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**Minutes of the Regular Meeting of the Council of the  
RURAL MUNICIPALITY OF THE GAP NO. 39  
held Wednesday, June 14, 2023  
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

**Council Present:**

Reeve	- Lorne McClarty
Councillor Division 1	- Roland Carles
Councillor Division 2	- Jeff Jensen
Councillor Division 3	- Keith Kaufmann
Councillor Division 4	- Murray Scott
Councillor Division 5	- Alastair Burnett
Councillor Division 6	- Ernie Sorensen

**Staff:**

Administrator	- Laura Delanoy
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**Call to Order:**

Reeve Lorne McClarty called the meeting to order at 7:37 p.m.

**Agenda**

**120/23 - Carles:** That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes**Regular Meeting Minutes**

**121/23 - Scott:** That we approve the minutes of the regular meeting of Council held Wednesday, May 10, 2023 as presented.

Carried.

Financial Reports

*The Administrator presented the financial reports and statement of financial activities for the month ending May 31, 2023.*

**Financial Reports**

**122/23 - Jensen:** That we accept the financial reports and statement of financial activities for the period ending May 31, 2023 as presented.

Carried.

Delegations

*Erin Barbarin, Facility Manager for the Radville Marian Health Centre attended the meeting at 7:40 p.m. to provide an update on the status of the Radville emergency room. Erin Barbarin left the meeting at 8:00 p.m.*

Old Business**2023 Budget and Mill Rate**

**123/23 - Burnett:** That we adopt the 2023 cash budget with projected Revenues of \$1,550,563.27 and Expenses of \$1,550,518.00, including a transfer from reserves of \$251,700.00, as attached to and forming part of these minutes; and further, that we adopt a municipal mill rate at 4.5 mills.

Carried.

Public Works/Transportation**Gravel Exploration Permit**

**124/23 - Carles:** That an updated application for a permit to explore for sand and gravel utilizing a backhoe and EM38 be submitted to the Ministry of Agriculture - Lands Branch with a proposed start date range of July 3 to November 30, 2023.

Carried.

**Rge. Rd. 210 - Request for Gravel**

**125/23 - Burnett:** That the requesting landowner compensate the municipality for 1/3 the cost of loading and hauling gravel, as well as, three dollars and thirty three cents (\$3.33) per cubic yard for gravel that was spread on Rge. Rd. 210 located west of SW 18-05-20 W2M.

Carried.

M-11 (a)

**Twsp. Rd. 64 - Request for Gravel**

**126/23 - Scott:** That the requesting landowner compensate the municipality for 1/3 the cost of loading and hauling gravel, as well as, three dollars and thirty three cents (\$3.33) per cubic yard for gravel that was spread on Twsp. Rd. 64 located north of N ½ 21-04-06 W2M.

Carried.

**New Business****Credit and Debit Card Processing Policy**

**127/23 - McClarty:** That the Credit and Debit Card Processing Policy be approved as presented.

Carried.

**Notary Public Appointments**

**128/23 - Kaufmann:** That all costs associated with Laura Delanoy's renewal application for appointment as a Notary Public be paid by the municipality.

Carried.

**Sidewalk Repair**

**129/23 - Carles:** That Vandencore Construction Ltd. be contracted to complete the concrete work associated with the sidewalk repair at the municipal office.

Carried.

**Next Meeting**

**130/23 - Burnett:** That the next regular meeting of Council be held on Wednesday, July 12, 2023 at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

**Gravel Sales Policy**

**131/23 - Scott:** That the Gravel Sales Policy be approved as presented.

Carried.

**Application to Purchase, Agricultural Land Lease**

**132/23 - Carles:** That the Rural Municipality of The Gap No. 39 give approval for the sale of agricultural crown land Parcel 1 - SE 19-06-21 W2M; and furthermore, that Administrator Laura Delanoy be permitted to sign the application for purchase form on behalf of the rural municipality.

Carried.

**Application to Purchase, Agricultural Land Lease**

**133/23 - Scott:** That the Rural Municipality of The Gap No. 39 give approval for the sale of agricultural crown land SE 11-04-20 W2M, SW 11-04-20 W2M, SW 12-04-20 W2M; and furthermore, that Administrator Laura Delanoy be permitted to sign the application for purchase form on behalf of the rural municipality.

Carried.

**Reports – Committee and Administration****Verbal Committee Reports**

**134/23 - Carles:** That we acknowledge the verbal committee reports as presented by Administrator, Laura Delanoy and Councillor, Alastair Burnett.

Carried.

**Correspondence****Correspondence**

**135/23 - Sorensen:** That we acknowledge the correspondence as listed on the agenda.

Carried.

M-11 (a)

Accounts for Approval and Payment**Payment List**

**136/23 - Scott:** That the list of bills and accounts as per attached "Schedule A" for the period May 11 to 31, 2023 that were paid by cheque #10974 and by electronic funds transfer in the amount of thirty-seven thousand two hundred and twenty-one dollars and forty-nine cents (\$37,221.49) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period June 1 to 14, 2023 to be paid by cheques #10975 to #10994 and by electronic funds transfer in the amount of one hundred and seventeen thousand four hundred and nineteen dollars and ninety-eight cents (\$117,419.98) are approved for payment.

Carried.

Adjournment**Adjourn**

**137/23 - Scott:** That the meeting adjourns at 10:35 p.m.

Carried.

