

***MINUTES OF THE REGULAR MEETING OF THE TOWN OF PENSE COUNCIL
HELD ON APRIL 16th, 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
 Ken Lovell
 Angela Prokopetz
 Mitch Zaba
 Administrator: Jennifer Lendvay

CALL TO ORDER

Mayor LeBlanc called the meeting to order at 6:58 p.m.

AGENDA

066/2025 - ZABA - That the agenda be acknowledged as presented.

CARRIED

CONFLICT OF INTEREST

Mayor LeBlanc declared conflict of interest in the following agenda items: List of Accounts for approval 2025-00017 March Month End and 2025 Wages – Public Works JL. Councillor Lovell declared conflict of interest in the following agenda items: List of Accounts for approval 2025-00017 March Month End and 2025 Wages – Administrator JL.

MINUTES

067/2025 – DESROSIERS - That the minutes of the regular meeting of council held on March 12, 2025, be approved.

CARRIED

MINUTES

068/2025 – PROKOPETZ - That the minutes of the budget meeting of council held on April 2, 2025, be approved.

CARRIED

PARCEL TIE LOTS 4 & 5 BLOCK 16

069/2025 – LOVELL – That Lot 4, Block 16 Plan No E1675 and Lot 5, Block 16 Plan No E1675 be parcel tied together through Information Services Corporation.

CARRIED

TRANSFER of RESERVES

070/2025 – ZABA – That it be acknowledged the following transfers from and to reserves for 2024 as per Schedule 10 of the 2024 audited financial statements:

 \$237 to be transferred out of the Pense Recreation Board Reserve
 \$21,780 to be transferred out of the Protective Services Reserve (Fire Hydrants)
 \$5,000 to be transferred into a Parks and Recreation Reserve
 \$91,254 to be transferred into the utility reserve.

CARRIED

2025 BUDGET

071/2025 – DESROSIERS – That the 2025 operating and capital budget be approved.

CARRIED

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2025 MILL RATE

072/2025 – ZABA – That the 2025 municipal mill rate be set at 4.295 mills.

CARRIED

BYLAW 2/2025 – BASE TAX BYLAW

073/2025 – LEBLANC – That 1st reading be given to Bylaw 2/2025 a Bylaw to Provide for a Base Tax.

CARRIED

BYLAW 2/2025 – BASE TAX BYLAW

074/2025 – PROKOPETZ - That Bylaw 2/2025 be read a second time.

CARRIED

BYLAW 2/2025 – BASE TAX BYLAW

075/2025 – LOVELL – That Bylaw 2/2025 be given three readings at this meeting.

CARRIED UNANIMOUSLY

BYLAW 2/2025 – BASE TAX BYLAW

076/2025 – ZABA - That Bylaw 2/2025 a Bylaw to Provide for Base Tax be read a third time and adopted.

CARRIED

BYLAW 3/2025 – MINIMUM TAX BYLAW

077/2025 – ZABA - That 1st reading be given to Bylaw 3/2025 a Bylaw to Provide for Minimum Amounts of Tax.

CARRIED

BYLAW 3/2025 – MINIMUM TAX BYLAW

078/2025 – LOVELL - That Bylaw 3/2025 be read a second time

CARRIED

BYLAW 3/2025 – MINIMUM TAX BYLAW

079/2025 – PROKOPETZ – That Bylaw 3/2025 be given three readings at this meeting.

CARRIED UNANIMOUSLY

BYLAW 3/2025 – MINIMUM TAX BYLAW

080/2025 – DESROSIERS - That Bylaw 3/2025 a Bylaw to Provide for Minimum Amounts of Tax be read a third time and adopted.

CARRIED

2025 MUNICIPAL PROPERTY TAX INCENTIVE

081/2025 – DESROSIERS - That the 2025 tax incentives and adjustments in the amount of \$5,597.41 as listed are hereby approved:

Roll #	Lot	Blk	
24	23	6	Incentive yr. 3 \$1,262.05
319	8	26	Incentive yr. 2 \$1,335.36
60	12,13	8	Remove one base tax as property is double charged \$1,000.00
70	1,2,3	9	Agreement (town -use of land) \$1,000.00
80	21	9	Agreement (town -use of land) \$1,000.00

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CARRIED

2025 EDUCATION MILL RATE

082/2025 – LEBLANC - That the Government of Saskatchewan 2025 Education Property Tax Mill rate be acknowledged.

CARRIED

2025 WAGES

083/2025 – PROKOPETZ – That the 2025 wages be set at as follows: Administrative Assistant Sandra Wakeford \$21.84 per hour, Hall Custodian Mike Boyes \$21.63 per hour, and Public Works Employee Kevin Woolsey \$29.00 per hour.

