

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WYNYARD HELD IN THE COUNCIL CHAMBERS ON TUESDAY, JULY 15, 2025**

***Present:***

**Council:**

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

**Staff:**

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

**Absent:**

Mayor Sigourney Hoytfox

**Others:**

Zoom Attendees, Shawna Duda-Bodnar,  
Tim Bodnar

***Call to Order:***

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

***#373/25 Minutes:***

Neal – that we adopt the minutes of the previous regular meeting of June 17, 2025, as circulated by e-mail.

CARRIED

***#374/25 Minutes:***

Melnchuk – that we adopt the minutes of the previous special meeting of July 2, 2025, as circulated by e-mail.

CARRIED

***#375/25 Building Permit Application:***

Neal – that we approve the following building permit application:

#8/25 – Kelly Norris – Construct Deck - \$240.00

CARRIED

***#376/25 Lottery License Application:***

Jordan – that we approve the following Lottery License application:

#13/25 – Wynyard Ladies Golf Tournament, Raffle – Kassidy Madigan - \$5

CARRIED

***#377/25 Business Licence Application:***

Stefankiw – that we approve the following Business Licence applications:

**COMMERCIAL BL's:**

**C25-052** – JV Concrete & Gravel Inc – Concrete & Gravel Supply

**C25-053** – Abby's Filipino Variety Store – Specialty Convenience Store

**NON RESIDENT BLS:**

**NR25-013** – Etera Construction Management – Commercial Construction - \$100

**NR25-014** 1990123 AB Ltd – Contractor - \$100

CARRIED

***#378/25 Vouchers:***

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

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**General Vouchers:**

#15178 to #15222	\$ 83,142.36
#15223 to #15278	\$ 115,875.81

**EFT:**

Brandt Tractor	\$ 7,503.91
CWB National Leasing	\$ 3,768.45
Frito Lay Canada	\$ 835.29
MEPP	\$ 6,625.54
MEPP	\$ 6,621.02
Minister of Finance	\$ 107,614.78
Ministry of Finance	\$ 4,297.59
Receiver General	\$ 17,480.83
Receiver General	\$ 17,320.32
Scotiabank Visa	\$ 4,253.12

**Payroll Vouchers:**

AUTO DEPOSIT (PP12)	\$ 48,114.45
AUTO DEPOSIT (PP13)	\$ 48,273.07
AUTO DEPOSIT (PP14)	\$ 50,269.96

CARRIED

***Delegation: Shawna Duda-Bodnar. 7:04 PM – 7:10 PM***

***#379/25 Receive Delegation Report:***

Melnychuk – that we receive the Pest Control Bylaw presentation from the delegation of Shawna Duda-Bodnar.

CARRIED

***#380/25 Credit Utility Account:***

Karakochuk – that we authorize issuing a credit of \$100 to Utility Account #1125 0010 to correct a miscalculation of the sewer charge.

CARRIED

***#381 /25 CAO Chorneyko’s Report:***

Neal – that we receive CAO Chorneyko’s Report as presented.

CARRIED

***#382/25 Statement of Financial Activity:***

Stefankiw – that we approve the Statement of Financial Activity to June 30, 2025 as attached hereto.

CARRIED

***#383/25 One-Time Utility Account Credit:***

Stefankiw – that we authorize a one-time credit to the utility account of Customer #3345 in the amount of \$368.26 as per policy.

CARRIED

***#384/25 Utility Account Credit:***

Melnychk – that we authorize a credit to the utility account of Customer #333 in the amount of \$44.72 to correct a running water posting error.

CARRIED

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***#385/25 Transfer Accounts Receivable to the Tax Roll:***

Neal – that we transfer an outstanding accounts receivable to the tax roll of the property owner as per the document attached hereto.

CARRIED

***#386/25 SUMA Mayor's Summer School:***

Melnychuk – that we authorize Mayor Hoytfox to attend the SUMA Mayor's Summer School at a cost of \$400.00, \$500.00 if the early-bird rate is not accepted, plus expenses.

CARRIED

***#387/25 CAMA Membership:***

Neal – that we authorize Deputy CAO Woynarski to take out a membership in the Canadian Association of Municipal Administrators at a cost of \$160 plus GST.

CARRIED

***#388/25 Office Closure:***

Stefankiw – that we authorize closing the Town Office on October 6, 2025 in order to have MuniSoft software updates installed.

CARRIED

***#389/25 Deputy CAO Woynarski Report:***

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

CARRIED

***#390/25 Adjust Agenda:***

Neal – that we move Agenda Item #10, Bylaw #9/25, to follow Agenda Item #14, Correspondence.

CARRIED

***#391/25 Complaints/Comments Report:***

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

CARRIED

***#392/25 Animal Control Officer's Report:***

Neal – that we receive the Animal Control Officer's Report, for June 2025, as submitted by Andy Labdon.

