MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WYNYARD HELD IN THE COUNCIL CHAMBERS ON TUESDAY, NOVEMBER 18, 2025

Present:

Council:	**Staff:**
Deputy Mayor Andrew Matheson	CAO Jason Chorneyko
Councillor Paula Stefankiw	Director of Leisure Services Dana Stefanson
Councillor Mark Neal	Deputy CAO Pierrette Woynarski
Councillor Jennifer Melnychuk	
Councillor Tracy Jordan	
Councillor Jerome Karakochuk	

Absent:	**Others:**
Mayor Sigourney Hoytfox	Zoom Attendees

Call to Order:

Deputy Mayor Matheson called the meeting to order at 7:03 PM.

#597/25 Minutes:

Neal – that we adopt the minutes of the previous regular meeting of November 4, 2025, as circulated by e-mail.

CARRIED

#598/25 Lottery Licence Application:

Jordan – that we approve the following Lottery Licence applications:

#29/25 Wynyard Senior Monarchs – Raffle – Carla Karakochuk - $5
#30/25 ACCRSS – Raffle – Andy Labdon - $5

CARRIED

#599/25 Business Licence Applications:

Melnychuk – that we approve the following Business Licence application:

HB25-028 – JAB Cleaning Services, Jonathan Adu Boafo – House Keeping, & Cleaning Offices

CARRIED

#600/25 Vouchers:

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

General Vouchers:

#15577 to #15612	$ 60,211.83

EFT:

MEPP	$ 6,222.96
Receiver General	$ 12,508.34
Brandt Tractor	$ 7,503.91
Cosmopolitain	$ 574.41
Stevenson Industrial	$ 4,960.37
Canadian Linen	$ 297.09
Go-Pak Packaging Solutions	$ 831.00
Staples (Supreme)	$ 683.39
Konica Minolta Business	$ 610.00
Konica Minolta Premier	$ 139.86
Minister of Finance(EPT)	$ 14,017.74
Ministry of Finance(LCTCO)	$ 335.87
Ministry of Finance(PST)	$ 784.99
Munisoft	$ 570.54
Pinnacle(Bunzl)	$ 947.24
Redhead Equipment	$ 143.38

SaskEnergy	$ 4,462.21
Shaw Direct	$ 94.32
SaskPower	$ 21,164.66
Sysco	$ 4,667.29
WEX Canada(ESSO)	$ 3,247.04

Payroll Vouchers:

AUTO DEPOSIT (PP23)	$ 31,833.23

CARRIED

#601/25 Coulee Culvert Repair Project:

Neal – that, as recommended by Catterall & Wright Consulting Engineers, we award the Coulee Culvert Repair Project tender to G. Ungar Construction Co. Ltd. at a cost of $1,581, 269.75 plus tax and engineering costs.

CARRIED

#602/25 CAO Chorneyko's Report:

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

CARRIED

#603/25 Sylvite 4-6 Regional Development Partnership Board:

Melnychuk – that we authorize Deputy CAO Woynarski to be the Town's representative to the Sylvite 4-6 Regional Development Partnership Board and that she attend the next board meeting on November 28, 2025.

CARRIED

#604/25 Sylvite 4-6 Emergency Planning Initiative:

Jordan – that we authorize support for the Sylvite 4-6 Targeted Sector Support (TSS) application for their Emergency Planning Initiative by committing to contributing the Town's prorated portion of the 25% of the project costs, and that we authorize Mayor Hoytfox to prepare and sign the letter of support for the project.

CARRIED

#605/25 Bylaw #1/26 – Fees and Charges Bylaw:

Karakochuk – that Bylaw #1/26, a bylaw to establish fees and charges for various Town-provided services, be introduced and read for the first time.

CARRIED

#606/25 Bylaw #1/26 – Fees and Charges Bylaw:

Stefankiw – that Bylaw #1/26 be read for the second time.

CARRIED

#607/25 Bylaw #1/26 – Fees and Charges Bylaw:

Jordan – that we proceed with third reading of Bylaw #1/26.

CARRIED UNANIMOUSLY

#608/25 Bylaw #1/26 – Fees and Charges Bylaw:

Stefankiw – that Bylaw #1/25 be read for the third time, adopted, and attached hereto.

CARRIED

#609/25 Bylaw #2/26 – Refuse Bylaw:

Karakochuk – that Bylaw #2/26, a bylaw to regulate the collection and disposal of refuse and to establish and regulate a waste disposal site, be introduced and read for the first time.

