



VILLAGE OF GLENWOOD
Regular Council Meeting

Agenda

Glenwood Community Hall (90 Main Avenue)
Wednesday, June 12, 2024 7:00 p.m.

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of the Minutes of the Public Hearing of May 7, 2024
4. Approval of the Minutes of the Regular Meeting of May 8, 2024
5. Delegations
 - a) RCMP Quarterly Report - 7:00 pm
 - b) Chief Mountain Regional Solid Waste Services Commission - Marian Carlson 7:30 pm
 - c) UID – Presentation by Fred W. Rice 8:00 pm
6. a) Abmunis Representative Visit – Tuesday, June 25, 2024 5:00 pm for Council at the Administration building
7. a) Bylaw 192-2024 – Land Use Amendment Bylaw
b) Bylaw 264-2024 - Unsightly Premises Bylaw – 3rd reading required (Letter from Darrell Edwards)
c) Bylaw 245B-2024 – Rates, Fees and Charges Bylaw
8. Items for Discussion and/or Action
 - a) CAO/ARMAA Conference in Lethbridge – August 27-29, 2024
9. Councillor Reports:
 - a) Mayor Linda Allred
 - b) Deputy Mayor Mark Peterson
 - c) Councillor Doral Lybbert
 - d) Councillor Sandy Lybbert
 - e) Councillor Brian Wickhorst
10. CAO Report
11. Correspondence:
 - a) Chinook Arch Regional Library System - Reports
 - b) Minister of Municipal Affairs – Bill 20 information
 - c) Minister of Municipal Affairs – LGFF Capital and Operating Funding for the Village.
12. Closed Session –
 - a) *Freedom of Information and Protection of Privacy Act* – Section 27(1)(a) Privileged information – information that is subject to any type of legal privilege.
13. Adjournment.

VILLAGE OF GLENWOOD
Wednesday, May 8, 2024 Minutes

The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on Wednesday, May 8, 2024 at 7:00 PM.

In attendance: Mayor Allred, Deputy Mayor Peterson, Councillor Doral Lybbert, Councillor Sandy Lybbert, Councillor Brian Wickhorst (attended at 7:15 pm)

Officials: Chief Administrative Officer Cynthia Vizzutti.

<u>1. Call to Order</u>	Mayor Allred called the regular Council meeting of May 8, 2024 to order at 7:00 pm.
<u>2. Agenda Approval</u> <u>2024.05.08.53</u>	Moved by Councillor Sandy Lybbert to approve the agenda, as presented. Carried.
<u>3. Minutes of April 10 2024 Regular Meeting</u> <u>2024.05.08.54</u>	Moved by Councillor Doral Lybbert to approve the minutes of the regular Council meeting of April 10, 2024 as presented. Carried.
<u>4. a) Budget Presentation</u> <u>2024.05.08.55</u>	2024 Mill Rate Budget was presented to Council by CFO Hakon Skoien and CAO Cynthia Vizzutti. Moved by Deputy Mayor Peterson to approve the Mill Rate Budget dated May 8, 2024 with Operating Revenues of \$633,095, Capital Revenues of \$234,000 and Operating Expenditures of \$825,495 (less Amortization of \$192,400) and Capital Expenditures of \$234,000, for the fiscal year 2024. Carried.
<u>4. b) Mill Rate Bylaw 241-2024</u> <u>2024.05.08.56</u>	Moved by Councillor Sandy Lybbert that Bylaw 241-2024 being a bylaw to set the Mill Rates for the Village of Glenwood, for the fiscal year 2024, be given first reading. Carried.
<u>2024.05.08.57</u>	Moved by Mayor Allred that Bylaw 241-2024 be given 2 nd reading. Carried.
<u>2024.05.08.58</u>	Moved by Deputy Mayor Peterson that Bylaw 241-2024 be given three readings at this meeting. Carried Unanimous.
<u>2024.05.08.59</u>	Moved by Councillor Doral Lybbert that Bylaw 241-2024 be given third and final reading. Carried.
<u>5 a.) Seniors Week</u>	Moved by Deputy Mayor Peterson moved that the Village of Glenwood declare the week of June 3, 2024 to be Seniors Week. Carried.
<u>5.b) Cheque Listing</u>	CAO Vizzutti presented the Cheque Listing (#20240102 to 20240143) in the total amount of \$83,733.17 to Council, for their information.
<u>5.c) Flame Card for Baseball Group</u> <u>2024.05.08.60</u>	Moved by Deputy Mayor Peterson that Resolution 2024.04.10.43 be rescinded; and further a donation of \$500.00 be made to the baseball club, towards the purchase of a weed burner for the baseball diamond. Carried.
<u>5. d) Water Conservation/Insurance Newsletter</u>	A draft of a water conservation and insurance coverage newsletter was presented to Council for their input. Changes will be made and the newsletter will be sent out to residents.
<u>5. e) CAO Holidays</u> <u>2024.05.08.61</u>	Moved by Mayor Allred that the CAO be approved to take the following dates as holidays – August 1, 6,7, and 8, 2024. Carried.

6. a) Rates and Fees
Bylaw 245B-2024

Proposed Changes to the Rates, Fees and Charges bylaw were reviewed by Council. The CAO will make changes to the bylaw and place it on the June 12, 2024 Council meeting agenda.

Councillor Doral Lybbert requested recorded votes regarding proposed Bylaw 264-2024.

6. b) Unightly Premises
Bylaw 264-2024
2024.05.08.62

Moved by Deputy Mayor Peterson that Bylaw 264-2024 being a bylaw to regulate and abate nuisances and unsightly premises and regulate property standards, be given 1st reading. **Carried.**

Votes for the motion: Mayor Allred, Deputy Mayor Peterson, Councillor Sandy Lybbert and Councillor Wickhorst.

Votes against the motion: Councillor Doral Lybbert

2024.05.08.63

Moved by Councillor Sandy Lybbert that Bylaw 264-2024 be given 2nd reading. **Carried.**

Votes for the motion: Mayor Allred, Deputy Mayor Peterson, Councillor Sandy Lybbert and Councillor Wickhorst.

Votes against the motion: Councillor Doral Lybbert

2024.05.08.64

Moved by Mayor Allred that Bylaw 264-2024 be given three readings at this meeting. **Carried.**

Votes for the motion: Mayor Allred, Deputy Mayor Peterson, Councillor Sandy Lybbert and Councillor Wickhorst.

Votes against the motion: Councillor Doral Lybbert

6. c) Livestock Bylaw
265-2024
2024.05.08.65

Moved by Deputy Mayor Peterson that Bylaw 265-2024 being a bylaw to regulate the keeping of livestock be given 1st reading. **Carried.**

2024.05.08.66

Moved by Councillor Sandy Lybbert that Bylaw 265-2024 be given 2nd reading. **Carried.**

2024.05.08.67

Moved by Councillor Doral Lybbert that Bylaw 265-2024 be given three readings at this meeting. **Carried Unanimous.**

2024.05.08.68

Moved by Mayor Allred that Bylaw 265-2024 be given 3rd and final reading at this meeting. **Carried.**

6 d.) Policy A011
Community Hall
2024.05.08.69

Moved by Councillor Doral Lybbert that proposed Policy Number A011 Community Hall Policy be approved. **Carried.**

7.a-e) Councillors
Reports

- a) Mayor Allred reported a discuss at the Mayors and Reeves meeting regarding the effort by non-agricultural groups to try to limit cattle methane. She expressed there is a real concern certain groups are trying to shut down the cattle industry.
- b) Deputy Mayor Peterson – no report
- c) Councillor Doral Lybbert reported AHS is not allowing the ambulance located in the Glenwood Fire Hall to respond to calls. Councillor Doral Lybbert stated AHS must allow the unit to be used or there should be a significant increase in the rent to house the unit.
Councillor Lybbert asked that a price for a new PA/AV system for the Community Hall be obtained.
- d) Councillor Sandy Lybbert inquired about a plaque for a large rock donated by the Becks and she reviewed the dates and times for

- the Water Commission Open House to be held in Hill Spring on June 3 and Glenwood on June 4, 2024, from 5:00 pm to 7:00 pm.
- e) Councillor Wickhorst reported Spring Glen Park upgrades will be taking place this weekend and he reported the cemetery disks are not consistent as plot markers.

