



**VILLAGE OF GLENWOOD
Regular Council Meeting**

Agenda

**Village Administration Board Room (59 Main Avenue)
Wednesday, November 19, 2025
7:00pm**

1. Call to Order – 7:00 pm
2. Resolution to approve Additions to the Agenda:
3. Approval of Agenda
4. RCMP Q2 Regular Reporting Cardston RCMP - Cpl Fraser
5. Approval of Minutes of the Regular Meeting of October 8, 2025
6. Approval of Minutes of Council Organizational Meeting, Nov. 3, 2025
7. Council to appoint Kathy Thomas and Linda Allred to Library Board to Nov 1, 2028
8. Glenwood Recreation Board – there is only one appointment being Mayor Peterson
9. Animal Control Bylaw # 2019 – 2023 Review, requested by Council
10. Cost of EV Station - \$3700.00 per year for electricity and payment plan
11. Strategic Plan and Council Members handbook
12. Christmas Supper
13. Cheque Listing for Council 2025046 – 20250276 - \$211,706.23
14. Reminder – Council Training – November 24 at the Town of Cardston beginning at 9:00 am
15. Councillor Reports:
 - a) Mayor Mark Peterson
 - b) Deputy Mayor Brian Wickhorst
 - c) Councillor Sandy Lybbert
 - d) Councillor John Doney
 - e) Councillor Shane Ford
16. Correspondence
 - a) Congratulations from Fortis Alberta
 - b) Cardston County Emergency Services – Department Information
17. In Closed Session – CAO competition, budget deliberations, bylaw review – Section 24(1)
FOIP Advice From Officials
18. Adjournment

VILLAGE OF GLENWOOD
Wednesday, October 8, 2025 Minutes

***The Minutes of the Regular Meeting of Council held at the Village of
Glenwood Administration Boardroom on Wednesday, October 8, 2025.***

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

Absent: Chief Administrative Officer Cynthia Vizzutti

Officials: Executive Assistant, Janet Edwards present

<u>1. Call to Order</u>	Mayor Allred called the regular Council meeting of October 8, 2025 to order at 7:00 p.m.
<u>2. Agenda Additions</u> <u>2025.10.08.108</u>	Moved by Councillor Sandy Lybbert to add the following items to the agenda: a) Glenwood Library Board appointment Carried.
<u>3. Agenda Approval</u> <u>2025.10.08.109</u>	Moved by Councillor Lybbert to approve the agenda. Carried.
<u>4. Minutes of Regular Meeting – September 10, 2025</u> <u>2025.10.08.110</u>	Moved by Deputy Mayor Peterson to approve the minutes of the regular meeting of Council held on Wednesday, September 10, 2025. Carried.
<u>5. Minutes of September 17, 2025 Special Council meeting</u> <u>2025.10.08.111</u>	Moved by Councillor Brian Wickhorst to approve the minutes of the special meeting of Council held on Wednesday, September 17, 2025. Carried.
<u>6. Resolution to set Organizational Meeting for November 3, 2025 at 7:00 p.m.</u> <u>2025.10.08.112</u>	Moved by Councillor Lybbert that the organizational meeting be held Monday, November 3, 2025 at 7:00 p.m. in the board room at the administration office. Carried.
<u>7. Electronic Signage Review</u> <u>2025.10.08.113</u>	Moved by Councillor Lybbert to remove the tree logo from the electronic sign design and make the fire logo bigger. Carried.
<u>8. Animal Control Bylaw 2019-2023 Review</u> <u>2025.10.08.114</u>	Moved by Councillor Lybbert to table this discussion to November 2025 regular council meeting. Carried.
<u>9. Fortis investigating possible noise from infrastructure</u>	Information only. The line adjacent to the affected property is scheduled to be replaced. Fortis will follow-up with CAO regarding the replacement.
<u>10. Cost of EV Station</u>	Information only.
<u>11. Remembrance Day</u>	Shane Ford has volunteered to oversee and plan the Remembrance Day Program, November 11, 2025.
<u>12. Cheque Listing for Council</u>	Cheque Listing # 2025212 – 2025245 in the amount of \$61939.01 was presented for Information.

13. Library Board
Trustee Appointment
2025.10.08.115

Moved by Mayor Allred to appoint Carol Desjarlais as trustee to the Glenwood library board effective to November 1, 2028.

Carried.

14. Councillor Reports

- a) Maor Allred reported on the Mayors and Reeves Meeting regarding the current teachers strike.
AB Munis convention scheduled for November 12, 13, 14 in Calgary.
The new FCSS director is Katelyn Hastings.
- b) Deputy Mayor Peterson – no meetings attended.
- c) Councillor Lybbert reported that Emergency Services is running well. The Chinook Foundation 2026 requisition will be increasing substantially. They have been approved for a new million-dollar roof.
- d) Councillor Wickhorst – Chief Mountain Solid Waste Commission is taking small stations and making superstations.

15. Resolution to
alternate meeting date
for regular November
council due to AUMA
convention conflict
2025.10.08.116

Moved by Councillor Wickhorst to change the regular council meeting from Wednesday, November 12 to Wednesday, November 19, 2025.

Carried.

16. Adjournment
2025.10.08.117

Moved by Mayor Allred to adjourn at 8:01 p.m.

Carried.

Meeting Chair

Chief Administrative Officer

VILLAGE OF GLENWOOD
Monday, November 3, 2025 Minutes

The Minutes of the Organizational Meeting of Council held at the Village of Glenwood Administration Building on Monday, November 3, 2025 at 5:00 PM.

In attendance: Councillors John Doney, Shane Ford, Sandy Lybbert, Mark Peterson and Brian Wickhorst

Officials: Executive Assistant Janet Edwards

<u>1. Call to Order</u>	Executive Assistant Janet Edwards called the Organizational meeting of November 3, 2025 to order at 5:00 pm.
<u>Election of the Mayor</u> <u>OM 2025.11.03.01</u>	Councillor Lybbert nominated Councillor Peterson for the position of Mayor for the ensuing year. Nominations were called three times.
<u>Nominations Cease</u> <u>OM 2025.11.03.02</u>	Moved by Councillor Lybbert nominations cease. Carried. Mayor Peterson was declared elected by acclamation. Mayor Peterson swore and signed the Oath of Office for the position of Mayor. Mayor Peterson assumed the Chair.
<u>Election of Deputy Mayor</u> <u>OM 2025.11.03.03</u>	Councillor Lybbert nominated Councillor Wickhorst for the position of Deputy Mayor Nominations were called three times.
	Moved by Councillor Lybbert nominations cease. Carried. Deputy Mayor Wickhorst was declared elected by acclamation. Deputy Mayor Wickhorst swore and signed the Oath of Office for the position of Deputy Mayor. All Councillors swore and signed the Oath of Office for the position of Councillor.
<u>Council Committee Appointments</u> <u>OM 2025.11.03.04</u>	Moved by Councillor Ford that the Council Committee appoints, listed and attached hereto and forming part of these minutes, as attested by the signatures of the Mayor and Chief Administrative Officer be approved for the ensuing year. Carried.
<u>Appoint Auditors</u> <u>OM 2025.11.03.05</u>	Moved by Councillor Lybbert that MWG Chartered Professional Accountants be appointed as auditors for the Village of Glenwood for the ensuing year. Carried.
<u>Appoint the Assessor</u> <u>OM 2025.11.03.06</u>	Moved by Deputy Mayor Wickhorst that Christopher Snelgrove of Benchmark Assessment Consulting Inc. be appointed as the assessor for the Village of Glenwood for the ensuing year. Carried.
<u>Appoint the Financial Institution</u> <u>OM 2025.11.03.07</u>	Moved by Councillor to appoint the Alberta Treasury Branch as the Village financial and banking institution for the ensuing year. Carried.