  
\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
Administrator

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**Rural Municipality of The Gap No. 39**  
**Regular Meeting of Council Agenda**  
**to be held at 7:30 p.m. Wednesday, June 14, 2023**  
**Municipal Office Board Room – 107 Main Street Ceylon, Saskatchewan**

M-11 (a)

- 1. Call to Order – 7:30 p.m.**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - a) Regular Meeting Minutes - May 10, 2023
- 4. Financial Report**
  - a) Financial Report – Month Ending May 31, 2023
  - b) Change in Income Report – Month Ending May 31, 2023
  - c) Investment Schedule
- 5. Delegation**
  - a) Radville Marian Health Centre - Erin Barbarin, Facility Manager
- 6. Old Business**
  - a) GG - 2023 Budget & Mill Rate
- 7. Public Works/Transportation**
  - a) TS - Operator Hours
  - b) TS - Gravel Exploration
  - c) TS - Municipal Shop
  - d) TS - Gravel Sales Request
  - e) TS - Dust Control Request
- 8. New Business**
  - b) GG - 10-Year Capital Plan
  - c) GG - Long Term Financial Plan
  - d) GG - Reserve Fund
  - e) GG - Credit and Debit Card Processing Policy
  - f) GG - Notary Public Appointments
  - g) GG - Sidewalk Repair
  - h) GG - Next Regular Meeting of Council
  - i) TS - Gravel Sales Policy
  - j) EH - SARM Resolution, Deer Control
  - k) P&D - Application to Purchase, Agricultural Crown Lease
  - l) P&D - Hamlet of Hardy, Lots for Sale Inquiry
- 9. Reports – Committee and Administration**
  - a) Administrator Report
    - Monthly Safety Meeting
  - b) Ceylon Regional Park Authority
- 10. Meetings & Workshops**
  - a) RMAA Division 2 Fall Meeting - September 15, 2023, Regina, SK
  - b) SARM Midterm Convention - November 8 & 9, 2023, Regina, SK
- 11. Correspondence**
  - a) SARM - Fire Ban Issued for Saskatchewan, North of Highway 16
  - b) SARM - Encouraged by Wildfire Damage Compensation Enhancements
  - c) Ministry of Highways - Hay Salvage and Ditch Mowing
  - d) Envision Counselling - Request for Support
- 12. Accounts for Approval and Payment**
- 13. Adjournment**

Rural Municipality of The Gap No. 39

Change in Income for the Period Ending May 31, 2023

	Current Month	Year to Date
REVENUE		
TAXATION		
Penalty on Municipal Arrears	\$ -	\$ 19.26
TOTAL TAXES	\$ -	\$ 19.26
GENERAL GOV'T SERVICES		
GG - F&C - Photocopy/Fax	\$ -	\$ 9.52
GG - F&C - Tax Certificates	\$ -	\$ 180.00
GG - Sale of R.M. Maps	\$ 30.00	\$ 45.00
GG - Postage	\$ 2.25	\$ 2.25
GG - Interest Revenue	\$ 209.67	\$ 4,392.95
TOTAL GENERAL GOV'T SERVICES	\$ 241.92	\$ 4,629.72
TRANSPORTATION SERVICES		
TS - Custom Work	\$ 1,050.00	\$ 2,650.00
TS - Road Maintenance Fees	\$ 1,784.99	\$ 4,260.67
TS - Permits	\$ -	\$ 1,400.00
TS - Asset Sales - Gain/Loss	\$ -	\$ 145,000.00
TOTAL TRANSPORTATION SERVICES	\$ 2,834.99	\$ 153,310.67
ENVIRONMENT & PUBLIC HEALTH		
EH - Waste Bin Rental Fees	\$ -	\$ 3,240.00
EH - Cemetery Fees	\$ -	\$ 100.00
TOTAL ENVIRON & PUBLIC HEALTH SERV.	\$ -	\$ 3,340.00
PLANNNNG & DEVELOPMENT		
PD - Fees - Development Permit	\$ -	\$ 100.00
PD - Fees - Royalty/Mineral Revenue	\$ -	\$ 58.84
PD - Conditional -Federal - CCBF	\$ -	\$ 7,024.70
TOTAL PLANNING & DEVELOP SERV.	\$ -	\$ 7,183.54
TOTAL REVENUE	\$ 3,076.91	\$ 168,483.19
EXPENSE		
GENERAL GOV'T SERVICE		
GG - Council - Convention	\$ -	\$ 4,285.01
GG - Council - Other Benefits	\$ 3,653.93	\$ 1,720.15
GG - Administrative Salaries	\$ 8,079.19	\$ 42,428.36
GG - Admin. CPP, EI	\$ 445.40	\$ 2,549.60
GG - MEPP	\$ 524.35	\$ 3,005.34
GG - Admin. Dis. Ins., WCB, etc.	\$ 1,302.34	\$ 12,473.76
GG - Admin. Training & Travel	\$ -	\$ 828.75
GG - Contracted - Assessment	\$ -	\$ 7,326.00
GG - Contracted - Legal/ISC Fees	\$ 156.35	\$ 156.35
GG - Contracted - Memberships	\$ 100.00	\$ 3,485.36
GG - Contracted - Advertising	\$ -	\$ 262.74
GG - Contracted - Insurance/Bond	\$ 16.35	\$ 636.98
GG - Contracted - Board of Revision	\$ -	\$ 225.00
GG - Utilities - Power	\$ 66.64	\$ 346.67
GG - Utilities - Heat	\$ 41.02	\$ 360.27
GG - Utilities - Telephone/Internet	\$ 140.23	\$ 591.43
GG - Utilities - Water/Garbage Coll	\$ -	\$ 525.00
GG - Maint. - Stationery/Supplies	\$ 91.69	\$ 591.50
GG - Maint. - Postage/Software	\$ 131.92	\$ 881.87
GG - Maint. - Copier/Computer/Other	\$ 422.94	\$ 924.06
GG - Grants/Donations - Operating	\$ 100.00	\$ 600.00
GG - Allowance for Uncollectibles	\$ -	\$ 610.17
GG - Meeting - Meals	\$ -	\$ 54.66
TOTAL GENERAL GOV'T EXPENSE	\$ 15,272.35	\$ 84,869.03

