

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON DECEMBER 9, 2025 AT 7:00 p.m.
AT THE COMMUNITY HALL**

CALL TO ORDER

A quorum being present, Mayor Anderson called the meeting to order at 6:54 p.m.

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

Administrator: Sherry Beatty-Henfrey, CAO

AGENDA

01-12-25 Morin/Taylor– THAT the agenda be approved as presented. CARRIED

MINUTES

02-12-25 Morin/Kozak – THAT the Regular Meeting Minutes held on November 12, 2025 be approved as presented. CARRIED

DELEGATIONS:

7:00 p.m. – Naomi Sauer: Bylaw Regulations

Ms. Sauer provided a brief history of her residency in the Village and stated that she has not previously received complaints regarding the condition of her yard. She expressed concern regarding a Notice of Violation issued under the Nuisance Bylaw, indicating that she was surprised by the enforcement action. Ms. Sauer alleged that the bylaw enforcement process was conducted improperly and advised that she intends to appeal the Order issued for her property.

7:15 pm: Shirley Rygh-Field (permission given to Naomi Sauer to read letter on her behalf) – Order to Remedy

Ms. Rygh-Field submitted a letter outlining the length of her residency in the Village and stated that she has not previously received a call or written notice from the Village or a bylaw officer indicating that her yard was considered untidy or unsightly. She advised that, due to physical limitations, she is unable to complete yard clean-up independently.

Ms. Rygh-Field noted that the bylaw officer did not return on the anticipated date and, as the officer attended later than expected, she believed the condition of her yard had been deemed satisfactory. She requested clarification on the definition of “untidy” and “unsightly,” the criteria and authority used to make such determinations, and guidance on what is expected regarding the storage or removal of materials, tools, and equipment given her limited storage capacity and health constraints. She also advised that she is appealing the Order to Remedy.

7:30 pm: Victor McQueen – Residential Lots

Mr. McQueen addressed Council regarding his property, noting that he had been fully charged for remediation and cleanup fees through his taxes. During his delegation, he raised concerns about the condition of other properties rather than focusing on his own, and did not have sufficient time to complete his presentation.

The Mayor intervened regarding Mr. McQueen’s conduct, addressing the disrespectful language and behavior exhibited during the delegation. The delegates left the building.

7:45 pm: Richard – Operations Update

Richard, the weekend operator and certified operator, provided an update on operational matters. He recommended installing a timer for ventilation at the main lift station and an alarm at the smaller lift station to notify staff. He noted that a fence is required around the wellsite itself, rather than the entire property, and advised that culverts should be checked and cleared annually.

Council inquired whether Richard has begun a manual for the operator-in-training. He confirmed that he is currently working on it. Also discussed was maintenance tasks at the fire department that need to be completed.

FINANCIAL REPORTS

03-12-25 Taylor/Hart – THAT the Bank Reconciliation for November 2025 be approved. CARRIED

04-12-25 Morin/Kozak – THAT the December 2025 Accounts Payable Cheque #5321-5343, and including online payments totalling in the amount of \$39,839.23 be approved. CARRIED

UNFINISHED BUSINESS

Utility Rates Bylaw No. 08-2025 – Second Reading

05-12-25 Morin/Kozak – THAT the Utility Rates Bylaw No. 08-2025 is read a second time and amendments be considered at the next meeting. CARRIED

Consolidation Policy

06-12-25 Morin/Anderson – THAT the Consolidation Policy is approved and put in effect. CARRIED

NEW BUSINESS

Service Fees & Charges Bylaw No. 09-2025

07-12-25 Morin/Hart – THAT Service Fees & Charges Bylaw No. 09-2025 is introduced and read a first time. CARRIED

08-12-25 Taylor/Kozak – THAT Service Fees & Charges Bylaw No. 09-2025 is read a second time. CARRIED

09-12-25 Anderson/Morin – THAT Service Fees & Charges Bylaw No. 09-2025 is read a third time at this meeting. CARRIED UNANIMOUSLY

10-12-25 Hart/Taylor – THAT Service Fees & Charges Bylaw No. 09-2025 is read a third time and passed. CARRIED

