



VILLAGE OF GLENWOOD
Regular Council Meeting

Agenda

Glenwood Community Hall (90 Main Avenue)
Wednesday, April 10, 2024 7:00 p.m.

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of March 14, 2024
4. Delegations
5. Items for Discussion and/or Action:
 - a) Resolution to amend the appointment of Judith Layton to the Village of Glenwood Library Board from November 1, 2027 to November 1, 2026.
 - b) Cheque Listing - # 20240076 – 20240101
 - c) Revenues and Expense Report – Information Only
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.
8. Correspondence:
 - a) Letters from Municipal Affairs Minister McIver – Regulated Property Assessment Model Review
 - b) Letter Cardston & District FCSS - Invitation for Volunteer Appreciation Dinner Friday, April 19, 2024
 - c) Van Dans General Store - Round Cheese Cutter; request received from Antique dealer to purchase this item
 - d) Doug and Alita Pitcher, Glenwood Baseball - requesting \$500 donation toward a "flame cart" for weed control
9. Closed Session –
 - a) *Freedom of Information and Protection of Privacy Act* – Section 23(1)(a) Local public body confidences – draft legislation
 - b) *Freedom of Information and Protection of Privacy Act* – Section 24(1) Advice from Officials
10. Adjournment.

VILLAGE OF GLENWOOD
Thursday, March 14, 2024 Minutes

**The Minutes of the Regular Meeting of Council held at the Glenwood
Municipal Administration Building on Thursday, March 14, 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

<u>1. Call to Order</u>	Mayor Allred called the regular Council meeting of March 14, 2024 to Order at 7:00 pm.
<u>2. Agenda Approval</u> <u>2024.03.14.22</u>	Moved by Councillor Sandy Lybbert to approve the agenda, as presented. Carried.
<u>3. Minutes of February</u> <u>8, 2024 Regular Meeting</u> <u>2024.03.14.23</u>	Moved by Councillor Doral Lybbert to approve the minutes of the regular Council meeting of February 8, 2024 as presented. Carried.
<u>4.a) RCMP Quarterly</u> <u>Report</u>	Sgt. Wright presented the Quarterly Statistics for October 1, 2023 to December 31, 2023 to Council.
<u>5. a) Committee</u> <u>appointments</u> <u>2024.03.14.24</u>	Moved by Councillor Sandy Lybbert to approve the Council Committee appointments with the addition of Doral Lybbert, Sandy Lybbert and Brian Wickhorst to the Intermunicipal Development Committee with Cardston County. Carried.
<u>5. b) Library</u> <u>Appointment</u> <u>2024.03.14.25</u>	Moved by Mayor Allred to appoint Judith Layton to the Glenwood Library Board with the term being effective March 14, 2024 and ending November 1, 2027. Carried.
<u>5. c) Bylaw 256/2024</u> <u>Borrowing Bylaw</u> <u>2024.03.14.26</u>	Moved by Councillor Sandy Lybbert that Bylaw 256-2024 being a bylaw to provide for borrowing by a line of credit in the amount of \$100,000.00 and Mastercard borrowing up to \$10,000.00, be given first reading. Carried.
<u>2024.03.14.27</u>	Moved by Deputy Mayor Peterson that Bylaw 256-2024 be given second reading. Carried.
<u>2024.03.14.28</u>	Moved by Councillor Doral Lybbert that Bylaw 256-2024 be given three readings at this meeting. Carried Unanimous.
<u>2024.03.14.29</u>	Moved by Councillor Wickhorst that Bylaw 256-2024 be given third reading. Carried.
<u>5. c) Bylaw 245A-2024</u> <u>Rates, Fees and Charges</u> <u>2024.03.14.30</u>	Moved by Councillor Sandy Lybbert that Bylaw 245A-2024 being the Rates, Fees and Charges Bylaw be given first reading. Carried.
<u>2024.03.14.31</u>	Moved by Deputy Mayor Peterson that Bylaw 245A-2024 be given second reading. Carried.
<u>2024.03.14.32</u>	Moved by Councillor Doral Lybbert that Bylaw 245A-2024 be given three readings at this meeting. Carried Unanimous.
<u>2024.03.14.33</u>	Moved by Councillor Wickhorst that Bylaw 245A-2024 be given third reading. Carried.

5. e) Change of Council Meeting Dates
2024.03.14.34

Moved by Councillor Wickhorst the regular Council meetings shall be held on the 2nd Wednesday of each month, beginning at 7:00 p.m. starting April 10, 2024. **Carried.**

5. f) Cheque Listing for Council

Cheque Listing (Cheque Number 2024006 to 20240075) was presented to Council for their information.

Delegation – Brenda MacMillan – Viability Study Request

Brenda MacMillan stated Council, the CAO and the CFO are guilty of bullying, posturing, intimidation tactics, putting others down, lying, failure to follow proper code of conduct, ripping the well-being of the village apart, disrespecting people, unfriendly conversations and rule breaking. She stated Code of Conduct complaints could be, but have not yet been, filed against the Council, CAO and CFO.

Brenda MacMillan then asked for a viability study to be completed.

Financial Statements and Audit Report

Patrick Treadwell of MWG Chartered Professional Accountants presented the 2023 Audited Financial Statements to Council. Mr. Treadwell stated the statements fairly presented the position of the Village at December 31, 2023 and there were no concerns were expressed in the statements.

Hakon Skoien, CFO stated the Village has a surplus of \$110,000 for the year ending 2023.

