



**VILLAGE OF GLENWOOD**  
**Regular Council Meeting**

**Agenda**

**Village Administration Board Room (59 Main Avenue)**  
**Wednesday, September 10, 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 August 13, 2025
5. RCMP Report – 7:15 pm
6. Item for Discussion:
  - a) Councillor Sandy Lybbert – Letter to School regarding a partnership
7. Logo review for electronic sign
8. Cheque Listing for Council – #20250194 to 20250211 - \$18436.08
9. Councillor Reports:
  - a) Mayor Linda Allred
  - b) Deputy Mayor Mark Peterson
  - c) Councillor Sandy Lybbert
10. Correspondence
  - a) Fortis Franchise Levy
  - b) ABmunis – Proposed Changes to Bill 50 – Recall Legislation
  - c) Chinook Arch Board Report
11. Adjournment.

**VILLAGE OF GLENWOOD**  
**Wednesday, August 13, 2025 Minutes**

***The Minutes of the Regular Meeting of Council held at the Village of  
Glenwood Administration Boardroom on Wednesday, August 13, 2025.***

***In attendance:*** Deputy Mayor Peterson, Councillor Doral Lybbert, Councillor Brian Wickhorst, Councillor Sandy Lybbert (attended by phone)

***Absent:*** Mayor Linda Allred,

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

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|---|--|
| <u>1. Call to Order</u>   | Deputy Mayor Peterson called the regular Council meeting of August 13, 2025 to order at 7:00 p.m.  |
| <u>2. Agenda Additions</u><br><u>2025.08.13.87</u>                          | <b>Moved by</b> Councillor Doral Lybbert to add the following items to the agenda: <ul style="list-style-type: none"><li>a) Logo for Electronic Sign</li><li>b) Flag Protocol – Councillor Doral Lybbert to report</li><li>c) Abmunis Convention – meeting with Minister of Municipal Affairs</li><li>d) 2025-26 Canada Community Build Fund</li></ul> <p style="text-align: right;"><b>Carried.</b></p> |
| <u>3. Agenda Approval</u><br><u>2025.08.13.88</u>                           | <b>Moved by</b> Councillor Wickhorst to approve the agenda. <p style="text-align: right;"><b>Carried.</b></p>  |
| <u>4. Minutes of Regular Meeting – July 9, 2025</u><br><u>2025.08.13.89</u> | <b>Moved by</b> Councillor Wickhorst to approve the minutes of the regular meeting of Council held on Wednesday, July 9, 2025. <p style="text-align: right;"><b>Carried.</b></p>   |
| <u>5. Reminders to Council</u><br><u>2025.08.13.90</u>                      | <ul style="list-style-type: none"><li>a) Strategic Planning Process with Council – August 20, 2025 10:00 am</li><li>b) Land Use Bylaw Review Village Planner Ryan Dyck – August 21, 2025 10:00 am</li><li>c) Set date and time to review CAO applications</li></ul>  |
| <u>6. Community Hall Stove replacement</u>                                  | <b>Moved by</b> Councillor Doral Lybbert that the Village purchase a new stove for the Community Hall. <p style="text-align: right;"><b>Carried.</b></p>   |
| <u>7. Electronic Signage</u>  | Discussion took place regarding the removal of the Saputo design and creating mock-ups of a pioneer pulling a handcart, a campfire scene and farm animals.   |
| <u>8. Flag Protocol</u>   | After the presentation of the federal flag protocol Council confirmed the Village flag will only be put at half-mast by following the protocol.  |
| <u>9. Tax Enforcement – Municipal Acquisition</u><br><u>2025.08.13.91</u>   | <b>Moved by</b> Deputy Mayor Peterson that the Village of Glenwood acquire the property legally described as Lots 7 and 8 Block 2, Plan 1222AY due no bids at the tax sale. <p style="text-align: right;"><b>Carried.</b></p>  |
| <u>10. Cheque Listing</u>   | Cheque Listing – 20250160 to 20250193 in the amount of \$50,309.91 presented as information.   |
| <u>11. Councillor Reports</u>   | <ul style="list-style-type: none"><li>a) Deputy Mayor Peterson – no report</li><li>b) Councillor Doral Lybbert – no report</li><li>c) Councillor Sandy Lybbert – no report</li><li>d) Councillor Wickhorst – Regional Landfill – needs a Class 1 Driver</li></ul>  |

12. Correspondence

- a) Real Property Governance K-12 – for Councils information
- b) Letter of Introduction from Commanding Officer Alberta RCMP
- c) Alberta Municipal Affairs – Recall Recommendations
- d) RCMP Crime Severity Index
- e) Letter of Support for Recreation Funding – Cardston County
- f) Letter from Abmunis re: meeting with Minister at Conference – no resolution
- g) Minister of Municipal Affairs – Canada Community Building Fund Grant

20. Adjournment  
2025.08.13.92

**Moved by Councillor Lybbert to adjourn at 7:55 p.m. Carried.**

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Meeting Chair

\_\_\_\_\_  
Chief Administrative Officer

# VILLAGE OF GLENWOOD

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## Cheque Listing For Council

2025-Sep-3  
9:48:09AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250194	2025-08-13	AMSC INSURANCE SERVICES LTD	ELCOCK DEDU	BERYL ELCOCK DEDUCTABLE	2,500.00	2,500.00
20250195	2025-08-13	CARDSTON COUNTY	25939	DEM CONTRACT	66.70	66.70
20250196	2025-08-13	KUTSCH, KANSIS	104	COMMUNITY HALL CLEANING	125.00	125.00
20250197	2025-08-13	NEXTGEN AUTOMATION, DIGITAL CONNECTION	706427	PHOTOCOPYING	62.96	62.96
20250198	2025-08-13	RECORDXPRESS	1257400	SHREDDING	82.70	82.70
20250199	2025-08-13	AMSC INSURANCE SERVICES LTD	1832-2025-08	EMPLOYEE BENEFITS	1,605.60	1,605.60
20250200	2025-08-13	GOVERNMENT OF ALBERTA GRANTS AND EDUCATION	1617-MCP-13	ACP GRANT RETURNED	12,002.00	12,002.00
20250201	2025-08-26	BELANGER, JOE	August Supplies	OFFICE PAPER, EQUIPMENT SUPPLIES	450.10	450.10
20250202	2025-08-26	CACTUS PIT	BUCKS	GLENWOOD BUCKS	30.00	30.00
20250203	2025-08-26	CANOE PROCURMENT GROUP OF CANADA, DISTRICT	AB713029	OFFICE SUPPLIES	22.64	22.64
20250204	2025-08-26	CSL FORD SALES	623771	FORD FLUID CHANGE	441.56	441.56
20250205	2025-08-26	FRANCIS, CAM	COSTCO	FREEZIES	16.79	16.79
20250206	2025-08-26	JANISKO, JASON	GLENWOOD BUCKS	GLENWOOD BUCKS REDEEMED	60.00	60.00
20250207	2025-08-26	PINCHER CREEK CO-OP	August 8	PARTS	158.48	158.48
20250208	2025-08-26	TOWN OF RAYMOND	20250324	PAYROLL COSTS	33.47	33.47
20250209	2025-08-26	VAN DAN'S	GLENWOOD BUCKS	GLENWOOD BUCKS	125.00	125.00
20250210	2025-08-26	VAN DULKEN, CHRIS	AUGUST 2025	IT SERVICES	100.00	100.00
20250211	2025-08-26	VIZZUTTI, CYNTHIA	August 2025	MILEAGE	553.08	553.08

**Total 18,436.08**

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



August 7<sup>th</sup>, 2025

Mayor, Reeve and Council

Dear Ma'am, Sir

Please find attached the quarterly Community Policing Report covering the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Cardston detachment name.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sgt Robert Wright  
Chief of Police  
Cardston RCMP





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Cardston

**Detachment Commander**

Sgt Robert Wright

**Report Date**

August 7, 2024

**Fiscal Year**

2025-26

**Quarter**

Q1 (April - June)

### Community Priorities

**Priority #1: Traffic Safety - Impaired driving & Enforcement of the TSA +****Updates and Comments:**

Members have been busy this quarter screening for impaired drivers and conducting check stops. While the number of roadside screenings is more than half the yearly goal, members will be looking to greatly exceed the target number by the end of the third quarter. The front-line members commitment to this initiative has been commendable to say the least.

Completed this quarter:

14 IRS / Impaired Drivers taken off local roads

83 Traffic Violations

27 MAS / ASD Roadside breath demands

**Priority #2: Crime Reduction - Drug Interdiction activities & Rural Patrols****Updates and Comments:**

After consulting all communities earlier this year, it was unanimous that all communities wanted to see more of us. With that being said the front-line members have made every effort to meet and exceed expectations. Police visibility is an important crime deterrent be it in our smaller communities or downtown Cardston. The efforts made thus far all but ensure the crime reduction targets will be exceeded.

