

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON DECEMBER 10, 2024 AT 7:00 p.m.
AT THE COMMUNITY HALL**

PRESENT: Mayor Anderson
Councillor Morin
Councillor Taylor
Councillor Kozak
Councillor Hart

Administrator: Sherry Beatty-Henfrey

CALL TO ORDER

A quorum being present, Administrator Beatty-Henfrey called the meeting to order at 7:00 PM.

Councillors Stephanie Morin, Rick Taylor, Lindsay Kozak, Corey Hart and Mayor Dayna Anderson subscribed to their Oath of Office as required by the Municipalities Act.

Meeting relinquished to Mayor Anderson.

Declaration of Results – Mayor and Council

01-12-24 Taylor/Morin – That we acknowledge the Declaration of Results (Form CC) from November 13, 2024 provided by the Returning Officer. CARRIED

Deputy Mayor

02-12-24 Anderson/Kozak – That Councillor Rick Taylor is appointed Deputy Mayor for the Village of Craven. CARRIED

Council Portfolios

03-12-24 Morin/Taylor – That the following persons be appointed to the respective council portfolios for the 2025 year.

- | | | |
|-------------------|---|---------|
| • Dayna Anderson | Administration Communications, Parks & Recreation | |
| • Rick Taylor | Cemetery & Hall | |
| • Lindsay Kozak | Fire Department/Protective Services & Library | |
| • Stephanie Morin | Landfill & Rink | |
| • Corey Hart | Water/Sewer & Maintenance | CARRIED |

AGENDA

04-12-24 Kozak/Hart – That the agenda be approved. CARRIED

MINUTES

05-12-24 Morin/Taylor – That the Regular Meeting Minutes held on November 12, 2024 be approved as presented. CARRIED

DELEGATION: Wyatt Engineering

Erin Turner and Tristan Wyatt attended the council meeting. Tristan is the director of Environmental at Wyatt Engineering. They wanted to give us an update of the wells being drilled. The wells were drilled at 70 feet deep. The drillers noticed while drilling that there was a small surface fuel stain around a barrel left at the well site. The new wells have been tested and there are traces of hydrocarbons identified. Due to this low amount identified, this could be a potential concern and should be taken seriously should this

amount worsen. This will be monitored closely to rule out a potential contaminated area. Currently this is below the reporting thresholds for Water Security Agency to be concerned but we want to ensure this will not be a long-term issue.

We will be monitoring and testing the water for hydrocarbons to be safe by-weekly. All results will be forwarded to Wyatt Engineering to be monitored. We will re-evaluate this in 3 months time to determine the next solution going forward.

The design process will pick up more in the new year after holidays. This will be additional to the green-sand filters that are needed. We are still in the preliminary consultation stages. A change order was received to add the additional \$15,000 for a GUDI assessment that was required. As of right now we are staying on course to the schedule. Mid January we will receive a drawing of plans when the drafter is finished. They will also plan for a community presentation at that time as well.

ACCOUNTS FOR APPROVAL

06-12-24 Morin/Kozak– That the Bank Reconciliation for November 2024 be approved. CARRIED

07-12-24 Taylor/Hart – That the Accounts Payable Cheque #5046-5067, and including online payments totalling in the amount of \$279,018.70 be approved. CARRIED

Stop Cheque – Chq #5045

08-12-24 Morin/Hart – That a stop cheque is issued for Chq#5045 for \$229,818.75 due to the postal strike and re-issued. CARRIED

Sask Lotteries – 2023-2024

09-12-24 Kozak/Taylor – That the un-used portion of \$2942.00 is promptly returned to Sask Lotteries to ensure future funding is continued. CARRIED

UNFINISHED BUSINESS

Utility Rates Bylaw No. 15-2024

10-12-24 Taylor/Morin– That Utility Rates Bylaw No. 15-2024 is read a third time and passed. Bylaw forwarded to the Local Government Committee for final approval. CARRIED

CCBF Funding Grant

11-12-24 Taylor/Kozak – That 2 hydrants on 34 Tennant and 42 Tennant Street be replaced through the CCBF Grant. CARRIED

NEW BUSINESS

Municipal Revenue Sharing – Declaration of Eligibility

12-12-24 Morin/Hart – 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 2023 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2023 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

Hall Policy

13-12-24 Taylor/Morin – That the Hall Policy is approved as amended to include non-profit organizations within the Village is subject to a 1/3 cost of the regular rental. CARRIED

EMO – Sask Alert Training

14-12-24 Morin/Hart – That Mayor Anderson, Councillor Kozak, Councillor Morin and Administrator Beatty-Henfrey take Part 1 Theory of the Sask Alert Training to Access to call in Alerts as per our Craven EMO Plan. CARRIED

OCP Bylaw No. 16-2024

15-12-24 Morin/Kozak – That Official Community Plan Bylaw No. 16-2024 is read a first time. CARRIED

Zoning Bylaw No. 17-2024

16-12-24 Taylor/Hart – That Zoning Bylaw No. 17-2024 is read a first time. CARRIED

17-12-24 Anderson/Morin – That we enter an in-camera session at 9:41 and the Administrator steps out for this next item of business. CARRIED

Council came out of the in-camera session at 9:49 p.m. and the administrator returned to the meeting.

2025 UMAAS Administrator Salary Guideline

18-12-24 Taylor/Morin – That Sherry Beatty-Henfrey wage is increased to \$38.18/hour to align within the scope of the 2025 UMAAS Administrator Salary Guideline effective January 1, 2025. CARRIED

Christmas Bonuses

19-12-24 Morin/Kozak – That Sherry Beatty-Henfrey and Richard Lipiec receive a Christmas Bonus of \$100.00 each. CARRIED

CORRESPONDENCE

1. Water Consumption for the month of November was 392,209 gallons.
2. Budgetary Control
3. LDHH – October 23 Minutes
4. Parkland Regional Library – Additional Branch Resources
5. Sask Health Authority – Hall Food Inspection
6. Business License – Cannabis Retail

20-12-24 Morin/Kozak – That the Business License and Permit for renovation is approved, pending PBI confirmation. CARRIED

7. Traffic Safety Grant Reporting - November
8. LMT – Holiday Ad.

PORTFOLIO REPORTS

Mayor Anderson

Administration & Library: Nothing to report.

Councillor Kozak

Parks & Recreation: The Annual Christmas Party was a huge success. Going forward we will be looking into the Sask Lotteries grant for the remaining amount of \$654 and planning an event.

Councillor Kozak

Fire/Protective Services: There was a structure fire on Poplar Avenue. No additional property damage or injury, attended again for this morning's flare up. The fire chief is looking into an instructor to come to teach the 1001 training course. This is basic fire fighting wild land training.

Maintenance/ Water & Sewer: No update. Fixing the curbstomp on Tennant Street.

Councillor Taylor

Cemetery/ Hall: Nothing to report.

Councillor Morin:

Landfill: Nothing to report.

Rink: The Rink is in the process of picking someone to be the new caretaker. There are 45 kids signed up for learn to play hockey and 28 signed up for learn to skate. We have received good feedback from the coach. There is a new board member. They are looking into quotes for pest control as there is evidence of mice present. The Rink inspection for the kitchen was approved and passed. Public skating is 2 to 3 days a week. They are asking for volunteers for supervision. The lights and urinals have been replaced. There is a new lock box. The next meeting is January 13.

21-12-24 Hart – That this meeting be adjourned at 10:26 pm.

CARRIED

MAYOR

ADMINISTRATOR