

**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**

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**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 13<sup>th</sup> Strasbourg.

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

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MAYOR

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ADMINISTRATOR