M-11 (a)

## Minutes of the Regular Meeting of the Council of the RURAL MUNICIPALITY OF THE GAP NO. 39 held Wednesday, May 10, 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 6 - Ernie Sorensen

**Council Absent:** 

Councillor Division 5 - Alastair Burnett

Staff:

Administrator - Laura Delanoy

#### **Call to Order:**

Reeve Lorne McClarty called the meeting to order at 7:30 p.m.

#### **Agenda**

**100/23 - Scott:** That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

#### Adoption of Minutes

#### **Regular Meeting Minutes**

**101/23 - Jensen:** That we approve the minutes of the regular meeting of Council held Wednesday, April 12, 2023 as presented.

Carried.

#### **Special Meeting Minutes**

**102/23 - Carles:** That we approve the minutes of the special meeting of Council held Monday, May 1, 2023 as presented.

Carried.

#### Financial Reports

The Administrator presented the financial reports and statement of financial activities for the month ending April 30, 2023.

#### **Financial Reports**

**103/23 - Sorensen:** That we accept the financial reports and statement of financial activities for the period ending April 30, 2023 as presented.

Carried.

Councillor Keith Kaufmann was late with permission and joined the meeting at 7:45 p.m.

#### **Old Business**

#### **Square Payment System**

**104/23 - Scott**: That the Square Terminal payment system be purchased online for three hundred and ninety-nine dollars (\$399.99) + applicable taxes and shipping; and furthermore, that a policy be developed for managing payment processing fees.

Carried.

#### Ceylon Regional Park Authority, Development Permit #02-2023

**105/23 - Carles:** That the discretionary use development permit application #02-2023 submitted by the Ceylon Regional Park Authority for the development of a 60' x 80' x 14' pavilion building located at Black A Plan 67R27349 Ext. 12 be approved by the Development Officer; and furthermore, that it be acknowledged that 21 days' notice was provided to landowners within 1 mile of the development prior to the municipality's formal review of the discretionary use development permit application.

Carried.

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#### Public Works/Transportation

#### **Municipal Shop Groundwork**

**106/23 - Jensen:** That Borderline Excavating be contracted to complete the demolition of the existing foundation located on Block M Plan 83R03673 and complete groundwork, as directed by Council, in preparation for the construction of the municipal shop at the following rates:

- Track hoe \$260.00/hr;
- Rock Truck \$260.00/hr; and
- Semi-Truck and Trailer \$170.00/hr.

Carried.

Councillor Roland Carles left the meeting due to conflict of interest at 8:10 p.m.

#### **Groundwork Equipment**

**107/23 - Scott:** That Pratt Transport Ltd. be contracted to assist with the groundwork at Block M Plan 83R03673, as directed by Council, in preparation for the construction of the municipal shop at the following rates:

• Scraper - \$325.00/hr.

Carried.

Councillor Roland Carles returned to the meeting at 8:15 p.m.

#### **New Business**

#### **2022 Financial Statements**

108/23 - Kaufmann: That the draft 2022 Financial Statements prepared by Sensus Chartered Professional Accountants Ltd. of Yorkton, SK including Management Representation Letter, Trial Balance, Adjusting Entries and Audit Findings Letter be approved as presented; and furthermore, that the Reeve, Deputy Reeve and Administrator sign and return the documents to Sensus Chartered Professional Accountants Ltd.

Carried.

#### **Clearing the Path Agreement**

**109/23 - Scott:** That the Rural Municipality of The Gap No. 39 enter into an agreement with the Saskatchewan Association of Rural Municipalities regarding the Clearing the Path Primary Weight Corridor Incremental Maintenance Grant Funding; and furthermore, that Administrator Laura Delanoy and Reeve Lorne McClarty be permitted to sign the agreement.

Carried.

#### **Clearing the Path Statutory Declarations**

**110/23 - Sorensen:** That the annual Clearing the Path Statutory Declaration be signed by Administrator Laura Delanoy and Reeve Lorne McClarty on behalf of the municipality for the maintenance of the Clearing the Path Primary Weight Road Corridor located at Twsp Rd. 52 from Rge. Rd. 190 to Highway 6 and Twsp. Rd. 60 from Highway 6 to Rge. Rd. 220; and furthermore, that it be acknowledged that the 2023-24 funding amount totals fifteen thousand eight hundred and sixteen dollars (\$15,816.00).

