



# VILLAGE OF CRAVEN ANNUAL GENERAL MEETING

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Wednesday, May 27<sup>th</sup>  
at 7pm at the Craven Community Hall

# AGENDA

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1. Introduction
2. Council & Staff
3. Village of Craven Water Supply and Treatment System Upgrades  
Why this project is needed, what is included in the project, benefits to the Community, project schedule, project budget, what's next for our Water System, council's commitment.  
~Questions for Project Engineer Ashley Wyatt (Director of Civil Engineering)
4. Strategic Planning: 2026 Budget – How the Village is Funded. How your tax dollars are spent.
5. Residents Survey Results  
Residents views on property taxes, infrastructure feedback & funding infrastructure improvements, services residents want maintained & budget pressure priorities, community support and participation, why residents choose to live in Craven, residential feedback, key takeaways
6. New General Business items
7. General Information – CAO
8. Change of Staff, Council positions to be filled
9. Questions
10. Thank You

# 1. INTRODUCTION

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This annual ratepayers' meeting reflects Council's commitment to openness, transparency, and accessibility.

Transparency remains a core value of this Council's approach and we will continue to build on activities like this as new opportunities arise.

We invite you to share your thoughts and look forward to hearing from you.



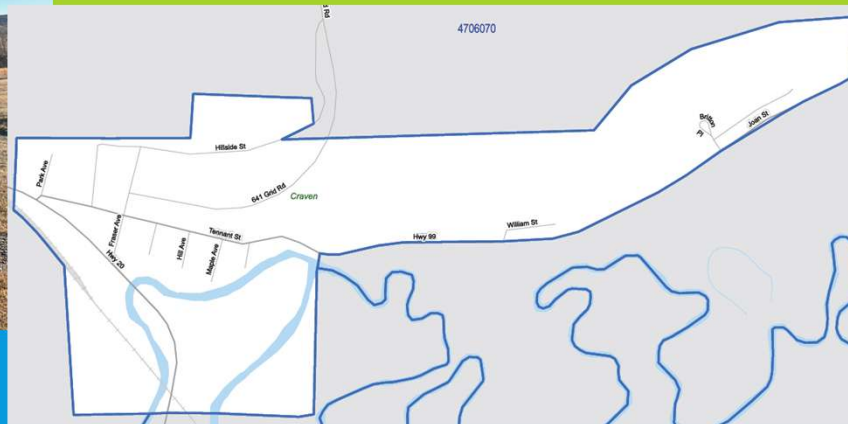
## 2. COUNCIL & STAFF

Mayor	Rick Taylor
Deputy Mayor	Linsay Kozak
Council	Stephanie Morin
Council	Vacant 1
Council	Vacant 2
CAO	Sherry Beatty-Henfrey
Public Works	Corey Hart
Certified Water Operator	Richard Lipiec



### 3. WATER SUPPLY AND TREATMENT SYSTEM UPGRADES

The Village of Craven is moving forward with major upgrades to our water supply and treatment system to ensure residents continue to receive safe, reliable, and sustainable drinking water for many years to come. This project includes upgrades to wells, pumps, controls, treatment equipment, and expansion of the existing water treatment plant.



## 3. WHY THIS PROJECT IS NEEDED

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### **Changing Regulatory Requirements**

The Canadian Drinking Water Quality Guidelines were updated in 2019, applying a more stringent limit for manganese, which the Village's water quality does not achieve; the Water Security Agency indicated their regulations will be updated to follow suite.

The Village was notified of the change and the requirement to upgrade their system to remain compliant as part of their waterworks system assessment, completed in 2022.

### **Compliance to Building Codes**

The existing water treatment plant and pumphouse were not compliant with the National Building Code of Canada 2025 and electrical capacity was insufficient for new process equipment in accordance with the Canadian Electrical Code.

## 3. WHY THIS PROJECT IS NEEDED (CONT'D)

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### Aging Infrastructure

Much of the Village's water infrastructure is aging. In particular, the Village's two wells which were installed in the 1970s and 1980s. With a typical design service life of 20 to 40 years, this infrastructure was beyond its expected service life and at risk of failure. The Village had maintenance performed to extend the service life of the wells, but this infrastructure remained a high risk in providing sustainable water to the Village.

Each well is incapable of providing sufficient water to support the Village independently. **If either well were to fail, there would be insufficient water supply to support the Village's demand.**

### Operations & Controls

The Village's water treatment system is primarily manually operated with on/off switches, and limited system monitoring, requiring the operator to physically come to the plant to manage operations. This is a dated approach; newer systems are relying on automation for operations and monitoring, and allowances for remote access.

# 3. WHAT IS INCLUDED IN THE PROJECT

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## 1. Well and Pump Upgrades

- Two new wells with associated piping and appurtenances, and replacement of one of the existing well pumps
  - Redundancy has been incorporated to allow for any one well to be out of service
- Upgraded pumphouse building mechanical
- Upgraded electrical, instrumentation and controls, including communication between the treatment plant and well building

## 2. Water Treatment Plant Expansion

The Water Treatment Plant will be expanded and modernized with:

- New concrete foundation and holding tank
- Building expansion to house new treatment equipment
- New heating, ventilation, and cooling (HVAC) for the existing and expanded plant
- New and upgraded electrical equipment in the existing and expanded plant

## 3. WHAT IS INCLUDED IN THE PROJECT (CONT'D)

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### 3. New Water Treatment Equipment

The project includes installation of:

- Manganese greensand filtration systems
- Chemical feed systems
- Chlorine monitoring equipment

### 4. Electrical, Instrumentation & Control Systems

The water system will be equipped with modern control and monitoring equipment to help improve daily operations and reliability. These upgrades will allow operators to better monitor the system, respond to issues more quickly, improve efficiency through remote access, and help reduce service interruptions and downtime.

