

AGENDA

Village of Hawarden Special Council Meeting
July 23, 2025 at 7:00 p.m.
Hawarden Municipal Office

1. Call to order – Mayor Dale Blenkinsop
2. 2025 Operating Budget
3. 2025 Mill Rate
4. 2025 Education Property Tax Rates
5. 2025 Base Tax Bylaw & Tax Penalties Bylaw
6. In-Camera
7. Adjournment

AGENDA
Village of Hawarden Special Council Meeting
July 23, 2025 at 7:00 p.m.
Hawarden Municipal Office

1. Call to order – Mayor Dale Blenkinsop

2. 2025 Operating Budget

Any changes needed? Any questions? If not, we will need a motion:

[That we approve the 2025 Operating Budget as presented.]

3. 2025 Mill Rate

[That we set the Mill Rate at 6.5 Mills for the year 2025]

4. 2025 Education Property Tax Rates

[That we acknowledge the Education Property Tax Rates for the year 2025 as provided by the Government of Saskatchewan:

Agricultural 1.07 Mills

Residential 1.47 Mills

Commercial/ Industrial 6.37 Mills

Resource 7.49 Mills]

5. 2025 Tax Tools

Base Tax Bylaw (as attached)

Bylaw No. 07-25 – Base Tax Bylaw

That we Read Bylaw No.7-25 for a first time being a bylaw to provide a Base Tax \

That we Read Bylaw No.7-25 for a second time; base tax bylaw

That Bylaw No. 7-25 be given three readings at this meeting.

That Read Bylaw No.7-25 for a third and final time hereby adopting a bylaw to provide a Base Tax

Bylaw No. 08-25 – Tax Penalties Bylaw

That we Read Bylaw No 8-25 for a first time being a bylaw to establish property tax penalties

That we Read Bylaw No.8-25 for a second time; property tax penalties

That Bylaw No. 8-25 be given three readings at this meeting.

That Read Bylaw No 8-25 for a third and final time hereby adopting a bylaw to establish property tax penalties.

6. In-Camera

That we go in-camera at 7:XX p.m. to discuss matters, compliant with Section 16 of The Local Authority Freedom of Information and protection of Privacy Act.

Mayor Dale Blenkinsop, Councillors Ray Chrétien, Char Edwards, Lorrie Harrison, Stephen Dingham, and Administrator Kelly Dodd all attended the in-camera session. Council returned to the regular session at 7:XX p.m.

Strategic Planning – Compliance time line, Annual Declaration, CCBF, Water Project

7. Adjournment

1 Village Of Hawarden
2 2025 Operating Budget
3 Draft 2 - July 23, 2025
4

2025 Budget

2024 Actual

5 **Operating Revenues**

6 **TAXES (Schedule 1)**

7 General Municipal Tax Levy 6.5 Mills	59,815	69,883
8 Abatements and Adjustments	0	0
9 Discount on Current Years Taxes roughly	0	0
10 Penalty on Mun Taxes Current		0
11 Penalty on Mun Tax Arrears	0	1870
12 Grant-in-Leui		0

13 Total Taxes	59,815	71,753
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14 **UTILITY REVENUE**

15 Water (Basic fee)	10000	9360
16 Water - Truck fill sales	3700	3700
17 Sewer Fees	7100	7020
18 Infrastructure Charge	4200	0
19 Garbage Collection	9000	9360
20 Upgrade Charge	75000	
21 Total Utility	109000	29440

22 **FEES & CHARGES (Schedule 1)**

23

24 Mowing Fee	0	0
25 RV Rental	0	0
26 Shop Rental	0	0

27
28 Total Fees & Charges
29

30	GRANTS	0	0
31	UNCONDITIONAL		
32	Revenue Sharing	32625	0
33	Total Unconditional	32625	0
34	CONDITIONAL		
35			
36	CCBF (Gas Tax)	7000	0
37	MMSW	500	482.24
38	Sask Lotteries	1350	1322.36
39	Sask Power Surcharge	3600	3635.98
40	Sask Energy Surcharge	2300	1787.36
41			
42	Total Conditional	14750	7227.94
43	MUNICIPAL		
44	RM Rosedale	660	660
45	RM of Loreburn	2000	2000
46	Total Municipal	2660	2660
47	MISC		
48	Land Sales	0	0
49	Cemetary Donations	0	0
50	Total Misc	0	0
51	Total Revenues	218850.45	111080.61
52	Operating Expenses		