CARRIED

***#393/25 RCMP Report:***

Melnychuk – that we receive the June 2025 RCMP Report as submitted by Sgt. Applegate.

CARRIED

***#394/25 Employee Resignation:***

Stefankiw – that we receive Robert Rutko's resignation, effective July 4, 2025, with regret.

CARRIED

## MINUTES OF COUNCIL MEETING OF JULY 15, 2025

### **#395/25 Hire Public Works Employee:**

Neal – that we hire Ambrose Woynarski as a permanent Public Works Light Equipment Operator/Labourer at a rate of pay as per the Town of Wynyard's pay schedule.

CARRIED

### **#396/25 Hire Public Works Employee:**

Karakochuk – that we hire Kevin Newman as a permanent Public Works Heavy Equipment Operator/Labourer at a rate of pay as per the Town of Wynyard's pay schedule.

CARRIED

### **#397/25 Landfill Report:**

Jordan – that we hire P. Machibroda Engineering Ltd. to compile the Leachate Sample Report requested by the Water Security Agency and at a cost of \$1,000.

CARRIED

### **#398/25 Landfill Field Investigation:**

Karakochuk – that we hire P. Machibroda Engineering Ltd. to compile a Landfill Field Investigation Report, and to train Town staff to collect leachate samples, at a cost of \$6,250 plus training costs.

CARRIED

### **#399/25 Town Superintendent's Report:**

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

CARRIED

### **#400/25 Lifeguard Stand-By Pay:**

Matheson – that, due to the lost shifts at the Swimming Pool, we offer stand-by pay in the amount of 35% of missed wages, adjusted for the personnel who were given proper notice of shift changes.

CARRIED

### **#401/25 Vehicle Allowance:**

Neal – that we authorize a \$60/month vehicle allowance to the Seasonal Recreation Assistant for the use of her personal vehicle.

CARRIED

### **#402/25 Wynyard Swimming Pool Revitalization Committee:**

Neal – that we appoint people to the Wynyard Swimming Pool Revitalization Committee as per the document attached hereto.

CARRIED

### **#403/25 Swimming Pool Request for Proposal:**

Stefankiw -that we authorize Director of Leisure Services Stefanson to proceed with seeking an RFP for a new pool facility, taking into account the parameters put forth by the Wynyard Swimming Pool Revitalization Committee.

CARRIED

**MINUTES OF COUNCIL MEETING OF JULY 15, 2025**

***#404/25 Director of Leisure Services Report:***

Stefankiw – that we receive Director of Leisure Services Stefanson’s Report as presented.

CARRIED

***#405/25 Service Canada Lease Agreement:***

Neal – that, as requested by Service Canada, we agree to renew the rental agreement for Council Chambers at a rate of \$1,500 per year.

CARRIED

***#406/25 Waive Facility Rental Fee:***

Melnychuk – that we waive the Auditorium Rental Fee for the Beginner Line Dance Workshop being held on October 25, 2025 and being run by Forever In Motion.

CARRIED

***Councillor Melnychuk declares a conflict of interest due to a close, personal relationship, and leaves Council Chambers at 8:59 PM.***

***Councillor Melnychuk returns to Council Chambers at 9:03 PM***

***#407/25 Appoint Building Inspectors:***

Karakochuk – that we appoint MuniCode Services Ltd. building officials as per the document attached hereto.

CARRIED

***#408/25 Residential Construction Tax Incentives:***

Jordan – that we refer the request, from local developers, to develop a new residential tax incentive policy for the Town of Wynyrd, to the General Government Committee and to the Public Works Committee.

CARRIED

***#409/25 Correspondence:***

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

CARRIED

***#410/25 Bylaw #9/25 – Pest Control Bylaw.***

Karakochuk – that Bylaw #9/25, a bylaw to control pests within the Town of Wynyrd, be introduced and read for the first time.

DEFEATED

***#411/25 Public Works Committee Report:***

Melnychuk – that we receive the Public Works Committee Report as presented by Councillor Neal.

CARRIED

***#412/25 Councillor Neal’s Report:***

Jordan – that we receive Councillor Neal’s Report as presented.

CARRIED

MINUTES OF COUNCIL MEETING OF JULY 15, 2025

**#413/25 Councillor Melnychuk’s Report:**

Neal – that we receive Councillor Melnychuk’s Report as presented.

CARRIED

**#414/25 Councillor Stefankiw’s Report:**

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

CARRIED

**#415/25 Deputy Mayor Matheson’s Report:**

Neal – that we receive Deputy Mayor Matheson’s Report as presented.

CARRIED

**#416/25 Adjourn:**

Melnychuk – that we adjourn the meeting. (9:26 p.m.)

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer