

Working Together Building One Community

Cardston County and
Village of Glenwood

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

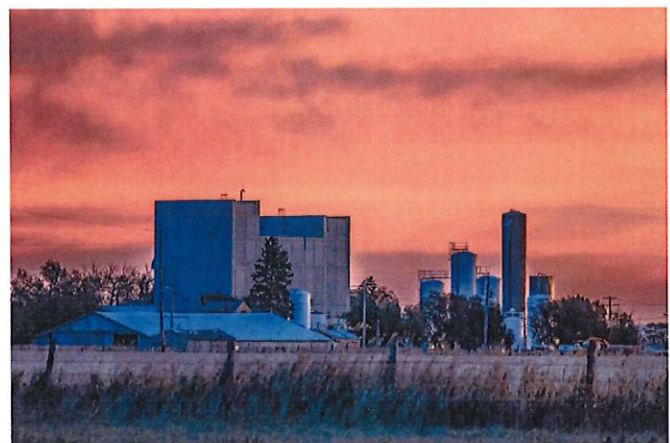
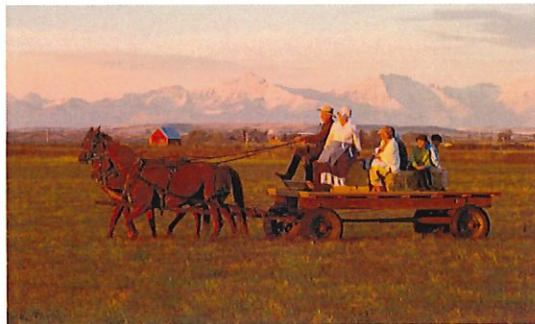
FOREWORD

The Village of Glenwood and Cardston County share a common history, with both communities being settled by pioneers who were looking for a new start and a place where they could raise their family with the opportunity of economic growth.

Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to citizens in the communities. However, while some services can possibly be provided solely in a single municipality, the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services, and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities, where feasible, creates expanded resources and advances quality of life opportunities to the people in the regional community. The image of "two municipalities-one purpose" describes the philosophy of the two Councils.

The two municipalities are committed to identifying current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Cardston County and the Village of Glenwood are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



Cardston County and Village of Glenwood share a common pioneer history



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between the Village of Glenwood and Cardston County will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical, each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

A handwritten signature in blue ink, appearing to be 'KE'.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for its citizens, but each agrees that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches, where practical, to create efficiencies by sharing opportunities, connections, goals, knowledge, and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation, not competition: Although each municipality is responsible to its citizens, there is a recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation - Consultation Protocol"

The fundamental basis of this agreement is communication and consultation and as such, the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required, it shall first be handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand, it shall be dealt with by a committee from each Council recognizing time may be of the essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the area.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision-makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.



Roles in Managing the Intermunicipal Collaboration Framework Agreement

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative, their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each Council.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

The success of this agreement is based upon the understanding that both municipalities must be committed to ensuring that the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement, both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At

all times and through all levels of each organization the following principles should apply:

- a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization:
- a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
- a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Funding, aid or support to other organizations within the other municipality when requested
 - e. Ceremonies, celebrations, events of regional impact
 - f. Promotion of collaborative successes

Conflict Resolution

The municipalities recognize that the development of this agreement is the start - not the end of the process. Recognizing that not all issues may be agreed upon, the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated, the CAO will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached, the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears as if a 'breach' of the agreement has occurred, the matter will be immediately brought to the attention of the other municipality's CAO. Once that has occurred, an effort to resolve the matter through informal problem-solving discussions is to be initiated.

