

**Minutes of the Regular Meeting of the Council of the  
RURAL MUNICIPALITY OF THE GAP NO. 39  
held Tuesday, March 12, 2024  
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 McClarty called the meeting to order at 1:00 p.m.

**Agenda**

**57/24 - Carles:** That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes**Regular Meeting Minutes**

**58/24 - Burnett:** That we approve the minutes of the regular meeting of Council held Wednesday, February 14, 2024 as presented.

Carried.

Financial Reports

*The Administrator presented the financial reports and statement of financial activities for the month ending February 29, 2024.*

**Financial Reports**

**59/24 - Scott:** That we accept the financial reports and statement of financial activities for the period ending February 29, 2024 as presented.

Carried.

Old Business**Application to Purchase, Agricultural Land Lease**

**60/24 - Kaufmann:** That the Rural Municipality of The Gap No. 39 give approval for the sale of agricultural crown land SW 11-05-20 W2 and SW 12-05-20 W2M; and furthermore, that Administrator Laura Delanoy be permitted to sign the application for purchase form on behalf of the municipality.

Carried.

Public Works/Transportation

*Bid Forms were submitted by UFA Co-operative Limited, Mazenc Fuels Ltd., Prairie Sky Co-op Association Ltd., and Radville Co-op Association Ltd. in response to the 2024 Fuel Tender. The 2024 Fuel Tender submissions were opened and the quoted rates were read aloud.*

**Fuel Tender**

**61/24 - Carles:** That the 2024 Fuel Tender be awarded to Mazenc Fuels Ltd. at the following bid prices:

Premium Gasoline	\$1.470/liter (based on Feb 5, 2024 rack price)
Clear Diesel Fuel	\$1.5182/liter (based on Feb 5, 2024 rack price)

Carried.

**Spring Road Restrictions**

**62/24 - Scott:** That the Rural Municipality of The Gap No. 39 opt-out of spring road restrictions for 2024.

Carried.

M-11 (a)

**Sand and Gravel Disposition Application**

**63/24 - Burnett:** That a Sand and Gravel Disposition Application form be submitted to Ministry of Agriculture - Lands Branch requesting a new lease containing sand and gravel with proposed removal acres (6 acres) and reserve acres (7 acres) for the new lease located within SE 19-05-19 W2M and SW 20-05-19 W2M; and further, that a removal authorization be requested for the development of a new gravel pit within the proposed removal acres with a commencement date of September 1, 2024.

Carried.

**Irrevocable Letter of Undertaking to Restore**

**64/24 - Scott:** That an irrevocable letter of undertaking to restore the lands to a condition satisfactory to the Ministry of Agriculture upon the expiration, surrender, or cancellation of the proposed Sand & Gravel Lease within SE 19-05-19 W2M and SW 20-05-19 W2M be approved for signature by Reeve Lorne McClarty and witnessed by Administrator Laura Delanoy.

Carried.

**New Business****Asset Retirement Obligations**

**65/24 - Kaufmann:** That the responses prepared by Administrator, Laura Delanoy to the Asset Retirement Obligation (PS3280, Directive on Accounting Standards) questions submitted by Sensus Chartered Professional Accountants Ltd. be approved as presented.

Carried.

**Next Meeting**

**66/24 - Carles:** That the next regular meeting of Council be held on Wednesday, April 10, 2024 at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

**Contracted Labourer**

**67/24 - Scott:** That Kurt McCurry be contracted to assist Public Works for 2024 at a rate of \$25.00 per hour for labour.

Carried.

**Pesticide Applicator License Renewal**

**68/24 - Kaufmann:** That Wade Aspen and Darren Gust's Pesticide Applicator License Renewal with the Saskatchewan Ministry of Agriculture in the amount of one hundred dollars (\$100.00) per person be approved for payment.

Carried.

*Councillor Carles declared a conflict of interest at 2:25 p.m. and left the municipal office board room.*

**Cemetery Maintenance**

**69/24 - Scott:** That the cemetery caretakers will receive \$300.00 per year for maintenance remuneration for each cemetery as follows:

Trail Cemetery payable to Cheryl Rowland	-\$300.00
St. Paul's Oakville payable to Carol Vermeulen	-\$300.00
Saint Collette Cemeteries payable to Darlene Carles	-\$600.00.

