

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL
HELD ON FEBRUARY 10, 2026 AT 7:00 p.m.
AT THE COMMUNITY HALL**

CALL TO ORDER

A quorum being present, Deputy Mayor Taylor called the meeting to order at 7:00 p.m.

PRESENT: **Deputy Mayor Taylor**
 Councillor Hart
 Councillor Morin
 Councillor Kozak

Administrator: **Sherry Beatty-Henfrey, CAO**

AGENDA

01-02-26 Morin/Kozak– THAT the agenda be approved as amended. CARRIED

MINUTES

02-02-26 Morin/Hart – THAT the Regular Meeting Minutes held on January 13, 2026 be approved as presented. CARRIED

DELEGATIONS:

7:00 p.m. – Blaine McLeod, MLA – Meet & Greet / Municipal Discussion

Blaine McLeod, MLA, attended the meeting to discuss municipal matters and gather feedback regarding local needs.

Discussion included municipal revenue sharing and the benefits it provides to municipalities across Saskatchewan. It was noted that Saskatchewan is the only province in Canada that shares a portion of provincial sales tax revenue with municipalities. The guidelines required to receive revenue sharing funding each year was also discussed.

The MLA asked Council if there were any concerns he could bring forward to the Provincial Government. Council raised concerns regarding the increasing number of dilapidated buildings in communities. These properties are costly and time-consuming to bring into compliance, negatively impact surrounding property values, and pose potential safety hazards. Mr. McLeod acknowledged the concern and advised he would take the information back for further discussion at the provincial level.

Council also inquired about provincial plans to support the aging population, particularly with transportation challenges related to medical appointments. Mr. McLeod indicated that some communities have benefited from the addition of nurse practitioners. He further noted that the province is exploring expanded virtual healthcare options to better serve smaller communities, potentially reducing the need for travel. A suggestion was that a designated virtual healthcare space in communities may be worth bringing forward to the Minister of Health, noting that approximately 40% of the provincial budget is allocated to healthcare annually.

Council thanked MLA McLeod for his efforts in advocating for the repaving of Highway 99, which will be a significant improvement for the community once completed.

Council thanked MLA Blaine McLeod for attending the meeting.

7:45 p.m. – Wyatt Engineering – Water Project Update

Ashley Wyatt and Erin Turner of Wyatt Engineering attended the meeting. Carlin Windrim and Kritika Parmar of Colliers joined by telephone. Also present was Certified Water Operator Richard Lipiec.

Ashley Wyatt provided an update on the Water Project.

Council and Ashley discussed the requirement to install a fence surrounding the well pumphouse to prevent unauthorized access to the municipal water system. Administration will contact legal counsel to prepare an agreement with adjacent landowners prior to installation.

A bidder meeting is scheduled for the 19th at the pumphouse site to allow potential bidders to review the location and ask questions. Council reviewed the bidder documents, layout plans, and survey plans.

It was noted that a backup generator is recommended for future consideration to ensure system reliability. Advised that upon completion of the project, the Village will remain classified as a Class 1 water system.

Certified Operator Richard Lipiec confirmed that the distribution system should not exceed 160 PSI and the line would break at 180 PSI.

Discussion took place regarding installation of a cellular notification system and exterior warning light in the event of system failure. It was also noted that electronics have been minimized where possible to maintain budget parameters. Council agreed that a notification system is important to have.

It was confirmed that one pump will operate continuously, with two pumps running during peak seasonal demand. Where feasible, existing pumps and siding will be salvaged.

Construction scheduling was discussed. It was confirmed that construction activities will conclude by 8:00 p.m. in accordance with the Municipal Noise Bylaw.

The scope ladder was reviewed with Colliers representatives.

Council discussed the importance of reminding residents, via newsletter or public posting, that one-way septic valves and proper backflow prevention devices are strongly encouraged.

03-02-26 Kozak/Morin – THAT council recess the meeting for 5 minutes at 8:55 pm. CARRIED

The meeting reconvened at 9:00 p.m.

FINANCIAL REPORTS

Bank Reconciliation

04-02-26 Morin/Hart – THAT the Bank Reconciliation for January 2026 be approved. CARRIED

Accounts for Approval

05-02-26 Morin/Kozak – THAT the February 2026 Accounts Payable Cheque #5362-5383, 5386, and including online payments totalling in the amount of \$114,838.33 be approved. CARRIED

Budgetary Control 2025

06-02-26 Kozak/Hart – THAT the Budgetary Control 2025 be acknowledged as reviewed and presented. CARRIED

Reserve Maturity Feb. 23, 2026

07-02-26 Morin/Hart – THAT the reserve investment maturing on February 23, 2026 be reinvested for a 180-day term, non-redeemable, at an interest rate of 2.75%, with both principal and accrued interest reinvested. CARRIED

