

VILLAGE OF ARROWWOOD  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, January 9<sup>th</sup>, 2024

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, January 9<sup>th</sup>, 2024, commencing at 6:00 pm.

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

Gallery: Lorie Patterson, Jim Brooks

1. **CALL TO ORDER**

Mayor Bexte called the meeting to order at 6:03 PM.

2. **ACCEPTANCE OF AGENDA**

**Res. No. 2024-01-09-01:** Moved Mayor Bexte that the agenda be accepted as presented.

CARRIED

3. **ADOPTION OF MINUTES**

a. December 12, 2023, Regular Meeting

**Res. No. 2024-01-09-02:** Moved Councillor Kuntz that the minutes of the December 12, 2023, Regular Meeting be adopted as presented.

CARRIED

b. December 30, 2023, Special Meeting

**Res. No. 2024-01-09-03:** Moved Councillor Kuntz that the minutes of the December 30, 2023, Special Meeting be adopted as presented.

CARRIED

4. **STAFF REPORTS**

a. Chief Administrative Officer

- With adoption of minutes we need to sign minutes and bylaws for the official record.
- Reviewed policies for discussion and approval
- Need to finalize fees and rates bylaw.
- Have reviewed and prepared council remuneration for payment.

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- ATB Financial is in final stages of becoming the lead bank for all utility and tax payments.
- Rob James is ordering and installing solar power lighting for south side of office building and phone booth.
- Tax Recovery Ministerial Extension process has been initiated.
- Contracts have been created for Public Works, Water Plant Operators and Administrative Assistant.
- Vulcan County was awarded a \$200,000 Alberta Community Partnership grant to development a Regional Transportation Network Plan.
- Closed session discussion of tax payment agreements and the new agreement for a Clinic Subsidy and Locum program.

b. Municipal Clerk

- Financial Update.
- Operating and Capital Plan Update.

**Res. No. 2024-01-09-04:** Moved by Mayor Bexte that the updated 2024 Operating and Capital Plan be adopted as presented, projecting operating revenues and expenditures three years ahead and capital revenues and expenditures five years ahead.

CARRIED

**Res. No. 2024-01-09-05:** Moved Deputy Mayor Crane that the Staff Reports be accepted as presented for information.

CARRIED

5. **COUNCILLOR REPORTS**

No reports.

6. **OLD BUSINESS**

- a. Fees and Rates Bylaw final draft
  - Discussion. Confusion over the need to pass this bylaw at this meeting.

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7. **NEW BUSINESS**

- a. Employee Mileage and Expense Reimbursement Policy

**Res. No. 2024-01-09-06:** Moved by Mayor Bexte that Personnel Policy 3.8, Mileage & Expenses Reimbursement, be approved as presented.

CARRIED

- b. Employee Performance Review Policy

**Res. No. 2024-01-09-07:** Moved by Deputy Mayor Crane that Personnel Policy 3.10, Performance Review Policy, be approved as presented.

CARRIED

- c. Sewer Back Up Policy

**Res. No. 2024-01-09-08:** Moved by Mayor Bexte that the Utility Policy 6.3, Sewer Back Up Policy, be approved as presented.

CARRIED

8. **IN-CAMERA ITEMS**

- a. Tax Agreement, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
- i. Rolls 51 & 52
- b. Intermunicipal Agreement, as per s. 21.1(a)ii of Freedom of Information and Protection of Privacy Act
- i. Clinic Subsidy and Locum Agreements
- c. Real Estate Offers, as per s. 25.1.c. of Freedom of Information and Protection of Privacy Act
- d. Labour Relations, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
- i. Library Rehabilitation Project Final Invoice

**Res. No. 2024-01-09-09:** Moved Councillor Kuntz that Council move into Closed Session at 6:40 PM

CARRIED

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**Res. No. 2024-01-09-10:** Moved Mayor Bexte that Council move back into Open Session at 7:19 PM

CARRIED

Administration and Council realized that Bylaw 493, Fees and Rates Bylaw, should be finalized at this meeting and revisited this item on the agenda. Consensus was to give all three readings in one meeting.