Carried.

#### **Ceylon Regional Park Authority, Treasurer**

**111/23 - Kaufmann:** That the job description for the Ceylon Regional Park Authority Treasurer be approved as presented.

Carried.

#### **Next Meeting**

**112/23 - Carles:** That the next regular meeting of Council be held on Wednesday, June 14, 2023 at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

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#### **SARM Gopher Control Program**

**113/23 - Scott:** That the Rural Municipality of The Gap No. 39 support ratepayers in making application to the Saskatchewan Association of Rural Municipalities, 2023-2024 Gopher Control Program grant with an application deadline of July 31, 2023.

Carried.

#### **SARM Rat Control Program**

**114/23 - Carles:** That the Rural Municipality of The Gap No. 39 apply for the Saskatchewan Association of Rural Municipalities, 2023-2024 Rat Control Program grant with an application deadline of December 31, 2023.

Carried.

#### Reports - Committee and Administration

#### **Verbal Committee Reports**

**115/23 - Sorensen:** That we acknowledge the verbal committee reports as presented by Administrator, Laura Delanoy.

Carried.

#### Correspondence

#### Correspondence

**116/23 - Kaufmann:** That we acknowledge the correspondence as listed on the agenda.

Carried.

#### Accounts for Approval and Payment

#### Payment List

117/23 - Jensen: That the list of bills and accounts as per attached "Schedule A" for the period April 13 to 30, 2023 that were paid by cheque #10957 and by electronic funds transfer in the amount of twenty-nine thousand eight hundred and sixteen dollars and fourty-nine cents (\$29,816.49) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period May 1 to 10, 2023 to be paid by cheques #10958 to #10973 and by electronic funds transfer in the amount of thirty-one thousand five hundred and fifty-nine dollars and thirty-seven cents (\$31,559.37) are approved for payment.

Carried.

#### **4-H Donations**

**118/23 - Carles:** That a donation in the amount of \$100.00 be made to the Radville 4H Beef Club.

Carried.

#### <u>Adjournment</u>

#### Adjourn

119/23 - McClarty: That the meeting adjourns at 8:50 p.m.

Carried.

Reeve

Administrator

# Rural Municipality of The Gap No. 39 Regular Meeting of Council Agenda to be held at 7:30 p.m. Wednesday, May 10, 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 April 12, 2023
  - b) Special Meeting Minutes May 1, 2023
- 4. Financial Report
  - a) Financial Report Month Ending April 30, 2023
  - b) Change in Income Report Month Ending April 30, 2023
  - c) Investment Schedule
- 5. Old Business
  - a) GG Square Payment System
  - b) GG Notify By Network
  - c) P&D Ceylon Regional Park, Pavilion Building
    - . Development Permit & Building Permit Applications
- 6. Public Works/Transportation
  - a) TS Operator Hours
  - b) TS Municipal Shop
- 7. New Business
  - a) GG 2022 Financial Statements
  - b) GG Clearing The Path Agreement & Statutory Declaration
  - c) GG Job Description Ceylon Regional Park Authority, Treasurer
  - d) GG Next Regular Meeting of Council
  - e) EH Gopher Control Program / Rat Control Program
- 8. Reports Committee and Administration
  - a) Administrator Report
  - b) Ceylon Regional Park Authority
- 9. Meetings & Workshops
  - a) Rural Municipal Administrators Association Convention May 16 to 18, 2023
  - b) Ceylon Regional Park Authority June 2, 2023
  - c) SARM Division 2 Meeting June 6, 2023, Moose Jaw, SK
- 10. Correspondence
  - a) SARM Rural Integrated Roads for Growth, Application Intake
  - b) SAMA 2022 Annual Report
  - c) SAMA 2024 Flowline Project
  - d) CIBC Investment Proposal
  - e) Radville 4H Beef Club Request for Support
- 11. Accounts for Approval and Payment
- 12. Adjournment



### Rural Municipality of The Gap No. 39 Change in Income for the Period Ending April 30, 2023



Part		Current Month		Year to Date	
Penalty on Municipal Arrears	REVENUE				
Contact   Cont	TAXATION				
GENERAL GOVT SERVICES   GG - F&C - TAX Certificates   \$	Penalty on Municipal Arrears	\$\$		\$	19.26
GG - F&C - Protocopy/Fax   \$   1,80,00	TOTAL TAXES	\$	\$1 20	\$	19.26
GG - F&C - Tax Certificates         \$	GENERAL GOV'T SERVICES				
Section   Sect	GG - F&C - Photocopy/Fax	\$	8	\$	9.52
S	GG - F&C - Tax Certificates	\$	-	\$	180.00
TRAINSPORTATION SERVICES	GG - Sale of R.M. Maps	\$	₽:	\$	15.00
TRANSPORTATION SERVICES	GG - Interest Revenue	\$	229.81	\$	4,183.28
TS - Custom Work         \$ 1,450.00         \$ 1,600.00           TS - Road Maintenance Fees         \$ 1,320.26         \$ 2,475.68           TS - Permits         \$ 1,100.00         \$ 1,400.00           TS - Asset Sales - Gain/Loss         \$ - \$ 145,000.00           TOTAL TRANSPORTATION SERVICES         \$ 3,870.26         \$ 150,475.68           ENVIRONMENT & PUBLIC HEALTH         ***         ***         \$ 3,240.00           EH - Cernetery Fees         \$ 100.00         \$ 100.00         ***           EH - Cernetery Fees         \$ 100.00         \$ 3,340.00           PLANNIG & DEVELOPMENT         ***         \$ 100.00         \$ 3,340.00           PD - Fees - Development Permit         \$ - \$ 100.00         \$ 100.00           PD - Fees - Development Permit         \$ - \$ 7,024.70         \$ 100.00           PD - Fees - Royalty/Mineral Revenue         \$ - \$ 7,024.70         \$ 100.00           PD - Fees - Royalty/Mineral Revenue         \$ 4,200.07         \$ 165,406.28           EXPENSE         ***         \$ 7,124.70           TOTAL PLANNING & DEVELOP SERV.         \$ - \$ \$ 7,124.70           TOTAL REVENUE         \$ 4200.07         \$ 165,406.28           EXPENSE         ***         * \$ 100.00           GG - Council - Convention         \$ 945.91	TOTAL GENERAL GOV'T SERVICES	\$	229.81	\$	4,387.80
TS - Road Maintenance Fees         \$ 1,302.26         \$ 2,475.68           TS - Permits         \$ 1,100.00         \$ 1,400.00           TS - Asset Sales - Gain/Loss         \$ - \$ 145,000.00           TOTAL TRANSPORTATION SERVICES         \$ 3,870.26         \$ 150,475.68           ENVIRONMENT & PUBLIC HEALTH         ****         *****         \$ 3,240.00           EH - Cemetery Fees         \$ 100.00         \$ 100.00         ****           TOTAL ENVIRON & PUBLIC HEALTH SERV.         \$ 100.00         \$ 3,340.00           PLANNING & DEVELOPMENT         ****         \$ 100.00         \$ 3,340.00           PD - Fees - Development Permit         \$ - \$ 100.00         \$ 58.84           PD - Conditional -Federal - CCBF         \$ - \$ 7,024.70         \$ 100.00           TOTAL PLANNING & DEVELOP SERV.         \$ - \$ 7,183.54         \$ 100.00           EXPENSE         ****         \$ 7,024.70         \$ 165,406.28           EXPENSE         ****         \$ 7,024.70         \$ 165,406.28           EXPENSE         ****         \$ 7,024.70         \$ 165,406.28           EXPENSE         ****         \$ 1,020.00         \$ 165,406.28           EXPENSE         ****         \$ 1,020.00         \$ 165,406.28           EXPENSE         ****         \$ 1,020.	TRANSPORTATION SERVICES				
TS - Permits	TS - Custom Work	\$	1,450.00	\$	1,600.00
TS - Asset Sales - Gain/Loss   \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ .	TS - Road Maintenance Fees	\$	1,320.26	\$	
TS - Asset Sales - Gain/Loss   \$ \$ 145,000.00	TS - Permits	\$	•	\$	
ENVIRONMENT & PUBLIC HEALTH	TS - Asset Sales - Gain/Loss	•	2.02	\$	
EH - Waste Bin Rental Fees   \$	TOTAL TRANSPORTATION SERVICES		3,870.26	-	
EH - Waste Bin Rental Fees   \$	ENVIRONMENT & BURLIC LIEAL TU				
EH - Cemetery Fees   \$ 100.00 \$ 100.00		e		e	3 340 00
PLANNING & DEVELOPMENT		•			
PLANNING & DEVELOPMENT           PD - Fees - Development Permit         \$	•				
PD - Fees - Development Permit         \$	TOTAL ENVIRONCE OBEIG HEALTH GERV.		100.00		0,040.00
