

VILLAGE OF GLENWOOD
Wednesday, September 9, 2026 Minutes

The Minutes of the Regular Meeting of Council held at the Village of Glenwood Administration Boardroom on Wednesday, September 9, 2026 Minutes.

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

Absent: Deputy Mayor Brian Wickhorst

Officials: Chief Administrative Officer Brown present

<u>1. Call to Order</u>	Mayor Peterson called the regular Council meeting of September 9, 2026 to order at 7:00 p.m.
<u>2. Agenda Additions</u>	Additions to the Agenda: None
<u>3. Agenda Approval</u> <u>2026.09.09.128</u>	Moved by Councillor Sandy Lybbert to approve the agenda. Carried.
<u>4. Minutes of Regular Meeting – August 12, 2026</u> <u>2026.09.09.129</u>	Moved by Councillor Shane Ford to approve the minutes of the regular meeting of Council held on Wednesday August 12, 2026. Carried.
<u>5. Delegations</u> <u>5.1 Briefing by Oldman River Regional Services Commission CAO Tracy Thomas</u>	CAO Tracy Thomas briefed Council on changes at the Oldman River Regional Services Commission (ORRSC) and the new member services agreement they are asking the Village of Glenwood to sign on to. Council had several questions about changes happening at ORRSC and how it would affect the Village. Information received as presented.
<u>6. Financial Reports – Cheque Listing</u>	CAO Brown presented Cheque Listing #20260187 to #20260215 in the amount of \$50,548.67 .
<u>7. CAO Report</u>	CAO Brown reported on projects and assignments from the past three months and presented a quarterly update on Administration budget performance.
<u>8.1 Bylaw No. 190 – 2026 the Wheeled Vehicles on Sidewalks bylaw.</u> <u>2026.09.09.130</u>	Bylaw No. 190 – 2026, the Wheeled Vehicles on Sidewalks bylaw is a bylaw to update Bylaw No. 190 – 1997 to account for new technology (electric motors) in micro-mobility devices. Moved by Councillor Shane Ford that Bylaw No. 190-2026 the Wheeled Vehicles on Sidewalks Bylaw, be given first reading. Carried.
<u>2026.09.09.131</u>	Moved by Mayor Mark Peterson that Bylaw No. 190-2026 the Wheeled Vehicles on Sidewalks Bylaw, be given second reading. Carried.
<u>2026.09.09.132</u>	Moved by Councillor Sandy Lybbert that Bylaw No. 190-2026 the Wheeled Vehicles on Sidewalks Bylaw be given three readings at this meeting. Carried Unanimous.
<u>2026.09.09.133</u>	Moved by Councillor John Doney that Bylaw No. 190-2026 the Wheeled Vehicles on Sidewalks Bylaw be given third reading and signed by Mayor Peterson and CAO Brown Carried.



8.2 Capital Projects
Focus – Continue
discussion from
Strategic Planning

2026.09.09.134

Council continued discussing the need to better balance capital funds and projects between roads and water/sewer upgrades. The past five years have been focused on roads, is there a need to allocate more resources into water and sewer systems. CAO Brown suggested hiring Wilde Bros. Engineering to conduct an asset management survey to kickstart five- and ten-year asset management plan for the Village.

Moved by Councillor Sandy Lybbert that Administration use remaining capital funds in this year's budget to contract Wilde Bros. Engineering for an asset management study. **Carried.**

8.3 New ORRSC
Member Services
Agreement (2026)

2026.09.09.135

Council discussed the new member services agreement presented by Tracy Thomas, CAO for the Oldman River Regional Services Commission (ORRSC). Council decided that they needed to take more time to study the agreement and to table the issue until council meeting on October 14, 2026.

Moved by Mayor Mark Peterson to table a decision regarding the new member services agreement with the Oldman River Regional Services Commission (ORRSC) to October 14, 2026. **Carried.**

8.4 Discussion of
proposed Micro-mobile
fuel station
development

2026.09.09.136

CAO Brown informed council about a potential development proposal regarding a new type of fuel station in the Village. This type of micro station would be a self-contained station with above ground storage tanks. There are questions about whether or not this type of station would be permitted by the current land use bylaw.

Moved by Councillor Shane Ford that administration work with the investor to get more detail on the development and confirm with the Oldman River Regional Services Commission what is and isn't permitted. **Carried.**

8.5 Report on Bylaw No.
242-2021 the Municipal
Utility bylaw and Bylaw
No. 245-2026 the Rates,
Fees, & Charges bylaw
regarding turn-on and
turn-off policy and
seasonal opt-out policy

2026.09.09.137

CAO Brown presented information to Council about current policy on the charge for water turn off and turn on at the curb stop, which is \$30 for each service. Administration also presented the pros and cons of allowing seasonal opt-outs for utility fees. The report included comparisons of what other municipalities are doing regarding service charges and opt-outs.

Moved by Mayor Mark Peterson that Administration amends Bylaw No. 245-2026 to change the fee for water shut off and turn on to \$35 per service from May 1 to October 31(Summer) and \$75 per service from November 1 to April 30(Winter). **Carried.**

2026.09.09.138

Moved by Councillor Shane Ford that Administration amends Bylaw No. 242-2021 the Municipal Utility bylaw to change seasonal opt-out policy from zero charges for water and sewer to 50% of water and sewer when opting out for seasonal reasons. **Carried.**

8.6 Required Emergency
Management Training
for CAO and Council

2026.09.09.139

Council discussion determined that there are mandatory emergency training programs that CAO Brown and Council members need to complete before the end of the year.

Moved by Councillor Sandy Lybbert that council complete the Local Authority Emergency Management program and CAO Brown complete the Basic Emergency Management (BEM) program before next council meeting. **Carried.**

JB MP

9. 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.

10. Correspondence
10.1 Chief Mountain
Regional Solid Waste
Services Commission –
Wood Waste policy
change

The Chief Mountain Solid Waste Services Commission sent CAO Brown and Village Council notice that they have changed their policy on fees regarding landfill wood waste. The policy change seems to indicate that all wood waste will now be chipped and reused and a \$45/tonne fee will be charged on all wood waste. Council felt that the policy as delivered was not specific on how the fees would be collected from the Village or from individual rate payers.

2026.09.09.140

Moved by Mayor Mark Peterson to direct Administration to acquire more detail on how the fees will be charged. **Carried.**

10.2 2027 ATCO
Franchise Agreement
2026.09.09.141

ATCO proposes a 10% franchise fee for 2027 that is expected to generate \$8,700 in revenue for the Village.
Moved by Councillor Sandy Lybbert to accept the ATCO franchise agreement as proposed. **Carried.**

10.3 Blue Ridge Public
Affairs – Solicitation
letter

Received as information.

10.4 Elections Alberta –
3-day Community Hall
Rental

Received as information.

11. Adjournment
2026.09.09.142

Moved by Councillor Sandy Lybbert to adjourn the meeting at 8:44 p.m. **Carried.**



Meeting Chair



Chief Administrative Officer

