

VILLAGE OF ARROWWOOD
REGULAR COUNCIL MEETING
MINUTES

Tuesday, March 12th, 2024

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, March 12th, 2024, commencing at 6:00 pm.

IN ATTENDANCE: Colin Bexte, Mayor (Chair)
Matt Crane, Deputy Mayor
Nicholas Kuntz, Councillor (Joined meeting at 8:20 PM.)
Nicole Holloway, Chief Administrative Officer
Christopher Northcott, Municipal Clerk (Recording Secretary)

Gallery: Jim Brooks, Lorie Patterson, Kevyn Stevenson

1. **CALL TO ORDER**

Mayor Bexte called the meeting to order at 6:41 PM, immediately following the meeting of the Municipal Planning Commission.

2. **ACCEPTANCE OF AGENDA**

Res. No. 2024-03-12-01: Moved Deputy Mayor Crane that the agenda be accepted as presented.

CARRIED

3. **ADOPTION OF MINUTES**

a. February 13th, 2024, Regular Meeting

Res. No. 2024-03-12-02: Moved by Mayor Bexte that the minutes of the February 13th, 2024, Regular Meeting be adopted as presented.

CARRIED

b. February 26th, 2024, Special Meeting

Res. No. 2024-03-12-03: Moved by Deputy Mayor Crane that the minutes of the February 26th, 2024, Special Meeting be adopted as presented.

CARRIED

4. **STAFF REPORTS**

a. Chief Administrative Officer

- MPC Meeting to discuss development permit for Lot 24.
- Minutes requiring signature.

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- Bylaw 432 is being rescinded and replaced with Bylaw 496, Water Meter Bylaw.
- Policies for discussion and approval: Certificates of Recognition, Hiring Policy, Probationary Period
- New FCSS Bylaw
- Purchase of computer for office.
- Recycle Centre hours.
- Stop sign placement on southside of 4-way stop.
- Correspondence
- Well Transmitter
- Vulcan County MDP
- Complementary Wastewater Lagoon Inspection
- ACP Grant for Regional Infrastructure Master Plan
- Servicing of sold residential lots.
- Bursary for Municipal Administration Leadership workshop in Kananaskis.

b. Municipal Clerk

- Financial Update.
- 2023 Assessment and Tax Rates
- Subdivision Projected Costs, Residential and Non-Residential

Res. No. 2024-03-12-04: Moved Deputy Mayor Crane that the Staff Reports be accepted as presented for information.

CARRIED

5. COUNCILLOR REPORTS

a. Matt Crane:

- Someone mentioned to him that the clinic was closed for a bit. He was wondering what that entailed.
- Dog barking is not as bad but he is concerned about enforcement. He would like an explanation on why warnings are issued after an individual has already received a warning and a fine for the same offence. Municipal Clerk Northcott suggested that an email could be sent to the Community Peace Officer and inquire on this matter.

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b. Colin Bexte:

- The Board meeting for the Oldman River Regional Services Commission was cancelled.
- Councillor Bexte missed the last SouthGrow meeting because he missed some emails that were sent to his Outlook account.
- Wondering where Administration is at on finalizing the audit preparations. Municipal Clerk Northcott explained that he is working to reconcile Munisoft and then to marry up-the adjusting entries from Munisoft in the correct year in QuickBooks. This is taking a lot of time, however, he is hoping to complete the first two years by next week. Mayor Bexte wondered about how progress could be quantified. Municipal Clerk Northcott said that it could be quantified by populating the audit files in Datacavenger with the appropriate documentation. Mayor Bexte said that he would follow up with Municipal Clerk Northcott the first part of next week.

Res. No. 2024-03-12-05: Moved by Councillor Kuntz that Councillor Reports be accepted for information.

CARRIED

6. **OLD BUSINESS**

- a. Residential / Non-Residential Subdivision Servicing
- Discussion.