CARRIED

#610/25 Bylaw #2/26 – Refuse Bylaw:

Neal – that Bylaw #2/26 be read for the second time.

CARRIED

#611/25 Bylaw #2/26 – Refuse Bylaw:

Melnychuk – that we proceed with third reading of Bylaw #2/26.

CARRIED UNANIMOUSLY

#612/25 Bylaw #2/26 – Refuse Bylaw:

Neal – that Bylaw #2/26 be read for the third time, adopted, and attached hereto.

CARRIED

#613/25 Deputy CAO Woynarski Report:

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

CARRIED

#614/25 Facility Food and Beverage Plan:

Stefankiw – that, as per the Town's Strategic Plan 2021, we instruct the CAO to issue a Letter of Understanding, to all relevant managers, to present a 2025/2026 season operational plan for arena food and beverage services that will achieve the goal of generating a profit, or, at the very least, breaking even; that the operational plan be delivered to Council by December 16, 2025; and that an end-of-season report on the operational plan for arena food and beverage services be presented to Council

CARRIED

#615/25 Reinforce Organizational Structure:

Karakochuk – that, to keep the integrity of the Town's organizational structure, but to avoid stifling communication to Council, all reports and communications from staff to Council, and vice versa, should flow through the CAO, or, at the least, be documented to indicate that the CAO has reviewed the report or communication; and that all department reports should be sent to Council at least forty-eight (48) hours prior to each Council meeting.

CARRIED

#616/25 Department Reports to Council:

Jordan – that all Department Reports to Council, whenever possible, include recent updates on the matters under the purview of the Department, include short-term and long-term plans, and highlight key actions anticipated before upcoming Council meetings.

CARRIED

#617/25 Establish Policy Language:

Neal – that, moving forward, and to align with the practices of other levels of government, all policy documents refer to individuals or groups using specific titles or clear descriptive terms.

CARRIED

#618/25 Welcome Message:

Melnychuk – that, to promote inclusivity, we display a multilingual "Welcome" message on a Cooperative Place lobby TV screen during hours of facility operations.

CARRIED

#619/25 Complaints/Comments Report:

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

CARRIED

#620/25 RCMP Report:

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

CARRIED

#621/25 Coffee Equipment Tender:

Karakochuk – that we rescind Resolution #587/25 and accept the tender received from Lou Coderre, to purchase the former Common Grounds Coffee equipment, in the amount of $1,000.

CARRIED

#622/25 Curling Rink Report:

Karakochuk – that we refer the Curling Rink Report, as prepared by Director of Leisure Services Dana Stefanson, to the Strategic Planning meeting scheduled on December 3, 2025.

CARRIED

#623/25 Director of Leisure Services Report:

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

CARRIED

#624/25 Sewer Blockage:

Karakochuk – that, as recommended by Town Superintendent Melsted, and due to the location of the sewer blockage, we agree to pay half of the costs of the plumbing invoice for the resident at 217 – 5th Street East at a cost of $620.15.

CARRIED

#625/25 Commercial Tax Incentive:

Jordan – that we grant a four-year tax incentive to Roll #505045600, for the newly constructed commercial building, as per the Town's Tax Incentive Policy.

CARRIED

#626/25 Late Night Shopping Ad:

Stefankiw – that we authorize paying for the Late Night Shopping promotion advertisement at a cost of approximately $200.00.

CARRIED

#627/25 Temporary Street Closure:

Melnychuk – that, as per Section6(a)(i) of the Traffic Bylaw, we temporarily close Bosworth Street, between Avenue B and Avenue C, on November 27, 2025, from 5:00 PM to 8:00 PM, as part of activities during the Late Night Shopping promotion.

CARRIED

#628/25 Correspondence:

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

CARRIED

#629/25 Deputy Mayor Matheson's Report:

Jordan – that we receive Deputy Mayor Matheson's Report as presented.

CARRIED

#630/25 General Government Committee Report:

Stefankiw – that we receive the General Government Committee Report as presented by Councillor Melnychuk.

CARRIED

#631/25 Councillor Stefankiw's Report:

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

CARRIED

#632/25 Councillor Melnychuk's Report:

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

CARRIED

#633/25 Councillor Jordan's Report:

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

CARRIED

#634/25 Adjourn:

Neal – that we adjourn the meeting. (9:07 p.m.)

CARRIED

Mayor

Chief Administrative Officer