Committee Appointment
2024.05.08.70

Moved by Councillor Sandy Lybbert that Mayor Allred and Councillor Sandy Lybbert be appointed to a planning committee for the retirement of Perry Hunsperger. **Carried.**

8. a) CAO Report

CAO Vizzutti reported the unit for the bulk water station is being sent away to have an antenna installed to deal with the wireless issues, gravelling both sides of Main Avenue in front of the business will take place the end of May, the new garbage cans are in Lethbridge, the hall has been booked for Perry Hunsperger’s retirement and Josh Jacobs will open the Ice Cream Parlour on the May long weekend.

9. a-d) Correspondence

- a) Municipal Climate Change Action Center – letter with the grant for the EV stations received.
- b) Invitation to the 125th Magrath Days Celebration on July 27, 2024.
- c) Letter from Environment Minister Schulz regarding drought preparation.
- d) Oldman River Regional Service Commission – Water Management Paper.

10. Extend Meeting past 9:30 pm.
2024.05.08.71

Moved by Deputy Mayor Peterson to extend the meeting past 9:30 pm. **Carried.**

10. a) In Closed Session
2024.05.08.72

Moved by Deputy Mayor Peterson to go into Closed Session at 9:21 p.m. under *Freedom of Information and Protection of Privacy Act* – Section 27(1)(a) Privileged Information regarding legal privilege and Section 24(1)(e) Advice from Officials subject to any type of legal privilege. **Carried.**

10. b) In Closed Session
2024.05.08.73

Moved by Councillor Sandy Lybbert to come out of In Closed Session at 10:45 p.m. **Carried.**

1. Adjournment
2024.05.08.74

Moved by Deputy Mayor Peterson to adjourn the meeting at 10:45 p.m. **Carried.**

Meeting Chair

Chief Administrative Officer

VILLAGE OF GLENWOOD

Tuesday, May 7, 2024 Minutes

*The Minutes of the Special Meeting of Council held at the Glenwood Community Hall on Tuesday, May 7, 2024 at 7:00 PM.
The purpose of the meeting was to hold a Public Hearing regarding proposed amendments to the Village of Glenwood Land Use Bylaw known as Bylaw 192-2024.*

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

Officials: Chief Administrative Officer Cynthia Vizzutti, Planner Ryan Dyck in attendance.

1. Call to Order

Mayor Allred called the meeting to order at 7:03 pm.

2. Public Hearing 2024.05.07.51

Moved by Mayor Allred that the meeting be recessed and the Public Hearing be opened.

Planner Ryan Dyck gave an overview of the proposed amendments. CAO Vizzutti explained what variances are and the impact of the proposed changes to variance percentages.

Brenda MacMillan stated she provided a submission to the proposed amendments. She said the wording in the bylaw was onerous.

Bob Tatlow expressed concerns about Section 6.1 c) regarding the requirement to only allow a temporary shipping container on the property until construction lock up was reached, and that it may hinder the ability to store construction materials needed to complete the interior of a building.

Bob Tatlow expressed a concern under Section 15.2 that the proposed amendment would require multi-use dwellings to have a minimum housing floor area of 1500 square feet. He said an 800 square foot minimum was more suitable.

Bob Tatlow expressed a concern under Section 16.2 about confidentiality regarding the proposed amendment which would allow for a designated officer to have access to a tourist home register.

Myrna Young showed that Brenda MacMillan's submission was sent.

Myrna Young asked why Section 49.1 regarding subdivision was being placed in the amended bylaw.

Ryan Dyck, Planner explained that Section 49.1 is a standard addition to municipal bylaws as it is required under the Municipal Government Act.

Myrna Young stated she did not want the following allowed under discretionary uses in a residential area: Autobody and Paint Shop, Auto Sales and Service, Institutional, Towing Operations, and WESC, micro, mini, or small.

Wayne Layton has a shipping container and he stated he doesn't want this right taken away from the people as they want to be free from City laws. He stated shipping containers save thousands of dollars and that taking them away means loss of survival through self collection for a profitable life.

Brenda MacMillan asked that club or fraternal organization be removed from the proposed bylaw.

Rick Olson said shipping containers should not be viewed negatively if they are screened and painted.

Brian Halliwell said this is a witch hunt over shipping containers and this would affect a person's ability to enjoy their property.

Ross Leborgne said they moved here because the Land Use Bylaw was less strict. He said people should be allowed to have shipping containers as they are fire proof, rodent proof and economical.

Francis Hood stated companies use shipping containers for storage businesses in other towns.

Verneen Kutsch said shipping containers are acceptable if they are painted and used to store items.

Chester Ferris asked if Council wants to see the Village die and stated Council is taking away people's rights.

Brenda MacMillan accused the Development Officer (CAO) of treating applications differently for different people, putting trip wires in front of residents and denying development permits to certain residents. No examples of this were provided to the Council.

CAO Vizzutti informed the public she has never played favorites with the residents and she takes exception to being accused as such. She stated she cares deeply about the Village and carries out her duties without favoritism of any kind. She stated if Village residents think she travels in snow storms to get to the Village and puts in hundreds of excess hours at no additional pay to serve the Village, and then be subjected to a constant barrage of unfounded, untrue accusations, then she needs to reconsider why she is here and whether she should continue to serve the Village. CAO Vizzutti stated she had a 35-year exemplary career in the field of municipal management, before coming to Glenwood, and she will not tolerate any further unfounded, untrue accusations.

Deputy Mayor Peterson and Councillor Wickhorst stated they are trying to find a balance regarding the proliferation of shipping containers.

Deputy Mayor Peterson found and read the submission of Brenda MacMillan, regarding the proposed amendments, into the record.

Mayor Allred asked if there were any further submissions or information to be provided to Council from the public, regarding the proposed Land Use Bylaw Amendments. Seeing no further information being proposed Mayor Allred declared the Public Hearing closed and the Special Meeting be reconvened.

3. Adjournment
2024.05.07.52

Moved by Councillor Sandy Lybbert to adjourn the meeting at 8:25 p.m.
Carried.

Meeting Chair

Chief Administrative Officer



Chief Mountain

Regional Solid Waste Services Commission



2023

PROGRESS TO DATE



Chief Mountain

Regional Solid Waste Services Commission



2023

WASTE DIVERSION

- PRE-DIVERSION TONNAGE UP 7.6%
- EPR PROGRAM



Chief Mountain
Regional Solid Waste Services Commission



2023

TRANSFER STATIONS

- ANNUAL TRAINING SESSION
- RAYMOND PILOT PROJECT



Chief Mountain
Regional Solid Waste Services Commission



2023

ASSET IDENTIFICATION AND OPTIMIZATION

- 5 YEAR CAPITAL PLAN
- RESERVE ACCOUNTS



Chief Mountain

Regional Solid Waste Services Commission



2023

EDUCATE MUNICIPALITIES

- COMMUNICATIONS PLAN
- WEBSITE
WWW.CHIEFMOUNTAINSOLIDWASTE.CA



Chief Mountain

Regional Solid Waste Services Commission



2024

WHAT'S NEXT?

