



**VILLAGE OF GLENWOOD
Regular Council Meeting**

Agenda

**Village Administration Board Room (59 Main Avenue)
Wednesday, July 09, 2025
7:00pm**

1. Call to Order – 7:00 pm
2. Additions to the Agenda
3. Approval of Agenda
4. Approval of Minutes of the Regular Meeting of June 11, 2025
5. Sale of old Dunk Tank
6. Funding for the Electronic Sign received - \$36,000. Many thanks to Cam Francis and the County for applying on our behalf.
7. Family and Community Support Services Agreement – resolution required to accept Agreement
8. CAO Report
9. Cheque Listing for Council – #20250099 to #2025159
10. Councillor Reports:
 - a) Mayor Linda Allred
 - b) Deputy Mayor Mark Peterson
 - c) Councillor Doral Lybbert
 - d) Councillor Sandy Lybbert
 - e) Councillor Brian Wickhorst
11. Closed Session – Freedom of Information Protection of Privacy Act – Section 24(1)(a) discussion regarding Strategic Planning Process and Land Use Bylaw Review.
12. Adjournment.

VILLAGE OF GLENWOOD
Wednesday, June 11, 2025 Minutes

***The Minutes of the Regular Meeting of Council held at the Village of
Glenwood Administration Boardroom on Wednesday, June 11, 2025.***

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

Officials: Chief Administrative Officer Cynthia Vizzutti present

<u>1. Call to Order</u>	Mayor Allred called the regular Council meeting of June 11, 2025 to order at 7:00 p.m.
<u>2. Agenda Additions</u> <u>2025.06.11.67</u>	Moved by Councillor Doral Lybbert to add the following items to the agenda: a) Discussion of Pioneer Days <div style="text-align: right;">Carried.</div>
<u>3. Agenda Approval</u> <u>2025.06.11.68</u>	Moved by Councillor Sandy Lybbert to approve the agenda. <div style="text-align: right;">Carried.</div>
<u>4. Minutes of Regular Meeting – May 14, 2025</u> <u>2025.06.11.69</u>	Moved by Councillor Wickhorst to approve the minutes of the regular meeting of Council held on Wednesday, April 9, 2025. <div style="text-align: right;">Carried.</div>
<u>5. RCMP Quarterly Report</u>	RCMP Constable Slarks presented the January-March 2025 Quarterly Report.
<u>6. Council Meeting Rates</u>	Councillor Sandy Lybbert wishes to add Council Meeting rates for full day meetings to the 2026 Operating Budget for discussion.
<u>7. Sale of Old Dunk Tank</u> <u>2025.06.11.70</u>	Moved by Deputy Mayor Peterson that the old dunk tank be sold through Public Notice with a closing date of June 27 and that it be sold to the highest offer. <div style="text-align: right;">Carried.</div>
<u>8. Placement of Meter Vaults – requested by Cardston County</u> <u>2025.06.11.71</u>	Moved by Councillor Sandy Lybbert that the Council approve the placement of 2 meter vaults in the Village borrow area, one being located at the NW corner of 4 th Street North and 4 th Avenue West and the second one located at the NE corner of Main Avenue NW and 4 th Street North. <div style="text-align: right;">Carried.</div>
<u>9. Review of the CCREMPA</u>	Councillor requested a review of the Cardston County Regional Emergency Management Partnership Agreement – no changes were required.
<u>10. Asset Transfer Agreement – Regional Fire</u> <u>2025.06.11.72</u>	Moved by Councillor Doral Lybbert that the Village of Glenwood sign the Asset Transfer Agreement for the regional fire service, in partnership with Cardston County, Town of Cardston, Village of Hill Spring and Cardston County Emergency Services. <div style="text-align: right;">Carried.</div>
<u>11. Joint Fire Services Agreement</u> <u>2025.06.11.73</u>	Moved by Councillor Doral Lybbert that the Village of Glenwood sign the Joint Fire Services Agreement in partnership with Cardston County, Town of Cardston and Village of Hill Spring. <div style="text-align: right;">Carried.</div>
<u>12. Fire Service Level Policy A012.2025</u> <u>2025.06.11.74</u>	Moved by Councillor Brian Wickhorst that the Village of Glenwood approve Policy A012.2025 – Fire Level of Service. <div style="text-align: right;">Carried.</div>

13. Draft FCSS Agreement
2025.06.11.75

Moved by Mayor Linda Allred that the final draft of the FCSS agreement be tabled to the July 9, 2025 meeting, due to the fact that it was just received today. **Carried.**

14. CAO Report

CAO report for the month of May was presented to Council. There was an failure at the irrigation building but the matter has been fixed. The bronze plaque for the cenotaph has been finalized. The CAO attended the SW Alberta Group Annual General meeting and attended a meeting with FCSS in Cardston with Mayor Allred.

