

**VILLAGE OF GLENWOOD**  
*Monday, November 3, 2025 Minutes*

**The Minutes of the Organizational Meeting of Council held at the Village of Glenwood Administration Building on Monday, November 3, 2025 at 5:00 PM.**

**In attendance: Councillors John Doney, Shane Ford, Sandy Lybbert, Mark Peterson and Brian Wickhorst**

**Officials: Executive Assistant Janet Edwards**

1. Call to Order

Executive Assistant Janet Edwards called the Organizational meeting of November 3, 2025 to order at 5:00 pm.

Election of the Mayor  
OM 2025.11.03.01

Councillor Lybbert nominated Councillor Peterson for the position of Mayor for the ensuing year.

Nominations were called three times.

Nominations Cease  
OM 2025.11.03.02

**Moved by** Councillor Lybbert nominations cease. **Carried.**

Mayor Peterson was declared elected by acclamation.

Mayor Peterson swore and signed the Oath of Office for the position of Mayor.

Mayor Peterson assumed the Chair.

Election of Deputy Mayor  
OM 2025.11.03.03

Councillor Lybbert nominated Councillor Wickhorst for the position of Deputy Mayor

Nominations were called three times.

**Moved by** Councillor Lybbert nominations cease. **Carried.**

Deputy Mayor Wickhorst was declared elected by acclamation.

Deputy Mayor Wickhorst swore and signed the Oath of Office for the position of Deputy Mayor.

All Councillors swore and signed the Oath of Office for the position of Councillor.

Council Committee Appointments  
OM 2025.11.03.04

**Moved by** Councillor Ford that the Council Committee appoints, listed and attached hereto and forming part of these minutes, as attested by the signatures of the Mayor and Chief Administrative Officer be approved for the ensuing year. **Carried.**

Appoint Auditors  
OM 2025.11.03.05

**Moved by** Councillor Lybbert that MWG Chartered Professional Accountants be appointed as auditors for the Village of Glenwood for the ensuing year. **Carried.**

Appoint the Assessor  
OM 2025.11.03.06

**Moved by** Deputy Mayor Wickhorst that Christopher Snelgrove of Benchmark Assessment Consulting Inc. be appointed as the assessor for the Village of Glenwood for the ensuing year. **Carried.**

Appoint the Financial Institution  
OM 2025.11.03.07

**Moved by** Councillor Lybbert to appoint the Alberta Treasury Branch as the Village financial and banking institution for the ensuing year. **Carried.**

MP CV

Administration Building  
OM 2025.11.03.08

**Moved by** Mayor Peterson that the Administration Office be confirmed as located at 59 Main Avenue N.W. Glenwood, Alberta. **Carried.**

Location of  
Organizational, Regular  
and Special Meetings of  
Council  
OM 2025.11.03.09

**Moved by** Councillor Lybbert that the meetings of Council including organizational, regular and special meetings may be held at the Glenwood Community Hall located 90 Main Avenue N.W. or at the Administration Building located at 59 Main Avenue N.W. in the Village of Glenwood, Alberta, duly advertised. **Carried.**

Meeting Dates  
OM 2025.11.03.10

**Moved by** Councillor Ford that the regular Council meeting dates be set for the 2<sup>nd</sup> Wednesday of each month beginning at 7:00 p.m. **Carried.**

Signing Authorities  
OM 2025.11.03.11

**Moved by** Councillor Lybbert that the signing authorities for the Village of Glenwood where dual signatures are required, shall be the Mayor or the Deputy Mayor, or a Councillor AND the Chief Administrative Officer. **Carried.**

Adjournment  
OM 2024.11.03.12

**Moved by** Deputy Mayor Peterson the meeting be adjourned at 5:30 p.m. **Carried.**



Meeting Chair



Chief Administrative Officer