6.a-e Council Reports

- a) Mayor Allred – Mayors and Reeves meeting again the drought was the topic. FCSS Meeting reviewed budgets.
- b) Deputy Mayor Peterson – no report
- c) Councillor Doral Lybbert – Cardston County Emergency Services – discussed quality management plan
- d) Councillor Sandy Lybbert – attended ASHA Conference where inequality of assessments and equalized assessments were discussed
- e) Councillor Brian Wickhorst attended the Chief Mountain Solid Waste Management meeting and said Spring Glen Park ready for the season

Financial Statements
2024.03.14.35

Moved by Mayor Allred to accept the 2023 Financial Statements as presented by MGW Chartered Accountants. **Carried.**

7. a) CAO Report

CAO Cynthia Vizzutti reported the new bulk station is installed, the new flooring is installed in the Community Hall, Cardston County is doing a great job of managing the Village water plant, Public Works Foreman Hunsperger is retiring December 31, 2024 and the new labels

8. a – b Correspondence

- a) Letter from Honourable Rick McIver regarding the 2024 Minister's Awards for Municipal and Public Library Excellence
- b) Letter from Honourable Rebecca Schulz regarding drought preparedness

9. a) In Closed Session
2024.03.14.36

Moved by Councillor Sandy Lybbert to go into Closed Session at 7:58 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.**

9. b) In Closed Session
2024.03.14.37

Moved by Councillor Sandy Lybbert to come out of In Closed Session at 9:35 p.m. **Carried.**

12. Adjournment
2024.03.14.38

Moved by Mayor Linda Allred to adjourn the meeting at 9:36 p.m.

Carried.

Meeting Chair

Chief Administrative Officer

VILLAGE OF GLENWOOD

Cheque Listing For Council

2024-Apr-9
9:29:38AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240076	2023-12-19	BARBARA MC NEIL & ASSOCIATES	DEC 2023	PAYMENT MEDIATION	4,505.50	4,505.50
20240077	2024-03-21	CUMMINS CANADA LLC	BQ-37875	PAYMENT GENERATOR MAINTENANCE	2,152.26	2,152.26
20240078	2024-03-21	JOHNSON, DEBRA	2024-03-19	PAYMENT CEMETERY PLOT REFUND	200.00	200.00
20240079	2024-03-21	PINCHER CREEK CO-OP	117057 32923	PAYMENT FUEL HARDWARE FOR SKATING RINK	25.18 18.03	43.21
20240080	2024-03-21	ALBERTA BROOM & CLEANING SUPPLIES	54919	PAYMENT FLOOR MOP FOR COM HALL	5,536.38	5,536.38
20240081	2024-03-21	CHIEF MOUNTAIN REG. SOLID WASTE AUTH.	3558	PAYMENT 1ST HALF OF ANNUAL REQUISIT	4,935.92	4,935.92
20240082	2024-03-21	CITY OF LETHBRIDGE- FIRE ADMINISTRATION	77230	PAYMENT Q1 FIRE DISPATCH SERVICES 20	373.47	373.47
20240083	2024-03-21	NEXTGEN AUTOMATION, DIGITAL CONNECTION	566942	PAYMENT PHOTOCOPYING	27.51	27.51
20240084	2024-03-21	OLDMAN RIVER REGIONAL SERVICES COMM.	14021	PAYMENT APR 1 - JUNE 30 PLANNING SER	784.50	784.50
20240085	2024-03-21	RECORDXPRESS	1139211	PAYMENT ON SITE SHREDDING	51.86	51.86
20240086	2024-03-21	STEIGER FLOORING SOLUTIONS	2024-03-11	PAYMENT COM HALL FLOORING	1,286.25	1,286.25
20240087	2024-03-21	TOWN OF RAYMOND	20240129	PAYMENT ADMIN SERVICE	196.88	196.88
20240088	2024-03-21	VIZZUTTI, CYNTHIA	2024-03-14	PAYMENT MILEAGE	47.60	47.60
20240089	2024-03-15	TELUS MOBILITY	2024.02.24	PAYMENT ADMIN AND PUBLIC WORKS CEI	303.04	303.04
20240090	2024-03-28	HUNSPERGER, PERRY				
20240091	2024-03-28	EDWARDS, JANET				
20240092	2024-03-28	ALLRED, LINDA				
20240093	2024-03-28	WICKHORST, BRIAN T				
20240094	2024-03-28	VIZZUTTI, CYNTHIA A				
20240095	2024-03-28	ALBERTA BROOM & CLEANING SUPPLIES	54919 - 2	PAYMENT FLOOR MOP FOR COM HALL	5,536.38	5,536.38
20240096	2024-03-28	ALBERTA MUNICIPAL SERVICE CORPORATION	24-1052442	PAYMENT POWER AND GAS UTILITIES	3,648.54	3,648.54
20240097	2024-03-28	ALLRED, LINDA	JAN-MAR 2024	PAYMENT JAN TO MARCH MILEAGE	486.86	486.86
20240098	2024-03-28	CARDSTON COUNTY	23912 23915	PAYMENT FEB 2024 DEM CONTRACT FEB 2024 WATER OP FEES	66.70 2,708.34	2,775.04
20240099	2024-03-28	VAN DULKEN, CHRIS	MAR 26 2024	PAYMENT IT	50.00	50.00
20240100	2024-03-28	WICKHORST, BRIAN	JAN-MAR	PAYMENT JAN-MAR MILEAGE	248.88	248.88
20240101	2024-03-28	WORKER'S COMPENSATION BOARD - ALBERTA	27036642	PAYMENT MONTHLY INSTALLMENT	1,169.23	1,169.23

