

**Minutes of the Regular Meeting of the Council of the
RURAL MUNICIPALITY OF THE GAP NO. 39
held Wednesday, January 8, 2025
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

Council Present:

Reeve	- Alastair Burnett
Councillor Division 2	- Jeff Jensen
Councillor Division 3	- Tim DeBruyne
Councillor Division 4	- Murray Scott
Councillor Division 5	- Austen Carles
Councillor Division 6	- Ernie Sorensen

Council Absent:

Councillor Division 1	- Lane Carles
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Staff:

Administrator	- Laura Delanoy
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Call to Order:

Reeve Burnett called the meeting to order at 1:00 p.m.

Agenda

1/25 - DeBruyne: That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

Regular Meeting Minutes

2/25 - Scott: That we approve the minutes of the regular meeting of Council held Wednesday, December 11, 2024 as presented.

Carried.

Financial Reports

The Administrator presented the financial reports and statement of financial activities for the month ending December 31, 2024.

Financial Reports

3/25 - Burnett: That we accept the financial reports and statement of financial activities for the period ending December 31, 2024 as presented; and furthermore, that we acknowledge that the Financial Statements as presented will change due to year-end adjusting entries that have not yet been completed.

Carried.

Redeem Term Deposit

4/25 - A. Carles: That Term Deposit #833880528363 in the amount of two hundred and fifty thousand dollars (\$250,000.00) be redeemed on February 3, 2025.

Carried.

Presentations

The Administrator presented the Fidelity Bond to Council.

Fidelity Bond

5/25 - Scott: That it be acknowledged that under the "SARM Fidelity Bond Self-Insurance Plan", all municipal employees are currently covered by a Fidelity Bond in the amount of fifty-thousand dollars (\$50,000.00).

Carried.

Delegations

Public Works employees Wade Aspen and Darren Gust attended the meeting at 1:30 p.m. to discuss operations and equipment. Wade Aspen and Darren Gust left the meeting at 2:35 p.m.

Public Works/Transportation

Gravel Haul Tender

6/25 - Burnett: That a tender for loading, hauling and placing gravel on municipal roads in the spring of 2025 be publically posted on SaskTenders requesting bids be submitted at a unit rate per yard for loading and a unit rate per cubic yard per mile for hauling or per cubic yard for hauling; and furthermore, that all tenders shall be received at the municipal office by February 5, 2025 at 3:00 p.m.

Carried.

Fuel Contract

7/25 - Jensen: That a request be submitted to Mazenc Fuels Ltd. to extend the fuel contract to April 15, 2026.

Carried.

Bridge Inspection Report

8/25 - Scott: That it be acknowledged that the bridge inspection report for timber bridge 219-06-29 E was received from WSP Canada Inc. as part of the SARM Bridge Inspection Program.

Carried.

New Business

SARM Invoices

9/25 - A. Carles: That the SARM invoices concerning 2024 fees and premiums as listed be approved for payment:

- SARM Membership - \$2,587.71 + GST
- Council and Employee Insurance and Benefits - \$35,903.05
- Fidelity Bond Insurance (\$50,000 Coverage) - \$164.30
- Liability Self-Insurance Plan (\$3 Million Coverage) - \$1,772.37
- Excess Liability Insurance Plan (\$2 Million Coverage) - \$796.06

Carried.

Commercial Insurance Policy

10/25 - DeBruyne: That the 2025 insurance premiums associated with Loewen Agencies Ltd. Commercial Policy No. Z08501668-1 in the amount of seven thousand nine hundred and fifteen dollars and two cents (\$7,915.02) be approved for payment.

Carried.

Vacation Time Carry-Over

11/25 - Scott: That it be acknowledged that employees of the Rural Municipality of The Gap No. 39 carried over vacation time from 2024 as follows:

Aspen, Wade	45.52	hours;
Gust, Darren	68.52	hours;
Delanoy, Laura	69.625	hours.

Carried.

2024 Inventory

12/25 - A. Burnett: That it be acknowledged that inventory adjustments for the year ending December 31, 2024 were as follows:

	2024 Opening Inventory	Increase/Decrease	2024 Closing Inventory
Fuel (Added 2024)	\$ -		\$ 3,762.23
Culverts	\$ 29,571.75	-\$ 4,656.73	\$ 24,915.02
Pest Control Supplies	\$ 9,063.02	\$ 5,265.01	\$ 14,328.03
Grader Blades	\$ 1,562.94	-\$ 414.24	\$ 1,148.70

Carried.