- **CONTINUE WITH PROGRESS STRATEGIC PRIORITIES**



Chief Mountain

Regional Solid Waste Services Commission



2024

ORGANIZATIONAL CAPACITY BUILDING

**PURPOSE: TO ALIGN OPERATIONAL AND
STRATEGIC OBJECTIVES OF THE
COMMISSION**



Chief Mountain
Regional Solid Waste Services Commission



2024

REGIONAL TRANSFER STATIONS REDEVELOPMENT

- ACP GRANT
- SCOPE OF THE PROJECT



Chief Mountain

Regional Solid Waste Services Commission



QUESTIONS?

THANK YOU

UNITED IRRIGATION DISTRICT

Box 1006
Glenwood, Alberta
T0K 2R0

Phone: (403) 626-3255
Fax: (403) 626-3967
E-mail: uid@xplornet.com

April 26, 2024

Village of Glenwood
Box 1084
Glenwood, AB
T0K 2R0

RE: Request to conserve irrigation water during irrigation season 2024

Due to limited snowpack in the mountains and anticipated low flows in the rivers the United Irrigation District has entered into Water Sharing Agreement 2024.

This means that if the Water Sharing Agreement is implemented, our allotment per acre would be 8" of water compared to the 16" that we normally have. That means that we can only use half of the amount of water.

We realize that the village has its own water license and should be contacted by the AEP team and they will suggest that you conserve the same as the whole district and only use half of the amount of water that you used last year.

The UID would like to encourage the villages to use less water. We think you can still irrigate trees and gardens but save water on your lawns. In general save as much water as possible.

Should you have any questions, please do not hesitate to contact us.

Yours truly,
UNITED IRRIGATION DISTRICT



Fred W Rice
District Manager

Office



From: Deborah Reid <dreid@eidnet.org>
Sent: May 27, 2024 9:26 AM
To: Linda Allred
Cc: Office
Subject: AB Munis Visit



Good morning Linda,

Hope everything is well in Glenwood.

I am trying to arrange some AB Munis visits to your area at the end of June. At present we are looking at the afternoon and evening of Monday the 24th or the day of Tuesday the 25th.

I would be attending with Councillor and Board VP Andrew Knack from Edmonton and possibly President Gandam.

If this timing would work for you and your Council we would love to come and see you and Glenwood. Let me know what seems feasible for you and we will book to come.

Take care,

Deborah

Deborah Reid-Mickler B.A., M.A.
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**VILLAGE OF GLENWOOD
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 192-2024

BEING a bylaw of the Village of Glenwood in the Province of Alberta, to amend Bylaw No. 192-2019, being the Land Use Bylaw;

WHEREAS the Council of the Village of Glenwood desires to amend existing Land Use Bylaw 192-2019 to clarify and update administrative policies and procedures, adding specific definitions, adding new and additional criteria for the development of shipping containers, multi-purpose dwellings and accessory buildings.

AND WHEREAS the purpose of proposed Bylaw No. 192-2024 is to:

- Increase the variance that may be issued by the Development Officer from 10% to 25% to one measurable standard of the bylaw;
- Add policy regarding the completeness of subdivision applications;
- Add a list of permitted and discretionary uses for each land use district from the existing Schedule 2 Use Table to Schedule 1 Land Use Districts including the addition and deletion of specific uses from land use districts;
- Remove Shipping container, permanent from certain land use districts;
- Add definitions for Tourist home / short term rental and Multi-purpose dwelling to Schedule 2, Section 3;
- Add criteria for the development of shipping containers, multi-purpose dwellings, tourist homes / short term rentals and accessory structures;
- Make corresponding administrative amendments to ensure alignment of the Land Use Bylaw.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Village of Glenwood in the Province of Alberta duly assembled does hereby enact the following:

1. Bylaw No. 192-2019 being the Land Use Bylaw, is hereby amended by Bylaw 192-2024 as indicated in the attached Schedule 'A'.
2. That the aforementioned amendment to Land Use Bylaw 192-2019, shall make use of formatting that maintains the consistency of the portions to the bylaw being amended.
5. Bylaw No. 192-2024 shall come into effect upon third and final reading thereof.
6. Bylaw No. 192-2019 is hereby amended and consolidated.

READ a first time this ____ day of _____, 2024.

Mayor – Linda Allred

Chief Administrative Officer – Cynthia Vizzutti

READ a **second** time this ____ day of _____, 2024.

Mayor – Linda Allred

Chief Administrative Officer – Cynthia Vizzutti

READ a **third** time and finally PASSED this ____ day of _____, 2024.

Mayor – Linda Allred

Chief Administrative Officer – Cynthia Vizzutti

SCHEDULE 'A'

1. That the Administrative Section, Section 13 be amended by deleting the strikethrough and adding the text in red:

SECTION 13 DEVELOPMENT OFFICER – POWERS AND DUTIES

13.2 *The Development Officer:*

- (d) (ii) *permitted uses that request one (1) variance of a measurable standard not to exceed ~~10~~ 25 percent;*

2. That the Administrative Section, Section 31 be amended by adding the text in red:

SECTION 31 TEMPORARY USE

31.1 Where in the opinion of the Municipal Planning Commission, a proposed use is of a temporary nature, *or is of a nature that it should be subject to a limited term approval*, it may approve a temporary development permit valid for a period of up to one year for a use, provided the use is listed as a ~~permitted use~~, discretionary use or deemed similar to a ~~permitted~~ or discretionary use in the applicable land use district.

31.2 *Where this bylaw specifically establishes a use as being one of a temporary nature the use shall be subject to the development standards established specifically for that use.*

31.3 Temporary use applications shall be subject to the following conditions:

- (a) the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;
- (b) the Municipal Planning Commission may require the applicant to submit an irrevocable letter of credit, performance bond or other acceptable form of security guaranteeing the cessation or removal of the temporary use; and
- (c) any other conditions as deemed necessary.

31.4 A use deemed temporary in nature *or subject to a limited term approval* shall be processed in accordance with the corresponding Sections 29-32 of this bylaw. Notification of adjacent landowners and other persons likely to be affected, including Cardston County, government departments and referral agencies shall be in accordance with Section 33 of this bylaw.