PD - Fees - Royalty/Mineral Revenue   \$ 58.84     PD - Conditional - Federal - CCBF   \$ 7,024.70     TOTAL PLANNING & DEVELOP SERV.   \$ 7,183.54     TOTAL REVENUE   \$ 4,200.07   \$ 165,406.28     EXPENSE	PLANNNG & DEVELOPMENT				
PD - Conditional -Federal - CCBF   \$ . \$ . \$ . 7,024.70	PD - Fees - Development Permit	\$	(9)	\$	100.00
TOTAL PLANNING & DEVELOP SERV.         \$ 4,200.07         \$ 165,406.28           EXPENSE         GENERAL GOV'T SERVICE           GG - Council - Convention         \$ 945.91         \$ 4,285.01           GG - Council - Other Benefits         \$ (2,858.78)         \$ (1,933.78)           GG - Administrative Salaries         \$ 7,996.15         \$ 34,349.17           GG - Admin. CPP, El         \$ 430.33         \$ 2,104.20           GG - MEPP         \$ 508.08         \$ 2,480.99           GG - Admin. Dis. Ins., WCB, etc.         \$ 11,171.42           GG - Admin. Training & Travel         \$ 433.75         \$ 828.75           GG - Contracted - Assessment         \$ - \$ 7,326.00           GG - Contracted - Memberships         \$ 3,385.36           GG - Contracted - Insurance/Bond         \$ - \$ 620.63           GG - Contracted - Board of Revision         \$ - \$ 225.00           GG - Utilities - Power         \$ 59.59         \$ 280.03           GG - Utilities - Heat         \$ 69.94         \$ 319.25           GG - Utilities - Water/Garbage Coll         \$ - \$ 525.00           GG - Maint - Stationery/Supplies         \$ - \$ 525.00           GG - Maint - Postage/Software         \$ - \$ 500.00         \$ 500.00           GG - Maint - Copier/Computer/Other         \$ 132.49         \$ 501.12	PD - Fees - Royalty/Mineral Revenue	\$	17 <u>%</u> 3	\$	58.84
S	PD - Conditional -Federal - CCBF	\$		\$	7,024.70
EXPENSE  GENERAL GOV'T SERVICE  GG - Council - Convention \$ 945.91 \$ 4,285.01  GG - Council - Other Benefits \$ (2,858.78) \$ (1,933.78)  GG - Administrative Salaries \$ 7,996.15 \$ 34,349.17  GG - Admin. CPP, EI \$ 430.33 \$ 2,104.20  GG - MEPP \$ 508.08 \$ 2,480.99  GG - Admin. Dis. Ins., WCB, etc. \$ 11,171.42  GG - Admin. Training & Travel \$ 433.75 \$ 828.75  GG - Contracted - Assessment \$ - \$ 7,326.00  GG - Contracted - Memberships \$ 3,385.36  GG - Contracted - Advertising \$ 238.74 \$ 262.74  GG - Contracted - Insurance/Bond \$ - \$ 620.63  GG - Contracted - Board of Revision \$ 59.59 \$ 280.03  GG - Utilities - Power \$ 59.59 \$ 280.03  GG - Utilities - Telephone/Internet \$ 140.25 \$ 451.20  GG - Utilities - Telephone/Internet \$ 140.25 \$ 451.20  GG - Maint Stationery/Supplies \$ - \$ 749.95  GG - Maint Postage/Software \$ 749.95  GG - Maint Copier/Computer/Other \$ 132.49 \$ 501.12  GG - Grants/Donations - Operating \$ 500.00 \$ 500.00  GG - Allowance for Uncollectibles \$ 610.17 \$ 610.17  GG - Meeting - Meals \$ 54.66	TOTAL PLANNING & DEVELOP SERV.	\$	n#C	\$	7,183.54
GENERAL GOV'T SERVICE           GG - Council - Convention         \$ 945.91         \$ 4,285.01           GG - Council - Other Benefits         \$ (2,858.78)         \$ (1,933.78)           GG - Administrative Salaries         \$ 7,996.15         \$ 34,349.17           GG - Admin. CPP, EI         \$ 430.33         \$ 2,104.20           GG - MEPP         \$ 508.08         \$ 2,480.99           GG - Admin. Dis. Ins., WCB, etc.         \$ 11,171.42           GG - Admin. Training & Travel         \$ 433.75         \$ 828.75           GG - Contracted - Assessment         \$ 1         \$ 7,326.00           GG - Contracted - Memberships         \$ 238.74         \$ 262.74           GG - Contracted - Advertising         \$ 238.74         \$ 262.74           GG - Contracted - Insurance/Bond         \$ 5         \$ 225.00           GG - Contracted - Board of Revision         \$ 5         \$ 225.00           GG - Utilities - Power         \$ 59.59         \$ 280.03           GG - Utilities - Heat         \$ 69.94         \$ 319.25           GG - Utilities - Water/Garbage Coll         \$ 5         \$ 525.00           GG - Maint Stationery/Supplies         \$ 749.95           GG - Maint Postage/Software         \$ 749.95           GG - Grants/Donations - Operating         \$ 500.00 <td>TOTAL REVENUE</td> <td>\$</td> <td>4,200.07</td> <td>\$</td> <td>165,406.28</td>	TOTAL REVENUE	\$	4,200.07	\$	165,406.28
