

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL  
HELD ON APRIL 21, 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 7:00 p.m.

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

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

**AGENDA**

**01-04-26 Morin/Kozak**– THAT the agenda be approved as presented. CARRIED

**MINUTES**

**02-04-26 Morin/Hart** – THAT the Regular Meeting Minutes held on March 10, 2026 be approved as presented. CARRIED

**03-04-26 Morin/Hart** – THAT the Special Meeting Minutes held on March 24, 2026 be approved as presented. CARRIED

**DELEGATIONS:**

**7:05 p.m. – Bobbi Desjarlais – Utility Billing**

Bobbi and her father attended the meeting to raise concerns regarding the utility interest charges applied to water bills. As per Utility Rates Bylaw No. 08-2025, “A penalty of 2.0% interest per month will be added to all water and sewer accounts outstanding.” *Further, Schedule “A” states: “Monthly interest charged on overdue accounts: Accounts remaining unpaid 30 days after billing date – 2% per month.”*

They expressed concern that the utility billing did not clearly indicate when interest would begin to apply. In response, Administration has since added “Net 30 Days” directly to the utility bills to provide greater clarity for residents.

Bobbi and her father also felt that accounts should not be considered overdue until the next utility billing cycle. However, the current Utility Rates Bylaw, approved by the Local Government Committee in 2025, specifies that interest is applied to accounts remaining unpaid 30 days after the billing date.

Council also noted that residents were provided with multiple notices and reminders throughout 2025 advising that utility interest charges would be reinstated in 2026.

**7:20 p.m. – Lindsey Bullock – Repeat Dog Fines**

Lindsey attended the meeting to request that Council pardon her large dog fines invoice, currently totaling \$1,600 and ongoing. She advised that she has purchased a shock collar for her dog and is in the process of installing an invisible fence to ensure the dog remains within her yard. She stated that, as a backup plan, she would install a dog run if needed. Lindsey also asked whether community service could be considered in place of payment of the fines. Council advised that they would discuss the matter further and provide her with a response.

## **FINANCIAL REPORTS**

### *Bank Reconciliation*

**04-04-26 Morin/Kozak** – THAT the Bank Reconciliation for March 2026 be approved. CARRIED

### *Accounts for Approval*

**05-04-26 Hart/Kozak** – THAT the April 2026 Accounts Payable Cheque #5400-5423, and including online payments totalling in the amount of \$186,934.62 be approved. CARRIED

## **UNFINISHED BUSINESS**

### *Botkin Quote Approval*

**06-04-26 Hart/Morin** – THAT the Village of Craven approves the quote from WF Botkin Construction in the amount of \$93,079.50 for the re-surfacing of the bottom of Fraser Avenue; and FURTHERMORE THAT, pursuant to the Purchasing Policy, the tendering process was waived due to coordinating with the existing project on Highway 99 through a formal invitation to quote. CARRIED

### *Appeal Decision: Order to Remedy*

**07-04-26 Morin/Hart** – THAT the Order to Remedy for 3 & 4 Gilman Avenue be extended to June 30, 2026 following the appeal received, and that full remediation proceed after this date. CARRIED

## **NEW BUSINESS**

### *Bidder Award – Water Project*

**08-04-26 Morin/Kozak** – THAT, as per the recommendation received from Wyatt Engineering, the contract to complete the remaining water project under the ICIP Grant be awarded to Trans Canada Contracting. CARRIED

### *Scope Change 3*

**09-04-26 Morin/Hart** – THAT Scope Change #3 in the amount of \$30,000.00 be approved. CARRIED

### *Cost Savings PR1*

**10-04-26 Morin/Kozak** – THAT the cost savings proposal PR1 in the amount of \$31,000.00 be approved. CARRIED

### *2026 Budget*

**11-04-26 Morin/Hart** – That the 2026 Budget is approved. CARRIED

### *Base Tax Bylaw 03-2026*

**12-04-26 Morin/Kozak** – That the Base Tax Bylaw 03-2026 is introduced and read a first time. CARRIED

**13-04-26 Kozak/Morin** – That the Base Tax Bylaw 03-2026 is read a second time. CARRIED

**14-04-26 Hart/Morin** – That the Base Tax Bylaw 03-2026 be read a third time at this meeting. CARRIED Unanimously

**15-04-26 Hart/Kozak** – That the Base Tax Bylaw 03-2026 is read a third time at this meeting and passed. CARRIED

### *2026 Taxes – Uniform Mill Rate*

**16-04-26 Taylor/Kozak** – THAT the 2026 Uniform Mill Rate remain unchanged from the previous year at 7 mills. CARRIED

*Sask Lotteries – 2026 Applications received for funding*

**17-04-26 Morin/Hart** – THAT the application from the Craven Social Committee be approved in the amount of \$3,544.17 to be funded through the Sask Lotteries Grant, and FURTHERMORE THAT Administration advertise that the remaining balance of \$1,109.83 is still available for funding applications. CARRIED

