

The minutes of the regular meeting of the Council of the Town of Herbert, held in the Council Chambers at 503 Herbert Avenue on September 8, 2025.

Present	Mayor:	Ron Mathies	Staff: Michelle Mackow – CAO
	Councillors:	Pat Gammel Daniel Hamm Darla Martens Jim Richardson Dawn Wanner Ron Becker	Delegation: Curtis Isenor – G&C Asphalt

The meeting was called to order by Mayor Mathies at 6:00 p.m.

177-25 Consent Agenda	Gammel Martens	THAT the Consent Agenda be adopted as a whole and forms a part of these minutes.	Carried
178-25 Admin Report	Becker Martens	THAT Council approves the Administrator’s Report as presented and forms a part of these minutes.	Carried
179-25 Council Reports	Hamm Gammel	THAT Council, Committee and Mayor reporting given at this meeting are approved and filed.	Carried
180-25 MMA 2025 Contribution	Hamm Wanner	WHEREAS the Town of Herbert participates in the Morse Mainline Mutual Aid organization and contributes financially to its operations, BE IT RESOLVED that Town Council approve payment of \$1,925.00 to Mainline Mutual Aid as per the 2025 per capita levy and direct the Chief Administrative Officer (CAO) to arrange for payment immediately.	Carried
181-25 Connaught Water Line	Gammel Becker	WHEREAS the Connaught water line between Thompson Street and Leonard Street has required repairs on three separate occasions, AND WHEREAS temporarily isolating this line until July 2026 will not disrupt the overall water system, BE IT RESOLVED that Town Council direct the Chief Administrative Officer (CAO) to instruct the maintenance department to leave the Connaught water line isolated until a clear path forward has been determined.	Carried
182-25 Lot Consolidation Request	Hamm Wanner	WHEREAS a request has been made to legally consolidate Lot 6 & Lot Lot 7, Plan CB6855 in order to facilitate property additions and ensure compliance with the Town of Herbert’s requirements, BE IT RESOLVED that Town Council approve the consolidation of these lots and direct the Chief Administrative Officer (CAO) to notify the property owner through official correspondence.	Carried
183-25 PWE Advertising Request	Becker Hamm	WHEREAS Prairie Wind Estate is launching a new fundraiser and is seeking advertisers to support the project through placements in their upcoming cookbook, BE IT RESOLVED THAT Town Council direct the Chief Administrative Officer (CAO) to make arrangements to purchase the back cover advertisement option at a cost of \$250.00, as selected by Council.	Carried

[Initial]

184-25 2025 Tax Grant Allocations	Hamm Wanner	<p>WHEREAS the Town of Herbert offers an annual tax grant to eligible non-profit organizations,</p> <p>AND WHEREAS applications for the 2025 tax grant were submitted and provided to Council for review,</p> <p>BE IT RESOLVED that Town Council approve the following tax grant allocations:</p> <table><tr><td>Prairie Wind Estate (PWE)</td><td>\$4,250</td></tr><tr><td>The Cube</td><td>\$1,500</td></tr><tr><td>MCC</td><td>\$3,250</td></tr></table> <p>AND FURTHER, that Council directs the Chief Administrative Officer (CAO) to distribute the funds as soon as possible.</p> <p>Carried</p>	Prairie Wind Estate (PWE)	\$4,250	The Cube	\$1,500	MCC	\$3,250
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185-25 Employee Resignation	Gammel Richardson	<p>WHEREAS the resignation of the Office Assistant has been received,</p> <p>BE IT RESOLVED that Town Council direct the Chief Administrative Officer (CAO) to advertise the position immediately, with the goal of securing a replacement prior to the current Office Assistant’s departure.</p> <p>Carried</p>						
186-25 New Policies	Hamm Becker	<p>WHEREAS the Chief Administrative Officer (CAO) has presented new policies outlining recognition practices for Council and staff—including retirement, years of service, and expressions of sympathy—as well as a policy for community acknowledgement as described within the document,</p> <p>BE IT RESOLVED that Town Council approve the policies as presented and direct the CAO to assign policy numbers and format them appropriately for inclusion in the Town’s policy manual.</p> <p>Carried</p>						
187-25 Closed Session	Hamm Becker	<p>THAT Council enters into a closed session at 8:28 pm to discuss PERSONNEL and STRATEGIC PLANNING in Town (as per Sec 20 of the Municipalities Act or Part III of the Local Authority Freedom of Information and Protection of Privacy Act.)</p> <p>Carried</p>						
188-25 Exit Session	Hamm Gammel	<p>THAT Council exits the closed session at 9:35 pm.</p> <p>Carried</p>						
189-25 Adjournment	Wanner	<p>THAT this meeting be adjourned at 9:37 p.m. and that the Council meet again on September 22, 2025, for a regular meeting at 6:00 p.m.</p> <p>Carried</p>						

CAO

Mayor Ron Mathies

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