4th Avenue has been sanded due to oil leaching caused by heavy traffic during hot weather.

15. Cheque Listing

Cheque Listing – 20250099 to 20250115 in the amount of \$21575.64 as information.

16. Correspondence

- a) Community Futures Southwest Board – request for representatives to sit on the board. No name was put forward.
- b) Pincher Creek Parade – Invitation
- c) Alberta Municipal Affairs – LGFF Capital and Operating Allocation

17. Councillor Reports

- a) Mayor Allred – attended Mayors and Reeves – in Taber
- b) Deputy Mayor Peterson – no report.
- c) Councillor Doral Lybbert – Glenwood Days planning is currently underway.
- d) Councillor Sandy Lybbert – Diamond Willow and Chinook Lodge are hosting barbeques.
- e) Councillor Wickhorst – Town of Cardston is shutting down their grass collection due to contamination. The transfer station is being very well run.

18. Closed Session
2025.06.11.76

Moved by Councillor Sandy Lybbert to go into Closed session, at 8:40 p.m. under the Freedom of Information and Protection of Privacy Act – Section 24(1)(b)(i) deliberations involving officers or employees of a public body, and Section 24(g) regarding potential for solar energy development. **Carried.**

2025.06.11.77

Moved by Deputy Mayor Peterson to come out of Closed Session at 9:12 p.m. **Carried.**

20. Adjournment
2025.06.11.78

Moved by Councillor Sandy Lybbert to adjourn at 9:12 p.m. **Carried.**

Meeting Chair

Chief Administrative Officer

VENDOR		VENDOR ID		DATE ISSUED	
VILLAGE OF GLENWOOD		0070002419		17-Jun-2025	
DEPOSITED AT BANK	021907629	DEPOSIT NO	DATE	AMOUNT	
BRANCH: 07629	ACCOUNT: ****07424	2000678271	17-Jun-2025	\$36,000.00	
				TOTAL	\$36,000.00

DEPOSIT NO: 2000678271		DEPOSIT DATE: 17-Jun-2025		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1900720297	RED Rural Economic Development Total Payment From AGI For Inquiries Call 780 427 2151	075760394628	\$36,000.00	\$36,000.00
<p>1 → 748</p> <p>12444</p>				
			TOTAL	\$36,000.00

VILLAGE OF GLENWOOD
PO BOX 1084
GLENWOOD, AB
T0K 2R0

JOINT MUNICIPAL
FAMILY AND COMMUNITY SUPPORT SERVICES
AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025.

BETWEEN:

THE TOWN OF CARDSTON, a body corporate, having its office in the Town of Cardston,
in the Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE FIRST PART)

CARDSTON COUNTY, a body corporate, having its office in the Town of Cardston,
in the Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE SECOND PART)

THE VILLAGE OF GLENWOOD, a body corporate, having its office in the Village of Glenwood,
in the Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE THIRD PART)

THE VILLAGE OF HILL SPRING, a body corporate, having its office in the Village of Hill Spring,
in the Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE FOURTH PART)

WHEREAS Section 2 of the Family and Community Support Services Act states, "a municipality may enter into agreements with other municipalities to provide for the establishment, administration and operation of joint family and community support services programs";

AND WHEREAS the FCSS Act and Regulation provide for municipalities to sponsor a program to provide preventive services that enhance the social well-being of individuals and families through promotion or early intervention strategies consistent with the criteria listed in the FCSS Regulation;

AND WHEREAS the role of Family and Community Support Services is to provide programming that promotes, encourages, and strengthens family and community life, and to assist in preventing further breakdown of the family and the community. The Minister in charge of administering the Act may sign an agreement with the municipality or municipalities and may pay 80% of the costs of the program;

NOW THEREFORE, in consideration of these premises and the covenants contained herein, the parties agree as follows:

I. DEFINITIONS

- "Act" means the Family and Community Support Services Act of Alberta, R.S.A., 2000.