GG - Council - Convention       \$ 945.91       \$ 4,285.01         GG - Council - Other Benefits       \$ (2,858.78)       \$ (1,933.78)         GG - Administrative Salaries       \$ 7,996.15       \$ 34,349.17         GG - Admin. CPP, EI       \$ 430.33       \$ 2,104.20         GG - MEPP       \$ 508.08       \$ 2,480.99         GG - Admin. Dis. Ins., WCB, etc.       \$ 11,171.42         GG - Admin. Training & Travel       \$ 433.75       \$ 828.75         GG - Contracted - Assessment       \$ - \$ 7,326.00         GG - Contracted - Memberships       \$ - \$ 3,385.36         GG - Contracted - Advertising       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ - \$ 620.63         GG - Contracted - Board of Revision       \$ - \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Water/Garbage Coll       \$ - \$ 525.00         GG - Maint Stationery/Supplies       \$ - \$ 525.00         GG - Maint Postage/Software       \$ - \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Meeting - Meals       \$ 546.66<	EXPENSE				
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GG - Admin. CPP, EI       \$ 430.33       \$ 2,104.20         GG - MEPP       \$ 508.08       \$ 2,480.99         GG - Admin. Dis. Ins., WCB, etc.       \$ 11,171.42         GG - Admin. Training & Travel       \$ 433.75       \$ 828.75         GG - Contracted - Assessment       \$ 7,326.00         GG - Contracted - Memberships       \$ 3,385.36         GG - Contracted - Memberships       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ - \$ 620.63         GG - Contracted - Board of Revision       \$ - \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ - \$ 525.00         GG - Maint Stationery/Supplies       \$ - \$ 749.95         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Meeting - Meals       \$ 54.66	GG - Council - Other Benefits	\$	(2,858.78)	\$	(1,933.78)
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GG - Admin. Dis. Ins., WCB, etc.       \$ - \$ 11,171.42         GG - Admin. Training & Travel       \$ 433.75       \$ 828.75         GG - Contracted - Assessment       \$ - \$ 7,326.00         GG - Contracted - Memberships       \$ - \$ 3,385.36         GG - Contracted - Memberships       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ - \$ 620.63         GG - Contracted - Board of Revision       \$ - \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ - \$ 525.00         GG - Maint Stationery/Supplies       \$ - \$ 499.81         GG - Maint Postage/Software       \$ - \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Meeting - Meals       \$ 54.66	GG - Admin. CPP, EI	\$	430.33	\$	2,104.20
GG - Admin. Training & Travel       \$ 433.75       \$ 828.75         GG - Contracted - Assessment       \$ 7,326.00         GG - Contracted - Memberships       \$ 3,385.36         GG - Contracted - Advertising       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ 620.63         GG - Contracted - Board of Revision       \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - MEPP	\$	508.08	\$	2,480.99
GG - Contracted - Assessment       \$ 7,326.00         GG - Contracted - Memberships       \$ 3,385.36         GG - Contracted - Advertising       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ 620.63         GG - Contracted - Board of Revision       \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Admin. Dis. Ins., WCB, etc.	\$	5:00	\$	11,171.42
GG - Contracted - Memberships       \$ 3,385.36         GG - Contracted - Advertising       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ 620.63         GG - Contracted - Board of Revision       \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Admin. Training & Travel	\$	433.75	\$	828.75