53 GENERAL GOVERNMENT

54 Administration	51840	43,239
55 Benefits	0	283.55
56 MEPP	0	588.51
57		
58 WCB	50	71.87
59 SAMA	2150	2132
60 Council Indemnity	1500	900
61 Computer Software Subscriptions	2261.14	15355.73
62 Office Supplies		0
63 Tax Enforcement	500	0
64 Advertising	600	594.74
65 Election	0	1433.07
66 Audit	7000	5564.67
67 Legal - Complaints		3405.61
68 Legal - Contracts etc (General Operating)	2000	0
69 Legal - HR 1	15000	3916.59
70 Postage	250	253.44
71 Memberships	1500	1843.76
72 Insurance	12000	11914
73 Bank Charges		
74 Office Phone	750	729.26
75 Office Internet	900	887.13
76 Office Power	3100	3038.41
77 Office Energy	750	723.37

78	General Government	102151.14	96874.71
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79 PROTECTIVE SERVICES

80 911 Service	105	105
81 Policing	3000	2957.88

82 Loreburn Fire Support	1500	1500
83 EMO - Data Safe	525	525
84 Power Fire Hall	900	898.56
85 Energy Fire Hall	500	478.8
86 Total Protective Services	6530	6465.24

87 TRANSPORTATION SERVICES

88 Equipment Repairs	1000	45.16
89 Fuel	600	0
90 Mower Repairs		0
91 Mowing Wages		0
92 Shop Supplies & Small Tools	200	196.35
93 Gravel	700	685.88
94 Power - Trailer Park		0
95 Power - Street Lights	4250	4240.8
96 RM Taxes	250	248.92
97 Total Transportation Services	7000	5417.11

98 UTILITIES

99 Water Operator (Ben)	5400	3779.85
100 Water Tester (Jan - Feb 2024)	12,000	18490.36
101 Water Tester (Mar 2024 - Dec 31, 2024)	0	2000
102 Water Tester 2025 - Volunteer	0	0
103 Water Tests Completed by Sask Health	276	277
104 Water Postage	300	300.98
105 Chemical & Supplies	500	325.59
106 Loraas - Garbage & Recycle	12000	11881.92
107 Water Repairs	3500	1026.75
108 Sewer Repairs	0	0

109 Plant Upgrades	75000	
110 Power - Water Plant	2500	2620.56
111 Energy - Water Plant	1500	1422.48
112 Power - Lift Station	850	826.68

113	RECREATION SERVICES	113826	42952.17
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114 Hall Supplies	100	0
115 Hall Repairs	0	0
116 Power - Hall	1500	1507.2
117 Energy - Hall	2150	2114.9
118 Palliser Regional Library Levy	800	779.75
119 Rec Board Donations	2322.36	2322.36

120	Total Recreation Services	6872.36	6724.21
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121	TOTAL EXPENDITURES	236379.5	158433.44
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122	TOTAL REVENUES	\$ 218,850.45	111080.61
123	TOTAL EXPENDITURES	\$ 236,379.50	158433.44
124	SURPLUS	\$ (17,529.05)	-47352.83



Education Property Tax Mill Rates

[Education property tax collected by municipalities](#) is paid to the provincial government's General Revenue Fund most cases. [Separate school divisions have a right to levy taxes](#) in order to fund their educational system. Each separate school division decides whether to establish its own property tax mill rates or to participate in the provincial funding structure. Municipalities with a separate school division that has set its own mill rates remit EPT directly to the separate school division.

Education Property Tax Mill Rates

The 2025 EPT mill rates are as follows:

	2025 Mill Rates	2024 Mill Rates	2023 Mill Rates	2022 Mill Rates	2021 Mill Rates
Agricultural	1.07	1.42	1.42	1.42	1.36
Residential	4.27	4.54	4.54	4.54	4.46
Commercial/Industrial	6.37	6.86	6.86	6.86	6.75
Resource	7.49	9.88	9.88	9.88	9.79

A BYLAW TO PROVIDE FOR A BASE TAX

The council of the Village of Hawarden in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be known as the “Base Tax Bylaw”.
2. The base tax shall apply to all types and classifications of property included in the table below:

Classification					Base Tax
Agriculture	Improv				
	Land				300.00
Residential	Land with Improv.				500.00
	Land only				250.00
Comm/Ind	Land with Improv.				30.00
	Land only				800.00

3. Bylaw No. 06-25 is hereby repealed.
4. This bylaw shall come into effect on July 23, 2025

Mayor

(S E A L)

Administrator
Section 290 *The Municipalities Act*

Certified a true copy of Bylaw No. 07-25
adopted by resolution of Council
on the 23rd day of July, 2025.

