

VILLAGE OF ARROWWOOD  
REGULAR COUNCIL MEETING  
MINUTES

**Tuesday, November 14<sup>th</sup>, 2023**

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, November 14<sup>th</sup>, 2023, commencing at 6:00 pm.

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**IN ATTENDANCE:** Colin Bexte, Mayor (Chair)  
Nicholas Kuntz, Councillor  
Nicole Holloway, Chief Administrative Officer  
Christopher Northcott, Municipal Clerk  
Kim Whelby, SouthGrow Regional Economic Development Agency

Gallery: Kevyn Stevenson, Lorie Patterson, Jim Brooks

**1. CALL TO ORDER**

Mayor Bexte called the meeting to order at 6:10 PM.

**2. ACCEPTANCE OF AGENDA**

**Res. No. 2023-11-14-01:** Moved by Councillor Kuntz that the agenda be accepted as presented.

CARRIED

**3. DELEGATION**

a. SouthGrow Regional Initiative: Kim Whelby

- Ms. Whelby explained for members of Council the role of Regional Economic Development Agencies (REDAs) play in the Province of Alberta.
- Ms. Whelby reviewed a PowerPoint presentation for those in attendance and noted that the Mission of SouthGrow reads: "In collaboration with its members and supporters, SouthGrow will proudly enable economic development programs and initiatives that contribute to growth potential throughout the region.
- Ms. Whelby reviewed the accomplishments of SouthGrow over the years. They have completed over two dozen studies, development tools, training sessions, and millions of external dollars secured for investment.
- Ms. Whelby reviewed projects that have been undertaken to enable economic development and, specifically, the projects that have impacted Arrowwood.
- Ms. Whelby reviewed the workplan for 2023 to 2024, as well as the challenges faced this year, be it tackling everything they have committed to accomplishing or chasing grant opportunities for next year. She then reviewed the opportunities available to Arrowwood.

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- Ms. Whelby mentioned that the SouthGrow has partnered with library boards to provide some programming. For instance, the Carmangay Library has recently offered an entrepreneurship project.
- Discussion was had on available grants, opportunities, and previous projects.
- Council thanked the delegation for their presentation.

Kim Whelby left the meeting at 6:36 PM.

**4. ADOPTION OF MINUTES**

**Res. No. 2023-11-14-02:** Moved by Mayor Bexte that Council adopt the minutes of the October 10<sup>th</sup>, 2023, Organizational Meeting as presented.

CARRIED

**Res. No. 2023-11-14-03:** Moved by Councillor Kuntz that Council adopt the minutes of the October 10<sup>th</sup>, 2023, Regular Meeting as presented.

CARRIED

**5. STAFF REPORTS**

- a. Nikki Holloway, Chief Administrative Officer:
  - 14-point CAO Report for Council Meeting and supplementary materials.  
Items reported on includes the following:
  - Kim Whelby, SouthGrow, annual overview
  - Public Works emergency response process
  - Real Estate offer
  - Brush for skidsteer
  - Councillor expense claims
  - Unpaid Utilities
  - Fees and Rates Bylaw
  - Blackfoot Signage Project
  - Recycling
  - Office needs for updated main computer
  - Arrowwood Medical Clinic update
  - Community happenings

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- Safety Codes Audit
- Fire Hydrant Replacement update

b. Christopher Northcott, Municipal Clerk:

- Capital Project Updates
- 2023 Operating and Capital Plan Update
- Policy / Procedure Manual
- NW District Recreation Board
- Water Treatment Operations
- Timeline for Christopher from November 14<sup>th</sup> to Year End.

**Res. No. 2023-11-14-04:** Moved by Mayor Bexte that Council authorize Administration to obtain construction drawings from MPE Engineering for the Non-Residential subdivision development on the west side of the village. AND THAT, Council authorize Administration to use Vulcan County for lot and ditch grading in the Non-Residential subdivision using these construction drawings. AND THAT, the work undertaken by Vulcan County be costed using Vulcan County's services in-kind policy for their urban neighbours.

CARRIED

**Res. No. 2023-11-14-05:** Moved by Councillor Kuntz that Council approve the revised 2023 Capital Budget.

CARRIED

**Res. No. 2023-11-14-06:** Moved by Councillor Kuntz that Council accept the Staff Reports as presented for information.

