

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON February 11th, 2019 AT 7:00p.m. AT THE VILLAGE OFFICE.**

PRESENT: Mayor Garry Cairns
Councillors: Brook Arnold
Robert Black
Tom Buhay
Adri Vandeven
Administrator: Amy Kozak

CALL TO ORDER

Mayor Cairns called the meeting to order at 7:02 p.m.

AGENDA

2019/20 – BLACK/BUHAY – That the agenda be approved with additions.

CARRIED

MINUTES

2019/21 – BUHAY/VANDEVEN – That the minutes of the regular meeting of the council held on December 10th, 2018 be approved.

CARRIED

FINANCIAL REPORT

2019/22 –VANDEVEN/BLACK – That the administrator’s statement of cash receipts, payments and balances for the period ending January 31st, 2019 be approved as presented. Accounts payable Batch 2019-0002 to 2019-00010 totals \$84,550.66

CARRIED

PRESENTATION – HERITAGE HOME – DENISE REITER – 7:14 p.m.

Denise came to give council an update on the Lumsden Heritage Home.

DELEGATE – JENS GRANE – 7:15 p.m.

Resident was in to speak about the dogs that are continually barking at all hours of the day and night. He has written letters and acknowledges that the council has been taking steps to rectify the situation, but it has not been improving. At times there have been 6 dogs on the same property, it smells, looks awful and has gotten to the point where they cannot even enjoy their own back yard.

DELEGATE – Dr. RICHARD THATHER – 7:40p.m.

Resident was in to speak about the alley between Hill Avenue and Maple Avenue. He was requesting on going access from both the top and bottom of the alley. He felt that access was being obstructed by the monument and would be completely blocked off once the park goes up at the bottom of the alley. The resident stated that the access is limited in the winter due to snow not being removed and he felt that this would be an issue for fire trucks and emergency service vehicles as well as septic vehicles for septic removal.

EMBANKMENT RESTORATION FOR GRID 641 AND FRASER AVENUE

2019/23 – BUHAY/VANDEVEN – That a letter of agreement be sent to resident at 26-27 09 BD655 to sign so that we have approval to perform the work as stated in the proposal from Associated Engineering.

CARRIED

ASSOCIATED ENGINEERING UPDATE - EMBANKMENT RESTORATION FOR GRID 641 AND FRASER AVENUE

2019/24 – ARNOLD/BLACK – That the update on the project be received, reviewed and filled as information.

CARRIED

ASSET MANAGEMENT TRAINING

2019/25 – ARNOLD/BUHAY – That this matter be tabled until the next meeting to be held in March.

CARRIED

EMERGENCY CALL OUT SYSTEM

2019/26 – VANDEVEN/BUHAY – That this matter be tabled until more information has been obtained.

CARRIED

TAX ENFORCEMENT – INTERIM REPORT FROM TAXSERVICE

2019/27 – BUHAY/BLACK – That the interim report from TAXervice be received, reviewed and filled as information.

CARRIED

MUNICIPAL UTILITIES – WELL PROJECT

2019/28 – VANDEVEN/BLACK – That we received a confirmation that Municipal Utilities will not likely have an opening for our project until mid to late summer. They will order the supplies in the spring and confirm a date in the coming months. Notice was reviewed, received and filled as information.

CARRIED

WATER CONSUMPTION

2019/29 – VANDEVEN/BUHAY – That quote from Flocor Inc. be received, reviewed and filled for future information. Councillor Vandeven has also been in contact with Wolsley Mechanical about coming out to speak about their water meter system and how compatible it would be with our system.

CARRIED

2019/30 – BUHAY/VANDEVEN – That an email be sent to the village rate payers regarding water meter inspections and meter reading information. Date of email to be determined once all the necessary information has been received and prepared.

CARRIED

CRAVEN RINK MEETING MINUTES

2019/31 – ARNOLD/BLACK – That the January 23rd, 2019 Craven Rink board minutes be received, reviewed and filled as information.

CARRIED

PUBLIC WORKS

2019/32 – ARNOLD/BLACK – That the town foreman report be received, reviewed and filed as information.

CARRIED

WATER SHED REPORT

2019/33 – BLACK/VANDEVEN – That the water shed monthly report be viewed, initialled and filed as information.

CARRIED

HALL DAMAGE DEPOSITS

2019/34 – ARNOLD/BUHAY – That all damage deposits for January 2019 be approved for refund.

CARRIED

UTILITY ARREARS

2019/35 –BLACK/VANDEVEN – That the utilities report be received, reviewed and filled for information.