**PROTECTIVE SERVICE**

PS - Fire - Contracted Service	\$	-	\$	316.75
<b>TOTAL PROTECTIVE SERVICE</b>	\$	-	\$	316.75

**TRANSPORTATION SERVICE**

TS - Wages	\$	19,947.60	\$	75,418.40
TS - CPP Expense	\$	1,168.51	\$	4,416.81
TS - EI Expense	\$	383.35	\$	1,462.52
TS - MEPP Expense	\$	1,795.29	\$	6,787.67
TS - WCB & Dis. Ins./Health Expense	\$	2,251.20	\$	17,388.93
TS - Travel/Training	\$	-	\$	320.00
TS - Contract - Ins./Licences	\$	1,297.89	\$	8,339.98
TS - Contract - Memberships	\$	-	\$	292.00
TS - Contract - Labour	\$	975.00	\$	975.00
TS - Utility - Shop - Power	\$	113.36	\$	818.01
TS - Utility - Shop - Heat	\$	75.82	\$	1,089.63
TS - Utility - Shop - Phone/Interne	\$	52.95	\$	211.80
TS - Maint. - Fuel/Oil	\$	11,764.94	\$	14,475.14
TS - Maint - Blades	\$	-	\$	7,075.45
TS - Maint. - Machine Repairs	\$	2,428.78	\$	23,166.59
TS - Material - Signs/Posts	\$	-	\$	271.12
TS - Material - Small Tool/Equip.	\$	130.65	\$	1,243.57
TS - Material - Shop Supplies	\$	518.91	\$	1,033.52
TS - RM Maps	\$	798.00	\$	798.00
TS - ASSET - Purch - Land/Land Imp.	\$	1,000.00	\$	1,000.00
TS - ASSET - Purchase - Building	\$	-	\$	5,538.50
TS - ASSET -Purchase -Machine/Equip	\$	-	\$	540,942.00
<b>TOTAL TRANSPORTATION</b>	\$	44,702.25	\$	713,064.64

**ENVIRONMENT & PUBLIC HEALTH SERVICE**

EH - Wages & Benefits	\$	13.08	\$	13.08
EH - Contracted - Waste Bin Rental	\$	300.00	\$	1,200.00
EH - Contracted - Recycle Fees	\$	152.33	\$	613.61
EH - Contracted - Cemeteries	\$	-	\$	1,200.00
EH - Contracted - Memberships	\$	200.00	\$	200.00
<b>TOTAL ENVIRONMENT &amp; PUB HEALTH SERV</b>	\$	665.41	\$	3,226.69

**PLANNING & DEVELOPMENT EXPENSES**

P&D - Contracted - Appeals Board	\$	-	\$	225.00
P&D - Grants - Vet Board	\$	-	\$	2,835.00
P&D - Other Quarry Lease	\$	-	\$	282.56
<b>TOTAL PLANNING &amp; DEVELOPMENT EXPENS</b>	\$	-	\$	3,342.56

**RECREATION, CULTURAL EXPENDITURES**

R&C - Contracted - Library - Region	\$	-	\$	1,153.88
R&C - Grants - Op. Reg Park	\$	5,000.00	\$	5,000.00
<b>TOTAL RECREATION AND CULTURE SERVIC</b>	\$	5,000.00	\$	6,153.88

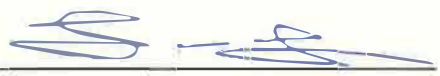
**UTILITIES**

Water -Utility-Power/Heat-Comm Well	\$	21.45	\$	736.53
<b>TOTAL UTILITIES</b>	\$	21.45	\$	736.53

<b>TOTAL EXPENSE</b>	\$	65,661.46	\$	811,710.08
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<b>NET INCOME</b>	\$	(62,584.55)	\$	(643,226.89)
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**CERTIFIED CORRECT AND IN ACCORDANCE WITH THE RECORDS OF THE MUNICIPALITY**  
Presented to Council on Wednesday, June 14, 2023

