

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF PENSE COUNCIL
HELD ON SEPTEMBER 18th, 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.

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

Deputy Mayor LeBlanc turned the chair to Councillor Zaba to chair the meeting.

CALL TO ORDER

Councillor Zaba called the meeting to order at 7:06 p.m.

AGENDA

166/2024 - DESROSIERS - That the agenda be approved as presented.

CARRIED

CONFLICT OF INTEREST

Deputy Mayor LeBlanc and Councillor Lovell declared conflict of interests in the following agenda items: List of Accounts for approval 2024-00039 July Month End and 2024-00043 August Month End.

MINUTES

167/2024 – ZABA - That the minutes of the regular meeting of council held on August 14, 2024, be approved.

CARRIED

WASTEWATER LIFT STATION PROJECT

168/2024 – LEBLANC – That council acknowledges the delay of the wastewater lift station project construction to Spring 2025 due to major equipment delivery delays. Additionally, the council authorizes the submission of a request to the province for an extension of the project completion date to March 31, 2026, to accommodate the revised project timeline.

CARRIED

PENSE DISTRICT VOLUNTEER FIRE DEPARTMENT – AUDITED FINANCIAL STATEMENTS

169/2024 – DESROSIERS – That council acknowledges receipt of the Pense District Volunteer Fire Departments 2023 audited financial statement as prepared by Dudley & Co.

CARRIED

BYLAW ENFORCEMENT

170/2024 – LEBLANC – That Council acknowledge the receipt of the letter from AW dated September 6, 2024 (RE: Bylaw Violation Notice) and that a reply be sent stating that the hedge height of 1 metre in the required front yard, as stipulated in the Zoning Bylaw, will be enforced in accordance with the warning notices issued. Be it further resolved that an Order to Remedy will be issued if the property remains noncompliant.

CARRIED

CANADA COMMUNITY-BUILDING FUND (CCBF)

171/2024 – LOVELL – That the Canada Community Building Fund agreement be accepted and signed.

CARRIED

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TOWN OFFICE BASEMENT (LEGION HALL) USE – SOCIAL NIGHTS

172/2024 – DESROSIERS – That the request from Beth Andrews to use the town office basement (legion hall) to have social nights (library use, puzzle & game nights) be approved and that she follows the rental agreement.

CARRIED

DISCRETIONARY USE APPLICATION

173/2024 – ZABA – That the discretionary use application to build a single-family dwelling on Lot 22 and Lot 23 Block 11 Plan 1328 (R2 District) be approved.

CARRIED

PARCEL TIE

174/2024 – DESROSIERS – That the request to parcel tie Lots 22 and 23 Block 11 Plan 1328 be approved.

CARRIED

PENSE COTTONWOOD WATERSHED ASSOCIATION NO 17 (PCWA) – REQUEST FOR ADDITIONAL FUNDS

175/2024- ZABA - That the Town of Pense only contribute \$100,000 including the expenses already incurred in 2024 for the PCWA drainage ditch project. Additionally, based on the recommendation letter provided by Associated Engineering that Council agrees to award the contract for the drainage project to Gee Bee Construction.

Councillor Lovell requested a recorded vote.

For: Zaba, Lovell, Desrosiers, LeBlanc

Against: nil

Chairperson Zaba declared the motion.

CARRIED

BYLAW 1/2024 – RESCIND 2nd READING

176/2024 – DESROSIERS – That motion 112/2024 2nd reading of Bylaw 1/2024 be rescinded.

CARRIED

BYLAW 1/2024 – RESCIND 3rd READING

177/2024 – LEBLANC – That motion 113/2024 3rd reading of Bylaw 1/2024 be rescinded.

CARRIED

BYLAW 1/2024 – 2nd READING

178/2024 – DESROSIERS – That Bylaw 1/2024 be read a second time will the following amendments:

Delete - Section 8 Payment – In the event that any Development Levy payment imposed by this Bylaw payable under a Development Levy Agreement is not paid at the time or times specified within the Agreement and without limiting the remedies of the Municipality, the Municipality may issue a stop order prohibiting further development on the Development Lands.

Delete – Second table on page 5.

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Section 3.2.1 Roads remove bullet point 5 and replace with:

The Town of Pense may wish to have an annual water and sewer main upgrade and road upgrade program which would have an allocated a 20% cost to the development levy or servicing agreement fee.

Section 3.2.4 Miscellaneous Remove the words New Fire Hall (shared with RM of Pense), New Town Office, Daycare.

Section 3.3 Growth-Related vs Existing Development Benefit remove bullet point 4 and replace with: The upgrade of existing assets.

