

VILLAGE OF ARROWWOOD
REGULAR COUNCIL MEETING
MINUTES

Tuesday, August 13th, 2024

The Regular Meeting of the Council of the Village of Arrowwood was held in the Village Office on Tuesday, August 13th, 2024, commencing at 6:00 pm.

IN ATTENDANCE: Colin Bexte, Mayor (Chair)
Matt Crane, Deputy Mayor
Nick Kuntz, via phone at 7:37 PM
Nikki Holloway, Chief Administrative Officer (Recording Secretary)
Gallery: Jim Brooks, Lorie Patterson,

1. **CALL TO ORDER**

Mayor Colin Bexte called the meeting to order at 5:59 pm.

ACCEPTANCE OF AGENDA

Res. No. 2024-08-13-01: Moved by Matt Crane that the agenda be accepted with amendments adding under New Business point (f) Fortis Subdivision Power Quote and point (g) Back Alley/Lane in Residential Subdivision, and correcting point (d) in New Business to from "Small Lawn Mower" purchase to read "Small Lawn Mower Sale"

CARRIED

3. **ADOPTION OF MINUTES**

a. June 19th, 2024, Village of Arrowwood Special Meeting

Res. No. 2024-08-13-02: Moved by Matt Crane that the minutes of the June 19th, 2024, special meeting be adopted as presented.

CARRIED

b. July 9th, 2024 Village of Arrowwood Regular Meeting

Res. No. 2024-08-13-03: Moved by Colin Bexte that the minutes of the July 9th, 2024, regular meeting be adopted as presented.

CARRIED

4. **STAFF REPORTS**

- a. Chief Administrative Officer
Written report shared in advance of meeting outlining:
- Meeting Minutes
 - Policies
 - Public Works Update
 - Village Requests

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b. Municipal Clerk

CAO Nikki Holloway also read out Municipal Clerk, Christopher Northcott's submitted financial update.

Res. No. 2024-08-13-04: Moved by Colin Bexte that the Staff Reports be accepted a presented for information.

CARRIED

5. **COUNCILLOR REPORTS**

a. Matt Crane

i) Contracting Issues:

Councilor Crane expressed concern regarding contractors that have been hired by the Village of Arrowwood. He noted past issues that the Village had in obtaining contractors and the sub-par work that resulted from that, i.e. – 2nd Street West and the issues that arose from the paving of the street and getting stuck with paying for very poor work. Siding and roofing on the library, and roofing on the town shop, all needing to be repaired after contractor left. Most recently he has concerns with the contractor that was hired to do the roof repair on the gazebo. He feels that low quality shingles were purchased and that the ridge cap was not applied properly. He stated we need to know what people can do ahead of time, what their capabilities are. That it would be nice if contract work could be supervised but is aware of staff time constraints as well as knowledge of work being done. Matt would like to see the council look thoroughly into all contractors before awarding the contract for the job and not just settle.

ii) Port-a-potty in Lion's Park

Council Crane expressed disappointment over the disrespect of the port-a-potty and frustration that it seems like we cannot have nice/convenient things in our Village. Should the Village approach parents to encourage their children to show respect to property? Discussion over whether we could put up a camera and a notice placed on the port-a-potty door that there is a camera. Jim offered to provide the Village with the use of his wildlife camera for the time being.

Res. No. 2024-08-13-05: Matt moves to put the Port-a-Potty back in park AND to place a camera in the area for surveillance.

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- b. Colin Bexte – He has received comments/concerns over lack of power in the residential subdivision still. We will discuss this under new business.

Res. No. 2024-08-13-06: Moved by Colin Bexte that the Councillor Reports be accepted as presented for information.

CARRIED

6. **OLD BUSINESS**

No old business.

7. **NEW BUSINESS**

- a. Procurement Policy

Res. No. 2024-08-13-07: Moved by Colin Bexte that Council approve the Procurement Policy as presented.

CARRIED

- b. Signing Authority Policy

Res. No. 2024-08-13-08: Moved by Matt Crane that Council approve the Signing Authority Policy as presented.

CARRIED

- c. Bylaw 498 Chief Administrative Officer Bylaw

Res. No. 2024-08-13-09: Moved by Matt Crane that Council give First Reading to Bylaw 498, Chief Administrative Officer Bylaw

CARRIED

Res. No. 2024-08-13-10: Moved by Colin Bexte that Council give Second Reading to Bylaw 498, Chief Administrative Officer Bylaw

CARRIED

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Res. No. 2024-08-13-11: Moved by Matt Crane that Council unanimously consents to a Third Reading to Bylaw 498, Chief Administrative Officer Bylaw

CARRIED

Res. No. 2024-08-13-12: Moved by Colin Bexte that Council give Third Reading to Bylaw 498, Chief Administrative Officer Bylaw

CARRIED

d. Small Lawn Mower Sale

Lee Heemskerck expressed interest in purchasing the small lawn mower that he used for mowing the Village green spaces. This comes considering his desire to be able to mow lawns again, after that task was removed from his work list due to the damage that occurred. He would be personally responsible for any repairs that would be needed as they arise. After much discussion outlining the risks involved, the need to pay Lee an hourly rate for use of his machine, and any liabilities that could arise, the Council decided not to accept Lee's offer to purchase the lawn mower.

Res. No. 2024-08-13-13: Moved by Matt Crane that Council allow Lee to utilize the small lawn mower again, as part of his tasks, but with limitations to where he could mow, AND that any damage that does occur resulting in parts being purchased and labor of repair, be paid by Lee. We will revisit this in a month to see how it is working out.

CARRIED

e. Yard Maintenance Rental Options

Discussion over feasibility of having a rental program. Due to liabilities and cost effectiveness, it is not something the Council is interested in pursuing.

f. Fortis Subdivision Power Quotes

Discussion on timeline of getting the power poles placed so new homeowners could have access to electricity. CAO Holloway has been in contact with Cody Webster at Fortis, for a few months regarding this. She recently signed a Customer Connection Quotation Package with Fortis, and was informed by Cody that he could not give a definite timeline as to when the poles would be placed but appreciates our urgency in getting it completed.

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g. Back Alley/Lane in Residential Subdivision

Discussion over how to proceed in getting a back alley/lane for the new homes that have been placed in the residential subdivision. CAO Holloway will contact Blake at MPE to find out what are steps are going forward, and how to get access in a timely manner.

8. IN-CAMERA ITEMS

1. Labour Relations, as per s.17.1 of Freedom of Information and Protection of Privacy Act
 - i) Health Benefits
2. Utility/Tax Account Adjustment, as per s.17.1 of Freedom of Information and Protection of Privacy Act.
3. Community Standards Relations, as per s. 17. 1 of Freedom of Information and Protection of Privacy Act.
 - i) Animal Bylaw

Res. No. 2024-08-13-14: Moved by Colin Bexte that Council moves into Closed Session at 7:20PM.

CARRIED

Res. No. 2024-08-13-15: Moved by Colin Bexte that Council moves into Open Session at 8:14 PM.

CARRIED

Res. No. 2024-08-13-16: Moved by Colin Bexte that Village Council authorize Administration to waive health and dental benefits AND set up a Health Spending Account (HSA), with a spending limit of \$1000.00, with either ABMunis, or directly with Village Council, for the Chief Administrative Officer.

CARRIED

Res. No. 2024-08-13-17: Moved by Matt Crane that Village Council authorize Administration to defer the accumulation of interest for three (3) months the property taxes of roll #59.

CARRIED

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Res. No. 20224-08-13-18: Moved by Colin Bexte that Village Council authorize Administration to forward the complaint given to the Village to the Bylaw Officer regarding the dog that bit a visitor to the Village of Arrowwood.

CARRIED

9. NEXT MEETING

a. **Regular Meeting:** Tuesday, September 10th, 2024, at 6:00 p.m. in the Village Office

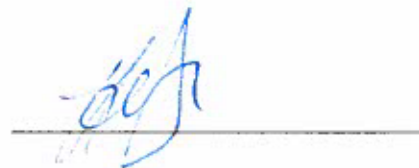
10. ADJOURNMENT

Mayor Bexte adjourned the meeting at 8:20PM



Colin Bexte

Mayor



Nicole Holloway,

Chief Administrative Officer