

AGENDA

Village of Hawarden Regular Council Meeting
January 28, 2025 at 7:00 p.m.
Hawarden Centennial Hall

1. Call to order – Mayor Dale Blenkinsop
2. Approval of Agenda
3. Approval of minutes of December 30, 2024 regular meeting.
4. Old Business:
 - 4.2 Policy - Snow Removal
5. New Business:
 - 5.1 2025 Insurance including bond
 - 5.2 Outlook Veterinarian Clinic Request for clinic
 - 5.3 Arm River MLA Request to attend council meeting
 - 5.4 Loraas Agreement Renewal 2025
 - 5.5 Rate Payer Inquiry Lorraine Stewart Form A Request Friday, Jan 10, 2025
 - 5.6 Rate Payer Inquiry Lorraine Stewart Questions Friday, Jan 17, 2025
 - 5.7 Walter Collier – Request to Volunteer
 - 5.8 Heather Collier – Snow removal policy clarification
6. Reports:
 - 6.1 Administrator's Report.
 - 6.2 Water Operator's Report.
7. Financial Statement
8. Accounts Payable
9. Correspondence
 - 10.1 SGI Grant response to SGI Safety Grant Application
10. In-Camera
11. Next Meeting Date: Thursday, Feb 20, 2025, at 7:00 p.m.
12. Adjournment

Minutes from the January 28, 2025 regular meeting of the Council of the Village of Hawarden held at 7:00 p.m. in the Hawarden Community Centre. The meeting was attended by Mayor Dale Blenkinsop, Councillors Ray Chrétien, Steve Dingham, Char Edwards, Lorrie Harrison, and Administrator Kelly Dodd.

Mayor Dale Blenkinsop called the Council Meeting to order at 7:02 p.m.

Approval of Agenda

01/2025 EDWARDS: That we approve the agenda as presented. Carried

December Minutes

02/2025 HARRISON: That the minutes of the December 30, 2024, regular meeting be approved as presented. Carried

Policy 3.1 Snow Removal

03/2025 CHRÉTIEN: That Policy 3.1 a Snow Removal policy is amended as presented and adopted into practice. Carried

Administration Bond

04/2025 CHRÉTIEN: That we accept the administration bond, and the SUMAssure renewal for the year 2025 as presented. Carried

Spring Vaccination Clinic

05/2025 EDWARDS: That we allow the Outlook Veterinary Clinic to use the Hawarden Centennial Hall on Saturday, March 29, 2025, from 1:00 – 2:00 p.m. for a Spring Vaccination Clinic. Carried

Loraas 2025

06/2025 DINGHAM: That we approve the Customer Service Agreement with Loraas Disposal for the year 2025 as presented, and that the Administrator be authorized to sign the renewal on council's behalf. Carried

Form A Request

07/2025 EDWARDS: That we respond to the [Form A] request for information as presented by Lorraine Stewart advising that once the requested information has been approved by council the information will be made public and available for review.

Carried

Rate Payer Questions Jan 17, 2025

08/2025 CHRÉTIEN: That we respond to the questions provided by rate payer Lorraine Stewart on Friday, Jan 17, 2025 regarding restructuring, taxation and committees as discussed at this council meeting.

Carried

Request To Volunteer

09/2025 CHRÉTIEN: That we advise rate payer Walter Collier that although council appreciates his offer to volunteer with snow removal that all positions are filled at this time, and should more volunteers be required procedure within Policy 3.1 A Snow Removal policy will be utilized.

Carried

Request for Renumeration

10/2025 DINGHAM: That we provide Walter Collier Renumeration for 2024 Council meetings in the amount of \$400.00 at rate of \$50.00 per meeting for 8 attended meetings.

Carried

Snow Policy Clarification

11/2025 DINGHAM: That we provide rate payer Heather Collier with a copy of Appendix A; Snow Removal Main Roads Map in response to her request for clarification regarding Policy 3.1 Snow Removal Policy.

Carried

Posting of Correspondence Online

12/2025 EDWARDS: That we advise rate payer Heather Collier in response to her inquiry as to whether council will be posting questions or concerns received from Rate Payers on our website and advise that council may be posting questions, concerns, or inquiries that are on the agenda and discussed at the council meeting. This will allow all ratepayers access to the same information. This practice will also allow ratepayers to see where the majority of requests

and communications originate from, a suggestion stemming from recent restructuring discussions. This information is considered public information.

Carried

Collabria Credit Card

13/2025 DINGHAM: That administration be authorized to apply for a Collabria Credit Card through the Prosperity Credit Union with a limit of \$1000.00 effective immediately.

Carried

Water Records Jan 2025

14/2025 HARRISON: That council accept the Jan 2025 Water Records to date as presented, and that Mayor Dale Blenkinsop be authorized to review and sign the record on council's behalf.

Carried

Reports

15/2025 HARRISON: That we accept the Administration & Water Reports as presented.

