

VILLAGE OF GLENWOOD

Council Briefing

To: Mayor and Council
From: Chief Administrative Officer
Meeting: Regular Meeting of Council – September 9, 2026
Date prepared: September 1 2026
Subject: Investor inquiry — mobile fuel station in the Commercial district, and a possible Land Use Bylaw amendment

1. Purpose

To brief Council on an investor's inquiry about establishing a mobile, containerized fuel station within the Village's Commercial (C) district, to explain how the current Land Use Bylaw (LUB 192-2019, as amended by Bylaw 192-2026) applies, and to seek Council's direction on whether to process any future application under the existing bylaw or to initiate a bylaw amendment that formally recognizes this type of use.

2. Background

An investor has expressed interest in locating a fuel station in the Village. The proposal is described as a fully mobile, containerized setup — fuel storage and dispensing equipment integrated into portable units, with no permanent underground or aboveground storage tanks. The concept is a departure from a conventional service station and is not a use expressly contemplated anywhere in the current Land Use Bylaw.

3. Current bylaw position

Under LUB 192-2019 as amended by Bylaw 192-2026 (now in force), fuel-related uses are treated differently depending on the district:

- **Service Station / Gas Bar** — a discretionary use in both the Commercial (C) and Industrial (I) districts (Schedule 1, s.2.2; Use Table 2.2.1).
- **Bulk Fuel Station** — a discretionary use in the Industrial (I) district only. It is not listed in the Commercial district and is therefore a prohibited use there (s.17.4).

A fuel station is never a permitted (“by right”) use in the Commercial district. At best it is discretionary, meaning any application must go to the Municipal Planning Commission (MPC) for a decision, with adjacent-landowner notification, a 21-day appeal period to the SDAB, and the standard 40-day decision timeline (ss.29, 33, 38, 41).

4. Discussion — key issues

(a) The proposal doesn’t fit a defined use

The bylaw has no definition for a “mobile” or “containerized” fuel station. The central question is whether such a facility is classified as a Service Station / Gas Bar (allowed as discretionary in Commercial) or a Bulk Fuel Station (Industrial only, and prohibited in Commercial). Because the design fits neither definition cleanly, the Development Officer would likely need to make a Similar Use determination under Section 30 and refer the matter to MPC. This introduces uncertainty for both the applicant and the Village and invites a possible appeal.

(b) A mobile design meets a bylaw written for permanent facilities

Schedule 7, Section 9 sets development standards for gas bars, service stations and bulk fuel stations. These standards were written on the assumption of permanent infrastructure (tanks, canopies, spill containment,

setbacks). A mobile, no-permanent-tank design may be silent on, exempt from, or in direct conflict with those standards. The containerized structure could also engage the shipping-container provisions (Schedule 5, s.6), where only a temporary container is allowed by right in the Commercial district.

(c) Approvals beyond the Land Use Bylaw

A development permit does not stand alone (ss.7, 24.2, 25.1). Regardless of the land-use decision, the operator would require Safety Codes Act permits (gas, electrical, fire), Alberta Fire Code compliance for flammable-liquid storage and dispensing, applicable provincial approvals, and coordination with the fire authority. Mobility does not exempt the facility from a development permit — placing the units on a lot and the change of use are both “development” under the Municipal Government Act.

5. Options for Council

Option 1: **Process under the existing bylaw.** Direct administration to handle any application through the Similar Use / discretionary-use route (ss.30, 29). No bylaw change is needed, but each application is decided case-by-case with some interpretive risk, and a Commercial-district location depends on the facility being classified as a Service Station / Gas Bar rather than a Bulk Fuel Station.

Option 2: **Initiate a Land Use Bylaw amendment.** Direct administration, working with the Oldman River Regional Services Commission (ORRSC), to prepare an amendment that defines “Mobile Fuel Station,” lists it as a discretionary use in the appropriate district(s), and adds tailored development standards. This creates a clear, defensible pathway for this and any future proposals. A draft is attached for discussion (Attachment A).

