

VILLAGE OF GLENWOOD
Wednesday, July 08, 2026 Minutes

The Minutes of the Regular Meeting of Council held at the Village of Glenwood Administration Boardroom on Wednesday, July 08, 2026.

In attendance: Mayor Peterson, Deputy Mayor Wickhorst, Councillors Sandy Lybbert, Shane Ford, John Doney

Officials: Chief Administrative Officer Brown present

<u>1. Call to Order</u>	Mayor Peterson called the regular Council meeting of July 08, 2026 to order at 7:00 p.m.
<u>2. Agenda Additions</u>	Additions to the Agenda: None
<u>3. Agenda Approval</u> <u>2026.07.08.092</u>	Moved by Councillor Brian Wickhorst to approve the agenda. Carried.
<u>4. Minutes of Regular Meeting – April 8, 2026</u> <u>2026.07.08.093</u>	Moved by Mayor Mark Peterson to approve the minutes of the regular meeting of Council held on Wednesday June 10, 2026. Carried.
<u>5. Financial Reports – Cheque Listing</u>	CAO Brown presented Cheque Listing #20260137 to #20260160 in the amount of \$44,233.56 .
<u>5. a) Irrigation start-up times discussion based on Cheque listing information</u>	Moved by Councillor Sandy Lybbert that Administration request United Irrigation District start the Village Irrigation two weeks earlier and end two weeks later than current. Carried.
<u>6. Items for Discussion and/or Action</u>	
<u>6. a) Rescinding Policy A08-2020 (COVID Cleaning)</u> <u>2026.07.08.094</u>	Moved by Councillor Shane Ford that Council rescind A08-2020 (COVID-Cleaning Policy) as it is no longer needed. Carried.
<u>6. b) Proposed updates to Bylaw No. 231-2011 the Chief Administrative Officer Bylaw.</u> <u>2026.07.08.095</u>	Council reviewed proposed changes to Bylaw No. 231-2011 the Chief Administrative Officer bylaw that would resolve conflicts with the current MGA and update the position profile and annual review process. Moved by Councillor Sandy Lybbert that Council give Bylaw No. 231-2026 the Chief Administrators Bylaw first reading and refer proposed updates to ORRSC for an independent third-party review. Carried.
<u>6. c) Discussion of suggested Bylaws and Policies in Need of Update</u>	Council discussed three bylaws that need review and possible changes to make them more relevant and compliant with current legislation and Village use. Bylaw 190-1997 Wheeled Vehicles Bylaw contains no references to electric powered vehicles and should be updated to accommodate increased usage. Bylaw 257-2021 – Municipal Development Plan Bylaw – the process to begin updating this bylaw should begin soon.

2026.07.08.096

6. d) Proposed amendment to the Intermunicipal Collaboration Framework agreement with Cardston County
2026.07.08.097

6. e) Proposal to reduce printing costs in Village office and council meetings
2026.07.08.098

6. f) Village Solar Initiative and Opportunity
2026.07.08.099

6. g) Cardston County Alert System – Glenwood Access

6. h) Pioneer Days Breakfast Organization discussion and planning

7. Councillor Reports:

2026.07.08.100

8. Correspondence

Bylaw #244-2018 Code of Conduct Bylaw could have conflicts with provincial legislation and may not be needed anymore.

Moved by Councillor Brian Wickhorst that council direct administration to begin reviewing the three bylaws and prepare them for council to review formally. **Carried.**

Moved by Councillor Brian Wickhorst that Council approve the amendment to the Intermunicipal Collaboration Framework (ICF) Agreement with Cardston County as presented. **Carried.**

Moved by Councillor John Doney to direct administration to prepare a change in Village policy to be reviewed by Council regarding the frequency of printing agenda packages to reduce costs and waste. **Carried.**

Moved by Mayor Mark Peterson that Council direct administration to further research solar policies and programs in surrounding communities and investigate a potential partnership with United Irrigation District to place solar panels in a portion of their yard. Administration should also procure a new estimate from Solar Seekers and two other companies that provide solar installation services. **Carried.**

CAO Jim Brown reported that Glenwood has been given access to the regional alert system through Cardston County. The Village is currently seeking to schedule training with Message Express to gain access.

Council divided up their individual responsibilities regarding the upcoming Pancake Breakfast that is part of the Pioneer Days Celebration on July 25, 2026.

- a) Mayor Peterson – Most committee meetings are on pause for summer. Reported that he has received several complaints from residents about dog issues in the Village and a lack of support from our Animal Control contract.
- b) Deputy Mayor Wickhorst – Committee meetings cancelled for summer.
- c) Councillor Lybbert – No committee meetings for summer.
- d) Councillor Doney – No committee meetings scheduled for summer.
- e) Councillor Ford – Twin River EDS has given 10 days notice to hold a meeting to discuss updates on pending projects.

Moved by Mayor Mark Peterson that administration meet with Jeff Shaw at the Town of Cardston to discuss our Animal Control contract and how we might improve services delivered. **Carried.**

<u>8. a) Letter from Ministry of Municipal Affairs</u>	Council received correspondence from the Ministry of Municipal Affairs concerning Provincial Grant Funding. Total funding of \$340,431.00 to be received in 2026.
<u>8. b) Letter from Village of Hill Spring Council</u>	Council received a letter from Village of Hill Spring Council regarding a request for \$500 in funding towards the Glenwood Spray Park. Hill Spring Council declined to provide funding but will reconsider at next budget meeting.
<u>9. CAO Quarterly Report</u>	CAO Jim Brown presented a quarterly update on current Village revenues, expenses, and where we are at regarding this year’s budget. In addition, he reported that Donovan Clark has been hired as the Village’s summer public works employee and is working out very well. Pioneer Parlour ice cream shop is operating full time for the summer, operated by lessee Jason Janisko. Sewer maintenance for the year has been completed, road maintenance is scheduled for later this summer, and the public works camera system will be purchased this month. The Village office has received \$1,050 in donations to the Pioneer Days Fireworks Fund.
<u>2026.07.08.101</u>	Moved by Councillor Sandy Lybbert that council direct administration to write cheques of \$3,000 from Village funds and \$1,050 of donated funds to Ben Goetz to purchase fireworks for the Pioneer Days Fireworks demonstration. Carried.
10. In Closed Session – AITA Sections 21, 26, and 28 <u>2026.07.08.102</u>	Moved by Mayor Mark Peterson to enter closed session at 9:05 pm. Carried.
<u>2026.07.08.103</u>	Moved by Councillor Sandy Lybbert to return to open session at 9:25 pm. Carried.
<u>2026.07.08.104</u>	Moved by Councillor Shane Ford that council direct administration to meet with ORRSC and seek guidance on legal options regarding sea container violations of the Land Use Bylaw. Carried.
<u>12. Adjournment</u> <u>2026.07.08.105</u>	Moved by Councillor John Doney to adjourn the meeting at 9:27 p.m. Carried.
	_____ Meeting Chair _____ Chief Administrative Officer