

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 22, 2025.

|         |              |  |                              |
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| Present | Mayor:       | Ron Mathies  | Staff: Michelle Mackow – CAO |
|         | Councillors: | Pat Gammel (Absent)<br>Daniel Hamm<br>Darla Martens<br>Jim Richardson<br>Dawn Wanner<br>Ron Becker |                              |

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

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| 190-25<br>Consent<br>Agenda                | Becker<br>Martens    | THAT the Consent Agenda be adopted as a whole and forms a part of these minutes.  | Carried |
| 191-25<br>Admin<br>Report                  | Wanner<br>Richardson | THAT Council approves the Administrator’s Report as presented and forms a part of these minutes.  | Carried |
| 192-25<br>Council<br>Reports               | Wanner<br>Hamm       | THAT Council, Committee and Mayor reporting given at this meeting are approved and filed.   | Carried |
| 193-25<br>Well<br>Repairs                  | Wanner<br>Richardson | WHEREAS Well #3 was repaired on August 6, 2025, using a rental motor to restore functionality; and<br><br>WHEREAS it was determined at that time that the pump end is worn and requires replacement; and<br><br>WHEREAS the motor from Well #4 has been tested and found to be suitable for installation in Well #3,<br><br>BE IT RESOLVED that Council direct the Chief Administrative Officer to arrange for Municipal Utilities to install the motor from Well #4 into Well #3 and to install a new pump end at a cost of \$1,664.80 plus applicable taxes, labour, and any necessary parts and electrical work. | Carried |
| 194-25<br><br>Assistant<br>Job Description | Becker<br>Richardson | WHEREAS the Chief Administrative Officer has prepared a new job Office description for the position of Office Assistant for Council’s review<br><br>BE IT RESOLVED that Council approve the new job description for the position of Office Assistant and direct the Chief Administrative Officer to incorporate it into the Municipality’s Policy Manual.   | Carried |
| 195-25<br>4-way<br>Stop                    | Richardson<br>Hamm   | WHEREAS Council is committed to improving safety in the community and has identified that excessive speed and failure to stop at the intersection of Herbert Avenue and Shaw Street present a safety concern<br><br>BE IT RESOLVED that Council direct the Chief Administrative Officer to arrange for the intersection to be converted into a 4-way stop, and that Traffic Operations Bylaw 2024-01 be amended accordingly and brought forward to the next Council meeting for approval.   | Carried |
| 196-25<br>Library<br>Steps                 | Becker<br>Wanner     | WHEREAS the Local Library Board for the Town of Herbert has proposed replacing the steps at the library entrance; and<br><br>WHEREAS the full cost of this work will be paid by the Local Library Board   |         |

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[Initial]

BE IT RESOLVED that Town Council supports the proposed replacement of the library entrance steps, subject to approval by the Building Inspector.

Carried

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| 197-25<br>Closed<br>Session | Hamm<br>Becker | THAT Council enters into a closed session at 6:46 pm to discuss LABOUR 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.) |
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Carried

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| 198-25<br>Exit<br>Session | Martens<br>Wanner | THAT Council exits the closed session at 7:55 pm. |
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Carried

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| 199-25<br>Adjournment | Wanner | THAT this meeting be adjourned at 8:00 p.m. and that the Council meet again on Tuesday, October 14, 2025, for a regular meeting at 6:00 p.m. |
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Carried

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CAO

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Mayor Ron Mathies

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