VILLAGE OF GLENWOOD

Cheque Listing For Council

2024-Apr-9
9:29:38AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount

Total 44,285.78

*** End of Report ***

VILLAGE OF GLENWOOD
2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Tax Revenue						
1-00-00-00-102	Taxes - Chinook Foundation	(5,707.68)	(5,800.00)	0.00	0.00	0.00
1-00-00-00-103	Taxes - Non-Residential	(36,703.76)	(39,500.00)	0.00	0.00	0.00
1-00-00-00-105	Taxes - Linear	(16,471.82)	(15,500.00)	0.00	0.00	0.00
1-00-00-00-108	Taxes - Residential	(262,366.83)	0.00	0.00	0.00	0.00
*	TOTAL Tax Revenue	(321,250.09)	(60,800.00)	0.00	0.00	0.00
General Government Revenue						
1-00-00-00-590	Other Revenue from Own Sources	(5,788.12)	(300.00)	0.00	0.00	0.00
1-12-00-00-410	Photocopy,Fax, etc Revenue	(1,765.77)	(180.00)	(102.50)	56.94	0.00
1-12-00-00-433	Assessment Appeal Deposit	0.00	(100.00)	0.00	0.00	0.00
1-12-00-00-525	License - Business	(320.00)	(240.00)	(440.00)	183.33	0.00
1-12-00-00-561	Xplornet	(3,010.26)	(2,900.00)	(555.54)	19.15	0.00
1-00-00-00-510	Taxes - Penalties & Costs	(5,541.05)	(3,200.00)	(2,027.23)	63.35	0.00
1-00-00-00-541	Franchise & Concession ATCO Revenue	(21,931.00)	0.00	(6,035.04)	0.00	0.00
1-00-00-00-550	Return on Investments	(29,384.60)	(30,000.00)	(6,226.35)	20.75	0.00
1-00-00-00-591	Glenwood Gleanings Advertising	(495.84)	0.00	0.00	0.00	0.00
1-12-00-00-520	License - Dog	(540.00)	(200.00)	(140.00)	70.00	0.00
*	TOTAL General Gov't Revenue	(68,776.64)	(37,120.00)	(15,526.66)	41.83	0.00
Operating Grant Revenue						
1-00-00-00-748	Grant Misc	(75,056.00)	0.00	(53.36)	0.00	0.00
1-00-00-00-843	Grant - MSI Operational	(62,126.00)	(62,000.00)	0.00	0.00	0.00
*	TOTAL Operating Grant Revenue	(137,182.00)	(62,000.00)	(53.36)	0.09	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Protective Services Revenue						
1-00-00-00-00-990	Other Rev - NSF, Fines, Lease	0.00	(200.00)	(200.00)	100.00	0.00
*	TOTAL Protective Services Rev	0.00	(200.00)	(200.00)	100.00	0.00
Transportation Service Revenue						
1-30-00-00-00-410	Equipment Pool Revenue	0.00	(200.00)	0.00	0.00	0.00
1-32-00-00-00-591	Snow Removal Roads & Streets	(280.00)	(100.00)	0.00	0.00	0.00
*	TOTAL Trans Service Revenue	(280.00)	(300.00)	0.00	0.00	0.00
Water Revenue						
1-41-00-00-00-121	Water On/Off Fee	(360.00)	(100.00)	(30.00)	30.00	0.00
1-41-00-00-00-410	Sales - Water	(75,496.95)	(88,100.00)	(12,615.02)	14.31	0.00
1-41-00-00-00-411	Water - Bulk Sales	(6,867.08)	(4,000.00)	(621.80)	15.54	0.00
1-41-00-00-00-510	Water - Penalties & Costs	(1,271.80)	(500.00)	(136.41)	27.28	0.00
*	TOTAL Water Revenue	(83,995.83)	(92,700.00)	(13,403.23)	14.46	0.00
Irrigation Revenue						
1-40-00-00-00-410	Sales - Irrigation	(21,177.76)	(21,600.00)	(3,485.08)	16.13	0.00
*	TOTAL Irrigation Revenue	(21,177.76)	(21,600.00)	(3,485.08)	16.13	0.00
Sewer Revenue						
1-42-00-00-00-120	Sewer Connection Install	0.00	(32,900.00)	0.00	0.00	0.00
1-42-00-00-00-410	Sales - Sewer	(24,436.20)	0.00	(5,076.00)	0.00	0.00
1-42-00-00-00-411	Sales - Sewer RV Dumping Station	(4,083.20)	0.00	(121.00)	0.00	0.00
1-42-00-00-00-412	Sewer RV Campground Agreements	(500.00)	(2,000.00)	0.00	0.00	0.00
*	TOTAL Sewer Revenue	(29,019.40)	(34,900.00)	(5,197.00)	14.89	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Waste Management Revenue						
1-43-00-00-00-410	Sales - Solid Waste	(14,210.40)	(16,900.00)	(2,788.00)	16.49	0.00
*	TOTAL Waste Mgmt Rev	(14,210.40)	(16,900.00)	(2,788.00)	16.50	0.00
Cemetery Revenue						
1-56-00-00-00-410	Cemetery - Plots & Fees	(240.00)	(600.00)	0.00	0.00	0.00
1-56-00-00-00-420	Cemetery - Donations	0.00	(500.00)	0.00	0.00	0.00
1-56-00-00-00-430	Cemetery County Contribution	0.00	(1,175.00)	(1,848.16)	157.29	0.00
*	TOTAL Cemetery Revenue	(240.00)	(2,275.00)	(1,848.16)	81.24	0.00
Recreation & Culture Revenue						
1-74-02-00-00-560	Rentals Community Hall	(3,800.00)	(500.00)	(1,200.00)	240.00	0.00
1-72-00-00-00-410	Sales & Services - Recreation	(3,264.52)	(100.00)	0.00	0.00	0.00
1-74-03-00-00-474	Pioneer Parlour Revenue	(3,000.00)	(3,000.00)	0.00	0.00	0.00
1-74-04-00-00-410	Pioneer Days funds-fireworks donations	(1,948.65)	(3,000.00)	0.00	0.00	0.00
1-74-05-00-00-474	Post Office Rental Revenue	(1,600.00)	(2,400.00)	(1,400.00)	58.33	0.00
1-72-00-00-00-840	Recreation Requisition	(6,960.00)	(6,000.00)	0.00	0.00	0.00
*	TOTAL Rec & Culture Rev	(20,573.17)	(15,000.00)	(2,600.00)	17.33	0.00
Planning & Development Revenue						
1-12-00-00-00-490	Permit - Dev/Compliance	(960.00)	(200.00)	(260.00)	130.00	0.00
1-95-00-00-00-763	Transfers From Reserves - Capital	(275.00)	0.00	0.00	0.00	0.00
*	TOTAL Planning & Development R	(1,235.00)	(200.00)	(260.00)	130.00	0.00
**	TOTAL Revenue	(697,940.29)	(343,995.00)	(45,361.49)	13.19	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Council Expenses						
2-11-00-00-00-153	Council Honorariums	7,850.00	11,000.00	800.00	7.27	0.00
2-11-00-00-00-213	Council Travel	4,972.29	3,000.00	700.71	23.35	0.00
2-11-00-00-00-520	Council Misc	1,883.03	6,500.00	1,343.17	20.66	0.00
* TOTAL Council Expenses		14,705.32	20,500.00	2,843.88	13.87	0.00
Administration Expenses						
2-12-00-00-00-110	Salaries & Wages Admin	78,120.26	75,800.00	18,684.87	24.65	0.00
2-12-00-00-00-113	Travel & Training - CAO	734.18	4,000.00	92.93	2.32	0.00
2-12-00-00-00-130	Employer Source Deductions Admin	2,516.91	0.00	442.94	0.00	0.00
2-12-00-00-00-131	Employer Benefit Deductions Admin	3,588.85	10,100.00	7,295.36	72.23	0.00
2-12-00-00-00-142	Workers Compensation Admin	3,093.34	0.00	1,169.23	0.00	0.00
2-12-00-00-00-215	Phone & Fax Admin	3,199.17	3,000.00	761.64	25.38	0.00
2-12-00-00-00-220	Advert, Printing, Memberships Admin	6,512.38	4,700.00	1,268.59	26.99	0.00
2-12-00-00-00-230	Professional & Consulting Admin	50,030.74	38,600.00	4,592.78	11.89	0.00
2-12-00-00-00-235	Postage & Freight Admin	2,106.96	1,500.00	168.69	11.24	0.00
2-12-00-00-00-270	Misc Expense Admin	2,266.01	600.00	0.00	0.00	0.00
2-12-00-00-00-274	Insurance Admin	18,895.00	18,900.00	5,971.00	31.59	0.00
2-12-00-00-00-280	Reg Fees Land Titles	195.00	200.00	40.20	20.10	0.00
2-12-00-00-00-290	Office Bldg Maintenance Admin	665.96	800.00	1,547.22	193.40	0.00
2-12-00-00-00-300	Assessor Fees Admin	8,625.00	0.00	2,300.00	0.00	0.00
2-12-00-00-00-510	Office Expense Admin	3,165.06	2,750.00	428.00	15.56	0.00
2-12-00-00-00-520	IT Expenses	6,810.00	5,500.00	200.00	3.63	0.00
2-12-00-00-00-540	Administration Utilities Power	550.22	3,300.00	920.04	27.88	0.00
2-12-00-00-00-541	Administration Utilities Gas	1,586.91	1,900.00	382.57	20.13	0.00
2-12-00-00-00-810	Bank Charges Admin	1,542.27	2,750.00	373.14	13.56	0.00
2-12-00-00-00-999	Adm - Amortization	239,257.14	192,400.00	0.00	0.00	0.00
* TOTAL Administration Expenses		433,461.36	366,800.00	46,639.20	12.72	0.00