## 3. WHAT IS INCLUDED IN THE PROJECT (CONT'D)

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### 5. Commissioning and Testing

Before the upgraded system becomes fully operational and turned over to the Village:

- All systems will be tested
- Equipment will be calibrated
- Performance verification will occur
- Water quality and operational standards will be confirmed

## 3. BENEFITS TO THE COMMUNITY

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### **Improving Water Quality**

The new upgrades will include filtration treatment equipment to provide safe water quality for residents, in compliance with the current regulatory guidelines.

### **Improving Reliability and Service**

- Improve the reliability and sustainability of the water system
- Reduce the risk of breakdowns and unexpected failures, typical of aging infrastructure
- Modernize monitoring and control systems for more efficient operations
- Support future growth in the community

**Once completed, the upgraded water system will provide safer and more reliable drinking water for residents while reducing the risk of breakdowns and service interruptions. The improvements will modernize the Village's infrastructure, improve system efficiency and monitoring, and help ensure a dependable water system for the community for many years to come.**

## 3. PROJECT SCHEDULE

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- Well Development and Initial Testing – Completed 2024
- Groundwater Under the Direct Influence (GUDI) Assessment – Completed 2025
- Design – Completed 2025/2026
- Tendering – Completed 2026
- Construction – Ongoing – Start April 2026

This project is anticipated to be completed by December 31, 2026.

**Construction has been carefully planned to minimize impacts to residents** including requirements that there be no disruption to the Village's water supply during key summer periods such as Country Thunder.

## 3. PROJECT BUDGET

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The Village was proactive in applying for funding to support this project. The Village submitted their application for funding in Fall 2022. Fortunately, the Village received significant grant funding through the Investing in Canadian Infrastructure Program (ICIP) in 2024.

Project Budget\*: \$2.3 M

\*As of May 2026. Does not include contingency for potential cost increases during construction.

ICIP Funding: \$1.5 M

Village Funded: \$0.8 M

Funding Percentage: 64%

**More than 60% is funded by the grant!**

## 3. WHAT'S NEXT FOR OUR WATER SYSTEM

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### **Backup Power Supply**

The upgraded water treatment plant has been designed to allow for the addition of a backup power generator. Due to budgetary constraints, this was not included in the current project.

### **Water Meters**

The Village has also been recommended to add water meters for individual services. This assists the Village in developing a sustainable model for water operations, including accurate billing for residents, and monitoring water losses (minor leakage) in the system.

Looking ahead, with the Village continuing to modernize its utility system. Water meters are planned for installation in 2027 in each household to ensure more accurate and equitable billing based on actual water usage. This initiative will improve transparency, support long-term infrastructure planning, and help ensure the sustainability of the Village's water system into the future.

### 3. COUNCIL'S COMMITMENT

Council recognizes this is one of the most important infrastructure investments the Village has faced in decades. The reality is that now is the time to make these upgrades — before costs grow even higher and before critical infrastructure fails unexpectedly. The Village's existing wells are well beyond their expected service life. Water wells typically have an average service life of approximately 20 – 40 years, while some of Craven's infrastructure is now over 50 years old. We have been fortunate that the system has continued operating as long as it has, but relying on aging infrastructure carries a significant risk.

If a major failure were to occur before upgrades are completed, the Village could face serious water shortages, emergency repairs, and substantially higher costs to residents and taxpayers. In a worst-case scenario, the Village could be placed into an emergency response situation while trying to restore essential water service under urgent conditions.

Council believes it is far more responsible to address these issues proactively rather than waiting for a failure to force emergency action. This project allows the Village to plan improvements carefully, maintain reliable service, and complete the work in a controlled and financially responsible manner.

The Village is also required to remain compliant with Saskatchewan Water Security Agency (WSA) regulations and federal drinking water standards. These are not optional requirements. Municipalities must continue meeting water quality, treatment, and infrastructure regulations to ensure public safety and long-term sustainability of the system.

Wyatt Engineering presented Council with a strong and compelling proposal that identified practical long-term solutions for Craven's water system. Once the Village was approved for Infrastructure Canada's ICIP grant funding, Council recognized that this was an important opportunity that could not be overlooked.

The ICIP grant approval has significantly reduced the financial burden on local taxpayers and has made these upgrades much more achievable for the community. Council believes it would not be responsible to ignore available funding assistance while facing aging infrastructure and increasing regulatory requirements.

This project is about protecting the community's future water supply, maintaining compliance, reducing long-term risk, and ensuring residents continue to receive safe and dependable drinking water for years to come.