Federation of Canadian Municipalities 2025 Membership

13/25 - Burnett: That the annual membership with the Federation of Canadian Municipalities for the amount of one hundred and thirty dollars and ninety-six cents (\$130.96) + GST be paid by the municipality.

Carried.

Councillor Tim DeBruyne left the meeting at 2:40 p.m.

Rural Municipal Administrator Association 2025 Membership

14/25 - Jensen: That the 2025 Rural Municipal Administrators Association Membership fees for Administrator, Laura Delanoy in the amount of four hundred and twenty-five dollars (\$425.00) be paid by the municipality.

Carried.

Records Destruction

15/25 - Sorensen: That the following records be destroyed as per Bylaw No. 01/06:

- Payment Records 2017.

Carried.

Next Meeting

16/25 - Jensen: That the next regular meeting of Council be held on Wednesday, February 12, 2025 at 1:00 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

Councillor Tim DeBruyne returned to the meeting at 2:45 p.m.

2025 Schedule of Regular Council Meeting Dates

17/25 - A. Carles: That the 2025 Schedule of Regular Council Meeting Dates be accepted as presented.

Carried.

Ceylon & District Fire Protection Board Financial Statements

18/25 - Jensen: That the 2024 Financial Statements for the Ceylon & District Fire Protection Board be accepted as presented.

Carried.

South Central Transportation Planning Committee 2025 Membership

19/25 - Scott: That the South Central Transportation Planning Committee membership be renewed for 2025 at a rate of three hundred and fifty dollars (\$350.00)

Carried.

Prairie Pride Community Centre Financial Statements

20/25 - Burnett: That the 2024 Financial Statements for the operation of the Prairie Pride Community Centre be accepted as presented; and furthermore, that the Rural Municipality of The Gap No. 39 provide payment to the Village of Ceylon in the amount of three thousand and eleven dollars (\$3,011.00) for fifty percent (50%) of the 2024 operating losses.

Carried.

The Gap Recreational Centre Financial Statements

21/25 - DeBruyne: That the 2024 Financial Statements for the operation of The Gap Recreational Centre be accepted as presented.

Carried.

Saskatchewan Lotteries Community Grant Program

22/25 - A. Carles: That the Saskatchewan Lotteries Community Grant Program funding in the amount of one thousand four hundred and thirty-nine dollars (\$1,439.00) be allocated to the Village of Ceylon for the grant period of April 1, 2026 to March 31, 2027.

Carried.

Reports – Committee and Administration

Verbal Committee Report

23/25 - A. Carles: That we acknowledge the verbal committee report as presented by Administrator, Laura Delanoy.

Carried.

Correspondence

Correspondence

24/25 - Jensen: That we acknowledge the correspondence as listed on the agenda.

Carried.

Notice of Planned Procurement

25/25 - Burnett: That the Rural Municipality of The Gap No. 39 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2025 and December 31, 2025.

Carried.

Accounts for Approval and Payment

Payment List

26/25 - Sorensen: That the list of bills and accounts as per attached “Schedule A” for the period December 12 to 31, 2024 that were paid by cheque #11399 and by electronic funds transfer in the amount of twenty-eight thousand seven hundred and fifty-two dollars and eighty-two cents (\$28,752.82) be approved as paid; and furthermore, that all 2024 payables as per attached Schedule “A” including all payments with cheques #11400 to 11411, 11421, and 11424 to 11426 and by electronic funds transfer in the amount of two hundred and thirty-eight thousand nine hundred and seventy-five dollars and forty-nine cents (\$238,975.49) and that all current bills and accounts as per attached Schedule “A” for the period January 1 to 8, 2025 to be paid by cheques #11412 to 11420, 11422, and 11423 in the amount of two hundred and forty-five thousand seven hundred and fifteen dollars and twenty-one cents (\$245,715.21) are approved for payment.

Carried.

Adjournment

Adjourn

27/25 - Burnett: That the meeting adjourns at 4:20 p.m.

Carried.

Reeve

Administrator