VILLAGE OF GLENWOOD

Wednesday, October 14, 2026 Minutes

The Minutes of the Regular Meeting of Council held at the Village of Glenwood Administration Boardroom on Wednesday, October 14, 2026 Minutes.

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

Officials: *Chief Administrative Officer Brown present*

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1. Call to Order	Mayor Peterson called the regular Council meeting of October 14, 2026 to order at 7:00 p.m.
2. Agenda Additions	Additions to the Agenda: None
3. Agenda Approval **2026.10.14.143**	**Moved by** Councillor Sandy Lybbert to approve the agenda. **Carried.**
4. Minutes of Regular Meeting – September 9, 2026 **2026.10.14.144**	**Moved by** Councillor Shane Ford to approve the minutes of the regular meeting of Council held on Wednesday September 9, 2026. **Carried.**
5.Delegations 5.1 Robin Hepher – Chinook Arch Library CAO	CAO Robin Hepher presented information to council outlining the Chinook Arch Library network and also some results for the past year for our local Glenwood library. Council received presentation as information.
5.2 Sean Miles – Alberta SouthWest Regional Alliance	Sean Miles is a local business consultant who is contracted with Alberta SouthWest to help municipalities and local businesses improve their marketing, business planning, tourist expansion and other opportunities.
5.3 Eddie Williams – Twin Rivers Economic Development Society	Eddie Williams presented plans for a reimagined new RV sanitation dump and rest stop with washrooms and picnic tables/information kiosk in Phase one. Phase two plans included a reunion center and kitchen area for the riding centre. He presented information that council received. The Society is looking for two letters from council to use with their grant proposals. One letter of general support for phase one of the project and a second letter confirming council will commit the previously budgeted $20,000 to the project.
2026.10.14.145	**Moved by** Councillor Sandy Lybbert to direct Administration to write both letters of support and send to Twin Rivers Economic Development Society as soon as possible.
6. Financial Reports – Cheque Listing	CAO Brown presented Cheque Listing **#20260216 to #20260244** in the amount of **$14,258.29**.
7.1 ORRSC Member Services Agreement **2026.10.14.146**	Council revisited the new Oldman River Regional Services Commission (ORRSC) member agreement that was tabled at the last meeting from September 9, 2026.

7.2 Policy A03-2026 Public Participation Policy update **2026.10.14.147**	**Moved by** Mayor Mark Peterson that Council approve the 2026 Oldman River Regional Services Commission Member Services Agreement and authorize the Mayor and CAO to sign **Carried.** The Village's Public Participation Policy requires review every four years under s.5.1 (d) of the policy. Council reviewed a comprehensive update of the policy for 2026.
	Moved by Councillor Shane Ford to give Policy A03-2026, the Public Participation Policy, first reading. **Carried.**
7.3 Proposed changes to Bylaw No. 176-94 the Tax Instalment Payment Plan Bylaw **2026.10.14.148**	Bylaw No. 176-94 the Tax Installment Agreement Plan was based primarily on the Municipal Taxation Act, Chapter M-31 R.S.A. 1980 which no longer applies. Bylaw No. 176-2026, the Tax Installment Payment Plan Bylaw was introduced as a replacement.
	Moved by Councillor Sandy Lybbert that Bylaw No. 176-2026, the Tax Installment Payment Plan Bylaw be given first reading. **Carried.**
7.4 Proposed changes to Bylaw No. 242-2021, Municipal Utility Bylaw **2026.10.14.149**	Council reviewed requested changes to Bylaw No. 242-2021 the Municipal Utility Bylaw. Minor changes were made to accommodate changes to water turn on/off policy as well as seasonal water shut-off policy.
2026.10.14.150	**Moved by** Councillor Brian Wickhorst that Bylaw No. 242-2026 the Municipal Utility Bylaw, be given first reading. **Carried.**
2026.10.14.151	**Moved by** Councillor John Doney that Bylaw No. 242-2026 the Municipal Utility Bylaw, be given second reading. **Carried.**
2026.10.14.152	**Moved by** Councillor Shane Ford that Bylaw No. 242-2026 the Municipal Utility Bylaw be given three readings at this meeting. **Carried Unanimous.**
	Moved by Mayor Mark Peterson that Bylaw 242-2026 the Municipal Utility Bylaw be given third reading and signed by Mayor Peterson and CAO Brown **Carried.**
7.5 Proposed changes to Bylaw No. 245-2026, the Rates, Fees & Charges Bylaw **2026.10.14.153**	Council reviewed requested changes to Bylaw No. 245-2026, the Rates, Fees & Charges Bylaw made at Council meeting on September 9, 2026 regarding water on-off fees and seasonal discount fees.
2026.10.14.154	**Moved by** Mayor Mark Peterson that Bylaw No. 245-2026B, the Rates, Fees & Charges Bylaw, be given first reading. **Carried.**
2026.10.14.155	**Moved by** Councillor John Doney that Bylaw No. 245-2026B, the Rates, Fees & Charges Bylaw, be given second reading. **Carried.**
2026.10.14.156	**Moved by** Councillor Sandy Lybbert that Bylaw No. 245-2026B, the Rates, Fees & Charges Bylaw be given three readings at this meeting. **Carried Unanimous.**
	Moved by Councillor Shane Ford that Bylaw No. 245-2026B, the Rates, Fees & Charges Bylaw be given third reading and signed by Mayor Peterson and CAO Brown **Carried.**
7.6 Plan Remembrance Day Ceremony	Councillor John Doney will take the lead for the Remembrance Day ceremonies on November 11 at the Community Hall and the Cenotaph. CAO Brown and Councillor Ford will ensure the sound system works and supply the piano key.
7.7 Irrigation system funding requirements and shortfalls	Councillors discussed whether or not our irrigation system is adequately funded due to several line breaks and pump shutdowns this summer.

