



VILLAGE OF GLENWOOD
Regular Council Meeting

Agenda

Glenwood Community Hall (90 Main Avenue)
Tuesday, January 14, 2025 7:00pm

1. Call to Order – 7:00 pm
2. Approval of Agenda
3. Approval of Minutes of the Regular Meeting of December 17, 2024
4. Tabled Item
 - a) Wayne Smith property matter
5. Bylaw 245-2025 – changes to Rates, Fees Bylaw to address changes to water service delivery costs and services
6. Items for Discussion and/or Action:
 - a) Proposals for new playground – discussion required
7. Councillor Reports:
 - a) Mayor Linda Allred
 - b) Deputy Mayor Mark Peterson
 - c) Councillor Doral Lybbert
 - d) Councillor Sandy Lybbert
 - e) Councillor Brian Wickhorst.
8. Correspondence:
 - a) Chinook Arch Regional Library Report
9. Closed Session –
 - a) *Freedom of Information and Protection of Privacy Act* – Section 19(1) employee matter
10. Adjournment.

VILLAGE OF GLENWOOD
Tuesday, December 17, 2024 Minutes

The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on Tuesday, December 17, 2024.

In attendance: Mayor Allred, Councillor Doral Lybbert, Councillor Sandy Lybbert

Absent: Deputy Mayor Peterson, Councillor Brian Wickhorst

Officials: Chief Administrative Officer Cynthia Vizzutti present

<u>1. Call to Order Regular Meeting</u>	Mayor Allred called the regular Council meeting of December 17, 2024 to order at 7:00 p.m.
<u>2. Agenda Approval</u> <u>2024.12.17.151</u>	Moved by Councillor Sandy Lybbert to approve the agenda. Carried.
<u>3. Minutes of Regular Meeting of Nov 19, 2024</u> <u>2024.12.17.152</u>	Moved by Councillor Doral Lybbert to approve the minutes of the regular meeting of Council held on November 19, 2024. Carried.
<u>4. Wayne Smith Property</u> <u>2024.12.17.153</u>	Moved by Councillor Doral Lybbert to table the matter of the fence on the Wayne Smith property to the meeting of January 14, 2025. Carried.
<u>5.a) AMSC Natural Gas Pooled Feed</u>	CAO Vizzutti informed Council that the natural gas pooled fee has dropped from \$3,32/gj to 2.88/gj.
<u>5.b) Letter from Marty Trim</u>	A letter was read from Marty Trim regarding his position on Stop Orders issued on his property.
<u>6. a-e Council Reports</u>	<ul style="list-style-type: none">a) Mayor Allred – FCSS is sponsoring soccer and ball team for children with disabilities. Alberta MLA's are working on the reduction of electrical rates.a) Deputy Mayor Peterson – absentb) Councillor Doral Lybbert – Livingstone Range School Division has an excellent high school work program. Cardston County Emergency Services have a balanced budget without AHS in the firehall. There is a concern with municipalities and AHS so renegotiating is an option being discussed. Twin Rivers Economic development said the Christmas fair was a success.c) Councillor Sandy Lybbert reported the Cheese Museum Committee will be sorting inventory in the new year.d) Councillor Brian Wickhorst – absent
<u>7. CAO Report</u>	CAO Vizzutti presented the CAO Report as per the report attached to the agenda.
<u>8. Cheque Listing</u>	CAO Vizzutti presented the cheque listing - Cheque Number 20230349 to 20240389 in the amount of \$45,421.85 for Council's information.
<u>9. Correspondence</u>	Information from the Alberta Farm Safety Center was presented to Council.
<u>10. Budget for Approval</u> <u>2024.12.17.154</u>	Moved by Councillor Sandy Lybbert to approved the 3 year operating and capital budget for 2025-2027 with Operating Income of \$660,345 and Operating Expenditures of \$815,745 less Amortization of \$155,400 and Capital Income of \$309,000 and Capital Expenses of \$309,000 for the year 2025. Carried.

