MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON APRIL 9, 2024 AT 7:00 p.m.
AT THE COMMUNITY HALL

CALL TO ORDER
The meeting was called to order at 7:00 PM by Mayor Anderson.

PRESENT: **Mayor Anderson**
Councillor Taylor
Councillor Kozak (joined electronically at 7:36 pm)
Councillor Morin
Councillor Winquist

Administrator: **Sherry Beatty-Henfrey**

AGENDA
01-04-24 Winquist/Taylor – That the agenda be approved with amendments. CARRIED

DELEGATION
1. 7:00 - Kelsey – Craven Rink Board

Kelsey came to discuss the Rink Bylaw. The committee is unaware of this bylaw and wondering when it was implemented.
The committee doesn't agree with some of the wording in the bylaw such as the fiscal years. They operate from October 1 - September 30 and would like that updated. The bylaw also states that the Village is in control of appointing board members.
The Rink Board has limited capacity, they would definitely need more people on the committee if the Village is wanting them to do more. The committee doesn't have positions set yet. Kelsey said that it would be nice to have someone from the Craven area on the Rink Board.
Discussed that the Village needs the financials and minutes. This would help to apply for grants. They need to be more up to date with reporting.
With only 6 members on the board, they feel that they have done more now than what was done in the past.
It was suggested that a post be made that the committee is looking for members. In the past several people asked to be on the board and they never received a response back.
Asking for more consistency for when the board meets as well as updated records of financials and minutes. Its been over a year of asking for this. The financials weren't balanced in 2022 and nothing to follow into 2023. Communication needs to be improved and the budget needs work. The board meets 2 times per operating season. Council would like to see more skating and less sticks and pucks for the residents to enjoy the rink and to prevent further damage. Councillor Winquist explained that the Rink was once primarily used for skating before it turned into hockey being allowed. The concession was once always opened, a lot of figure skaters would be on the ice but now its primarily used for hockey and the figure skaters don't attend. Kelsey said that when they set it up to be just figure skating time, not a lot of attendance came.
Board will discuss in further detail regarding maintenance of the Rink and keys.
Kelsey did most of the opening and closing and would like to find a better way of managing that. The lights have been updated at the Rink.
Kelsey will take this information back to the board as well as discuss bylaw amendments.

2. 7:45 – Ashley Wyatt – Wyatt Engineering Ltd.

Ashley decided to attend the council meeting to further explain her quote presented to the Village. This was all based on the pre-design information that they had prior. The 2 main wells are in dire need of replacing. The 3rd well was never put in service and needs to be decommissioned as it lost its allocation through the WSA program. 2 new wells are needed to provide full water supply and to keep up with the water quality standards and demands. These wells should be close enough to share the same aquifer. The wells will be drilled in the same location to receive the same water quality. Once we get the new wells drilled, we will check the water quality and go from there. A hydrogeologist will be hired; they will assess the quantity coming out of these wells. GUDI (groundwater under the direct influence of surface water) could be an issue because the Village is so close to the creek. Will consult with the new EPO regarding this. Drilling the well was in the assessment package that was sent to the Village. The treatment process is not and that will be investigated further as the process goes on. We have a good contingency plan which will help with fluctuation of costs. There is some project management built into the scope of services from Wyatt Engineering. Ashley said that its part of their project delivery. This ensures that they are monitoring and controlling project budget, changes to the scope, schedule, risks, meeting facilitation, etc. Wyatt Engineering has worked with Colliers on other municipal projects. In general, Colliers will work around the PM services that Wyatt provides. They will be working with Colliers at the onset of the project to prevent overlap of services. Erin from Colliers will help with reporting to the government. The costs that were provided to the Village are to complete the well development and the Engineering Services for this project. The costs do not include the construction for the Water Treatment Plant upgrade (filters, building expansion, chemical feed system, internal piping, etc). They will not be able to confirm the design of the treatment process until the wells are drilled, and have the hydrogeological summary from BHL with the quantity and quality of the water produced by each well. They have done there best to capture the estimated costs based on the information that is currently available. ACAN can be submitted to Sask Tenders when approved and the dates are updated on the agreement. The goal is to get the wells drilled in 2024 then in fall to kick off the work and design of the project. January 2025 to tender for a contractor. Council thanked her for attending the meeting and clarifying further.