Administrator

A BYLAW TO ESTABLISH PROPERTY TAX PENALTIES

The Council of the Village of Hawarden, in the Province of Saskatchewan, enacts as follows:

1. Due Date

Property and other taxes imposed by the Village of Hawarden are deemed to be imposed on the first day of January in each year and shall be due on December 31st.

2. Penalty on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December of the year in which they are levied shall be subject to a penalty.
- b) The method of calculating the penalty shall be a simple rate of 18% per annum, added on January 1st to the total taxes that remain unpaid as at January 1 of the year.
- c) The penalty charges are to be added to and shall form part of the tax roll.

3. Repeal Previous Penalty Programs

Bylaw 002-2014 is hereby repealed.

4 Coming Into Force

This Bylaw shall come into force on July 23, 2025.

Mayor

(S E A L)

Administrator
Sections 272, 279 and 280 of *The Municipalities Act*

Certified a true copy of Bylaw No. 08-25
adopted by resolution of Council
on the 23rd day of July, 2025

Administrator

VILLAGE OF HAWARDEN

BYLAW NUMBER 002-2014

A BYLAW TO ESTABLISH PROPERTY TAX PENALTIES

The Council of the Village of Hawarden in the Province of Saskatchewan enacts as follows

1 Due Date

Property and other taxes imposed by the Village of Hawarden are deemed to be imposed on the first day of January in each year and shall be due on December 31 of each year

2 Penalties on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December in the year in which they are levied shall be subject to a penalty
- b) The method of calculating the penalty shall be a simple rate of 1% (One Percent) per month, added on the first day of each month applied to the total taxes excluding any penalties previously added during the current year, that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
- c) The penalty charges shall be added to and shall form part of the tax roll.

3. Repeal Previous Penalty Programs

Bylaw Number 006, 2013 is hereby repealed

4 Coming Into Force

This bylaw shall come into force on August 14, 2014



(Seal)

Read a third time and adopted this 14th

Day of August 2014

A handwritten signature in dark ink, appearing to be "M. M.", written over a horizontal line.

Clerk

A handwritten signature in dark ink, appearing to be "R. B.", written over a horizontal line.

Mayor

A handwritten signature in dark ink, appearing to be "J. B.", written over a horizontal line.

Clerk

Submit the Declaration of Eligibility form to the ministry. This was due to the ministry on January 31, 2024. I have attached another copy for your completion. Note, this requires a council resolution confirming the eligibility requirements that the village meets

See attached.

2024-25 Municipal Revenue Sharing Grant

Declaration of Eligibility

Please complete the Declaration of Eligibility as soon as possible as the deadline of January 31st has passed. Send your completed declaration to the Ministry of Government Relations at one of the contact options listed below:

Advisory Services and Municipal Relations
Ministry of Government Relations
1010 – 1855 Victoria Avenue
REGINA SK S4P 3T2
FAX: 306-798-2568
EMAIL (Preferred): grcompliance@gov.sk.ca

Municipality Contact Information	
Municipality Name:	VILLAGE OF HAWARDEN
Contact Name:	KELLY DODD
Position:	ADMINISTRATOR
Primary Contact Number:	(306) 331 - 8540

Introduction

To confirm eligibility for Municipal Revenue Sharing (MRS) funding, **the Ministry of Government Relations (ministry) requires a council resolution confirming your municipality’s response to the Declaration of Eligibility (declaration).** As a municipality, you will need to:

1. Answer all the questions in this declaration;
2. Pass a resolution confirming your municipality’s response to the declaration;
3. Understand the notice; and
4. Have the administrator/city clerk complete and sign the declaration.

Once that is completed, send the complete declaration to the ministry at one of the contact methods noted above.

All Declarations of Eligibility are subject to audit. If municipalities are found to have provided false information on their declaration, their MRS grant may be immediately withheld.

Ministry officials are available to assist you if you have questions about the declaration. They can be contacted at 306-787-2740 or by email at grcompliance@gov.sk.ca.

Eligibility Requirement #1 – Audited Financial Statement

The municipality:

☐ **HAS submitted** its 2022 Audited Financial Statement to the Ministry of Government Relations as required by legislation.

☒ **HAS NOT submitted** its 2022 Audited Financial Statement to the Ministry of Government Relations as required by legislation.