3. That the Administrative Section, Section 49 be amended by adding the text in red:

SECTION 49 APPLICATION AND DECISION

49.1 An applicant applying for subdivision shall provide the required material and information as requested by the Subdivision Authority or its designate. A complete application shall consist of:

- (a) *an official application, in the manner and form prescribed, clearly and legibly completed with all the required information and signatures provided as requested on the form; and*
- (b) *the applicable fees paid; and*
- (c) *an up-to-date and current copy of the Certificate of Title to the subject land; and*
- (d) *a surveyor's sketch or tentative subdivision plan with dimensions, structures, location of private sewage disposal system, professionally prepared; and*
- (e) *provincial abandoned gas well information; and*
- (f) *any such other information as may be required at the discretion of the Subdivision Authority in order to accurately evaluate the application and determine compliance with the Land Use Bylaw or other government regulations. This may include but is not limited to the provision of geotechnical information, soil analysis reports, water reports, soil or slope stability analysis, drainage information, contours and elevations of the land, engineering studies or reports, wetland reports, environmental impact assessments, utility and servicing information, and/or the preparation of a conceptual design scheme or an area structure plan prior to a decision being rendered on a subdivision application to determine the suitability of the land for the proposed use; and*
- (g) *the consent to authorize the Subdivision Authority or its designate to carry out a site inspection on the subject land as authorized in accordance with the MGA must also be provided on the submitted application form unless determined not to be needed by the Subdivision Authority.*

49.2 *In accordance with the MGA, the Subdivision Authority or those authorized to act on its behalf, shall provide notification to a subdivision applicant within the 20-day prescribed time period, on whether a submitted application is deemed complete, or if it is determined to be deficient what information is required to be submitted by a specified time period, by sending notification in the following manner:*

- (a) *for an application deemed complete, the applicant shall be notified in writing as part of the formal subdivision application circulation referral letter;*
- (b) *for an application determined to be incomplete, written notification shall be given to the applicant which may be in the form of a letter sent by regular mail to the applicant, or sent by electronic means, or both, or by any other method as may be agreed to between the applicant and Subdivision Authority;*
- (c) *in respect of subsection (b) for a subdivision application determined to be incomplete, the applicant will be advised in writing as part of the Notice of Incompleteness what the outstanding or required information items are that must be submitted by the time specified in the notice.*

49.3 *Notwithstanding Section 49.2, the applicant and Subdivision Authority may agree and sign a time extension agreement in writing in accordance with section 653.1(3) of the MGA to extend the 20-day decision time period to determine whether the subdivision application and support information submitted is complete.*

- 49.4 *A determination made by the Subdivision Authority that an application is complete for processing does not preclude the ability for the Subdivision Authority to request other information or studies to be submitted by the applicant during the review and processing period, prior to a decision being rendered, or as condition of subdivision approval.*
- 49.5 *The Subdivision Authority may refuse to accept and process a subdivision application where the information required and/or as described in a Notification of Incompleteness has not been submitted, is determined to be deficient, is still incomplete, or in the opinion of the Subdivision Authority the quality of the material supplied is inadequate to properly evaluate the application.*
- 49.6 *If the Subdivision Authority makes a determination that the application is refused due to incompleteness, the applicant shall be notified in writing with reasons. The notification shall include for the applicant the required information on the filing of an appeal and to which appeal board body the appeal lies, either the local appeal board or provincial Municipal Government Board, in accordance with the parameters of the MGA.*
- 49.7 *All applications for subdivision approval shall be evaluated by the Municipal Planning Commission in accordance with the following criteria:*
- (a) compliance with statutory plans, bylaws, and regulations;*
 - (b) adequacy of road access;*
 - (c) provision of municipal services and utilities, including a storm water drainage plan;*
 - (d) compatibility with adjacent land uses;*
 - (e) accessibility to emergency services;*
 - (f) site suitability in terms of minimum dimensional standards for lots and all other criterion in this bylaw as specified in the applicable land use district in Schedule 3;*
 - (g) any other matters the MPC may consider necessary.*
- 49.8 *For the purpose of infill development, an application which proposes to subdivide an accessory structure onto a separate lot may be considered by the Municipal Planning Commission where:*
- (a) the proposed lots meet the provisions of Schedule 3 (Dimensional Standards and Setbacks);*
 - (b) the existing and proposed buildings meet the provisions of Schedule 3 (Dimensional Standards and Setbacks) based on the lot proposed layout;*
 - (c) the access of each lot is provided from a public roadway, not a lane or laneway.*

4. That the Administrative Definitions be amended by adding the text in red:

LOCK-UP STAGE means the point in time respecting a construction project when the walls, roof, windows and doors have been installed so that the structure may be secured.

SECTION 2 INTENT OF LAND USE DISTRICTS

2.1 Residential – R

This district is intended to provide a residential environment with an appropriate range of housing types that comply with standards outlined in the Schedule 6 Residential Standards of Development.

PERMITTED USES

*Accessory building
Accessory structure
Accessory use
Contractor, limited
Day home
Dwelling, single-unit
Personal services
Solar collector, roof-mounted
Shipping container, temporary
(not more than 1)*

DISCRETIONARY USES

*Agriculture
Animal care service, small
Apartment building
Assisted living
Autobody and paint shop
Auto sales and service
Bed and breakfast
Boarding or lodging house
Childcare facility
Dwelling, 2, 3, & 4-unit
Garden centre or greenhouse
Group care facility
Institutional
Manufactured home
Moved-in building
Moved-in dwelling
Multi-purpose dwelling
Public or private recreation
Religious assembly facility
Senior housing
Solar collector
Tourist home / short term rental
Towing operation (no vehicle storage)
WECS, micro, mini, or small*

2.2 Commercial – C

This district is intended to accommodate a variety of retail, service, and office uses, which primarily cater to the daily needs of the residents of the Village of Glenwood.

PERMITTED USES

*Accessory building
Accessory structure
Accessory use
Animal care service, small
Business support service
Contractor, limited
Convenience store
Eating establishment
Equipment sales, rental & service
Farmer's market
Financial institution
Medical / health facility*

DISCRETIONARY USES

*Amusement facility
Autobody and paint shop
Auto sales and service
Campground
Car wash
Childcare facility
Club or fraternal organization
Community association building
Entertainment establishment
Funeral home
Garden centre or greenhouse
Golf course*

Office
Personal service
Retail
Shipping container, temporary
(not more than 1)
Solar collector, roof-mounted
Tourist information

Government services facility
Group care facility
Hotel / motel
Institutional
Mixed use building
Moved-in building
Public or private recreation
Public or private utility
Religious assembly facility
Service Station / gas bar
Solar collector
Towing operation
Tourist home / short term rental
Transportation / delivery
Truck dispatch / depot
Truck stop
Truck wash
WECS, micro, mini, or small

2.3 **Industrial – I**

This district is intended to accommodate a range of primarily industrial and warehousing uses while allowing uses that may require large lots, special siting and/or servicing or which may be considered noxious or hazardous.

PERMITTED USES

Accessory building
Accessory structure
Accessory use
Business support service
Contractor, general
Contractor, limited
Convenience store
Club or fraternal organization
Eating establishment
Equipment sales, rental & service
General warehousing & storage
Light industrial/manufacturing
Lumber yard
Mini-storage
Office
Outdoor storage
Personal service
Public or private utility
Retail
Shipping container, temporary
Solar collector, roof-mounted
Tourist information
Transportation / delivery service
Truck dispatch / depot
Towing operation

DISCRETIONARY USES

Agriculture
Animal care, large
Auctioneering facility
Amusement facility
Autobody and paint shop
Auto sales and service
Bulk fuel station
Campground
Car wash
Childcare facility
Convenience store
Community association building
Entertainment establishment
Funeral home
Garden centre or greenhouse
Golf course
Government services facility
Grain elevator
Group care facility
Hotel / motel
Institutional
Mixed use building
Moved-in building
Public or private recreation
Religious assembly facility

Seed cleaning plant
 Service Station / gas bar
 Shipping container, permanent
 Solar collector
 Truck stop
 Truck wash
 WECS, micro, mini, or small

2.4 **Public – P**

This district is intended to assist in the development of government, educational, medical, social and other public and institutional uses.