Carried

December Financials

16/2025 EDWARDS: That the Bank Rec & Financials for December 2024 have been reviewed by council, and that a final copy will be reviewed, approved and posted once all data has been entered into the Munisoft Program and thoroughly reviewed.

Carried

Accounts Payable – December 30

17/2025 CHRÉTIEN: That the December 30 payables cheques 103-111 and online payments in the amount of \$8,481.18 be reviewed as amended, a list of accounts payable will be provided online once the data has been entered into the Munisoft program and approved by council.

Carried

Accounts Payable

18/2025 EDWARDS: That the payables cheques 112-124 and online payments in the amount of \$15,065.46 be reviewed and paid as presented, a list of accounts payable will be provided online once the data has been entered into the Munisoft program and approved by council.

Carried

Correspondence

19/2025 HARRISON: That the correspondence be accepted as presented. Carried.

Regular Meeting

20/2025 HARRISON: That the next regular meeting of council be held Thursday, February 20th at 7:00 p.m. in the Community Hall.
Carried

In-Camera

20/2025 CHRÉTIEN: That council go in-camera at 8:31 p.m. to discuss Human Resource Matters.
Carried

Regular Session

21/2025 CHRÉTIEN: That council return to the regular session at 9:07 p.m. Carried

Adjournment

22/2025 HARRISON: That this meeting be adjourned at 9:09 p.m.
Carried.

Village of Hawarden - January 28, 2025, Regular council meeting Highlights

The minutes of the December 30, 2024, council meeting were approved and are available for review on our website at www.villageofhawarden.ca

Council has reviewed policy 3.1 Snow Removal and added clarification including Appendix A: Main Roads Snow Map as requested by a rate payer. The amended policy will be available online.

The administration bond and SUMAssure insurance renewal for 2025 has been presented to council.

The Outlook Veterinarian Clinic will hold a spring vaccination clinic in the Hawarden Centennial Hall on Saturday, March 29, 2025 from 1:00 p.m. – 2:00 p.m.

The Arm River MLA has requested to attend a council meeting to introduce himself. Administration will advise of the Feb meeting date. Administration has requested that the MLA provide any relevant grant information to council during his visit. Friendly reminder that negative things that are posted on Facebook negatively affect our chances of obtaining funding through grants.

Council has reviewed and approved the 2025 Service Agreement provided by Loraas Disposal. The rates are increasing from \$110.00 per tip to \$121.00 per tip. Garbage rates will be reviewed at the Feb meeting.

A request for financials, minutes and the Zoning Bylaw was provided by a rate payer. Council advised that all information will be provided online once approved and available.

A ratepayer asked several questions regarding restructuring, taxation and committees. Council discussed the questions and directed administration to reply with the responses as discussed.

A ratepayer requested to volunteer with snow removal. Council advised that they currently have all the positions in the rotation filled. They will reach out for assistant as per policy 3.1 Snow Removal, should our situation change. Thank you for your interest. We appreciate our volunteers.

Council would like to thank the councilors in 2024 who waived their remuneration pay outs. Your generosity is overwhelming! Those you have opted to collect their payments will be paid out in Jan and Feb.

A ratepayer requested clarification on the snow removal policy which has been clarified and responded to. They also requested clarification on the Communication policy adopted Dec 30, 2024 which included a section on posting inquiries, questions or concerns that are addressed in a public meeting online. The response is as follows:

[Council may be posting questions, concerns, or inquiries that are on the agenda and discussed at the council meeting. This will allow all ratepayers access to the same information. This practice will also allow ratepayers to see where the majority of requests and communications originate from, a suggestion stemming from recent restructuring discussions. This information is considered public information.]

The administrator presented her report to council. The office will remain closed until the next meeting. Council has set a date of Feb 28 to have all outstanding tasks completed. We are still waiting on a part for the office computer. This will allow internet to the main computer in the office. You can call the administrator at (306) 331 – 8540 if you need assistance. Please be advised I do not respond to texts. Feel free to email me as well. Administration is having trouble with the answering machine at the office. A councilor has offered to assist next week.

The Jan water plant records were reviewed by council and the water report presented. Our EPO from WSA and our contract plant technician had a list of outstanding items to be tackled. These items include the water compliance reporting, new test bags, labels for tests, signage regarding the PBWA, displaying the permit in the plant and calibrating of the machine. All of these items have now been addressed.

Council reviewed the financial statement for December 2024. Council reapproved the December 30 payables in the amount of \$8481.18. Council approved the Jan 28 payables in the amount of \$15,065.46. These documents will be available online once everything has been transferred to the Munisoft program, reviewed and approved by council. Council approved correspondence regarding the SGI safety grant. We were not successful this application period. We shall try again in the future.

The next regular meeting of council will be Thursday, Feb 20@ 7:00 p.m. at the Hawarden Centennial Hall. February is already upon us. Next up spring! Have a wonderful month.

Kelly Dodd Administrator