If the municipality **HAS NOT** submitted their 2022 Audited Financial Statement, please explain.

New administration has been asked to address issues with operational procedures, correct any outstanding errors, and work with the auditor to present finalized financial statements to council.

Legislative reference to submission of **Audited Financial Statements**:

The Municipalities Act, S. 186 and 404,

The Northern Municipalities Act, 2010, S. 208 and 440; and

The Cities Act, S. 157 and 360.

Eligibility Requirement #2 – Municipal Waterworks Reporting

The municipality:

☒ **HAS submitted** its 2022 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

☐ **HAS NOT submitted** its 2022 Public Reporting on Municipal Waterworks documentation to the Ministry of Government Relations as required by legislation.

☐ **DID NOT RUN** a Municipal Waterworks System in the 2022 year OR runs a Municipal Waterworks that is not subject to public reporting requirements in legislation.

If the municipality **HAS NOT** submitted their 2022 Public Reporting on Municipal Waterworks documentation, please explain.

Legislative reference to submission of **Public Reporting on Municipal Waterworks**:

The Municipalities Regulations, S. 51 and 55(3),

The Northern Municipalities Regulations, S. 41 and 45(3); and

The Cities Regulations, S. 22.2 and 22.6(3).

Eligibility Requirement #3 – Education Property Taxes

Is the municipality considered “in good standing” in regards to their Education Property Tax reporting and remittances? *



Yes



No

If ‘no’ is selected, please explain.

* A definition of “in good standing” can be found in the [Declaration of Eligibility Guide](#).

Legislative Reference to **Education Property Tax Reporting and Remittances**:

The Education Property Tax Act, S. 10 and 15.

Eligibility Requirement #4 – Council Procedures Bylaw

Has the municipality adopted a **Council Procedures Bylaw** as required by legislation?



Yes



No

If ‘no’ is selected, please explain.

Legislative references to **Council Procedures Bylaw**:

The Municipalities Act, S. 81.1,

The Northern Municipalities Act, 2010 S. 100.1; and

The Cities Act, S. 55.1.

Eligibility Requirement #5 – Employee Code of Conduct

Has the municipality adopted an **Employee Code of Conduct** as required by legislation?

☒ Yes

☐ No

If 'no' is selected, please explain.

Legislative reference to an **Employee Code of Conduct**:

The Municipalities Act, S. 111.1,

The Northern Municipalities Act, 2010 S. 127.1; and

The Cities Act, S. 85.1.

Eligibility Requirement #6 – Public Disclosure Statement

Have all elected council members (including mayor/reeve) completed and filed their **Public Disclosure Statement** with the administrator/city clerk as required by legislation?

☒ Yes

☐ No

If 'no' is selected, please explain.

Have all elected council members (including mayor/reeve) completed their **Public Disclosure Statement Annual Declaration** and filed them with the administrator/city clerk as required by legislation?

☒ Yes

☐ No

If 'no' is selected, please explain.

Legislative reference to filing and annually updating **Public Disclosure Statements** by all members of municipal council:

The Municipalities Act, S. 142,

The Northern Municipalities Act, 2010, S. 160; and

The Cities Act, S. 116.

Declaration of Eligibility: Notice

Depending on your answers to the declaration questions, one of the following notices will apply to you. This notice will tell you if you should expect a disruption in your MRS grant and what to do to avoid a disruption.

If your municipality **meets all the Eligibility Requirements** in the declaration, please read Notice 1.

If your municipality **does not meet one or more of the Eligibility Requirements** in the declaration, please read Notice 2.

Notice 1 - If your municipality meets all the Eligibility Requirements in the declaration

Thank-you for providing this information to the Ministry of Government Relations (ministry).

After passing a resolution, signing this declaration and submitting your Declaration of Eligibility to the ministry, **you can expect that your MRS grant will be provided on schedule, unless otherwise notified.**

If your municipality does not complete this Declaration of Eligibility and submit it to the ministry, your municipality will be considered non-compliant and your MRS grant may be withheld, until the Declaration of Eligibility is complete and all requirements are met.

Meeting all eligibility requirements is the responsibility of the municipality.

All Declarations of Eligibility are subject to random audit. If municipalities are found to have provided false information on their declaration, their MRS grant may be immediately withheld.

If the municipality has any questions about this notice please contact the ministry at 306-787-2740 or by email at grcompliance@gov.sk.ca.

