

VILLAGE OF ARROWWOOD
REGULAR COUNCIL MEETING
MINUTES

Tuesday, December 12th, 2023

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, December 12th, 2023, commencing at 6:00 pm.

IN ATTENDANCE: Colin Bexte, Mayor (Chair)
Nicholas Kuntz, Councillor
Nicole Holloway, Chief Administrative Officer
Christopher Northcott, Municipal Clerk (Recording Secretary)

Gallery: Lee Heemskirk, Lorie Patterson, Jim Brooks

1. **CALL TO ORDER**

Mayor Bexte called the meeting to order at 6:30 PM.

2. **ACCEPTANCE OF AGENDA**

Res. No. 2023-12-12-01: Moved by Councillor Kuntz that the agenda be accepted as presented.

CARRIED

3. **ADOPTION OF MINUTES**

Res. No. 2023-12-12-02: Moved by Mayor Bexte that Council adopt the minutes of the September 12th, 2023, Regular Meeting as presented.

CARRIED

Res. No. 2023-12-12-03: Moved by Councillor Kuntz that Council adopt the minutes of the September 27th, 2023, Special Meeting as presented.

CARRIED

Res. No. 2023-12-12-04: Moved by Mayor Bexte that Council adopt the minutes of the November 14th, 2023, Regular Meeting as presented.

CARRIED

4. **STAFF REPORTS**

- a. Nikki Holloway, Chief Administrative Officer:
- 8-point CAO Report for Council Meeting and supplementary materials. Items reported on includes the following:
 - September and November Minutes
 - Finalize Fees and Rates Bylaw

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- Policy Manual Development: Policy Manual Review, Office Hours, Online Banking and E-Transfers, and Snow Removal
 - Garbage Service options
 - Strategic Plan development
 - Winter Campground Rental
 - Updates: Fire Hydrant installation and 2 repairs; Non-residential grading and lot excavation by Vulcan County; 4 water meter installations; Recycling Program; Munisoft Training; Snow wing ordered along with brush attachments for skidsteer
 - In-camera discussion: tax agreement packages
- b. Christopher Northcott, Municipal Clerk:
- Capital Project Updates
 - 2023 Operating and Capital Plan Update
 - Policy / Procedure Manual
 - NW District Recreation Board
 - Water Treatment Operations
 - Cemetery
 - Community Foundation of Lethbridge and Southwest Alberta
 - Work timeline for Christopher Northcott to Year End.

Discussion about Municipal Accountability Program (MAP) deadline and update on audits as requested by Mayor Bexte. Councillor Kuntz emphasized that this needs to be our highest priority. Municipal Clerk Northcott reported that a lot of additional work has been required in the Operating and Capital Plan, particularly as it concerns the 2023 audit asset and retirement obligations requirements. It is a much more comprehensive document given the CAO transition and the need to get the village's financial reporting on track. Mr. Northcott is pushing to have this completed by the end of the year, along with the audit preparation, so that everything can proceed successively in the New Year. There will need to be a special meeting before the end of the year to get the utility bylaws updated. Mr. Northcott is working towards this meeting so that materials can be ready to review, then a discussion can be had over how much of a work commitment will be required from him in the New Year.

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Res. No. 2023-12-12-05: Moved by Councillor Kuntz that Council authorize administration to rent Site 4 in the campground for winter camping at a rate of \$400 per month plus any additional power charges in excess of the monthly rate being charged for camping.

CARRIED

Res. No. 2023-12-12-06: Moved by Mayor Bexte that Council accept the Staff Reports as presented for information.

CARRIED

5. **COUNCILLOR REPORTS**

- a. Colin Bexte: Councillor Bexte attended the Oldman River Regional Services Commission (ORRSC) Board meeting.

Res. No. 2023-12-12-07: Moved by Mayor Bexte that Council accept the Councillor Reports for information.

CARRIED

6. **OLD BUSINESS**

- a. Fees and Rates Bylaw final draft

Res. No. 2023-12-12-08: Moved by Councillor Kuntz that Council table the finalization of this bylaw to the special meeting before the end of the year.

CARRIED

- b. Garbage Services

Res. No. 2023-12-12-09: Moved by Councillor Kuntz that the Village proceed with garbage pick up service in the New Year and co-ordinate those details with the Vulcan District Waste Commission in a manner that works well for them and for village residents.

CARRIED

7. **NEW BUSINESS**

- a. 2024 Interim Budget

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- Discussion of proposed interim budget. Municipal Clerk Northcott emphasized that finalization of the proposed budget will occur before the passing of a Tax Rate Bylaw and issuance of the tax notices for 2024. Consideration has been made for covering audit fees in 2024.

Res. No. 2023-12-12-10: Moved by Mayor Bexte that the 2024 Interim Budget be adopted as proposed.

CARRIED

- b. Policy approvals – policy manual review, office hours, online banking, and snow removal (Municipal Policy Handbook)

Res. No. 2023-12-12-11: Moved by Councillor Kuntz that the Policy Manual Review policy, policy 2.4, be adopted as presented.

CARRIED

Res. No. 2023-12-12-12: Moved by Mayor Bexte that the Office Hours of Operation policy, policy 4.1, be adopted as presented.

CARRIED

Res. No. 2023-12-12-13: Moved by Councillor Kuntz that the Online Banking and E-Transfers policy, policy 4.8, be adopted as presented.

CARRIED

Res. No. 2023-12-12-14: Moved by Mayor Bexte that the Snow Removal policy, policy 5.1, be adopted as presented.

CARRIED

- c. Strategic Plan for Arrowwood
 - CAO Holloway explained the importance of this exercise to making coherent and consistent operational and capital plans. She will bring forward options in the New Year for Council feedback once she does a bit more research, including talking to local Vulcan County Councillor, Jodie Gateman, who has facilitated strategic planning.

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- Discussion.

9. **IN-CAMERA ITEMS**

- a. Tax Agreements, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
- b. Real Estate Offer, as per s. 25.1.c. of Freedom of Information and Protection of Privacy Act

Res. No. 2023-12-12-15: Moved by Mayor Bexte that Council move into Closed Session at 7:59 PM.

CARRIED

Res. No. 2023-12-12-16: Moved by Mayor Bexte that Council move back into Open Session at 8:25 PM.

CARRIED

Res. No. 2023-12-12-17: Moved by Councillor Kuntz that Council authorize administration to enter into tax payment plan agreements with the owners of the following roll numbers as reviewed and discussed in closed session:

- Roll 107, Lots 5 and 6 Block 2 Plan 623ED
- Roll 20, Lots 20, 21 and 22 Block 1 Plan 1738DM
- Roll 12, Lots 11 and 12 Block 1 Plan 1738DM
- Roll 99, Lots 12 and 13 Block 1 Plan 623ED
- Roll 51, Lot 4 Block 3 Plan 1738DM
- Roll 52, Lot 5 Block 3 Plan 1738DM

CARRIED

8. **NEXT MEETING**

- a. **Special Meeting:** To Be Determined.
- b. **Regular Meeting:** Tuesday, January 9th, 2024, at 6:00 PM in the Village Office

9. **ADJOURNMENT**

Mayor Bexte adjourned the meeting at 8:27 PM.

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Colin Bexte,
Mayor



Nicole Holloway,
Chief Administrative Officer