

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE COUNCIL OF THE TOWN OF  
CHURCHBRIDGE HELD IN THE CHURCHBRIDGE COMMUNITY CENTRE DINING ROOM  
LOCATED AT 116 VINCENT AVE. IN CHURCHBRIDGE, SK. ON JULY 21 2025.**

**ATTENDANCE:**

Present: Mayor- Jared Melnyk  
Councillor- Jonathan Jenson  
Councillor- Terissa James  
Councillor- Tracy Swereda  
Councillor- Jocelyn Griffin  
Councillor-James Zelmer  
Councillor- James Gallant  
  
Administrator – Natasha Hykawy  
Foreman- Kerry Prince

**CALL TO ORDER:**

With a quorum being present Mayor J. Melnyk called the meeting to order at 6:00 p.m.

**AGENDA:**

193-2025 JENSON- JAMES.: That Council approves the agenda. CARRIED

**COUNCIL MINUTES:**

194-2025 JAMES- SWEREDA: That Council approves the Council Meeting minutes from June 16, 2025 as presented. CARRIED

**PRESENTATIONS:**

Sergeant M. Stringfellow presented the biannual local RCMP report and advised Council on the SCAN program.

**BUSINESS ARISING FROM PRESENTATIONS:**

**BUSINESS ARISING FROM CORRESPONDENCE:**

**LIST OF CORRESPONDENCE:**

195-2025 GALLANT- GRIFFIN: That Council accepts the list of correspondence. CARRIED

**BUSINESS ARISING FROM REPORTS:**

REPORTS:

196-2025 JAMES- SWEREDA: That Council accepts the reports from the Town of Churchbridge standing committees, the Administration Report and Foreman Report

CARRIED

INFORMATION FROM REPORTS:

Council Standing Committees reports:

- Councillor Swereda missed a SUMA meeting.
- Councillor James has been signing the water books.
- Councillor Gallant had nothing to report.
- Councillor Griffin attended an Assiniboine Watershed meeting, will set up the free day offered for LIDAR.
- Councillor Jenson had nothing to report.
- Councillor Zelmer attended a Library meeting.
- Mayor Melnyk has had residents call him for Bylaw concerns.

Foreman Kerry Prince left the meeting at 6:46pm.

UNFINISHED BUSINESS:

MUNICIPAL RESERVE LAND:

197-2025 JAMES-GALLANT: That Council designates the following as Municipal Reserve Land, pursuant to Section 188 of the *Planning and Development Act, 2007*:

Lots 26-27 Block 10 Plan 3604

Lots 29-30 Block 10 Plan 101819077

CARRIED

LIST OF ACCOUNTS FOR APPROVAL:

Councillor J. Griffin declared conflict of interest for cheque # 15146.

Councillor J. Griffin exited the hall at 7:14pm.

198-2025 JAMES- SWEREDA: That Council approves the list of accounts for:

1. Amount associated with cheque #15146
- Totalling \$1500.00

CARRIED

Councillor J. Griffin returned to the hall at 7:15pm.

Councillor J. Jenson declared conflict of interest for cheques #15102,15153 & 15192.

Councillor J. Jenson exited the hall at 7:15pm.

199-2025 JAMES- SWEREDA: That Council approves the list of accounts for:

1. Amounts associated with cheque # 15102
2. Amounts associated with cheque # 15153

3. Amounts associated with cheque # 15192  
– Totalling \$5055.63

CARRIED

Councillor J. Jenson returned to the hall at 7:16pm.

- 200-2025 GRIFFIN- JENSON: That Council approves the list of accounts for:
1. Cheques #15103-15145, 15147-15152, 15154-15191 & 15193- 15233– Totalling \$149,532.77
  2. Arena Cheques #990-991 – Totalling \$1260.00
  3. Automatic withdrawals for SaskEnergy & SaskPower- Totalling \$18,346.57
- With above payments totalling \$169,139.34 CARRIED

FINANCIAL STATEMENTS, BANK RECONCILIATION, BUDGETARY CONTROL & BANK STATEMENTS:

- 201-2025 JENSON- JAMES: That Council approves the June Financial Statement, Budgetary Control and Bank Statement. CARRIED

