

**VILLAGE OF GLENWOOD**  
*Wednesday, December 10, 2025 Minutes*

**The Minutes of the Regular Meeting of Council held at the Village of  
Glenwood Administration Boardroom on Wednesday, December 10, 2025.**

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

**Officials:** Chief Administrative Officer Vizzutti absent  
Executive Assistant, Janet Edwards present

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| <u>1. Call to Order</u>   | Mayor Peterson called the regular Council meeting of December 10, 2025 to order at 7:00 p.m.   |
| <u>2. Agenda Additions</u>  | Agenda Items – none added.   |
| <u>3. Agenda Approval</u><br><u>2025.12.10.128</u>  | <b>Moved by</b> Councillor Lybbert to approve the agenda. <span style="float: right;"><b>Carried.</b></span>   |
| <u>4. Minutes of Regular Meeting –November 19, 2025</u><br><u>2025.12.10.129</u>                      | <b>Moved by</b> Councillor Ford to approve the minutes of the regular meeting of Council held on Wednesday, November 19, 2025. <span style="float: right;"><b>Carried.</b></span>  |
| <u>5.a) CAO annual review and internal reviews written into individual contract</u>                   | CAO Vizzutti will present further information at the January 14, 2026 Council meeting.   |
| <u>5. b) Bulk water rates</u>   | No change in rate.   |
| <u>5. c) Christmas Office Hours</u><br><u>2025.12.10.130</u>  | <b>Moved by</b> Mayor Peterson that the office be closed December 24 and January 31, 2025. <span style="float: right;"><b>Carried.</b></span>  |
| <u>5. d) Turkeys for Staff</u><br><u>2025.12.10.131</u>   | <b>Moved by</b> Councillor Lybbert that the Village provide a turkey for Village staff, Joe Belanger, Janet Edwards and Cynthia Vizzutti and that the cost of each turkey not exceed \$30.00. <span style="float: right;"><b>Carried.</b></span>   |
| <u>5. e) Intermunicipal Development Committee – RV Dump Station – addition bathroom and rest stop</u> | CAO Vizzutti will present further information at the January 14, 2026 Council meeting.   |
| <u>5. f) Strategic Plan</u><br><u>2025.12.10.132</u>  | <b>Moved by</b> Councillor Lybbert to approve the August 20, 2025 Strategic Plan. <span style="float: right;"><b>Carried.</b></span>   |
| <u>6. CAO Holidays</u>  | CAO Vizzutti will be out of the office the week of New Years.  |
| <u>7. a) Bylaw 235-2025 First Reading</u><br><u>2025.12.10.133</u>                                    | <b>Moved by</b> Councillor Lybbert that Bylaw 235-2025, known as the Remuneration and Expense Claim Bylaw be given first reading as amended with Section 3-3.2 to read “Expenses must be claimed within ‘the fiscal year’ of when the cost was incurred. Any extension to said expense claims must be approved by Council.” <span style="float: right;"><b>Carried.</b></span> |
| <u>Second Reading</u><br><u>2025.12.10.134</u>  | <b>Moved by</b> Councillor Ford to give second reading to Bylaw 235-2025 Remuneration and Expense Claim Bylaw as amended. <span style="float: right;"><b>Carried.</b></span>   |



Give Third Reading  
2025.12.10.135

Third reading  
2025.12.10.136

7. b) Bylaw 133-2025  
Regional Assessment  
Review Board  
2025.12.10.137

Second Reading  
2025.12.10.138

2025.12.10.139

2025.12.10.140

8. Poles on Municipal  
Alleyway - Fortis

9. Correspondence

2025.12.10.141

10. Cheque Listing

8:55 p.m.  
8:58 p.m.

11. Council Reports

12. Budget  
Deliberations  
2025.12.10.142

**Moved by** Mayor Peterson that Bylaw 235-2025 Remuneration and Expense Claim Bylaw be given three readings at this meeting.

**Carried Unanimous.**

**Moved by** Councillor Ford that Bylaw 235-2025 be given third reading and duly signed by the Mayor and Chief Administrative Officer.

**Carried.**

**Moved by** Councillor Ford that Bylaw 133-2025 being a bylaw to establish a regional assessment review board be given first reading.

**Carried.**

**Moved by** Councillor Wickhorst that Bylaw 133-2025 be given second reading.

**Carried.**

**Moved by** Councillor Lybbert that Bylaw 133-2025 be given three readings at this meeting

**Carried Unanimous.**

**Moved by** Councillor Doney that Bylaw 133-2025 be given third reading and duly signed by the Mayor and Chief Administrative Officer.

**Carried.**

Information was presented stating the cost (50% of total costs) to the Village for the removal of Fortis poles from the undeveloped municipal roadway located west of the Glenwood Fire Hall.

- a) ABMunis Property Tax Bulletin
- b) Emerging Trends – Hosted by Browlee LLP
- c) Oldman Watershed Council – request for funding – no resolution
- d) Heartland Farms Safety – request for funding.

**Moved by** Mayor Peterson to approve a donation to Heartland Farm Safety Centre for the amount of \$250.00 for 2026.

**Carried.**

Cheque Listing 20250277 to 20250296 – amount 28182.70 – presented as information.

Requested recess.  
Meeting resumed.

- a) Mayor Peterson attended the ORRSC meeting and Mayors and Reeve Meeting. Mayor Peterson made a submission to the Gleanings.
- b) Deputy Mayor Wickhorst attended the CMSW meeting.
- c) Councillor Lybbert attended the Chinook Foundation meeting. The board has hired a new CAO.
- d) Councillor Doney attended the Glenwood Library Board meeting. They approved the 2026 Budget.
- e) Councillor Ford attended the Alberta South West Meeting. The “waste to fuel “ initiative was discussed.
- f) Members Lybbert and Wickhorst attended the Water commission Meeting. Rates have increased from \$1.35 to \$1.55 cubic metres.

Chief Financial Officer Hakon Skoien presented the 2026-2028 operating and capital budget for Council’s consideration. (As amended January 14, 2026)

**Moved by** Councillor Lybbert to approve the proposed three year operating and capital budget as per the attached documents.

**Carried.**

13. Closed Session  
2025.12.10.143

**Moved by** Mayor Peterson to go in to Closed Session at 9:21pm under Section 19(1) of the Freedom of Information and Protection of Privacy Act – CAO competition, and bylaw review. **Carried.**

14. Closed Session  
2025.12.10.144

**Moved by** Mayor Peterson to come out of Closed Session at 9:30pm. **Carried.**

15. Extend Meeting  
2025.12.10.145

**Moved by** Mayor Peterson to extend the meeting past 9:30pm **Carried.**

16. CAO Contracts  
2025.12.10.146

**Moved by** Councillor Lybbert to approve the three month employment contract with Jim Brown as Assistant Chief Administrative Officer effective January 1, 2026 to March 31, 2026. **Carried.**

2025.12.10.147

**Moved by** Mayor Peterson to approve the employment contract with Jim Brown as Chief Administrative Officer effective April 1, 2026. **Carried.**

2025.12.10.148

**Moved by** Mayor Peterson to set a deadline of December 19, 2026 for acceptance of the employment agreements by Jim Brown. **Carried.**

18. Adjournment  
2025.12.10.149

**Moved by** Councillor Lybbert to adjourn the meeting at 9:50 pm. **Carried.**



Meeting Chair



Chief Administrative Officer