Carried.

*Councillor Carles returned to the meeting at 2:35 p.m.*

**Vet Board**

**70/24 - Burnett:** That the 2024 Assessment Levy from the Ogema and District Vet Board be paid in the amount of three thousand one hundred and fifty dollars (\$3,150.00).

Carried.

M-11 (a)

### **Pavilion Building Plan Review**

**71/24 - Burnett:** That Professional Building Inspections, Inc. apply the 2015 National Building Code when reviewing the Ceylon Regional Park Authority's building permit application #23-001 for the construction of a 60' x 80' pavilion building within NW 12-06-20 W2M.

Carried.

### Reports – Committee and Administration

#### **Verbal Committee Reports**

**72/24 - Jensen:** That we acknowledge the verbal committee reports as presented by Administrator, Laura Delanoy.

Carried.

### Correspondence

#### **Correspondence**

**73/24 - Kaufmann:** That we acknowledge the correspondence as listed on the agenda.

Carried.

### Accounts for Approval and Payment

#### **Payment List**

**74/24 - Scott:** That the list of bills and accounts as per attached "Schedule A" for the period February 15 to 29, 2024 that were paid by cheque #11163 and by electronic funds transfer in the amount of thirty thousand one hundred and thirty-eight dollars and eighty-eight cents (\$30,138.88) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period March 1 to 12, 2024 to be paid by cheques #11164 to #11180 in the amount of eight thousand ninety-two dollars and seventy-two cents (\$8,092.72) are approved for payment.

Carried.

### Adjournment

#### **Adjourn**

**75/24 - Carles:** That the meeting adjourns at 4:20 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 1:00 p.m. Tuesday, March 12, 2024**  
**Municipal Office Board Room – 107 Main Street Ceylon, Saskatchewan**

M-11 (a)

- 1. Call to Order – 1:00 p.m.**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - a) Regular Meeting Minutes - February 14, 2024
- 4. Financial Report**
  - a) Financial Report – Month Ending February 29, 2024
  - b) Change in Income Report – Month Ending February 29, 2024
  - c) Investment Schedule
- 5. Delegations**
  - a) Public Works - Wade Aspen & Darren Gust
    - Monthly Safety Meeting
- 6. Old Business**
  - a) P&D - Application to Purchase, Agricultural Crown Lease
- 7. Public Works/Transportation**
  - a) TS - Operator Hours
  - b) TS - Municipal Shop
  - c) TS - Fuel Tender
  - d) TS - Spring Road Restrictions
  - e) TS - Gravel Exploration
- 8. New Business**
  - a) GG - Canada Community-Building Fund (Formerly Gas Tax Fund)
  - b) GG - Asset Retirement Obligations, Financial Audit Standards
  - c) GG - Next Regular Meeting of Council
  - d) TS - Seasonal Contracted Labour
  - e) EH - Pesticide Applicator License Renewal
  - f) EH - Cemetery Contracts
  - g) P&D - Ogema & District Veterinary Board Commitment
  - h) P&D - Ceylon Regional Park, Pavilion Building
- 9. Reports – Committee and Administration**
  - a) Administrator Report
  - b) The Gap Recreation Committee
- 10. Meetings & Workshops**
  - a) Ceylon Regional Park, Annual General Meeting - March 22, 2024
  - b) 2024 SARM Annual Convention - March 13 to 15, 2024 - Regina, SK
    - Resolution Review
  - c) SMHI Annual Meeting, Regina - March 13, 2024
  - d) Agriculture Health and Safety Network Annual Meeting, Regina - March 14, 2024
  - e) RMAA Spring Workshop, Weyburn - March 26, 2024
  - f) SAMA Annual Meeting - April 10, 2024 - Saskatoon, SK
- 11. Correspondence**
  - a) SARM - Call for More Education and Supports for Municipal Leaders
  - b) SARM - Rural Saskatchewan is Desperate for Health Care Support
  - c) RCMP - District Commander Quarterly Update
  - d) St. Joseph's Hospital Foundation Board - MRI Presentation
- 12. Accounts for Approval and Payment**
- 13. Adjournment**