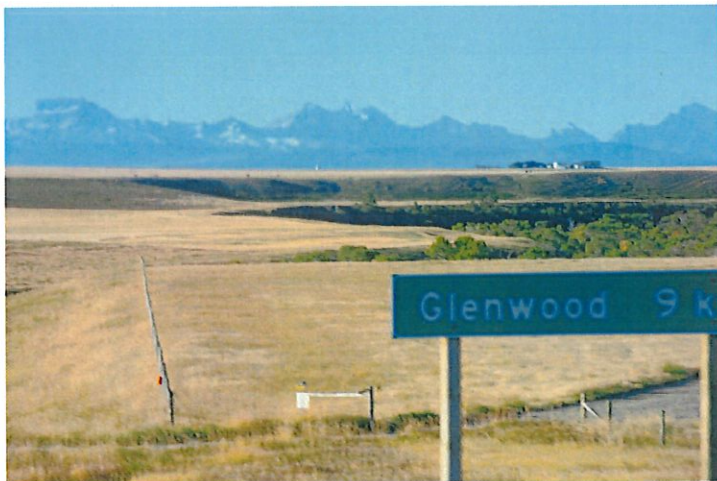
If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.



If this does not resolve the issue, an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful, a mediated process is initiated using the services of a jointly agreed-upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the *Municipal Government Act*. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following list is an inventory of shared municipal services between the two municipalities. The inventory is a consideration of who provides the service, who funds the service and what and where those services exist. The services listed below are a representation of shared services and agreements but are obviously not a list of all services provided by each municipality to their respective citizens.

ICF Agreement - Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services related to transportation, solid waste, recreation, wastewater, water and emergency services. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Transportation

All access roads into the Village of Glenwood are County-controlled and maintained roads. As these roads are currently in good condition, no formal agreement is required. It is understood and agreed that if an access road does require upgrading or repair, both municipalities would work together to find funding for the project and will develop a shared plan to ensure access.

The Village of Glenwood and Cardston County signed an Agreement on the maintenance of the boundary road. This Agreement, signed in 1989, outlines each responsibility (see attached).

Solid Waste

Both communities have signed on to the Chief Mountain Solid Waste Authority and are committed to the continuing operations of the Regional Waste Authority.

In 2012, both communities, along with the Village of Hill Spring, signed a Transfer Station Operating Funding Agreement. This Agreement will continue to be honoured until the CMRSWA assumes operational control of the transfer station.

Recreation

Though the Village of Glenwood has limited recreation amenities, Cardston County has a history of contributing an annual allotment to the Village for recreation purposes. Cardston County is committed to continuing to provide reasonable funding to the village of Glenwood, as it currently does.

Wastewater

The Village of Glenwood operates a wastewater lagoon, and the County currently has limited needs to access a wastewater facility. When the Village requires an upgrade to their system, the County would be willing to investigate options that will allow enhancement of the Village system and access for County residents either to hook into the system or to a dumping station.

Water

Cardston County and the Village of Glenwood have a working water treatment Agreement, where County water is treated in the Village and then delivered to the Village boundary to distribution through County or private water lines.

The County would like to continue an in-depth look at setting up a water commission between both municipalities, which would allow for the shared operations of the water treatment plant and continued success of the facility, all of which is consistent with the goals of the ICF when in the case of extreme expansion.

The County and Village will work together to ensure the safe operations of the water treatment plant, if needed, and will work to develop an Agreement that fits both municipalities while the Village transitions through staffing attrition. Any Agreement would benefit both the Village and the County.

Emergency Services

Village of Glenwood and Cardston County are members of the Cardston County Emergency Services (CCES). Each community has a vote at the CCES and contributes funding to the operations of the Emergency Services.

In 2009 the Village of Glenwood and Cardston County Signed a Mutual Aid Agreement.

Other

The Village and County, along with the Town of Cardston and Village of Hill Spring, participate in the funding of a Joint Family and Community Support Services, an Agreement that was signed in 2013.

The County and Village have a formal Agreement on the maintenance of the local cemetery. The Village manages the cemetery and the County and Village equally shares all deficits.

In 2009 Cardston County, signed a Library Services Understanding, in which a percentage of the provincial allotment (13%) would be allocated to the Village of Glenwoods Library.

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the *Municipal Government Act*, RSA 2000, an Intermunicipal Development Plan will be adopted by separate Bylaws between Cardston County and Village of Glenwood. Cardston County and Village of Glenwood Intermunicipal Development Plan will be a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and will clarify land-use expectations within the plan's area.

Attachments to this Agreement

Attached to this Agreement is the current Cardston County-Village of Glenwood Intermunicipal Development Plan Bylaw as well as the Agreements aforementioned within this document.

Commitment to Collaboration

Cardston County and the Village of Glenwood acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this Agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect to intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the day of March 12, 2020.