NEW BUSINESS

Mayor Resignation

08-02-26 Morin/Hart – THAT Council acknowledge the resignation of Mayor Dayna Anderson, effective January 31, 2026. CARRIED

Appoint Acting Mayor

09-02-26 Morin/Kozak – THAT Rick Taylor be appointed Acting Mayor, effective immediately. CARRIED

Deputy Mayor

10-02-26 Taylor/Morin – THAT Corey Hart be appointed Deputy Mayor, with the appointment to be revisited following the upcoming election. CARRIED

Mayor By-Election

11-02-26 Morin/Kozak – THAT the By-Election for the position of Mayor be held on April 22, 2026 at the Community Hall. CARRIED

Council Procedures Bylaw No. 02-2026

12-02-26 Kozak/Morin – THAT Council Procedures Bylaw No. 02-2026 is introduced and read a first time. CARRIED

13-02-26 Morin/Hart – THAT Council Procedures Bylaw No. 02-2026 is read a second time. CARRIED

14-02-26 Hart/Kozak – THAT Council Procedures Bylaw No. 02-2026 is read a third time at this meeting. CARRIED UNANIMOUSLY

15-02-26 Morin/Hart – THAT Council Procedures Bylaw No. 02-2026 is read a third time and passed. CARRIED

Hall Rental Rates Policy 2026

16-02-26 Hart/Kozak – THAT the Hall Rental Rates Policy remain unchanged for 2026. CARRIED

SUMA Convention 2026 – April 12 to April 15

17-02-26 Morin/Hart – THAT Acting Mayor Taylor, Councillor Kozak and CAO Beatty-Henfrey are approved to attend Saskatchewan Urban Municipalities Association (SUMA) convention training in Regina for 2026. CARRIED

UMAAS Convention 2026 – June 2 to June 5

18-02-26 Morin/Kozak – THAT CAO Beatty-Henfrey is approved to attend the annual Urban Municipal Administrators Association of Saskatchewan (UMAAS) convention training in Saskatoon for 2026. CARRIED

Taxervice 2026 Engagement Letter

19-02-26 Morin/Hart – WHEREAS The Tax Enforcement Act requires the municipality to conduct tax recovery proceedings every year; AND WHEREAS council for the municipality deems it to be in the municipality's best interest to hire Taxervice Inc. to manage tax arrears recovery on its behalf; NOW THEREFORE IT IS HEREBY RESOLVED that Village of Craven hire Taxervice Inc. to manage tax arrears recovery on the municipality's behalf for a term of 3 (three) years. AND BE IT FURTHER RESOLVED that the administrator be and is hereby authorized to sign the Taxervice Inc. engagement letter on behalf of the municipality. CARRIED

Munisoft E-Receipts

20-02-26 Morin/Hart – THAT E-Receipts are approved to be purchased for the Munisoft program. CARRIED

SUMAssure Insurance Renewal & Employee Bond

21-02-26 Morin/Kozak – THAT the Insurance Premium from December 31, 2025 to December 2026 is acknowledged and paid, FURTHERMORE THAT the Employee Bond Insurance from SUMAssure be approved for 2026 as required in Section 113 of the Municipality Act.

CARRIED

CORRESPONDENCE – Accepted as presented

1. Water Consumption for the month of January was **416,390 gallons**
2. RCMP – 2025 Update
3. SK Lotteries Grant – Application period for April 1, 2026 – March 31, 2027
4. Metecor – Update

22-02-26 Taylor/Kozak – THAT we extend the meeting past 10:00 pm. as per the Council Procedures Bylaw.

CARRIED

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

Strategic Planning & Safety

Council held a brief discussion regarding the locations of the Automated External Defibrillators (AEDs), currently housed at the Fire Department, Rink, and Community Hall. Council also discussed the availability of first responders within the community and noted that volunteers are needed in the area. Administration was directed to investigate the process for registering first responders and to report back with further information.

Councillor Kozak reported that activity at the Fire Department has been relatively quiet. Members continue to participate in regular training, and a collaborative training session is scheduled in the near future. The Fire Department maintains a yearly agenda outlining priority training and operational objectives.

Facilities & Services

Council noted that sections of vinyl siding on the rear of the Community Hall have broken off. This matter will be revisited and repaired in the spring.

It was also noted that the Hall’s speaker system requires repair. Arrangements will be made to address this at a later date.

Organizational Rep & Community Engagement

Council was advised that the rink fundraiser is progressing well. It was noted that the rink typically closes during the second week of March, depending on community participation and usage. The July Craft Show has been booked.

Discussion also took place regarding potential improvements to the little library in front of the Community Hall. A suggestion was made to install a second community library box to accommodate games and puzzles.

Next council meeting is scheduled for March 10, 2026 at 7:00 p.m. at the Community Hall.

23-02-26 Morin – THAT this meeting be adjourned at 10:17 p.m.

CARRIED

MAYOR

ADMINISTRATOR