Completed this quarter:

212 Rural Patrols

74 Foot Patrols / Drug Interdiction





## **Priority #3: Community Engagement / Police visibility - Town Halls, School Visits, Community Presentations**

### **Updates and Comments:**

Cardston RCMP continue to place a high priority on Community engagement activities. School visits and Business engagements have been the focus during the last quarter. Continuous contacts in the schools builds relationships with staff and students and plays into early intervention of problem youth. Business engagements such as speaking to emerging frauds, Crime Prevention through Environmental Design (CPTED), and educating on topics such as counterfeit bills has led to more positive relations and less crime in those respective areas.

Completed this quarter:

Town Halls 0 (Will be completed after fall election cycle)

29 School Visits

Community Safety Presentations 2 (Seniors Fraud Awareness)

44 Business Engagements





## Community Consultations

### Consultation #1

Date	Meeting Type
April 9, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Youth	
<b>Notes/Comments:</b>	
Jr High School Visit	

### Consultation #2

Date	Meeting Type
April 15, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Youth	
<b>Notes/Comments:</b>	
Elementary School Visit	

### Consultation #3

Date	Meeting Type
April 15, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Youth	
<b>Notes/Comments:</b>	
Cardston High School Visit, talked with students, teachers and principal.	



## Consultation #4

**Date**

April 19, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Youth

**Notes/Comments:**

Attended the Cardston Jr High Rodeo at the Cardston AgriDome.

## Consultation #5

**Date**

April 19, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Youth

**Notes/Comments:**

Attended the AgriDome for the Cardston High School Rodeo

## Consultation #6

**Date**

May 26, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives

**Notes/Comments:**

Member attended Hill Spring and met with Seniors and did a presentation on Fraud for Seniors.





## Consultation #7

Date	Meeting Type
May 30, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Youth(2): Education Session	
<b>Notes/Comments:</b>	
Members attended the Lion's Park for the Cardston Elementary School Track and Field day.	

## Consultation #8

Date	Meeting Type
May 30, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Youth(2): Education Session	
<b>Notes/Comments:</b>	
Member attended the Glenwood School and did a walk through talking with students, teachers and principal.	

## Consultation #9

Date	Meeting Type
May 30, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Youth(2): Education Session	
<b>Notes/Comments:</b>	
Member attended the Hill Spring School and talked with students, teachers and principal.	



## Consultation #10

**Date**

June 10, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Youth

**Notes/Comments:**

Member attended the French School and did a presentation on 911 Calls.

## Consultation #11

**Date**

June 12, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Regular reporting information sharing(2): Annual Planning

**Notes/Comments:**

Q4 meeting with Elected Officials in the Village of Glenwood and discussed Annual Planning, Crime Reduction Initiatives and regular reporting and information sharing, answered questions and heard concerns.

## Consultation #12

**Date**

May 26, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Q4 reporting for 2024

**Notes/Comments:**

Q4 meeting with Elected Officials for Cardston County and discussed Annual Planning, Crime Reduction Initiatives and regular reporting and information sharing, answered questions and heard concerns





## Consultation #13

**Date**

May 27, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Q4 Regular reporting

**Notes/Comments:**

Q4 meeting with Elected Officials for the Town of Cardston and discussed Annual Planning, Crime Reduction Initiatives and regular reporting and information sharing, answered questions and heard concerns

## Consultation #14

**Date**

June 23, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives

**Notes/Comments:**

Member met with Seniors and did a Fraud Presentation for Seniors.





## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	8	1	0
Detachment Support	3	3	0	0

### Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:



























Police Officers: Of the nine established positions, eight officers are currently working with one on Light Duties. There are no hard vacancies at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is no hard vacancy at this time.

