

Tuesday, October 8<sup>th</sup>, 2024

The Organizational Meeting of the Council of the Village of Arrowwood was held in the Arrowwood Village Office and via phone, Tuesday, October 8<sup>th</sup>, 2024, at 6:00 PM.

**IN ATTENDANCE:** Colin Bexte, Mayor (Chair) (via phone)  
Nicholas Kuntz, Councillor  
Nicole Holloway, Chief Administrative Officer

Gallery: Kevyn Stevenson

**1. CALL TO ORDER**

Mayor Bexte called the meeting to order at 6:02 PM and requested that Councillor Kuntz chair the meeting since Mayor Bexte was not present in the office.

**2. ADOPTION OF AGENDA**

**Res. No. 2024-10-08-01:** Moved by Nick Kuntz that Council adopts the agenda as presented.

CARRIED

**3. APPOINTMENTS**

**a. Deputy Mayor**

Mayor Bexte nominated Councillor Nicholas Kuntz for Deputy Mayor or Deputy Chief Elected Officer. Councillor Kuntz accepted the nomination. CAO Holloway did not call for other nominations as there were no other councillors available due to the by-election being held November 5, 2024.

**Res. No. 2024-10-08-02:** Moved by Mayor Bexte that Council appoints Nicholas Kuntz to the position of Deputy Chief Elected Officer for the Village of Arrowwood.

CARRIED

Chief Administrative Officer Holloway swore in Councillor Nicholas Kuntz as Deputy Mayor.

**4. BOARD & COMMITTEE MEMBERSHIP APPOINTMENTS**

**Res. No. 2024-10-08-03:** Moved by Deputy Mayor Kuntz that Council make the following appointments to these boards and committees. Noting that after the November 5<sup>th</sup> by-election that the Municipal Planning Commission and the Public Works committee will have the newly elected councillor added:

- a. Regional Assessment Review Board:** Oldman River Regional Services Commission  
(Can appoint members, training required.)
- b. Chinook Arch Regional Library System:** Corry Walk

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- c. **Chinook Regional Subdivision and Development Appeal Board:**  
(Can appoint three members, training required.)  
Michael Manner  
Paul Tessier
- d. **Deputy Director of Emergency Management** Kevyn Stevenson
- e. **Director of Emergency Management (Local)** Nicole Holloway
- f. **Director of Emergency Management (Regional)** Nels Petersen
- g. **Emergency Event Spokesperson:** Mayor or Deputy Mayor
- h. **Intermunicipal Development Plan Committee:** Two Councillors & CAO
- i. **Marquis Foundation** Nicholas Kuntz  
Colin Bexte (alternate)
- j. **Municipal Planning Commission** Colin Bexte  
Nicholas Kuntz  
Kevyn Stevenson  
Jordan Kuntz  
(newly elected council member)
- k. **Northwest District Recreation Board** Kevyn Stevenson  
Bill Graff  
Nicholas Kuntz
- l. **Northwest Fire Protection Association** Colin Bexte
- m. **Oldman River Regional Services Commission** Colin Bexte  
Nicholas Kuntz (alternate)
- n. **Public Works:** Colin Bexte  
Nicholas Kuntz  
(newly elected council member)
- o. **Southgrow Regional Initiative** Colin Bexte
- p. **Southern Alberta Energy from Waste Alliance** Nicholas Kuntz  
Colin Bexte (alternate)

\*\*\* Under the Libraries Act, a library board member can only be appointed for three-year terms. Vote must be UNANIMOUS if board member has been on for more than 2 terms or 6 years.

