

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

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**CALL TO ORDER**

A quorum being present, Acting Mayor Taylor called the meeting to order at 6:56 p.m.

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

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

**AGENDA**

**01-03-26 Morin/Kozak**– THAT the agenda be approved as presented. CARRIED

**MINUTES**

**02-03-26 Morin/Hart** – THAT the Regular Meeting Minutes held on February 10, 2026 be approved as presented. CARRIED

**DELEGATIONS:**

**7:00 p.m. – Kelly Erickson – Dog attack**

Kelly attended the Council meeting to raise concerns regarding off-leash dogs within the Village of Craven. She noted that this was not the first time she has experienced a dog attack involving her two dogs.

Upon moving to the Village, Kelly asked neighbours where she could safely walk her dogs aside from municipal roads and sidewalks. She was advised of a trail running alongside the river leading to Tennant Street. Unaware that portions of this trail extend onto private property, Kelly encountered a loose, off-leash dog that attacked her dogs, causing them injury. While attempting to intervene, she broke her phone and was unable to record the incident for reporting purposes.

Council advised that enforcement currently operates on a complaint/report basis for loose animals. Council also acknowledged that this is not the first reported incident involving the same dog, and that fines have been issued to the owners.

Council further noted that we will review and consider amendments to the current dog bylaw to address aggressive dogs more explicitly. In addition, signage will be installed on the Crown land indicating “Private Property Beyond This Point,” as there are currently no “No Trespassing” signs in place.

This matter will be revisited at the next Council meeting as part of a broader bylaw review. We thanked Kelly for attending and bringing this matter to our attention.

**FINANCIAL REPORTS**

*Bank Reconciliation*

**03-03-26 Morin/Kozak** – THAT the Bank Reconciliation for February 2026 be approved. CARRIED

*Accounts for Approval*

**04-03-26 Kozak/Hart** – THAT the March 2026 Accounts Payable Cheque #5384-8385, 5387-5399, and including online payments totalling in the amount of \$20,138.87 be approved. CARRIED

**UNFINISHED BUSINESS**

*Fencing Agreement – Lawyer Review*

**05-03-26 Hart/Kozak** – THAT Council approve the draft Fencing Agreement and direct Administration to forward same to the affected RM resident at the earliest opportunity to facilitate continued progress at the watershed. CARRIED

**NEW BUSINESS**

*Infrastructure Reserve Set up*

**06-03-26 Morin/Hart** – THAT this item of business is tabled until the January 2027 meeting for further review. CARRIED

*Matthewson & Co. Webinar – “When Volunteers Run the Show”*

**07-03-26 Hart/Kozak** – THAT Councillor Morin is approved to attend this webinar on behalf of the Village for \$75.00. CARRIED

*2026 Administrator Salary Guideline*

**08-03-26 Morin/Hart** – THAT in accordance with the UMAAS Administrator Salary Guideline—based on metrics of experience/education, community size, and years of service—Administrator Sherry Beatty-Henfrey’s wage be increased to \$44.23 per hour; and THAT the Administrator’s hours be set as Monday to Thursday from 9:00 a.m. to 3:00 p.m. with a half-hour unpaid lunch break, with a minimum of 22 hours per week, or as required based on municipal workload needed, effective April 1, 2026. CARRIED

**DEFERRED BUSINESS**

- Laptop Quote
- Botkin Construction

**CORRESPONDENCE – Accepted as presented**

1. Water Consumption for the month of February was **381,696 gallons**
2. Nomination Day – March 18, 2026
3. RCMP – February 2026 Update
4. Medical First Responder Info - Provincial Program
5. SK Lotteries Grant – 2027 Funding
6. Ministry of Parks – Burn Plan
7. STARS – asking for Donations

<b>NEW Portfolio Reports</b>	<b>Primary/Secondary</b>	<b>May consist of</b>
<b>Grants, Projects &amp; Improvements</b>	Kozak	Admin, Parks & Recreation
<b>Strategic Planning &amp; Safety</b>	Kozak/Morin	Fire & Protective Services (LSREMO, RCMP)
<b>Infrastructure &amp; Roads</b>	Hart	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

**Grants, Projects & Improvements**

Councillor Kozak advised that she has spoken with Andrew Exelby regarding Communities in Bloom and suggested that the Village consider applying. It was noted that the Social Committee may be able to assist by organizing a community cleanup group to support the initiative.

Administration was further directed to issue a public notice advising that the community planters at the rink are now available for residents wishing to plant vegetables or flowers, and to encourage planting prior to the end of May.

**Strategic Planning & Safety**

Councillor Kozak worked with the fire department members on starting procedures with the fire truck. The Fire Department has put a notice out looking for new members to join. The truck was sent for repairs with the hydraulic ladder. Councillor Kozak wishes to attend the Natural Disasters training in Regina.

**Infrastructure & Roads**

Reviewed paving options for Fraser Avenue.

**Facilities & Services**

Councillor Hart worked on the hall sound system with a technician from Lumsden and reinstalled the missing speakers. Bluetooth capability has also now been installed. It was suggested that the electronics cabinet be locked and that system controls be added behind the bar.

**Organizational Rep & Community Engagement**

A total of 33 responses were received from the community survey. The majority indicated that residents would like to see a community cleanup initiative and increased efforts toward beautification within the community. It was further noted that professional building inspections and bylaw enforcement are vital to maintaining these standards and supporting ongoing community improvement, and that applying for Communities in Bloom would further support these efforts.

Council noted that garbage bins will be ordered and placed at the landfill over the May long weekend, as this approach was successful last year and did not result in any excess fees for inappropriate or unwarranted waste disposal.

**Next council meeting is moved to April 21, 2026 at 7:00 p.m. at the Community Hall.**

**09-03-26 Morin – THAT this meeting be adjourned at 9:33 p.m.**

CARRIED

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MAYOR

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ADMINISTRATOR