**Cardston Provincial Detachment**  
**Crime Statistics (Actual)**  
**Q1 (April - June): 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	3	N/A	N/A	0.6
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		1	5	0	2	2	100%	0%	-0.1
Other Sexual Offences		1	3	0	1	0	-100%	-100%	-0.4
Assault		52	30	41	48	24	-54%	-50%	-3.8
Kidnapping/Hostage/Abduction		1	0	0	0	1	0%	N/A	0.0
Extortion		2	1	2	0	0	-100%	N/A	-0.5
Criminal Harassment		2	2	1	9	3	50%	-67%	0.9
Uttering Threats		10	9	12	16	6	-40%	-63%	-0.1
<b>TOTAL PERSONS</b>		<b>69</b>	<b>51</b>	<b>56</b>	<b>77</b>	<b>39</b>	<b>-43%</b>	<b>-49%</b>	<b>-3.4</b>
Break & Enter		8	3	9	5	3	-63%	-40%	-0.8
Theft of Motor Vehicle		2	3	4	4	2	0%	-50%	0.1
Theft Over \$5,000		2	2	0	1	1	-50%	0%	-0.3
Theft Under \$5,000		29	35	42	23	26	-10%	13%	-1.8
Possn Stn Goods		4	0	3	2	1	-75%	-50%	-0.4
Fraud		12	11	14	7	7	-42%	0%	-1.4
Arson		0	1	0	1	0	N/A	-100%	0.0
Mischief - Damage To Property		20	11	15	15	15	-25%	0%	-0.6
Mischief - Other		34	32	41	17	39	15%	129%	-0.5
<b>TOTAL PROPERTY</b>		<b>111</b>	<b>98</b>	<b>128</b>	<b>75</b>	<b>94</b>	<b>-15%</b>	<b>25%</b>	<b>-5.7</b>
Offensive Weapons		12	12	6	8	1	-92%	-88%	-2.6
Disturbing the peace		32	22	22	24	8	-75%	-67%	-4.6
Fail to Comply & Breaches		48	46	64	75	40	-17%	-47%	1.3
<b>OTHER CRIMINAL CODE</b>		<b>19</b>	<b>15</b>	<b>9</b>	<b>10</b>	<b>4</b>	<b>-79%</b>	<b>-60%</b>	<b>-3.5</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>111</b>	<b>95</b>	<b>101</b>	<b>117</b>	<b>53</b>	<b>-52%</b>	<b>-55%</b>	<b>-9.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>291</b>	<b>244</b>	<b>285</b>	<b>269</b>	<b>186</b>	<b>-36%</b>	<b>-31%</b>	<b>-18.5</b>



## Cardston Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		18	6	6	10	0	-100%	-100%	-3.2
Drug Enforcement - Trafficking		9	2	3	2	1	-89%	-50%	-1.6
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>27</b>	<b>8</b>	<b>9</b>	<b>12</b>	<b>1</b>	<b>-96%</b>	<b>-92%</b>	<b>-4.8</b>
Cannabis Enforcement		1	1	0	0	0	-100%	N/A	-0.3
Federal - General		2	2	6	0	3	50%	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>30</b>	<b>11</b>	<b>15</b>	<b>12</b>	<b>4</b>	<b>-87%</b>	<b>-67%</b>	<b>-5.1</b>
Liquor Act		35	20	36	24	19	-46%	-21%	-2.8
Cannabis Act		2	1	4	1	0	-100%	-100%	-0.4
Mental Health Act		19	19	20	17	22	16%	29%	0.4
Other Provincial Stats		32	10	13	18	23	-28%	28%	-1.0
<b>Total Provincial Stats</b>		<b>88</b>	<b>50</b>	<b>73</b>	<b>60</b>	<b>64</b>	<b>-27%</b>	<b>7%</b>	<b>-3.8</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		4	3	9	6	9	125%	50%	1.3
<b>Total Municipal</b>		<b>4</b>	<b>3</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>125%</b>	<b>50%</b>	<b>1.3</b>
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		4	0	2	6	2	-50%	-67%	0.2
Property Damage MVC (Reportable)		21	25	36	21	19	-10%	-10%	-0.8
Property Damage MVC (Non Reportable)		2	3	0	3	6	200%	100%	0.8
<b>TOTAL MVC</b>		<b>27</b>	<b>29</b>	<b>38</b>	<b>30</b>	<b>27</b>	<b>0%</b>	<b>-10%</b>	<b>0.1</b>
Roadside Suspension - Alcohol (Prov)		20	7	2	6	1	-95%	-83%	-3.9
Roadside Suspension - Drugs (Prov)		2	1	3	2	0	-100%	-100%	-0.3
<b>Total Provincial Traffic</b>		<b>327</b>	<b>131</b>	<b>265</b>	<b>247</b>	<b>146</b>	<b>-55%</b>	<b>-41%</b>	<b>-24.6</b>
Other Traffic		0	1	0	0	1	N/A	N/A	0.1
<b>Criminal Code Traffic</b>		<b>24</b>	<b>20</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>-58%</b>	<b>-17%</b>	<b>-3.6</b>
<b>Common Police Activities</b>									
False Alarms		10	7	6	7	13	30%	86%	0.6
False/Abandoned 911 Call and 911 Act		15	10	13	13	11	-27%	-15%	-0.5
Suspicious Person/Vehicle/Property		17	16	29	19	27	59%	42%	2.3
Persons Reported Missing		10	7	5	10	4	-60%	-60%	-0.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		20	31	34	32	30	50%	-6%	2.1
Form 10 (MHA) (Reported)		0	1	1	1	1	N/A	0%	0.2