11. Closed Session
2024.12.17.155

Moved by Mayor Allred to go into Closed Session at 8:22p.m. regarding Section 19(1) Confidential Evaluations – employment matter

Carried.

11. In Closed Session
2024.12.17.156

Moved by Councillor Sandy Lybbert to come out of Closed Session at 8:45 p.m.

Carried.

12. Adjournment
2024.12.17.157

Moved by Mayor Allred to adjourn the meeting at 8:46 p.m.

Carried.

Meeting Chair

Chief Administrative Officer

Proposed Bylaw

VILLAGE OF GLENWOOD

Bylaw 245-2025

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 245B-2024 is hereby repealed.

6. DATE OF COMMENCEMENT:

- 6.1 This bylaw shall come into effect on January 14th, 2025.

Read a FIRST time this 14th day of January, 2025.

Read a SECOND time this 14th day of January, 2025.

Read to CONSIDER the THIRD and finally time this 14th day of January, 2025.

Read a THIRD time and finally passed this 14th day of January, 2025.

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)	\$0.50
1.6	Photocopying/printing (single sided 11x17 size sheet)	\$0.60
1.7	Photocopying/printing (double sided 11x17 size sheet)	\$1.00
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)	\$1.10
1.11	Color Photocopying/printing (double sided 11x17 size sheet)	\$2.00
1.12	Faxing:	
	(a) Per page (outgoing)	\$0.50
	(b) Per page (incoming)	\$1.00
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	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
	Assessment Review Board Complaint-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	FOIP Request Fee:	
	(a) Initial Request Fee concerning your personal information	\$10.00
	(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* *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.	\$150.00
(b)	Resident Infant Interment	\$0.00
(c)	Other Interment – non residents	\$2,500.00

4. ENVIRONMENTAL SERVICES:

4.1	Bulk Water:	
(a)	Per gallon of water	\$0.03
4.2	Lot driveway approach installation: One per title where no approach currently exists will be covered by the Village for the standard installation as noted in subsection (a)	
(a)	Initial installation – maximum size 16 feet in length (4.88 meters) and 1 foot in diameter (300mm) with no culvert	\$0.00
(b)	Larger Culvert - maximum 300 MM diameter x 7 meters long provided	\$1,500.00
(c)	Larger Approach required without Culvert	\$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	\$50.00
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	\$136.00
Water Consumption per Imperial Gallon	\$0.003
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00
c. Church (Institutional):	2024
Water	\$74.00
Sewer	\$28.00
Solid Waste	\$16.00
Irrigation (per acre)	\$8.00
d. School (Institutional):	2024
Water	\$136.00
Sewer	\$56.00
Solid Waste	\$32.00
Irrigation (per acre)	\$8.00

5.2 Water/Sewer/Irrigation Connection Rates

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. ***\$2,250.00**

***Any damages to the road requiring repairs shall be an additional charge of cost plus 10%.**

ii. Sewer Service Install - inside Village Boundaries	\$2,250.00
iii. Irrigation Service Install (no roadwork) - inside Village Boundaries	\$1,125.00
iv. 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 only)	\$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	\$100.00
7.3 Development Application Fee – garage, deck, carport, shed, accessory building, shipping container	\$50.00
7.4 Development Application Fee – modular/manufactured homes	\$100.00
7.5 Development Application Fee –multi-unit dwellings (per unit), special residential uses including half-way houses, group homes, day care, nursing homes	\$200.00
7.6 Development Application Fee – Commercial/Industrial	\$300.00
7.7 Development Application Fee – all public service buildings	\$300.00
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 and the date cannot be held 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, Glenwood 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 |

8.5	BBQ Grills	\$50.00
	(a) Rental per day for each grill by private groups Family reunions, weddings, etc.	
	(b) Rental per day of use for each grill by Village Community Groups as Per Policy A011 Including but not limited to Pioneer Days, Glenwood Days, and Community sanctioned Functions	\$0.00