- "Board" means the Cardston & District Family and Community Services Support Board as established by this agreement.
- "Council" means the Council of the Municipality as defined in the Municipal Government Act of Alberta, R.S.A., 2000
- "FCSS" means Family and Community Support Services
- "FCSSAA" means the Family and Community Support Services Association of Alberta.
- "Member at Large" means a member of the public appointed to the Board under this agreement.
- "Minister" means the Minister of the Seniors, Community and Social Services or the Minister responsible for the Family and Community Support Services in the Province of Alberta.
- "Municipality" means a City, Town, Village, or County.
- "Program" means the Family and Community Support Services program as defined in the Family and Community Support Services Act, R.S.A., 2000 and subsequent amendments.
- "Region" means the area established by the Provincial Government that FCSS serves including the participating municipalities of the Town of Cardston, Cardston County, the Village of Glenwood, and the Village of Hill Spring.
- "Regulation" means the Family and Community Support Services Regulation and any further amendments or regulation to the Act.
- "Unit Authority" means the municipality assigned to act on behalf of the other municipalities under the FCSS Act and this agreement.

II. AGREEMENT

1. This Agreement, between the Unit Authority and participating municipalities, is for the establishment, administration and operation of a joint Family and Community Support Services Program and will provide services and programs to all areas represented.
2. This Agreement hereby replaces and supersedes all previous agreements & bylaws.
3. The parties hereby agree that the Agreement will create a program known as Cardston & District Family and Community Support Services, referred to as Cardston & District FCSS.
4. This Agreement will become effective on the date and year first above written and will continue in force from year to year in accordance with the terms and conditions of this agreement unless terminated by agreement amongst the parties hereto.

III. UNIT AUTHORITY – POWERS AND DUTIES

1. The parties hereby agree that the Town of Cardston, Party of the First Part, will be the Unit Authority, acting on behalf of and at the direction of the other parties, or at the direction of the Cardston & District FCSS Board, under this agreement.
2. In addition, each of the parties agrees to pay to the Unit Authority its required per capita allocation of the municipal funds to match the provincial funds budgeted each year in accordance to the FCSS Act.
 - a. The municipal funds represents at least 20% of the total provincial/municipal combined revenue, which will be allocated from the operating budget of the municipality in accordance to the Act.
3. The Unit Authority will:
 - a. Receive correspondence on behalf of the parties regarding the FCSS program under the FCSS Act and Regulation and will forward all correspondence to the Board or Executive Director.
 - b. Sign on behalf of the other parties' applications for funding under the FCSS Act and Regulation submitted to the Minister.
 - c. Enter into an agreement with the Minister, on behalf of and at the direction of the parties, to provide for the administration and operation of an FCSS program as outlined in the FCSS Act and Regulation.
 - d. Receive from the Minister, funds as are granted under the FCSS Act and Regulation and to deliver those funds to the Board on behalf of the Minister.
 - e. Receive the required funds from the municipalities on an annual basis, as per III. 2. above, and deliver those funds to the Board on behalf of the municipalities.
 - f. Annually appoint an auditor.
 - g. Provide an appropriate office space, office equipment and furniture suitable as may be required by the Executive Director and staff for the efficient operation and management of the Cardston & District FCSS program and a meeting space appropriate for the Cardston & District FCSS Board meetings.
 - h. Provide banking services for the Cardston & District FCSS program.

IV. LIMITATION OF THE POWERS AND DUTIES OF THE UNIT AUTHORITY

1. The Unit Authority will not:
 - a. Be solely liable for any action taken under this Agreement, on behalf of and at the discretion of the other parties.

- b. Solely direct the activity of, or be responsible for, the activities of the Program or the Cardston & District FCSS Board.
- c. Authorize any expenditure from the FCSS budget which has not been approved by resolution of the Cardston & District FCSS Board.

V. RULES RESPECTING THE ORGANIZATION OF THE CARDSTON & DISTRICT FCSS BOARD

- 1. WHEREAS the Family and Community Support Services Act provides that municipalities will form a board, the parties hereby agree to establish a board called the Cardston & District Family and Community Support Services Board, hereinafter referred as the Cardston & District FCSS Board, to provide for the establishment, administration, and operation of a joint Family and Community Support Services Program, for the benefit of the participating municipalities, the following are agreed to by all parties:

2. BOARD COMPOSITION

- a. The Board will consist of nine (9) members as follows:

- i. 1 – Elected official appointed from the Town of Cardston.
- ii. 1 – Elected official appointed from the Cardston County.
- iii. 1 – Elected official appointed from the Village of Glenwood.
- iv. 1 – Elected official appointed from the Village of Hill Spring.
- v. 5 – Members at large

- 1. At least 2 members at large should reside in the Town of Cardston.