VILLAGE OF GLENWOOD

PER: 

MAYOR

PER: 

CHIEF ADMINISTRATIVE OFFICER

CARDSTON COUNTY

PER: 

REEVE

PER: 

CHIEF ADMINISTRATIVE OFFICER

THIS AGREEMENT made this 11th day of DECEMBER 1989

BETWEEN:

VILLAGE OF GLENWOOD

P.O. Box - 1084 -

GLENWOOD, ALBERTA

TOK 2RO

and

MUNICIPAL DISTRICT OF CARDSTON NO. 6 -

Box 580,

Cardston, Alberta

TOK OKO

WHEREAS: The two above parties own and agree to maintain the various Village boundary roads as set out in the original ministerial orders of Incorporation in 1961- and further motions during ensuing years.

THEREFORE: The attached colored map indicates the division of these Boundary Roads outlined as follows:

(a) VILLAGE OF GLENWOOD ROAD RESPONSIBILITY

- (1) Fourth Ave. West- from Centre Street to Fourth Street North.
- (2) All of Fourth Street North to Main Avenue .
- (3) First Street South- One Block between First Ave. East and Main Avenue,
- (4) Main Avenue going South from First Street South to Second Street South.
- (5) All of Second Street South

(b) MUNICIPAL DISTRICT OF CARDSTON NO. 6 ROAD RESPONSIBILITY

- (1) Centre Street going West from Fourth Avenue West,
- (2) Fourth Avenue West going South from Centre Street past Second Street South
- (3) Fourth Street North going East from Main Avenue - one Block
- (4) All of First Avenue East.

This Agreement will be in force from date indicated above, and upon the completion of the official signatures/seals.

Bruce J. Jewb
Chairman- Municipal District of Cardston
#6

M. Shew
Administrator- Municipal District of
Cardston No. 6

Kemp D. Leavitt
Mayor- Village of Glenwood

Bonnie Law
Administrator - Village of Glenwood

Transfer Station Operating Funding Agreement

The operation of a regional Transfer Station located between the Village of Glenwood and the Village of Hill Spring and within Cardston County shall be a joint venture between the three municipalities.

1. The expenditures that are required to fund the facility shall be shared between the municipalities, based upon the following per capita percentages:

Cardston County:	51%
Village of Glenwood:	29%
Village of Hill Spring:	20%

2. The Village of Glenwood shall provide payroll services to the employee(s) who operate the facility during its hours of operation.
3. The Village of Glenwood shall provide accounts payable services for all operational expenses of the regional Transfer Station.
4. The Village of Glenwood shall send out a requisition to each of the other member municipalities by the end of November for the following year, estimating as accurately as possible the total operational expenses of the facility and the per capita amount each municipality shall pay the Village of Glenwood.
5. Any increase in the salary of the employee(s) at the facility shall be approved before the requisitions are developed by all member municipalities.
6. The Village of Glenwood shall cover all small unexpected operating expenses of the transfer station. If a situation arises where an unusually large expenditure is required, the Village of Glenwood may request the cost be shared according to the established per capita funding schedule. Each member municipality, shall then discuss the validity of the expense and determine how best to assist in paying for the expenditure.

Signed this day the 1st day of June, 2012



Chief Administrative Officer – Cardston County – Murray Millward



Chief Administrative Officer -- Village of Glenwood -- Kurtis Pratt



Chief Administrative Officer – Village of Hill Spring – Kurtis Pratt

EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN:

CARDSTON COUNTY a Municipal Corporation of the Province of Alberta;

- and -

THE VILLAGE OF GLENWOOD, a Municipal Corporation of the Province of Alberta;

INTRODUCTION

1. The Municipal Corporations (referred to hereinafter as "the Parties") of CARDSTON COUNTY and THE VILLAGE OF GLENWOOD are neighbouring authorities. Each of the Municipal Corporations has appointed a Director of Emergency Management pursuant to the provisions set out in Section 11 of *The Emergency Management Act R.S.A. 2007*. However, a disaster or emergency could affect the Parties to such a degree that local resources could be inadequate to cope with the disaster or emergency.

