

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON DECEMBER 8, 2020 AT 7:00 p.m.
AT THE COMMUNITY HALL**

CALL TO ORDER

The meeting was called to order at 7:00 PM

FIRST ORDER OF BUSINESS

Mayor and Council took their Oath of Office and were officially sworn in as members of the Village of Craven Mayor and Council. Everyone then submitted their new Statement of Public Disclosure.

PRESENT: Mayor Montgomery
Councillor Anderson
Councillor Kozak
Councillor Taylor
Councillor Winqvist

Administrator: Karen Herman

AGENDA

01-12-20 Anderson/Winqvist – That the agenda be adopted as presented. CARRIED

DELEGATION

None

MINUTES

02-12-20 Anderson/Kozak – That the minutes of the regular meeting held on November 6, 2020 be approved as presented. CARRIED

ACCOUNTS FOR APPROVAL

03-12-20 Taylor/Anderson – That the Accounts payable Cheque # 3630-3629 and online payments in the amount of \$106,406.66 be approved. CARRIED

04-12-20 Anderson/Taylor – That the Bank Reconciliation for the month of November be approved. CARRIED

UNFINISHED BUSINESS

05-02-20 Winqvist/Anderson – That a special meeting be held to further discuss the Fire Department and Town of Lumsden's proposal. We need to have the Fire Chief from Craven and the Fire Chief from Lumsden in attendance. Date to be determined at January meeting. CARRIED

NEW BUSINESS

06-12-20 Anderson/Winqvist – That the Election Results in the prescribed form be accepted. CARRIED

07-12-20 Winqvist/Taylor – That Dayna Anderson be appointed Deputy Mayor. CARRIED

08-12-20 Taylor/Kozak - That Scott Montgomery (Mayor) and Dayna Anderson (Deputy Mayor) be given signing authority over the Village accounts along with Karen Herman (Administrator) and that Garry Cairns and Adri Vandeven be removed. CARRIED

The following portfolios shall be assigned to each member of council:

Library - Anderson
Cemetery - Taylor
Hall - Winqvist
Parks and Recreation - Kozak
Fire - Kozak
Water & Sewer- Montgomery
Maintenance - Taylor
Dump - Winqvist
Administration - Anderson

That water consumption report is accepted as presented.

That the maintenance report is accepted as presented.

09-12-20 Anderson/Taylor – That a new meeting date and time be set and that council shall regularly meet the second Tuesday of each month at 7:00 PM at the Community Hall. CARRIED

10-12-20 Anderson/Taylor – That Administrator's request for holidays Dec 17th, Dec 29th and 30th be approved in addition to her previously approved Dec 22nd - 24th. CARRIED

11-12-20 Anderson/Winquist – That the Council of the Village of Craven confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required;

and That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. CARRIED

12-12-20 Anderson/Kozak – That the hall rental agreement has attached a COVID 19 Addendum to all rental agreements as presented. CARRIED

13-12-20 Kozak/Anderson – That as of January 1st 2021, outstanding utilities of more than one quarter be transferred over to the tax roll. CARRIED

Council took a short recess at 9:20.

Meeting resumed at 9:31

Councillor Anderson had several points she wished to discuss:

Village survey question ideas will be presented at January meeting.

Would like to see Village website overhauled. She will contact Vital Effects to discuss with them.

She will bring forward again at January meeting.

It was decided that the Agenda should be posted to the website on the Thursday prior to the meeting date but that minutes shall be approved prior to posting on the website.

14-12-20 Winquist/Taylor – That this meeting be extended to 11:00 PM CARRIED

LogMein. Virtual/recorded meetings. She has experience in this and will get together more information for January meeting.

Discussed putting out a communication to the public regarding where this council is going and pursuing a review of a past council's actions. The decision was made to wait until the survey is complete to form a direction and to concentrate council's efforts in moving forward and accept what has been done in the past as the old council's decisions.

Municipal Leadership Development Programs were discussed. Mayor Montgomery obtained links from Municipal Advisory Services on the duties and responsibilities of Mayor, Council and Administration. He will forward these to everyone to view so that discussion can be had.

Bylaw Enforcement was discussed. More information to be brought forward in January.

Councillor Winquist had some items he wished to discuss:

New water meters have been ordered. Administrator to confirm that the pricing has not changed for meters or installation.

He would like to develop a formal letter of understanding between the Village and the Rink Board stating that the Village is responsible for exterior maintenance and insurance and the Rink Board for all interior and operational costs. Although this has been both the Village's and Rink Board's understanding we are unable to find the document that speaks to this and feel that with changing councils and boards now is the time to create and keep one. He will present to council when ready.

15-12-20 Anderson/Kozak – That this meeting be extended until complete. CARRIED

Discussion to review employees/contracts and their rolls to be discussed at future date.

Discussion regarding cross walk on Highway 20 to cross at junction of Fraser. Pricing reviewed and letter from Dept of Highways reviewed. Administrator to request letter of support from Highways and to apply to SGI in January for their grant program.

CORRESPONDENCE

1. Colin Kozak concern over chain across the gate at rink.
2. Virtual Convention Feb. 7 – 10, 2021
3. Letter from SARM
4. Waterworks Compliance Inspection Report. Motion to accept.
5. Well & Maintenance Reports (2)

6. Suma change of rates for group benefits.
7. CRA. Qualify to submit quarterly but would prefer to submit monthly.
8. Saskatchewan in Motion
9. Town of Lumsden. Garbage proposal.
10. RM of Lumsden
11. Town of Lumsden
12. Town of Lumsden
13. Heritage Home Newsletter

Remove chain from fence behind rink to avoid injuring anyone.

16-12-20 Winqvist/Anderson – That Councillors Anderson, Kozak and Winqvist be registered to attend the Virtual Convention February 2021. CARRIED

17-12-20 Anderson/Winqvist – That the Village of Craven does not support the name change from SUMA to Municipalities of Saskatchewan. CARRIED

18-12-20 Anderson/Taylor – That we accept the Waterworks Compliance Inspection Report. CARRIED

Will discuss the Garbage Proposal from Town of Lumsden in January.

Check if John Szala will sit on the Board of Revision for the 2021 year on behalf of the Village.

ADJOURNMENT

19-12-20 Anderson – That this meeting be adjourned at 11.45 p.m.

MAYOR

ADMINISTRATOR