	TELUS COMMUNICATIONS	NOV 17, 2023	PAYMENT NOVEMBER TELEPHONE BILL	273.99	273.99
20230356	2023-12-06	WINDOW MEDICS	355	PAYMENT COMMUNITY HALL	3,250.80	3,250.80
20230357	2023-12-06	WORKER'S COMPENSATION BOARD - ALBERTA	26782840	PAYMENT WORKERS COMP FEES	792.00	792.00

Total 41,476.33

*** End of Report ***