

VILLAGE OF ARROWWOOD  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, June 13<sup>th</sup>, 2023

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, June 13<sup>th</sup>, 2023, commencing at 6:00 pm.

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

Gallery: Alan Strid, Jim Brooks, Blanche Hitchcow

1. **CALL TO ORDER**

Mayor Crane called the meeting to order at 6:06 PM.

2. **ACCEPTANCE OF AGENDA**

**Res. No. 2023-06-13-01:** Moved by Deputy Mayor Bexte that the agenda be accepted as presented.

CARRIED

3. **PUBLIC HEARING: ROAD CLOSURE BYLAW 462**

Mayor Crane opened the Public Hearing for Bylaw 462, Road Closure, at 6:07 PM.

Chief Administrative Officer, Christopher Northcott, reviewed the details of the road closure proposal, as well as all responses to public notification. There were no concerns from any of the utility providers.

Mayor Crane asked if there were any individuals present in the Gallery who wished to address the proposed bylaw. After asking three times, no individuals came forward.

Mayor Crane closed the Public Hearing for Bylaw 462, Road Closure, at 6:11 PM.

4. **PUBLIC HEARING: ROAD CLOSURE BYLAW 489**

Mayor Crane opened the Public Hearing for Bylaw 489, Road Closure, at 6:12 PM.

Chief Administrative Officer, Christopher Northcott, reviewed the details of the road closure proposal, as well as all response to public notification. Fortis Alberta and Telus Communications responded. Fortis Alberta will require a fully executed utility right-of-way agreement to be registered with Alberta Land Titles on the newly formed parcel for their electric distribution

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lines. Telus Communications will also require a fully executed utility right-of-way agreement to be registered with Alberta Land Titles on the newly formed parcel for their communications infrastructure.

Deputy Mayor Colin Bexte noted that he had received some comments over fire protection access. The Chief Administrative Officer noted that the lane way on the south of the newly formed parcel would be 40 feet wide, instead of the 20 feet wide existing lanes that are regularly blocked, and the newly formed lane would have a greater likelihood of having developed points of access.

Mayor Crane asked if there were any individuals present in the Gallery who wished to address the proposed bylaw. After asking three times, no individuals came forward.

Mayor Crane closed the Public Hearing for Bylaw 489, Road Closure, at 6:19 PM.

**5. STAFF REPORTS**

a. Report of the Chief Administrative Officer:

- Special Meeting to adopt minutes for May 9<sup>th</sup> meeting and June 13<sup>th</sup>, review council action list, amend Procedure Bylaw 443, review outstanding MAP items and take action on them, approve the 2023 Operating and Capital Budget, as well as pass the 2023 Tax Rate Bylaw.
- MAP Review Completion, letter to Municipal Affairs with timeline.
- Water Meter Installation. Plumber hired. Eight locations where meters are required, however, meters are back ordered. Inquiries will be made with the Town of Vulcan to see if they have extra meters. Will need to repair one curb stop in order to facilitate water meter installation.
- Utility Billing Update
- Reviewed Kathy Jones memorial plaque, as well as beautification of park.
- Discussed the renewal of the Bell Canada Lease which will be presented to Council for approval.
- Discussed the Fortis Alberta infrastructure upgrades in Arrowwood.
- SouthGrow would like to attend a Council Meeting in Arrowwood and is looking at the August meeting.

**Res. No. 2023-06-13-02:** Moved by Councillor Kuntz that the report of the Chief Administrative Officer be accepted as presented for information.

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CARRIED

**6. COUNCILLOR REPORTS**

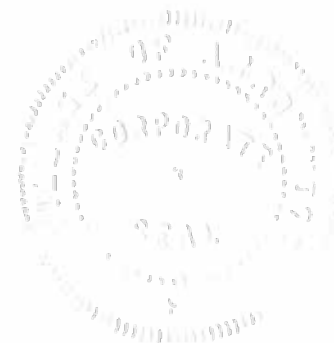
- a. Colin Bexte: Deputy Mayor Bexte reported that he has been extremely busy with the farm. He did virtually attend the Oldman River Regional Services Commission Board meeting on June 1<sup>st</sup>. He also said that he was happy to see the Public Notice Board outside the Post Office. Deputy Chief Administrative Officer, Nikki Holloway, explained how this came about through the efforts of Ruth Williams and with the cooperation of Corey Fehr.
- b. Nick Kuntz: Councillor Kuntz reported that he attended the meeting for the Vulcan District Waste Authority and noted the significant cost of outside dumping. He is wondering about strategies to keep the recycling centre clean, and is concerned that cameras and monitoring might be more costly than initially thought. Councillor Kuntz also believes that we need to educate people on not abusing the use of these dumpsters. Alan Strid mentioned, from the gallery, that pictorial advice might help these efforts. Councillor Kuntz is concerned about making the service uneconomical by increasing costs. It is well-known that recycling is already a very expensive program. Matt Crane mentioned that he believes the signage needs to be clearer. Blanche Hitchecow, from the gallery, mentioned that it might help to have someone with some authority on site every now and then to avoid confrontation. Jim Brooks mentioned, from the gallery, that he would like to see cameras installed so that we at least know who does what and have evidence. Nick Kuntz mentioned that he would like to find a solution so that we can keep the service convenient.
- c. Matt Crane: Mayor Crane mentioned that he has tried to sit in on the Marquis Foundation board meetings as well as the building meetings.

