

**MINUTES OF THE FIRST MEETING OF THE TOWN OF PENSE COUNCIL
HELD ON DECEMBER 11th, 2024, 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.

Mayor LeBlanc, Councillors Ariane Desrosiers, Ken Lovell, Angela Prokopetz and Mitchell Zaba subscribed to their Oath of Office as required by *The Municipalities Act*.

PRESENT:
Mayor: Michele LeBlanc
Councillors: Ariane Desrosiers
Ken Lovell
Angela Prokopetz
Mitch Zaba
Administrator: Jennifer Lendvay

CALL TO ORDER

Mayor LeBlanc called the meeting to order at 7:02 p.m.

AGENDA

222/2024 - DESROSIERS - That the agenda be approved as presented with the following addition:
New Business – Professional Building Inspections Inc – Certificate of Appointment

CARRIED

CONFLICT OF INTEREST

Mayor LeBlanc and Councillor Lovell declared conflict of interests in the following agenda items: List of Accounts for approval 2024-00051 October Month End and 2024-00055 November Month End.

MINUTES

223/2024 – LOVELL - That the minutes of the regular meeting of council held on November 6, 2024, be approved.

CARRIED

UNFINISHED BUSINESS

Mayor LeBlanc presented a verbal report to Council regarding the Pense Cottonwood Watershed Association discussions from the December 2, 2024, meeting.

ELECTION – DECLARATION OF RESULTS

224/2024 – DESROSIERS – That Form CC Declaration of Results having been presented to Council be received as information and filed.

CARRIED

APPOINTMENT OF DEPUTY MAYOR

225/2024 – LEBLANC – That Councillor Mitchell Zaba be appointed as Deputy Mayor for the Town of Pense.

CARRIED

SIGNING AUTHORITY

226/2024 – ZABA – That Mayor Michele LeBlanc or Councillor Ariane Desrosiers along with the Administrator Jennifer Lendvay have signing authorities for all financial accounts for the Town of Pense; if the Administrator Jennifer Lendvay is unable to sign the Administrative Assistant Sandra Wakeford may sign along with Mayor Michele LeBlanc or Councillor Ariane Desrosiers.

CARRIED

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APPOINTMENT OF COMMITTEES

227/2024 – PROKOPETZ – That the appointment of the council committee be as follows:

- Public Works and Services – Mayor LeBlanc, Councillor Zaba and Councillor Prokopetz
- Sport, Culture and Recreation Services – Mayor LeBlanc, Councillor Zaba and Councillor Desrosiers
- Governance Planning and Economic Development – Mayor LeBlanc, Councillor Desrosiers and Councillor Lovell
- Protective Services – Mayor LeBlanc, Councillor Lovell and Councillor Prokopetz

CARRIED

2025 REGULAR COUNCIL MEETING DATES

228/2024 – LEBLANC – That the regular meeting dates of Town Council be moved to the third Wednesday of the month.

CARRIED

COUNCIL REMUNERATION POLICY

229/2024 – ZABA – That the Council Remuneration Policy is hereby approved.

CARRIED

MUNICIPAL REVENUE SHARING DECLARATION

230/2024 – DESROSIERS - 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 2023 Audited Financial Statement to the Ministry of Government Relations
- Submission of the 2023 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

BUILDING APPRAISALS

231/2024 – ZABA – That for insurance purposes, a building appraisal be completed on all municipal buildings at the quoted cost of \$1,950.00 + GST.

CARRIED

APPOINTMENT OF THE 2025 BOARD OF REVISIONS

232/2024 – ZABA - That pursuant to Subsection 220(1) of *The Municipalities Act*, the Town of Pense appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere,

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Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Faraah Ovens, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED

APPOINTMENT OF SECRETARY TO THE 2025 BOARD OF REVISIONS

233/2024 – DESROSIERS - That pursuant to Subsection 220(1) of *The Municipalities Act*, the Town of Pense appoints Nicolle Hoskins with Western Municipal Consulting Ltd. (WMC) as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

APPOINTMENT OF THE 2025 DEVELOPMENT APPEALS BOARD

234/2024 – PROKOPETZ - That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007* That the Town of Pense appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2025, through to December 31, 2025; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Faraah Ovens, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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CARRIED

APPOINTMENT OF SECRETARY TO THE 2025 DEVELOPMENT APPEALS BOARD

235/2024 – LOVELL - That pursuant to Subsection 216(3)(a) of *The Planning and Development Act, 2007*, the Town of Pense appoints Claudette McGuire with Western Municipal Consulting Ltd.(WMC) as Secretary to the Development Appeals Board for the term of January 1, 2025, through to December 31, 2025; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

TAX ENFORCEMENT – 6 MONTH NOTICE

236/2023 – DESROSIERS – That the Administrator be authorized to proceed under *The Tax Enforcement Act* to acquire title for the following described lands:

Lot 11, Block 6 Plan 1328

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Lot 18, Block 6 Plan 101402222 Extension 12

Lot 7, Block 21A Plan 76R31011

Lot 4 & 5 Block 9 Plan 1328

CARRIED

PENSE MEMORIAL RINK – RECYCLING and GARBAGE

237/2024- LEBLANC - That effective January 1, 2025, that the Pense Memorial Rink be responsible for the arrangement and payment of the garbage and recycling bins for the rink.