- ~~2. At least 1 member at large should reside in the Cardston County.~~

- 3. The remaining 2 members at large may reside in any of the participating municipalities.

- 4. All members at large will be appointed by resolution of the Council of the Unit Authority.

3. TERM OF OFFICE FOR BOARD MEMBERSHIP

- a. The maximum term of office for members at large will be two (2) consecutive terms, at which time the member must retire for a period of at least one (1) year. All members will remain in office until their respective successors are appointed.

- i. A term is defined as two (2) years.

- ii. In the event of a vacancy occurring, if a member cannot be appointed to fill such a vacancy, the Board may request another elected official from one of the participating municipalities to fill the position until a suitable member can be appointed.
 - 1. The municipality requested to fill the position will be determined on which area needs to be represented to fulfill the requirements of the Board established by this agreement.
- b. Councils will, at their first organizational meeting of Council, appoint a member of Council to act as a Board member.
 - i. Councils may also appoint a Board member alternate for circumstances when the regular elected appointed member is unable to attend for an extended period of time.
 - ii. The term of the appointed Board member will be for their term on Council.
- c. Board members may resign at any time during their appointment by submitting their resignation to the Board.
 - i. Appointed members of Council may resign by submitting their resignation to their respective Council.
 - ii. Appointed members of Council who have resigned from their position on Council or are no longer eligible to sit on Council will automatically be deemed to have resigned from the Board.
- d. If a Board member is absent from three (3) consecutive meetings of the Board without being excused by the Board, the member will be deemed to have resigned their appointments, unless they are absent for health reasons, in which case the continuation of their appointment will be determined by the Board.
 - i. Councils will ensure that an appointed member of Council is not absent longer than three (3) consecutive months.
 - ii. The Board will be required to give written notice to any member who has exceeded the above absence threshold and will invite the absentee to provide a written explanation of the absences, on the understanding that such written explanation will be reviewed and discussed by the Board before a final decision by resolution is made.
- e. The Board may request the resignation of a Board member during the member's term if it appears to be in the best interest of the public and program.

4. POWERS AND DUTIES OF THE BOARD

- a. All members of the Board will serve as the people's representative for the Region as a whole and will always respect the best interests of the Region as a whole.
- b. The Board will:
 - i. Appoint a Chair and Vice Chair from the members at large during the organization meeting held during the first meeting of each year.
 - 1. The Chair will have a vote on any question, and in the event of a tie, the motion will be lost.
 - 2. In the absence of the Chair, the Vice Chair will act as Chair of the meeting.
 - 3. In the absence of both the Chair and Vice Chair, the Board will appoint another member of the Board to act as Chair of the meeting.
 - 4. In the event of resignation of the Chair prior to the organization meeting, the Vice Chair will assume that role until the next annual organization meeting.
 - 5. In the event of resignation of both the Chair and Vice Chair, the Board will appoint another member of the Board to assume the role of Chair until the next annual organization meeting.
 - ii. Hold regular meetings throughout the year as established by the Board at their organization meeting.
 - iii. Have the power to sign such legal agreements as are needed for the efficient and sound development of the program. This power limited to the execution of agreement between the Board and any entities receiving funding.
 - iv. Make regulations and policies as it may deem necessary regarding the overall program direction and governance of the FCSS program, provided such regulations and policies are within the scope of the FCSS Act and Regulation.
 - 1. Copies of all regulations and policies will be filed and kept in the FCSS office and maintained by the Board.
 - v. Approve an annual budget.
 - vi. Authorize all revenues and expenditures in the FCSS Budget in accordance to the FCSS Act and Regulations.

