

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF CRAVEN COUNCIL  
HELD ON MAY 12, 2026 AT 7:00 p.m.  
AT THE COMMUNITY HALL**

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**CALL TO ORDER**

A quorum being present, Mayor Taylor called the meeting to order at 6:59 p.m.

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

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

**Mayor Rick Taylor subscribed to their Oath of Office as required by the Municipalities Act.**

**AGENDA**

**01-05-26 Kozak/Morin**– THAT the agenda be approved as presented. CARRIED

**MINUTES**

**02-05-26 Morin/Kozak** – THAT the Regular Meeting Minutes held on April 21, 2026 be approved as amended. CARRIED

**DELEGATIONS:**

**7:05 p.m. – Wyatt Engineering, Trans Canada, Municipal Utilities, Craven Public Works (Zoom)**

Wyatt Engineering, Trans Canada, along with Municipal Utilities met with the Village of Craven to review the scope of work related to the water main break. General discussion took place regarding the project and associated cost changes. Costs remain under review by Wyatt Engineering, and further discussions will follow as additional information becomes available.

**FINANCIAL REPORTS**

*Bank Reconciliation*

**03-05-26 Kozak/Morin** – THAT the Bank Reconciliation for April 2026 be approved. CARRIED

*Accounts for Approval*

**04-05-26 Morin/Kozak** – THAT the May 2026 Accounts Payable Cheque #5424-5439, and including online payments totalling in the amount of \$45,437.06 be approved. CARRIED

**UNFINISHED BUSINESS**

*Dog Bylaw No. 04-2026*

**05-05-26 Morin/Kozak** – THAT the Dog Bylaw No. 04-2026 is introduced and read a first time. CARRIED

**NEW BUSINESS**

*Declaration of Results - Mayor*

**06-05-26 Morin/Kozak** – THAT the Declaration of Results – Mayor be accepted as presented. CARRIED

*Council Resignation*

**07-05-26 Kozak/Morin** – THAT Council acknowledged the resignation of Councillor Corey Hart, effective April 30, 2026. CARRIED

*Councillor By-Election (2)*

**08-05-26 Morin/Kozak** – THAT the By-Election for the 2 vacant council positions be held on July 15, 2026 at the Community Hall, FURTHERMORE Nomination Day to be June 10, 2026. CARRIED

*Deputy Mayor*

**09-05-26 Morin/Taylor** – THAT Linsay Kozak be appointed Deputy Mayor for the remainder of the term. CARRIED

*Signing Authority and RBC Express*

**10-05-26 Morin/Taylor** - THAT signing authority for the Village accounts, including RBC Express, be granted to Linsay Kozak (Deputy Mayor), Sherry Beatty-Henfrey (Administrator), and Rick Taylor (Mayor). CARRIED

**11-05-26 Morin/Kozak** – THAT all former staff members and Council members be removed from RBC Express and that their signing authority be revoked. This includes Dayna Anderson, Scott Montgomery, and Karen Herman. CARRIED

*3 month waiting period – benefits for public works*

**12-05-26 Morin/Kozak** – THAT the 3 month waiting period for SUMA Benefits is waived. CARRIED

*Credit Card Authorizations*

**13-05-26 Kozak/Morin** – THAT Thomas Kimball Back's Village credit card be cancelled and that a Village credit card be issued to Corey Hart with the same credit limit. CARRIED

*Price Request No. 2 Rev. 1 and Price Request No.3 Rev 1.*

**14-05-26 Morin/Kozak** – THAT the price request to decrease by \$346.75 is approved. CARRIED

**15-05-26 Kozak/Morin** – THAT the price request to increase by \$1,723 is approved. CARRIED

*Price Request No. 5 & 6*

**16-05-26 Morin/Kozak** – THAT the price request No. 5 savings of \$8,875 is approved and the price request No. 6 of \$3,240.12 to move to stainless steel is approved. CARRIED

*Price Request No. 7*

**17-05-26 Kozak/Morin** – THAT the price request No. 7 savings of \$3,450 is approved. CARRIED

*Bylaw to Recover Protective Services Costs*

**18-05-26 Morin/Kozak** – THAT the Bylaw to Recover Protective Services Costs be amended to establish a rate of \$2,000 per hour for the grass fire unit when only one unit is deployed on a call, and that the official readings of the bylaw be presented at the next Council meeting. CARRIED

**DEFERRED BUSINESS**

- AED Quote: fire hall – Red Cross AED Grant applied
- Construction Change Directive & Price request No. 04

**CORRESPONDENCE – Accepted as presented**

1. Water Consumption for the month of April was **92,573 gallons (meter to be swapped)**
2. Canada Summer Jobs Grant Approval
3. SAMA – Certificate of Confirmation
4. RCMP – March, April 2026
5. Sask Legislative Assembly Letter
6. Cemetery Inspection Report
7. Maple Avenue Letters and Concerns

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

**Grants, Projects & Improvements**

- The Plant Swap is currently underway.
- Movie Night will be held on June 13, 2026. Notices will be posted, and the movie selection is yet to be determined.

**Strategic Planning & Safety**

- The Fire Department reviewed the recent grass fire response at its last meeting. Both fire trucks were washed, and all equipment and gear used during the incident were inspected and cleaned. All equipment has since been restored and is ready for service.
- The LSREMO meeting held on April 27, 2026 was attended. Discussions included potential options for establishing an emergency response team within our municipality.

**Facilities & Services**

- The cemetery experienced increased visitation over the Mother’s Day weekend, with many families attending to pay their respects.
- The dump, lagoon, and community hall are all in good condition. The hall lights will be replaced, and it was noted that funds should be included in the 2027 budget to refinish the hall flooring. The estimated cost for refinishing the floor is \$1,200.

**Organizational Rep & Community Engagement**

- The Craven Green Squad is up and running, with a strong turnout of members joining the initiative. The group will be assisting residents who require extra help with yard clean-up. The Community Clean-Up Day is scheduled for next Tuesday, beginning at 7:00 p.m.
- The Rink Board is currently obtaining quotes for puck boards and nets and will be submitting the quotations for review once received.

**Next council meeting is July 14, 2026 at 7:00 p.m. at the Community Hall.**

**19-05-26 Morin – THAT this meeting be adjourned at 9:12 p.m.**

**CARRIED**

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**MAYOR**

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**ADMINISTRATOR**