



VILLAGE OF GLENWOOD  
Regular Council Meeting

## Agenda

Glenwood Community Hall (90 Main Avenue)  
Thursday, February 8, 2024 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of January 11, 2024
4. Public Hearing regarding Proposed Bylaw 264-2024 – “Unsightly Premise and Community Standards Bylaw”
5. Items for Discussion and/or Action:
  - a) Bylaw 245-2024 – “Rates and Fees Bylaw” establishing the rate for bulk water at .10 cents per gallon.
  - b) Bylaw 264-2024 – “Unsightly Premises and Community Standard Bylaw”.
  - c) Bylaw 265-2024 – “Livestock Bylaw”
  - d) Bylaw 266-2024 – “Off-Highway Vehicle Control Bylaw”
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 (Skating Rink)
8. Cheque Listing for Council from 20230371 to 20240035
9. Letter from Minister Matt Jones regarding REDA’s
10. Closed Session –
  - a) *Freedom of Information and Protection of Privacy Act* – Section 23(1)(a) Local public body confidences – draft legislation
11. Adjournment.

**VILLAGE OF GLENWOOD**  
**Thursday, January 11, 2024 Minutes**

**The Minutes of the Regular Meeting of Council held at the Glenwood  
Municipal Administration Building on Thursday, January 11, 2024 at 7:00  
PM.**

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

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

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| <u>1. Call to Order</u>  | Mayor Allred called the Regular Meeting of January 11, 2024 to Order at 7:00 pm.  |
| <u>2. Agenda Approval</u><br><u>2024.01.11.01</u>  | <b>Moved by</b> Councillor Sandy Lybbert to approve the agenda, as presented. <b>Carried.</b>   |
| <u>3. Minutes of December</u><br><u>14, 2023 Regular</u><br><u>Meeting</u><br><u>2024.01.11.02</u> | <b>Moved by</b> Deputy Mayor Peterson to approve the minutes of the regular Council meeting of December 14, 2023 as presented. <b>Carried.</b>  |
| <u>4 a) – Twin Rivers</u><br><u>Country Economic</u><br><u>Development Society</u>                 | Eddie Williams of the Twin Rivers Country Economic Development Society presented the report covering the Main Street Revitalization Program, the application for an electronic billboard for the community and made a request for information on the grant funding for the Skating Rink. Jolane Shipley attended the meeting at 7:30 p.m.   |
| <u>5. a) Hill Spring Park</u><br><u>2024.01.11.03</u>  | <b>Moved by</b> Councillor Sandy Lybbert to approve the request for an increase in funding to Spring Glen Park Association to \$2,000.00, from \$1500.00, for the 2024 fiscal year only. <b>Carried.</b>  |
| <u>5. b) CMRSWC –</u><br><u>Alternate Appointment</u><br><u>2024.01.11.04</u>                      | <b>Moved by</b> Mayor Allred to appoint Councillor Sandy Lybbert as the alternate representative to the Chief Mountain Regional Solid Waste Commission. <b>Carried.</b>   |
| <u>5. c – Grant Funding for</u><br><u>Skating Rink</u><br><u>2024.01.11.05</u>                     | <b>Moved by</b> Deputy Mayor Peterson to table the matter regarding Skating Rink funding to the February 8, 2024 regular Council Meeting. <b>Carried.</b>   |
| <u>6. a-e) Council Reports</u>   | a) Mayor Allred attended the FCSS Meeting and they are hosting a Good Neighbour’s Day on June 15 – Music in the Park. There will be a Volunteer Appreciation Day held on April 19 at the School. The Aged Cheese Club has obtained a matching grant of \$640.00. Concern over drought was the main topic at the Mayors and Reeves Meeting.<br>b) Deputy Mayor Peterson – no report.<br>c) Councillor Doral Lybbert attended the Cardston County Emergency Services meeting where they are reviewing the contract with Mr. Melvin.<br>d) Councillor Sandy Lybbert – no report.<br>e) Councillor Wickhorst attended the solid waste commission regular meeting. |
| <u>7. CAO Report</u>   | Chief Administrative Officer Vizzutti reported year end audit preparation is currently underway.  |

8.a) to d)  
Correspondence

- a) Letter from Municipal Affairs Minister McIver regarding the Local Government Fiscal Framework.
- b) Letter from Environment Minister Schulz providing an update on the drought situation in Alberta.
- c) Cardston Drought Plan provided to Council.
- d) Request from Utility Safety Partners regarding damage prevention legislation.

8. Closed Session  
2024.01.11.06

**Moved by** Councillor Wickhorst to go into Closed Session at 7:55 p.m. under *Freedom of Information and Protection of Privacy Act* – Section 23(1)(a) Local public body confidences – draft legislation and Section 24(1) Advice from Officials. **Carried.**

8. Closed Session  
2024.01.11.07

**Moved by** Councillor Sandy Lybbert to come out of In Closed Session at 8:27 p.m. **Carried.**

12. Adjournment  
2024.01.11.08

**Moved by** Mayor Linda Allred to adjourn the meeting at 8:27 p.m. p.m. **Carried.**

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Meeting Chair

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Chief Administrative Officer

# VILLAGE OF GLENWOOD

## BYLAW # 264-2024

### Unightly Premises and Property Standards Bylaw

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

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

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

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

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

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

#### **SECTION 1 – TITLE OF BYLAW**

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

#### **SECTION 2 – DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Administration Fee**” means a fee added to actual expenses incurred by the Village for measures taken pursuant to this Bylaw and such fee is equal to the greater of \$50.00 or 15% of the actual expenses incurred by the Town;
- b) “**Alley**” means a narrow highway or public thoroughfare, which provides a secondary means of access to a 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) **"Burnable Grass"** means dry grass, foliage or weeds, with an extensive fuel load, that is not intended for grazing or haying, during the current season.
- g) **"Chief Administrative Officer" (CAO)** means a municipal official employed by the Village of Glenwood in the position of Chief Administrative Officer, or designate;
- h) **"Council"** means the Council of the Village of Glenwood;
- i) **"Damaged, Dismantled or Derelict Vehicle"** means:
- i) The whole or any part of any Vehicle which is not currently registered or licensed with Alberta Motor Vehicle Registries or the registries of another provincial jurisdiction, for the current year; and
  - ii) Any vehicle which is inoperative or incapable of movement under its own power by reason of disrepair, removed parts or missing equipment; or
  - iii) Any unregistered or inoperative vehicle not housed in an enclosed structure.
- j) **"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;
- k) **"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.
- l) **"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;
- m) **"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;
- n) **"Highway"** means any roadway as defined in the *Traffic Safety Act*;
- o) **"Nuisance"** means any use of land or activity on land which disregards the general upkeep of property that produces a material annoyance, or inconvenience to other persons, whether or not it is detrimental to the surrounding area, including, but not limited to:
- i) excessive accumulation of materials including, but not limited to, building materials, appliances, household goods, boxes, tires, vehicle parts, garbage or refuse, animal materials, regardless of apparent value;
  - ii) construction materials, yard refuse, and any other materials that are likely to attract vermin or nuisance animals;
  - iii) compost piles that create a smell or result in large unused piles;
  - iv) **Burnable grass** higher than 15 centimeters or approximately 6 inches as referred to in Bylaw 220-2008;
  - v) damaged, derelict or dismantled vehicles;

- vi) storage of exposed industrial fluids, including but not limited to, engine oil, brake fluid, or anti-freeze;
  - vii) spraying of insecticides, pesticides or herbicides which has significant detrimental or environmental effects on surrounding Property or areas;
  - viii) trees, shrubs, weeds, or other vegetation cuttings that obstruct roadways, sidewalks, or infringe on properties other than the owners or has any rot, disease or deterioration or dead or dying trees that could create a public safety hazard;
  - ix) accessible excavations, unclaimed wells, ditches or standing water that could reasonably pose a danger to the general public;
  - x) unfinished construction that does not meet the time requirements of the Village of Glenwood Land Use Bylaw, or if no development permit was issued within two (2) years of the start of construction.
- p) **“Occupy” or Occupies**” means residing on or in apparent possession or control of a Property.
- q) **“Occupant”** means a Person or Persons who are residing or in apparent possession or control of the Property.
- r) **“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.
- s) **“Person”** means an individual or business including a firm, partnership corporation, company or society;
- t) **“Property”** means any land located in whole or in part within the Village and includes all buildings and land;
- u) **“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.
- v) **“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.

w) **"Unsightly"** means:

- i) a property because of its condition or the accumulation of refuse, is detrimental to the use and enjoyment of the surrounding area or neighboring Property;
- ii) a property that meets the definition of Section 546 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;
- iii) a structure whose exterior shows signs of significant physical deterioration, serious disregard for general maintenance, upkeep or repair and constitutes a Nuisance;
- iv) 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
- v) 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.

x) **"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;

y) **"Village"** means the Village of Glenwood.

z) **"Weeds"** means noxious weeds as defined by the *Weed Control Act*.

aa) **"Yard"** means the property owned as vacant land or property surrounding buildings, as shown on the Certificate of Title for such property.

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

#### **SECTION 4 – BOULEVARDS AND ALLEYS**

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

#### **SECTION 5 – BUILDINGS**

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



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

#### **SECTION 6 – CONSTRUCTION SITES**

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

#### **SECTION 7 – REPAIR OF MOTOR VEHICLES**

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

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

## **SECTION 8 – EXEMPTIONS**

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

## **SECTION 9 – ENFORCEMENT AND REVIEW OF ORDERS**

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

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

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

- 9.9 Council may review Orders under Section 547 of the *Municipal Government Act*.
- 9.10 A Person who receives an Order may request the Council to review the Order, in accordance with Section 547 of the *Municipal Government Act*, by written notice delivered to:  
The Chief Administrative Officer (or their designate)  
Village of Glenwood – Administration Building  
Box 1084 59 Main Avenue NW  
Glenwood, Alberta T0K 2R0 within 7 days of the receipt of the order.
- 9.11 **The fee for a review by the Council of an Order issued under this bylaw shall be \$100.00 and that amount shall accompany the written appeal, submitted to the Chief Administrative Officer.**
- 9.11 After reviewing the Order, Council may confirm, vary, substitute or cancel the Order in accordance with subsection 547(2) of the *Municipal Government Act*.

#### **SECTION 10 – GENERAL PENALTY PROVISIONS**

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

#### **SECTION 11 – GENERAL**

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

#### **SCHEDULE “A” MINIMUM AND SPECIFIED PENALTIES AND FEES**

1. The minimum and specified penalty for any violation of this bylaw is a fine in the amount of:
  - a) First Offence – \$250.00
  - b) Second Offence - \$500.00
  - c) Third Offence - \$1000.00
  
2. The minimum and specified penalty for any violation of this bylaw four (4) times or more for each subsequent offence shall be a fine in the amount of \$1500.00.

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

Read a FIRST time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a THIRD time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Linda Allred, Mayor

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Cynthia Vizzutti, Chief Administrative Officer

# VILLAGE OF GLENWOOD

## Bylaw 245-2024

### 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:**

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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:**

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- 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:**

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- 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:**

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- 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:**

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

**6. DATE OF COMMENCEMENT:**

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- 6.1 This bylaw shall come into effect on February 8, 2024.

Read a FIRST time this 8th day of February, 2024.

Read a SECOND time this 8th day of February, 2024.

Read to CONSIDER the THIRD and finally time this 8th day of February, 2024.

Read a THIRD time and finally passed this 8th day of February, 2024.

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Linda Allred  
Mayor

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Cynthia Vizzutti  
Chief Administrative Officer

## SCHEDULE "A"

### FEES:

#### 1. ADMINISTRATIVE SERVICES FEES:

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|      |  |                                    |
|------|--|------------------------------------|
| 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<br>(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<br>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:

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### 2.1 Business Licence (Yearly):

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

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

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## 3. COMMUNITY SERVICES – CEMETERY:

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|     |  |            |
|-----|--|------------|
| 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:

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|     |  |            |
|-----|--|------------|
| 4.1 | Bulk Water:  |            |
| (a) | Per gallon of water  | \$.10      |
| 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:

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

|                                      |             |
|--------------------------------------|-------------|
| a. <u>Residential* / Commercial:</u> | <b>2024</b> |
| 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. <u>Industrial:</u>                                     | <b>2024</b>                  |
| 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. <u>Church (Institutional):</u>                         | <b>2024</b>                  |
| Water   | \$62.00                      |
| Sewer   | \$28.00                      |
| Solid Waste   | \$16.00                      |
| Irrigation (per acre)                                     | \$8.00                       |
| d. <u>School (Institutional):</u>                         | <b>2024</b>                  |
| Water   | \$124.00                     |
| Sewer   | \$56.00                      |
| Solid Waste   | \$32.00                      |
| Irrigation (per acre)                                     | \$8.00                       |
| e. <u>Rural Residential:</u>                              | <b>2024</b>                  |
| (Charge will include flat charge plus gallons used)       |                              |
| Water Flat Charge <b>(With a Meter)</b>                   | \$52.00                      |
| Water Consumption per Imperial Gallon                     | \$0.0045                     |
| (4.54 litres)   | *When water metre installed. |
| d. <u>Rural Residential:</u>                              | <b>2024</b>                  |
| Water Flat Charge <b>(Without a Meter)</b>                | \$80.00                      |
| e. <u>Rural Commercial:</u>                               | <b>2024</b>                  |
| (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 Hook-up - inside Village boundaries plus cost of backhoe services and supplies.             | *\$2,000.00  |
| <b>*Any damages to the road requiring repairs shall be an additional charge</b>                              |              |
| ii. Water Service Hook-up - outside Village boundaries plus cost of backhoe services and supplies            | * \$2,500.00 |
| <b>*or Cost plus 10% (whichever is greater)</b>  |              |
| iii. Sewer Service Install - inside Village Boundaries   | \$2,250.00   |
| iv. Irrigation Service Install (no roadwork) - inside Village Boundaries                                     | \$1,125.00   |
| v. 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:**

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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 <b>(for non compliance)</b> | \$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:**

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|  |         |
|--|---------|
| 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.

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|     |   |                 |
|-----|---|-----------------|
| 8.1 | Bleachers:  |                 |
|     | (a) Rental er day   | \$100.00        |
|     | (b) Damage Deposit - refundable                                     | \$100.00        |
| 9.2 | Glenwood Community Hall:  |                 |
|     | (c) Rental per day  | \$100.00        |
|     | (d) Damage Deposit - refundable                                     | \$100.00        |
|     | (e) Rental per day (For 6 or more consecutive dates in one booking) | \$50.00 per day |
|     | (f) Rental (Non-Profit Community Group)                             | \$0.00          |
|     | (g) Cleaning Fee for Non-Profit Community Groups                    | \$50.00/hr      |
| 9.3 | Village Park Kitchen:   | No Charge       |
| 9.4 | Dunk Tank   |                 |
|     | No charge for pick up and return days                               |                 |
|     | (a) Rental per day of use – Non- residents                          | \$100.00        |
|     | (b) Rental per day of use – Village Groups                          | \$ 50.00        |

|     |  |          |
|-----|--|----------|
| 9.5 | BBQ Grills                               | \$100.00 |
|     | (a) Rental per day of use for two grills |          |
|     | (b) Rental for one grill per day         | \$ 50.00 |

# VILLAGE OF GLENWOOD

## BYLAW # 265-2024

### Livestock Bylaw

**A Bylaw for the regulation and control of animals other than dogs in the Village of Glenwood.**

**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 regulation and control of wild and domestic animals and activities in relation to them;

**AND WHEREAS** the Council deems it necessary to pass such a bylaw;

**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 “Livestock Bylaw.”

#### SECTION 2 – DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Animal Material”** means any animal excrement and includes all materials accumulated on a premises from pet pens, pet yards, stables, kennels or feed lots.
  - b) **“Building”** includes anything constructed or placed on, in over and under land.
  - c) **“CAO”** means the person appointed to the position of Chief Administrative Office for the Village of Glenwood, within the meaning of the *Municipal Government Act*, or their designate.
  - d) **“Coop”** means any structure weatherproof used for the keeping of chickens, turkeys, ducks, quail, pheasants or geese.
  - e) **“Council”** means the Mayor and Council of the Village of Glenwood, duly elected pursuant to the provisions of the *Local Authorities Election Act*;
  - f) **“Enforcement Officer”** means a Chief Administrative Officer, Animal Control Officer, Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer, Public Health Inspector or other person appointed by the Village who is authorized to enforce bylaws for the Village of Glenwood or the legislation of the Province of Alberta;
  - g) **“Hen”** means a female chicken;
  - h) **“Highway”** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, bridge, causeway, or other place whether publicly or privately owned, any

part of which the public is ordinarily entitled or permitted to use for passage or parking of vehicles or the legal passage of persons on foot, or a roadway as defined in the *Traffic Safety Act* and includes:

- i) a sidewalk;
  - ii) a boulevard; and
  - iii) a ditch lying adjacent or parallel to a highway.
- i) **“Livestock”** means an animal and is not limited to:
- i) a horse, mule, donkey, emu, ostrich, camel, llama, alpaca, sheep, or goat;
  - ii) animals of the bovine species such as cattle, buffalo and bison;
  - iii) animals of the swine family such as pigs;
  - iv) domestically reared or kept deer, moose, elk, bison or reindeer;
  - v) farm bred fur bearing animals including foxes, mink, or chinchilla;
  - vi) rabbits raised for meat;
  - vii) animals of the avian species, hereinafter referred to as “poultry” intended for human consumption or egg production such as chickens, ducks, geese, turkeys, quails or pheasant; and
  - viii) all other animals or insects kept for agricultural purposes.
- j) **“Occupant”** means a Person or Persons who are residing on or are in apparent possession or control of the property.
- k) **“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 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/her as the person having powers and authority of ownership of the property including but not limited to a “Power of Attorney”.
- l) **“Order”** means any mandate, command or direction given under the authority of this bylaw or provincial statute or regulation.
- m) **“Person(s)”** means an individual or business including a firm, partnership, corporation, company or society.
- n) **“Property”** means any land located in whole or in part within the Village and includes all buildings located on the lands.
- o) **“Rooster”** means a domesticated male chicken.
- p) **“Village”** means the Village of Glenwood.
- q) **“Violation Ticket”** means a ticket issued pursuant to this bylaw or Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000 as amended and any regulations thereunder.
- q) **“Wildlife”** means big game animals, game birds, birds of prey, fur bearing animals, fur bearing carnivores and any other species of vertebrates designated as wildlife under the *Wildlife Act* and the regulations pursuant hereto.

### **SECTION 3 – USES PERMITTED AND PROHIBITED**

- 3.1 Subject to the provisions of this Bylaw and any other Bylaw of the Village of Glenwood, animals may be kept within the Village and shall include domestic cats and dogs.
- 3.2 This Bylaw does not prohibit other domestic pets such as small caged pets or birds that fall within provincial and federal guidelines, such as hamsters, guinea pigs, sugar gliders, gerbils, African pygmy hedgehogs, budgie birds or parrots.
- 3.3 This Bylaw limits the number of swine and goats to four (4) per property, with the following conditions:
- a) Stys, barns, sheds and pens shall be constructed in a manner as to prevent any escape of swine or goats from the property; and
  - b) Setbacks from structures housing swine shall be as required to mitigate smells from affecting adjacent landowners, and to prevent any public health nuisance.
- 3.4 No person shall keep or have any of the following within the Village:
- a) Domestically reared or kept deer, moose, elk, bison or reindeer;
  - b) Wildlife as defined in this Bylaw; or
  - c) Poisonous or constrictive snakes, lizards, reptiles, rats or any insects, including those deemed exotic or dangerous under the provincial *Wildlife Act* or the *Agricultural Pests Act* or the federal *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act*.
- 3.5 The owner of any Livestock within the Village shall adhere to any and all applicable local, provincial and federal rules, acts, regulations and associated certification, approval and permitting processes required by, but not limited to the *Animal Protection Act*, the *Environmental Protection and Enhancement Act*, the *Agricultural Operations Practices Act*, and all associated regulations.

### **SECTION 4 – POULTRY - URBAN HENS, DUCKS, GEESE, TURKEYS, QUAIL, PHEASANTS**

- 4.1 A person or owner may keep up to fifty (50) hens, on properties designated as residential, for egg and meat production for personal use.
- 4.2 A person or owner may keep up to either ten (10) geese, turkeys, ducks, quails, or pheasant, on properties designated as residential, for egg and meat production for personal use, total number of birds not to exceed twenty (20), on the property.
- 4.3 A person or owner may sell extra eggs to the general public.
- 4.4 Commercial enterprises regarding the production of eggs and meat for resale is prohibited.



- 4.5 A person or owner who keeps hens, ducks, geese, turkeys, quail or pheasants must:
- a) ensure each coop meets the setback requirements for accessory buildings and structures as set out in the Village Land Use Bylaw; and
  - b) provide and maintain, in the coop, at least one nest box per coop for each hen;
  - c) provide appropriate food, water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust bathing and roosting, all sufficient to maintain the health of the birds; and
  - d) properly dispose of carcasses and manure so as to not negatively affect the property or neighbouring properties; and
  - e) ensure there are no carcasses, manure, offal or residual garbage left in a manner that would attract other animals, insects or vermin so as to not negatively affect the property or neighbouring properties.

## **SECTION 5 –PERMISSIONS AND EXEMPTIONS UNDER THIS BYLAW**

- 5.1 Exceptions to Section 3.3 include:
- a) Facilities where Livestock are temporarily housed for education or veterinary purposes;
  - b) Facilities where Livestock are temporarily housed for purposes such as a slaughterhouse, auction market, or riding arena, all of which are subject to requirements and restrictions by the Village Land Use Bylaw;
  - c) For special events such as rodeos, petting zoos, or parades;
- 5.2 Where the property is designated by the Land Use Bylaw as Residential or Commercial Livestock the maximum density of equine/ bovine animals combined shall be as follows:
- a) 0.25 to 2.49 acres – maximum of three (3) animals;
  - b) 2.50 or greater – maximum of six (6) animals;  
unless they are kept in a fat pen or confined for health reasons.
- 5.3 No person shall keep any Livestock in any place used for a residence, or in any building or shed attached or connected to a residence, unless they are warming a newborn.
- 5.4 Where exemptions apply as per Section 5.1, 5.2, 5.3 an owner shall not create, establish or maintain:
- a) a stable or other building in which Livestock are kept in such a manner or in such numbers as to be dangerous to health or which may hinder the prevention or suppression of disease; or
  - b) an accumulation of refuse, offal or manure on the property which is dangerous to health, may cause disease, may create a breeding place for flies or vermin or cause odours.

- 5.5 No person shall keep any poultry in any shed, coop, pen, yard or other enclosure located less than twenty (20) feet from any dwelling on the principal property, or any adjacent property with an occupied dwelling.
- 5.6 All sheds, stables, pens, corrals, styes, fences or enclosures where Livestock are kept shall be properly constructed, drained, ventilated, maintained and kept clean to the satisfaction of an Enforcement Officer, Livestock Inspector or Public Health Officer to ensure the health and comfort of the Livestock, to prevent the Livestock from escaping the structure and the property, and to prevent the attraction of other animals, insects or vermin so as to not negatively affect the property or neighbouring properties.
- 5.7 All sites where Livestock are housed must be kept clean of any build up of manures, carcasses or residual garbage so as to not be left in a manner that would attract other animals, insects or vermin so as to not negatively affect the property or neighbouring properties.