- vii. Communicate and promote FCSS services to Municipal Councils and the Communities.
- viii. Represent the Cardston & District FCSS communities and programs to the Provincial Government and FCSSAA.
- ix. Lobby and communicate items of local or provincial concern to the Provincial Government and FCSSAA as appropriate.
- x. Represent the Cardston & District FCSS to other local Boards and organizations.
- xi. Participate in the staffing and evaluation of an Executive Director to oversee the operation and internal affairs of the Cardston & District FCSS program.
 - 1. When a new director is to be hired, the Unit Authority will invite a member of the Board (usually the Chair or Vice Chair) to participate in the screening and interview process.
 - 2. When the Director receives performance reviews, the Board will be asked to submit an evaluation form to the Unit Authority related to the Directors performance with the Board and programming.
 - 3. The Executive Director will be responsible for the selection and hiring of programming contractors, as needed, under the discretion of the Board and with approval of the Unit Authority.
 - 4. The Executive Director will act as Secretary of the Board or may appoint another staff member as Secretary.
- xii. Fund and/or deliver programs in accordance with the FCSS Act and/or Regulation as amended from time to time.
- xiii. Receive information from the Executive Director and provide direction from a political and governance perspective.
- xiv. Keep minutes of all meetings.
- xv. Complete and submit annual reports to the Unit Authority under the FCSS Act for the required reporting to the Province.
- xvi. Provide reports on the administration and operation of the programs to the parties as requested.
- xvii. Be accountable to the parties under the provisions of the Act and its regulations.
- xviii. Establish letterhead to be used for official business purposes.

- c. The Board may appoint sub-committees as needed to deal with any special matters within the scope and jurisdiction of the Board.
- d. The Board may request the Unit Authority to call meetings of the other parties to discuss proposed amendments to the Agreement.
- e. Any decisions made by the Board will be binding on all parties to this Agreement even if a Board member may have been absent from the meeting when such decision was made.

VI. LIMITATION OF POWERS AND DUTIES OF THE BOARD

- 1. No member of the Board, appointed member of Council, or associated staff may authorize any expenditure, unless by resolution of the Board.
- 2. Board members will not:
 - a. Exert any individual authority over FCSS except as stated in FCSS policies.
 - b. Have individual authority to speak for FCSS when they interact with staff, the public, the press, or another entity or person unless granted this authority by the Board as a whole.

VII. LIMITATIONS OF POWERS AND DUTIES OF THE PARTIES

- 1. No party to this Agreement will be solely liable for any action undertaken by the Board, or program personnel, nor will any such party be liable for any sum of money greater than its share as requisitioned by the Minister.
- 2. No party to this Agreement will solely direct or attempt to direct the activities of personnel involved in this Program except the Unit Authority.
- 3. The Unit Authority, or any other party under this agreement, will not exert any authority over the FCSS program or the Board except as established under this agreement or the FCSS Act.

VIII. CODE OF CONDUCT

- 1. All members of the Board and/or associated staff will conduct themselves in a professional manner and will not participate in any conduct or use any language that may be injurious to the moral tone and well-being of the services provided under this Agreement.
- 2. All members of the Board and/or associated staff will remain impartial and unbiased when discussing matters pertaining to the FCSS program.
- 3. No Board member will place themselves in a position where there is a conflict between their duties as a member and their other interests.

4. Every Board member who has a conflict of interest will declare such conflict fully at any meeting of the Board, either verbally or by writing, at the commencement of any discussion where there is such conflict and it will be noted in the minutes of the meeting.
 - a. Where a Board member believes that another member of the Board may have an undisclosed conflict of interest in respect of a matter being considered, that person may declare the conflict of interest and describe in general terms the nature of the conflict.
 - b. Where a conflict of interest has been disclosed under section VIII.4.a., the Chair may advise the Board member on the appropriate action to take regarding the conflict. In the event that the Board member disagrees with the recommendation of the Chair, the matter will be put to the Board for a vote.
 - c. Where a Board member has declared a conflict or a conflict has been determined to exist under section VIII.4., the Board member who has the conflict must absent themselves from the meeting while the matter is being discussed and must be absent from any voting on the said matter.
 - d. A Board member who breaches any of these conflict of interest provisions may have their Board membership revoked on majority vote of the Board.
 - e. For the purposes of these provisions, a Board member has a conflict of interest if:
 - i. They participate in the consideration of a funding application in which they have a personal or pecuniary interest, or in which any of their family members have a personal or pecuniary interest.
 - ii. They participate in the consideration of a funding application from the Board member's employer or from an organization to which the Board member belongs or volunteers.
 - iii. They use their position as a Board member to unduly advance their own interests or that of their friends, family, or business associated.
 - iv. Substantial doubt as to the ethical integrity of the Board member would be raised in the minds of a reasonable observer if that Board member were to participate in the consideration of that issue.
5. The Board members and staff will sign a Confidentiality Agreement regarding information they will have access to as a result of their duties.
 - a. Business conducted at meetings will be treated in a confidential manner at all times and minutes will not be posted publicly.
 - b. Only information that is recorded in the approved Board minutes can be made or discussed publicly.