VILLAGE OF GLENWOOD
2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Protective Services Expenses						
2-23-00-00-00-130	Employer source deduction Fire	0.00	50.00	0.00	0.00	0.00
2-23-00-00-00-270	Fire Misc	0.00	1,000.00	0.00	0.00	0.00
2-23-00-00-00-510	Fire Goods & Supplies	0.00	50.00	0.00	0.00	0.00
2-23-00-00-00-540	Fire Utilities Power	2,488.15	2,600.00	627.15	24.12	0.00
2-23-00-00-00-541	Fire Utilities Gas	2,093.17	0.00	987.01	0.00	0.00
2-23-00-00-00-750	Fire Requisition	5,970.16	6,200.00	7,259.96	117.09	0.00
2-23-00-00-00-760	Fire Dispatch Services	1,451.40	1,500.00	373.47	24.89	0.00
2-23-00-00-00-770	Victim Services	0.00	500.00	0.00	0.00	0.00
2-23-00-00-00-260	Emergency Management Goods and Services	1,500.40	1,300.00	133.40	10.26	0.00
2-21-00-00-00-250	Animal Control Contracted Services	750.00	3,000.00	435.00	14.50	0.00
* TOTAL Protective Services Exp		14,253.28	16,200.00	9,815.99	60.59	0.00
Shop Expenses						
2-30-00-00-00-110	Salaries & Wages Equip Pool	3,855.08	1,400.00	1,343.75	95.98	0.00
2-30-00-00-00-130	Employer Source Deductions Equip Pool	304.68	100.00	105.82	105.82	0.00
2-30-00-00-00-131	Employer Benefit Deductions Equip Pool	1,196.43	100.00	326.72	326.72	0.00
2-31-00-00-00-110	Village Maintenance Wages	22,680.08	9,800.00	4,959.31	50.60	0.00
2-31-00-00-00-130	Employer Source Deductions V-Main	1,515.40	400.00	387.66	96.91	0.00
2-31-00-00-00-131	Employer Benefits Vlg Maint	1,330.91	0.00	490.86	0.00	0.00
2-31-00-00-00-250	Vlg Maint Contracted Services	0.00	2,000.00	0.00	0.00	0.00
2-31-00-00-00-510	Vlg Maint Tools, Hardware, Op	130.87	2,000.00	0.00	0.00	0.00
2-31-00-00-00-524	Vlg Maint Equip Supplies	155.23	2,000.00	0.00	0.00	0.00
2-31-00-00-00-526	Vlg Maint Equip Supply Tractor	329.12	800.00	0.00	0.00	0.00
2-31-00-00-00-527	Vlg Maint Fuel	371.40	3,400.00	23.98	0.70	0.00
2-31-00-00-00-550	Safety Gear	162.00	500.00	0.00	0.00	0.00
2-32-00-00-00-217	Cell Phone Foreman	852.50	900.00	341.69	37.96	0.00
* TOTAL Shop Expenses		32,883.70	23,400.00	7,979.79	34.10	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Road & Street Expenses						
2-32-00-00-00-110	Salaries & Wages Streets & Roads	12,400.56	14,600.00	1,718.75	11.77	0.00
2-32-00-00-00-130	Employer Source Deduct Streets & Roads	1,115.13	700.00	135.37	19.33	0.00
2-32-00-00-00-131	Employer Benefit Deduct Streets & Roads	1,574.46	900.00	342.52	38.05	0.00
2-32-00-00-00-250	Streets & Roads Contracted Services	0.00	500.00	0.00	0.00	0.00
2-32-00-00-00-260	Streets & Roads Goods & Servcies	3,408.86	2,500.00	300.00	12.00	0.00
2-32-00-00-00-530	Streets & Roads Maint Materials	68.30	1,000.00	0.00	0.00	0.00
2-32-00-00-00-540	Streetlights	17,664.48	15,400.00	3,478.73	22.58	0.00
* TOTAL Road & Street Expenses		36,231.79	35,600.00	5,975.37	16.78	0.00
Irrigation Expenses						
2-40-00-00-00-110	Salaries & Wages Irrigation	4,960.24	9,800.00	687.50	7.01	0.00
2-40-00-00-00-250	Irrg System Contracted Services	0.00	500.00	0.00	0.00	0.00
2-40-00-00-00-252	Irrg System Maint	276.25	750.00	0.00	0.00	0.00
2-40-00-00-00-540	Irrg System Utilities Power	5,174.97	4,100.00	40.19	0.98	0.00
2-98-00-00-00-108	Req United Irrigation Dist	5,124.79	5,400.00	0.00	0.00	0.00
* TOTAL Irrigation Expenses		15,536.25	20,550.00	727.69	3.54	0.00
Water Expenses						
2-41-00-00-00-110	Salaries & Wages Water	22,018.16	19,400.00	5,374.99	27.70	0.00
2-41-00-00-00-130	Employer Source Deductions Water	1,350.26	3,000.00	259.66	8.65	0.00
2-41-00-00-00-131	Employer Benefit Deductions Water	5,209.63	5,400.00	2,276.57	42.15	0.00
2-41-00-00-00-210	Water - Seminars & Travel	120.88	1,500.00	0.00	0.00	0.00
2-41-00-00-00-215	Telephone Water Plant	1,370.83	1,100.00	227.18	20.65	0.00
2-41-00-00-00-250	Water Supply Contracted Services	24,127.78	31,275.00	10,651.02	34.05	0.00
2-41-00-00-00-252	Water Supply Maint	2,062.00	3,000.00	5,365.36	178.84	0.00
2-41-00-00-00-270	Water Supply Misc	154.54	1,500.00	309.60	20.64	0.00
2-41-00-00-00-510	Water Supply Goods & Service	10,057.83	6,500.00	202.99	3.12	0.00
2-41-00-00-00-540	Water Supply Utilities Power	13,298.91	14,900.00	3,208.05	21.53	0.00