- 202-2025 JENSON- GALLANT: That Council approves the Town and Arena June Bank Reconciliations. CARRIED

NEW BUSINESS:

- RINK ACCOUNTS
- 203-2025 MELNYK- GALLANT: That Council approves the transfer of \$20,000.00 from the Arena Kitchen bank account to the Arena Operating bank account. CARRIED

- GOLF TOURNAMENT DONATION:
- 204-2025 MELNYK-GRIFFIN: That a basket for the silent auction be donated to the Kaminski Golf Tournament valuing \$250.00. CARRIED

- FREE SWIMMING FOR SUMMER DAYZ PROGRAM:
- 205-2025 SWEREDA- GRIFFIN: That Council approves a 1 free swim day a week for the duration of the Summer Dayz program. CARRIED

- TAX INCENTIVE REQUEST:
- 206-2025 SWEREDA- JENSON: That Council approves the tax incentive request for Roll # 130 000 for a rebate of 50% of the municipal portion of taxes per policy, totalling \$1109.96. CARRIED

BYLAW ENFORCEMENT POLICY

207-2025 JENSON- JAMES: That Council approves Policy #2025-001, the Bylaw Enforcement Procedures Policy. CARRIED

BUILDING BYLAW:

208-2025 JAMES- GRIFFIN: That Bylaw #2025-006, being the Bylaw Respecting Building receives it's first reading. CARRIED

PLANNING AND DEVELOPMENT BYLAW:

209-2025 SWEREDA- GRIFFIN: That Bylaw # 2025-007, being the Planning and Development Fees Bylaw receives it's first reading. CARRIED

UTILITY AGREEMENT:

210-2025 GALLANT- JENSON: That the Joint Use Utility Agreement be approved and signed. CARRIED

SUBDIVISION

211-2025 GRIFFIN- JAMES: That Administration will contact the residents from the subdivision request and notify them that the request does not currently conform to the Zoning Bylaw and to inform them at the time of the formal subdivision request a service agreement will have to be signed. CARRIED

BUILDING PERMIT 684:

212-2025 MELYNK- JAMES: That Building Permit 684 be approved pending all setback requirements are met. CARRIED

LAND FOR SALE #1:

213-2025 MELNYK- GRIFFIN: That Council approves the offer to purchase 236 Allan Ave for \$5000.00 plus applicable taxes. CARRIED

LAND FOR SALE #2:

214-2025 GRIFFIN- JENSON: That Council approves the offer to purchase 220 Vincent Ave E for \$1.00 plus applicable taxes, with the condition that the Tax Incentive Policy cannot be used for this property and a public offering needs to be advertised. CARRIED

PUBLIC FORUM:

The following points were made from the public:

- Public offering of property sale.

IN CAMERA SESSION OF COUNCIL:

215-2025 MELNYK- SWEREDA: That Council states that the time being 8:12pm, the Meeting of Council will be adjourned to an "In Camera" Meeting Session.

CARRIED

OUT OF IN CAMERA SESSION OF COUNCIL:

216-2025 JAMES- JENSON: That Council states that the time being 8:26pm, that the "In Camera" meeting is concluded and the Regular Meeting of Council is resumed.

CARRIED

LIFEGUARD HIRING:

217-2025 JENSON- GRIFFIN: That Ivan Halsen be hired as a lifeguard at the Churchbridge Aquatic Centre for the 2025 season at a rate of \$19.50 /hr.

CARRIED

WAGE INCREASE:

218-2025 JAMES- GRIFFIN: That Cindy Buchberger receives an \$1.25/hr wage increase from \$28.50/hr to \$29.75/hr for the successful completion of an LGA course, effective June 29<sup>th</sup>, 2025.

CARRIED

Drainage issues will be addressed in Cedar Crescent along with rock and proper grading will be done.

Councillor T. Swereda declared conflict of interest and left the meeting at 8:22pm

TRANSFER SITE STAFFING:

219-2025 GALLANT- JENSON: That administration will advertise for a Casual Transfer Site Attendant position.

CARRIED

ADJOURN:

220-2025 JENSON- GRIFFIN: That Council approves the adjournment of this meeting at 8:31pm.

CARRIED

The next Council Meeting will be held on August 18th, 2025 at 6:00pm.

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Administrator

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Mayor