## **SECTION 6 – ENFORCEMENT**

- 6.1 Where an Owner or Occupant of a Property is found by an Enforcement Officer to be in non-compliance with any provision of this 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; and
  - c) the remedial action required to bring the Property into compliance;
- 6.2 Any Order issued pursuant to Section 7.1 of this bylaw shall be deemed to have been served upon the Owner or Occupant of the Property when the Order is:
- a) served personally upon the Owner or Occupant, or served upon any Person who is or appears to be 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.
- 6.3 The Owner or Occupant of a Property who has been served with an Order issued pursuant to this bylaw shall fully comply with the Notice within the time stated or within the time provided by an extension, not greater than seven (7) days given, in writing, by the Enforcement Officer.

- 6.4 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 approved by the Chief Administrative Officer; and
  - 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); and
  - c) Penalties issued under this bylaw shall be in accordance with Schedule "A" of this bylaw;
- 6.5 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 issued 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.
- 6.6 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 as provided by the *Municipal Government Act*, or any other law of the Province of Alberta, or any other Bylaw of the Village.
- 6.7 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 7 – GENERAL**

- 7.1 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.

## **SECTION 8 - SCHEDULE "A" MINIMUM AND SPECIFIED PENALTIES AND FEES**

- 8.1 The minimum and specified penalty for any violation of this bylaw is a fine in the amount of:
- a) First Offence – \$100.00

b) Second and subsequent offence - \$250.00

8.2 The Enforcement Officer, may at his/her discretion provide a written warning for a first offence, in lieu of a violation ticket.

Read a FIRST time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Read a SECOND time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Read a THIRD time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Linda Allred, Mayor

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Cynthia Vizzutti, Chief Administrative Officer

**VILLAGE OF GLENWOOD**  
**BYLAW # 266-2024**  
Off-Highway Vehicle Control Bylaw

A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF REGULATING THE OPERATION OF OFF-HIGHWAY VEHICLES  
WITHIN MUNICIPAL BOUNDARIES.

**WHEREAS**, pursuant to Alberta Regulation 319/2002 of the *Traffic Safety Act*, RSA 2000, Council may, by bylaw, authorize the use of Off-Highway Vehicles on roads and streets and alleys under its jurisdiction, direction, control and management; and

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of property;

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

**Part 1 – Short Title**

1. This bylaw may be cited as the “Off-Highway Vehicle Control Bylaw”.

**Part 2 – Interpretation and Application**

2. In this bylaw, unless the context otherwise requires:
  - a) “Highway means any thoroughfare, street, road, trail, avenue, parkway, lane, alley, bridge or causeway or other place or any part of any of them, publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles and includes;
    - i) a sidewalk, including a boulevard adjacent to a sidewalk,
    - ii) if a ditch lies adjacent to and parallel within the roadway, the ditch, and
    - iii) if a highway right of way is contained between fences or between a fence on one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place, declared by regulation, not to be a highway;
  - b) “Off-Highway Vehicle” or “OHV” means any motorised form of transportation built for cross country travel on land, snow, ice or marsh land such as, but not limited to:
    - i) all terrain vehicles (ATV);
    - ii) snow machines; and

- iii) side by sides;

but does not include:

- i) golf carts;
  - ii) riding lawn mowers;
  - iii) scooters;
  - iv) electric bikes;
  - v) mopeds, or
  - vi) any other vehicle which cannot be registered pursuant to the Operator Licencing and Vehicle Control Regulation;
- c) "Operate" means to drive, or be in actual physical control of an Off-Highway Vehicle;
  - d) "Operator" means the person operating or in physical control of an Off-Highway Vehicle;
  - e) "Operator's Licence" means an operator's licence issued pursuant to the *Traffic Safety Act* RSA 2000;
  - f) "Owner" means the person named as the registered owner of the Off-Highway Vehicle, or any person renting an Off-Highway Vehicle, or any person having the exclusive use of an Off-Highway Vehicle under a lease;
  - g) "Peace Officer" means:
    - a) A Police Officer appointed pursuant to the *Police Act*; or
    - b) A Peace Officer appointed pursuant to the *Peace Officer Act* whose appointment includes enforcement of municipal bylaws.
    - c) A Bylaw Enforcement Officer appointed pursuant to the *Municipal Government Act*, RSA 2000.
  - h) "Village" means the Village of Glenwood;
  - i) "Violation Ticket" means a ticket issued pursuant to this bylaw or Part 2 of the *Provincial Offences Procedure Act*, RSA 2000 as amended and any regulations thereunder.

### **Part 3 – Application and Operating Off-Highway Vehicles**

- 3.1 This Bylaw applies to highways under the direction, control and management of the Village.
- 3.2 A person may only operate an OHV in the Village:
  - a) on the right-hand side of the road;

- b) at a maximum speed of fifty (50) kilometers per hour, unless the posted speed limit is less than fifty (50) kilometers per hour;
- c) if travelling in single file with other OHV's;
- d) that is duly registered, insured and displays a valid licence plate;
- e) that is equipped with headlights, tail lights, exhaust muffler and other such equipment required by the *Off-Highway Vehicle Regulation*;
- f) if the Operator possesses a valid Alberta driver's licence;
- g) if the Operator and their passengers are wearing regulation safety helmets, subject to the *Vehicle Equipment Regulation (AR 122/2009)* and as required by the *Traffic Safety Act, RSA 2000, Section 128.1*; and
- h) in a manner that the operation of the OHV does not constitute a nuisance or danger to public safety.

#### **Part 4 – Exemptions**

- 4.1 A Peace Officer shall not be in contravention of this bylaw if operating an OHV while in the performance of their duties.
- 4.2 During an emergency, disaster, or search and rescue operation within the Village the provisions of this bylaw may be waived, suspended or varied by Council, the Chief Administrative Officer, the Peace Officer or the Director of Emergency Services.

#### **Part 5 – Authority of Peace Officers and Enforcement**

- 5.1 A Peace Officer is authorized and empowered to issue a Violation Ticket to any person the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 5.2 A Violation Ticket may be served as follows:
  - a) in person to the accused; or
  - b) by mail to the address of the registered Owner of the OHV, or the Operator of the OHV if they are not the registered Owner.
- 5.3 The Violation Ticket shall be as specified in Schedule "A" of this bylaw, or by a provincial ticket authorized to be issued by a Peace Officer.
- 5.4 The penalty for an offence covered under the Violation Ticket shall be as specified in Schedule "A" of this bylaw or under provincial statute.
- 5.5 A person who commits an offence under this bylaw may:
  - a) if a Violation Ticket is issued in respect of the offence; and
  - b) if a Violation Ticket specifies the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine.

- 5.6 A person who commits an offence under this bylaw shall have fourteen (14) days from the date of the issuance of the Violation Ticket to pay the fine to avoid prosecution.
- 5.7 Where a Violation Ticket has been issued and the penalty specified on the ticket has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to apply to the Courts to have the matter heard.

## **Part 6 – Penalties**

- 6.1 A person who contravenes or fails to comply with any provision of this bylaw is guilty of an offence and is liable to a fine in the amount of not less than that established in this bylaw and not exceeding \$1,000.00.
- 6.2 Without restricting the generality of Section 6.1 the fine amounts established for Violation Tickets are set out in Schedule “A” of this bylaw.

## **Part 7 – Owner Liability**

- 7.1 If an OHV is involved in an offence under this bylaw, the Owner is guilty of an offence.
- 7.2 Section 7.1 does not apply if the Owner satisfies the Court that, at the time the OHV was involved in the offence;
- a) The Owner of the OHV was not driving the OHV; and
  - b) the person operating or otherwise in control of the OHV, was operating or in control of the OHV without the Owner’s consent.

## **Part 8 – Enforceability of the Bylaw**

- 8.1 If any provision or portion of this bylaw shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this bylaw shall not be affected and thereby remain in force.

## **Part 9 – Repeal of Bylaw**

- 9.1 Bylaw 223-2008 is hereby repealed.



READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Mayor – Linda Allred**

\_\_\_\_\_  
**Chief Administrative Officer – Cynthia Vizzutti**

## Off- Highway Vehicle Control Bylaw 266 -2023

### Schedule "A"

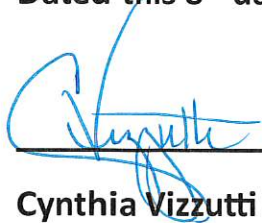
#### Violation Ticket Penalties

| <b>Section No.</b> | <b>Description</b>   | <b>Specified Penalty</b> |
|--------------------|--|--------------------------|
| Part 3(2)(a)       | Failure to operate OHV in right hand lane  | \$100.00                 |
| Part 3(2)(b)       | Operation of OHV in excess of 50 kilometers per hour or in excess of posted speed limit  | \$100.00                 |
| Part 3 (2)(c )     | Failure to operate OHV in a single file  | \$100.00                 |
| Part 3(2)(d)       | Unregistered OHV   | Traffic Safety Act       |
| Part 3(2)(d)       | Uninsured OHV  | Traffic Safety Act       |
| Part 3(2)(d)       | Failure to display licence plate on OHV  | \$200.00                 |
| Part 3(2)(e )      | Operate OHV without equipment required by regulations such as, but not limited to, headlights, tail lights and exhaust muffler | \$100.00                 |
| Part 3(2)(f)       | Un-licenced Operator of the OHV  | Traffic Safety Act       |
| Part 3(2)(g)       | Operator or passenger failure to wear a helmet   | OHV Act                  |
| Part 3(2)(h)       | Operate OHV as to cause a nuisance or a danger to public safety  | Traffic Safety Act       |

**CAO Report – February 8, 2024**

- 1. Update on Rink Status – there is \$5000 in LED Lighting sitting in the Change Rooms at the Rink Site. I have hired Whitton Electric to install the lights and the rope lighting at the site.**
- 2. Year end has been completed and forwarded to the Auditor for their review.**
- 3. The Ice Cream Parlor will be leased to Josh Jacobs for the 2024 Summer Season.**
- 4. A meeting was held with Mark from Candu Technologies and the Village will have to replace the auto-dialer system at the Water Plant in 2025. Cost is estimated at \$8000.**
- 5. Leor Stanley, with the Town of Cardston, is now a Special Constable. He is still providing Animal Control Services to the Village.**

**Dated this 8<sup>th</sup> day of February, 2024**



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**Cynthia Vizzutti CLGM, CTAJ**

**Chief Administrative Officer**

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2024-Jan-30  
5:32:27PM

| Cheque   |            | Vendor Name                            | Invoice #                     | Invoice Description  | Invoice Amount       | Cheque Amount |
|----------|------------|--|-------------------------------|--|----------------------|---------------|
| Cheque # | Date       |  |                               |  |                      |               |
| 20230371 | 2023-12-12 | RECORDXPRESS                           | 1122387                       | PAYMENT SHREDDING  | 49.39                | 49.39         |
| 20230372 | 2023-12-14 | PETERSON, MARK                         | NOV 1 2023                    | PAYMENT MILEAGE  | 133.28               | 133.28        |
| 20230373 | 2023-11-16 | FAT CITY BENEVOLANT ASSOCIATION        | E PRINCE 3040<br>EPRINCE 3050 | PAYMENT OVERPAYMENT WATER BILL<br>OVERPAYMENT UTILITY REFUND     | 69.00<br>69.00       | 138.00        |
| 20230374 | 2023-12-19 | HUNSPERGER, PERRY                      |                               |  |                      |               |
| 20230375 | 2023-12-19 | EDWARDS, JANET                         |                               |  |                      |               |
| 20230376 | 2023-12-19 | PETERSON, MARK                         |                               |  |                      |               |
| 20230377 | 2023-12-19 | ALLRED, LINDA                          |                               |  |                      |               |
| 20230378 | 2023-12-19 | WICKHORST, BRIAN T                     |                               |  |                      |               |
| 20230379 | 2023-12-19 | VIZZUTTI, CYNTHIA                      |                               |  |                      |               |
| 20230380 | 2023-12-19 | LYBBERT, DORAL                         |                               |  |                      |               |
| 20230381 | 2023-12-19 | ALLRED, LINDA                          | DEC 19 2023                   | PAYMENT MILEAGE  | 273.36               | 273.36        |
| 20230383 | 2023-12-19 | LYBBERT, DORAL                         | DEC 19 2023                   | PAYMENT MEETINGS AND MILEAGE                                     | 288.32               | 288.32        |
| 20230384 | 2023-12-19 | OLDMAN RIVER REGIONAL SERVICES COMM.   | 13774                         | PAYMENT SDAB-DA  | 1,823.37             | 1,823.37      |
| 20230385 | 2023-12-19 | PETERSON, MARK                         | DEC 14 2023                   | PAYMENT MILEAGE  | 123.48               | 123.48        |
| 20230386 | 2023-12-19 | VAN DULKEN, CHRIS                      | DEC 19 23                     | PAYMENT IT SERVICES  | 100.00               | 100.00        |
| 20230387 | 2023-12-19 | VIZZUTTI, CYNTHIA                      | DEC 19 2023                   | PAYMENT STAFF CHRISTMAS TURKEYS                                  | 168.90               | 168.90        |
| 20230388 | 2023-12-19 | WICKHORST, BRIAN                       | DEC 19 2023                   | PAYMENT MILEAGE  | 168.64               | 168.64        |
| 20230389 | 2023-12-19 | WILDE BROTHERS ENGINEERING LTD         | 208203<br>208204              | PAYMENT PROFESSIONAL ENGINEERING I<br>PROF ENGINEERING PROJ 3623 | 5,018.37<br>2,992.50 | 8,010.87      |
| 20230390 | 2023-12-21 | CARDSTON COUNTY                        | 23616/619                     | PAYMENT WATER OPS AND REGIONAL DEI                               | 546.70               | 546.70        |
| 20230391 | 2023-12-21 | NEXTGEN AUTOMATION, DIGITAL CONNECTION | DEC 19 STMT                   | PAYMENT PHOTOCOPY CHARGES  | 152.16               | 152.16        |
| 20230392 | 2023-12-21 | PINCHER CREEK CO-OP                    | 428935                        | PAYMENT ICE MELT, FUEL COND, SUPPLIE                             | 162.62               | 162.62        |
| 20230393 | 2023-12-21 | TOWN OF RAYMOND                        | 20230504/463                  | PAYMENT PAYROLL COSTS NOV AND DEC                                | 105.00               | 105.00        |
| 20240002 | 2023-12-28 | ALBERTA MUNICIPAL SERVICE CORPORATION  | 23-1051065B                   | PAYMENT UTILITIES  | 4,792.60             | 4,792.60      |
| 20240004 | 2024-01-09 | 1895017 ALBERTA LTD O/A WHITTON        | 547                           | PAYMENT SPRAY PARK REPAIRS                                       | 420.00               | 420.00        |
| 20240005 | 2024-01-09 | ATB FINANCIAL MASTERCARD               | dec 15, 2023                  | PAYMENT ATB CREDIT CARD  | 94.53                | 94.53         |
| 20240006 | 2024-01-09 | BECK'S EXCAVATING & TRUCKING LTD       | 3218                          | PAYMENT EXCAVATE AND REPAIR WATER I                              | 1,693.65             | 1,693.65      |
| 20240007 | 2024-01-09 | SKOIEN PROFESSIONAL CORPORATION        |                               | PAYMENT  |                      | 3,181.50      |