Notice 2 - If your municipality does not complete the declaration and/or does not meet one or more of the Eligibility Requirements in the Declaration

If you do not complete and submit the declaration and/or are non-compliant with one or more of the eligibility requirements, **please be advised that your municipality's MRS grant may be withheld.**

As per Section 26.1 of [The Municipal Grants Regulations](#), if any eligibility requirements are not satisfied, your municipality's MRS grant may be withheld. Your municipality's grant will be considered withheld and will remain withheld until the municipality has met all the eligibility requirements.

If your municipality does not complete this Declaration of Eligibility and submit it to the Ministry of Government Relations (ministry), your municipality will be considered non-compliant and your MRS grant may be withheld until the Declaration of Eligibility is complete and all requirements are met.

Meeting all Eligibility Requirements is the responsibility of the municipality.

More details on how to become compliant can be found in the [Declaration of Eligibility Guide](#).

All Declarations of Eligibility are subject to random audit. If municipalities are found to have provided false information on their declaration, their MRS grant may be immediately withheld.

If the municipality has any questions about this notice and what to do to achieve compliance please contact the ministry at 306-787-2740 or by email at GRCompliance@gov.sk.ca.

Council Resolution and Signatures

By signing this declaration, I, the undersigned, certify that:

- The municipality's council passed a resolution to confirm the responses given in this **Declaration of Eligibility**;
- I have completed this Declaration of Eligibility truthfully and honestly;
- I understand that the eligibility requirements in this Declaration of Eligibility are subject to audit at any time by the Government of Saskatchewan; and
- I understand that if, through an audit, the Government of Saskatchewan determines that any of the eligibility requirements have not been met, our municipality's MRS grant may be immediately withheld until full compliance is achieved.

Resolution Number - 2025

Resolution Date July 23, 2025

Signature _____

Administrator/City Clerk

Printed Name KELLY DODD

Administrator Certificate Type STANDARD

Administrator Certificate Number _____

Conditional Certificate/Permit Expiry Date (if applicable) N/A

Date Declaration Submitted JULY 24, 2025

If you have any questions or comments about this declaration or Municipal Revenue Sharing eligibility requirements, please contact Advisory Services and Municipal Relations at (306) 787-2740 or by email at grcompliance@gov.sk.ca.

If you have any questions or comments about the Municipal Revenue Sharing program, please contact Municipal Infrastructure and Finance at (306) 787-1262 or by email at mifprovgrants@gov.sk.ca.

Village of Hawarden
Compliance
As of July 23

Bylaw to Extend Financials 2024	Done	Emailed July 17 8:48 a.m	Email 001
2022 Water Works	Done	Emailed July 17 8:40 p.m	Email 002
2023 Water Works	Done	Emailed July 17 8:40 p.m	Email 002
2024 Assessment Return	Done	waiting for SAMMA confirmation	Email 003
2024 Assessment Return Confirmed	After the board meets July 23	send final confirmation to compliance	
EPT 2023 and 2024 Annual	In progress	Waiting on SETS (Then I will send final payment)	
2024 Annual Declaration	In progress	Wed night following in-camera	
Compliance plan with motion	In progress	Wed night following in-camera	
2022 Audited Financials	To be done before Aug 19		
2023 Audited Financials	To be done before Aug 19		

Proposed Time Line for Restructuring Discussions

Send letter to RM advising of timeline and requesting to meet in Sept if necessary. Sent letter via email July 10

Compliance Part 1 - Water Works 2022 & 2023, SAMA Assessment Return 2024, EPT Annual 2024 & 2025, EPT Monthly to date, reported and remitted– all confirmed with Advisory no later than July 30, 2025

Compliance Part 2 - 2022 & 2023 Audited Financials draft statements completed by August 12, 2025

2022 & 2023 Audited Financials reviewed by council, all questions asked and answered by August 17

Special meeting to approve financials by August 19. Signed and sent to Auditor that night.

Approved financials to compliance no later than Aug 22.

Confirm with compliance on or before Aug 23 that everything is in order (second check – first check was July 30)

Confirmation of Revenue share deposit Sept 1

2024 Audited financials finalized and reviewed and passed by council.

Week of Sept 1 – 9 council review of financials, and all other parts of restructuring/compliance/feasibility of staying on our own.

Sept 10 attend RM council meeting.

If council wishes to go forward with voluntary restructuring:

Sept 11 special meeting if needed to pass a motion to resubmit restructuring agreement.

September 12 drive restructuring agreement to Regina if moving forward. Hand Deliver.

Dec 31, 2025 all records to the official for Voluntary Restructuring process.