Res. No. 2024-03-12-06: Moved by Deputy Mayor Crane that Council accept the projected project quote for servicing water, wastewater, and road surface repair, as adjusted to reflect only one double service installation and one additional wastewater single service.

CARRIED

Res. No. 2024-03-12-07: Moved by Mayor Bexte that Council hire Fortis Alberta to finish the electrification of the Non-Residential Subdivision for an additional \$6,000.00 or less, as quoted.

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Res. No. 2024-03-12-08: Moved by Mayor Bexte that Council direct Administration to include the \$120,000 Residential and Non-Residential Subdivision Budget into the 2024 Capital Plan and Capital Budget.

CARRIED

7. NEW BUSINESS

a. Certificates of Recognition Policy

Res. No. 2024-03-12-09: Moved by Mayor Bexte that the Certificate of Recognition Policy be approved as presented.

CARRIED

b. Hiring Policy

Res. No. 2024-03-12-10: Moved by Deputy Mayor Crane that the Hiring Policy be approved as presented.

CARRIED

c. Probationary Policy

Res. No. 2024-03-12-11: Moved by Mayor Bexte that the Probationary Policy be approved as presented.

CARRIED

d. Water Meter Bylaw, Bylaw 496

Res. No. 2024-03-12-12: Moved by Deputy Mayor Crane that the Council give First Reading to Bylaw 496, Water Meter Bylaw.

CARRIED

Res. No. 2024-03-12-13: Moved by Mayor Bexte that the Council give Second Reading to Bylaw 496, Water Meter Bylaw.

CARRIED

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Res. No. 2024-03-12-14: Moved by Deputy Mayor Crane that Council unanimously consent to a Third Reading of Bylaw 496, Water Meter Bylaw.

CARRIED

Res. No. 2024-03-12-15: Moved by Mayor Bexte that Council give Third Reading to Bylaw 496, Water Meter Bylaw.

CARRIED

e. New FCSS Agreement with Town of Vulcan

Res. No. 2024-03-12-16: Moved by Mayor Bexte that Council approve the new Family and Community Support Services (FCSS) agreement with the Town of Vulcan.

CARRIED

Councillor Nicholas Kuntz joined the meeting at 8:20 PM.

f. New Computer Purchase

Res. No. 2024-03-12-17: Moved by Mayor Bexte that Council authorise Administration to purchase a new computer for the office to replace the main server computer that is six years old and very slow.

CARRIED

g. Recycle Centre Hours

Res. No. 2024-03-12-18: Moved by Deputy Mayor Crane that this item be tabled to the next meeting of the Village Council.

CARRIED

h. Missing Graves Cemetery Project

Res. No. 2024-03-12-19: Moved by Councillor Kuntz that Council approve participation in the MITACs Missing Grave Project Completion as a funding partner for the sum of \$812.50.

CARRIED

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8. IN-CAMERA ITEMS

- a. Labour Relations, as per s. 17.1 of Freedom of Information and Protection of Privacy Act
 - i. Matt Crane Letter

Res. No. 2024-03-12-20: Moved by Mayor Bexte that Council move into Closed Session at 8:49 PM.

CARRIED

Res. No. 2024-03-12-21: Moved by Mayor Bexte that Council move back into Open Session at 9:07 PM

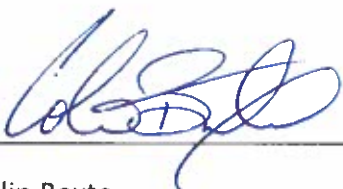
CARRIED

9. NEXT MEETING

- a. **Regular Meeting:** Tuesday, April 9th, 2024, at 6:00 PM in the Village Office

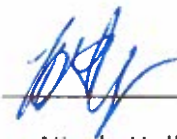
10. ADJOURNMENT

Mayor Bexte adjourned the meeting at 9:08 PM.



Colin Bexte,

Mayor



Nicole Holloway,

Chief Administrative Officer