

VILLAGE OF ARROWWOOD  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, May 9<sup>th</sup>, 2023

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, May 9<sup>th</sup>, 2023, commencing at 6:00 pm.

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**IN ATTENDANCE:** Matt Crane, Mayor (Chair)  
Nicholas Kuntz, Councillor  
Christopher Northcott, Chief Administrative Officer  
Nicole Holloway, Assistant Chief Administrative Officer

Gallery: Alan Strid

1. **CALL TO ORDER**

Mayor Crane called the meeting to order at 6:05 PM.

2. **ACCEPTANCE OF AGENDA**

**Res. No. 2023-05-09-01:** Moved by Mayor Crane that the agenda be accepted as presented.

CARRIED

3. **ADOPTION OF MINUTES**

a. April 11<sup>th</sup>, 2023, Regular Meeting

**Res. No. 2023-05-09-02:** Moved by Councillor Kuntz that the minutes of the April 11<sup>th</sup>, 2023, Regular Meeting be adopted as presented.

CARRIED

4. **STAFF REPORTS**

a. Report of the Chief Administrative Officer:

- Working on finishing the CAO update and work plan for CAO transition.
- Finishing utility billings, accounts payable training, and final adjustments.
- A provincial state of emergency has been declared due to the ongoing wildfires.
- The deadline for Intermunicipal Collaboration Frameworks between municipalities to be reviewed has been extended from five years to seven years.
- Received the annual financial report for the Village of Arrowwood Library Board, as well as their 2022 Statement of Receipts and Disbursements.
- The 2023 Statement of Intent for the Alberta School Foundation Fund has been updated. We know how much school tax needs to be collected.

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- The Town of Vulcan is inviting participation in the Spock Days Parade on June 10<sup>th</sup>.
- Letter to Municipal Affairs re Financial Information Return deadline extension and update.
- Review of Bylaw 442, Designated Officer Bylaw.
- Computer quotes from Munisoft. Not advisable to purchase new computer or add another user. Outgoing CAO will use a personal computer that he has to work from in the office.
- Review of quoted work from Precision Hottapping to service fire hydrants and purchase Storz adapter.
- Review for thoughts on memorial plaque for Kathy Jones.
- Potential for walking path project work in 2023, including the installation of a washroom facility or port-a-potty near the park and community hall.
- Need to re-roof the gazebo in the park.
- Price of private emails.
- Updates on Road Closure bylaws – notices have been sent for public hearing.
- Subdivision extension required for consolidation of lots at Arrowwood Co-op after road closure.

**Res. No. 2023-05-09-03:** Moved by Councillor Kuntz that Administration proceed with purchasing the McAvity 4" Storz nozzle adapter and Option 1 for fire hydrant servicing.

CARRIED

**Res. No. 2023-05-09-04:** Moved by Mayor Crane that Fortis poles be relocated for \$6,000.00 in residential subdivision.

CARRIED

**Res. No. 2023-05-09-05:** Moved by Councillor Kuntz that the report of the Chief Administrative Officer be accepted as presented for information.

CARRIED

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5. **COUNCILLOR REPORTS**

- a. Nick Kuntz: Councillor Kuntz was unable to attend any meetings for the Marquis Foundation. The one evening he logged in online but the online meeting was not enabled. He plans to attend the Marquis meeting on May 11, 2023, at 7:00 PM.
- b. Matt Crane: Has been looking into a portable toilet for behind the park and near the hall. Wondering how easily this facility can be adapted to be emptied into a sewer manhole with a skidsteer.

**Res. No. 2023-05-09-06:** Moved by Mayor Crane that Administration place the no truck parking sign east of the fire hydrant and west of the south access to Timber Street (2A Street).

CARRIED

**Res. No. 2023-05-09-07:** Moved by Councillor Kuntz that Administration inquire with Bill Graff about installing cameras in the environment yard, as well as look into updating the signage.

CARRIED

**Res. No. 2023-05-09-08:** Moved by Councillor Kuntz that Council accept the Councillor Reports for information.

CARRIED

6. **OLD BUSINESS**

- a. 2023 Capital Projects and Tender Package
  - Need to review and decided on acceptance of tender results, or potential requests for amendment.
  - Discussion about going in-camera to review proposals given the confidential nature of tender package.

Alan Strid left the meeting at 7:11 PM.

**Res. No. 2023-05-09-09:** Moved by Matt Crane that Council move into closed session at 7:12 PM to review the capital project tender results provided by MPE Engineering, as per s.16.1 of the Freedom of Information and Protection of Privacy Act.

CARRIED

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7. **IN-CAMERA ITEMS**

- a. Labour Relations, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
  - a. CAO Transition

**Res. No. 2023-05-09-10:** Moved by Mayor Crane that Council move into open session at 7:46 PM.

CARRIED

**Res. No. 2023-05-09-11:** Moved by Mayor Crane that Administration proceed as discussed during review of tender results.

CARRIED

8. **NEXT MEETING**

- a. **Regular Meeting:** Tuesday, June 13<sup>th</sup>, 2023, in the Village Office

9. **ADJOURNMENT**


Mayor Crane adjourned the meeting at 7:52 PM.



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Matt Crane,

Mayor



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Christopher Northcott,

Chief Administrative Officer