  
Reeve

  
Administrator

**ANNUAL BUDGET**  
**FOR THE**  
**Rural Municipality of The Gap No. 39**  
**2023**

RURAL MUNICIPALITY OF THE GAP NO. 39  
STATEMENT OF REVENUES FOR THE YEAR 2023

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*5-18-23*

DETAILS OF REVENUE	2022 Cash Budget	2022 Cash Actual	2022 Accrual Actual	2023 Cash Budget	2023 Accrual Budget
<b>TAXATION (Schedule 1)</b>					
General Municipal Levy	732,303.67	732,303.82	732,303.82	741,645.27	741,645.27
Municipal Abatement/Adjustment					
Discount on Municipal Tax	-37,300.67	-38,824.00	-38,824.00	-39,000.00	-39,000.00
Penalty on Municipal Arrears	200.00	222.56	222.56	200.00	200.00
<b>Total Taxes</b>	<b>695,203.00</b>	<b>693,702.38</b>	<b>693,702.38</b>	<b>702,845.27</b>	<b>702,845.27</b>
<b>UNCONDITIONAL GRANTS</b>					
Equalization (Revenue Sharing)	164,021.00	164,116.00	164,116.00	186,868.00	186,868.00
Road Preservation					
Organized Hamlet					
Safe Restart					
<b>Total Unconditional Grants</b>	<b>164,021.00</b>	<b>164,116.00</b>	<b>164,116.00</b>	<b>186,868.00</b>	<b>186,868.00</b>
<b>GRANT IN LIEU OF TAXES (Schedule 2)</b>					
Grant-In-Lieu - Federal					
Grant-In-Lieu - Provincial	2,377.00	2,380.56	2,380.56	2,381.00	2,381.00
Grant-In-Lieu - Local/Other					
<b>Total Grant-in-Lieus</b>	<b>2,377.00</b>	<b>2,380.56</b>	<b>2,380.56</b>	<b>2,381.00</b>	<b>2,381.00</b>
<b>GENERAL GOV'T SERVICES</b>					
Office Services/Other		175.00	175.00	20.00	20.00
RMAA Curling					
Tax Certificates	100.00	540.00	540.00	300.00	300.00
Tax Enforcement					
Sale of Supplies	1,000.00	675.00	675.00	675.00	675.00
Postage	15.00	15.50	15.50	15.00	15.00
Permits					
Benefits					
Rentals					
Contributions/Donations					
Trade In of Equipment					
Asset Sale – Gain/Loss					
Interest Revenue	29,000.00	35,921.08	35,921.08	85,000.00	85,000.00
Dividends Revenue	100.00	97.77	97.77	100.00	100.00
Commission Revenue	2,300.00	2,316.13	2,316.13	2,315.00	2,315.00
Other – Sale of Land					
Operating - Conditional Grants					
Capital – Conditional Grants					
<b>Total General Gov't. Services</b>	<b>32,515.00</b>	<b>39,740.48</b>	<b>39,740.48</b>	<b>88,425.00</b>	<b>88,425.00</b>
<b>PROTECTIVE SERVICES</b>					
Fees – Policing					
Fees – Fire Charges	10,000.00	6,158.51	6,158.51	10,000.00	10,000.00
Sales of Supplies					
Sale of Other					
Trade In of Equipment					
Asset Sale – Gain/Loss					
Other					
Operating - Conditional Grants					
Capital – Conditional Grants					
<b>Total Protective Services</b>	<b>10,000.00</b>	<b>6,158.51</b>	<b>6,158.51</b>	<b>10,000.00</b>	<b>10,000.00</b>



## DETAILS OF REVENUE

## TRANSPORTATION SERVICES

	2022 Cash Budget	2022 Cash Actual	2022 Accrual Actual	2023 Cash Budget	2023 Accrual Budget
Custom Work	4,000.00	5,983.75	5,983.75	5,000.00	5,000.00
Custom Work – Dust Control	18,000.00	15,541.05	15,541.05	16,000.00	16,000.00
Sale of Supplies					
Sale of Gravel	20,000.00	33,785.75	33,785.75	30,000.00	30,000.00
Sale of Culverts		1,524.06	1,524.06		
Sale of Scrap Metal		657.00	657.00		
Road Maintenance Fees	30,000.00	46,068.02	46,068.02	55,000.00	55,000.00
Permits	4,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Trade In of Equipment		11,364.97		156,365.00	
Asset Sale – Gain/Loss			4,000.00		
Conditional Grant – MEEP					
Conditional Grant – Fed Gas Tax	11,186.00				
Conditional Grant – CTP	15,816.00	15,816.00	15,816.00	15,816.00	15,816.00
<b>Total Transportation Services</b>	<b>103,002.00</b>	<b>135,740.60</b>	<b>128,375.63</b>	<b>283,181.00</b>	<b>126,816.00</b>

## ENVIRO. &amp; PUBLIC HEALTH

Custom Work					
Destruction of Noxious Weeds					
Cemetery Fees	525.00	2,075.00	2,075.00	2,000.00	2,000.00
Waste Bin Rental Fees	3,420.00	3,465.00	3,465.00	3,600.00	3,600.00
Sale of Pest Control					
Sale of Weed Control					
Sale of Other					
Trade In of Equipment					
Asset Sale – Gain/Loss					
Other					
Conditional Grant - Rat Control	2,500.00	2,213.07	2,213.07	2,200.00	2,200.00
Condition Grant – Gopher Control					
<b>Total Enviro &amp; Public Health</b>	<b>6,445.00</b>	<b>7,753.07</b>	<b>7,753.07</b>	<b>7,800.00</b>	<b>7,800.00</b>

## PLANNING &amp; DEVELOPMENT

Development Permit	600.00	900.00	900.00	500.00	500.00
Drilling Licenses	900.00	900.00	900.00	450.00	450.00
Asset Sale – Gain/Loss					
Other –Excavation Fees					
Royalty/Mineral Revenue	1,500.00	3,102.57	3,102.57	3,000.00	3,000.00
Capital – Conditional Grants		6,149.10	6,149.10	13,413.00	13,413.00
<b>Total Planning &amp; Development</b>	<b>3,000.00</b>	<b>11,051.67</b>	<b>11,051.67</b>	<b>17,363.00</b>	<b>17,363.00</b>

## RECREATION &amp; CULTURE

Community Donation Receipts					
Sale of Supplies					
Sports Lotto Grant					
Trade In of Equipment					
Asset Sale – Gain/Loss					
Other					
Operating - Conditional Grants					
Capital – Conditional Grants					
<b>Total Recreation &amp; Culture</b>					

DETAILS OF REVENUE

OTHER REVENUE

Transfer from Reserves

Transfer from Surplus

Other

Totals

TOTAL REVENUE

TOTAL EXPENDITURES

NET SURPLUS/DEFICIT

2022 Cash Budget	2022 Cash Actual	2022 Accrual Actual	2023 Cash Budget	2023 Accrual Budget
			251,700.00	
			251,700.00	
1,016,563.00	1,060,643.27	1,053,278.30	1,550,563.27	1,142,498.27
1,016,550.00	939,523.97	977,717.99	1,550,518.00	1,118,032.00
13.00	121,119.30	75,560.31	45.27	24,466.27

Adopted by Council

2023-06-14

  
Reeve.