2-41-00-00-00-541	Water Supply Utilities Gas	3,445.69	4,300.00	1,163.87	27.06	0.00
* TOTAL Water Expenses		83,216.51	91,875.00	29,039.29	31.61	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Sewer Expenses						
2-42-00-00-00-110	Salaries & Wages Sewer	10,264.00	14,600.00	3,343.75	22.90	0.00
2-42-00-00-00-130	Employer Source Deductions Sewer	325.33	2,000.00	100.00	5.00	0.00
2-42-00-00-00-131	Employer Benefit Deductions Sewer	3,865.70	4,200.00	1,966.74	46.82	0.00
2-42-00-00-00-250	Sewer Contracted Services	4,997.00	17,375.00	1,333.00	7.67	0.00
2-42-00-00-00-510	Sewer Goods & Services	140.00	250.00	0.00	0.00	0.00
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* TOTAL Sewer Expenses		19,592.03	38,425.00	6,743.49	17.55	0.00
Waste Management Expenses						
2-43-00-00-00-250	Solid Waste Contracted Services	162.95	250.00	0.00	0.00	0.00
2-43-00-00-00-510	Solid Waste Goods & Services	74.21	250.00	0.00	0.00	0.00
2-43-00-00-00-750	Solid Waste Requisition - CMRSWA	9,584.28	9,800.00	4,935.92	50.36	0.00
2-43-00-00-00-752	Requisition - County Transfer Station	5,156.46	5,300.00	0.00	0.00	0.00
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* TOTAL Waste Mgmt Expenses		14,977.90	15,600.00	4,935.92	31.64	0.00
Cemetery Expenses						
2-56-00-00-00-110	Salaries & Wages Cemetery	2,480.08	1,400.00	343.75	24.55	0.00
2-56-00-00-00-510	Cemetery Goods & Services	8.80	250.00	0.00	0.00	0.00
2-56-00-00-00-540	Cemetery Utilities Power	1,005.62	1,300.00	331.79	25.52	0.00
2-56-00-00-00-620	Cemetery Transfer to Reserves	0.00	500.00	0.00	0.00	0.00
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* TOTAL Cemetery Expenses		3,494.50	3,450.00	675.54	19.58	0.00
Planning & Development Expense						
2-76-00-00-00-250	Development Contracted Services	2,248.37	500.00	0.00	0.00	0.00
2-76-00-00-00-251	Planning - GIS	2,321.30	1,730.00	2,340.34	135.27	0.00
2-76-00-00-00-252	ORRSC Requisition	2,853.49	5,700.00	784.50	13.76	0.00
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* TOTAL Planning & Dev Expenses		7,423.16	7,930.00	3,124.84	39.41	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Parks & Recreation Expenses						
2-62-00-00-00-201	Community Service Misc	97.62	500.00	21.52	4.30	0.00
2-74-04-00-00-510	Pioneer Days Fireworks	4,952.38	3,000.00	0.00	0.00	0.00
2-72-00-00-00-110	Salaries & Wages Parks & Rec	2,615.40	0.00	343.75	0.00	0.00
2-72-00-00-00-725	Recreation Expenses (Vlg USE ONLY)	6,709.52	1,500.00	17.17	1.14	0.00
2-72-00-00-00-540	Recreation Utilities Power	924.92	1,300.00	388.56	29.88	0.00
2-72-00-00-00-541	Recreation Utilities Gas	649.73	1,100.00	575.74	52.34	0.00
* TOTAL Parks & Rec Expenses		15,949.57	7,400.00	1,346.74	18.20	0.00
Library Expenses						
2-74-01-00-00-510	Library Goods and Services	100.89	500.00	0.00	0.00	0.00
2-74-01-00-00-750	Library Society Operating Support	15,000.00	15,000.00	0.00	0.00	0.00
2-74-01-00-00-771	Requisition Chinook Arch Library	2,677.20	3,100.00	1,373.52	44.30	0.00
* TOTAL Library Expenses		17,778.09	18,600.00	1,373.52	7.38	0.00
Community Hall Expenses						
2-74-02-00-00-110	Salaries and Wages Community Hall	0.00	1,900.00	0.00	0.00	0.00
2-74-02-00-00-250	Community Hall Contracted Service	1,910.00	500.00	430.00	86.00	0.00
2-74-02-00-00-510	Community Hall Goods & Service	680.18	1,000.00	114.43	11.44	0.00
2-74-02-00-00-540	Community Hall Utilities Power	2,832.82	2,900.00	1,273.49	43.91	0.00
2-74-02-00-00-541	Community Hall Utilities Gas	1,211.65	1,700.00	105.33	6.19	0.00
* TOTAL Community Hall Expenses		6,634.65	8,000.00	1,923.25	24.04	0.00
Pioneer Parlour Expenses						
2-74-03-00-00-510	Pioneer Parlour Goods & Services	100.89	500.00	0.00	0.00	0.00
2-74-03-00-00-540	Pioneer Parlour Utilities Power	1,947.80	2,400.00	331.25	13.80	0.00
2-74-03-00-00-541	Pioneer Parlour Utilities Gas	1,570.21	0.00	437.49	0.00	0.00
* TOTAL Pioneer Parlour Expenses		3,618.90	2,900.00	768.74	26.51	0.00
Post Office Expenses						
* TOTAL Post Office Exp		0.00	0.00	0.00	0.00	0.00
Community Support Requisitions						