CARRIED

PENSE MEMORIAL RINK – SASKATCHEWAN HEALTH AUTHORITY ICE ARENA INSPECTION

238/2024- LOVELL - That the Saskatchewan Health Authority Ice Arena Inspection dated December 3, 2024, be acknowledged.

CARRIED

DRAINAGE FEASIBILITY STUDY PROPOSAL

239/2024 – LEBLANC – That the drainage feasibility study proposal completed by MPE be tabled for review/discussion at a committee of the whole meeting.

CARRIED

COMMITTEE OF THE WHOLE MEETING

240/2024 – DESROSIERS - That a committee of the whole meeting be scheduled for January 8, 2025, at 7:15 PM to discuss Town Councils goals/visions and to review the drainage feasibility study proposal.

CARRIED

PUBLIC WORKS GRADER OPERATION

Discussions were held regarding compensating Councillor Lovell for his time operating the grader as the Town does not have a qualified grader operator at this time. Councillor Lovell declined compensation.

WASTEWATER PROJECT – CCN01 BYPASS PUMPING

241/2024 – LOVELL – That the Wastewater Infrastructure Project change notice 01 which pertains to the supply and installation of a permanent bypass at the lift station at a cost of \$18,514.13 (plus GST & PST) is hereby approved.

CARRIED

PROFESSIONAL BUILDING INSPECTIONS INC 2025 CERTIFICATE OF APPOINTMENT

242/2024 – DESROSIERS – 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:

Bobby Baker – R-Class 3 Licensed Building Official, Saskatchewan BOL552

Virginia Shepley – Class 3 Licensed Building Official, Saskatchewan BOL517

Joshua Nitz – Class 3 Licensed Building Official, Saskatchewan BOL785

Cristin Korchinski - R-Class 2 Licensed Building Official, Saskatchewan BOL784/808

David Kindred - Class 1 Licensed Building Official, Saskatchewan BOL514

John Dulle – Class 1 Licensed Building Official, Saskatchewan BOL789

Charles Fiss – Class 1 Licensed Building Official, Saskatchewan BOL836

whom is a resident of the Province of Saskatchewan as the Licensed Building Officials for the Town of Pense.

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BYLAW 5/2024 – ZONING AMENDMENT

243/2024 – LEBLANC - That 1st reading be given to Bylaw 5/2024 A Bylaw to Amend Bylaw 2/2023 know as the Zoning Bylaw under Subsection 46(3) of *the Planning and Development act, 2007*.

CARRIED

Mayor LeBlanc turned the chair to Deputy Mayor Zaba @ 9:00 PM

Mayor LeBlanc and Councillor Lovell declared a conflict of interest in the next two items of business and left council chambers at 9:00 PM.

ACCOUNTS PAYABLE

244/2024 – ZABA – That the account Batch 2024-00051 October Month End presented for payment is hereby approved.

CARRIED

ACCOUNTS PAYABLE

245/2024 – PROKOPETZ – That the account Batch 2024-00055 November Month End presented for payment is hereby approved.

CARRIED

Deputy Mayor Zaba turned the chair back to Mayor LeBlanc @ 9:04 PM

ACCOUNTS PAYABLE

246/2024 – PROKOPETZ – That the account Batch 2024-00056 Council Remuneration presented for payment is hereby approved.

CARRIED

ACCOUNTS PAYABLE

247/2024 – DESROSIERS – That the account Batch 2024-00058 December Council Meeting presented for payment is hereby approved.

CARRIED

NOVEMBER BANK RECONCILIATION – GENERAL ACCOUNT

248/2024 - LOVELL - That the bank reconciliation for the general account is hereby approved.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES

249/2024 – ZABA - That the November financial statement is hereby approved.

CARRIED

Councillor Prokopetz left the meeting at 9:15 PM

ADMINISTRATION REPORT

250/2024 – ZABA - That administration report be received as information and filed.

CARRIED

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PUBLIC WORKS REPORT

251/2024 – ZABA - That the public works report be received as information and filed.

CARRIED

PENSE RECREATION BOARD

251/2024 – DESROSIERS - That the Pense Recreation Board report of November 5 and December 3, 2024, be received as information and filed.

CARRIED

PENSE MEMORIAL RINK BOARD

253/2024 – LOVELL – That the Pense Memorial Rink Board minutes of December 10, 2024, be received as information and filed.

CARRIED

CORRESPONDENCE

254/2024 – LEBLANC - That the correspondence having been read be accepted and filed.

CARRIED

ADJOURNMENT

255/2024 – LEBLANC - That the meeting be adjourned. (9:51 PM)

CARRIED

MAYOR

ADMINISTRATOR