CARRIED

**6. COUNCILLOR REPORTS**

- a. Nicholas Kuntz: Councillor Kuntz has been thinking over issue of having a garbage transfer site in Arrowwood versus having roadside pickup. He believes roadside pickup is likely to be the best option for Arrowwood.
- b. Colin Bexte: Councillor Bexte attended the last meeting of the Northwest Fire Protection Association where the budget was reviewed and approved. Mossleigh

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wants a satellite hall to save on home insurance premiums and shorten response time to calls near Mossleigh and further west.

**Res. No. 2023-11-14-07:** Moved by Councillor Kuntz that Council accept the Councillor Reports for information.

CARRIED

**7. OLD BUSINESS**

a. Fees and Rates Bylaw

- Chief Administrative Officer Holloway explained the proposed bylaw and asked for Council to give it a thorough review.
- Discussion.

b. Blackfoot Signage Project

- Review of grant materials and discussion of signage options.

**Res. No. 2023-11-14-08:** Moved by Mayor Bexte that Council authorize Administration to apply for a Blackfoot signage grant, contingent on grant funding still being available.

CARRIED

c. 2023 Operating and Capital Plan Update

- Discussed and decided upon during staff reports.

**8. NEW BUSINESS**

a. Public Works Committee Meeting

**Res. No. 2023-11-14-09:** Moved by Councillor Kuntz that Council authorize Administration to organize a meeting of the Public Works Committee for the purpose of undertaking emergency response planning and preparedness.

CARRIED

b. Equipment Purchases – snow wing and brush for skidsteer

- Review of cost estimates and discussion. Questions were asked of Jim Brooks in the gallery as to his preferences.

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**Res. No. 2023-11-14-10:** Moved by Mayor Bexte that Council authorize Administration to purchase a new snow wing or snow blade for up to \$14,000.00 plus GST. AND THAT, the purchase be contingent on what Administration believes will work best for the Village's equipment operator.

CARRIED

- c. Well level transmitter replacement
  - Review of cost estimates and discussion. Discussion was also had on purchasing a pin finder for the Village of Arrowwood.

**Res. No. 2023-11-14-11:** Moved by Mayor Bexte that Council authorize Administration to proceed with the new well transmitter purchase as presented and based on the option preferred by the Water Treatment Plant Operator, Bill Graff.

CARRIED

**Res. No. 2023-11-14-12:** Moved by Mayor Bexte that Council authorize Administration to purchase a pin finder for locating water lines up to 15 feet deep.

CARRIED

- d. Council Remuneration Policy
  - Review of policy and discussion.

**Res. No. 2023-11-14-13:** Moved by Councillor Kuntz that Council adopt the Council Remuneration Policy as presented.

CARRIED

**9. IN-CAMERA ITEMS**

- a. Real Estate Offer, as per s. 25.1.c. of Freedom of Information and Protection of Privacy Act.
- b. Remedial Order, as per s. 17.5.h of Freedom of Information and Protection of Privacy Act.
- c. Utility Account Adjustment, as per s. 17.1 of Freedom of Information and Protection of Privacy Act

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**Res. No. 2023-11-14-14:** Moved by Mayor Bexte that Council move into Closed Session at 8:38 PM.

CARRIED

**Res. No. 2023-11-14-15:** Moved by Mayor Bexte that Council move back into Open Session at 9:09 PM.

CARRIED

**Res. No. 2023-11-14-16:** Moved by Councillor Kuntz that Council recognize the error by legal counsel for the purchaser and the seller of 11 1<sup>st</sup> Avenue East in June of 2022, and credit the utility account for Roll 00134000000 in the amount of \$658.76 due to inability to collect the amounts owing from the previous owner of this property.

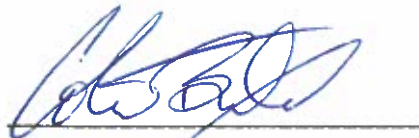
CARRIED

9. **NEXT MEETING**

- a. **Regular Meeting:** Tuesday, December 12<sup>th</sup>, 2023, at 6:00 PM in the Village Office

10. **ADJOURNMENT**

Mayor Bexte adjourned the meeting at 9:10 PM.



Colin Bexte,

Mayor



Nicole Holloway,

Chief Administrative Officer