Tax Certificate Bylaw No. 10-2025

11-12-25 Morin/Kozak – THAT Tax Certificate Bylaw No. 10-2025 is introduced and read a first time. CARRIED

12-12-25 Hart/Taylor – THAT Tax Certificate Bylaw No. 10-2025 is read a second time. CARRIED

13-12-25 Morin/Kozak – THAT Tax Certificate Bylaw No. 10-2025 is read a third time at this meeting. CARRIED UNANIMOUSLY

14-12-25 Anderson/Morin – THAT Tax Certificate Bylaw No. 10-2025 is read a third time and passed. CARRIED

Swale Estimate

15-12-25 Hart/Taylor – THAT the swale estimate from Bandit Trenching is approved to repair the village-owned road and prevent further damage. Once the timeline is established, Administration is to notify nearby property owners. CARRIED

Nuisance Abatement – Bylaw Procedure

16-12-25 Kozak/ – THAT to verify a claim, a letter be issued on behalf of the Village to substantiate a complaint, and the recipient be given 30 days to respond before the bylaw enforcement officer takes action. DEFEATED

17-12-25 Anderson/ – THAT bylaws continue to be enforced on a complaint basis, with claims verified by a designated officer within 30 days prior to a notice of violation being issued.

Councillor Morin requested an amendment: Extend the rectification period to between 30 to 45 days.

17-12-25 Anderson/Hart – THAT bylaws continue to be enforced on a complaint basis, with claims verified by a designated officer, allowing 30 to 45 days for rectification. CARRIED

PBI Certificate of Appointment

18-12-25 Hart/Morin – THAT Nathan Brodner be appointed as Class 1 Licensed Building Official for the Village of Craven, employed by Professional Building Inspections. CARRIED

PBI – Building Orders

19-12-25 Anderson/Morin – THAT all properties subject to the 2025 building updates be granted until January 31, 2026, to achieve compliance, after which a new building order shall be issued. CARRIED

Sask Lotteries 2025-2026 Funding Request

20-12-25 Anderson/Kozak – THAT the remaining grant amount of \$654 is submitted for the Craven Community Rink. CARRIED

Municipal Revenue Sharing – Declaration of Eligibility

21-12-25 Anderson/Morin – 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 Audited Financial Statement to the Ministry of Government Relations;
 - Submission of the 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

SK Recycles Phase 2 Transition – Letter of Offer

22-12-25 Morin/Anderson – THAT this item of business is tabled until the next meeting for more research. CARRIED

Christmas Bonuses

23-12-25 Morin/Taylor – THAT permanent full-time employees, Sherry Beatty-Henfrey and Kim Back receive a Christmas Bonus of \$100.00 each. CARRIED

CORRESPONDENCE – Accepted as presented

1. Water Consumption for the month of November was **385,952** gallons
2. Town of Pense – Mutual Aid Agreement
3. Wyatt Engineering/Colliers Report

24-12-25 Taylor/Anderson – THAT this item is tabled until the next meeting for more research. CARRIED

4. LSREMO – Training course reminder December 13th Strasbourg.

NEW Portfolio Reports	Primary/Secondary	May consist of
Grants, Projects & Improvements	Anderson/Kozak	Admin, Parks & Recreation
Strategic Planning & Safety	Kozak/Morin	Fire & Protective Services (LSREMO, RCMP)
Infrastructure & Roads	Hart/Anderson	Maintenance, Water & Sewer
Facilities & Services	Taylor/Hart	Cemetery, Hall, Landfill, Lagoon
Organizational Rep & Community Engagement	Morin/Taylor	Rink, Library, LDHH, Cleanup committee

Facilities & Services:

- Administration to arrange for signage to be installed at the Craven Hall indicating that, during any social function or activity, unsupervised children are not permitted in the downstairs area.
- The sound system experienced operational issues over the weekend and requires inspection and repair.
- When members of the public book the hall, they will be asked whether access to the sound system is required, consistent with the process used for kitchen access.

Next council meeting is scheduled for January 13, 2026 at 7:00 p.m. at the Community Hall.

25-12-25 Morin – THAT this meeting be adjourned at 9:53 p.m.

CARRIED

MAYOR

ADMINISTRATOR