*Dog Fines*

**18-04-26 Hart/Kozak** – THAT the fines of dogs running at large are continued to be upheld. CARRIED

*Establishment of Joint Holdback Account and Appointment of Authorized Signing Officers*

**19-04-26 Morin/Hart** – WHEREAS, to comply with the Builders Lien Act and establish a Joint Holdback Account with RBC in relation to business conducted between the Village of Craven and Trans Canada Contracting, Council deems it necessary to ensure the secure management of funds held within the account;

THEREFORE BE IT RESOLVED THAT Council approves the establishment of a Joint Holdback Account with RBC to be structured as a “No Debit” account, with no debit card access, no online banking withdrawals, no electronic transfers, and no other withdrawal methods permitted except by in-branch attendance at the financial institution;

AND FURTHER THAT all withdrawals, transfers, or releases of funds from this account shall require dual signatures and must be completed in person at the branch;

AND FURTHER THAT the two authorized signing officers for this Joint Holdback Account shall be:

Sherry Beatty-Henfrey, Signing Officer for the Village of Craven; and  
Keith Hubelit, Signing Officer for Trans Canada Contracting;

AND FURTHER THAT both authorized officers must jointly approve and sign for any transaction involving the withdrawal or release of funds from the account. This No Debit Joint Holdback Account shall remain active and in place until the project is fully completed and all holdback obligations under the Builders Lien Act have been satisfied. CARRIED

*Dust Control 641 – RM of Longlaketon*

**20-04-26 Kozak/Hart** – THAT dust control from the RM of Longlaketon is approved for the hill on 641. CARRIED

*Draft Audited 2025 Financial Statements*

**21-04-26 Hart/Morin** – THAT the 2025 Draft Audited Financial Statements is approved. CARRIED

*Human Resources – Personnel Matters*

**22-04-26 Taylor/Morin** – THAT Council enters into a closed session at 8:56 p.m. to discuss Human Resources - Personnel matters, as permitted under Section 14 of LA FOIP. CARRIED

Council returned to open session at 9:12 p.m.

**23-04-26 Morin/Kozak** – THAT the resignation of Thomas Kimball Back, Maintenance and Utility Operator, be accepted due to retirement; AND FURTHERMORE THAT, pursuant to Administrator Bylaw 06-2021 and The Municipalities Act, which authorizes the Chief Administrative Officer to manage staffing and carry out hiring necessary for municipal operations within the approved budget, the CAO is directed to proceed with hiring replacement staff as required to ensure continuity of municipal services. CARRIED

**DEFERRED BUSINESS**

- AED Quote: fire hall – Red Cross AED Grant apply by April 30
- Dog Bylaw No. 04-2026

**CORRESPONDENCE – Accepted as presented**

1. Water Consumption for the month of March was **478,359 gallons**
2. Election April 22, 2026 Reminder
3. CRAG Grant Letter – approved for \$5,000 for the Rink
4. Highway 99 Resurfacing
5. Darlene Mitchell – Letter regarding drainage
6. LSREMO – AGM April 27, 2026

<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**

A Communities in Bloom Zoom call was held today, during which Andrew Exelby provided an overview of the program. Brenda, who serves as one of the judges, also explained how the program is conducted and shared insights into the evaluation process, noting that it is a positive and enjoyable initiative.

Nancy, a greenhouse specialist, offered practical advice and tips on plant selection and care. Tina, a therapeutic gardener, contributed ideas focused on the benefits of gardening for wellness and community engagement.

The Zoom session was recorded and will be circulated for future reference.

**Strategic Planning & Safety**

Three individuals are interested in joining the Fire Department. Spring setup has been completed, and the department is prepared for the 2026 fire season.

**Infrastructure & Roads**

The Highway 99 resurfacing project is scheduled to begin on May 11. Work will proceed from east to west during the paving operations.

The pilot project for water meters has commenced, with 10 trial service locations in the initial rollout.

**Facilities & Services**

The cemetery and hall are looking good. The Village plans to ask Fred to open the landfill on May 2 this year; however, confirmation will be provided closer to the date depending on ground conditions and whether it is dry enough for access.

**Organizational Rep & Community Engagement**

There are plans to schedule an AGM meeting this year.

The rink season has gone well and the area is drying up. There are also plans to move the cornhole boards outside to the rink parking lot area.

**Next council meeting is May 12, 2026 at 7:00 p.m. at the Community Hall.**

**24-04-26 Morin** – THAT this meeting be adjourned at 10:06 p.m.

CARRIED

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**MAYOR**

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**ADMINISTRATOR**