

# VILLAGE OF GLENWOOD

July 13, 2023 Minutes

**The Minutes of the Regular Meeting of Council held at the Glenwood Community Hall on July 13, 2023 at 7:00 PM.**

**In attendance:** Councillor Sandy Lybbert, Councillor Mark Peterson, Councillor Brian Wickhorst, Councillor Elect Doral Lybbert.

**In attendance by Phone:** Mayor Linda Allred

**Officials:** Chief Administrative Officer Cynthia Vizzutti.

1. Call to Order

Mayor Allred called the July 13, 2023 regular Council meeting to order at 7:00pm.

2. Agenda Approval

**2023.07.13.789**

**MOVED by** Councillor Lybbert to approve the agenda, as presented.

**Carried.**

3. Oath of Office

Doral Lybbert

The Oath of Office, for the position of Councillor, was administered, sworn and duly signed by Doral Lybbert.

4. Nominations for

Deputy Mayor

Councillor Sandy Lybbert nominated Councillor Peterson for the position of Deputy Mayor

Councillor Peterson nominated Councillor Wickhorst for the position of Deputy Mayor.

No further nominations were received.

An election was conducted by secret ballot for the position of Deputy Mayor.

CAO Vizzutti distributed, collected and counted the ballots for the position of Deputy Mayor.

CAO presented the results of the election for Deputy Mayor. Councillor Mark Peterson was elected to the position of Deputy Mayor.

CAO Vizzutti requested a motion to destroy the ballots.

4. a) Motion to Destroy

Ballots

**2023.07.13.90**

**MOVED by** Councillor Peterson to destroy the ballots.

**Carried.**

4.b) Oath of Office for

Deputy Mayor

The Oath of Office, for the position of Deputy Mayor, was administered, sworn and duly signed by Mark Peterson.

Deputy Peterson assumed the chair.

5. a) Council Committee

Appointments

**2023.07.13.91**

**MOVED by** Councillor Sandy Lybbert to approve the Council Committee Appointments as attached and forming part of these minutes. **Carried.**

5. b) Appointments to

the Glenwood Library

Board

**2023.07.13.92**

**MOVED by** Councillor Brian Wickhorst to approve the appointments to the Glenwood Library Board as follows:

David Rolfson serving his first 3 year term expiring November 1, 2024

Kathy Thomas serving her second 3 year term expiring November 1, 2025

Linda Allred serving as Councillor her term expiring November 1, 2023

Maggie Bevan serving her first 3 year term expiring November 1, 2024

Sue French serving her first 3 year term expiring November 1, 2025.

**Carried.**

6. Approval of Minutes of Regular Meeting of June 8, 2023  
2023.07.13.93

**MOVED by** Councillor Lybbert to approve the minutes of the Regular Council Meeting of June 8, 2023, as presented. **Carried.**

7. a) Water Commission  
2023.07.13.94

**MOVED by** Councillor Wickhorst the Village of Glenwood Council and Administration move forward with negotiations with Cardston County for the establishment of a Regional Water Commission and further that a mediator be hired to facilitate negotiations between the parties. **Carried.**

7. b) Water Plant Agreement with Cardston County  
2023.07.13.95

**MOVED by** Councillor Sandy Lybbert the Village of Glenwood enter into a Water Plant Operations Agreement with Cardston County for the operation of the Village water plant and sewage lagoon, effective January 1, 2024, and the Mayor and Chief Administrative Officer be authorized to sign said agreement. **Carried.**

7. c) Funding to purchase a Municipal Truck  
2023.07.13.96

**MOVED by** Deputy Mayor Peterson that Administration be authorized to purchase a ¾ ton 4X4 truck for municipal purposes and further that the funding, up to a maximum cost of \$30,000.00 for this purchase be taken from municipal reserves. **Carried.**

7. d) Contract with Benchmark Assessment Consultants Limited  
2023.07.13.97

**MOVED by** Councillor Wickhorst to approve the service agreement with Benchmark Assessment Consultants for the period from January 1, 2023 to December 31, 2024, and further that Chris Snelgrove of Benchmark Assessment Consultants be appointed as the Assessor for the Village of Glenwood. **Carried.**

7. e) Council and MPC Training

Discussion took place regarding training for Council and MPC regarding a Municipal Government Act Part 17 review. The CAO will inquire into classes being offered by ORRSC or a review conducted by the CAO.

7. f) Fortis Upgrade delayed

The Fortis upgrade to their infrastructure in the Village has been delayed to 2024.

7. g) Yearly Fireworks

Councillor Doral Lybbert discussed the need to establish a fireworks Committee to help with the yearly fireworks display and to authorize Ben Goetz to order fireworks of which the Village will contribute \$3500.00 and a further \$1700.00 by donations received by the Village.

