

The minutes of the regular meeting of the Council of the Town of Herbert, held in the Council Chambers at 503 Herbert Avenue on November 28, 2022.

Present Mayor: Ron Mathies Staff: Michelle Mackow – CAO  
Councillors: Pat Gammel Spectator: Rhonda Ens  
Tom Newburgh (Absent)  
Sharon Nickel  
Doug Osmond  
Dawn Wanner  
Michael Fox

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

222-22 Gammel THAT the Consent Agenda be adopted as a whole and forms a part of these  
Consent Osmond minutes. Carried  
Agenda

223-22 Nickel THAT Council approves the Administrator’s Report as presented and forms  
Admin Wanner a part of these minutes. Carried  
Report

224-22 Gammel THAT Council, Committee and Mayor reporting gave at this meeting are  
Council Wanner approved and filed. Carried  
Reports

225-22 Fox WHEREAS Council for the Town of Herbert see a need for a raw water line  
Raw Gammel to provide bulk raw water to residents for lawn and garden or other uses that  
Water Line are not potable; and  
WHEREAS Administration has received a quote to install the line including a  
coin-op mechanism in the amount of \$7825.00 plus taxes from Swift  
Plumbing;  
BE IT RESOLVED THAT Council ask the Administrator to hire Swift  
Plumbing for the install of the raw water line. Carried

226-22 Nickel WHEREAS the Heritage Museum has requested that the Town of Herbert  
HHM Fox purchase the Blacksmith Shop, the Pioneer Cottage, and the Reed Valley  
Request School for a total cost of \$1.00; and  
WHEREAS the buildings will need to be insured through the Town’s  
insurance policy at a cost of approximately \$350.00;  
BE IT RESOLVED THAT the Town Council ask the Administrator to  
arrange for the purchase and add the buildings to the Town’s insurance  
policy. Carried

227-22 Nickel WHEREAS the Council Procedure Bylaw, #2016-12, says  
Council Gammel **7.0 Appointments**  
Standing *70.1 All Committee appointments shall be by majority vote of Council  
Committee or, if permitted by Council resolution or bylaw, by majority vote of  
Appointments the Committee.*  
*70.2 Notwithstanding Subsection 70.1, appointments to Standing  
Committees shall be as directed by the Mayor, but subject to  
Council review and acceptance; AND*  
THAT the Mayor is an ex officio voting member of all Committees  
established by Council and that the Administrator for the Town of Herbert  
will act as the Secretary for all committees;  
BE IT RESOLVED THAT Mayor Mathies makes the following  
appointments to Town of Herbert’s Standing Committees:

- Bylaw Enforcement Committee
- Sharon Nickel – Chairperson
- Dawn Wanner – Member

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- Utilities and Waste Committee
  - Doug Osmond – Chairperson
  - Tom Newburgh – Member
- Economic Development
  - Tom Newburgh – Chairperson
  - Doug Osmond – Member
- Transportation Committee
  - Mike Fox – Chairperson
  - Pat Gammel – Member
- Emergency and Fire Preparedness Committee
  - Pat Gammel – Chairperson
  - Mike Fox – Member
- Recreation Committee
  - Dawn Wanner – Chairperson
  - Sharon Nickel – Member

Carried

228-22  
Council  
Committee  
Appointments  
Nickel  
Gammel

WHEREAS the Council Procedure Bylaw, #2016-12, says

**7.0 Appointments**

*70.1 All Committee appointments shall be by majority vote of Council or, if permitted by Council resolution or bylaw, by majority vote of the Committee; AND*

THAT the Mayor is an ex officio voting member of all Committees established by Council and that the Administrator for the Town of Herbert will act as the Secretary for all committees;

- Building Committee
  - Mike Fox – Chairperson
  - Pat Gammel – Member
- Equipment Committee
  - Doug Osmond – Chairperson
  - Tom Newburgh – Member
- Personnel Committee
  - Mike Fox – Chairperson
  - Pat Gammel – Member
- Safety Committee
  - Doug Osmond – Chairperson
  - Tom Newburgh – Member
- Fundraising Committee (sub-committee of the HDRB)
  - Tom Newburgh

HDRB – Dawn Wanner

HDSC Inc – Sharon Nickel

Carried

229-22  
Bylaw  
2022-01  
Storage Compound  
1<sup>st</sup> Reading  
Fox  
Osmond

WHEREAS the Town of Herbert has developed a storage compound for rate payers to use at a set fee; and

WHEREAS by keeping the cost for usage low the Town of Herbert will encourage the use of the storage compound by Herbert residents to keep their yards free from junked vehicles or recreation vehicles;

BE IT RESOLVED THAT Bylaw 2022-01, a Bylaw of the Town of Herbert to REGULATE THE RENTAL AND USAGE OF THE OUTDOOR STORAGE COMPOUND be given a First Reading.