CARRIED

CANADA REVENUE AGENCY

2019/36 – ARNOLD/BUHAY – That the village administrator Amy Kozak be appointed to represent the Village of Craven on all CRA activities and that Priority Accounting be given level 2 access for this account as well.

CARRIED

EMPLOYEE CODE OF CONDUCT

2019/37 – VANDEVEN/ARNOLD – That the employee code of conduct be accepted as presented and filled for information.

CARRIED

SAMA 2019 MAINTENANCE AUTHORIZATION

2019/38 – ARNOLD/VANDEVEN – That the SAMA 2019 maintenance authorization list be approved as presented and sent into SAMA.

CARRIED

BOARD OF REVISIONS

2019/39 – BUHAY/ARNOLD – That John Szala is reappointed as the Village of Craven Board of Revisions member.

CARRIED

RCMP – ANNUAL PERFORMANCE PLANS

2019/40 – BUHAY/VANDEVEN – That Mayor Cairns and Councillor Vandeven are appointed as representatives to attend the meeting on March 26, 2019 at 7: 00p.m at the Lumsden detachment.

CARRIED

ALLEY BETWEEN HILL AVENUE AND MAPLE AVE

2019/41 – ARNOLD/VANDEVEN – That no access will be provided from the south side of the alley by the new park. If reasonable notice is given, council would make every effort to have snow cleared away from the north side of the alley for septic tank access.

CARRIED

COMMUNITY SIGN PROPERTY

2019/42 – BLACK/VANDEVEN – That Councillor Vandeven approach owner of Lot 15-23 Block 5 BD655 regarding the purchase of the lot where the community billboard and guitar are located.

CARRIED

LOT 5 BLOCK9 BD655 IN VIOLATION OF BYLAW 01-2017

2019/43 – VANDEVEN/BUHAY – That this matter be tabled until the next regular meeting in March as the property owner has informed council that the matter is being handled.

CARRIED

COMPLAINTS

Review on how complaints from rate payers are to be handled. If a person would like to have something considered by council, they must clearly state the matter and the request in written form. This can be by letter or by email. After the administrator has received this information, it can be added to the agenda. At the meeting council can then discuss and decide about the matter.

COMPLIANCE AND REVIEWS

2019/44 – BUHAY/BLACK – That employee reviews will be conducted by Councillor Arnold and Mayor Cairns at a date that would be convenient to all participants.

CARRIED

DOG COMPLAINT

2019/45 – BUHAY/ARNOLD – That a letter be sent to resident at Lot 14 Block 10 BD655 regarding Bylaw 01-2017 due to complaints received.

CARRIED

CORRESPONDENCE

- Lumsden & District Heritage Home
 - RCMP
 - RBC
 - PSE Program
 - C4 outdoors
 - East Central Transportation Planning Committee
 - Public Safety Division
 - Bunker Fire and Safety
 - Ministry of Labour Relations and Workplace safety
 - Institute of Corporate Directors
 - Communities in Bloom
 - FCM and SUMA
 - United Rentals
 - Hudson Bay Route Association
 - Munisoft
 - Government of Canada
 - Global FXM motorcycle stunt show
 - Resident Letter
 - Resident Letter
 - Resident Letter
 - Resident Letter
- Re: Regular Meeting Minutes
 - Re: Community Policing Report
 - Re: Telephone and Internet banking
 - Re: Provincial Traffic Safety Fund Grant
 - Re: Dust control
 - Re: Membership and Spring Workshop
 - Re: Provincial Civic Address Registry
 - Re: Company information
 - Re: Amendment to The Worker’s Compensation Act
 - Re: Education courses
 - Re: Program information
 - Re: FCM Travel Fund
 - Re: Company information
 - Re: Membership Request
 - Re: Webinar schedule
 - Re: Canada Summer Jobs
 - Re: Show information
 - Re: Dogs Barking
 - Re: Dogs off leash
 - Re: Cats
 - Re: Back alley access

CLOSED SESSION

2019/46 – VANDEVEN/ARNOLD – That we move into a closed session to discuss administrator position and review resumes received.

CARRIED

Amy Kozak left the room at 9:45p.m.

Closed session started at 9:45p.m. Present were Mayor Cairns, Councillor Arnold, Councillor Black, Councillor Buhay and Councillor Vandeven.

The close session concluded at 9:58p.m.

ADJOURNMENT

2019/47 – BUHAY/ARNOLD – That the meeting be adjourned 9:58 p.m.

MAYOR

ADMINISTRATOR