CARRIED

Mayor LeBlanc declared a conflict of interest with the next item of business and turned the chair over to Deputy Mayor Zaba and left Council Chambers at 7:26 PM.

2025 WAGES

084/2025 – DESROSIERS – That the 2025 wage for Public Works Employee Jemile LeBlanc be set at \$25.00 per hour.

Mayor LeBlanc returned to Council Chambers at 7:32 PM.
Deputy Mayor Zaba turned the chair back to Mayor LeBlanc.

Councillor Lovell declared a conflict of interest in the next item of business and left Council Chambers at 7:33 PM.

2025 WAGES

085/2025 – ZABA - That the 2025 annual salary for the Administrator Jennifer Lendvay be set at \$ 97,942.00.

CARRIED

Councillor Lovell returned to Council Chambers at 7:34 PM.

CERTIFICATE OF APPOINTMENT – PROFESSIONAL BUILDING INSPECTIONS INC

086/2025 – 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:

Chantel Terry – T-Class 1 Licensed Building Official, Saskatchewan BOL855
who are residents of the Province of Saskatchewan as the Licensed Building official for the Town of Pense.

CARRIED

BYLAW ENFORCEMENT

087/2025 – PROKOPETZ - That the Town of Pense gives the Commissionaires South Saskatchewan full authority to enforce the following bylaws within the Town of Pense limits from May 1, 2025, to December 31, 2025:

2/2023	Zoning Bylaw
3/2023	Abatement of Nuisances
23/2013	Bylaw to regulate the operation & parking of vehicles and the uses of highways (Traffic Control Bylaw)
14/2013	Control and Regulate Noise.

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24/2013	Bylaw to regulate the operation of all-terrain vehicles.
6/2013	Bylaw to provide for the removal and disposal of abandoned vehicles.
5/2013	Business License Bylaw
18/2013	Animal Control
6/2017	Fire Restriction Bylaw
1/2021	Outdoor Fire Pit Regulations

CARRIED

Mayor LeBlanc turned the chair to Deputy Mayor Zaba at 7:48 PM

Mayor LeBlanc and Councillor Lovell declared a conflict of interest in the next item of business and left council chambers at 7:48 PM.

ACCOUNTS PAYABLE

088/2025 – PROKOPETZ – That the account Batch 2025-00017, March Month End presented for payment is hereby approved.

CARRIED

Mayor LeBlanc and Councillor Lovell returned to Council Chambers at 7:51 PM

Deputy Mayor Zaba turned the chair back to Mayor LeBlanc at 7:51 PM

ACCOUNTS PAYABLE

089/2025 – LEBLANC – That the account Batch 2025-00019, to replace cheque 19329 issued to Marcus Dyck (November 2024) presented for payment is hereby approved.

CARRIED

ACCOUNTS PAYABLE

090/2025 – DESROSIERS – That the account Batch 2025-00020, April Council Meeting presented for payment is hereby approved.

CARRIED

MARCH BANK RECONCILIATION – GENERAL ACCOUNT

091/2025 - LOVELL - That the bank reconciliation for the general account is hereby approved.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES

092/2025 – PROKOPETZ - That the March financial statement is hereby approved.

CARRIED

ADMINISTRATION REPORT

093/2025 – DESROSIERS - That administration report be received as information and filed.

CARRIED

PUBLIC WORKS REPORT

094/2025 – ZABA - That the March water plant record report and lift station records be received as information and filed.

CARRIED

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PENSE RECREATION BOARD

095/2025 – PROKOPETZ - That the Pense Recreation Board meeting minutes of April 1, 2025, be received as information and filed.

CARRIED

PCWA No 17

096/2025 – DESROSIERS - That the PCWA No 17 report presented verbally by Mayor LeBlanc be acknowledged.

CARRIED

FOREMAN POSITION

097/2025 – ZABA - That the Town Foreman position be offered to Ken Lovell at an annual salary of \$58,500.00 with a start date of May 1, 2025, or earlier.

CARRIED

CORRESPONDENCE

098/2025 – DESROSIERS - That the correspondence having been read be accepted and filed.

CARRIED

SAMA MAINTENANCE FEE

099/2025 – DESROSIERS - That the SAMA assessment maintenance fee be added to any building or demolition permits issued.

CARRIED

ADJOURNMENT

100/2025 – ZABA - That the meeting be adjourned. (9:37 PM)

CARRIED

MAYOR

ADMINISTRATOR