AIM

2. To form an agreement among the Parties for mutual aid to be provided in the event of a disaster or emergency. **This agreement is not intended to replace agreements for the sharing of firefighting resources which may already exist.**

DEFINITIONS

3. For the purpose of this agreement:
- a. "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property; and
 - b. "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

PROCEDURE FOR INVOKING MUTUAL AID

4. Prior to invoking the provisions of this agreement, the party affected or threatened by the disaster or emergency and requesting mutual aid may implement its

Municipal Emergency Plan. When an elected official or designate deems appropriate, a request for assistance may be made.

5. All requests for mutual aid shall be made in accordance with the following procedure:

- a. all requests or assistance should be initiated by an elected official or designate of the Requesting Party; and
- b. in the event that the Responding Party(ies) receives(s) a request for mutual aid from someone other than an authorized official listed above, the Responding Party(ies) shall confirm, by reasonable means, its (their) response with the Requesting Party prior to making such response.

COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

6. While emergency response personnel and equipment are at all times under the direct command of its (their) own respective departments, officials of the Requesting Party shall direct the deployment of all emergency response personnel and equipment dispatched to their aid.

COMMUNITY SOCIAL SERVICES

7. In the event CARDSTON COUNTY needs to activate Community Social Services the VILLAGE OF GLENWOOD will activate their Social Service to handle the demand. Any and all cost associated with activating and running the Community Social Service will be covered by the requesting party (Cardston County).

COST RECOVERY PROCEDURE

8. In general, the Requesting Party shall be liable for the payment of all costs incurred by the Responding Party(ies) in coming to its aid.

LIMITATIONS ON ASSISTANCE PROVIDED

9. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the elected official or designate of the Responding Party(ies). In general, the Responding Party(ies) may provide one of the following responses:

- a. no response; or
- b. a full response; or
- c. a limited response.

10. The Responding Party(ies) shall not be required to respond immediately to disaster or emergency calls. In the sole opinion of the elected official (or designate) of the Responding Party(ies), only personnel and equipment which can reasonably be spared at the time of the call without impairing the Responding Party's(ies') capacity to protect life or property within its own boundaries shall be provided. Furthermore, the Responding Party(ies) shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call or for a delay in responding to any call or as a result of failure of the equipment in going to the scene of the disaster or emergency.

INDEMNITY

11. The Requesting Party shall indemnify and save harmless the Responding Party(ies), its (their) employees, personnel and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the Requesting Party shall indemnify the Responding Party(ies) against all loss or expense incurred by the Responding Party(ies) for damage to its (their) equipment incurred by the performance of the services by the Responding Party(ies) pursuant to this agreement, excluding damage or loss caused by negligence of the Responding Party in the performance of duty.

BINDING AGREEMENT

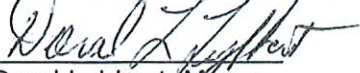
12. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements (other than the aforementioned agreements for the sharing of firefighting resources), whether oral or written, among the Parties.

INCEPTION AND TERMINATION

13. This agreement shall come into force when it has been signed by all parties and shall continue in force until such time as Parties give proper notice and withdraw. Any Party may withdraw from this agreement by giving not less than 90 days' notice to all other Parties of the agreement.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES (PRIVATE ORGANIZATIONS), BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

VILLAGE OF GLENWOOD

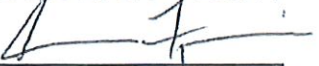

Doral Lybbert, Mayor

Date March 19, 2009


Brad Salmon, Village Administrator

Date March 19, 2009

CARDSTON COUNTY


Cameron Francis, Reeve

Date June 15, 2009


Murray Millward, Chief Administrative officer

Date June 15, 2009

**JOINT FAMILY AND COMMUNITY
SUPPORT SERVICES AGREEMENT**

BETWEEN: **THE TOWN OF CARDSTON**, a body corporate, having its office in the Town of Cardston, in the Province of Alberta,
(hereinafter called Cardston)

Party of the First Part;

AND

THE VILLAGE OF GLENWOOD, a body corporate, having its office in the Village of Glenwood, in the Province of Alberta,
(hereinafter called Glenwood)

THE VILLAGE OF HILL SPRING, a body corporate, having its office in the Village of Hill Spring, in the Province of Alberta,
(hereinafter called Hill Spring)

CARDSTON COUNTY, a body corporate, having its office in the Town of Cardston, in the Province of Alberta,
(hereinafter called County)

Parties of the Second Part.