PERMITTED USES

Accessory building
 Accessory structure
 Accessory use
 Cemetery and interment
 Childcare facility
 Community association
 Institutional
 Parks and playgrounds
 Religious assembly
 School/educational facility
 Solar collector, roof-mounted
 Shipping Container, temporary
 Tourist information

DISCRETIONARY USES

Agriculture
 Campground
 Club or fraternal organization
 Eating establishment
 Farmer’s market
 Golf course
 Grouped care facility
 Moved-in building
 Public or private recreation
 Public or private utility
 Waste management transfer station
 Wastewater treatment plant
 Water treatment plant
 WECS, micro, mini, or small

5. That the Schedule 2, Section 2 Use Table be amended by adding the following uses in red and deleting the following uses by strikethrough:

Use Category	Specific Use Type	Land Use Districts				Development Standard
		R	C	I	P	
General		R	C	I	P	
	Accessory building	P	P	P	P	Schedule 6 Section 1
	Accessory structure	P	P	P	P	
	Accessory use	P	P	P	P	
	Moved-in building	D	D	D	D	
	Shipping container, permanent	P	P	D	P	Schedule 5 Section 6
	Shipping container, temporary	P	P	P	P	Schedule 5 Section 6
Residential		R	C	I	P	
	Multi-purpose dwelling	D	D	D		Schedule 5 Section 15
	Tourist home / short term rental	D				Schedule 5 Section 16

6. That the Schedule 2, Section 3 Land Use Definitions be amended by adding the following definitions in red:

CLUB OR FRATERNAL ORGANIZATION refers to a physical structure for the assembly of members of non-profit clubs or organizations, including charitable, social service, ethnic, athletic or business organizations. This use may include eating, drinking, entertainment, sports, recreation and amusement facilities as accessory uses but "Campground" is a separate use.

TOURIST HOME / SHORT TERM RENTAL means a dwelling unit operated as a rental or lease accommodation unit, occupied by a guest or guests for a period not to exceed 28 days. The dwelling owner/operator may or may not be residing in the dwelling during the period it is being occupied by guests.

MULTI-PURPOSE DWELLING means a dwelling unit that is contained, wholly or partly, within an accessory building that appears, predominantly, as an accessory building and shall be considered either the principal dwelling or a second dwelling unit on the parcel.

TOWING OPERATION means a business engaged in transporting vehicles to an alternate location which may include the storage of vehicles as an accessory use if expressly approved by the Development Authority.

7. That the Schedule 5, General Standards of Development, be amended by deleting the strikethrough and adding the text in red:

SECTION 6 SHIPPING CONTAINERS

6.1 A shipping container may be placed temporarily on a construction site for the period of ~~associated with~~ construction **or moving**, with an approved development permit, subject to the following provisions:

- (a) Temporary shipping containers are subject to the standards in subsection **6.1, 6.2 and 6.3** of this schedule.
- (b) The construction **or moving** site is active (i.e., ~~construction~~ has commenced and is on-going or is about to commence within one week) **and may only remain on site until the building is to lock-up stage, or by the date stated for removal on the development permit, whichever comes first unless an extension has been applied for and granted**; placement of a shipping container on an inactive construction site is prohibited.
 - (i) **in no case shall a temporary permit be valid for over 12 months, unless an extension is applied for and approved by the Development Officer prior to the original date for removal.**
- (c) Setbacks for a temporary shipping container shall be as required by the Development Officer.
- (d) The **temporary** shipping container shall be removed immediately upon completion of construction or sooner as may be required by the Development Officer.

6.2 A **temporary** shipping container in a district where it is listed as a use is subject to the following additional provisions:

- (a) Only 1 container to a maximum of 40 ft (12.2 m) in length or 2 containers not exceeding a total of 40 ft (12.2 m) in length, is allowable on a parcel of land. Note that “not more than 1 container” is to be interpreted as up to 2 containers with a cumulative length not exceeding 40 ft. (12.2 m).
- (b) The maximum lot coverage and setback requirements for accessory structures in the applicable land use district.
- (c) The shipping container may only be permitted in the secondary front, rear, or side yard. ~~and~~
- (d) The shipping container shall not display advertising, company logos, names or other marketing.

6.3 Any shipping container shall be subject to the following general standards:

- (a) An application for a development permit for a proposed shipping container must be completed and submitted to the Development Officer accompanied by the applicable application fee and a minimum of four recent colour photographs of each container (one of each side view).
- (b) There shall be a legally existing or approved primary use on the property where the shipping container is proposed.
- (c) A \$2500.00 deposit will be required as a condition of the development permit to ensure compliance with the conditions of approval. The deposit must be submitted prior to the placement of the shipping container on the site. This is applicable to both temporary and permanent shipping containers.
- (d) The Development Officer may regulate the maximum number of shipping containers permitted on a lot.
- (e) The Development Officer may require as a condition of approval that a shipping container(s) be screened from view or landscaped to make it aesthetically pleasing.
- (f) The Development Officer may require as a condition of approval that any shipping container be sandblasted and/or painted a neutral or complementary colour to match the existing building(s) on the property.
- (g) The Development Officer may require as a condition of approval that the exterior of the shipping container be kept clean and regularly painted in a neutral or complementary colour to match the existing building(s) on the property.

SECTION 15 MULTI-PURPOSE DWELLING

MULTI-PURPOSE DWELLING means a dwelling unit that is contained, wholly or partly, within an accessory building that appears, predominantly, as an accessory building and shall be considered either the principal dwelling or a second dwelling unit on the parcel.

15.1 The combined building may have the dwelling unit located on the main or second floor and shall have an entrance separate from the entrance to the accessory building either from a common indoor landing or from the exterior of the structure.

15.2 The dwelling unit portion of a multi-purpose dwelling shall:

- (a) have a minimum floor area of 74.3 m² (800 ft.²), and

(b) appropriate separation between the dwelling unit and accessory building shall be maintained in accordance with the Alberta Safety Codes Act.

15.3 The maximum height of the doors in the accessory portion of the building should not exceed 4.2 metres (14 ft.)

15.4 A Multi-purpose dwelling shall only be approved where the proposed building is of a style (ie. design, building materials, window placement etc.) that is, in the opinion of the Municipal Planning Commission, appropriate in a residential district.

SECTION 16 TOURIST HOME / SHORT TERM RENTAL

A tourist home / short term rental (Tourist home) means a dwelling unit operated as an accommodation unit, occupied by a guest or guests for a period of less than 28 days.

16.1 Tourist homes are prohibited in any land use district except where they are expressly listed as a discretionary use.

16.2 Where approved, tourist homes shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighbourhood in which they are located:

(a) Tourist homes require a development permit. A permit may be revoked at any time if, in the opinion of a designated officer, the operator has violated any provision of this bylaw or the conditions of a permit.

(b) The Development Authority may establish a maximum number of guests that are allowed as a condition of approval for a Tourist home.

(c) Tourist homes shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

16.3 The operator of the tourist home shall:

(a) keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest register;

(b) provide 1 on-site (ie. off-street) parking stall per bedroom. Parking stalls may be allowed in a tandem arrangement at the discretion of the Development Authority;

(c) not display any form of advertising related to the tourist home except as provided for in this bylaw and until after a development permit is issued;

(d) ensure that all parts of the dwelling conforms to the Alberta Safety Codes Act.