## CAO

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**From:** Project Relations Team <PRT@fortisalberta.com>  
**Sent:** Wednesday, August 27, 2025 1:24 PM  
**To:** CAO  
**Cc:** Cody Webster  
**Subject:** FortisAlberta Service Application Number - 500136101 Sys Mail Num:0003987

Hello,

Thank you for applying for a new service with FortisAlberta. Your request has been validated for initial requirements and your reference number is 500136101 . When discussing your request with FortisAlberta, please provide this reference number so we can better serve you.

One of our friendly FortisAlberta representatives will be reaching out to you within **5 business days** to discuss your request and expected timelines. We appreciate your business and look forward to working with you.

Should you require further assistance prior to your initial contact with the quoting team, please call 587-775-6380 and a Project Relations Coordinator will be happy to assist you. Alternatively, you may email us at [PRT@fortisalberta.com](mailto:PRT@fortisalberta.com).

We appreciate your business and look forward to working with you!

Thank You



**Notification document updates/changes:**

The Alberta Utilities Commission (AUC) has updated notification (advertising) requirements and has provided a Notice of Application document template for use. Please take note of the following important changes.

1. Municipalities can now use one of the following approved delivery methods to notify customers:

- » Newspaper Publication – must be in the newspaper with the widest circulation in your municipality.
- » Direct Mail-out or Email – sent directly to utility customers within your municipality.
- » Online and Public Posting - notification posted on your municipality's website, social media channels, and/or office notice board.
- » Alternative methods – must be approved in advance the AUC.

For reference or more details, please visit:

[https://media.auc.ab.ca/prd-wp-uploads/regulatory\\_documents/Consultations/Rule029.pdf](https://media.auc.ab.ca/prd-wp-uploads/regulatory_documents/Consultations/Rule029.pdf)

2. Municipalities are responsible for completing all the highlighted fields on the Notice of Application document before publishing or delivering the notice.

3. A notice period of 14 days is for customers to submit objections or concerns to either FortisAlberta or the Municipality.

3.1 The objection period deadline as set out in the Notice of Application as shown below (is 14 calendar days from the initial publication/posting/delivery date).

You may send your objections, concerns about, or support for the application in writing to FortisAlberta or the City/Town of/Village of XXX> on or before **Month Day, Year**, at:

3.2 Municipalities must provide a copy or summary of all written and oral objections/concerns received from interested parties, along with a copy or summary of all responses provided to those parties. These documents are required to be included as part of the formal application submission.

3.3 At the bottom of the form there is an "Issue on" date: This is the date the Notice of Application is published or delivered.

Issued on **Month Day, Year**.

**It is recommended to submit a draft of your notification or advertisement to your Stakeholder Relations Manager for review before publication. Inaccurate or incomplete notifications may cause delays or issues in the approval process.**

### Tips for using the Franchise Calculator:

#### First tab: Financial Impacts

- » Change the franchise fee percentage in the yellow cell to model scenarios. The revenue estimates will update automatically.

#### Franchise Fee Calculator Changes:

Yellow area is to calculate different franchise fee.

2023 Proposed Franchise Percentage **0.00%**

#### Second tab: Residential Bill Impacts

- » Shows how changes affect the average residential bill (this information is required for Notice of Application notification).

