

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 SEPTEMBER 15th 2025.

ATTENDANCE:

Present: Mayor- Jared Melnyk
Councillor- Tracy Swereda – By Phone
Councillor- Jocelyn Griffin
Councillor-James Zelmer
Councillor- James Gallant
Councillor- Terissa James
Councillor Jonathan Jenson

Administrator – Natasha Hykawy
Foreman- Kerry Prince
Assistant Administrator – Cindy Buchberger

CALL TO ORDER:

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

AGENDA:

243-2025 JENSON- GALLANT.: That Council approves the agenda with the following additions:
Under New Business: Close Cedar Crescent
Under New Business: RF Now Proposal

CARRIED

COUNCIL MINUTES:

244-2025 SWEREDA- JAMES: That Council approves the Council Meeting minutes from August 18, 2025 with the following amendment:
In resolution 233-2025, even shall be event.

CARRIED

PRESENTATIONS:

A Summer Dayz end of program review was given. The program was fully booked all summer with a waitlist for 85% of the days. Acknowledgement was given to all who donated and the Town for the use of the Hall. The program hopes to continue next summer with two workers.

A Policy Manual Presentation was given. The Town Office would informed Council of the plans to revise the manual and break it into three parts, a policy manual, employee handbook and procedures manual. Administration will move forward and present to Council in early 2026.

Assistant Administrator Cindy Buchberger left the meeting at 6:08pm.

CORRESPONDENCE:

245-2025 JAMES- JENSON: That Council accepts the correspondence. CARRIED

BUSINESS ARISING FROM REPORTS:

246-2025 JAMES- SWEREDA: That Council \$20,000.00 be moved from the Arena Lottery Bank Account to the Arena Operating Bank Account to pay for the compressor repairs. CARRIED

REPORTS:

247-2025 GRIFFIN- JAMES: 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 had nothing to report.
- Councillor James attended the Arena AGM. The arena is tendering for caretaker, kitchen and Zamboni drivers. The ice is set to go in September 22, 2025.
- Councillor Gallant had nothing to report.
- Councillor Griffin reminded everyone the Fuel Good Day fundraiser for the pool is September 16th.
- Councillor Jenson had nothing to report.
- Councillor Zelmer attended and Evergreen Club Meeting.
- Mayor Melnyk had nothing to report.

Foreman Kerry Prince left the meeting at 6:38pm.

UNFINISHED BUSINESS:

ANIMAL CONTROL BYLAW:

248-2025 JAMES- JENSON: That Bylaw #2025-008, being the Animal Control Bylaw be read for the second time. CARRIED

249-2025 GALLANT- JENSON: That Bylaw #2025-008, being the Animal Control Bylaw, be read for the third time and that an approved copy of this Bylaw be attached to and form part of these minutes. CARRIED

LIST OF ACCOUNTS FOR APPROVAL:

Councillor J. Griffin declared conflict of interest for cheque # 15367.

Councillor J. Griffin exited the hall at 6:39pm.

- 250-2025 JAMES- JENSON: That Council approves the list of accounts for:
1. Amount associated with cheque #15367
-Totalling \$1500.00
- CARRIED

Councillor J. Griffin returned to the hall at 6:40pm.
Councillor J. Jenson declared conflict of interest for cheques #15336 & 15401.
Councillor J. Jenson exited the hall at 6:40pm.

- 251-2025 JAMES- SWEREDA: That Council approves the list of accounts for:
1. Amount associated with cheques #15336 & 15401.
-Totalling \$ 3612.87
- CARRIED

Councillor J. Jenson returned to the hall at 6:41pm.

- 252-2025 MELNYK- GALLANT: That Council approves the list of accounts for:
1. Cheques #15367-15366, #15368-15400 & #14502-15417– Totalling \$172,621.24
 2. Arena Cheque #992 – Totalling \$31,068.76
 3. Automatic withdrawals for SaskEnergy & SaskPower -Totalling \$9,698.06
With above payments totalling \$213,388.06
- CARRIED

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

- 253-2025 GALLANT- JAMES: That Council approves the August Financial Statement, Budgetary Control and Bank Statement.
- CARRIED

- 254-2025 JAMES- JENSON: That Council approves the Town and Arena August Bank Reconciliations.
- CARRIED

NEW BUSINESS:

- 255-2025 WATERWORKS QAQC & EMERGENCY RESPONSE PLAN:
MELNYK- GRIFFIN: That Council approves the Waterworks QAQC and Emergency Response Plan.
- CARRIED

- 256-2025 BUILDING PERMITS:
GALLANT- GRIFFIN: That Building Permit 505 be approved, pending all setback requirements.
- CARRIED

257-2025 JAMES- GRIFFIN: That Building Permit 25-001 be approved, pending all setback requirements are met. CARRIED

RESERVES:

258-2025 JAMES- JENSON: That \$10,000 be moved out of reserves for the payment of the Arena compressor rebuild. CARRIED

HALL RENTAL REQUEST:

260-2025 GRIFFIN- JENSON: That the Potash Music Festival will not be charged for their hall rental for March 8-12, 2026. CARRIED

CLOSE CEDAR CRESCENT ROAD:

261-2025 MELNYK- ZELMER: That the East Portion of Cedar Crescent be temporarily closed to traffic, effective immediately. CARRIED

RF NOW PROPOSAL:

262-2025 GALLANT- JENSON: That Council accepts the proposal from RF NOW to install fibre optic lines along Township Road 222. CARRIED

PUBLIC FORUM:

The following points were made from the public:

- At the Sport Court, a request for some crack sealing material to be bought. For next budget, a list given to the Office is required to do some updates within.
- Basken Street Chip seal work. The stones are quite large and loose. Residents were questioning the reasoning for chip seal to be placed at this time.

IN CAMERA SESSION OF COUNCIL:

263-2025 MELNYK- JAMES: That Council states that the time being 7:22pm, the Meeting of Council will be adjourned to an "In Camera" Meeting Session. CARRIED

OUT OF IN CAMERA SESSION OF COUNCIL:

264-2025 JENSON- GRIFFIN That Council states that the time being 7:48pm, that the "In Camera" meeting is concluded and the Regular Meeting of Council is resumed. CARRIED

Councillor T. James Declared a conflict of interest, she remained in the hall.

TRUCK TENDER:

265-2025 GRIFFIN- JENSON: That Kerry Prince be awarded the Truck for Tender at a price of \$275.00 +GST.

CARRIED

TRANSFER SITE CASUAL HIRING:
266-2025 JENSON- JAMES: That Willie Bangs be hired for the Casual Transfer Site Attendant Position at \$20.00 per hour, effective immediately.

CARRIED

Councillor T. James requested a recorded vote.

STAFF CONTRACT EXTENSION:
267-2025 GRIFFIN- JAMES: That the seasonal contract for Jim Wowchuk be extended until December 31, 2025 to aid in covering all the duties of another staff member that had to go on medical leave and that he be paid \$25.00 per hour, effective September 7th, 2025.

CARRIED

For: J. Melnyk, J. Griffin, J. Jenson, T. Swereda, T. James & J. Zelmer
Against: J. Gallant

Administration was tasked with getting quotes to cut down additional elm trees located near the Churchbridge Daycare.

ADJOURN:
268-2025 MELNYK- GALLANT: That Council approves the adjournment of this meeting at 7:51pm.

CARRIED

The next Council Meeting will be held on October 20th, 2025 at 6:00pm

Administrator

Mayor