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
2-26-00-00-00-100	Requisition - Policing	3,693.50	18,000.00	18,119.00	100.66	0.00
2-62-00-00-00-208	Spring Glen Park Req/Exp/Donate	1,500.00	1,500.00	0.00	0.00	0.00
2-62-00-00-00-209	Com Services: Glenwood Seniors Req	500.00	500.00	0.00	0.00	0.00
2-62-00-00-00-210	Com Services: FCSS Requisition	2,528.55	2,600.00	0.00	0.00	0.00
2-62-00-00-00-750	Com Services: Farm Safety Ctr Donation	0.00	300.00	0.00	0.00	0.00
2-72-00-00-00-750	Recreation Brd Expenses (Vlg DON'T USE)	0.00	500.00	0.00	0.00	0.00
2-98-00-00-00-102	Req Chinook Foundation	5,718.76	5,800.00	0.00	0.00	0.00
2-98-00-00-00-115	Req School Foundation	75,833.57	77,300.00	0.00	0.00	0.00
2-12-00-00-00-763	Operating Transfer to Reserves	0.00	19,665.00	0.00	0.00	0.00
*	TOTAL Community Support Requis	89,774.38	126,165.00	18,119.00	14.36	0.00
**	TOTAL Expenses	809,531.39	803,395.00	142,032.25	17.68	0.00
***	TOTAL Revenues Over Expenses	111,591.10	459,400.00	96,670.76	21.04	0.00