**Current Residential Customer Billing Costs**

Table 10: Effective Jan 1, 2023 (Estimated Rate Based on Current 0% Franchise Fee)

Delivery Service Charge	2023	2022	2021
Delivery Service Charge	\$6,382.14	\$6,382.14	\$6,382.14
Base Rate Charge	\$6,382.14	\$6,382.14	\$6,382.14
Estimated Franchise Fee	0.00%	0.00%	0.00%
Current Annual Franchise Fee Cost	\$0.00	\$0.00	\$0.00

**Proposed Residential Customer Billing Costs**

Table 10: Proposed Jan 1, 2023 (Estimated Rate Based on 0% Franchise Fee)

Delivery Service Charge	2023	2022	2021
Delivery Service Charge	\$6,382.14	\$6,382.14	\$6,382.14
Base Rate Charge	\$6,382.14	\$6,382.14	\$6,382.14
Estimated Franchise Fee	0.00%	0.00%	0.00%
Proposed Annual Franchise Fee Cost	\$0.00	\$0.00	\$0.00

#### Third tab: YOY Data

- » Shows historical franchise fee revenue, site counts, and consumption data over past years.

# Notice of application to be filed for approval to amend franchise fee for Village of Glenwood and FortisAlberta Inc.

## Application summary

FortisAlberta Inc. will file an application with the Alberta Utilities Commission, requesting acknowledgement of the new franchise fee of **XX** per cent for the Village of Glenwood.

The current franchise fee of 5 per cent will change to **XX** per cent, effective **January 1, 2026**. The franchise fee percentage is applied to the distribution tariff, typically consisting of both distribution and transmission charges. Based on the typical monthly consumption of 625 kilowatt hours, the average monthly franchise fee paid by an average residential customer is expected to **<increase to/decrease to/remain the same at> \$\$. \$\$.**

The franchise fee is charged in accordance with the franchise agreement between the Village of Glenwood and FortisAlberta Inc., approved by the Commission in Decision 21174-D01-2015.

You may send your objections, concerns about, or support for the application in writing to FortisAlberta or the Village of Glenwood on or before **Month Day, Year**, at:

FortisAlberta Inc.  
Mr. Ralph Leriger, Manager, Stakeholder Engagement  
100 Chippewa Road, Sherwood Park, Alberta, T8A 4H4  
email: [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com)

**Village of Glenwood**  
**Contact Name**  
**Address**  
**email:**

Except for information designated confidential by the Commission, any information or materials, including personal information, that are provided as part of a Commission proceeding will become part of the public record.

If no submissions are received, or if submissions are received from a party not directly affected, or if submissions are frivolous, vexatious or of little merit, the Commission may render a decision on the application without further notice or without a public hearing.

### **For more information**

For more information on how to file a submission, please contact the Commission directly at 310-4282 (in Alberta) or 1-833-511-4282 (outside Alberta), or by email at [info@auc.ab.ca](mailto:info@auc.ab.ca). An information package, providing an explanation of the process and assistance on how to participate in the proceeding, will be immediately provided to any person who inquires with the Commission.

For a paper copy of the franchise agreement, please contact either the applicant or the municipality at:

FortisAlberta Inc.  
Mr. Ralph Leriger, Manager, Stakeholder Engagement  
100 Chippewa Road, Sherwood Park, Alberta, T8A 4H4  
email: [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com)

### **Village of Glenwood**

Contact Name

Address

email:

The Alberta Utilities Commission is an independent, quasi-judicial regulatory body responsible for making decisions about utility-related applications.

Issued on Month Day, Year.

Alberta Utilities Commission



Please email your 2025-2026 franchise decision by November 7, 2025, to [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com)

From:  
Municipality:  
Phone:  
Email:

- ☐ No Change
- ☐ Increase, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%
- ☐ Decrease, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%

**If any changes are being made to the Franchise Fee, please provide the following:**

- ☐ Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- ☐ Publication dates for **both** advertisements.
- ☐ **Name & location** of newspaper.

<hr/>	
Signature	
<hr/>	<hr/>
Print Name	Title
<hr/>	<hr/>
Municipality	Date
<hr/>	<hr/>

# Recommendations on Implementation of Bill 50 Changes



**Submitted to Alberta Municipal Affairs**

**August 26, 2025**

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# Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

## Natural Person Powers

### Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would **not** need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

### 1.1. Would this scope ensure that only significant, “out of the norm” actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term 'natural person powers' is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

#### **ABmunis recommends that:**

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

## Recommendations on Implementation of Bill 50 Changes

### **Alternative Option**

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

### **1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?**

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

### **ABmunis recommends that:**

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

### **1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods such as email? Why or why not?**

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

## Councillor Information Requests

### Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

### 2.1. Is it feasible to distinguish between 'readily available' and 'new information'? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it's feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

### 2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor's individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

### 2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

#### **ABmunis recommends that:**

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality's administrative capacity and each council's expectations for how information requests by a councillor are handled.