Elected officials may only report on information to their respective Councils that is noted in approved minutes and may not disclose or discuss any confidential information or information not recorded in approved minutes unless directed otherwise by the Board.

IX. DISPUTE RESOLUTION

1. The parties are committed to resolving any disputes in a timely, non-adversarial, and cost-effective manner.
2. The dispute resolution process will include negotiation, mediation, and arbitration as progressive steps available to the parties in their efforts to resolve a dispute.
 - a. If the dispute proceeds to arbitration, the arbitrator's order will be considered final and binding upon the parties, subject to a judicial review on a question of jurisdiction only.
 - b. Upon issuance of an arbitrator's order or upon a negotiated or mediated agreement, the parties will promptly update the Joint Municipal Agreement to reflect any necessary changes.
 - c. The cost of an arbitrator will be shared equally among all the parties.
3. If the parties become involved in a dispute resolution process, they each will continue to perform their obligations described in the Agreement until the dispute resolution process is complete, and, subsequently, will comply with the signed resolution or arbitration order.

X. ADDITION OF PARTICIPATING MUNICIPALITIES IN THE PROGRAM

1. In the event that a new municipality wishes to participate in the Cardston & District FCSS program, the Board will cause a poll to be taken of the participating municipalities, who will indicate whether they approve or disapprove the addition of the new municipality.
 - a. The addition of the new municipality will be determined by a majority of the participating municipalities.
 - b. The new municipality's representation on the Board will be determined by the majority of the participating municipalities.

XI. WITHDRAWAL OF THE PARTICIPATING MUNICIPALITIES IN THE PROGRAM

1. Any of the parties to this Agreement may withdraw its participation in the Cardston & District FCSS program and in this Agreement by delivering notice in writing to the Unit Authority, the Board, and the Minister at least six (6) months prior to the beginning of the following calendar year.

- a. Upon receipt of such notice, the municipality wishing to withdraw will be considered no longer participating in any part of the FCSS program effective the first day of January in the year following that in which notice is given.
2. In the event of a notice of withdrawal by any one of the parties, the remaining parties will convene a meeting within 30 calendar days to review the Agreement and the program's continued operation.

XII. GENERAL MATTERS

1. This Agreement will benefit and be binding on the parties named, their successors and assigns.

In witness thereof, the parties, by their proper officers, have executed this agreement the day and year above written.

TOWN OF CARDSTON

Mayor

Chief Administrative Officer

CARDSTON COUNTY

Reeve

Chief Administrative Officer

VILLAGE OF GLENWOOD

Mayor

Chief Administrative Officer

VILLAGE OF HILL SPRING

Mayor

Chief Administrative Officer



CAO REPORT

July 9, 2025

- 1. Dylan Lybbert has started with the Village under grant funding to help with the outside work. He will be with the Village until the end of September.**
- 2. Joe Belanger has done maintenance on all equipment being used this summer including oil changes, repairs and upgrades.**
- 3. A new computer has been installed in the office providing significant upgrades as one of the computers was running on Windows 7 and was non-compatible with Catalis.**
- 4. Development permits for solar panels were issued on two properties in the month of June.**
- 5. The Glenwood Gleanings is up and operational again with postings on the website. Thank you to Amanda Payne for taking this on.**
- 6. Reminder the CAO is working September 22 due to it being Nomination Day.**
- 7. Reminder the CAO will be on holidays from September 24 to October 31. Janet Edwards, Executive Assistant, will be managing the office in my absence.**