VILLAGE OF GLENWOOD

2024 Operating & Capital BUDGET to ACTUAL

General Ledger	Description	2023 Actual	2024 Budget	2024 Actual	2024 % Variance	2025 Budget
Capital Grants Revenue						
1-00-00-00-842	Grant - MSI Capital	(442,523.20)	(184,000.00)	0.00	0.00	0.00
1-00-00-00-846	Grants - CCBF	0.00	(50,000.00)	0.00	0.00	0.00
* TOTAL Cap Grants Rev		(442,523.20)	(234,000.00)	0.00	0.00	0.00
** TOTAL CAPITAL REVENUE		(442,523.20)	(234,000.00)	0.00	0.00	0.00
Capital Expenses						
2-12-00-00-762	Admin - Transfer to Capital	0.00	10,000.00	0.00	0.00	0.00
2-31-00-00-762	Vlg Maint - Transfer to Capital	0.00	14,000.00	0.00	0.00	0.00
2-32-00-00-762	Strts & Rds - Transfer to Capital	0.00	200,000.00	0.00	0.00	0.00
2-41-00-00-762	Water - Transfer to Capital	0.00	0.00	14,173.00	0.00	0.00
2-42-00-00-762	Sewer - Transfer to Capital	0.00	10,000.00	0.00	0.00	0.00
2-71-00-00-762	Parks & Recreation - Transfer to Capital	0.00	265,000.00	9,193.93	3.46	0.00
* TOTAL Capital Expenses		0.00	499,000.00	23,366.93	4.68	0.00
** TOTAL CAPITAL EXPENSES		0.00	499,000.00	23,366.93	4.68	0.00
*** Revenues Over Expense/Capital		(442,523.20)	265,000.00	23,366.93	8.82	0.00

*** End of Report ***



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

.../2

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

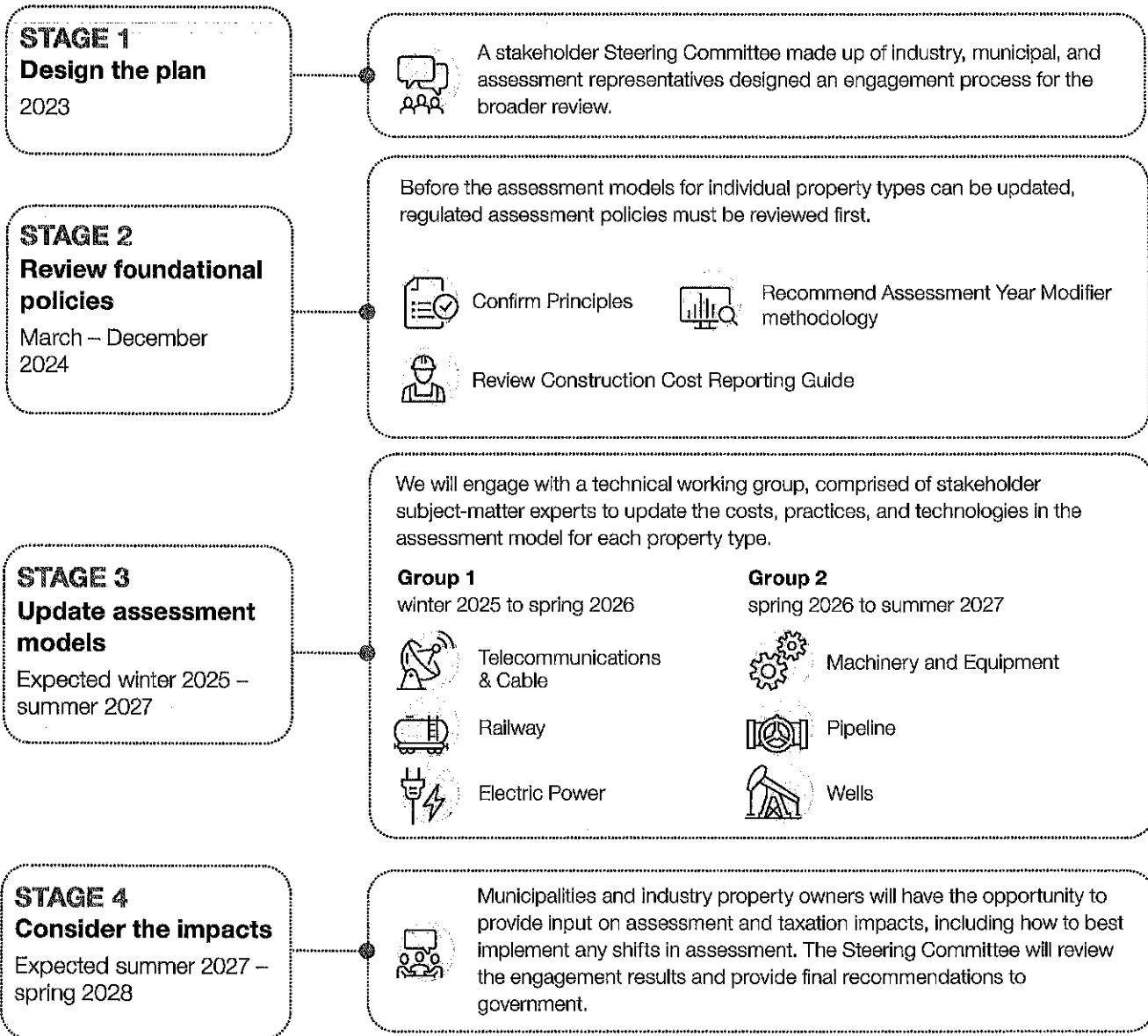
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.