## Questions?

## 4. STRATEGIC PLANNING: 2026 BUDGET

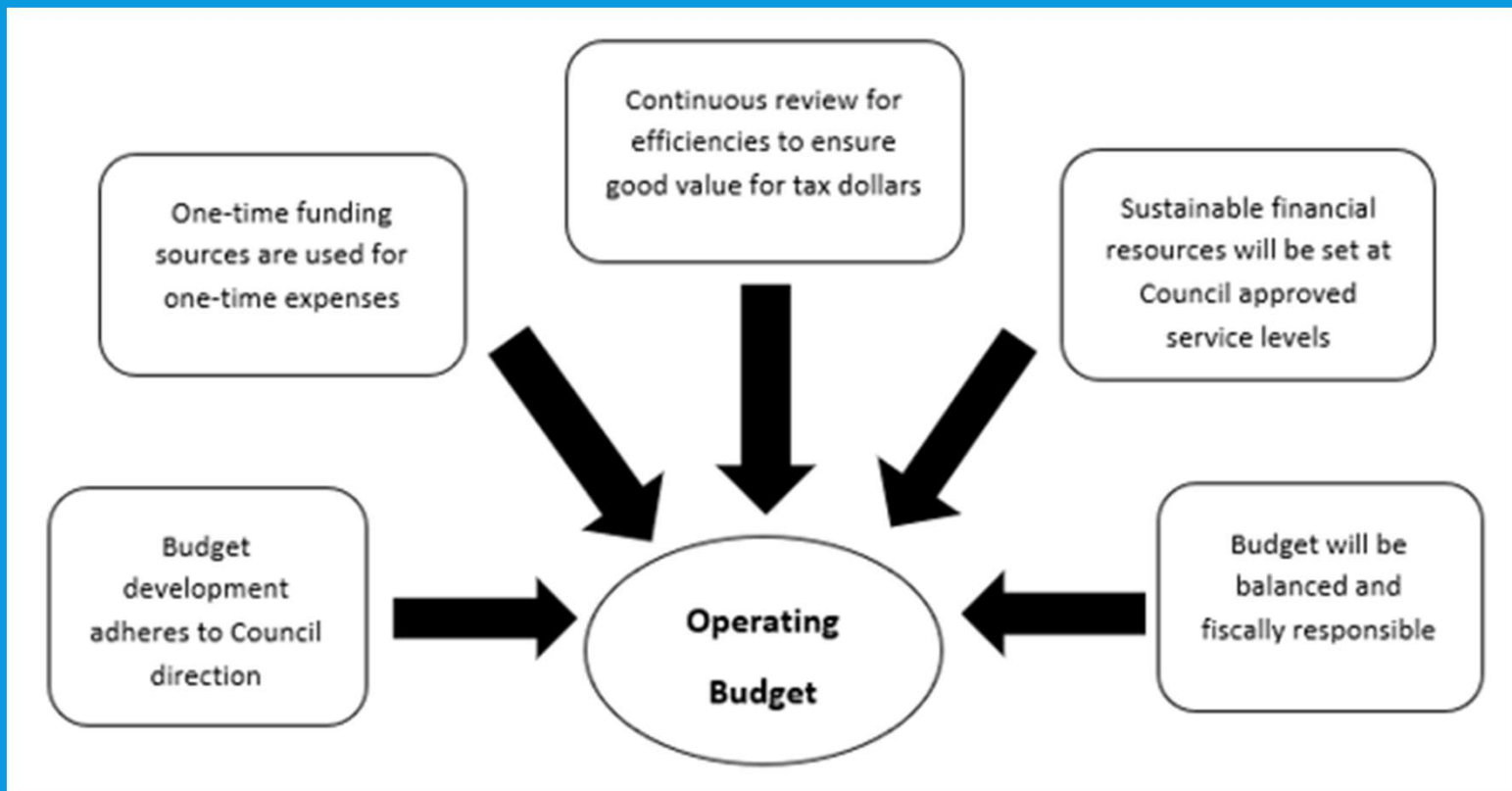
The operating budget is planned using careful estimates for both income and expenses. It is based on past trends, current information, and careful review to make the best decisions possible. Revenue estimates are kept cautious to help ensure the budget remains realistic and financially responsible.

The Village of Craven's operating budget is complex and must contain all relevant costs required by the Village to carry out operations, commitments, and obligations.

This includes amounts needed to:

- Enable Council's policies and/or programs; and
- Meet requisitions or other amounts that the municipality is required to pay.

## 4. 2026 BUDGET



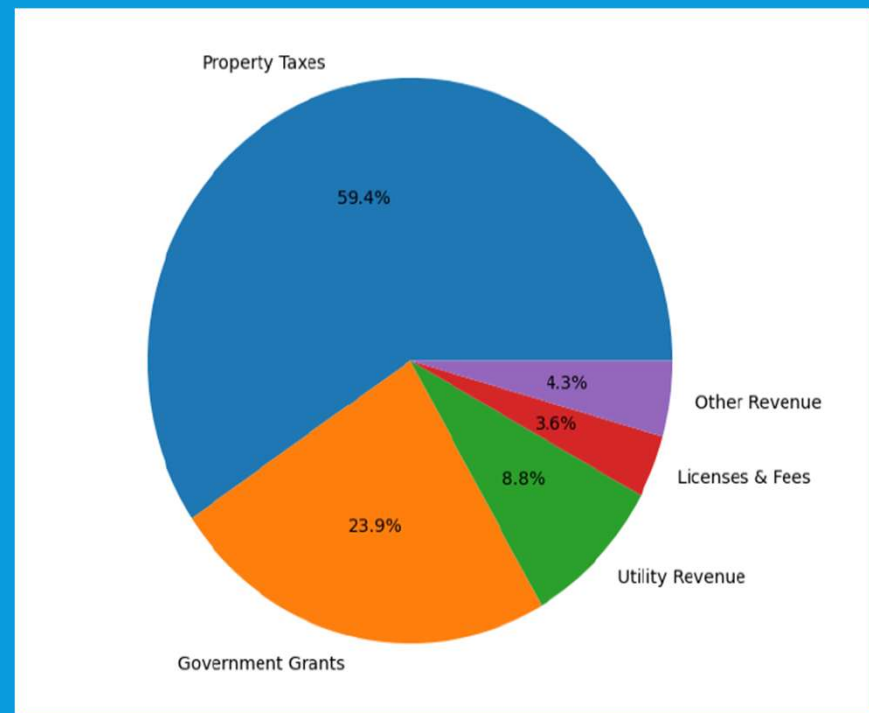
## 4. 2026 BUDGET – HOW THE VILLAGE IS FUNDED

The Village of Craven collects most of its revenue through Property Taxes, Government Grants and Utility Fees, however other revenue streams also help fund the infrastructure and services offered by the Village.