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2024-Jan-30  
5:32:27PM

| Cheque   |            | Vendor Name                            | Invoice #      | Invoice Description   | Invoice Amount     | Cheque Amount |
|----------|------------|--|----------------|---|--------------------|---------------|
| Cheque # | Date       |  |                |   |                    |               |
| 20240007 | 2024-01-09 | SKOIEN PROFESSIONAL CORPORATION        | 1108           | OCT - DEC ACCOUNTING SERVI  | 3,181.50           | 3,181.50      |
| 20240008 | 2024-01-09 | TELUS COMMUNICATIONS                   | Dec 17, 2023   | PAYMENT<br>PHONE CHARGES  | 273.99             | 273.99        |
| 20240009 | 2024-01-09 | TELUS MOBILITY                         | DEC 24, 2023   | PAYMENT<br>MOBILE PHONE   | 344.95             | 344.95        |
| 20240010 | 2024-01-09 | TOWN OF CARDSTON                       | DEC. 29, 2023  | PAYMENT<br>MAY - DEC ANIMAL CONTROL SE                            | 787.50             | 787.50        |
| 20240011 | 2024-01-09 | GOVERNMENT OF ALBERTA                  | DEC 31 2023    | PAYMENT<br>DRR  | 20.00              | 20.00         |
| 20240012 | 2024-01-11 | AMSC INSURANCE SERVICES LTD            | JANUARY/2024   | PAYMENT<br>AMSC BENEFITS  | 1,489.37           | 1,489.37      |
| 20240013 | 2024-01-11 | MICROAGE ALBERTA LTD.                  | 24188          | PAYMENT<br>EMAIL LICENCING 7 EMAILS                               | 837.90             | 837.90        |
| 20240014 | 2024-01-11 | VAN DULKEN, CHRIS                      | JAN 4          | PAYMENT<br>IT SERVICES  | 100.00             | 100.00        |
| 20240015 | 2024-01-11 | LGAA                                   | 03400          | PAYMENT<br>MEMBERSHIP   | 288.75             | 288.75        |
| 20240016 | 2024-01-11 | RECORDXPRESS                           | 1126731        | PAYMENT<br>SHREDDING DOCUMENTS                                    | 51.86              | 51.86         |
| 20240017 | 2024-01-11 | SOCIETY OF LOCAL GOVERNMENT MANAGERS   | 1120           | PAYMENT<br>MEMBERSHIP   | 425.00             | 425.00        |
| 20240018 | 2024-01-25 | HUNSPERGER, PERRY                      |                |   |                    |               |
| 20240019 | 2024-01-25 | EDWARDS, JANET                         |                |   |                    |               |
| 20240020 | 2024-01-25 | VIZZUTTI, CYNTHIAA                     |                |   |                    |               |
| 20240021 | 2024-01-30 | CATALIS TECHNOLOGIES CANADA LTD        | 434932a        | PAYMENT<br>SUPPORT SERVICES FOR 2023                              | 3,333.85           | 3,333.85      |
| 20240022 | 2024-01-30 | CARDSTON COUNTY                        | 23807<br>23810 | PAYMENT<br>REGIONAL DEM CONTRACT DEC<br>WATER OP FEES DECEMBER 20 | 66.70<br>480.00    | 546.70        |
| 20240023 | 2024-01-30 | TOWN OF RAYMOND                        | 20230514       | PAYMENT<br>KIM SUPPORT SERVICES                                   | 157.50             | 157.50        |
| 20240024 | 2024-01-30 | MONROE, ERICA                          | 2024 01 23     | PAYMENT<br>REFUND OF TWO CEMETERY PL                              | 240.00             | 240.00        |
| 20240025 | 2024-01-30 | ALBERTA MUNICIPAL SERVICE CORPORATION  | 24-1051490     | PAYMENT<br>POWER AND NATURAL GAS                                  | 5,927.43           | 5,927.43      |
| 20240026 | 2024-01-30 | ASSOCIATION OF ALBERTA MUNICIPALITIES  | RG202401-227   | PAYMENT<br>VILLAGE MEMBERSHIP 2024                                | 1,294.83           | 1,294.83      |
| 20240027 | 2024-01-30 | BARBARA MC NEIL & ASSOCIATES           | 7-21           | PAYMENT<br>MEDIATION SERVICES WATER C                             | 5,012.74           | 5,012.74      |
| 20240028 | 2024-01-30 | CHIEF MOUNTAIN GAS CO-OP LTD           | 42135          | PAYMENT<br>REPAIR HEATER AT OLD WELL S                            | 834.42             | 834.42        |
| 20240029 | 2024-01-30 | CHINOOK ARCH REGIONAL LIBRARY SYSTEM   | 922631         | PAYMENT<br>JAN-JUNE 2024 MEMBERSHIP                               | 1,373.52           | 1,373.52      |
| 20240030 | 2024-01-30 | EDWARDS, JANET                         | 2366348        | PAYMENT<br>KEYS CUT FOR OFFICE                                    | 10.48              | 10.48         |
| 20240031 | 2024-01-30 | NEXTGEN AUTOMATION, DIGITAL CONNECTION | 552721         | PAYMENT<br>PHOTOCOPY COSTS  | 51.89              | 51.89         |
| 20240032 | 2024-01-30 | OLDMAN RIVER REGIONAL SERVICES COMM.   | 13850<br>13893 | PAYMENT<br>FIRST QUARTER PLANNING FEE<br>GIS MEMBERSHIP           | 784.50<br>1,555.84 | 2,340.34      |

# VILLAGE OF GLENWOOD

## Cheque Listing For Council

2024-Jan-30  
5:32:27PM

| Cheque   |            |                              |               |                             | Invoice | Cheque |
|----------|------------|------------------------------|---------------|-----------------------------|---------|--------|
| Cheque # | Date       | Vendor Name                  | Invoice #     | Invoice Description         | Amount  | Amount |
| 20240033 | 2024-01-30 | TWINPRO INDUSTRIAL CHEMICALS |               | PAYMENT                     |         | 325.08 |
|          |            |                              | 37115/37117   | CHLORINE LESS DEPOSITS ON   | 325.08  |        |
| 20240034 | 2024-01-30 | VAN DULKEN, CHRIS            |               | PAYMENT                     |         | 100.00 |
|          |            |                              | JAN-16-IT     | IT-WEB PAGE SUPPORT         | 100.00  |        |
| 20240035 | 2024-01-30 | VIZZUTTI, CYNTHIA            |               | PAYMENT                     |         | 47.60  |
|          |            |                              | JAN 23 MILEAG | MILEAGE TO MEETING IN CARD! | 47.60   |        |

**Total 69,340.35**

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



## Memorandum

From: Honourable Matt Jones  
Minister

Our File Reference: AR 85593

Your File Reference:

To: Honourable Danielle Smith  
Premier of Alberta

Date: January 24, 2024

Telephone: 780-638-9400

All Government MLAs

Subject: **Meeting to Discuss Regional Economic Development Alliance Funding**

Alberta's government is committed to economic growth and values the regional economic development efforts led by important stakeholders across the province, including Regional Economic Development Alliances (REDAs).

As you know, my mandate letter instructed me to collaborate with partner organizations, including REDAs, to enhance wayfinding services and other business-attraction initiatives for investments under approximately \$50 million.

As representatives of your communities, I wanted to personally invite you to a presentation on the enhanced range of supports and resources that will be made available to REDAs in advance of my presentation to them directly. This meeting will include a brief demonstration of exciting new tools, resources, and incentives that will be provided to REDAs as well as a discussion on changes that will make local economic development funding more equitable and competitive project-based. During this transition, three years of record direct operational support will be available to REDAs on a matched basis.

My office will be in touch shortly to invite you to a virtual presentation on Wednesday, February 7, 2024, from 11:00 am to 12:00 pm. In addition, I will be meeting with the REDA Chairs on Thursday, February 15, 2024 from 1:00 pm to 2:30 pm, and extend an invitation to each of you to attend that meeting as well.

Thank you, and please let me know if you have any questions or comments.

Honourable Matt Jones



ALBERTA

JOBS, ECONOMY AND TRADE

Office of the Minister  
MLA, Calgary-South East

AR 85105

January 19, 2024

His Worship Jim Willett  
Mayor, Village of Coutts  
Chair, SouthGrow Regional Initiative  
[jimwillett@couttsalberta.com](mailto:jimwillett@couttsalberta.com)

Mr. Peter Casurella  
Executive Director, SouthGrow Regional Initiative  
PO Box 27068  
Lethbridge, AB T1K 6Z8  
[peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)

Dear Mayor Willett and Mr. Casurella:

Thank you for your August 2, 2023, letter outlining a proposed funding approach for Regional Economic Development Alliances (REDA) and for meeting with me and your fellow REDAs on September 26, 2023. As Minister of Jobs, Economy and Trade, I appreciate the work that your organization does on behalf of your membership. By working together, communities can seize opportunities and pursue a shared economic vision.