**Res. No. 2023-06-13-03:** Moved by Mayor Crane that Council accept the Councillor Reports for information.

CARRIED

**7. OLD BUSINESS**

- a. Precision Hotapping Reports



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**Res. No. 2023-06-13-04:** Moved by Deputy Mayor Bexte that Council authorize Administration to include the additional work outlined in the Precision Hotapping Reports in the Capital Budget for 2023.

CARRIED

8. **NEW BUSINESS**

a. Marquis Foundation Building Project

**Res. No. 2023-06-13-05:** Moved by Deputy Mayor Bexte that Council review the Marquis Foundation proposal and make a decision on Arrowwood's participation in the project by the end of the month.

CARRIED

b. Jetpatcher Asphalt Crack Sealing

Councillor Kuntz would like to see alternative pricing for crack repair. He is wondering if the village would benefit from pressure washing and prepping the streets for this repair work. He would like to know more details and monitoring of finished product.

Jim Brooks wondered, from the gallery, about the option of a different truck for the village that he is watching at an online auction. He thinks he could get it for \$824.00 but would not pay more. Discussion.

**Res. No. 2023-06-13-06:** Moved by Councillor Kuntz that Council authorize Administration to purchase a truck, as per report by Jim Brooks, for \$824, unless the bidding gets out of hand.

CARRIED

c. Water Well – Modulator Repair and Installation

Discussion of the need to spend money to improve our ability to monitor the wells. The CAO mentioned that we need to know what impact water demand has on the wells. Discussion about the need to get more details on this matter.

9. **IN-CAMERA ITEMS**

a. Lease Agreement, Gordon and Teresa Gooch, as per s. 25.c of Freedom of Information and Protection of Privacy Act:

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- b. Lease Agreement, Murray and Mardelle Scott, as per s. 25.c of Freedom of Information and Protection of Privacy Act:
- c. Labour Relations, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
  - a. CAO Transition

**Res. No. 2023-06-13-07:** Moved by Councillor Kuntz that Council moved into closed session at 8:05 PM.

CARRIED

**Res. No. 2023-06-13-08:** Moved by Mayor Crane that Council move into open session at 8:42 PM.

CARRIED

**Res. No. 2023-06-13-09:** Moved by Councillor Kuntz that Council approve the new grazing lease for Gordon and Tereasa Gooch.

CARRIED

**Res. No. 2023-06-13-10:** Moved by Deputy Mayor Bexte that Council approve the road lease agreement with Murray and Mardelle Scott.

CARRIED

**Res. No. 2023-06-13-11:** Moved by Mayor Crane that Council approve the contract for the position of Municipal Clerk with Christopher Northcott as presented, however, reducing the professional development amount to \$2,000 for this year.

CARRIED

**Res. No. 2023-06-13-12:** Moved by Councillor Kuntz that Council appoint Christopher Northcott as the Municipal Clerk for the Village of Arrowwood as outlined in Bylaw 442, Designated Officers Bylaw.

CARRIED

**Res. No. 2023-06-13-13:** Moved by Deputy Mayor Bexte that Council authorize the bank signing authorities for the Village of Arrowwood remain the current signers and add Nicole Holloway

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after July 1<sup>st</sup>, 2023. AND THAT it be specified that any two signers must include at least one member of the Village Council.

CARRIED

**Res. No. 2023-06-13-14:** Moved by Mayor Crane that interest penalties on utilities re-apply as of September 1, 2023.

CARRIED

10. NEXT MEETING

- a. **Special Meeting:** To be determined.
- b. **Regular Meeting:** Tuesday, July 11<sup>th</sup>, 2023, in the Village Office

11. ADJOURNMENT

Mayor Crane adjourned the meeting at 8:52 PM.



Matt Crane,  
Mayor



Christopher Northcott,  
Chief Administrative Officer