- q. **Village of Arrowwood Library Board:** **New Applications**  
Abbie McCullough (October 8, 2024 - Organizational Meeting in October of 2027)

**Current & Ongoing**

- Janet Cockwill (October 28, 2021- Organizational Meeting in October of 2024)

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Rosemary Ingraham (October 28, 2021- Organizational Meeting in October of 2024)  
Lois King (October 28, 2021- Organizational Meeting in October of 2024)  
Heather Montgomery (October 28, 2021- Organizational Meeting in October of 2024)  
Neeltje Wyatt (October 28, 2021- Organizational Meeting in October of 2024)  
Corry Walk (October 28, 2021- Organizational Meeting in October of 2024)  
Marion Hagen (October 28, 2021- Organizational Meeting in October of 2024)

- r. **Vulcan County Regional Emergency Management Agency** Nicole Holloway
- s. **Vulcan County Regional Emergency Management Committee** Colin Bexte
- t. **Vulcan District FCSS** VACANT (Mayor, ex officio)
- u. **Vulcan District Waste Commission** Nicholas Kuntz  
Colin Bexte (alternate)

CARRIED

#### **5. DESIGNATED OFFICERS**

- a. **Designated Officer Bylaw** Bylaw 442
- b. **Development Officer/ Safety Codes QMP Manager** Nicole Holloway
- c. **Municipal Assessor** Lance Wehlage, Benchmark Assessment

**Res. No. 2024-10-08-04:** Moved by Deputy Mayor Kuntz by that Council appoint the following Designated Officers as per Designated Officer Bylaw 442, Nicole Holloway as Development Officer and Safety Codes QMP Manager, Lance Wehlage as Municipal Assessor,

CARRIED

#### **6. LOCATION OF MUNICIPAL OFFICE**

- a. **1 Centre Street, Arrowwood, Alberta**

**Res. No. 2024-10-08-05:** Moved Mayor Bexte by that the Municipal Office for the Village of Arrowwood be located at 1 Centre Street, Arrowwood, Alberta.

CARRIED

#### **7. REGULAR MEETING**

- a. **The second Tuesday of every month at 6:00 PM in the Village Office, 1 Centre Street, Arrowwood, AB.**

**Res. No. 2024-10-08-06:** Moved by Deputy Mayor Kuntz that the Regular Meetings of Council be set for the second Tuesday of every month at 6:00 PM in the Village Office.

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**8. OFFICE HOURS**

- a. **Regular hours open for the public are Tuesdays from 10 am to 12 pm (Noon), 1 pm to 4 pm, and otherwise as required or by appointment.**

**Res. No. 2024-10-08-07:** Moved by Mayor Bexte that municipal office hours be set for Tuesdays from 10:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM. AND THAT office hours will be provided as required or by appointment.

CARRIED

**9. BANKING**

- a. **The Village of Arrowwood shall continue to bank with Alberta Treasury Branch (ATB Financial through Arrowwood Agency and Vulcan Branch) as well as Bank of Nova Scotia (Strathmore Branch).**
- b. **The Village of Arrowwood shall maintain a Visa Debit Card through Scotiabank with a daily limit of \$5,000.00**

**Res. No. 2024-10-08-08:** Moved by Deputy Mayor Kuntz that the Village continue to bank with Alberta Treasury Branch as well as Bank of Nova Scotia. AND THAT the Village maintain a Visa Debit Card through Scotiabank with a daily limit of \$5,000.00. AND THAT the Village use PayPal for its online campground registration system.

CARRIED

**10. SIGNING AUTHORITY**

- a. **Signing authority for all payments by cheque or to set up shall be the Mayor, Deputy Mayor, and the Chief Administrative Officer.**
- b. **Authority for specific transactions through online banking and credit card purchasing shall be vested in the Chief Administrative Officer.**

**Res. No. 2024-10-08-09:** Moved by Deputy Mayor Kuntz that Council authorize the bank signing authorities for the Village of Arrowwood to be the Mayor and Deputy Mayor, as well as the Chief Administrative Officer and the Municipal Clerk. AND THAT it be specified that any two signers must include at least one member of the Village Council. AND THAT authority for specific online banking, funds transfers and credit card purchases shall be vested, individually, in the Chief Administrative Officer and Municipal Clerk.

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**11. ADJOURNMENT**

Deputy Mayor Kuntz adjourned the meeting at 6:14 PM.



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Colin Bexte  
Mayor



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Nicole Holloway  
Chief Administrative Officer