Presented by CAO Vizzutti

VILLAGE OF GLENWOOD

Page 1 of 2

Cheque Listing For Council

2025-Jul-2
2:22:46PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250099	2025-04-28	ALBERTA MUNICIPAL SERVICE CORPORATION	25-1058611	POWER AND NATURAL GAS	3,699.72	3,699.72
20250100	2025-05-07	AMSC INSURANCE SERVICES LTD	1832-2025-05	EMPLOYEE BENEFITS	1,606.05	1,606.05
20250101	2025-05-07	CARDSTON COUNTY	25467	REGIONAL DEM CONTRACT	66.70	66.70
20250102	2025-05-07	LYBBERT, SANDY	JAN-MAR 2025	COUNCILLOR MILEAGE	273.80	273.80
20250103	2025-05-07	McGILL'S INDUSTRIAL SERVICES	11890	FLUSHING EAST HALF OF SEWE	7,213.50	7,213.50
20250104	2025-05-07	MICROAGE ALBERTA LTD.	27008 27112	SUPPORT COSTS YEARLY BACKUP FEES	65.63 756.00	821.63
20250105	2025-05-07	PINCHER CREEK CO-OP	5039664	DE-ICING WASHER FLUID	6.29	6.29
20250106	2025-05-07	RECORDXPRESS	1235488	SHREDDING	28.35	28.35
20250107	2025-05-07	RELIANCE APPRAISALS	029021	LAND APPRAISAL GARY BILLING	892.50	892.50
20250108	2025-05-07	TELUS COMMUNICATIONS	APR 17/2025	OFFICE PHONE/WATER PLANT F	273.96	273.96
20250109	2025-05-07	TELUS MOBILITY	APRIL 24/2025	CELL PHONE COSTS	249.17	249.17
20250110	2025-05-07	VAN DULKEN, CHRIS	MAY 6	IT SUPPORT	50.00	50.00
20250111	2025-05-07	GOVERNMENT OF ALBERTA LAND TITLES	APRIL 2025	LAND TITLE FEES	50.00	50.00
20250112	2025-05-07	SPRING GLEN PARK ASSOCIATION	000002-R-0007	SPRING GLEN PARK GRANT	1,500.00	1,500.00
20250113	2025-05-21	BECK'S EXCAVATING & TRUCKING LTD	3332	INSTALL W/S TO GLAVIN PROPEI	3,155.25	3,155.25
20250114	2025-05-21	KUTSCH, KANSIS	101	HALL CLEANING	170.00	170.00
20250115	2025-05-21	NEXTGEN AUTOMATION, DIGITAL CONNECTION	669279 676862	PHOTOCOPYING PHOTOCOPYING	84.25 85.22	169.47
20250116	2025-05-21	BECK'S EXCAVATING & TRUCKING LTD	3333	APPROACH FOR BRIAN GLAVIN	1,349.25	1,349.25
20250117	2025-06-10	GLENWOOD MUNICIPAL LIBRARY	2025 REQ.	2025 LIBRARY REQUISITION	15,000.00	15,000.00
20250118	2025-05-29	ALBERTA MUNICIPAL SERVICE CORPORATION	25-1059089	UTILITIES	3,337.02	3,337.02
20250119	2025-05-29	ASSOCIATION OF ALBERTA MUNICIPALITIES	00942	COUNCIL REGISTRATION	483.00	483.00
20250120	2025-05-29	ROCKY MOUNTAIN MECHANICAL	WO 117458	PARTS FOR TRIMMER	171.51	171.51
20250121	2025-05-29	VAN DULKEN, CHRIS	MAY 22	IT SUPPORT	75.00	75.00
20250122	2025-05-29	VIZZUTTI, CYNTHIA	MAY MILEAGE	MILEAGE	705.60	705.60
20250123	2025-06-10	AMSC INSURANCE SERVICES LTD	JUNE PAYMEN	JUNE BENEFITS	1,606.05	1,606.05
20250124	2025-06-10	BENCHMARK ASSESSMENT CONSULTANTS INC	JUNE-AUG ASS	ASSESSMENT CONTRACT	2,487.71	2,487.71
20250125	2025-06-10	BROADHEAD, JACK	917324	IRRIGATION SYSTEM REPAIRS	1,804.67	1,804.67
20250126	2025-06-10	CARDSTON COUNTY	25637	REGIONAL DEM CONTRACT	66.70	66.70
20250127	2025-06-10	CITY OF LETHBRIDGE- FIRE ADMINISTRATION	82137	FIRE DISPATCH	319.73	319.73
20250128	2025-06-10	RECORDXPRESS	1243437	SHREDDING	82.70	82.70
20250129	2025-06-10	SOLAR SEEKER	1371	IRRIGATION SYSTEM REPAIRS	157.50	157.50
20250130	2025-06-10	SOUTHERN IRRIGATION	0746657/68	IRRIGATION PARTS	651.90	651.90
20250131	2025-06-10	TELUS COMMUNICATIONS	MAY 17 INVOIC	TELEPHONE BILLS	273.96	273.96
20250132	2025-06-10	TOWN OF RAYMOND	20250255	PAYROLL FEES	133.88	133.88
20250133	2025-06-10	VAN DULKEN, CHRIS	JUNE 5 IT	IT SERVICES	50.00	50.00
20250134	2025-06-10	KUTSCH, KANSIS	MAY HALL	COMMUNITY HALL CLEANING	390.00	390.00
20250135	2025-06-10	RECORDXPRESS	APR 27 123544	SHREDDING	28.35	28.35
20250136	2025-05-02	ATB FINANCIAL MASTERCARD	MAR13-APR10	DUNK TANK OFFICE SUPPLIES F	6,076.83	6,076.83