2023.07.13.98

**MOVED by** Deputy Mayor Peterson to have Councillor Doral Lybbert instruct Ben Goetz to order the fireworks for Pioneer Days and further that the Village cover \$5200.00 of the costs. **Carried.**

2023.07.13.99

**MOVED by** Councillor Doral Lybbert that Council establish a fireworks committee with appointees Mark Peterson, Brian Wickhorst and Doral Lybbert. **Carried.**

8. a-e) Councillor Reports

Mayor Alldred reported the FCSS is hosting a good neighbour day and the Glenwood Library Board approved their budget for 2023. Deputy Mayor Peterson will chair the Remembrance Day Celebrations. Councillor Doral Lybbert reported on the fireworks fund raising. Councillor Sandy Lybbert reported on the need for all of Council to help cook the breakfast for Glenwood Days (August 25-26). Councillor Wickhorst reported on the Chief Mountain recycling program.

9.a-b) CAO Report

CAO Vizzutti provided her written report on the status of the road project and Community Hall upgrades.



10. a-b) Financial Reports

CAO Vizzutti presented the Operating and Capital Budget and Cheque Listing report to July 6, 2023.

10. c) FCM Membership  
2023.07.13.100

**MOVED by** Deputy Mayor Peterson the Village of Glenwood not renew the annual membership in the Federation of Canadian Municipalities.  
**Carried.**

11. a-d Correspondence

CAO Vizzutti presented Council with the following correspondence:

- a) SW Alberta Group – Regional Solution for Housing
- b) Minister Rick McIver – issues for discussion at AUMA Convention
- c) Alberta Volunteer Awards
- d) Invitations from the Town of Cardston and Pincher Creek for their parades.

12. Closed Session  
2023.07.13.101

**MOVED by** Councillor Sandy Lybbert Council move into Closed Session at 8:58 pm regarding the *Freedom of Information and Protection of Privacy Act* Section 24(1)(g) Advice from Officials – asset acquisition and dispersal, Section 24(b)(i) – Advice from Officials – retirement matter and privileged information.

**Carried.**

12. Closed Session  
2023.07.13.102

**MOVED by** Councillor Sandy Lybbert Council move out of Closed Session at 9:30 pm.

**Carried.**

13. Adjournment  
2023.07.13.103

**MOVED by** Councillor Peterson to adjourn the meeting at 9:31 pm.

**Carried.**



Meeting Chair



Chief Administrative Officer



## Village of Glenwood Council Appointments for 2023

Committee / Organization	Representative
Alberta Southwest Regional Alliance	Doral Lybbert
Benchmark Assessment Consulting	Chris Snelgrove - Assessor
Regional Assessment Review Board	Brian Wickhorst
Spring Glen Park Society (SGP)	Brian Wickhorst
Cardston County Emergency Services (CCES)	Sandy Lybbert
Cardston County Regional Emergency Management Partnership	Sandy Lybbert
Fireworks Committee	Doral Lybbert Mark Peterson Brian Wickhorst
Glenwood Cemetery Committee	Brian Wickhorst Janet Edwards – Chairman Barton Lybbert – Member at Large Dwain Shipley – Member at Large Ben Layton – Member at Large Cam Francis – Member at Large
Glenwood Recreation Board	Doral Lybbert
Chief Mountain Regional Solid Waste Authority (CMRSA)	Brian Wickhorst
Chinook Arch Regional Library Foundation, Library Board	Linda Allred
Chinook Foundation	Sandy Lybbert
Chinook Intermunicipal Subdivision and Development Appeal Board	Linda Allred Sandy Lybbert
Glenwood Library Board	Mayor Linda Allred – Nov 1, 2023 David Rolfson – Nov 1, 2024 Kathy Thomas – Nov 1, 2025 Maggie Bevan – Nov 1, 2024 Sue French – Nov 1, 2025


Village of Glenwood  
PO Box 1084, 59 Main Avenue  
Glenwood, AB, ToK 2Ro

403-626-3233 (T)  
403-626-3234 (F)  
[office@glenwood.ca](mailto:office@glenwood.ca)

Mayors & Reeves of Southern Alberta	Linda Allred – Delegate Mark Peterson - Alternate
Oldman River Regional Services Commission (ORRSC)	Mark Peterson
Family and Community Support Services (FCSS)	Linda Allred
Municipal Planning Commission (MPC)	Brian Wickhorst Doral Lybbert Mark Peterson Wade Davies David Rolfson

**Attached hereto and forming part of the Minutes of the  
Regular Meeting of July 13, 2023**

  
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**Meeting Chairman**

  
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**Chief Administrative Officer**