Administration Building
OM 2025.11.03.08

Moved by Mayor Peterson that the Administration Office be confirmed as located at 59 Main Avenue N.W. Glenwood, Alberta. **Carried.**

Location of
Organizational, Regular
and Special Meetings of
Council
OM 2025.11.03.09

Moved by Councillor Lybbert that the meetings of Council including organizational, regular and special meetings may be held at the Glenwood Community Hall located 90 Main Avenue N.W. or at the Administration Building located at 59 Main Avenue N.W. in the Village of Glenwood, Alberta, duly advertised. **Carried.**

Meeting Dates
OM 2025.11.03.10

Moved by Councillor Ford that the regular Council meeting dates be set for the 2nd Wednesday of each month beginning at 7:00 p.m. **Carried.**

Signing Authorities
OM 2025.11.03.11

Moved by Councillor Lybbert that the signing authorities for the Village of Glenwood where dual signatures are required, shall be the Mayor or the Deputy Mayor, or a Councillor AND the Chief Administrative Officer. **Carried.**

Adjournment
OM 2024.11.03.12

Moved by Deputy Mayor Peterson the meeting be adjourned at 5:30 p.m. **Carried.**

Meeting Chair

Chief Administrative Officer

**VILLAGE OF GLENWOOD
PROVINCE OF ALBERTA
BYLAW #219-2023**

A Bylaw of the Village of Glenwood to provide for the regulation and control of dogs, within the Village of Glenwood.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Village of Glenwood, in the Province of Alberta, duly assembled hereby enacts the following:

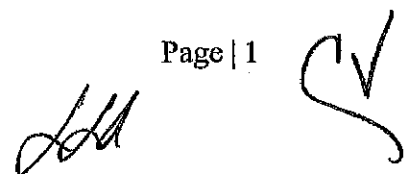
Title

1. This Bylaw may be cited as the Dog Bylaw.

Definitions

2. In this Bylaw:

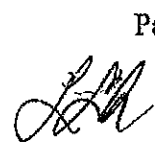
- a. "Aggressive Dog" means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
- b. "Animal Control Officer" means any person, firm or corporation, appointed by Council to carry out the provisions of this Bylaw, or;
 - i) the Royal Canadian Mounted Police.
- c. "Council" means the Council of the Village of Glenwood.
- d. "Dog" shall mean either a male or female dog over the age of three (3) months.
- e. "Dog Breeder" means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.

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- f. "Dog Breeding Facility" means the physical premises where dogs are harbored by a dog breeder.
- g. "Holding Period" means a period of time being of five (5) business days.
- h. "Off Leash Area" means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
- i. "Owner" means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
- j. "Pound" means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.
- k. "Rescue Facility" shall mean a facility dedicated to the housing and re-homing of dogs and cats that is a no kill facility.
- l. "Running At Large" means a dog found on any public street, lane, alley or other public place in the Village or is on private property without the permission of the occupant or owner thereof.
- m. "Village" means the Village of Glenwood.

Licensing

- 3. No person shall own, keep or harbor any dog within the Village limits unless such dog has been licensed with the Village, paid the appropriate fee, and the following information about the dog has been collected:
 - a. described as to color, age, breed and sex,
 - b. residing address,
 - c. proof of a valid rabies vaccination.
- 4. No person shall own, keep or harbor any more than three (3) dogs within the Village limits unless the person is a "Dog Breeder" as defined in Section 2.e. of this bylaw and complies with all requirements of this bylaw.
- 5. License fees are set at an annual rate as set out in Schedule A. of this bylaw.
- 6. Every person who becomes the owner of a dog over the age of three (3) months or takes up residence within the Village and who is the owner of a dog which is over the age of three (3) months and which is not currently licensed in accordance with this bylaw, shall license the dog within one (1) month after becoming owner of the said dog; or taking up residence within the Village.
- 7. Dog Owners issued a warning to purchase a license will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before

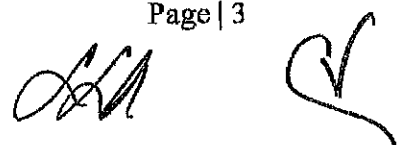



being released to the owner.

8. Annual license renewal fee is due before the last day of January in each year.
9. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.
10. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
11. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed on or before October 1 of each year, and after the purchase of the license, then the difference in the license fee will be refunded.

Offences

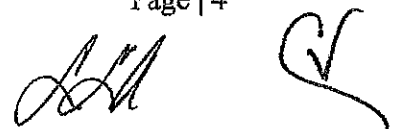
12. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary may result in the capture and impoundment of a dog. Offences are as follows:
 - a. a owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag.
 - b. a dog who is off the premises of the owner, is not in an off leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
 - c. a dog in an off leash area that is not under immediate, continuous and effective control by the owner,
 - d. a dog running at large,
 - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - f. a dog which causes damage to private or public property within the Village,
 - g. a dog which barks, howls or otherwise disturbs any person or persons,
 - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Village,
 - i. a dog in heat upon any public lands or highway,
 - j. a dog left unattended in any motor vehicle without suitable ventilation,
 - k. a dog named or described or otherwise designated in a complaint made pursuant to The Dangerous Dog Act,
 - l. a dog affected with rabies or any other contagious disease,

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- m. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - n. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - o. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
13. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard or an odour issue. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Village may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Village undertakes to carry out the work to remove the animal feces, the costs and expenses shall be added to the tax roll and form part of the taxes owing on the land whereon the work was done.
14. The owner of a dog shall ensure that such dog shall not:
- a. bite or injure a person or persons whether on the property of the owner or not, unless an unlawful act is being committed,
 - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
15. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed. The dog run must provide suitable shade from the sun and suitable protection from inclement weather.
16. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Village of Glenwood Land Use Bylaw and Business License Bylaw, as well as the provisions of this bylaw.

Communicable Disease

17. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
18. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
19. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
- a. in any public place,

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- b. in contact with or in proximity to any other dog,
- c. shall keep the dog locked or tied up,
- d. shall immediately report the matter to a veterinarian,
- e. shall immediately report the matter to the Animal Control Officer or the Royal Canadian Mounted Police.

20. Any dog known to be rabid shall be immediately euthanized in a humane manner.

Aggressive Dogs

- 21. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Village, the Chief Administrative Officer (CAO) or their designate may declare a dog to be an aggressive dog. The CAO will issue an Aggressive Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
- 22. If a dog is declared to be an Aggressive Dog, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
 - a. informing the owner why their dog has been declared an Aggressive Dog,
 - b. requiring if the Aggressive Dog is off the owners property, it shall be in a bite inhibition mechanism, under control, and on a leash held by a competent person who is able to control the Aggressive Dog,
 - c. inform the owner the Aggressive Dog is not permitted in the off-leash area,
 - d. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the aggressive dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.

Capture and Impoundment

- 23. An assistant or employee of the Animal Control Office, or the Royal Canadian Mounted Police may do any act which the Animal Control Officer is obliged or permitted to do.
- 24. The Animal Control Officer, the Royal Canadian Mounted Police, or any person or persons authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound or rescue facility, where it shall be held for the holding period to ascertain the owner.
- 25. When any dog wearing a Village dog license tag is captured, the Animal Control Officer shall ascertain from the Village records the name and address of the owner and attempt to reunite the dog with its owner.
- 26. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice throughout the Village in public spaces and on social media, to inform the general public of the impoundment.

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27. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
- a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.
28. If the owner of the dog is not found, the Animal Control Officer may have the dog transported to a Rescue facility with which the Village has entered into a contract to take such dogs.

Notice

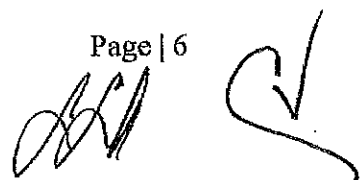
29. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Village. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

30. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
- a. \$20.00 per day for each day the dog has been impounded, plus
 - b. \$50.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence
31. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
- a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

32. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a. Warning – First (1st) offence
 - b. \$100.00 – Second (2nd) offence
 - c. \$250.00 – Third (3rd) offence
 - d. \$500.00 – Fourth (4th) and subsequent offences

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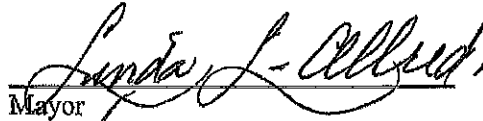
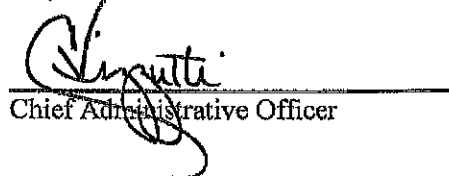
33. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive in nature or any other persons responsible for such violations shall be liable to a penalty of:

- a. \$150 – First (1st) Offence
- b. \$300 – Second (2nd) Offence
- c. \$500 – Third (3rd) and Subsequent Offences

Bylaw 219-2007 and amendments thereto are hereby repealed.

This Bylaw shall take effect on the date of final passage.

Read a first time in Council this 12th day of January, 2023 A.D.


Mayor

Chief Administrative Officer

Read a second time in Council this 7th day of February 2023 A.D.

Read a third time in Council and finally passed in Council this 7th day of February 2023 A.D.