VILLAGE OF GLENWOOD

Page 2 of 2

Cheque Listing For Council

2025-Jul-2
2:22:46PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250137	2025-06-02	ATB FINANCIAL MASTERCARD	APR11-MAY12	DUNK TANK CAMERAS FIRE EQL	1,897.49	1,897.49
20250138	2025-06-18	ALLRED, LINDA	APR2-JUNE 18	MILEAGE - APR 2 TO JUNE 18	689.76	689.76
20250139	2025-06-18	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	923377	JULY-DEC MEMBERSHIP	1,055.36	1,055.36
20250140	2025-06-18	MICROAGE ALBERTA LTD.	27311	NEW COMPUTER	2,624.79	2,624.79
20250141	2025-06-18	PETERSON, MARK	MILEAGE-JUNE	MILEAGE JUNE 4	50.40	50.40
20250142	2025-06-18	TELUS MOBILITY	MAY 24 2025	CELL COSTS	248.54	248.54
20250143	2025-06-18	VAN DULKEN, CHRIS	JUNE 12 IT	IT JUNE 12	75.00	75.00
20250144	2025-06-18	WICKHORST, BRIAN	MILEAGE MAR	JAN-MARCH MILEAGE	289.44	289.44
20250145	2025-06-24	ASSOCIATION OF ALBERTA MUNICIPALITIES	17358	CAO JOB POSTING	472.50	472.50
20250146	2025-06-24	BECK'S EXCAVATING & TRUCKING LTD	3376/3378	SEWER INSTALL AND IRRIGATIO	4,116.00	4,116.00
20250147	2025-06-24	BELANGER, JOE	JUNE SUPPLIE	EQUIPMENT PARTS	323.30	323.30
20250148	2025-06-24	CARDSTON COUNTY	25755	REGIONAL DEM CONTRACT	66.70	66.70
20250149	2025-06-24	JOHN DEERE FINANCIAL	1813003	TRACTOR PARTS	289.58	289.58
20250150	2025-06-24	LYBBERT, DORAL	APR-JUNE MILI	APR 2 - JUNE 11 MILEAGE	339.84	339.84
20250151	2025-06-24	TRS AERIAL SURVEYS LTD	25-004_I	ORTHO PHOTO PROGRESS PAY	1,050.00	1,050.00
20250152	2025-06-24	VIZZUTTI, CYNTHIA	JUNE MILEAGE	JUNE MILEAGE	516.90	516.90
20250153	2025-06-24	WORKER'S COMPENSATION BOARD - ALBERTA	28177165	WCB PREMIUM	1,456.33	1,456.33
20250154	2025-06-25	ALBERTA MUNICIPAL SERVICE CORPORATION	25-1059210	POWER AND NATURAL GAS	3,207.11	3,207.11
20250155	2025-07-02	AMSC INSURANCE SERVICES LTD	1832-2025-07	JULY BENEFITS	1,606.05	1,606.05
20250156	2025-07-02	ATB FINANCIAL MASTERCARD	MAY 13-JUN 11	POSTAGE AND IRRIGATION REP	379.16	379.16
20250157	2025-07-02	CARDSTON COUNTY	2024-a04	FEES FOR SPRING GLEN AGREE	7,115.00	7,115.00
20250158	2025-07-02	KUTSCH, KANSIS	103	COMMUNITY HALL CLEANING	345.00	345.00
20250159	2025-07-02	OLDMAN RIVER REGIONAL SERVICES COMM.	14939	JULY-SEPT PLANNING SERVICE	1,250.00	1,250.00

Total 84,942.00

*** End of Report ***