For more information visit alberta.ca/regulated-property-assessment-model-engagement





Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

CAO

From: Terah Thesen <Terah@cardston.ca>
Sent: March 25, 2024 3:02 PM
To: Office
Subject: Volunteer Appreciation Dinner Invitation
Attachments: Volunteer Appreciation Invitation.pdf

Hello,

Please find attached an invitation to the Glenwood Council to attend our Volunteer Appreciation Dinner that is coming up on Friday, April 19th. This is a wonderful event to honour the many volunteers and service organizations in our community. We would be honoured to have 2 of your Councillors, and their guests, attend to represent the Village. Invitations have been sent to Cynthia and Mayor Allred. So, this is for 2 Councillors to attend as well.

All of the information regarding the event is included in the attached invitation. Please ensure the 2 attending members **RVSP by Friday, April 12th**.

We hope to see you this night.

Thank you for your service to our district over the years.

Sincerely,

Terah Thesen

Director, Cardston & District FCSS

Town of Cardston
Box 280
67 – 3 Ave. W.
Cardston, AB T0K 0K0
Phone: 403.653.5036
Fax: 403.653.2499
terah@cardston.ca
www.cardstondistrictfcss.com

Office

From: Van Dan's General store <vandansgeneralstore@gmail.com>
Sent: March 15, 2024 1:20 PM
To: Office
Subject: Hi :

Hi Cynthia: Just a couple of things on my mind this morning. First the garbage cans to be located between the store and the Cactus Pit. That will be a great location for spring, summer and fall, but I am a little concerned about winter. We will really have to keep an eye on it during the winter time. At the end of the last cold spell there was a lot of ice and icicles built up in that area. I guess we will have to evaluate the situation as we go along.

Second item: We have at the store here a cheese cutter made for the big circular rounds of cheese like the factory used to make. It is originally from the cheese museum and brought over here when they did some reorganization of things at the Museum and Pioneer Parlour. We have an antique dealer who would really like to buy it, but we feel that it is still property of the museum. Would you please check with members of council to if they feel this would be alright? Have a good week end. Jolane Shipley

March 24, 2024

Dear Village of Glenwood,

Thank you so much for building the new dugouts and storage shed during the 2018 Glenwood baseball diamond renovation and for helping maintain the diamond over time. The renovation benefits 60-70 youth, ages 5-16, every year through coach pitch and Little League, as well as benefiting Spring Glen Elementary students and Glenwood and area community members. To allow all children to play, registration fees are low at \$40 for coach pitch and \$90 for Little League. This year's Cardston High School baseball team has six former Glenwood Baseball players, which speaks to the skills they developed on this diamond.

To accommodate players of all levels of baseball and softball on one diamond, we built a shale infield. We have maintained the shale manually with hand-pulled mat drags, hand-weeding, a wheel hoe, a harrow pulled by a player's quad, rental of an edging machine, and rental of a sod cutter. The amount of quackgrass and other weeds coming into the shale can no longer be managed by hand, however, and we do not want to lose the shale infield to weeds.

We have chosen not to use weed killer because we do not want to expose children to the chemicals. Additionally, the condition of the shale on the Hill Spring diamond seems to be worsening over time despite being treated with weed killer.

Our proposed solution is thermal weed control using a 30" wide flame cart which has 6 burners for a 1-million BTU output. It is mounted on two wheels so the cart and propane tank can be pushed by hand. We hope this cart might also be useful to the Hill Spring diamond to burn the herbicide-killed vegetation out of the shale and maintain the diamond in the future.

<https://www.thermalweedcontrol.com/flame-cart> <https://www.youtube.com/watch?v=YisWtwEyaeA>

I emailed FlameWerks LLC about the condition of our diamond and received the following response:

Depending on the current condition of the infield (clean vs heavily weeded), you would likely need to start with heavy flaming, i.e. moving slowly to really cook the grass and beat it back. Then, let it re-sprout for about a week to 10-days, causing the plants to use energy from their roots, before flaming a second time to really damage and stress the grasses. You would continue this process until you have control of the space. Then, flaming gets easier because you can do spot-treatments, and move faster because you'd only be killing tender seedlings and young plants instead of established vegetation.

The cost of the flame cart is \$1999 USD, and we hope to order it this week. We would be very grateful if the Village of Glenwood would donate \$500 toward the cost of the cart so we can keep the diamond in outstanding condition long-term for our children and community.

Sincerely,

Doug and Alita Pitcher, Glenwood Baseball