GG - Contracted - Advertising       \$ 238.74       \$ 262.74         GG - Contracted - Insurance/Bond       \$ 620.63         GG - Contracted - Board of Revision       \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Contracted - Assessment	\$	3.53	\$	7,326.00
GG - Contracted - Insurance/Bond       \$       -       \$       620 63         GG - Contracted - Board of Revision       \$       -       \$       225.00         GG - Utilities - Power       \$       59.59       \$       280.03         GG - Utilities - Heat       \$       69.94       \$       319.25         GG - Utilities - Telephone/Internet       \$       140.25       \$       451.20         GG - Utilities - Water/Garbage Coll       \$       -       \$       525.00         GG - Maint Stationery/Supplies       \$       -       \$       499.81         GG - Maint Postage/Software       \$       -       \$       749.95         GG - Maint Copier/Computer/Other       \$       132.49       \$       501.12         GG - Grants/Donations - Operating       \$       500.00       \$       500.00         GG - Allowance for Uncollectibles       \$       610.17       \$       610.17         GG - Meeting - Meals       \$       54.66	GG - Contracted - Memberships	\$	<b></b>	\$	3,385.36
GG - Contracted - Board of Revision       \$ 225.00         GG - Utilities - Power       \$ 59.59       \$ 280.03         GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ - \$ 525.00         GG - Maint Stationery/Supplies       \$ - \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Contracted - Advertising	\$	238.74	\$	262.74
GG - Utilities - Power       \$ 59.59 \$ 280.03         GG - Utilities - Heat       \$ 69.94 \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25 \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49 \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00 \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17 \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Contracted - Insurance/Bond	\$	196	\$	620.63
GG - Utilities - Heat       \$ 69.94       \$ 319.25         GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ -       \$ 525.00         GG - Maint Stationery/Supplies       \$ -       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Contracted - Board of Revision	\$	<b>.</b>	\$	225.00
GG - Utilities - Telephone/Internet       \$ 140.25       \$ 451.20         GG - Utilities - Water/Garbage Coll       \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Utilities - Power	S	59.59	\$	280.03
GG - Utilities - Water/Garbage Coll       \$ - \$ 525.00         GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Utilities - Heat	\$	69.94	\$	319.25
GG - Maint Stationery/Supplies       \$ 499.81         GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Utilities - Telephone/Internet	S	140.25	\$	451,20
GG - Maint Postage/Software       \$ 749.95         GG - Maint Copier/Computer/Other       \$ 132.49       \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Utilities - Water/Garbage Coll	\$	7.5	\$	525.00
GG - Maint Copier/Computer/Other       \$ 132.49 \$ 501.12         GG - Grants/Donations - Operating       \$ 500.00 \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17 \$ 610.17         GG - Meeting - Meals       \$ 54.66	GG - Maint Stationery/Supplies	\$	191	\$	499.81
GG - Grants/Donations - Operating       \$ 500.00       \$ 500.00         GG - Allowance for Uncollectibles       \$ 610.17       \$ 610.17         GG - Meeting - Meals       \$ - \$ 54.66	GG - Maint Postage/Software	\$	151	\$	749.95
GG - Allowance for Uncollectibles       \$ 610.17 \$ 610.17         GG - Meeting - Meals       \$ - \$ 54.66	GG - Maint Copier/Computer/Other	\$	132.49	\$	501-12
GG - Meeting - Meals \$ 54.66	GG - Grants/Donations - Operating	\$	500.00	\$	500.00
	GG - Allowance for Uncollectibles	\$	610.17	\$	610.17
TOTAL GENERAL GOV'T EXPENSE         \$ 9,206.62         \$ 69,596.68	GG - Meeting - Meals	\$		\$	54.66
	TOTAL GENERAL GOV'T EXPENSE	\$	9,206.62	\$	69,596.68