THIS AGREEMENT made in duplicate this 3rd day of October, 2013.

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

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

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


RESPONSIBILITIES OF THE PARTIES:


1. The Cardston Town Council (the "Town Council") is an elected group of officials who are responsible for legislative and administration in the municipality.
2. The Parties have agreed that Cardston shall represent the Parties as "the Unit Authority" who shall act on behalf of the Parties with authority to enter into an agreement with the Minister pursuant to the Act,
3. The Parties agree to share the costs of the programs not otherwise paid for by the Minister on a per capita basis. The Parties responsibility for payment of the costs of the program, represent at least 20% of the total provincial revenue, which will be allocated from the operating budget of the Municipality in accordance with the Act.
4. For the purposes of this agreement, the population included in the per capita allocation for FCSS is:
 - Town of Cardston 100%
 - Cardston County 65%
 - Village of Glenwood 100%
 - Village of Hill Spring 100%


BOARD:

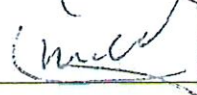
5. The Parties shall form the Town of Cardston FCSS Board (the "Board") consisting of seven (7) members, who shall be appointed by resolution of the Town Council and consists of the following:

Town of Cardston	1 Member of Town of Cardston Council 3 Members-at-large
The Cardston County	1 Member of Cardston County Council 2 Members-at-large
Village of Glenwood	1 Member of Village of Glenwood Council
Village of Hill Spring	1 Member of Village of Hill Spring Council




Mayor CAO 

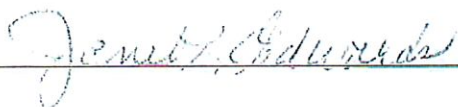


Reeve CAO 

 Deputy

Mayor Glenwood CAO 



Mayor Hill Spring CAO 

NOV 24 2009

Revised Letter of Understanding
For the
Provision of Library Services to Cardston County

1. Chinook Arch Regional Library System will continue to act as Library Board and offer library service to Cardston County.
2. Cardston County agrees to pay Chinook Arch \$2.00 per Capita for a rural library service fee in addition to the System membership fee.
3. Cardston County will be invoiced for the Rural Library Services Fee with its System Membership fee. Payments shall be due in two equal installments by January 15 and July 1 of each year.
4. The Chinook Arch Library Board agrees to transfer rural library services grants to Cardston and District Library Board, Magrath Library Board, and Glenwood Library Board on behalf of Cardston County.
5. The rural services grants to library boards will be based on Cardston County payment to the System for rural library services plus part of the provincial library services grant obtained on behalf of the municipality.
6. Rural library services grant to the library boards will be divided proportionately between Cardston and District Library Board 52%; Magrath Library Board 35%; and Glenwood Library Board 13%.
7. In order to receive the rural library services grants, Cardston and District Library Board, Magrath Library Board, and Glenwood Library Board will be responsible for including Cardston County residents in their library Need Assessment and Plan of Service documents.
8. This Letter of Understanding will be reviewed every three years in consultation with Cardston County representative to the Chinook Arch Library Board.

Chinook Arch Library Board

Cardston County

M E Macdonald CEO
Name and Title

Murray Millward C.A.O.
Name and Title

M E Macdonald
Signature

[Signature]
Signature

Nov 20, 2009
Date

November 12, 2009
Date

AGREEMENT BETWEEN - THE VILLAGE OF GLENWOOD
P.O. BOX 1084

GLENWOOD, ALBERTA - TOK 2R0

AND

THE MUNICIPAL DISTRICT OF CARDSTON NO. 6

445 - MAIN ST.

CARDSTON, ALBERTA - TOK OKO

INASMUCH AS the Municipal District of Cardston No. 6 and the Village of Glenwood hold JOINT TITLE to:

PARCEL 'A' IN THE NE 1\4 OF SEC. 13, 5, 27 W. 4TH MER
PLAN 1298 F.S., which parcel is known as the
GLENWOOD CEMETERY.