02-04-24 Taylor/Winquist – That ACAN (Advance Contract Award Notice) is accepted and the proposal presented from Wyatt Engineering is approved and signed. CARRIED

MINUTES

03-04-24 Winquist/Morin – That the Regular Meeting Minutes held on March 12, 2024 be approved as presented. CARRIED

04-04-24 Kozak/Taylor – That the Special Meeting Minutes held on March 19, 2024 be approved as presented. CARRIED

ACCOUNTS FOR APPROVAL

05-04-24 Winquist/Morin – That the Bank Reconciliation for March 2024 be approved. CARRIED

06-04-24 Morin/Winquist – That the Accounts Payable Cheque #4880-4896, and including online payments totalling in the amount of $27,393.88 be approved. CARRIED

UNFINISHED BUSINESS

Water Leak Quote - Hall

07-04-24 Winquist/Taylor – That the water leak quote for the hall is tabled until the next meeting. CARRIED

NEW BUSINESS

Cemetery Bylaw 04-2024

08-04-24 Morin/Kozak – That Bylaw 04-2024, a Bylaw to provide for the Regulation and Control of the Forest Lawn Cemetery is introduced and read a first time. CARRIED

09-04-24 Kozak/Taylor – That Bylaw 04-2024, a Bylaw to provide for the Regulation and Control of the Forest Lawn Cemetery is read a second time. CARRIED

Borrowing by Way of Debenture Bylaw 05-2024

10-04-24 Winquist/Taylor – That Bylaw 05-2024, a Bylaw to Borrowing by Way of Debenture is introduced and read a first time. CARRIED

11-04-24 Taylor/Morin – That Bylaw 05-2024, a Bylaw to Borrowing by Way of Debenture is read a second time. CARRIED

12-04-24 Kozak/Winquist – That Bylaw 05-2024, a Bylaw to Borrowing by Way of Debenture be read a third time at this meeting. CARRIED Unanimously

13-04-24 Taylor/Morin – That Bylaw 05-2024, a Bylaw to Borrowing by Way of Debenture is read a third time at this meeting and passed. CARRIED

Dispense with Mailing of Assessment Notices Bylaw 06-2024

14-04-24 Winquist/Morin – That Bylaw 06-2024, a Bylaw to Dispense with Mailing of Assessment Notices is introduced and read a first time. CARRIED

15-04-24 Kozak/Taylor – That Bylaw 06-2024, a Bylaw to Dispense with Mailing of Assessment Notices is read a second time. CARRIED

UMAAS Convention 2024

16-04-24 Winquist/Taylor – That Administrator Beatty-Henfrey is approved to attend the UMAAS Convention on May 28 - May 31, 2024 held at the Saskatoon Inn at a cost of $210 plus mileage, hotel and meals following the Travel, Training and Meeting Policy. CARRIED

Workplace Violence Policy

17-04-24 Morin/Kozak – That the Workplace Violence Policy is approved as required by the Employment Act. CARRIED

Craven Landfill 2024

18-04-24 Taylor/Morin – That Fred Buhay, being appointed the Landfill operator is paid at a rate of $16.00 per hour. CARRIED

PBI – Certificate of Appointment

19-04-24 Morin/Winquist – That we appoint PBI as the 2024 Building License officials for the Village of Craven. CARRIED

SaskTel Centrex Agreement – Office Phone

20-04-24 Taylor/Morin – That the SaskTel Centrex Agreement is renewed for a 5 years term at $42.61 per month. CARRIED

CORRESPONDENCE - All correspondence is accepted as reviewed and read.

1. Water Consumption for the month of March was 585,274 gallons.
2. Lumsden RCMP Policing Report
3. RCMP Hall Booking
4. EPT Mill Rate (School) – Government Relations
5. East Central Planning Committee AGM Meeting
6. Minister Tim McLeod Letter
7. LDHH Minutes
8. Jeff and Lynn Taylor Letter
9. Barry Winter Letter
10. Garnet Welykholowa Letter
11. Resident request for AGM Public Meeting
12. SUMA Convention

PORTFOLIO REPORTS

Mayor Anderson

Administration: Mayor Anderson will be attending SUMA Convention.

Library: We responded to the Library board with NAY for the new location.

Councillor Kozak

Parks & Recreation: Bingo will be held on Saturday. Haven't heard back yet from Sask Lotteries regarding the grant allocation.

Protective Services: Administrator Beatty-Henfrey attended the LSREMO meeting. Will be sending notes to the councillors. The fire department is prepped for grassfire season. Attended the RCMP Meeting, went over stats and which crimes that have increased and decreased. Discussed mandatory breathalysers and extortion cases that are happening right now with minors. Learned how to proceed in situations.

Councillor Winquist

Maintenance: Highway 99 is possibly getting re-done within the Village. Notice highways was filling pot holes.

Water & Sewer: A water break was fixed. The Village is now on boil water advisory for a few days. The water is coming up through the cracks in many areas of town as can see wet patches on the pavement.

Councillor Taylor

Cemetery: Nothing new to report.

Hall: Will be gathering all the tin soon with Richard that came off the roof. Will be stacking them by the pump shed. We will be looking at the Hall wall to see if can locate where the water is coming from.

Councillor Morin:

Landfill: The landfill was burned and now open for Saturdays 12 to 5. Residents can call the office during work hours for any hours outside of Saturday.

Rink: The Rink is now shut down until next year. Hopefully next month we will have better communication with the board. The board should be meeting on the off season as well as the winter season.

21-04-24 Morin – That this meeting be adjourned at 9:49 pm. CARRIED

_____ _____

MAYOR **ADMINISTRATOR**