Section 3.4 Capital Costs / lot – Remove first paragraph and replace with:

Capital projects were identified per each area of proposed development as per the Official Community Plan (OCP) for expansion and upgrade of Water, Sewer and Roadways. These projects are listed on Appendix A, those costs should be:

Schedule B Summary of Calculations Table remove and replace with:

Town of Pense - Development Levy						
All Projects						
<i>Capital Cost Summary Estimates- March 2024</i>						
Project	Timeline	Cost (M)	Area/Sector Serviced	% Charged	Dev. Levy Portion	
ROADS:						
Recap Roads (3600 m) *	2027	0.56	Entire Town	20	\$	112,000
Road Asset Maintenance	On-going	0.6	Entire Town	20	\$	120,000
DRAINAGE						
Culvert Replacement	On-going	0.06	Entire Town	20	\$	12,000
Storm Ditch Outlet to Creek	2025	0.2	Entire Town	20	\$	125,000
WATER:						
Upgrades to WTP	Completed	0.9	Entire Town	20	\$	180,000
Fire Hydrants (Approx 40)	On-going	0.4	Entire Town	20	\$	80,000
Upgrade Water Mains and looping upgrades *	2026	1.5	Entire Town	20	\$	300,000
SANITARY SEWER:						
Upgrade Sewer Mains	2026	1.5	Entire Town	20	\$	300,000
Upgrade pump station pump & controls **	2035	0.3	Entire Town	20	\$	145,000
Upgrade lagoon & forcemain *	2030	1.9	Entire Town	20	\$	380,000
RECREATION						
Splash Park	2025	0.05	Entire Town	20	\$	20,000
Ball Diamonds	2025	0.04	Entire Town	20	\$	8,000
Walking Path	completed	0.1	Entire Town	20	\$	20,000
MISCELLANEOUS:						
Administration Fee (costs to 2054) including \$28K for studies	Ongoing	0.1	Entire Town	100	\$	100,000
	SubTotal:	\$ 8		SubTotal:	\$	1,902,000
			+10% Eng & Contingencies:		\$	190,200
				TOTAL:	\$	2,092,200
Levy Calculation (By Permit):						
\$	2,092,200	/30 years	\$ 69,740	/year/6 permits	\$ 11,623	(Single Permit)
				Say \$	11,600	/Ind/Comm lot

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Town of Pense - Development Levy Study						
Administration Cost						
<i>Capital Cost Summary Estimates- March 2024</i>						
Project	Timeline	Cost (M)	Area/Sector Serviced	% Charged	Dev. Levy Portion	
MISCELLANEOUS:						
Administration Fee (costs to 2054) including \$28K for studies	Ongoing	0.1	Entire Town	100	\$	100,000
	SubTotal:	\$ 0		SubTotal:	\$	100,000
			+10% Eng & Contingencies:		\$	10,000
				TOTAL:	\$	110,000
Levy Calculation (By Permit):						
\$	110,000	/30 years	\$ 3,667	/year/6 permits	\$ 611	(Single Permit)
				Say \$	1,700	/Ind/Comm lot

Insert page numbers.

CARRIED

BYLAW 1/2024 – 3rd READING

179/2024 – LOVELL – That Bylaw 1/2024 Development Levy Bylaw be read a third time and adopted.

CARRIED

Due to a conflict of Interest in the next two items of business List of Accounts for Approval 2024-00039 and 2024-00043 Deputy Mayor LeBlanc and Councillor Lovell left Council Chambers at 8:37 PM.

ACCOUNTS PAYABLE

180/2024- ZABA - That the account Batch 2024-00039 July Month End Payables presented for payment is hereby approved.

CARRIED

ACCOUNTS PAYABLE

181/2024- ZABA - That the account Batch 2024-00043 August Council Meeting presented for payment is hereby approved.

CARRIED

Deputy Mayor LeBlanc and Councillor Lovell returned to Council Chambers at 8:43 PM

ACCOUNTS PAYABLE

182/2024 – LEBLANC – That the account Batch 2024-00045 September Council Meeting presented for payment is hereby approved.

CARRIED

AUGUST BANK RECONCILIATION – GENERAL ACCOUNT

183/2024 - ZABA - That the bank reconciliation for the general account is hereby approved.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES

184/2024 – DESROSIERS - That the August financial statement is hereby approved.

CARRIED

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ADMINISTRATION REPORT

185/2024 – LEBLANC - That administration report be received as information and filed.

CARRIED

PUBLIC WORKS REPORT

186/2024 – ZABA - That the public works report be received as information and filed.

CARRIED

PENSE DISTRICT VOLUNTEER FIRE DEPARTMENT

187/2024 – DESROSIERS – That the Pense District Volunteer Fire Department report presented verbally by Councillor Lovell be acknowledged.

CARRIED

CORRESPONDENCE

188/2024 – DESROSIERS - That the correspondence having been read be accepted and filed.

CARRIED

ADJOURNMENT

189/2024 – ZABA - That the meeting be adjourned. (9:17 PM)

CARRIED

MAYOR

ADMINISTRATOR