Alberta's government is committed to regional economic development and values the work of many stakeholders involved in this important work, including REDAs. To help optimize the use of provincial and local resources and create more targeted investments, my ministry is shifting to competitive, project-based economic development initiatives that recognize all actors in the regional economic development ecosystem. In the future, impactful projects delivered by collaborative partnerships will be a key aspect of our approach.

In recognition of the valued historical relationship with SouthGrow Regional Initiative, my ministry is offering a funding approach that will support your transition to becoming operationally self-sustaining. Over the next three fiscal years, transitional funding will be available to your organization for predictability, stability and support.

.../2



Mayor Jim Willett  
Mr. Peter Casurella

AR 85105

The funding will have the following conditions to ensure prudent use of public funds:

- for fiscal years 2024/2025 to 2026/2027, your organization may receive up to \$125,000 per year;
- annual funding will be based on membership revenues raised by your organization;
- for 2024/2025, funding will be based on the peak membership revenue collected by your organization in any of 2020/2021, 2021/2022 and 2022/2023 fiscal years for your organization to receive the maximum potential funding;
- funding will match membership revenues using a ratio of grant funding to membership revenue of 2:1 in 2024/2025, 1.5:1 in 2025/2026 and 1:1 in 2026/2027; and
- the proportion of annual grant funds used for project-based activities must represent at a minimum 25 per cent in 2025/2026 and 50 per cent in 2026/2027. There are no restrictions on use of the funds in 2024/2025.

In addition to this funding, an independent consultant will be available to work with your organization to help you plan and prepare for this transition away from operational support. Your organization may continue to apply for funding through available regional economic development initiatives or other Alberta government grant programs; however, further operational or direct funding to REDAs will not be available at the end of this three-year funding agreement.

Department staff will be in contact with you shortly to schedule a meeting that provides additional information on how to apply for this funding and access the consultant services. If you have questions in the meantime, please contact Ms. Merry Turtiak, Executive Director, Regional and Northern Economic Development, at 780-619-8311.

On behalf of Alberta's government, thank you for your important work. I wish you all the best in your future economic development efforts and continued success in supporting regional collaboration.

Sincerely,



Honourable Matt Jones  
Minister of Jobs, Economy and Trade

cc: Chris McPherson, Deputy Minister, Jobs, Economy and Trade  
Sylvia Lepki, Assistant Deputy Minister, Economic Development and Business Supports  
Merry Turtiak, Executive Director, Regional and Northern Economic Development  
Tammy Powell, Director, Regional Economic Development Services

January 25, 2024

RE: Minister Jones' Memo to Government MLAs



Fostering broad based economic prosperity through regional collaboration across rural Alberta

Dear Premier Smith and Government MLAs,

You will have received a memo dated January 24<sup>th</sup> from the Hon. Minister Jones regarding a meeting to discuss Regional Economic Development Alliance Funding. We were dismayed to see in this memo that the truth surrounding the conversation has been distorted and we are not confident you will receive an accurate briefing on the nature of our decades long partnership with the Government of Alberta nor the true impact of the ministry's current proposal. Please allow me to offer a few clarifying points, for which I am happy to produce receipts and supporting evidence from the careful records our association has preserved since our founding in 2004.

### **What is the nature and purpose of the partnership between the GOA and the REDAs?**

The partnership between the Government of Alberta and the municipalities on regional economic development work was started by the Ministry in the early 2000's to set up a model *for realizing Provincial economic development priorities*. The idea was that the government could get a lot more value for their money if they partnered with collections of municipalities within economic regions where communities had common interest. Government realized that opportunities within the rural regions were best understood and pursued by the people who live in those regions. The GOA's role has been to enable the partnerships, set the overall strategic direction, and provide support so that the regions can execute projects and programs which are specific to that region.

The result has been that most of rural Alberta is part of one of these partnerships wherein they routinely collaborate to deliver projects that unlock new opportunities. The collaborations themselves have been drivers of increased cooperation amongst municipalities and between various levels of government, and the projects tend to have very high leveraging ratios and included funding from municipalities, businesses, and the federal government which are applied to provincial priorities and outcomes that the Province has an interest in.

### **What has the partnership looked like in the past?**

Minister Jones has said in his letter to caucus that the proposal he has put forward constitutes 'record direct operational support' for the REDAs leading up to the cutoff. **This is false.**

Up until 2011, most of the REDAs were staffed and managed by Government employees from regional offices. They each had multiple employees and budgets that ranged between \$400 – \$500k.

In 2011 funding for the REDAs was cancelled, and the offices closed. The Municipalities at that time chose to carry on supporting the organizations and received project specific funding from the GOA. The

outcomes were not great and the REDAs struggled along until 2014 in which the regions collaborated with the GOA on an exploratory process called the 'REDA Renewal'. This process involved both a research project to profile the potential economic opportunity from renewing the partnership and conversations between the regions and the Government to set the direction for a re-invigorated partnership. Both parties were convinced that re-engaging as partners would be a wise course of action and agreements were signed that provided the REDAs with \$100,000 per year in operational support. As part of this agreement, the Government could dictate alignment with their own strategic plans and mandate reporting and certain outcomes from the regional organizations.

In 2016-2018, an additional project specific stream of funding called the REDA-CARES stream was created. The REDAs had to submit project plans to secure this additional funding. During the two fiscal years in this period, each REDA received \$200,000 in operational and project funding and returned significant value to the province for that investment.

In 2019-2020, Minister Fir moved to end the partnership with the regions under the sweeping budget cuts of that era. Our organizations reminded government of the recorded value and outcomes from our work and they backed down from completely ending the partnership, instead reducing their commitment to \$50,000 per year for 3 years. Our organizations continued their work during this period, demonstrating value and the situation rapidly turned around. In 2022 the GOA returned additional project funding to the REDAs with a one-time top up of \$25,000 for projects. **In 2023, Minister Brian Jean refunded the REDAs to \$125,000 per year in operational support and expressed strong government support for the value of the partnership.**

*"Nobody knows their local economy better than REDAs, which bring awareness of provincial and municipal initiatives," said Jean. "Each area has its own specific needs and goals, and this additional support will increase their ability to develop local solutions to economic needs while supporting the improvements that their region needs." – Minister Brian Jean*

**In 2022 and 2023 Minister Nate Horner also worked to develop the Economic Development in Rural Alberta Plan** after extensive consultations with REDAs on effective strategies that should be pursued in rural Alberta. This is an excellent document. This document extensively cites the need for regional collaboration to increase rural outcomes and puts the need to support regional collaborations as a primary focus.

*"...the EDRAP is not a plan for community development. Instead, the EDRAP focusses on strategies for sustainable economic development which emphasize regional collaboration and enhancing economic development capacity. Communities that work together can more optimally pool resources to pursue common issues and opportunities. Regional collaboration enables communities and other stakeholders to work together to achieve more strategic outcomes. Participating in a regional partnership mitigates a rural community's "grow on your own" challenge and maximizes the benefits of a collective experience." (EDRAP 7)*

The strategy has an entire Strategic Pillar (#5) dedicated to Rural Economic Development Capacity Building, which includes outcomes that are actively being supported by the REDAs, and **it specifically recommends "Continued collaboration and investment in Regional Economic Development Alliances." (EDRAP 14)**

Minster Jones was also given a mandate letter in the spring of 2023 that instructed him to ***“collaborate with partner organizations, including the REDAs, to enhance wayfinding services and other business-attraction initiatives for investments under approximately \$50 million.”***

The current 1-year partnership agreement with the Government of Alberta ends on March 31<sup>st</sup>, 2024. With all the above considerations in mind, the REDAs collectively submitted a proposal to the Minister suggesting that we enter into a 5-year continued agreement with the Government of Alberta which would include at least \$125,000 per year in direct operational support from the Government of Alberta and up to \$100,000 per year in investment attraction support to assist with the fulfillment of his mandate. We met with the Minister in Edmonton on September 26, 2023, to discuss these issues. The meeting was very positive, and **we were strongly led, by both the Minister and his staff, to expect a favorable negotiation and a satisfactory outcome so that we could get back to work.**

**On Friday January 19<sup>th</sup>, without any further conversation for consultation or feedback, we received the Minister’s proposal with a demand to sign by February 9<sup>th</sup>.**

The Ministry’s proposal is NOT the most generous funding model that the REDAs have ever been offered. The funding itself is the third highest level of funding in our 20-year history and is functionally a long walk off a short dock.