2026.10.14.157

CAO Brown reported that most of the line breaks were from accidents and not defects in lines but the pump system would need maintenance and upgrades going forward.

Moved by Mayor Mark Peterson to direct Administration to investigate potential grants to be used for Irrigation upgrades. **Carried.**

7.8 Follow-up on new fees letter from Chief Mountain Regional Solid Waste Services Commission

CAO Brown reported that new fees for chipping wood waste products would only apply to the landfill and not to the Glenwood/Hill Spring Transfer Station. The Transfer Station burn pile will operate as usual as confirmed by Chief Mountain Regional Solid Waste Services Commission SEO Marian Carlson and Cardston County CAO Murray Millward.

7.9 Yearly EV Station software expense.

Our software contract with ChargePoint is due at the end of October and will require an expenditure of $3,220 for the year. CAO Brown confirmed that this is the final year needed to operate the stations to comply the terms of the Grant used to purchase and install the stations.

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Moved by Councillor Shane Ford that administration authorize one final year of software renewal. **Carried.**

8. Councillor Reports:

a) Mayor Peterson – Attended ORRSC board meeting, they have a new website coming soon and recently lost Lethbridge County and Coalhurst as members. Attended Mayor and Reeves meeting with Minister Grant Hunter who provided information from the Provincial government.
b) Deputy Mayor Wickhorst – Not in Attendance
c) Councillor Lybbert – FCSS has a 3-day conference to attend in November. Emergency services board discussed DEM training for CAO.
d) Councillor Doney – Will be attending a 3-day SDAB training program this month.
e) Councillor Ford – Twin Rivers EDS is working on a new RV dump site and rest area project. Glenwood days was successful, well attended for last minute planning. Alberta Southwest is working on a new grant for Waterton Gateway marketing & development.

9. Closed Session

2026.10.14.158

Moved by Mayor Mark Peterson to enter closed session at 8:55 pm. **Carried.**

9.1

Access to Information Act Section 34 – Information that is or will be available to the public.

9.2

Access to Information Act Section 30 (1) (c) (iii) – disclosure could interfere with other negotiations of a public body

2026.10.14.159

Moved by Mayor Mark Peterson to return to open session at 9:15 pm. **Carried.**

2026.10.14.160

Moved by Councillor Shane Ford to approve a $10,000 payment to Cardston County Emergency Services for an upgraded fire truck in Glenwood, subject to our Fire Hall being large enough to accommodate the new unit. **Carried.**

10. Adjournment

2026.10.14.161

Moved by Mayor Mark Peterson to adjourn the meeting at 9:19 p.m. **Carried.**

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Meeting Chair

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Chief Administrative Officer