Mayor

Chief Administrative Officer

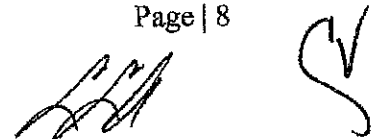
BYLAW# 219-2023

SCHEDULE "A"

FEES

	Fee
Dog License (Spay/Neuter) – per dog	\$10/year
Dog License (Intact) – per dog	\$40/year
Dog Breeder Permit application fee – per household *	\$100*
Dog Breeder Permit annual renewal fee – per household*	\$50*

*Does not include dog licenses for additional dogs

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BYLAW# 219-2023

SCHEDULE "B"

APPLICATION FOR DOG BREEDER PERMIT

Name of applicant: _____ Date: _____

Address: _____ Postal code: _____

Phone: _____
(Res.) _____
(Bus.) _____
(Cell.) _____

CATEGORY

___ Breeder (# of times per year ___ Bus. Lic #: _____

___ Kennel operation Bus. Lic #: _____

DESCRIPTION OF DOGS

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

TYPE OF FACILITIES

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response of no less than 14 days. The Animal Control Officer shall not issue a dog breeders permit if the site or conditions are not suitable.

I understand, that upon the receipt of reasonable written notice, provided by the Animal Control Officer, he/she may enter on to my property to undertake an inspection regarding the owning, keeping and harboring of dogs for the purpose of breeding.

Signature of Dog Breeder



STRATEGIC PLAN DATED AUGUST 20, 2025

REVIEW

The Council of the Village of Glenwood meet on August 20, 2025 to take part in a strategic planning session. The following documents were reviewed to help facilitate the process:

- a) Village of Glenwood Vision Statement
- b) Village of Glenwood Community Goals

Discussion took place regarding the historical background of the area including historic homes, the Cheese Museum, pioneer heritage and First Nations.

Recommendation No. 1

Council has added the words "and cultural to the Vision Statement so it reads as follows"

"Glenwood is a tranquil place that offers a snapshot of historic western settlements. The Village provides residents and visitors alike with a variety of recreational and cultural opportunities, a relaxing atmosphere and a high quality of life."

STRATEGIC PLANNING FRAMEWORK

SWOT (strengths, weaknesses, opportunities and threats) was applied to assess the internal and external factors impacting the Village:

1. Strengths:
 - a) Excellent water source and supply
 - b) Affordable properties with large lots and fair taxation
 - c) Upgraded infrastructure with good services including irrigation, excellent fire department, library, school, and community hall
 - d) Thriving downtown business core
 - e) Fresh air, no noise pollution, great views
 - f) Friendly residents and animal friendly
 - g) Low crime rates and low traffic numbers

2. Weaknesses:

- a) Distance to services (no gas station and medical)
- b) Lack of housing, including senior's housing
- c) Lack of recreational opportunities
- d) No local ambulance services
- e) Religious and cultural disconnect
- f) Distance to neighbouring communities
- g) Loss of major employer
- h) Cold mix roads requiring constant upkeep
- i) No door to door garbage and recycling service
- j) Poor cell coverage
- k) Untidy Premises
- l) Lack of Volunteers
- m) Lack of employment opportunities
- n) Weather extremes

3. Opportunities:

- a) Possible change of use for Saputo building
- b) Availability of vacant commercial property for development
- c) Possible enhancement of international trade to sell the Village location
- d) Establish greater ties with First Nations both culturally and economically
- e) Enhance tourism through such events as rodeos, pow wows, star gazing, farmers markets, and camping
- f) Enhance volunteerism especially with younger residents
- g) Installation of fiber optics

4. Threats

- a) Extreme weather, high winds and wildfire
- b) Dissolution
- c) Aging population
- d) Poor youth retention
- e) Apathy
- f) Negative impact on youth (trauma/drugs)

Goals and Objectives

SMART (specific, measurable, achievable, relevant and time sensitive goals)

Specific Objectives identified:

- a) Sale and new operation in the old Saputo building (measurable and achievable only if interested parties respond) The operation of this building is relevant to the health of the Village and with the passage of time, the likelihood of a new business diminishes.
- b) Expansion of the tax base as per development at old Saputo building with a process to be undertaken showing outcomes by September 1, 2026.

- c) Increase in youth population and engagement is tied directly to Items a) and b) shown above.
- d) Seeking a gas station is a specific endeavour and is time sensitive with an completion date of December, 2026.
- e) Community electronic signage to be completed by Spring 2026 – this fits SMART as the project design work is already underway but there may be a lag time with time sensitivity.
- f) Additional Signage – includes points of interest on kiosks, GIS, seasonal restrooms and historical maps - completion time set for December 2026.
- g) Establishment of a new playground – completion time set for December 2026.
- h) Exploration of opportunities to partner with the Village school.
- i) Seek organizational support to encourage more volunteerism especially amongst the youth.
- j) Council to contribute information to the monthly Glenwood Gleanings.
- k) Help establish new service clubs such as Lions 4-H.
- l) Pursue the establishment of a new RV Dump Station on County property in 2026, in partnership with Cardston County.

VILLAGE OF GLENWOOD

Page 1 of 1

Cheque Listing For Council

2025-Nov-12
2:26:05PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250246	2025-10-07	ATB FINANCIAL MASTERCARD	Sept. 11 2025	MASTERCARD CHARGES	2,085.72	2,085.72
20250247	2025-10-07	CANOE PROCURMENT GROUP OF CANADA, DI	AB992294	OFFICE SUPPLIES	31.58	31.58
20250248	2025-10-07	D J EQUIPMENT RENTALS & SALES	48385	AIR COMPRESSOR FOR IRRIGA	203.28	203.28
20250249	2025-10-07	NAPA CHINOOK EQUIPMENT	556599-556600	HYDRAULIC OIL & FILTERS	413.22	413.22
20250250	2025-10-07	OLDMAN RIVER REGIONAL SERVICES COMM.	15056 15132	AERIAL PHOTOS Q4 PLANNING SERVICES	76.00 1,250.00	1,326.00
20250251	2025-10-07	PINCHER CREEK CO-OP	SEPT 23 2025	ANTIFREEZE FOR SPRAY PARK	62.91	62.91
20250252	2025-10-07	RECORDXPRESS	1269200	RECYCLING SHREDDING	82.70	82.70
20250253	2025-10-07	SKOIEN PROFESSIONAL CORPORATION	1264	PROFESSIONAL SERVICES	2,425.50	2,425.50
20250254	2025-10-07	TELUS COMMUNICATIONS	SEP 17 2025	PHONE CHARGES	273.96	273.96
20250255	2025-10-07	TELUS MOBILITY	September 24 2	MOBILE PHONE CHARGES	248.54	248.54
20250256	2025-08-11	AMSC INSURANCE SERVICES LTD	1832-2025-08(2	AMSC INSURANCE S	1,605.60	1,605.60
20250257	2025-10-07	ATB FINANCIAL MASTERCARD	SEPT 11 2025(2	ATB MASTERCARD PAYMENT	2,085.72	2,085.72
20250258	2025-10-29	ALBERTA MUNICIPAL SERVICE CORPORATION	25-1061616	UTILITIES	4,122.88	4,122.88
20250259	2025-10-29	ALLRED, LINDA	JUN-OCT 2025	MEETING MILEAGE	478.08	478.08
20250260	2025-10-29	GATEWAY SAFETY SERVICES	40202	OPERATOR TRAINING	189.00	189.00
20250261	2025-10-29	JOHN DEERE FINANCIAL	09/15/25	SPARK PLUGS, OIL OTHER MAIN	477.57	477.57
20250262	2025-10-29	NAPA CHINOOK EQUIPMENT	cal00628559336	HYDRAULIC OIL	341.88	341.88
20250263	2025-10-29	NEXTGEN AUTOMATION, DIGITAL CONNECTION	726404	COPY USAGE	66.05	66.05
20250264	2025-10-29	TOWN OF RAYMOND	20250378 20250382	ADMIN SERVICE ADMIN SERVICE	66.94 33.47	100.41
20250265	2025-10-29	WORKER'S COMPENSATION BOARD - ALBERTA	28397510	WCB INSURANCE PREMIUMS IN	1,456.33	1,456.33
20250266	2025-11-05	BELANGER, JOE	2025 08-11	SUPPLIES AND PARTS	1,025.34	1,025.34
20250267	2025-11-05	CANOE PROCURMENT GROUP OF CANADA, DI	AB1020442	OFFICE SUPPLIES	16.19	16.19
20250268	2025-11-05	CARDSTON COUNTY	26204	ROAD REHAB CAPITAL	42,331.37	42,331.37
20250269	2025-11-05	EDWARDS, JANET	NOV FEES	RENT COSTS	500.00	500.00
20250270	2025-11-05	KUTSCH, KANSIS	107	COMMUNITY HALL CONTRACT	255.00	255.00
20250271	2025-11-05	PETERSON, MARK	MILEAGE	MILEAGE	130.56	130.56
20250272	2025-11-05	PINCHER CREEK CO-OP	5808365	EQUIPMENT SUPPLIES	102.69	102.69
20250273	2025-11-05	READ ON ROADS INC.	2025148	ROAD REHAB CAPITAL	148,890.97	148,890.97
20250274	2025-11-05	RECORDXPRESS	1277747	SHREDDING FEES	28.35	28.35
20250275	2025-11-05	TELUS COMMUNICATIONS	OCT 17 2025	TELEPHONE COSTS	273.96	273.96
20250276	2025-11-05	VAN DULKEN, CHRIS	SEPT-OCT 2025	IT SERVICES	75.00	75.00