## Council Meeting Procedures

### Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

### 3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Rules of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

#### ***ABmunis recommends that:***

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

### 3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.

## Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

### ***ABmunis recommends that:***

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

### **3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?**

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

### ***ABmunis recommends that:***

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

### **3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?**

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

### **3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councillor conflict?**

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

## Recommendations on Implementation of Bill 50 Changes

through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

## Final Thoughts

### Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

## Summary of Recommendations

### Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
  - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
  - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
  - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

### Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
  - a. How a councillor must submit an information request,
  - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
  - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

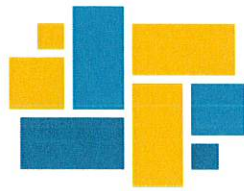
## Recommendations on Implementation of Bill 50 Changes

### Council Meeting Procedures

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.

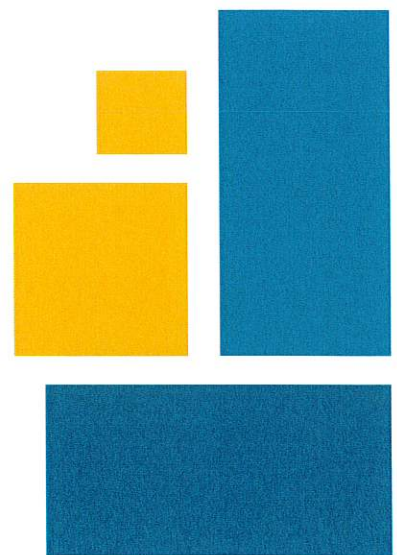


# Alberta Municipalities Strength In Members

## **Connect**

300, 8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431 ■ 310.MUNI

[abmunis.ca](http://abmunis.ca)



# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 7, 2025

## Summer Fun with the Summer Reading Program Coordinators

The 2025 Summer Reading Program Coordinators have had a busy summer! Amy and Morgan travelled to various Chinook Arch libraries, hosted lots of exciting youth programs, created a region-wide summer book bingo challenge, and dropped lots of curious clues for community book hunts.

Here are some interesting stats from the summer:

LIBRARY

**24 libraries visited**

**45 programs delivered**



**Over 200 book bingo  
entries received**



## Board Members Present

Corry Walk – Village of Arrowwood  
Ron Gorzitza – Village of Barons  
Tom Nish – Cardston County  
Blanche Anderson – Village of Carmangay  
Terry Penney – Village of Champion  
Jordan Sailer – Town of Coaldale  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Linda Allred – Village of Glenwood  
Tory Campbell – Lethbridge County  
Marie Logan (Vice Chair) – Village of Lomond  
Anne Michaelis – Town of Milk River  
Christopher Northcott – Village of Milo  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Chelsey Hurt – Town of Stavely  
Monica McLean – Town of Taber  
Merrill Harris – Taber MD  
Lorraine Kirk – Town of Vulcan  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Maryanne Sandberg – MD of Willow Creek  
Allan Quinton – LPL Resource Centre

### Regrets

Marsha Jensen – Town of Cardston  
Lyndsay Montina – Town of Coalhurst  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Jenn Schmidt-Rempel – City of Lethbridge  
Darryl Christensen (Chair) – Town of Magrath  
Crystal Neels – Town of Picture Butte  
Kelly Jensen – Town of Raymond  
Marilyn Forchuk – Town of Vauxhall

### Not Present

Jane Johnson – Village of Barnwell  
Brad Schlossberger – Town of Claresholm  
Sue French – Village of Hill Spring  
Justin Davis – Village of Stirling



## Did You Know?

**The Alberta Libraries Regulation allows for the appointment of an alternate member to a library system board! This can be a great way to ensure that your council maintains a seat at the board table when your regular appointee is unable to attend a meeting. Alternates must be appointed by council resolution.**

**To learn more about appointing an alternate to the Chinook Arch Library Board, please contact CEO Robin Hepher at [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) or 403-360-2727.**

## Policies Reviewed

The board reviewed and approved the following revised policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Purchasing Supplies and Services
- Cheque Signing
- Expenses
- Board Meetings
- Executive Officers
- Board Meetings
- Organizational Meeting

## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



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[@chinooklibs](https://www.instagram.com/chinooklibs)