**Res. No. 2024-01-09-11:** Moved Councillor Kuntz that Council give First Reading to Bylaw 493, Fees and Rates Bylaw.

CARRIED

**Res. No. 2024-01-09-12:** Moved Mayor Bexte that Council give Second Reading to Bylaw 493, Fees and Rates Bylaw.

CARRIED

**Res. No. 2024-01-09-13:** Moved Deputy Mayor Crane that Council unanimously consent to giving all three readings of Bylaw 493, Fees and Rates Bylaw, in one meeting.

CARRIED UNANIMOUSLY

**Res. No. 2024-01-09-14:** Moved Mayor Bexte that Council give Third Reading to Bylaw 493, Fees and Rates Bylaw.

CARRIED

**Res. No. 2024-01-09-15:** Moved by Councillor Kuntz that Council re-affirms the prior direction given on the proposed tax agreement offered to the owner of Rolls 51 and 52. AND THAT, Council direct Administration to clarify matters with the ratepayer.

CARRIED

**Res. No. 2024-01-09-16:** Moved by Mayor Bexte that Council approve the renewal of all updated intermunicipal clinic subsidy agreements as reviewed and discussed.

CARRIED

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**Res. No. 2024-01-09-17:** Moved Deputy Mayor Crane that Council conditionally accept the offer of Janice Peterson for Lot 28, Block 1, Plan 2211226, with the Civic Address of #2 3<sup>rd</sup> Street East, for \$22,500.00. AND THAT, a fully refundable deposit be made by Ms. Peterson for \$7,500 at time of application for a development permit application for a Single Family Dwelling. AND THAT, the sale will be finalized for the full purchase price at time of approval by the Municipal Planning Commission for the Single Family Dwelling. AND THAT, a two-year building commitment be agreed to and registered on the title of the property at time of finalizing the sale.

CARRIED

Deputy Mayor Crane declared a pecuniary interest in item 8.d.i. Library Rehabilitation Project Final Invoice and left the meeting at 7:27 PM.

**Res. No. 2024-01-09-18:** Moved by Councillor Kuntz that Council move into Closed Session at 7:28 PM.

CARRIED

**Res. No. 2024-01-09-19:** Moved by Mayor Bexte that Council move back into Open Session at 7:43 PM.

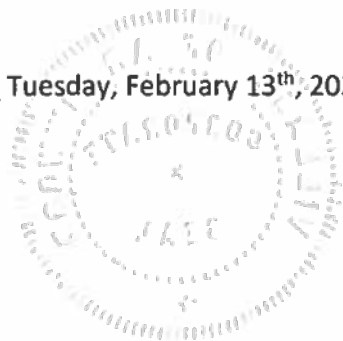
CARRIED

**Res. No. 2024-01-09-20:** Moved by Councillor Kuntz that Council authorize final payment to Nathan Crane for the library rehabilitation project in the amount of \$10,171.00.

CARRIED

9. **NEXT MEETING**

- a. **Regular Meeting:** Tuesday, February 13<sup>th</sup>, 2024, at 6:00 PM in the Village Office



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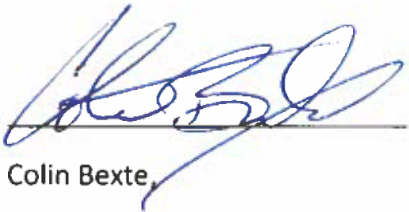
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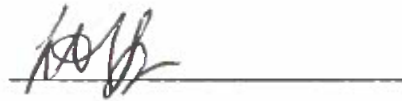
**10. ADJOURNMENT**

Mayor Bexte adjourned the meeting at 7:45 PM.



Colin Bexte,

Mayor



Nicole Holloway,

Chief Administrative Officer