8. That the Schedule 6, Residential Standards of Development, be amended by adding the following in red:

SECTION 1 ACCESSORY BUILDINGS

1.1 The first accessory building, which is 11.1 m² (120 ft²) or less in area, placed on a parcel does not require a development permit, but any second or subsequent accessory building regardless of size shall require a development permit and the Municipal Planning Commission may limit the number of accessory buildings on a lot.

- 1.2 *Accessory buildings shall be located at least 1.2 m (4 ft) from the principal building.*
- 1.3 *Accessory buildings shall be constructed such that eaves shall be no closer than 0.6 m (2 ft) from a side lot line or rear lot line and all drainage is conducted to the appropriate storm drain via the applicant's own property.*
- 1.4 *Accessory buildings or structures shall not be located in the front yard in relation to the principal building.*
- 1.5 *No accessory building, structure and/or use shall be allowed in the Village unless a principal building, structure or use is in existence on the property or a duly issued permit has been approved by the Village for the construction of the principal building, structure or use.*
- 1.6 *The maximum height for an accessory building or structure shall be 5.0 m (16.4 ft).*

VILLAGE OF GLENWOOD

BYLAW # 264-2024

Unsightly Premises and Property Standards Bylaw

A bylaw of the Village of Glenwood to regulate and abate Nuisances and Unsightly 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 unsightly private and public premises;

AND WHEREAS the Council deems it necessary to provide for an efficient means of regulating and encouraging the abatement of Unsightly 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 unsightly 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 “Unsightly 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 been 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 a written warning stating the conditions deemed to be unsightly, and providing a date by which the remedial action required is to be completed by, and if the remediation is not completed in the allotted time;
 - b) issuing the Person a Violation Ticket in a form as approved by the Chief Administrative Officer;
 - c) 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);
 - d) 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 – Written Warning
 - b) Second Offence - \$100.00
 - c) Third Offence - \$250.00

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 \$500.00.
3. There shall be no fee to appeal a written order to the Council of the Village of Glenwood.

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

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

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

Linda Allred, Mayor

Cynthia Vizzutti, Chief Administrative Officer

To Village of Glenwood

To administration + Council

Please consider the mess that
Glenwood is fast coming to be.
The messy yards are sickening to me.
The yard of Scott Sommerfeldt
Property is highly unsightly and
needs to be removed and cleaned up.
I hope this can be taken into
consideration when it comes to a
certain bylaw you are working on.
There is many properties that
fall in this category and please
consider the views of people that
care what things look like.

Thank you
Darrell Edwards

Darrell Edwards

VILLAGE OF GLENWOOD

Bylaw 245B-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:

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

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

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

2. INTENTION:

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

3. FEES:

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

4. SEVERABILITY:

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

5. RESCINDING BYLAW:

- 5.1 Bylaw 245A-2024 is hereby repealed.

6. DATE OF COMMENCEMENT:

- 6.1 This bylaw shall come into effect on June 12th, 2024.

Read a FIRST time this 12th day of June, 2024.

Read a SECOND time this 12th day of June, 2024.

Read to CONSIDER the THIRD and finally time this 12th day of June, 2024.

Read a THIRD time and finally passed this 12th day of June, 2024.

Linda Allred
Mayor

Cynthia Vizzutti
Chief Administrative Officer

SCHEDULE "A"

FEES:

1. ADMINISTRATIVE SERVICES FEES:

1.1	Tax Certificate	\$30.00
1.2	Tax Arrears List Placement – As per Land Titles Fees	
1.3	NSF Cheque	\$35.00
1.4	Photocopying/printing (single sided letter or legal-size sheet)	\$0.25
1.5	Photocopying/printing (double sided letter or legal-size sheet)	\$0.45
1.6	Photocopying/printing (single sided 11x17 size sheet)	\$0.55
1.7	Photocopying/printing (double sided 11x17 size sheet)	\$1.05
1.8	Color Photocopying/printing (single sided letter or legal-size sheet)	\$0.30
1.9	Color Photocopying/printing (double sided letter or legal-size sheet)	\$0.60
1.10	Color Photocopying/printing (single sided 11x17 size sheet)	\$1.05
1.11	Color Photocopying/printing (double sided 11x17 size sheet)	\$2.05
1.12	Faxing:	
	(a) Per page (outgoing)	\$0.50
	(b) Per page (incoming)	\$1.00
	(c) Long distance (additional charge per document)	\$0.50
1.13	Title Searches – Personal property only & Lawyer’s for land sales.	\$50.00
1.14	Property Information Request – Lawyers for land sales (Assessment & Real Estate Companies) FOIP	\$25.00
1.15	Regional Assessment Review Board Complaint (Personal Property) Per Residential – (3 or fewer on a single parcel)	\$50.00
	Residential 4 or more dwellings on a single parcel	\$300.00
	Non-Residential Property	\$650.00
1.16	Composite Assessment Review Board Complaint	\$650.00
1.17	Trash Moving Service (per hour)	\$150.00
1.18	Advertising space in village newsletter (per year):	
	(a) Business Card size	\$36.00
	(b) Quarter Page size (double business card size)	\$48.00
	(c) Half Page size	\$96.00
1.19	FOIP Request Fee:	
	(a) Initial Request Fee concerning your personal information	\$5.00
	(b) Initial Request Fee for all other requests	\$30.00
	(c) Other information request:	

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

2. BUSINESS LICENCING:

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

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

3. COMMUNITY SERVICES – CEMETERY:

3.1	Cemetery Marker Fee - Fee for Village to place a marker on an unmarked plot.	\$50.00
3.2	Plot Purchase Price:	
(a)	Resident Interment*	\$150.00
	*Resident means a resident, or former resident of Cardston County or a municipality within Cardston County, and their spouse or adult interdependent partner, children, grandchildren, parents, and the parents of the spouse or adult interdependent partner. Proof of relationship may be required at Administration's discretion.	
(b)	Resident Infant Interment	\$0.00
(c)	Other Interment	\$2,500.00

4. ENVIRONMENTAL SERVICES:

4.1	Bulk Water:	
(a)	Per gallon of water	\$.03
4.2	Lot driveway approach installation: One per title where no approach currently exists.	
(a)	Initial installation – maximum size 16 feet in length (4.88 meters) and 1 foot in diameter (300mm)	\$0.00
(b)	Culvert required (maximum 300 MM diameter x 7 meters long provided)	\$1,500.00
(c)	Culvert not required	\$1,000.00

- (d) No ditch present property at grade with roadway (+/- 0.5ft or 0.15m) \$500.00

5. MUNICIPAL UTILITY RATES:

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

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

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

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

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

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

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

*When water metre installed.

d. Rural Residential:	2024
Water Flat Charge (Without a Meter)	\$80.00
Livestock Watering Fee	\$15.00

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

*If Main adjacent to property.

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

***Any damages to the road requiring repairs shall be an additional charge**

- ii. Water Service Hook-up - outside Village boundaries plus cost of backhoe services and supplies * \$2,500.00

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

- 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:

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

*Operated by village staff and subject to schedule availability.