Another significant source of revenue is Government Grant funding. The Municipal Revenue Sharing Grant for 2026 is \$87,460.00 which is calculated based on the census population! Grants are used for capital projects as well as general operations.

Additional funding comes from provincial and federal grants, utility revenues, licenses and service fees, and other local revenue sources. These combined revenues support essential municipal operations, infrastructure maintenance, recreation, utilities, and community services.

Other revenues include interest earned on investments (financial reserves), donations, hall rentals, cemetery fees and sale of equipment or assets.

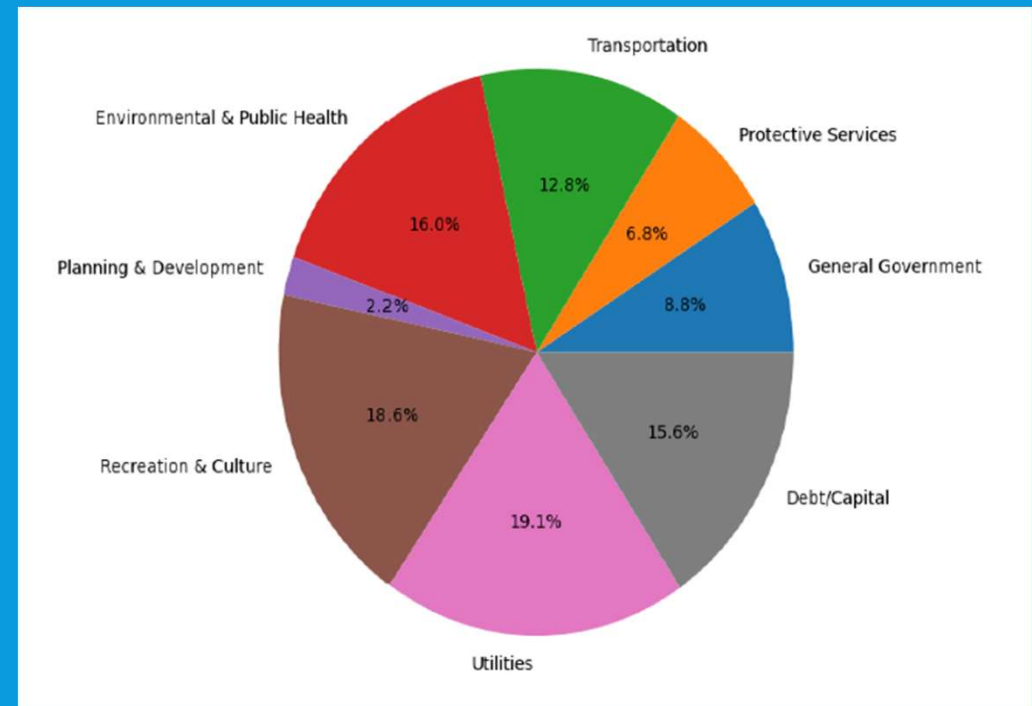


## 4. 2026 BUDGET – HOW YOUR TAX DOLLARS ARE SPENT.

Municipal spending is distributed across a wide range of services that residents rely on every day. Major expenditures include utilities, recreation and culture, transportation infrastructure, environmental services, and general government operations. Capital projects and debt servicing also account for a significant portion of the annual budget.

Each dollar is put into essential infrastructure and service needs for residents and businesses in the Village of Craven, including;

- **Transportation:** Expenses for maintaining municipal roads and transportation infrastructure, maintenance staff, snow removal, equipment maintenance & repairs
- **Protective Services:** police, fire, emergency response
- **General Governance:** administrative costs, council expenses, office operations, municipal elections, insurance, legal & audit services
- **Debt/ Capital Projects:** Road reconstruction, water & sewer upgrades.
- **Utilities (Water & Sewer):** drinking water, water treatment plant and lagoon
- **Recreation & Culture:** Community Hall operations & repairs, parks & green spaces, cemetery, library expenses (legislated)
- **Planning & Development:** Permits, Building Inspections, zoning & community planning
- **Environmental & Public Health:** Waste & Environmental, garbage and recycling services



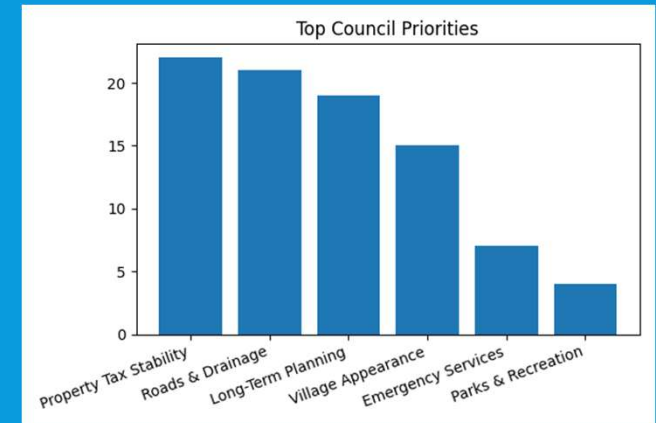
# 5. RESIDENT SURVEY RESULTS

## Community Presentation Summary

### With Responses Collected

Residents identified the following as key priorities over the next 3–5 years:

- Property tax stability ranked as the top concern.
- Roads and drainage infrastructure were strongly prioritized.
- Long-term planning and reserve management remain important.
- Parks and recreation ranked lower compared to infrastructure concerns but is still important to maintain.