Total 211,706.36

*** End of Report ***



Village of Glenwood Council Appointments for 2025 -26

Committee/Organization	Representative/Appointee
Alberta Southwest Regional Alliance	Councillor Shane Ford
Benchmark Assessment Consulting	Chris Snelgrove, Assessor
Regional Assessment Review Board	Councillor John Doney
Spring Glen Park Society (SGP)	Councillor John Doney
Spring Glen Water Commission	Councillor Shane Ford Deputy Mayor Brian Wickhorst
Cardston County Emergency Services (CCES)	Councillor Sandy Lybbert
Cardston County Regional Management Partnership	Councillor Sandy Lybbert
Fireworks Committee	Deputy Mayor Brian Wickhorst
Glenwood Cemetery Committee	Deputy Mayor Brian Wickhorst Janet Edwards – Chairman Cam Francis – member at large Ben Layton – member at large Barton Lybbert – member at large Dwain Shipley – member at large
Chief Mountain Regional Solid Waste Authority (CMRSA)	Deputy Mayor Brian Wickhorst Councillor Shane Ford
Chinook Seniors Foundation	Councillor Sandy Lybbert
Chinook Arch Regional Library Board	Councillor John Doney
Chinook Intermunicipal Subdivision and Development Appeal Board	Councillor Sandy Lybbert Councillor Shane Ford
Glenwood Library Board	Councillor John Doney David Rolfson – November 1, 2027 Linda Maerz – November 1, 2027 Judith Layton – November 1, 2027 Carol Desjarlais – November 1, 2028
Glenwood Recreation Board	Mayor Mark Peterson Council Rep
Intermunicipal Development Committee	Councillor John Doney Councillor Shane Ford Councillor Sandy Lybbert

Mayors and Reeves of Southern Alberta	Mayor Mark Peterson Deputy Mayor Brian Wickhorst
Oldman River Regional Services Commission	Mayor Mark Peterson
Family and Community Support Services (FCSS)	Councillor Sandy Lybbert
Municipal Planning Commission (MPC)	Councillor Shane Ford Councillor John Doney Mayor Mark Peterson Wade Davies – at large Dave Rolfson – at large

**Attached hereto and forming part of the
Minutes of the Organizational Meeting of
Council held on November 3, 2025.**

Meeting Chairman



Chief Administrative Officer



What every councillor needs to know

A council member's handbook

What every councillor needs to know: A council member's handbook [2025] | Municipal Affairs

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Introduction

Congratulations on your election to council. This booklet presents an overview of your responsibilities as a municipal councillor and is intended to help you understand the powers and duties of a municipal council.

History of Local Government in Alberta

The first local government election in Alberta was held in 1883 under the Northwest Municipal Ordinance. Rural local government began with herd districts in 1883, fire districts in 1886, and statute districts in 1887, which were combined into local improvement districts in 1897. Urban local government began with unincorporated town ordinances in 1888. The village ordinance followed in 1895.

In 1912, separate acts were put in place for towns, villages, rural municipal districts, and improvement districts. Cities were incorporated by special charter.

Municipal Government Act

In 1967, the various pieces of municipal legislation were consolidated into the original *Municipal Government Act* (*MGA*).

In 1994, a further consolidation and revision of municipal legislation took place. The 1994 revisions gave municipalities greater autonomy in local decision making and incorporated the provisions of the former *Planning Act*.

The current *MGA* is the primary statute governing the affairs of your municipality. The *MGA* has undergone extensive review and amendments. Your chief administrative officer (CAO) should provide you with a copy.

Section 3 of the *MGA* states the purposes of a municipality are:

- to provide good government;
- to foster the well-being of the environment;
- to foster the economic development of the municipality;
- to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality;
- to develop and maintain safe and viable communities; and
- to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

A municipality is a corporation and has the powers of a natural person, except to the extent that those powers are limited by the *MGA* or any other enactment. The introduction of natural person powers provides council with a great deal of flexibility in terms of how the municipality is organized and administered, what services are provided, and how those services are delivered.

The power to pass bylaws is stated in general terms. This gives councils broad authority and respects their right to govern the municipality in the way that council considers appropriate within the jurisdiction provided under the *MGA*. However, bylaws authorized by the *MGA* or any other enactment are subordinate to federal and provincial legislation and regulations.

Council Roles and Responsibilities

Council is the governing body of the municipal corporation and the custodian of its legislative powers. As a councillor, you will exercise the powers of the municipality through decisions made at council meetings and define the policies and direction your municipal administration will put into action.

The *MGA* provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or by resolution. What this means is that no individual or group of councillors can make a decision or ask administration to take action; this can only be done through an appropriate bylaw or resolution passed at a public meeting of council where quorum is present.

Your job as a councillor is to work with other council members to set the overall direction of the municipality through your role as a policy maker. The policies council sets are the guidelines for administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

Councillor Duties

Under Section 153 of the *MGA*, all councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- to adhere to the code of conduct established by the council by bylaw; and
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Code of Conduct

The *MGA* requires every council in Alberta to establish a code of conduct bylaw governing the conduct of councillors. This bylaw must apply to all councillors equally. Additionally, a council may by bylaw, in its sole discretion, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

There is no model code of conduct prescribed by legislation. Instead, the Code of Conduct for Elected Officials Regulation simply mandates what topics must be addressed at a minimum, namely:

- representing the municipality;
- communicating on behalf of the municipality;
- respecting the decision-making process;
- adherence to policies, procedures and bylaws;
- respectful interactions with councillors, staff, the public and others;
- confidential information;

- conflicts of interest;
- improper use of influence;
- use of municipal assets and services; and,
- orientation and other training attendance.

Every code of conduct bylaw must include a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints.

A council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor and a councillor may not be disqualified or removed from office for a breach of the code. Councillors are strongly encouraged to review and become familiar with their municipality's bylaw as abiding by it is an important councillor duty.

Councillor Liability

As you carry out these duties, the question of liability may arise as a result of your actions; however, Section 535 of the *MGA* was written to protect you from personal liability while acting in good faith for your municipality. This section does not apply in circumstances of defamation and does not protect the municipal corporation from any such liability.

There are several provisions in the *MGA* that impose liability on a councillor. One of these is found in Section 249 which deals with unauthorized expenditures, and is discussed later in more detail under "Procedure for Expenditure Authorization." Another is found in Section 275 which deals with borrowings, loans, or guarantees that cause the municipality to exceed its debt limit, and is discussed later in more detail under the section titled "Borrowing."

While it is important to be aware of these liabilities, they should not be a concern as long as the municipality follows appropriate processes.

The Chief Elected Official

(*MGA* Sections 150, 154 and 155)

The chief elected official (CEO), in addition to performing a councillor's duties, must preside when attending a council meeting unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor. The title CEO may be changed to one that council believes is appropriate to the office, such as mayor or reeve.

The CEO of a city or town is elected by a vote of a municipality's electors, unless council passes a bylaw requiring council to appoint the CEO from among the councillors. In a village, summer village, or municipal district, council appoints the CEO from among the councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors.

Orientation and Training Opportunities

(MGA Section 201.1)

Understanding the relationships, roles and the responsibilities of an elected official and the associated limitations, will be critical to your success in the position. Municipalities are required to offer orientation training and each councillor is required to attend the orientation training offered [Section 201.1(1)]. The topics that must be covered are broken into two parts.

The first part of the training must be held prior to, or on the same day as, the organizational meeting following a general election. In the case of a by-election, this first training session must be attended on or before the day the councillor takes the oath of office.

The topics in the first part of the training that must be covered are:

- the role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct; and
- roles and responsibilities of the CAO and staff.

Training on the second group of topics must be attended prior to, or on the same day as, the first regularly scheduled council meeting, or in the case of a councillor elected via by-election, within 90 days of taking the oath of office.

The topics in the second part that must be covered are:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation; and
- any other topic prescribed by the regulations.