  
Administrator.

Handwritten initials/signature in the top right corner.

RURAL MUNICIPALITY OF THE GAP NO. 39  
STATEMENT OF EXPENDITURES FOR 2023

DETAILS OF EXPENDITURES

GENERAL GOV'T. SERVICE

	2022 Cash Budget	2022 Cash Actual	2022 Accrual Actual	2023 Cash Budget	2023 Accrual Budget
GG - Reeve – Office Supervision	2,450.00	2,400.00	2,400.00	2,450.00	2,450.00
GG - Council - Meeting & Travel	27,500.00	27,174.47	27,174.47	27,500.00	27,500.00
GG - Council - Committee & Travel	5,000.00	4,489.53	4,489.53	5,000.00	5,000.00
GG - Council – Convention	4,000.00	5,646.97	5,646.97	7,000.00	7,000.00
GG - Council – Benefits	1,658.00	1,658.29	1,658.29	1,720.00	1,720.00
GG – Other- Boards/Travel					
GG - Administrative Salaries	89,250.00	92,961.22	92,961.22	95,350.00	95,350.00
GG - Admin. CPP,EI	5,435.00	5,603.47	5,603.47	6,200.00	6,200.00
GG - Admin. MEPP	8,025.00	6,043.50	6,043.50	6,500.00	6,500.00
GG - Admin. - Dis. Ins., WCB, Etc.	9,200.00	9,466.04	9,466.04	12,475.00	12,475.00
GG – Admin. - Training/Travel	2,000.00	893.00	893.00	2,000.00	2,000.00
GG – Contracted – Admin Services	150.00			150.00	150.00
GG - Contracted - SAMA Levy/Ass't	7,195.00	7,195.00	7,195.00	7,326.00	7,326.00
GG - Contracted - Legal	1,000.00	495.36	495.36	1,000.00	1,000.00
GG - Contracted - Audit/Accounting	6,673.00	6,672.70	6,672.70	6,672.00	6,672.00
GG - Contracted - Memberships	3,136.00	3,136.15	3,136.15	3,485.00	3,485.00
GG - Contracted - Advertising	271.00	271.36	271.36	263.00	263.00
GG - Contracted - Property Maint.	2,500.00	5.82	5.82	2,500.00	2,500.00
GG - Contracted – Insurance/Bond	628.00	627.61	627.61	637.00	637.00
GG - Contracted – Board of Revision	250.00	250.00	250.00	225.00	225.00
GG - Utilities – Power	800.00	760.48	760.48	775.00	775.00
GG - Utilities – Heat	600.00	630.37	630.37	650.00	650.00
GG - Utilities – Telephone/Internet	1,700.00	1,702.00	1,702.00	1,700.00	1,700.00
GG - Utilities – Water/Sewer/Garb	480.00	480.00	480.00	525.00	525.00
GG - Utilities - Other					
GG - Maint – Janitor	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
GG - Maint – Repairs					
GG - Maint - Stationery/Supplies	2,000.00	1,226.37	1,226.37	2,000.00	2,000.00
GG - Maint. - Postage/Software	4,000.00	3,646.68	3,646.68	4,000.00	4,000.00
GG - Maint – Computer/Copier	1,200.00	853.30	853.30	1,500.00	1,500.00
GG - Grants/Donations/Contributions	800.00	800.00	800.00	700.00	700.00
GG – Amortization Expense			1,268.39		1,067.00
GG – Loss on Disposal of Assets					
GG - Interest & Bank Charges				100.00	100.00
GG – Tax Enforcement Costs					
GG – Election	1,000.00	343.20	343.20		
GG – Other Social/Mtgs	1,600.00	1,363.47	1,363.47	1,600.00	1,600.00
GG - Purchase of Capital Assets					
GG – Allowance for Uncollectibles	3,985.00	3,985.28	3,985.28	610.00	610.00
Totals	195,986.00	192,281.64	193,550.03	204,113.00	205,180.00

PROTECTIVE SERVICE

PS - Police - Wages and Benefits					
PS - Police – Contracted	10,000.00	9,946.63	9,946.63	10,500.00	10,500.00
PS - Police - Utility - Heat & Power					
PS - Police - Utility - Telephone					
PS - Police - Utility - Water/Other					
PS - Police - Maint - Supplies					
PS - Police - Grant & Donations					
PS - Police – Other					
PS – Amortization Expense					
PS – Fire – Contracted Service	10,000.00	6,481.21	6,481.21	10,300.00	10,300.00
PS – Fire – Grants – Capital	30,000.00	30,000.00	30,000.00	10,000.00	10,000.00
PS – Other					
PS – Other					
PS - Purchase of Capital Assets					
Totals	50,000.00	46,427.84	46,427.84	30,800.00	30,800.00