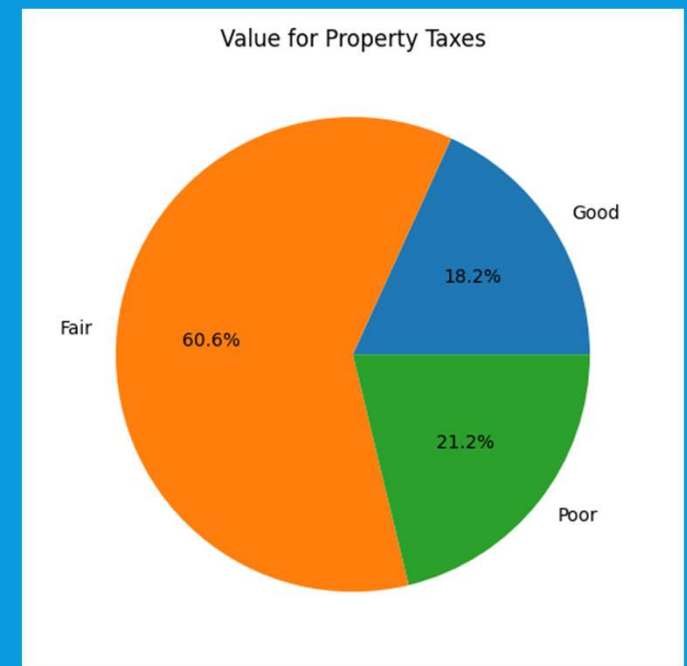


## 5. RESIDENT VIEWS ON PROPERTY TAXES

Survey responses regarding value received for property taxes:

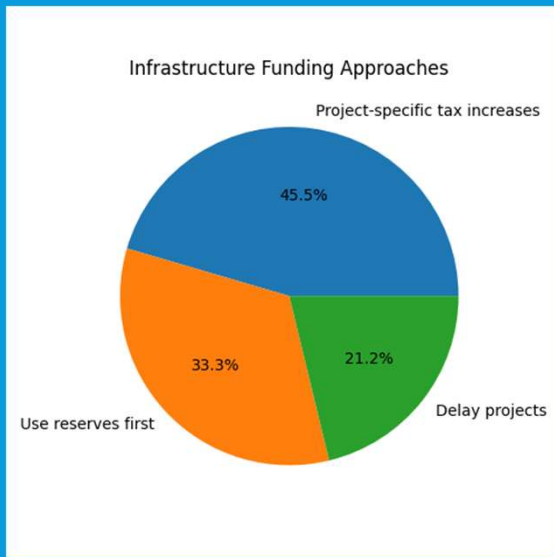
- ~60.6% rated the value received as fair.
- ~18.2% rated the value as good.
- ~21.2% rated the value as poor.

Residents generally recognize services provided but see opportunities needed for improvement.



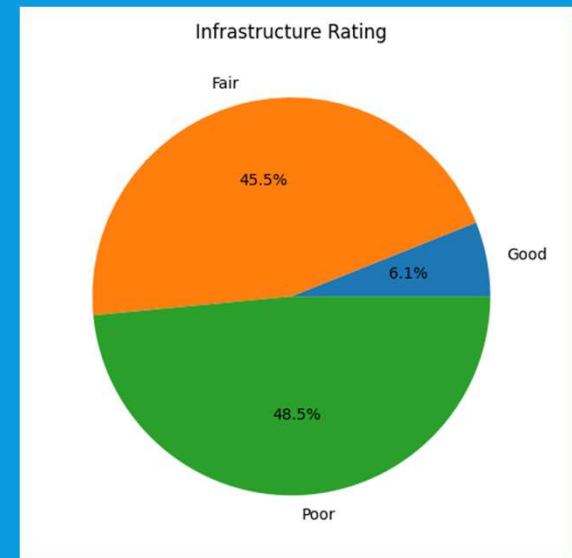
# 5. INFRASTRUCTURE FEEDBACK & FUNDING INFRASTRUCTURE IMPROVEMENTS

Residents were asked to rate roads, water, and sewer infrastructure:  
~48.5% rated infrastructure as poor.  
~45.5% rated infrastructure as fair.  
~Only 6% rated infrastructure as good.  
Infrastructure investment remains a major concern.



## FUNDING INFRASTRUCTURE IMPROVEMENTS

Residents shared how they believe infrastructure projects should be funded:  
~45.5% support small project-specific tax increases.  
~33.3% prefer using reserves first.  
~21.2% would rather delay projects to avoid tax increases.