Council has the authority to extend the time for the second part of training by resolution for up to 90 days [Section 201.1(2)].

Within 90 days of taking office, all newly elected municipal chief elected officials and councillors must also complete required online emergency management training offered by the Alberta Emergency Management Agency. More information can be found at www.alberta.ca/training-requirements-and-mandatory-exercises.

Your associations, Alberta Municipalities and Rural Municipalities of Alberta, offer educational sessions for elected officials. They also offer conferences throughout the year that will provide invaluable information and networking opportunities.

If you are newly elected, attending training, conferences, and workshops is an excellent way to obtain the information you need to serve effectively. If you are a returning councillor, your knowledge and experience hold significant value for new councillors.

Policy-Making and Program Monitoring

Council is responsible for considering the types and levels of services that are necessary or desirable for the municipality. This responsibility involves providing input regarding the municipality's programs and services (policy making) and making sure administration provides the programs and services in the best possible way (program monitoring).

Policy making provides a way of ensuring that consistent decisions are made on similar matters. Policies should establish general guidelines that council sets for administration to follow. Administration then provides programs and services to the residents according to those policies.

Program monitoring involves staying up to date on the programs and services the municipality offers and assessing the results against what council planned to achieve.

The Entire Municipality

As a councillor, you are elected to look after the interests of the entire municipality. If you are a councillor in a municipality that has wards, you will have to be careful you do not place the interest of the ward or electoral division above the interest of the whole municipality. As difficult as it may be at times, you must base any decision you make on what is best for the entire municipality. Council's effectiveness depends on you providing input as a representative of your area, while thinking and voting for the needs of the whole municipality.

Time Management

As a council member, there will be significant demands on your time. There will be council, council committees, and various other meetings to attend. To participate effectively in all these meetings, you should review meeting materials and become familiar with the issues that will be discussed. Conferences and workshops sponsored by the municipal associations or educational institutions will help provide you with the tools to be an effective elected official. If you choose to attend, these will also help you to understand the wider picture on issues affecting the whole province or other municipalities. Telephone calls, visits from your electors, and community events are all important components of the job. Managing time to adequately deal with both personal and public demands is an important part of becoming an effective member of council.

Team Approach

Working as a team with the rest of council and administration will contribute to making your time on council a success. It may not always be easy. Your influence as a council member rests on your ability to persuade other members of council to consider your point of view. When an issue is being studied, be sure to express your views as part of the debate.

Disagreements among council members on specific issues are common and healthy. The respectful exchange of ideas and opinions will lead to good decisions. While working through these debates, keep in mind that you all share the same desire for your municipality to be strong, safe, and viable. You may have different views about how to get there, but you do share broader common goals.

Most votes on a council resolution do not require a consensus of all councillors. As a result, there will be many occasions where a decision is made that you did not support with your vote. However, once the resolution has been passed, it becomes the official direction of the municipality. The health and ongoing success of a municipality is largely dependent upon the ability of councillors to respect and support the decisions of council in principle, despite their personal views during the debate.

Some municipalities have a communications policy in place in addition to the code of conduct bylaw that directs media through prescribed channels. Becoming familiar with communications procedures will allow you, council, and administration to work as a team and deliver a cohesive message.

Oath of Office

(MGA Section 156)

Before taking part in your first council meeting, you will be required to make and subscribe to the official oath. By taking the oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected.

Organizational Meeting

(MGA Sections 159 and 192)

The first meeting of council will be the organizational meeting, held within two weeks of the general election (or by August 31 for a summer village), or sooner if an election was not required. This marks the official commencement of your term of office and the completion of the previous council's term. This meeting allows council to address preliminary matters such as electing a CEO if necessary, electing a deputy CEO, and commonly includes appointing people to the various committees and other bodies associated with council. If other regular business is to be conducted, the organizational meeting must be adjourned, and the regular meeting convened and recorded as a separate meeting.

Procedural Bylaw

(MGA Section 145)

Your municipality may have a procedural bylaw to provide a standard format for council meetings and make it easier for members of council, staff, media, and public to understand the decision-making process. A procedural bylaw may provide for naming and prescribing the responsibilities of council committees, provide for the order of business and method of distributing the agenda for council meetings, set rules regarding the proceedings at regular meetings of council, and describe how items may be put on the council agenda.

Regular and Special Meetings

(MGA Sections 153, 181, 193, 194, 196, 197, 198, and 199)

It is up to council to decide how many meetings are needed to govern the affairs of the municipality. The decision to hold regular meetings must be made at a meeting with all councillors present. The time and place of a regular meeting can be changed by resolution of council. While all councillors do not have to be at the meeting to change the time or place, all councillors and public must be given 24 hours notice of the change.

All council and council committee meetings must be open to the public, except as noted in the following section. Only people who have been expelled from the meeting because of improper conduct have no right to attend. The provisions of the *MGA* regarding public presence at meetings are intended to promote public involvement and the accountability of the local government process.

The timing of regular council meetings does not always align with urgent business that requires council attention. There will be times when a special council meeting is required. Section 194 of the *MGA* states that a special meeting may be called if the CEO believes one is needed and must be called if a majority of councillors request one in writing.

Council and council committees can hold meetings by means of electronic or other communication facilities if a bylaw has been passed in accordance with Section 199. Notice must be given to the public of such a meeting,

including the way it will be conducted. The facilities must enable all the meeting's participants to watch or hear each other, and the public to watch or listen.

Meetings Closed to the Public

There are times when council or a council committee must discuss something in private. Personnel matters, where it would be unfair to the people involved to have the issue discussed in public, are a common example. To recognize specific circumstances that necessitate confidentiality of council discussions, Section 197(2) of the *MGA* allows meetings (or portions of meetings) that are closed to the public where the subject matter falls within one of the exceptions to disclosure in Division 2, Part 1 of the *Freedom of Information and Protection of Privacy Act*. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests; reveal confidential evaluations, local public confidences, or advice from officials; or disclose information that is subject to legal privilege.

Resolutions or bylaws cannot be passed while in a closed session, other than a motion to proceed with the meeting in an open session. Any decisions must still be made at a meeting open to the public. Under Section 153 of the *MGA*, councillors are required to keep in confidence matters discussed in private at a council or council committee meeting. They must keep this confidence until the matter is discussed at a meeting held in public.

Voting

(*MGA* Sections 183, 184, 185, and 172)

You are on council to make decisions. Under the *MGA*, you are required to vote on all resolutions and bylaws unless you are required or permitted to abstain from voting under other legislated provisions. Council must ensure that each abstention and the reason for it are recorded in the minutes of the meeting.

If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. Section 172 of the *MGA* states that you must abstain from voting on matters in which you have a pecuniary (monetary) interest. You may also choose to abstain from voting if you believe you have, or it may be perceived you have, a conflict of interest (Section 172.1(1)).

At any time before a vote is taken, you may request that the vote be recorded. The minutes must show the names of the councillors present and how they voted.

Each councillor has one vote. A resolution is passed by receiving the majority of votes from the councillors in attendance at the meeting. When there is a tie vote on a motion, the motion is defeated.

Quorum must be present at a council meeting for any resolution or bylaw to be valid. A quorum is a majority of councillors making up the municipal council. For example, if your council consists of seven councillors (including the CEO), four councillors would constitute a quorum.

Pecuniary and Conflict of Interest

(MGA Sections 170, 172 and 172.1)

Membership on council is a position of public trust. The *MGA* describes pecuniary interest and sets out the procedure you must follow if a matter in which you have a pecuniary interest comes up at a meeting in which you are participating as a member of council. Failure to follow these procedures can lead to disqualification.

The *MGA* was also recently amended to address non-pecuniary conflicts of interest. If a matter arises where a councillor believes they have, or will be perceived to have, a conflict of interest, they may disclose the general nature of the conflict before or during discussion on the matter. If the general nature of the conflict is disclosed, councillors may then abstain from a vote or discussions on the matter. Further information on this can be found in the "Pecuniary and Conflict of Interest for Municipal Councillors" resource available online at [Pecuniary and conflict of interest for councillors - Open Government](#).

Council Committees

(MGA Sections 145 and 203)

Council may create council committees, by bylaw, and appoint committee members. Council may decide to create a temporary committee to look at a specific issue. There may also be standing committees that run from year to year to deal with ongoing issues.

Committees can play a bigger role in making decisions on issues for council. If council wants a committee to make decisions, council may delegate some of its powers to the committee by bylaw. If a committee makes a decision delegated to it by council, it is then as if the council made the decision itself. Some council decisions, such as passing bylaws or adopting the budget, cannot be delegated to a committee.