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

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

7. LAND USE, PLANNING & SUBDIVISION:

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

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

8. RECREATIONAL SERVICES:

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

8.1	Bleachers:	
(a)	Rental per day – for Private Functions	\$100.00
(b)	Rental per day (for those covered by Policy No. A011 plus Glenwood Baseball Group, Pioneer Days and Community Functions)	\$0.00
(c)	Refundable Damage Deposit for Private Functions	\$100.00
8.2	Glenwood Community Hall:	
(d)	Rental per day – Private Functions	\$100.00
(e)	Damage Deposit - refundable if no cleaning required or no damage to Hall	\$100.00
(f)	Rental (Non-Profit Community Group as listed in Policy A011)	\$0.00
(g)	Cleaning Fee	\$50.00/hr

8.3 Village Park Kitchen: No Charge

8.4 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 Community Groups as Per Policy A011 plus Glenwood Days, Pioneer Days, and Community Functions \$0.00

(c) Rental per day of Use – Residents- Private Functions \$50.00

8.5 BBQ Grills

(a) Rental per day for each grill by private groups \$50.00

(b) Rental per day of use for each grill by Village Community Groups as Per Policy A011 plus Glenwood Days, Pioneer Days, and Community Functions \$0.00

Maximum fees

2 For the purposes of [section 481\(1\)](#) of the [Act](#), the maximum fees payable by persons wishing to make a complaint or to be involved as a party or intervenor in a hearing in respect of the assessment of property before an assessment review board are as follows:

- | | | |
|-----|--|--------|
| (a) | in respect of an assessment for class 1 - residential property, | |
| | (i) in respect of 3 dwellings or fewer, | \$50; |
| | (ii) in respect of more than 3 dwellings, | \$650; |
| (b) | in respect of an assessment for
class 2 - non-residential property, | \$650; |
| (c) | in respect of an assessment for class 3 - farm land, | \$50; |
| (d) | in respect of an assessment for class 4 - machinery
and equipment, | \$650. |

Expiry

3 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2010.

Coming into force

4 This Regulation comes into force on January 1, 2009.



CAO Report
Presented July 12, 2024

- 1. The issue with the Credit Card reader at the bulk water station has been corrected. The system is fully functional.**
- 2. The Village has a new town truck – 2014 Ford 150 4X4 in excellent shape. The purchase price as \$21,000.**
- 3. Land Files are created and the paper sorting has begun.**
- 4. The garbage cans are in place.**
- 5. Village Foreman has been hired effective July 2, 2024. Chris Van Dulken is the new hire.**



Memo

Date: May 22, 2024

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or rhepher@chinookarch.ca to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

Vic Mensch, Chair

Chinook Arch Library Board

TEL. 403.380.1500
CHINOOKARCH.CA



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2023

Chinook Arch Snapshot



Highlights from 2023

New Library Websites

Introduced new websites for all member libraries in April.



20% increase in website visits

Digital Literacy Clinics were held in member libraries across the region.



85 classes booked

187 attendees

9,100 km travelled



VoIP Telephone Services

installed at 20 member libraries saving **\$19,000** per year collectively



20 new kits were added to the regional programming collection



Usage of this collection increased by **400%**




Wi-Fi Hotspots

borrowed **1,098** times

75 Hotspots added to the collection

Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.




Direct Library Support

1,419 support consultations (in-person and virtual)

328 direct patron interactions

218 Library programs in member libraries with **674** attendees





Connection and Learning Opportunities

17 training events held

307 attendees

10 Coffee Chats (a chance for library managers to connect on various topics)

148 people attended the 14th Annual Southern Alberta Library Conference

Sharing Resources



3 delivery vans

5 drivers

559,100 items moved between libraries

50,887 items added to shared library catalogue

That's 4,008 stops a year!






Online Services Management

14% increase of library material checkouts on OverDrive

25% audiobook borrowing up

36% increase in monthly Solaro activities (Solaro provides homework help and test prep for students in grades 3 to 12.)

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2023

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

Member of the Chartered Professional Accountants of Canada

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 4, 2024

INSIGHT_{CPA}

Chartered Professional Accountants


CHINOOK ARCH LIBRARY BOARD

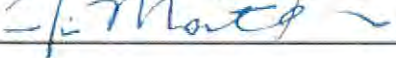
Statement of Financial Position

December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,392,190	\$ 1,595,396
Restricted cash (Note 4)	56,721	25,211
Accounts receivable	15,411	37,323
Goods and services tax recoverable	29,327	18,123
Employee computer loans (Note 5)	2,569	871
Prepaid expenses	240,820	173,471
	1,737,038	1,850,395
PROPERTY AND EQUIPMENT (Note 6)	2,381,613	2,486,851
	\$ 4,118,651	\$ 4,337,246
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 59,137	\$ 54,582
Receiver General payroll liabilities	17,263	16,970
Employee benefit obligations (Note 7)	178,500	191,065
Deferred revenue (Note 8)	56,721	25,211
	311,621	287,828
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,877,724	1,958,796
	2,189,345	2,246,624
NET ASSETS	1,929,306	2,090,622
	\$ 4,118,651	\$ 4,337,246

ON BEHALF OF THE BOARD


 _____ Director


 _____ Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Unrestricted Fund 2023	Internally Restricted Fund 2023 <i>(Note 10)</i>	Externally Restricted Fund 2023 <i>(Note 10)</i>	Capital Fund 2023	Total 2023	Total 2022
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521
Deficiency of revenues over expenses	(160,275)	-	-	-	(160,275)	(56,899)
Amortization of capital assets	105,240	-	-	(105,240)	-	-
Amortization of deferred capital contributions	(81,072)	-	-	81,072	-	-
Book allotment purchase, net of additions <i>(Note 10)</i>	12,434	(12,434)	-	-	-	-
Use of Technology Fund reserves <i>(Note 10)</i>	143,037	(143,037)	-	-	-	-
Use of Building Fund reserves <i>(Note 10)</i>	22,800	(22,800)	-	-	-	-
Internally imposed restriction on remaining surplus <i>(Note 10)</i>	(42,164)	42,164	-	-	-	-
Returned to funder	-	-	(1,041)	-	(1,041)	-
NET ASSETS - END OF YEAR	\$ -	\$ 1,425,550	\$ -	\$ 503,756	\$ 1,929,306	\$ 2,090,622

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
REVENUES			
Municipal levies	\$ 1,586,222	\$ 1,590,280	\$ 1,597,254
Provincial operating grant	1,016,828	1,038,499	1,003,511
Library board membership fees	639,798	642,471	638,412
Other income (Schedule 1)	394,500	416,578	359,154
Contract services (Schedule 1)	141,000	144,613	124,121
Provincial rural library services grant	124,000	134,125	123,693
Other grants (Schedule 1)	80,000	91,740	41,671
Municipal rural services fees	61,980	58,504	55,209
Amortization of deferred capital contributions (Note 9)	85,000	81,072	84,283
	4,129,328	4,197,882	4,027,308
EXPENSES			
Salaries and benefits	2,183,100	2,150,956	2,123,177
Library materials and collections	796,767	879,119	882,374
Programs and services (Schedule 2)	452,100	413,923	402,921
Network services (Schedule 2)	112,000	198,556	107,529
Contract and other services (Schedule 2)	141,500	147,732	127,649
Bibliographic services (Schedule 2)	79,500	89,328	88,363
Shipping and delivery (Schedule 3)	51,000	59,237	58,523
Building and maintenance	51,000	53,732	58,958
Training and development (Schedule 2)	37,000	48,835	30,734
Administration (Schedule 3)	35,600	34,457	27,810
Board expenses	8,500	11,205	6,881
Amortization of capital assets	181,000	105,240	111,623
	4,129,067	4,192,320	4,026,542
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	261	5,562	766

(continues)