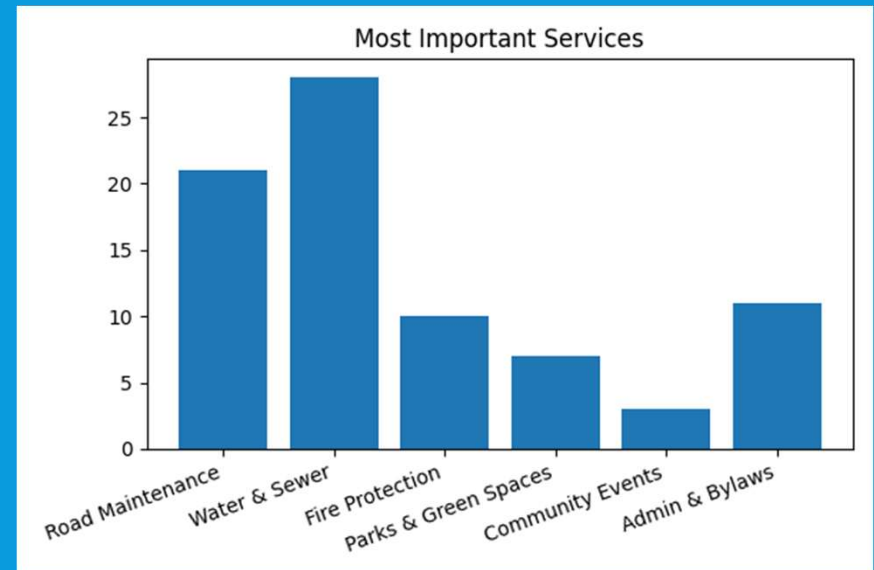
## 5. SERVICES RESIDENTS WANT MAINTAINED & BUDGET PRESSURE PRIORITIES

Core municipal services remain a high priority: Water and sewer services ranked highest in importance. Road maintenance was also strongly supported. Fire protection and administration received moderate support. Community events ranked lowest compared to core services.

### Budget Pressure Priorities

When facing budget pressures, residents preferred the following:

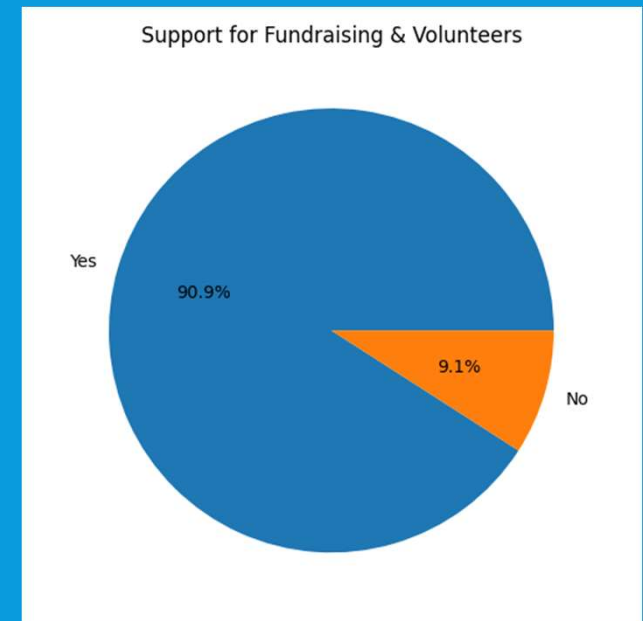
- 57.6% prioritized maintaining core services.
- 27.3% supported seeking grants and partnerships.
- 15.2% prioritized keeping taxes as low as possible.



## 5. COMMUNITY SUPPORT & PARTICIPATION

Residents showed strong support for community involvement:

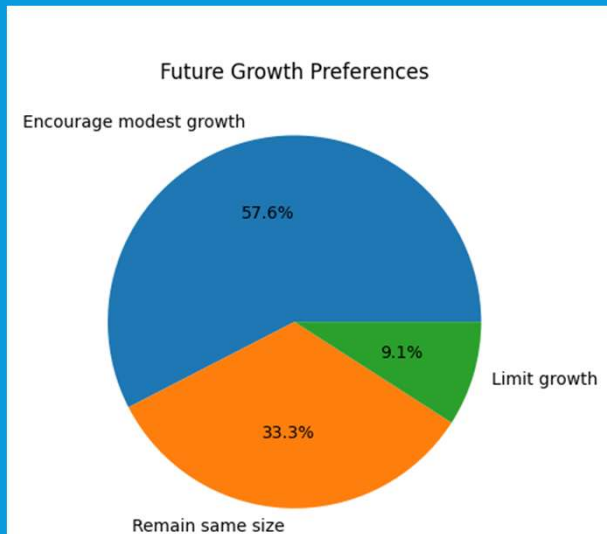
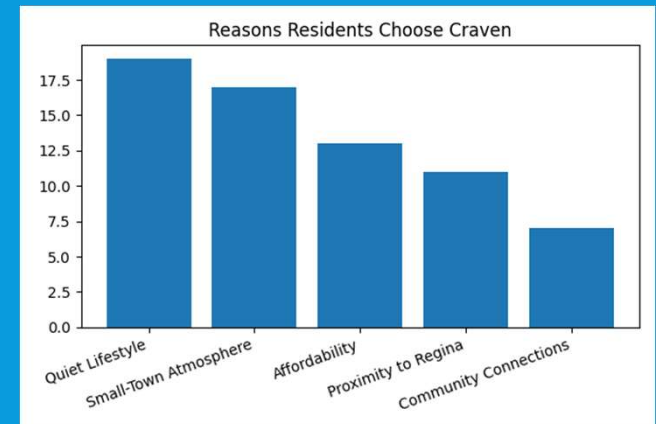
- 90.9% support fundraising, grants, or volunteer involvement.
- Residents appear willing to help improve community facilities.
- Strong support exists for partnerships and volunteer initiatives



# 5. WHY RESIDENTS CHOOSE TO LIVE IN CRAVEN

Residents identified several reasons for choosing Craven:

1. The quiet lifestyle ranked highest.
2. Residents value the small-town atmosphere.
3. Affordability remains an important factor.
4. Proximity to Regina and employment opportunities also mattered.