PROTECTIVE SERVICE			
PS - Fire - Contracted Service	\$	2	\$ 316.75
TOTAL PROTECTIVE SERVICE	\$	-	\$ 316.75
TRANSPORTATION SERVICE			
TS - Wages	\$	15,420.50	\$ 55,470.80
TS - CPP Expense	\$	899.16	\$ 3,248.30
TS - El Expense	S	297.53	\$ 1,079.17
TS - MEPP Expense	\$	1,387.88	\$ 4,992.38
TS - WCB & Dis. Ins./Health Expense	\$	5	\$ 15,137.73
TS - Travel/Training	\$	2	\$ 320.00
TS - Contract - Ins./Licences	\$	215.98	\$ 7,042.09
TS - Contract - Memberships	\$	*	\$ 292.00
TS - Utility - Shop - Power	\$	149.86	\$ 704.65
TS - Utility - Shop - Heat	\$	487.82	\$ 1,013.81
TS - Utility - Shop - Phone/Interne	\$	52.95	\$ 158.85
TS - Maint Fuel/Oil	\$	2,710.20	\$ 2,710.20
TS - Maint - Blades	\$	7,075.45	\$ 7,075.45
TS - Maint Machine Repairs	\$	11,270.88	\$ 20,737.81
TS - Material - Signs/Posts	\$	271.12	\$ 271.12
TS - Material - Small Tool/Equip.	\$	¥	\$ 1,112.92
TS - Material - Shop Supplies	\$	127.20	\$ 514.61
TS - ASSET - Purchase - Building	\$	5,538.50	\$ 5,538.50
TS - ASSET -Purchase -Machine/Equip	\$		\$ 540,942.00
TOTAL TRANSPORTATION	\$	45,905.03	\$ 668,362.39
ENVIRONMENT & PUBLIC HEALTH SERVICE			
EH - Contracted - Waste Bin Rental	\$	300.00	\$ 900.00
EH - Contracted - Recycle Fees	\$	151.81	\$ 461.28
EH - Contracted - Cemeteries	\$		\$ 1,200.00
TOTAL ENVIRONMENT & PUB HEALTH SERV	\$	451.81	\$ 2,561.28
PLANNING & DEVELOPMENT EXPENSES			
P&D - Contracted - Appeals Board	\$	5	\$ 225.00
P&D - Grants - Vet Board	\$		\$ 2,83 <mark>5</mark> .00
P&D - Other Quarry Lease	\$	20	\$ 282.56
TOTAL PLANNING & DEVELOPMENT EXPENS	\$	24	\$ 3,342.56
RECREATION, CULTURAL EXPENDITURES			
R&C - Contracted - Library - Region	\$	15	\$ 1,153.88
TOTAL RECREATION AND CULTURE SERVIC	\$	₩ <u></u>	\$ 1,153.88
UTILITIES			
Water -Utility-Power/Heat-Comm Well	\$	357.54	\$ 715.08
TOTAL UTILITIES	\$	357.54	\$ 715.08
TOTAL EXPENSE	\$	55,921.00	\$ 746,048.62
NET INCOME	\$	(51,720.93)	\$ (580,642.34)