*Jan 80*

STATEMENT OF EXPENDITURES – Continued

DETAILS OF EXPENDITURES

TRANSPORTATION SERVICE

	2022 Cash Budget	2022 Cash Actual	2022 Accrual Actual	2023 Cash Budget	2023 Accrual Budget
TS - Council - Indemnity	16,800.00	16,800.00	16,800.00	16,800.00	16,800.00
TS - Council - Mileage					
TS - Operational – Wages	181,000.00	181,901.84	181,901.84	193,300.00	193,300.00
TS - Operational - CPP	7,000.00	6,999.60	6,999.60	7,509.00	7,509.00
TS - Operational - EI	1,905.00	2,233.25	2,233.25	2,807.00	2,807.00
TS - Operation - MEPP	16,300.00	16,243.74	16,243.74	17,400.00	17,400.00
TS - Operational - WCB & Dis. Ins	15,567.00	15,567.11	15,567.11	17,390.00	17,390.00
TS - Operational -Travel/Training				320.00	320.00
TS - Contract – Ins./Licences	7,000.00	15,897.29	15,897.29	10,000.00	10,000.00
TS - Contract – Survey/Engineer					
TS - Contract – Other					
TS - Contract – Memberships	292.00	292.00	292.00	292.00	292.00
TS - Contract - Maint – Snow Removal					
TS - Contract - Maint - Dust Control	50,000.00	29,150.04	29,150.04	35,000.00	35,000.00
TS - Contract - Maint – Rental					
TS - Contract - Maint – Road Repair	5,000.00	7,932.40	7,932.40	75,000.00	75,000.00
TS - Contract - Maint – Culverts/Bridge	6,000.00	5,544.32	5,544.32	2,500.00	2,500.00
TS - Contract – Labour	7,000.00	3,625.00	3,625.00	5,000.00	5,000.00
TS – Contract – Equipment Rental					
TS - Utility – Power	1,500.00	1,730.49	1,730.49	1,800.00	1,800.00
TS - Utility – Heat	1,600.00	1,821.84	1,821.84	2,000.00	2,000.00
TS - Utility – Telephone/Internet	635.00	635.40	635.40	635.00	635.00
TS - Utility - Water/Other					
TS – Maint. PDAP					
TS – Maint - Workshop		1,667.91	1,667.91		
TS – Maint. - Fuel/Oil	100,000.00	64,268.78	64,268.78	65,000.00	65,000.00
TS – Maint. - Blades	10,000.00		1,180.14	10,000.00	10,000.00
TS – Maint. - Machine Repairs	40,000.00	39,435.62	39,435.62	60,000.00	60,000.00
TS – Material – Culverts/Drainage			8,834.28	21,273.00	10,000.00
TS – Gravel	60,000.00	64,798.10	125,256.34	85,000.00	150,000.00
TS - Material – Dust Control					
TS - Material - Signs	1,000.00	685.48	685.48	1,000.00	1,000.00
TS - Material - Small Tool/Equip.	4,000.00	1,743.84	1,743.84	10,000.00	10,000.00
TS - Material – Shop Supplies	4,000.00	3,778.59	3,778.59	4,000.00	4,000.00
TS - Material – RM Maps	600.00	229.75	229.75	1,200.00	1,200.00
TS - Grants and Contributions					
TS – Amortization Expense			113,274.94		116,415.00
TS – Loss Disposal of Assets		1.00	1.00		
TS – Other/Loan Payment					
TS - Other - Fence/Grass Seed					
TS - Other – RofW/Borrow/Crop					
TS – Purchase of Assets/Roads	123,470.00	112,677.50		604,201.00	
Totals	660,669.00	595,660.89	666,730.99	1,249,427.00	815,368.00

PLANNING & DEVELOPEMNT EXPENSES

P&D – Contracted – Appeals Board				225.00	225.00
P&D – Contracted – OCP & Zoning					
P&D – Grants-Operating–Vet Levy	2,835.00	2,835.00	2,835.00	2,835.00	2,835.00
P&D – Grants – Capital					
P&D – Amortization Expense					
P&D – Loss Disposal of Assets					
P & D – Interest					
P&D – Quarry Lease	283.00	1,202.56	1,202.56	523.00	523.00
P&D - Purchase of Capital Assets					
Totals	3,118.00	4,037.56	4,037.56	3,583.00	3,583.00

DETAILS OF EXPENDITURES

ENVIRONMENT & PUBLIC HEALTH SERVICES

EH - Wages & Benefits	5.00	3.05	3.05	13.00	13.00
EH - Contracted – Cemeteries	1,200.00	1,475.60	1,475.60	1,200.00	1,200.00
EH - Contracted - Pest Control					
EH - Contracted - Weed Control					
EH - Contracted – Recycle Fees	1,800.00	1,769.74	1,769.74	1,800.00	1,800.00
EH - Contracted – Waste Disposal	3,420.00	3,465.00	3,465.00	3,600.00	3,600.00
EH - Contracted – Memberships	700.00	694.40	694.40	700.00	700.00
EH - Utility – Insurance					
EH – Maint/Supplies – Flowers	50.00	63.59	63.59	65.00	65.00
EH - Maint/Supplies – Rat Control	5,000.00	7,983.72	5,194.25	5,500.00	5,500.00
EH - Maint/Supplies – Gopher Control					
EH - Maint/Supplies - Weed Control	8,000.00	10,386.75	10,386.75	12,000.00	12,000.00
EH - Maint/Supplies – Civic Addressing	6,000.00	4,240.40	4,240.40	500.00	500.00
EH – Grants – Operating RMHC	7,559.00	7,559.00	7,559.00	7,559.00	7,559.00
EH – Amortization Expense					506.00
EH – Grants-Operating DSPCH	2,000.00	2,000.00	2,000.00		
EH – Operating Rad. Auxilliary	100.00	100.00	100.00	100.00	100.00
EH – Grants – Operating – Ambul	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00
EH- Purchase of Capital Assets	5,055.00	5,055.00			
Totals	55,139.00	59,046.25	51,201.78	47,287.00	47,793.00