Carried

230-22  
Bylaw  
2022-01  
Storage Compound  
2<sup>nd</sup> Reading  
Gammel  
Nickel

BE IT RESOLVED THAT Bylaw 2022-01, a Bylaw of the Town of Herbert to REGULATE THE RENTAL AND USAGE OF THE OUTDOOR STORAGE COMPOUND be given a Second Reading.

Carried

231-22  
Bylaw  
2022-02  
Osmond  
Gammel

WHEREAS the Town of Herbert has recently added surveillance to more areas in Town; and

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|--|---|---|---------|
| Security Surveillance<br>1 <sup>st</sup> Reading                               | WHEREAS Bylaw 2009-14 requires replacement in order to update it; | BE IT RESOLVED THAT Bylaw 2022-02, a Bylaw of the Town of Herbert to REGULATE SECURITY SURVEILLANCE be given a First Reading.   | Carried |
| 232-22<br>Bylaw<br>2022-02<br>Security Surveillance<br>2 <sup>nd</sup> Reading | Wanner<br>Nickel  | BE IT RESOLVED THAT Bylaw 2022-02, a Bylaw of the Town of Herbert to REGULATE SECURITY SURVEILLANCE be given a Second Reading.  | Carried |
| 233-22<br>Policy 4.5<br>Council<br>Computer<br>Usage                           | Fox<br>Gammel   | WHEREAS in an effort to move to paperless meetings the Town of Herbert now provides a laptop to Council Members; and  | Carried |
|  |   | WHEREAS the usage and retirement of these laptops must be regulated;  |         |
|  |   | BE IT RESOLVED THAT Council adopt POLICY 4.5 – TOWN COUNCIL COMPUTER USAGE.   |         |
| 234-22<br>Closed<br>Session  | Gammel<br>Wanner  | THAT Council enters into a closed session at 6:52 pm to discuss Legal in Town (as per Sec 20 of the Municipalities Session Act or Part III of the Local Authority Freedom of Information and Privacy Act).  | Carried |
| 235-22<br>Exit W/O<br>Report   | Gammel<br>Osmond  | THAT Council exits the closed session at 7:45 pm without report.  | Carried |
| 236-22<br>Review<br>Of EFP<br>Committee<br>Reporting                           | Nickel<br>Osmond  | WHEREAS Town Council has considered the response letter from Heinrichs Galey Law Office dated November 30,2022 and are NOT in agreement with many of the statements contained within this letter regarding a fire call that the Herbert Volunteer Fire Department responded to on August 10 2022; and                 |         |
|  |   | WHEREAS Town Council has reviewed the reporting from the Emergency & Fire Preparedness Committee from their November 25 <sup>th</sup> meeting; and  |         |
|  |   | BE IT RESOLVED THAT Council will reduce the outstanding amount of \$37,519.52 to \$35,000.00 and THAT this reduction is solely to bring a prompt resolution to this matter; and   |         |
|  |   | BE IT FURTHER RESOLVED THAT should this offer be declined; the reduction will be withdrawn and Sec 42 of the Municipalities Act will be enacted.  | Carried |
| 237-22<br>Board of<br>Revision -<br>WMC Ltd.                                   | Osmond<br>Nickel  | THAT the Town of Herbert appoints Western Municipal Consulting Ltd. to manage the BOARD OF REVISION process for the term of January 1, 2023 through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of revision: |         |
|  |   | Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans.   |         |
|  |   | The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair doesn't not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.                                 | Carried |
| 238-22<br>Board of<br>Revision<br>Secretary<br>Appointment                     | Gammel<br>Nickel  | THAT the Town of Herbert appoints Courtney Joseph with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023 to December 31, 2023: remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Courtney Joseph is unable to                       |         |

perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

239-22  
Adjournment

Nickel

THAT this meeting is adjourned at 7:50 p.m. and that Council meet for a regular meeting on Monday, December 12, 2022, at 6:00 p.m.

Carried

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CAO

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Mayor Ron Mathies

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