CERTIFIED CORRECT AND IN ACCORDANCE WITH THE RECORDS OF THE MUNICIPALITY Presented to Council on Wednesday, May 10, 2023

Reeve

Administrator

### **Ceylon Regional Park Authority**

#### Job Description: Treasurer

The Rural Municipality of The Gap No. 39 Administrator shall complete the duties of the Treasurer of the Ceylon Regional Park Authority. The Treasurer will report directly to the Rural Municipality of The Gap No. 39 Employee Relations Committee. The Ceylon Regional Park Authority Chairperson may provide direction to the Treasurer, as required.

The duties of the treasurer include:

- General bookkeeping utilizing accrual accounting standards;
- Manage accounts receivable;
  - o Issue invoices (ex. Seasonal campsite fees, advertising sign fundraiser, etc.).
  - Issue general receipts.
  - o Complete bank deposits.
- Manage accounts payable;
  - Write cheques.
  - Complete online payments.
- File GST return quarterly;
- File PST return monthly, on a seasonal basis;
- Complete payroll activities;
  - o Record of Employment (ROE) Filing.
  - o T4 Filing.
  - Workers Compensation Board, Payroll Statement filing.
  - o Ensure completion of TD1 Personal Tax Credits Returns for employees.
- Manage the Annual Financial Audit;
- Complete annual Accreditation Package;
- Order park stickers and receipt books annually and sell park stickers at municipal office;
- Complete Canada Summer Jobs Grant Application, upon request;
- Maintain Seasonal Campsite Waitlist;
- Order Supplies for Park Caretaker, upon request;
- Review and update Commercial Insurance Package, as required;
- Prepare the Annual Budget, with assistance from Secretary and/or Chairperson.
- Provide financial reports to Secretary for presentation at regular meetings of the Ceylon Regional Park Authority.

#### "Schedule A"



## Rural Municipality of The Gap No. 39 Payment List - May 10, 2023 Regular Meeting of Council

Date	Payee	Cheque No.	Amount
4/14/2023	Aspen, Wade	EFT	\$ 2,262.10
4/14/2023	Gust, Darren	EFT	\$ 2,169.90
4/14/2023	Lillejord, Chelsey	EFT	\$ 1,290.21
4/26/2023	SaskTel CMR	EFT	\$ 31.92
4/28/2023	Aspen, Wade	EFT	\$ 2,786.84
4/28/2023	Gust, Darren	EFT	\$ 2,579.15
4/28/2023	Lillejord, Chelsey	EFT	\$ 994.20
4/28/2023	Delanoy, Laura	10957	\$ 4,517.36
4/28/2023	Receiver General	EFT	\$ 8,176.71
4/28/2023	Municipal Employees Pension Plan	EFT	\$ 4,519.44
4/28/2023	SaskPower/Energy	EFT	\$ 488.66
Subtotal	2023-04-13 to 2023-04-30		\$ 29,816.49
5/9/2023	Agriculture in the Classroom Sask. Inc.	10958	\$ 100.00
5/9/2023	Bradley Directories	10959	\$ 837.00
5/9/2023	Ceylon Regional Park Authority	10960	\$ 5,000.00
5/9/2023	E. Bourassa & Sons Ltd.	10961	\$ 68.35
5/9/2023	Goliath Disposal Ltd.	10962	\$ 315.00
5/9/2023	J-M Tire & Service Ltd.	10963	\$ 67.71
5/9/2023	Kyle Madigan	10964	\$ 66.90
5/9/2023	Loraas Disposal South Ltd.	10965	\$ 159.95
5/9/2023	Mazenc Fuels Ltd.	10966	\$ 12,353,19
5/9/2023	Nelson Motors & Equipment Ltd.	10967	\$ 483.64
5/9/2023	Redhead Equipment Ltd.	10968	\$ 1,472.99
5/9/2023	Regina Fasteners & Tools Ltd.	10969	\$ 476.47
5/9/2023	Village of Ceylon	10970	\$ 1,000.00
5/9/2023	SARM	10971	\$ 3,022.51
5/9/2023	Sask. Workers' Compensation Board	EFT	\$ 4,417.63
5/9/2023	Young's Equipment Inc.	10972	\$ 453 45
5/9/2023	SaskTel CMR	EFT	\$ 170.38
5/9/2023	Lillejord, Chelsey	EFT	\$ 994.20
5/10/2023	Radville 4-H Beef Club	10973	\$ 100.00
Subtotal	2023-05-01 to 2023-05-10	Л	\$ 31,559.37
	V.	Total	\$ 61,375.86