RECREATON, CULTURAL EXPENDITURES

R&C – Wages & Benefits					
R&C - Contracted – Parks Board					
R&C - Contracted – Library – Regional	2,338.00	2,338.25	2,338.25	2,308.00	2,308.00
R&C – Utilities - Heat					
R&C - Utilities – Other					
R&C – Grants – Regional Park Capital	10,000.00				
R&C – Grants – Radville Minor Hockey					
R&C – Grant – Lions Club					
R&C – Grants – Op. Regional Park	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
R&C – Grants – Op. Rink	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
R&C – Grants – Op. PPCC	2,500.00	4,066.38	4,066.38	2,500.00	2,500.00
R&C – Amortization Expense					
R&C – Loss Disposal of Assets					
R&C – Interest					
R&C - Purchase of Capital Assets					
Totals	22,838.00	14,404.63	14,404.63	12,808.00	12,808.00

UTILITIES

Water – Amortization Expense					
Water – Loss on Disposal of Assets					
Water – Community Well – Utilities	1,500.00	1,365.16	1,365.16	1,500.00	1,500.00
Water – Community Well – Repairs	1,000.00			1,000.00	1,000.00
Water – Chemicals/Water Samples					
Water - Purchase of Capital Assets					
Totals	2,500.00	1,365.16	1,365.16	2,500.00	2,500.00

TRANSFERS

Transfers to Reserves	26,300.00	26,300.00			
Transfers to Surplus					
Transfers to Allowances					
Totals	26,300.00	26,300.00			

TOTAL EXPENDITURES

1,016,550.00	939,523.97	977,717.99	1,550,518.00	1,118,032.00
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3-2-20

	<b>Cash</b>	<b>Accrual</b>
UNIFORM MILL RATE	4.5000	6.51

Schedule 1

ASSESSMENT and TAXATION

Classification	Assessment	Mill Rate		Mill Rate Factor	Tax Levy
Agriculture	96,566,840	4.5000		1.0000	434,550.78
Residential	1,141,915	4.5000		1.2500	6,423.27
Seasonal		4.5000			
Commercial	15,965,550	4.5000		4.1850	300,671.22
Amount by Base Tax					
Amount by Minimum Tax					
Totals	113,674,305				741,645.27

Schedule 2

GRANTS IN LIEU OF TAXES

		2022 Budget	2022 Actual	2023 Budget
Federal				
Provincial	SPC Electrical			
	Sask. Energy			
	Transgas			
	SPMC - Mun Share			
	Sask. Tel.	1,567.00	1,568.75	1,569.00
	Sask. Property Management	810.00	811.81	812.00
Local	Housing Author.			
	CPR Mainline			
	Treaty Land			
	Other			
Other	SPC Surcharge			
	Other			
TOTAL GRANT-IN-LIEU		2,377.00	2,380.56	2,381.00

CAPITAL ASSET PURCHASES AND REDUCTIONS

Schedule 3

General Government					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Protective					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Transportation	Grader	Storage Unit	Disk Mower	Shop (WIP)	Total
Asset Purchase Price	540,942.00	5,538.00	25,721.00	32,000.00	604,201.00
Less: Trades,etc.	-145,000.00		-11,365.00		-156,365.00
Net Cost	395,942.00	5,538.00	14,356.00	32,000.00	447,836.00
Environmental & Public Health					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Planning & Development					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Recreation, Cultural					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Utilities					Total
Asset Purchase Price					
Less: Trades,etc.					
Net Cost					
Total Asset Purchases	540,942.00	5,538.00	25,721.00	32,000.00	604,201.00
Less: Total Trades,etc.	-145,000.00		-11,365.00		-156,365.00
Net Cost	395,942.00	5,538.00	14,356.00	32,000.00	447,836.00

		2022 Budget	2022 Actual	2023 Budget
General Government Services				
Operating	Student Employment			
	Other			
Capital	Gas Tax			
	M.R.I.F			
	Provincial Disaster			
Totals				
Protective Services				
Operating	Student Employment			
	Other			
Capital	Gas Tax			
	M.R.I.F			
	Provincial Disaster			
	Local Government			
	Other			
Totals				
Transportation Services				
Operating	MEEP			
	Traffic Count			
	Signing			
	C.T.P.	15,816.00	15,816.00	15,816.00
Capital	Gas Tax Fund	11,186.00		
	M.R.I.F			
	Bridges			
	Heavy Haul			
	Designated Roads			
	MEEP			
	PDAP			
Totals		27,002.00	15,816.00	15,816.00
Environment & Public Health				
Operating	Rat Control	2,500.00	2,213.07	2,200.00
	Gopher Control			
	Other			
Capital	Gas Tax			
	M.R.I.F			
	Transit for Disable			
	Provincial Disaster			
	Other			
Totals		2,500.00	2,213.07	2,200.00
Planning & Development Services				
Operating	Other #1			
	Other #2			
Capital	Gas Tax		6,149.10	13,413.00
	Other			
Totals			6,149.10	13,413.00
Recreation & Culture Services				
Operating	Student Employment			
	Local Government			
	Other			
Capital	Gas Tax			
	Other #1			
	Other #2			
Totals				
Utility Services				
Operating	Other			
Capital	Gas Tax			
	M.R.I.F			
	Sask. Water			
	Other			
Totals				
TOTAL CONDITIONAL GRANTS		29,502.00	24,178.17	31,429.00

**Purpose:**

The purpose of this policy is to provide for supplying traffic gravel to ratepayers of the municipality.

**Gravel Sales Requests:**

1. Ratepayers requesting gravel for private use shall contact the municipal office to make arrangements for purchase and delivery.
2. Gravel shall only be delivered to locations within the boundaries of the municipality.
3. Gravel loading and hauling shall only be completed by contractors hired by the municipality.
4. Requests to purchase gravel quantities exceeding 500 cubic yards (10 loads) require approval from Council.
5. Gravel may be sold to ratepayers during the municipal gravel haul program. The Administrator shall advertise the sale of gravel in the spring of each year.
6. Gravel may be sold to ratepayers at various times throughout the year if the timing of requests align with the completion of municipal construction activities or spot gravelling, or if there is enough interest from municipal ratepayers.