If council is part of an emergency services committee, you may have some specific responsibilities in the case of a local emergency. You need to know what those responsibilities are and how they are to be carried out. The system of emergency response is described in the *Emergency Management Act*.

Municipal Organization and Administration

A vital part of the smooth operation of municipal government is the interaction between council and administration. Understanding how administration works will help you carry out your role as a municipal councillor.

Your administration exists to take care of the everyday work of running a municipal government. This includes providing a variety of programs and services based on the priorities council has set for the municipality. As a councillor, residents will ask you for information on the municipality's programs and services. Your most important contact is the CAO.

Chief Administrative Officer

(MGA Sections 205, 205.1, 207, 208, and 209)

Every council must establish, by bylaw, a position of chief administrative officer (CAO). Council may give the position an appropriate title. The CAO is the administrative head of the municipality and is directly responsible to council for the operational performance of the organization. The CAO is responsible to implement the decisions of council, implement the municipality's policies and programs, advise and inform council on the operation of the municipality, and perform any other duties assigned by council. The CAO, together with the administrative team, will also provide advice, information, and recommendations to council on any matters that council is dealing with.

Successful municipalities have found that clear lines of communication and accountability are essential for effective operation. This is generally achieved when the CAO is provided with the authority to take council direction (through resolutions and bylaws) and implement that direction through the administrative team. Although well intentioned, individual councillor's attempts to become involved by providing direction to the administrative team can blur this accountability. It is important for council to develop a strong working relationship with the CAO based on mutual respect and trust and allow the CAO to direct and set priorities for the administrative team.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO. Even though the current relationship may be good, a formal appraisal process provides the opportunity to discuss opportunities for improvement. The *MGA*, therefore, requires that council provide the CAO with an annual written performance evaluation.

Designated Officers

(*MGA* Sections 209 and 210)

A CAO may delegate any of their powers, duties, or functions to a designated officer or an employee. Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw. A designated officer may also delegate any of those powers, duties, or functions to an employee of the municipality.

Policies

The importance of policies will become apparent the first time you try to find out if a past council established guidelines on a certain matter. Most successful municipalities maintain a policy manual or files together with an index to enable easy reference. Policies should be approved by council and periodically reviewed and updated to ensure that they continue to be relevant.

Organizational Chart

Most municipalities maintain an organizational chart of the administration structure. A review of the organizational chart will help you to understand the types of functions and services the municipality provides, and how it is organized to deliver those services.

Staff Development

Your human resources are as important as your financial resources. A variety of educational opportunities are available for both new and experienced municipal administrators. The most successful municipalities encourage staff development and training to ensure their employees can effectively carry out their duties and stay familiar with new developments in the field of municipal administration.

Finance

Almost everything the municipality is engaged in will have a cost associated with it. You will spend a lot of time on council assessing the financial implications of decisions.

Operating and Capital Budgets

(*MGA* Sections 242, 243, 244, 245, 246, and 247)

The budget is the center of the municipal finance system. Service delivery and project development are always subject to constraints, but financial constraints are generally the most limiting. As a result, the priorities of council will necessarily be reflected in the funding priorities established in the budget. Through the budget, council sets the municipality's priorities for the next year (or number of years) by allocating funding for each program, service, or project. Careful and realistic budget planning and control can translate into better and more cost-effective services for the community.

Many municipalities have a strategic plan that maps out longer term goals and identifies the municipality's priorities over several years. A strategic plan can provide year-to-year guidance and direction to the annual budget process and provides the longer-term context for annual goals.

The *MGA* requires that every municipality adopt an annual operating and a capital budget. Property and business tax bylaws cannot be passed until both budgets have been adopted. It should be noted that municipalities are not allowed to budget for a deficit; however, sometimes unexpected circumstances may result in the municipality having a deficit at year end. If the deficit does not cause the municipality to have an overall accumulated deficit, net of the value of tangible capital assets, then the municipality remains on-side with legislative requirements and can budget to recover that deficit in future years as council sees fit.

The operating budget is a detailed estimate of how much your municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents. The capital budget identifies the sources and uses of funding for fixed assets such as buildings, roads, vehicles, water and sewer facilities, and land.

Long Range Financial Plans

A long-range capital infrastructure plan, covering at least three to five years, is required to receive provincial Local Government Fiscal Framework grant funding. The plan should set out what capital expenditures are needed and when, the future cost of maintaining the asset, when it has been built or purchased, and how the assets will be financed. Additionally, municipalities are required to have, at minimum, a three-year financial plan and five-year capital plan. These plans allow council to see the long-term impact of decisions made today, ensuring council is considering the continued sustainability of the municipality when making financial decisions.

The budget is a plan of council expenditures and revenues over the course of the year. Council needs to keep an eye on what is happening to make sure the municipal operations match the budget. It is recommended that council receive regular financial reports at least quarterly from administration that compare actual results to the budget. Financial reports are a good source of information and budget control.

Procedure for Expenditure Authorization

(*MGA* Sections 248 and 249)

Each council must establish procedures to authorize and verify expenditures that are not included in a budget. If you, as a councillor, make an unauthorized expenditure, or vote to spend granted or borrowed funds for a purpose other than that for which they were granted or borrowed, you could be held personally liable under section 249 of the *MGA* for the amount of the expenditure, grant, or borrowing.

Borrowing

(*MGA* Sections 249, 252, and 275)

The Minister of Municipal Affairs has, by regulation, established municipal debt and debt service limits. If a municipality is within its limits, no provincial approvals are required for borrowing, but the Minister's approval is required for any borrowing beyond the regulated debt limits. If you vote for a borrowing that puts the municipality

above the regulated debt or debt service limit, you could be held personally liable for the amount of the borrowing, unless the borrowing is approved by the Minister.

Auditor

(MGA Sections 276, 277, 278, and 280; Alberta Regulation 313/2000)

Each council must appoint an auditor for the municipality and must submit audited financial statements and an audited financial information return to the Minister of Municipal Affairs by May 1 of each year. In addition, the financial statements or a summary of them must be made available to the public by May 1 of each year. The financial statements must disclose the municipality's debt limits, as well as the salaries of the CEO, individual councillors, the CAO, and the designated officers of the municipality.

Property Assessment, Taxation, and Other Revenues

Assessment

(MGA Sections 285, 298, 454, 454.1, 454.2, 454.3, 460, 460.1, 468, and 470)

Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta, property is taxed based on the ad valorem principle. Ad valorem means "according to value." This means that the amount of tax paid is based on the value of the property.

Each municipality is responsible for ensuring that each property owner pays their share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.

The market value based standard is used to determine the assessed values for the majority of properties in Alberta. Market value is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market.

Some types of properties are difficult to assess using a market value based assessment standard because they seldom trade in the marketplace (and when they do trade, the sale price usually includes non-assessable items that are difficult to separate from the sale price); they cross municipalities and municipal boundaries; or they are of a unique nature. Municipal Affairs prescribes rates and procedures to assess these types of properties, which are referred to as "regulated property". Rates and procedures are determined by what a type of property is used for, its activity, or its production capability. There are four types of regulated property:

1. Farmland;
2. Designated industrial property;
3. Machinery and equipment; and
4. Railway property.

Assessments for all types of property are prepared by professional certified assessors. Assessors receive training in a variety of areas including property valuation techniques, legislation, and quality assurance. The assessor designated by the Minister of Municipal Affairs assesses designated industrial property, while assessors employed or contracted by municipalities assess all other types of property. Under provincial legislation, a municipality must establish, by bylaw, the position of assessor, and appoint an individual to the position. An appointed municipal assessor is responsible for the completion of a number of tasks laid out by provincial legislation and regulations.

After the assessed value of a property has been determined, the property is assigned an assessment class. The assessment class determines the tax rate that will be applied to each property, as assessment classes may have different tax rates.

The assessor for the municipality is responsible for assigning the assessment classes to property. Property is classified according to its actual use. The classes are set out in the *MGA*. They are:

- Class 1 – residential;
- Class 2 – non-residential;
- Class 3 – farmland; and
- Class 4 – machinery and equipment.

Each year, every municipality is required to send an assessment notice to every assessed person listed on the assessment roll. Each municipality must publish a notification in one issue of a local newspaper to announce that the assessment notices have been mailed to property owners within the municipality.

To ensure property owners have a voice in the property assessment system, the *MGA* has set out a complaints and appeals system for property owners who have concerns about their assessment.

The process involves filing a complaint with the municipality's assessment review board. The type of property the complaint is about will determine the type of assessment review board that will hear the complaint. Residential property with three or fewer dwelling units, farmland, or a tax notice other than a property tax notice will be heard by a Local Assessment Review Board. Residential property with four or more dwelling units or non-residential property will be heard by a Composite Assessment Review Board. If the taxpayer believes an error in law or jurisdiction has been made by the assessment review board, the decision may be appealed to the Court of King's Bench of Alberta.