AND WHEREAS, this Parcel being in the vicinity of the Village of Glenwood is used by both Village residents and M.D. of Cardston residents alike,

WHEREAS, the Village of Glenwood has administered the affairs and maintenance of this Cemetery for many years through a Cemetery Committee with assistance from the M.D. from time to time on capital and maintenance projects,


WHEREAS, the Village of Glenwood proposes to continue the administration and has drafted a covering Cemetery By-Law 165-91 which allows for a Committee of 4 members (2 Village and 2 M.D. Residents the M.D. Council Rep. and a Village Council Representative) and sets out policies and procedures for this administration.

THEREFORE, it is agreed to share maintenance costs which will include grass mowing, trimming, etc. along with snow removal when the need arises, with the Municipal District of Cardston No. 6 on a fifty\ fifty basis. Further that any and all capital projects will have the prior approval of both Municipalities involved before commencement. All costs of these Projects will also be shared on the same fifty-fifty basis.

FURTHER, these costs will be itemized by both the M.D. of Cardston and the Village of Glenwood covering all relative costs of work preformed at the Cemetery for that year and calculated to determine an equal share for both.

AGREED TO THIS 22nd DAY OF JANUARY 1992


Mayor - Village of Glenwood


Reeve - Municipal District of
Cardston No. 6

MINUTES OF VILLAGE OF GLENWOOD COUNCIL MEETING HELD OCTOBER 7, 1992

PRESENT: Dan Lybbert, Wayne Smith, Gordon Burt, Dave Layton, Perry Hunsperger and Bonnie Law.

PRAYER: Wayne Smith

MINUTES: Dan Lybbert approved minutes Sept. 17, 1992 meeting. Carr. STREET IMPROVEMENT PROJECT: Fifteen blocks have been 'paved' - some will have to have further work done as the weather was too cold for the oil mix to mix well. (Perry has had to add some sand). The streets that are done are very good - the intersection at Chopping Bl. is good. (Some further shaping work on the west corner to avoid water buildup.) More gravel has been put on several blocks. Keith Law still needs clay. Wayne suggested seeing if Jack Malin has any - and ask Environment again if we can get some from them.

ARM people doing the streets DO NOT DO DRIVEWAYS!

CWNG to install larger culvert at their station. ARM coming back down next week if weather turns warm and dries out gravel, etc. to finish our streets for this year.

We will be receiving \$55,000 from Gov't. on this project within the next few days.

WATERS -draft letter read by Council and approved - Bonnie to add a clause about the need for further water system improvements due to further expansion at the Cheese Factory. Copy to Ady and P. Bailey.

GRADER: No offers as yet. Bonnie to put ad in local paper.

CEMETERY MOTION: regarding the upgrading of old grave sites being done by the Village amended for clarification as follows:

Wayne Smith moved that any restoration work done in the Pioneer Section (e.g. removing broken grave caps, etc) will be the responsibility of the Village of Glenwood as part of their matching cost share responsibility with the M.D. of Cardston -further that the families involved will be expected to contribute to the perpetual care as set out in the Cemetery Policy. Carried.

PERRY HUNSPERGER REPORT: Lagoon drain starting Oct. 13th. Kitchen door lock broken. Perry needs to work on the drain east of the Church. Doreens ditch is done. Drainage north and east of Sheldons corner discussed.

WAYNE SMITH REPORT: Landfill open for large materials. Midriver Fire Prevention brochure very nice. Dave thanked for the good job he has done with this Commission.

DAVE LAYTON REPORT: They received the final outstanding \$9000 from the Blood Reserve Protection Services.

3 or 4 existing hydrants need to have new inserts so that our hoses etc. will attach better. Future hydrants need to be put on street corners with guard posts so as to access all directions. High priority hydrant is at Mel Medley - then Gillstrom corner. Dave Layton moved that the Village standardize the existing hydrants this year. Carried.

Dave Layton moved that the Village of Glenwood Budget policy put in at least one fire hydrant per year. Carried.

ORRPC -attended last meeting- Post Office official present- backing off rural P.O. at this time. Are being more open for discussion than before prior to policies.

GORDON BURT REPORT: Spring Glen projects have not been going well this year -Glen Goetz contracted out to do this work but apparently has not had time.

