

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL  
HELD ON September 10th, 2018 AT 7:00p.m. AT THE VILLAGE OFFICE.**

---

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

**CALL TO ORDER**

Mayor Cairns called the meeting to order at 7:23 p.m.

**AGENDA**

2018/06 –BLACK/ARNOLD – That the agenda be approved with additions.

CARRIED

**MINUTES**

2018/07 – ARNOLD/BUHAY – That the minutes of the regular meeting of the council held on August 13<sup>th</sup>, 2018 be approved.

CARRIED

**Financial Report**

2018/08 – ARNOLD/BLACK – That the administrator’s statement of cash receipts, payments and balances for the period ending August 31<sup>st</sup>, 2018 be approved as presented. Accounts payable Batch 00018-00020 totals \$51,581.89.

CARRIED

**TOWN KEYS**

2018/09 – BUHAY/ARNOLD – That the security key company be informed of the new personnel to be added to our account and the previous personnel to be removed.

CARRIED

**TREE REMOVAL**

2018/10 – BLACK/BUHAY – That the tree removal be tabled until May 2019.

CARRIED

**MUNISOFT**

2018/11 – BUHAY/ARNOLD – That the administrator is to proceed with adding the additional programs for Munisoft and take the corresponding training.

CARRIED

**GRADER OPERATOR**

2018/12 – BLACK/BUHAY – That the hired grader operator duties are to operate the grader and be an advisor for the town foreman.

CARRIED

**HALL DAMAGE DEPSOITS**

2018/13 – BUHAY/ARNOLD – That the August 18<sup>th</sup>, 2018 damage deposit refund be denied.

CARRIED

**GARAGE PERMIT**

2018/14 – ARNOLD/BLACK – That the building permit for 5 Park Avenue be approved.

CARRIED

**VALLEY SIDE PRESCHOOL**

2018/15 – ARNOLD/BLACK – That the Valley Side Preschool be invited to attend the meeting on October 15<sup>th</sup> to discuss their 2019 contract.

CARRIED

**UNTIDY PROPERTY**

2018/16 – ARNOLD/BLACK – That letters be sent to all residents with untidy property requesting them to rectify the situation.

CARRIED

**UTILITY ARREARS**

2018/17 – BLACK/ARNOLD – That letters are to be sent out to all residents that have utility arrears.

CARRIED

**PUBLIC WORKS**

2018/18 – ARNOLD/BLACK – That Mayor Cairns is to oversee public works.

CARRIED

**COUNCILLOR RESIGNATION**

2018/19 – ARNOLD/BUHAY – That Councillor Robson’s resignation be accepted.

CARRIED

**BI-ELECTION**

2018/20 – BLACK/ARNOLD – That we hold a by-election for the vacant councillor position with the nomination day being October 3<sup>rd</sup>, 2018 and the election day, if required, be Wednesday, November 7<sup>th</sup> with advanced poll to be held on October 30<sup>th</sup>.

CARRIED

**DEPUTY RETURNING OFFICER AND POLL CLERK**

2018/21 – BUHAY/ARNOLD – That we hire previous Deputy Returning Officer and Poll Clerk at the same rate of pay as past elections.

CARRIED

**ACTING ADMINISTRATOR**

2018/22 – BLACK/ARNOLD – That we appoint Amy Kozak as acting administrator, working 24 hours per week.

CARRIED

**ADMINISTRATOR MENTOR**

2018/23 – ARNOLD/BUHAY – That we hire Loretta Young as our administrator mentor.

CARRIED

**SASKENERGY SURCHARGE**

2018/24 – BLACK/ARNOLD – That the funds received from the SaskEnergy surcharge be used for a community project.

CARRIED

**CRAVEN FIRE DEPARTMENT**

2018/25 – That the fire department charge out amount for the call on July 27<sup>th</sup>, 2018 be reduced.

CARRIED

**WATER CONSUMPTION**

2018/26 – BUHAY/ARNOLD – That this matter be tabled for discussion until next months meeting.

CARRIED

**3 TENNANT STREET FURNACE**

2018/27 – BLACK/ARNOLD – That Councillor Buhay is to acquire two quotes for the furnace.

CARRIED

**HALL VANDALISM**

2018/28 – ARNOLD/BUHAY – That Councillor Black is to fix or replace ashtrays at the hall as they have been vandalised over the past few weeks.

CARRIED

**HALL COOLER**

2018/29 – BLACK/ARNOLD – That Councillor Buhay is to acquire quotes for fixing the cooler at the hall.

CARRIED

**LANDFILL**

2018/30 – BUHAY/ARNOLD – That the Craven residents will need to provide information to the land fill operator to use the landfill. The administrator is to give the landfill operator the required information.

CARRIED

**BY-LAW NO 01-2017**

2018/31 – BUHAY/ARNOLD – That a letter is to be sent to resident on Lot 5 11 BD655 regarding a resident complaint about the number of dogs on the property.

CARRIED

**NO PARKING SIGNS**

2018/32 – BUHAY/BLACK – That we get quotes for no parking signs to be placed by driveway of PT 3-4 08 BD655.

CARRIED

**NEXT MEETING**

2018/33 – BUHAY/ARNOLD – That the next meeting be held October 15<sup>th</sup>, 2018 due to the Thanksgiving Holiday Monday.

CARRIED

**CORRESPONDENCE**

- Village of Bulyea **Re: request for information regarding our chlorination pump**
- Resident Complaint **Re: dragging the gravel roads not necessary**
- ATAP **Re: water & wastewater operator training**
- Charitable Donation **Re: donation to go to Cemetery**
- Charitable Donation **Re: donation to go to Fire Department**
- Multi – Material Stewardship Western **Re: new payment notice**
- Lumsden and District Heritage Home **Re: board minutes**
- SaskPower **Re: cable replacement**
- Ministry of Government Relations **Re: CanOps**
- Associated Engineering **Re : update on Frasier Avenue**
- MEPP **Re : retirement information**
- Gas Tax Fund Questionnaire **Re : survey to complete**

**ADJOURNMENT**

2018/34 – BUHAY/ARNOLD – That the meeting be adjourned. (9:35 p.m.)

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ADMINISTRATOR