Property Taxation

(*MGA* Sections 242, 297, 318, 354, 355, 356, and 359.1)

Each year, municipal councils determine the amount of money they need to operate their municipality through the budget process. From this amount, the council then subtracts known revenues (for example, licenses, grants, and permits). The remainder is the amount of money the municipality needs to raise through property taxes to provide services for the year.

This revenue requirement is then used to calculate the tax rate. The tax rate is the percentage of assessed value at which each property is taxed in a municipality. The revenue requirement is divided by the assessment base (the total value of all assessed properties in the municipality).

The tax rate calculation is expressed in the following formula:

$$\text{Revenue requirement} / \text{Assessment base} = \text{Tax rate.}$$

The tax rate is applied to each individual property assessment using the following formula:

$$\text{Property assessment} \times \text{Tax rate} = \text{Taxes payable.}$$

Council is required to pass a property tax bylaw annually (Section 353). Council may set different municipal tax rates for each of the four assessment classes once each year; however, the difference between non-residential and residential tax rates can be no more than 5:1. Council may also set different tax rates for vacant and improved non-residential property and for different sub-classes of residential property, if the municipality has, by bylaw, established sub-classes of residential assessment.

If, after sending out the tax notices, the municipality discovers an error or omission in the tax rates, the bylaw can be amended to correct the error, new tax notices sent out and a copy of the new bylaw must be provided to the Minister within 30 days.

In addition to municipal tax rates, municipalities must set tax rates to raise funds that are requisitioned for cost sharing programs such as the Alberta School Foundation Fund. This is discussed in the next section.

For more information on Property Assessment and Taxation, visit alberta.ca/municipal-property-assessment.

Education Tax and Equalized Assessment

(MGA Sections 318, 359.1 and 359.2; School Act: Part 6 Division 3, Section 174; Alberta Regulation 22/2004-Sec 10)

Property assessment is used as the basis on which to requisition property taxes from all or a number of municipalities for the financial support of several regional and provincial programs. Equalized assessment is a process that levels the playing field for municipalities so property tax requisitions and grants can be fairly allocated.

Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Intermunicipal fairness and equity is important when requisitioning property taxes from municipalities or calculating grants. In this regard, it is usually necessary to make some adjustments in the assessment base figures that each municipality reports to the province before those assessments are used to determine each municipality's contribution to a regional or provincial program, or its equitable share of grant dollars. These adjustments are made through the equalized assessment process.

The MGA requires that most properties be assessed at market value. Ideally, all properties would be assessed at 100 per cent of market value. In practice, assessments may vary from market value to a limited degree. Because this variance may occur, equalization is used to adjust each municipality's assessments to 100 per cent of market value. The equalization process removes the variations in assessment levels to make the assessment bases more comparable among municipalities. The process produces a set of adjusted, or "equalized," assessments that can then be used to distribute requisitions or allocate grants among municipalities in a fair and equitable manner.

For more information on Equalized Assessment, visit: open.alberta.ca/publications/5333000.

Other Taxes and Revenues

(MGA Sections 7, 360, 371, 381, 382, 388, 393, and 399)

In addition to the property tax levy, a municipality may impose a business tax, a special tax, or a local improvement tax. As well, the MGA provides for taxes within a business improvement area and on well drilling equipment (although the well drilling tax rate has been set at 0, and is not expected to be reinstated).

Under Section 360 of the MGA, franchise agreements may exist between a municipality and a utility service (power, gas, cable, telephone) that, among other things, provide for the payment of a franchise fee. The fee is usually a percentage of the distribution charges levied by the utility company, and is a rate set for rent of the municipal rights-of-way, the exclusive franchise rights granted within a municipality, and the property taxes that would otherwise be paid by the utility.

There are other sources of revenue available, mainly user fees. Utility charges for water, sewer treatment, and garbage collection are common in Alberta municipalities. Council may want to develop a policy setting the rates based on the degree of cost recovery considered desirable (full cost recovery is normal for utilities). Fees can also be set for other services, such as recreational facilities, photocopying, or meeting room rentals.

Municipal Grants Listing

Information on all provincial and federal grant programs supporting municipalities is available at: municipalaffairs.alberta.ca/all-grants.

This website includes:

- a brief description of the program, including the type of projects supported and the eligibility requirements;
- information on which ministry administer the program; and
- links to program websites.

Municipal Grant Funding Reports

Information on provincial and federal grant dollars provided to Alberta municipalities and summary reports of grants provided by Government of Alberta ministries by grant type is available at: alberta.ca/lookup/grant-funding-reports.aspx.

Planning and Development

Council shapes the physical future of the community through its authority over land-use planning and development; this authority is exercised through statutory plans, the land use bylaw, and other bylaws and policies. It is the responsibility of council to focus on the future of the community, while balancing the current rights, needs and concerns of property owners and residents. A number of tools are available to council for this purpose.

Alberta Land Stewardship Act Regional Plan

(ALSA Sections 20, 21, and 22; MGA Sections 618.3 and 618.4.)

If an *Alberta Land Stewardship Act* (ALSA) regional plan is approved or amended, municipalities within an applicable ALSA regional plan are required to review their regulatory instruments, such as but not limited to, existing statutory plans, the land-use bylaw, policies and procedures, and make any amendments to comply with the ALSA regional plan. After the review, municipalities are required to file a statutory declaration with the Land

Use Secretariat stating that the review is complete, and that the municipality is 'in compliance' with the regional plan. The *ALSA* regional plan establishes the time within which municipalities must review and amend existing planning documents to show compliance.

Where there is an approved *ALSA* regional plan, municipal council, the subdivision authority, development authority, municipal planning commission, subdivision and development appeal board, etc., within that region must act in accordance with the applicable *ALSA* regional plan's regulation and policies. Note- as of December 2024, regional plans are in place in the South Saskatchewan and the Lower Athabasca regions.

Intermunicipal Development Plan

(*MGA* Sections 631, 636, 637 and 638)

Two or more municipalities adopt an intermunicipal plan (IDP) to address issues of mutual concern with respect to designated lands. The plan must address the future use of land, the manner of and proposals for future development, or other matters relating to the area, etc. The plan must include a procedure to resolve, or attempt to resolve, conflicts; a procedure to amend or repeal the plan; and provisions relating to plan administration.

If the municipalities cannot agree on the need for an IDP or the issues in the IDP, the Land and Property Rights Tribunal can hear the matter. The Minister may then require two (2) or more municipalities to enter into an intermunicipal development plan.

Municipal Development Plan

(*MGA* Sections 632, 636, 637 and 638)

Every council of a municipality must adopt a municipal development plan (MDP). The MDP provides a general framework for development within the municipality and is the official statement of your municipality's policies concerning the desired future pattern of development. The municipality must afford opportunity to affected persons, school boards, adjacent First Nations or Metis Settlements, as well as adjacent municipalities, to review and make comment on the plan. A municipal development plan must be consistent with an intermunicipal development plan.

Intermunicipal Collaboration Framework

Part 17.2 (*MGA* Sections 708.26 – 708.52)

Each municipality that shares a common boundary with another municipality must have an Intermunicipal Collaboration Framework (ICF). This framework must provide for the integrated and strategic planning, delivery, and funding of intermunicipal services, steward scarce resources efficiently in providing local services, and ensure municipalities contribute funding to services that benefit their residents.

The framework must describe the services to be provided under it that benefit residents in the municipalities; identify which municipality is responsible for providing which services and outline how the services will be delivered and funded; and contain provisions establishing a process for resolving disputes that occur while the framework is in effect.

If the municipalities involved in an ICF cannot reach an agreement on the framework, disagree on its application, interpretation, or are unable to resolve their dispute related to the framework within one year after starting their ICF dispute resolution process, the *MGA* includes a mandatory and binding arbitration process to resolve any such issues.

Area Structure and Redevelopment Plans

(MGA Sections 633, 634, 635, 636, 637 and 638)

Council may, by bylaw, adopt an area structure plan (ASP) to provide a framework for subsequent subdivision and development for a particular area. The area structure plan will generally describe the sequences of development, proposed land use, population density, and the location of major transportation routes and public utilities and may address matters related to reserve land dedication or money in lieu of land dedication.

When an area is undergoing redevelopment, council may adopt an area redevelopment plan (ARP) and must describe the objectives of the plan and how they are proposed to be achieved, the proposed land uses, etc. In addition, a redevelopment levy may be used to acquire land for park, school, or recreation purposes in the redevelopment area.