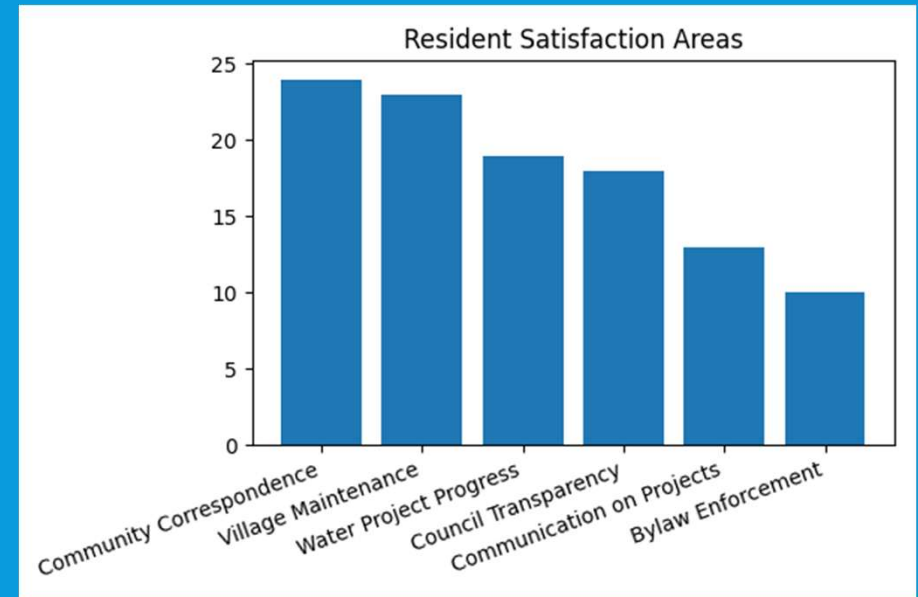
Residents shared their views on future growth:

- 57.6% support modest growth and improvements.
  - 33.3% prefer remaining about the same size.
  - 9.1% support limiting growth.
- Overall, residents support balanced and manageable growth.

## 5. RESIDENT FEEDBACK

Residents highlighted areas they are satisfied with:

- Community correspondence and updates ranked highly.
- Village maintenance services received positive feedback.
- Progress on water upgrades was recognized.
- Bylaw enforcement and project communication is on the lower end but still appreciated.



## 5. ADDITIONAL RESIDENTIAL FEEDBACK

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Recurring themes from written comments included:

- Concerns about aging infrastructure and water/sewer replacement is needed.
- Requests for continued property cleanup and maintenance efforts.
- Concerns related to pet bylaws and animal control.
- Support for maintaining Craven's small-town atmosphere.
- Appreciation for communication and project updates.

## 5. KEY TAKEAWAYS

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Overall survey themes:

- Infrastructure and core services are the top community priorities.
- Residents support responsible planning and modest growth.
- Tax stability is important, though many residents support targeted investments.
- Strong support exists for community involvement, grants, and partnerships.

## 6. NEW GENERAL BUSINESS

### Utility Billing & Water Meter Program

#### Dog Bylaw – Due to Animal & Pet Concerns

Multiple reports are submitted related to barking dogs, aggressive or uncontrolled pets, and the need for responsible pet ownership. We are in the process of updating our Dog Bylaw to accommodate this.

#### Craven Green Squad

- The Craven Green Squad is a community-driven group dedicated to making Craven a cleaner, kinder, and more connected place — one project at a time. From community cleanups to helping seniors with light yard work, their goal is to bring people together to make a positive difference right here at home. Every volunteer, donation, and act of support helps strengthen our community and build a place we can all be proud of.
- The Green Squad will also be working alongside Communities in Bloom to help spruce up the community and restore community pride. Communities in Bloom is a volunteer-based program that encourages beautification, environmental sustainability, heritage conservation, and community involvement. By bringing residents, businesses, volunteers, and local government together, the program helps create stronger, more vibrant communities and improves quality of life for everyone.

Council recognizes that residents had concerns regarding utility interest charges applied to overdue water and sewer accounts. Under Utility Rates Bylaw No. 08-2025, interest of 2% per month is applied to accounts remaining unpaid 30 days after the billing date. This has been approved by the Local Government Committee, a provincial governing body responsible for reviewing and approving municipal utility rate bylaws.

The Village recognizes that utility interest charges had been paused for several years during the COVID-19 pandemic to help support residents during challenging economic times. Throughout 2025, residents were provided with multiple notices and reminders advising that interest charges would be reinstated in 2026 in accordance with the approved bylaw in 2025. To improve clarity, more details have been added onto utility bills so payment timelines are more clearly identified.

Council also reviewed concerns regarding affordability and fairness for residents with lower and possibly higher water consumption. The Village reduced the minimum utility billing costs to better support lower-use households until water meters are installed, which will help ensure a fair and accurate system for both low and high water users based on actual consumption with a new tiered rate.

## 6. NEW GENERAL BUSINESS

### Paving Update

Highway 99/Tennant Street as well as the bottom of Fraser Avenue paving work through Craven is now commencing.

Planning and budgeting discussions have been completed in coordination with the Highway 99 resurfacing project to ensure alignment of timelines, scope, and cost efficiency.

This work is now moving forward as planned and will support continued improvement of the key transportation infrastructure throughout the community.

### Summer Student Employment

- The Village is pleased to announce that we are once again in the process of hiring a summer student for this year through a summer student grant.
- This initiative continues our commitment to providing local employment opportunities for youth, supporting skill development, and encouraging community involvement. The summer student will assist with a variety of municipal operations and seasonal projects throughout the summer months.
- We are excited to welcome another student to the team and look forward to the positive contributions they will bring to the community.