**Invoicing:**

The Rural Municipality of The Gap No. 39 will invoice for all gravel supplied to ratepayers based on the following criteria:

1. The municipality shall pay the contractors hired by the municipality for the cost of loading and hauling gravel.
2. The municipality will invoice ratepayers for the actual cost of loading and hauling the gravel.
3. Gravel will be sold to ratepayers at a rate of six dollars (\$6.00) per cubic yard for the first fifty (50) cubic yards of gravel and at a rate of ten dollars (\$10.00) per cubic yard for gravel over the fifty (50) cubic yard limit.



**Purpose:**

The purpose of this policy is to define the guidelines for accepting and processing credit card and debit card transactions.

**Scope:**

This policy applies to all Rural Municipality of The Gap No. 39 employees receipting credit card and debit card transactions.

**Debit Card Processing Procedures:**

1. Payment processing by debit card may be accepted for any municipal related transaction with the exception of payment of municipal taxes, education property taxes, and Saskatchewan Municipal Hail Insurance premiums.
2. Payment processing by debit card shall be accessed by municipal staff utilizing a physical terminal.
3. No service fee shall be applied to transactions for payment by debit card.

**Credit Card Processing Procedures:**

1. Payment processing by credit card may be accepted for any municipal related transaction under five thousand dollars (\$5,000.00) with the exception of payment of municipal taxes, education property taxes, or Saskatchewan Municipal Hail Insurance premiums. Service fees shall be applied to each transaction for the convenience of paying by credit card.
2. Payment processing by credit card may be accessed by municipal staff utilizing a physical terminal with a physical card present or by manually entered transaction.
3. Credit card information can only be accepted in person or by phone.
4. Personal credit card information shall not be retained by the municipality.

**Service Fees:**Debit Card

No service fee shall be applied to transactions for payment by debit card.

Credit Card

A service fee shall be applied to an invoice when a credit card is utilized as the method of payment. Service fees will be applied as follows:

- Payments of less than \$49.99               -\$1.50
- Payments of \$50.00-\$99.99               -\$3.00
- Payments of \$100.00-\$199.99           -\$6.00
- Payments of \$200.00 - \$499.99       -\$15.00
- Payments of \$500.00-\$999.99       -\$30.00
- Payments of \$1,000.00-\$2,499.99   -\$75.00
- Payments of \$2500.00-\$5,000.00   -\$150.00

Clear disclosure of credit card service fee practices shall be posted at the point of sale. The dollar amount of the service fee shall be included on the transaction receipt.

"Schedule A"

M-11 (a)

Rural Municipality of The Gap No. 39  
Payment List - June 14, 2023 Regular Meeting of Council

Date	Payee	Cheque No.	Amount
5/15/2023	Aspen, Wade	EFT	\$ 3,025.23
5/15/2023	Gust, Darren	EFT	\$ 2,929.92
5/29/2023	SaskTel CMR	EFT	\$ 31.92
5/29/2023	Collabria Mastercard	EFT	\$ 2,272.62
5/29/2023	Sask Power	EFT	\$ 23.51
5/31/2023	Gust, Darren	EFT	\$ 3,074.17
5/31/2023	Aspen, Wade	EFT	\$ 3,153.27
5/31/2023	Lillejord, Chelsey	EFT	\$ 1,300.07
5/31/2023	Delanoy, Laura	10974	\$ 4,517.37
5/31/2023	Receiver General	EFT	\$ 10,270.87
5/31/2023	Municipal Employees Pension Plan	EFT	\$ 5,336.76
5/31/2023	McCurry, Kurt	EFT	\$ 975.00
5/31/2023	SaskPower/Energy	EFT	\$ 310.78
Subtotal	2023-05-11 to 2023-05-31		\$ 37,221.49
6/13/2023	ATL Heritage Services Corp.	10975	\$ 6,153.00
6/13/2023	Bradley Directories	10976	\$ 254.25
6/13/2023	Ceylon Regional Park Authority	10977	\$ 45.00
6/13/2023	Dionco Sales and Service Ltd.	10978	\$ 1,470.91
6/13/2023	Fort Distributors Ltd.	10979	\$ 21,568.38
6/13/2023	Goliath Disposal Ltd.	10980	\$ 315.00
6/13/2023	Long Creek Timbermart Ltd.	10981	\$ 61.08
6/13/2023	Loraas Disposal South Ltd.	10982	\$ 157.93
6/13/2023	Mazenc Fuels Ltd.	10983	\$ 8,107.25
6/13/2023	Nelson Motors & Equipment Ltd.	10984	\$ 252.23
6/13/2023	Petty Cash c/o Laura Delanoy	10985	\$ 18.60
6/13/2023	Village of Ceylon	10986	\$ 750.00
6/13/2023	Sandy Hill Trucking	10987	\$ 49,334.91
6/13/2023	SaskTel CMR	EFT	\$ 170.56
6/13/2023	SARM	10988	\$ 6,933.00
6/13/2023	Sensus Chartered Professional Accountants Ltd.	10989	\$ 4,212.45
6/13/2023	South Country Repair Ltd.	10990	\$ 153.59
6/13/2023	Southeast Regional Library	10991	\$ 1,153.87
6/13/2023	Success Office Systems	10992	\$ 428.82
6/13/2023	Young's Equipment Inc.	10993	\$ 310.00
6/14/2023	E. Bourassa & Sons Ltd.	10994	\$ 15,569.15
Subtotal	2023-06-01 to 2023-06-14		\$ 117,419.98
Total			\$ 154,641.47