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses (continued)
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
BOARD APPROVED PROJECTS FUNDED BY RESERVES			
Projects funded by Technology Fund reserves (Note 10)	(130,000)	(143,037)	(46,690)
Projects funded by Building Fund reserves (Note 10)	(45,000)	(22,800)	-
Projects funded by Operating Fund reserves	-	-	(10,975)
	(175,000)	(165,837)	(57,665)
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (174,739)	\$ (160,275)	\$ (56,899)

CHINOOK ARCH LIBRARY BOARD**Revenue Schedule (Schedule 1)****Year Ended December 31, 2023**

	Budget	2023	2022
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 294,417	\$ 306,724
Interest and investment income	40,000	102,576	48,030
Southern Alberta Library Conference	10,000	14,002	-
Employment programs	5,000	3,735	4,350
Gain on disposal of property and equipment	7,500	1,848	-
Fundraising and donations	30,000	-	50
Miscellaneous	2,000	-	-
	\$ 394,500	\$ 416,578	\$ 359,154
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 106,478	\$ 88,147
Contracts	39,000	37,244	35,846
Staff book purchases	2,000	891	128
	\$ 141,000	\$ 144,613	\$ 124,121
OTHER GRANTS			
Civil Society Fund grant	\$ 80,000	\$ 87,500	\$ 28,401
CFLSA grant	-	4,240	-
Nobleford establishment grant	-	-	10,270
Community Root grant	-	-	3,000
	\$ 80,000	\$ 91,740	\$ 41,671

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2023

	Budget	2023	2022
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 170,100	\$ 148,115	\$ 147,575
Support subscriptions	155,000	143,300	130,253
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	14,989	17,239
Membership programs	10,000	9,337	9,887
Special projects	1,000	7,107	4,249
Summer programs	2,000	1,075	1,524
Library membership cards	4,000	-	2,194
	\$ 452,100	\$ 413,923	\$ 402,921
NETWORK SERVICES			
Network support and maintenance	\$ 65,000	\$ 94,070	\$ 53,243
Equipment and software	20,000	53,297	27,223
Telecommunications	27,000	51,189	27,063
	\$ 112,000	\$ 198,556	\$ 107,529
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 109,814	\$ 91,674
ILS maintenance and service contract	39,000	37,244	35,846
Staff purchases	2,000	874	129
Better Beginnings card coupons	500	-	-
	\$ 141,500	\$ 147,732	\$ 127,649
BIBLIOGRAPHIC SERVICES			
Support services	\$ 65,000	\$ 74,313	\$ 71,645
Supplies for library materials	12,000	11,136	11,246
Cataloguing subscriptions	2,500	3,879	5,472
	\$ 79,500	\$ 89,328	\$ 88,363
TRAINING AND DEVELOPMENT			
Southern Alberta Library Conference	\$ 15,000	\$ 19,578	\$ 10,624
Conferences, courses and staff travel	13,000	14,262	11,545
Librarian meetings and training	8,000	14,017	8,565
Programs and training for libraries	1,000	978	-
	\$ 37,000	\$ 48,835	\$ 30,734

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2023**

	Budget	2023	2022
SHIPPING AND DELIVERY			
Vehicle expense	\$ 40,000	\$ 47,672	\$ 48,516
Postage and shipping	3,000	5,367	2,980
Freight	5,000	3,297	4,274
Vehicle insurance	3,000	2,901	2,753
	\$ 51,000	\$ 59,237	\$ 58,523
ADMINISTRATION			
Professional fees	\$ 9,500	\$ 9,499	\$ 7,200
Office equipment maintenance	7,500	8,375	7,542
Office supplies and equipment	8,000	7,554	7,905
Coffee services	1,800	2,603	1,650
Subscriptions	2,400	2,037	2,355
Bank charges	1,600	1,677	1,719
Foreign currency exchange	2,000	1,087	(783)
Recruitment	800	763	167
Memberships	500	400	55
Advertising	500	298	-
Printing	500	139	-
Miscellaneous	500	25	-
	\$ 35,600	\$ 34,457	\$ 27,810

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2023**

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 4,064,918	\$ 3,947,137
Cash paid to suppliers and employees	(4,339,190)	(3,944,342)
Interest received	102,576	48,030
INCREASE (DECREASE) IN CASH FLOW	(171,696)	50,825
Cash - beginning of year	1,620,607	1,569,782
CASH - END OF YEAR	\$ 1,448,911	\$ 1,620,607
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,392,190	\$ 1,596,396
Restricted cash	56,721	25,211
	\$ 1,448,911	\$ 1,620,607

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

3. CASH AND CASH EQUIVALENTS

	2023	2022
Cash	\$ 1,392,190	\$ 1,345,396
Guaranteed investment certificate	-	250,000
	\$ 1,392,190	\$ 1,595,396

The Royal Bank non-redeemable guaranteed investment certificate bearing interest at 4.3% per annum matured on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

5. EMPLOYEE COMPUTERS LOANS

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,276,115	2,287,894	2,383,222
Equipment	116,136	63,023	53,113	61,526
Automotive	187,175	187,149	26	52
Computer equipment	123,130	123,130	-	1,471
	\$ 4,031,030	\$ 1,649,417	\$ 2,381,613	\$ 2,486,851

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2023

7. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation accrual	\$ 170,685	\$ 181,813
Health spending account	7,815	9,252
	\$ 178,500	\$ 191,065

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

8. DEFERRED REVENUE

	2023	2022
<u>Indigenous grant</u>		
Opening balance	\$ 18,430	\$ -
Funds received	75,331	71,352
Amounts recognized	(38,805)	(52,922)
	54,956	18,430
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	(4,240)	-
	-	4,240
<u>Other</u>		
Opening balance	2,541	243
Funds received	1,765	2,541
Amounts recognized	(2,541)	(243)
	1,765	2,541
Total	\$ 56,721	\$ 25,211

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2023	2022
Opening balance	\$ 1,958,796	\$ 2,043,079
Additions during the year	-	-
Amortization	(81,072)	(84,283)
	\$ 1,877,724	\$ 1,958,796

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

10. RESTRICTED RESERVE FUNDS

	2022	Additions	Uses	2023
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 269,515	\$ 42,164	\$ 143,037	\$ 168,642
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	22,800	336,554
Operating Fund	454,408	-	-	454,408
Book Allotment Fund	232,020	645,310	657,744	219,586
	\$ 1,561,657	\$ 687,474	\$ 823,581	\$ 1,425,550
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ 1,041	\$ -

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114112

May 21, 2024

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

Dear Mayor Allred:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Village of Glenwood:

- The 2024 LGFF Capital allocation is \$212,459.
 - This includes \$18,404 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$62,126.

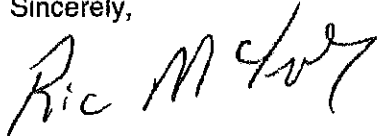
LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$217,129. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

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The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister

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



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

.../2

contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: www.alberta.ca/strengthening-local-elections-and-councils.

Sincerely,



Ric McIver
Minister

Attachment: Bill 20 – Fact Sheet

Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

Changes to local election rules under the LAEA

Proposed changes to the LAEA aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The LAEA only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.

Prohibit automated voting equipment, such as electronic tabulators.	The LAEA permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the MGA

Proposed changes to the MGA will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
AMENDED: Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
AMENDED: Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the MGA or otherwise exceeds the authority granted to a municipality under the MGA or any other statute, conflicts with the MGA or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the MGA.
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the MGA

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the MGA.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.