

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF PENSE COUNCIL
HELD ON NOVEMBER 19th, 2025, AT 7:00 P.M. AT COUNCIL CHAMBERS.**

Located on Treaty 4 territory. Traditional lands of the Cree, Saulteaux [sawl-toh], Dakota, Nakota and Lakota peoples and on the homeland of the Métis Nation.

PRESENT: **Mayor: Michele LeBlanc**
 Councillors: Ariane Desrosiers
 Angela Prokopetz
 Joshua Sinkewicz
 Mitch Zaba
 Administrator: Jennifer Lendvay

CALL TO ORDER

Mayor LeBlanc called the meeting to order at 7:04 p.m.

Councillor Joshua Sinkewicz subscribed to his Oath of Office as required by *The Municipalities Act*.

DECLARATION OF BYELECTION RESULTS

209/2025 – DESROSIERS - That Form CC Declaration of Results having been presented to Council be received as information and filed.

CARRIED

AGENDA

210/2025 - PROKOPETZ - That the agenda be acknowledged as presented with the following additions: New Business – f) Security at the water plant, Reports – Pense Recreation Board November 4, 2025.

CARRIED

Councillor Zaba arrived at 7:07 PM

Councillor Zaba declared a conflict of interest in Delegation Nicole Smith – Pense Daycare Inc.

PUBLIC WORKS – Foreman Lovell @ 7:07 PM – 7:25 PM

211/2025 – ZABA - That the verbal Public Works Report by Foreman Lovell, along with the October Water Plant and Lift Station Records, be received as information and filed.

CARRIED

Councillor Zaba declared a conflict in the next item of business and left Council Chambers at 7:27 PM

DELEGATION

Pense Daycare Inc – Nicole Smith @7:27 PM to 7:40 PM

PENSE DAYCARE INC

212/2025 – LEBLANC – That Council acknowledges the request from the Pense Daycare Inc for a 75% municipal property tax reduction for the term of their 20-year mortgage, and that the request be tabled until the assessment values are received from SAMA.

CARRIED

Councillor Zaba returned to Council Chambers at 7:54 PM

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MINUTES

213/2025 – DESROSIERS - That the minutes of the regular meeting of council held on October 15, 2025, be approved.

CARRIED

APPOINTMENT OF COMMITTEES

214/2025 – DESROSIERS - That the appointment of the council committee be as follows:

Public Works & Services – LeBlanc, Sinkewicz, Prokopetz
Sport Culture & Rec – LeBlanc, Sinkewicz, Desrosiers
Governance, Planning & Economic Development – LeBlanc, Desrosiers, Zaba
Protective Services – LeBlanc, Zaba, Prokopetz

CARRIED

PROFESSIONAL BUILDING INSPECTIONS INC - CERTIFICATE OF APPOINTMENT

215/2025 – PROKOPETZ - That in accordance with the service agreement with Professional Building Inspections Inc. and under the authority of subsections 16(2) and 16(3) of *the Construction Codes Act*. the Town of Pense hereby resolves to issue a Certificate of Appointment for:

Nathan Brodner – Class 1 Licensed Building Official, Saskatchewan BOL880
whom is a resident of the Province of Saskatchewan as the Licensed Building Officials for the Town of Pense.

CARRIED

MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY

216/2025 – ZABA - The Council of the Town of Pense confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government of Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of Council Procedures Bylaw;
- Adoption of Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and that we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

TOWN OFFICE HOLIDAY HOURS

217/2025 – SINKEWICZ – That the Town Office Holiday Hours are as follows:

Closed: December 24–28, 2025

Open: December 29–31, 2025 9:00 AM - 4:00 PM

Closed: January 1–2, 2026

CARRIED

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SECURITY AT WATER PLANT

218/2025 – DESROSIERS – That the Securtek contract for the water plant 101 Ontario Street not be renewed.
CARRIED

ACCOUNTS PAYABLE

219/2025 – ZABA – That the account Batch 2025-00052, October Month End presented for payment is hereby approved.
CARRIED

ACCOUNTS PAYABLE

220/2025 – DESROSIERS – That the account Batch 2025-00054, November Council Meeting presented for payment is hereby approved.
CARRIED

OCTOBER BANK RECONCILIATION – GENERAL ACCOUNT

221/2025 - ZABA - That the bank reconciliation for the general account is hereby approved.
CARRIED

STATEMENT OF FINANCIAL ACTIVITIES

222/2025 – PROKOPETZ - That the statement of financial activities for October 1 - 31, 2025 is hereby approved.
CARRIED

ADMINISTRATION REPORT

223/2025 – DESROSIERS - That administration report be received as information and filed.
CARRIED

PENSE RECREATION BOARD

224/2025 – PROKOPETZ - That the Pense Recreation Board meeting minutes of October 7 and November 4, 2025, be received as information and filed.
CARRIED

CORRESPONDENCE

225/2025 – DESROSIERS - That the correspondence having been read be accepted and filed.
CARRIED

ADJOURNMENT

226/2025 – ZABA - That the meeting be adjourned. (9:32 PM)
CARRIED

MAYOR

ADMINISTRATOR