Option 3: **Take no action at this time.** Receive this briefing as information and await a formal application before committing administrative resources.

6. Financial and administrative implications

- A bylaw amendment (Option 2) requires ORRSC drafting support, statutory advertising, and a public hearing under MGA s.692, with three readings of Council. Modest costs, mostly staff and planning time.
- Processing a discretionary-use application (Option 1) is cost-recovered through the applicant’s development permit fee under the Rates, Fees and Charges Bylaw.
- Either path is consistent with the Municipal Development Plan’s emphasis on infill and orderly commercial development; servicing (MDP Policy 2.11) and site suitability (s.18) will apply.

7. Recommendation

That Council direct administration to proceed with Option 2 and work with ORRSC to prepare a Land Use Bylaw amendment defining and regulating mobile fuel stations, using the draft at Attachment A as a starting point for discussion; and further, that administration be authorized to receive and pre-consult on any investor inquiry in the interim under the existing discretionary-use provisions.

ATTACHMENT A

Draft for discussion — proposed Land Use Bylaw amendment (mobile fuel stations)

This draft illustrates the shape of an amendment for Council’s discussion. It is not final legal text; ORRSC would refine the drafting and cross-references before first reading. Three changes work together: a new definition, a use-table listing, and a development standard.

Change 1 — Add a definition (Schedule 2, Section 3, Land Use Definitions)

FUEL STATION, MOBILE means a self-contained, relocatable facility for the retail dispensing of fuel to motor vehicles or portable containers, in which all fuel storage and dispensing equipment is integrated into one or more portable containers, skids, tanks or trailers that are not affixed to a permanent foundation and are capable of being removed from the site intact. A mobile fuel station does not include permanent underground or aboveground storage tanks, and does not include the bulk storage or wholesale distribution of fuel (see Bulk Fuel Station).

Change 2 — List the use (Schedule 1 district lists and Use Table 2.2.1)

Add “Fuel Station, Mobile” as a discretionary use in the Commercial (C) district, and — at Council’s discretion — the Industrial (I) district, and add a corresponding row to the Use Table:

Specific Use Type	R	C	I	P
Fuel station, mobile		D	D	

(“D” = discretionary. Council may choose to list the use in the Commercial district only.)

Change 3 — Add a development standard (new Section 11 in Schedule 7)

SECTION 11 MOBILE FUEL STATIONS

1. A mobile fuel station shall comply with the Safety Codes Act, the Alberta Fire Code, and all applicable CSA standards for the storage, handling and dispensing of flammable and combustible liquids, and the applicant shall provide copies of all required provincial permits to the Village.
2. The application shall be referred to the fire authority, and to Alberta Transportation where the site is within 300 m of a provincial highway, prior to a decision.
3. All fuel storage and dispensing units shall be located on a hard, impermeable surface and be provided with secondary spill containment to the satisfaction of the fire authority.
4. Minimum setbacks for all fuel units and dispensing points shall meet the requirements of the applicable district in Schedule 3, and in no case shall a fuel unit be located nearer than a distance to be specified by Council to any lot line abutting a Residential district or a dwelling.
5. The Development Authority may limit the number and size of containers or units, hours of operation, lighting, and signage as conditions of approval.
6. Because the facility is relocatable, the Municipal Planning Commission may issue the permit as a temporary or limited-term approval under Section 31 and may require an irrevocable letter of credit or other security guaranteeing removal of the facility and restoration of the site.
7. Upon discontinuance of the use, all units, equipment and associated works shall be removed and the site restored at the applicant’s expense.

Process to adopt (for Council’s awareness)

A Land Use Bylaw amendment follows the process in Section 46 and MGA s.692: first reading, a public hearing with statutory advertising, then second and third readings. An amendment refused by Council may not be re-applied for by the same or similar application for 12 months (s.46.7).