

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WYNYARD HELD IN THE COUNCIL CHAMBERS ON TUESDAY, SEPTEMBER 16, 2025

Present:

Council:

Mayor Sigourney Hoytfox
Councillor Jerome Karakochuk
Councillor Mark Neal
Councillor Jennifer Melnychuk
Councillor Tracy Jordan
Councillor Paula Stefankiw
Councillor Andrew Matheson

Staff:

CAO Jason Chorneyko
Town Superintendent Derek Melsted
Director of Leisure Services Dana Stefanson
Deputy CAO Pierrette Woynarski

Others:

Zoom Attendees, Albert Boylak, Fern Swinburnson, Dustin Fiddler

Prior to the meeting a presentation was made to former Mayor Albert Boylak and former Councillor Fern Swinburnson for their long service to the Town of Wynyard.

Call to Order:

Mayor Hoytfox called the meeting to order at 7:00 PM.

#486/25 Minutes:

Neal – that we adopt the minutes of the previous regular meeting of September 2, 2025, as circulated by e-mail.

CARRIED

#487/25 Lottery Licence Application:

Melnychuk – that we approve the following Lottery Licence applications:

#15/25 – WCHS Jr Football – 50/50 – Laurie Froehlich - \$5
#16/25 – WCHS Sr Football – 50/50 – Laurie Froehlich - \$5
#17/25 – WCHS SRC Fall Supper – 50/50 – Laurie Froehlich - \$5
#18/25 – Wynyard Swimming Pool Revitalization Committee – Raffle – DJ Peterson - \$5

CARRIED

#488/25 Vouchers:

Matheson – that we approve the following vouchers for payment as reviewed by the General Government Committee:

General Vouchers:

#15416 to #15465 \$ 185,612.26

EFT:

MEPP \$ 6,587.52
Minister of Finance(EPT) \$ 20,317.05
Ministry of Finance(LCTCO) \$ 3,094.32
Ministry of Finance(PST) \$ 3,420.62
Receiver General \$ 15,740.69
Scotiabank Visa \$ 1,122.27

Payroll Vouchers:

AUTO DEPOSIT (PP18) \$ 43,937.14

CARRIED

#489/25 Coulee Culvert Repair - PDAP:

Neal – that we authorize Catterall & Wright Consulting Engineer to proceed to tender for the coulee culvert repair project under the Provincial Disaster Assistance Program designation.

CARRIED

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#490/25 Assessment Appeal Bylaw:

Jordan – that we instruct the CAO to create a bylaw to replace Bylaw #85/05 and set assessment appeal fees on a sliding scale based on the assessed value of the property.

CARRIED

#491/25 MuniSoft Municipal Software Webinars:

Stefankiw – that we authorize the Town Office staff to take up to five MuniSoft webinars at a cost of \$119 per webinar.

CARRIED

#492/25 CAO Chorneyko's Report:

Jordan – that we receive CAO Chorneyko's Report as presented.

CARRIED

#493/25 Transfer Outstanding Utility Account to Tax Roll:

Stefankiw – that we transfer one outstanding utility invoice to the tax roll of the property owner as per the document attached hereto.

CARRIED

#494/25 Write-off Outstanding Accounts Receivable:

Matheson – that we write-off one accounts receivable as per the document attached hereto.

CARRIED

#495/25 Close Town Office for Training and Software Updates:

Stefankiw – that we authorize closing the Town Office on October 6th and 7th in order to facilitate software updates and training for those software updates, and that we give public notification of this decision.

CARRIED

#496/25 Council Electronic Device Policy:

Matheson – that we instruct Administration to create a policy to regulate the supply and ownership of electronic devices, provided to Council and staff, to be used to access electronic documents in the All-Net meeting platform being used for Council meetings.

CARRIED

#497/25 Budget Meeting Timelines:

Neal – that we approve the updated 2026 budget meeting timeline document as amended and as attached hereto.

CARRIED

#498/25 Deputy CAO Woynarski Report:

Stefankiw – that we receive Deputy CAO Woynarski Report as presented.

CARRIED

#499/25 Residential and Commercial Tax Incentive Policy #GG2025-005:

Melnychuk – that we approve Policy #GG2025-005, The Residential and Commercial Tax Incentive Policy, as attached hereto.

CARRIED

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#500/25 SGI Traffic Safety Grant:

Stefankiw – that we instruct Administration to apply for the SGI Traffic Safety Grant to assist the Town in implementing traffic control measures.

CARRIED

#501/25 Complaints/Comments Report:

Neal – that we receive the Complaints/Comments Report as presented.

CARRIED

#502/25 RCMP Report:

Matheson – that we receive the August 2025 RCMP Report as submitted by Sgt. Applegate

CARRIED

#503/25 Lagoon Line:

Karakochuk – that we purchase 450 feet of HDPE pipe and authorize hiring KC Ventures to replaced the damaged lagoon sewer line, north of Wynyard, at an estimated cost of \$40,000.

CARRIED

#504/25 Sask. Water & Wastewater Association Conference:

Karakochuk – that we authorize Town Superintendent Melsted to attend the SWWA Conference in Saskatoon, from November 5th – 7th, at a cost of \$440 plus expenses.

CARRIED

#505/25 Town Superintendent's Report:

Stefankiw – that we receive Town Superintendent Melsted's Report as presented.

CARRIED

#506/25 Outdoor Rink:

Hoytfox – that we authorize the Public Works Department, and Administration, to take appropriate steps to ensure that the Outdoor Rink is operational for the 2025/26 Season.

CARRIED

#507/25 Patron Code of Conduct and Standard Operating Procedures:

Matheson – that we table discussions on the Town Facility Patron Code of Conduct document and the Cooperative Place Standard Operating Procedures document until the next meeting.

CARRIED

#508/25 Tender for Sale Coffee-related Items:

Neal – that we place the following items for sale by tender:
BUNN Coffee Mill; BUNN Coffee Maker; Rancilio Espresso Grinder; and Rancilio Espresso Machine.

CARRIED

#509/25 Director of Leisure Services Report:

Neal – that we receive Director of Leisure Services Stefanson's Report as presented by CAO Chorneyko.

CARRIED

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#510/25 Correspondence:

Stefankiw – that we receive and file the correspondence as per the list attached hereto.

CARRIED

#511/25 Public Works Committee and Councillor Karakochuk's Reports:

Jordan – that we receive the Public Works Committee Report and Councillor Karakochuk's Report as presented by Councillor Karakochuk.

CARRIED

#512/25 Councillor Jordan's Report:

Stefankiw – that we receive Councillor Jordan's Report as presented.

CARRIED

#513/25 Councillor Matheson's Report:

Melnychuk – that we receive Councillor Matheson's Report as presented.

CARRIED

#514/25 Councillor Stefankiw's Report:

Jordan – that we receive Councillor Stefankiw's Report as presented.

CARRIED

#515/25 Adjourn:

Matheson – that we adjourn the meeting. (8:58 p.m.)

CARRIED

Mayor

Chief Administrative Officer