## **What is being proposed by the Ministry of Jobs, Economy, and Trade?**

I have attached the proposal from the Ministry for your consideration. They are looking to sustain funding for operational support for up to \$125,000 for three years, but with an accelerating matching requirement from the Municipal partners which caps out at 1:1 in year 3, after which there is no additional partnership. He has also offered an ‘independent consultant’ to work with our organizations to find a path to sustainability and has promised some shiny new tools from Edmonton to support our regional work.

## **So why is this all a problem?**

### **1. The Ministry has indicated that the GOA is going to stop partnering with the REDAs.**

Ministerial staff communicated this proposal to our organizations as a process to help us get off dependency on Government Funding. **Let me make it painfully clear.** We are not dependents of the government; **we are in partnership with the government.** Regional economic development IS in the best interests of the local municipalities, but the mandate to realize regional priorities rests with the Government of Alberta. We are in a partnership with the Government of Alberta, where they came to us and asked us to partner to realize outcomes for which they have a mandate. That mandate exists today not only in the Ministers own mandate letter, but also in the Economic Development in Rural Alberta Plan, and within the Governments general mandate to support economic development throughout the Province of Alberta without leaving the smallest and most rural and remote areas behind.

**The Ministry is proposing to exit this partnership and justify that his mandate has been fulfilled by working with the REDAs over the subsequent three years.**

**2. The Small REDAs will be unable to meet the matching requirements and are likely to die.**

REDAs like Alberta SouthWest have only 35,000 people. Under this formula, the REDA would move from having just shy of \$200,000 in base predictable funding from all sources, to less than \$100,000 from all sources in year 3. Subsequent to that they would go down to ~\$50,000 with which to carry on. The implication of course is another major downloading of costs onto municipalities to keep funding work for which the Government is supposed to be a partner. Our municipalities showed staunch support for the REDAs during the reduced funding from 2019 to 2022. In the case of SouthGrow, our municipalities doubled their commitment in the face of generational reductions to the funding they receive from Edmonton. ***They cannot and should not be asked to assume additional downloaded costs when the Government has such a plain mandate to continue partnering and support regional work in rural Alberta.***

**3. The Ministry has justified this move by claiming that the changes will 'make local economic development funding more equitable and competitive project-based'.** This is very mystifying to us. Our organizations represent the smallest communities and most rural and remote locations in the province. Village staff members often turn to our supporting services to help them with grant applications or to build and design local programs. We are their resource and by the fact that we exist, there is more equitable access from the smallest and most underserved areas of the province. The entire REDA program currently costs the Ministry \$1,125,000 to provide support and service to almost 250 communities. The Cities do not need access to that \$1,125,000 in order to continue their economic development work, but our small communities do need the supports and expertise that our organizations bring to them.

**4. We do not need 'exciting tools', we need a fully invested provincial partner, and the proposal from the Ministry has not identified any of these mentioned 'incentives'.** The REDAs themselves have created many of our own exciting tools over the past number of years. We've already heard that some of these tools duplicate what we ourselves have already invested in. We are unlikely to need any help from a 3<sup>rd</sup> party consultant to tell us how to sustain our organizations as this is a problem we've grappled with for decades. Whomever the poor consultant is will likely be paid very well to come and learn from us how to sustain a nonprofit in rural Alberta without contributing anything which we don't already know. Unless the Ministry has something new to offer that was not communicated to us already, this is all just sugar to try and make a bitter bill taste better.

**5. The Ministry has also cited that not all municipalities are part of REDAs as a major problem with the model. We see the solution to this issue not as the cancellation of the REDAs, but as an argument to further support them.** There are several 'holes in the map' but only two of them constitute an actual gap. Wood Buffalo is not part of a REDA, but they have one of the best funded economic development associations in the entire province due to their particular circumstances. There used to be REDAs around Edmonton and Calgary. Over the years they have evolved into Edmonton Global, and the informal partnership between the communities around Calgary. They are well funded and receive substantial funding from the GOA through other mechanisms. There is a legitimate gap along the West Yellowhead corridor where the idea of collaboration has never taken root despite efforts to try. There is another legitimate gap in the Lesser Slave Lake region

where a former REDA closed for a variety of unfortunate reasons. The Peace Region Economic Development Alliance has expanded to serve some of the communities in this area, and the Grizzly Regional Economic Alliance Society is well positioned to expand north and assist. Strong support for REDAs from the Government would help us to extend the benefits of collaboration to these communities and a very reasonable goal of the partnership could be to close these holes in the map so that all regions of the province have equitable support from a REDA in partnership with the Government.

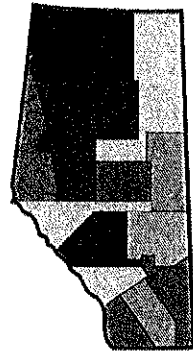
### So where do we go from here?

1. The Ministry's proposal to exit the partnership with the rural regions is off mission for the GOA and the mandate that they themselves have adopted. Exiting the partnership should simply not be an option given that the mandate exists, and the program is producing favorable outcomes.
2. The Ministry HAS in fact committed to funding up to \$125,000 per REDA for 3 years (with an unrealistic matching requirement for the smaller regions), so maybe that is somewhere we can start.
3. **The Ministry should amend their proposal so that it is inclusive and provides equitable support for both the small and large REDAs.** Our large REDAs have never indicated a problem with proportionally more support being given to our smaller friends out of the belief that the province's contribution sets the floor, and our municipal contributions account for differences in regional size and economic weight. **Translation:** The matching requirement should allow for small regions to participate at the same level as the larger ones.
4. **The Ministry should amend their proposal so that it provides multi-year certainty without a path to exiting the partnership.** Economic Development is a marathon, and regional projects are often multi-year. This kind of planning requires long-term certainty. To unlock and support our work, a 5-year agreement that spans provincial elections would be preferred. Our Municipalities need to know that the province is in this as a partner for the long term so that they can justify sustaining their own investment in the face of increasing financial pressures.
5. **The Ministry's proposal to provide a consultant should focus on helping REDA's achieve their potential.** There is room for growth and improving of outcomes in the REDA model. A qualified consultant could work with and analyze the opportunities present in each region and assist with identifying and realizing better outcomes. In a REDA like GROWTH Alberta to the north of Edmonton, the consultant could assist the REDA in expanding and communicating their value proposition to the communities formerly served by the Lesser Slave Lake Economic Association. In a place like SouthGrow, the consultant could help our team identify future opportunity forecasts and help us implement projects that set us up for the kind of success that we saw after we started working on renewable energy investment attraction in 2007.

- The Ministry should consult with the REDAs on what kind of tools would be useful for our regional work before investing significantly in their purchase or creation. We have not been consulted in this way, we have many ideas on what would be useful, and talking about it would only make sense.

Thank you for your consideration of these issues. Please do not hesitate to reach out to the REDAs with whom you have contact for more information. It would be our pleasure to bring a detailed presentation to you on our organizations and to specifically present to you the value that the Government of Alberta gets for their investment. It is significant and we would be happy to show you the outcomes that you have received through this partnership. We encourage you to attend the meeting between the REDAs and Minister Jones as per his invitation.

Prepared on behalf of the Regional Economic Development Alliances by Peter Casurella, Executive Director of the SouthGrow Regional Initiative



## Regional Economic Development Alliances In Alberta

Fostering broad based economic prosperity  
through regional collaboration across rural Alberta