An ASP or ARP must be consistent with the municipality's MDP and existing IDPs.

Land-use Bylaws

(MGA Sections 638.2, 640, 642, 685, and 686)

All municipalities must have a land-use bylaw (LUB). This bylaw is the central planning document that provides a specific means of implementing statutory plans and policies. For instance, if a council wishes to adopt a direct control district in the land-use bylaw, council must also adopt an MDP that establishes that direction. All statutory documents must be consistent with each other. The LUB provides for a system for issuing development permits and divides the municipality into land use districts or 'zones' prescribing permitted and discretionary uses for land, and development standards for each land use district. Council must establish a development authority to administer the development approval process and make decisions.

When an application conforms to the provisions of the LUB and is for a permitted use, a development permit must be issued with or without conditions as provided for in the bylaw. Where an application is for a discretionary use, it may be approved with or without conditions as provided for in the bylaw, or it may be refused. Development permit applications may be appealed to the subdivision and development appeal board (SDAB) or in certain situations to the Land and Property Rights Tribunal of Alberta. Additionally, people who believe they may be affected by the proposed development may appeal the decision of the development authority.

Subdivision

(MGA Sections 623, 638.2, 652, 654, 655, and 678)

Dividing a piece of land into two or more parcels or consolidating two or more lots generally requires approval from a subdivision authority. The authority ensures that the land to be subdivided is appropriate for its proposed use. Council must establish the subdivision authority by bylaw. Decisions may be appealed to the subdivision and development appeal board, or in certain situations to the Land and Property Rights Tribunal of Alberta. While a subdivision is approved by the subdivision authority, any changes to zoning that accompany the subdivision must be brought to council for approval by bylaw prior to approval of the subdivision application.

Subdivision or Development Agreements

(MGA Sections 638.2, 650 and 655)

As a condition of subdivision or development approval, your municipality may require a developer to enter into agreements to address matters related to roads; pedestrian walkways; public utilities; off-street or parking facilities or loading and unloading facilities; to pay off-site levies or redevelopment levies imposed by bylaw; etc. These

agreements ensure that certain conditions of the proposed development are documented and completed. Municipalities may obtain legal advice to address the subdivision or development agreement.

Subdivision and Development Appeal Board

(MGA Sections 627, 678, and 686)

A municipal council is required to establish a SDAB to act as a quasi-judicial body to deal with subdivision and development appeals. No more than one member of council can serve on a panel hearing a matter under the SDAB unless the Minister of Municipal Affairs authorizes it. The SDAB appeal hearing must be a public hearing.

Economic Development

The Economic Developers Alberta (EDA) is an incorporated, non-profit organization formed to enhance the economic development profession in the province of Alberta, providing an active network of communication, information and education. EDA coordinates programs and workshops for municipal councils and economic development committee members to help communities with their economic plans by creating an awareness of what they can do on the local front to enhance their economic development activities. You can visit their website at edaalberta.ca.

Conclusion

This document is a starting point, not the final word. You will benefit from your time on council as you meet new people and develop a greater understanding of the local government process and its role in your community. Your community will benefit from your leadership, vision, and service. Best wishes for your success, and for the success of your community.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *MGA* and request your own legal advice. Copies of the *MGA* or other legislation mentioned in this document can be downloaded or purchased from Alberta King's Printer Bookstore:

7th floor Park Plaza Building
10611 - 98 Avenue Northwest
Edmonton AB T5K 2P7

Phone: 780-427-4952 (or toll-free in Alberta at 310-0000)

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

Website: <https://www.alberta.ca/alberta-kings-printer>



FortisAlberta Inc.
1012 11 Ave
Coaldale, AB
T1M 0E4
Cody Webster
Stakeholder Relations Manager

Oct 24, 2025

Mayor and Council
Village of Glenwood
PO Box 1084
Glenwood, Alberta T0K 2R0

Dear Mayor and Council,

On behalf of FortisAlberta, your electricity distribution service provider, I would like to extend warm congratulations to all newly elected and returning members of council. Your dedication to public service and your communities is truly commendable.

As your Stakeholder Relations Manager, I look forward to serving as a trusted advisor and partner to you and your municipality. Our team at FortisAlberta values the strong relationships we share with local governments, and we are committed to working alongside you to support the priorities and needs of your community.

As you settle into your new or returning role, please know that I am your primary point of contact. I encourage you to reach out at any time. I am here to listen, provide support and ensure open communication between your council and FortisAlberta.

Wishing you every success in your term ahead. I look forward to connecting with you soon and continuing to strengthen our partnership.

Best regards,

A handwritten signature in black ink that reads "Cody Webster".

Cody Webster
Stakeholder Relations Manager
403-329-7508
cody.webster@fortisalberta.com



Cardston County Emergency Services

87 - 3 A Avenue East
Box 2199
Cardston, Alberta
Canada
T0K 0K0

Phone: 403-653-1333
Fax: 403-653-4789

October 22, 2025

Cardston County Emergency Services

--Information of the department.

The fire department operates with volunteers, on a paid-on call basis. Currently, we have 33 fire department members between 3 stations. Station 1- is in Cardston, Station 2- is in Glenwood, and Station 3-is in Hill Spring. We meet twice a month (2nd & 4th Thursday) for training/practice. We are dispatched from the Lethbridge Dispatch Centre for all requests for responses. Statistics are tracked monthly and reviewed at the Emergency Services Board meeting which is held on the 1st Thursday of every month. Traditionally we have taken July & August off from the Board meetings. So, with that being said-10 meetings a year.

The Cardston County Emergency Services response area to all calls basically from Highway 820 West. We respond to approximately 165 calls per year. That includes False Alarms, calls for support, structure fires, grass fires, MVC-(motor vehicle collisions), MFR-(medical first response)—which is a response from the fire department when the ambulance is not available or the ambulance needs assistance—lift assistance, or CPR, basically - more hands are needed. We have Mutual Aid agreements in place for all of our surrounding M.D.'s and First Nations.

Along with that, we currently have a contract with Parks Canada for seasonal contract in Waterton Lakes-the contract is for structure fire and MFR responses within the Park from May long weekend to the end of September. With that contract we employ approximately 20 people for the term of the contract=3 at a time/shift. With this contract we subsidize our requisitions heavily instead of requesting funds from our rate payers.

Our fleet of emergency vehicles are currently at 20, spread between all three stations. Back in 2016, a plan was put in place for replacement of the larger response vehicles-namely the pumper trucks. Funds are set aside for the replacement of these costly vehicles every year from both the Town of Cardston and Cardston County. 2019 the first truck was replaced with a cost of about \$488,000.00. The second truck was replaced in 2024 with a cost of \$512,000.00. The third truck is scheduled for replacement due 2028-estimated costs to be north of \$850,000 for the same specification(s) of the previous 2 trucks. The idea of the fleet replacement was for all the trucks to be the same, all the truck layouts would be alike, and all the trucks would fit in any of the existing fire halls. Under the Canadian Underwriters Survey guidelines, it has been established that our trucks should maintain a 25-year lifespan. Going forward, I see the need to change our needs for fleet



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replacement and how we effectively continue to provide our communities with proactive approaches and safety in mind on how we approach our fire fighting efforts.

Each fire fighter is sized and fitted for PPE (personal protective equipment) which includes -structural fire gear, wildland fire gear, boots, helmets, protective hoods, handheld radio with microphone, locker. Most of the PPE have a 10-year lifecycle and a continuous cycle of inventory is maintained to keep all PPE current. Estimate cost for each set of the above-mentioned is \$14,600.00 per fire fighter.

Our SCBA (self-contained breathing apparatus) that we have are soon to be no longer serviced—I've been told that 2028 is the end of cycle. March of this year I was given a quote for replacing costs of \$251,470.59 for the 20 sets that we currently have.

Earlier this year the Fire Department switched to a type of radio system that is used Province wide. The AFRRCs (Alberta First Responders Radio System). Most, if not all, departments are now using this system, allowing us to have a common means of communication with each other.

As part of the department issued equipment, the fire fighters carry these handheld units with them. All our vehicles are also equipped with the same type of radios.

Alberta Safety Codes-currently we are accredited to perform and enforce the Fire Safety Code within Cardston County in all areas. The Safety Codes Council has many levels for both the Inspection & Investigation classifications. We have 4 level "A" inspectors with one to have a higher level shortly of a "B1" classification. With that one has a "C2" Investigations certification. Our goal is to obtain 2 more level "A", and then at least 1 more to a "B1", then more to follow for the investigation side.

I trust this brief overview of how the Fire department with help with a better understanding of the functionality within and what happens in the background.

Should you have any questions, please contact me.

Regards,

Danny Melvin

Fire Chief