## 7. GENERAL INFORMATION - CAO

A Chief Administrative Officer (CAO) is the senior administrative employee of a municipality and is responsible for overseeing the daily operations of the municipality. The CAO implements the policies and decisions made by council, manages municipal staff and departments, prepares budgets and reports, provides professional advice to council, and ensures municipal services are delivered effectively and in accordance with legislation and bylaws. While council sets the direction and makes decisions as a governing body, the CAO is responsible for carrying out those decisions and managing the municipality's day to day operations and administration.

### Office Hours

**Monday to Thursday from 9:00am to 3:00pm with lunch break consisting of a half hour**

**Closed every Friday**

**Second Tuesday of each month, office opens 1:30pm to 4:30pm due to the scheduled Council Meeting**

**CAO works 22 hours per week, or more as municipal workload is needed and no overtime is paid**

**Public works is 4 hours a day in winter while summer hours are changed to 8 hours a day as needed**

## 8. CHANGE OF STAFF/VACANT COUNCIL POSITIONS TO BE FILLED

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Kim Back has retired from the Village. We thank Kim for his work in the Village within the last year.

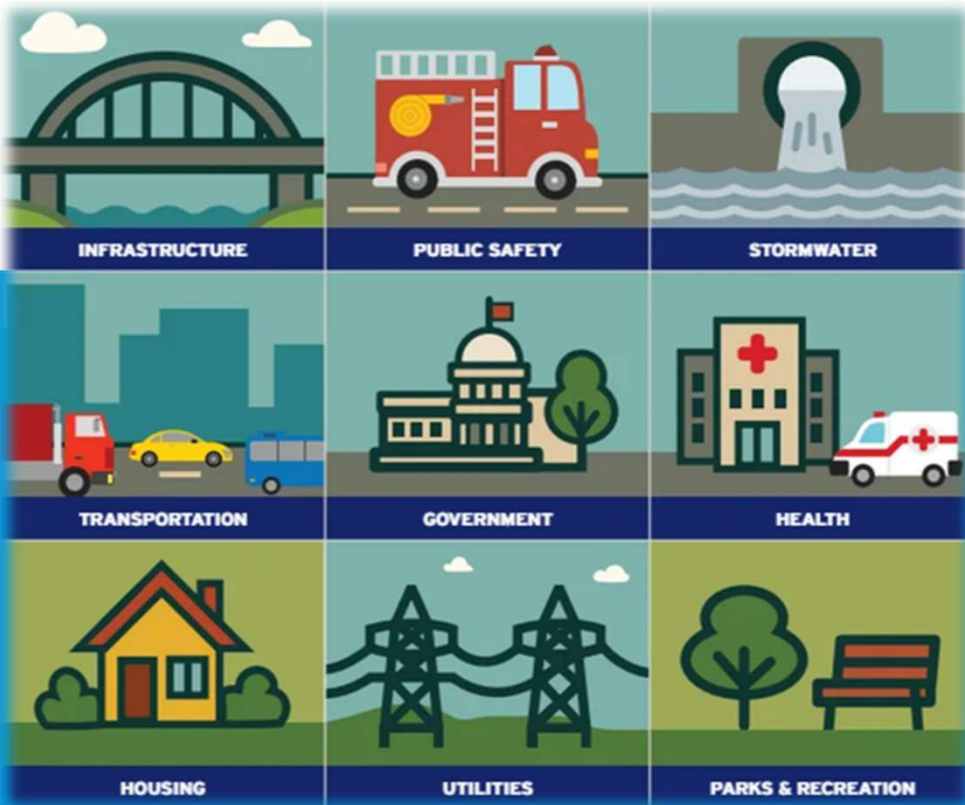
Richard will continue to support the Operator on weekends and as backup duties. His work and commitment over the years have been appreciated!

The Village of Craven would like to announce that Corey Hart has accepted the position of Maintenance & Water Treatment Operator with the Village, he started on May 13, 2026.

We thank Corey for his service on Council since 2024 and look forward to his continued contribution to our community in his new role. Mr. Hart's experience, prior infrastructure and roads portfolio, knowledge of ongoing municipal projects, ability to work professionally with contractors, and availability for on-call duties makes him a strong asset to the Village.

Public Works is the municipal department responsible for maintaining and operating a community's core infrastructure and services. This typically includes roads, sidewalks, water and sewer systems, drainage, snow removal, parks & street maintenance, and general upkeep of public facilities. The role ensures that essential infrastructure is safe, functional, and well-maintained so the community can operate smoothly year-round.

**Nomination Day will be held on June 10, 2026 until 4pm for 2 council positions.  
Election Day will be July 15, 2026 if it goes to an election. Notices will be posted.**



<b>Grants, Projects &amp; Improvements</b>	Admin, Parks & Recreation
<b>Strategic Planning &amp; Safety</b>	Fire & Protective Services (LSREMO, RCMP)
<b>Infrastructure &amp; Roads</b>	Maintenance, Water & Sewer
<b>Facilities &amp; Services</b>	Cemetery, Hall, Landfill, Lagoon
<b>Organizational Rep &amp; Community Engagement</b>	Rink, Library, LDHH, Cleanup committee

Thank you to the residents of Craven for the opportunity to share this presentation with you. Your support, feedback, and involvement are what help keep our community strong and moving forward.

We encourage anyone who is passionate about the future of our community to consider running for council and becoming involved in local leadership. Positive change happens when neighbours come together with a shared commitment to improving the community for everyone.

Every idea, every volunteer effort, and every act of kindness helps strengthen the heart of Craven. Together, we can continue building a vibrant, welcoming, and resilient community for future generations to come.

# THANK YOU