Rural Municipality of The Gap No. 39  
Change in Income for the Period Ending February 29, 2024

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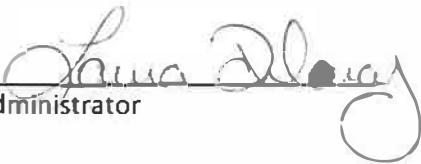
M-11 (a)

	Current Month	Year to Date
REVENUE		
TAXATION		
Penalty on Municipal Arrears	\$ -	\$ 4.88
TOTAL TAXES	\$ -	\$ 4.88
GENERAL GOV'T SERVICES		
GG - Sale of R.M. Maps	\$ 15.31	\$ 15.31
GG - Interest Revenue	\$ 2,990.79	\$ 3,228.74
TOTAL GENERAL GOV'T SERVICES	\$ 3,006.10	\$ 3,244.05
ENVIRONMENT & PUBLIC HEALTH		
EH - Waste Bin Rental Fees	\$ 2,340.00	\$ 2,880.00
EH - Cemetery Fees	\$ 100.00	\$ 100.00
TOTAL ENVIRON & PUBLIC HEALTH SERV.	\$ 2,440.00	\$ 2,980.00
PLANNNG & DEVELOPMENT		
PD - Fees - Development Permit	\$ -	\$ 200.00
PD - Fees - Royalty/Mineral Revenue	\$ 78.58	\$ 78.58
TOTAL PLANNING & DEVELOP SERV.	\$ 78.58	\$ 278.58
TOTAL REVENUE	\$ 5,524.68	\$ 6,507.51
EXPENSE		
GENERAL GOV'T SERVICE		
GG - Council - Other Benefits	\$ -	\$ 925.00
GG - Administrative Salaries	\$ 10,314.20	\$ 20,861.15
GG - Admin. CPP, EI	\$ 788.73	\$ 1,597.67
GG - MEPP	\$ 928.28	\$ 1,877.50
GG - Admin. Dis. Ins., WCB, etc.	\$ 198.74	\$ 12,140.51
GG - Admin. Training & Travel	\$ -	\$ 100.00
GG - Contracted - Assessment	\$ 8,136.00	\$ 8,136.00
GG - Contracted - Memberships	\$ -	\$ 3,513.72
GG - Contracted - Advertising	\$ 24.00	\$ 24.00
GG - Contracted - Insurance/Bond	\$ -	\$ 164.30
GG - Contracted - Board of Revision	\$ -	\$ 225.00
GG - Utilities - Power	\$ 82.14	\$ 144.91
GG - Utilities - Heat	\$ 70.47	\$ 167.42
GG - Utilities - Telephone/Internet	\$ 140.58	\$ 171.06
GG - Utilities - Water/Garbage Coll	\$ 540.00	\$ 540.00
GG - Maint. - Stationery/Supplies	\$ 32.13	\$ 90.38
GG - Maint. - Postage/Software	\$ 1,193.21	\$ 1,193.21
TOTAL GENERAL GOV'T EXPENSE	\$ 22,448.48	\$ 51,871.83
PROTECTIVE SERVICE		
PS - Fire - Contracted Service	\$ -	\$ 362.00
TOTAL PROTECTIVE SERVICE	\$ -	\$ 362.00
TRANSPORTATION SERVICE		
TS - Wages	\$ 13,513.80	\$ 28,655.55
TS - CPP Expense	\$ 790.75	\$ 1,680.76
TS - EI Expense	\$ 271.05	\$ 574.71
TS - MEPP Expense	\$ 1,216.24	\$ 2,579.00
TS - WCB & Dis. Ins./Health Expense	\$ 269.70	\$ 16,629.33
TS - Contract - Ins./Licences	\$ -	\$ 6,809.83
TS - Contract - Memberships	\$ 350.00	\$ 350.00

TS - Utility - Shop - Power	\$	208.88	\$	312.29
TS - Utility - Shop - Heat	\$	202.26	\$	538.32
TS - Utility - Shop - Phone/Interne	\$	52.95	\$	52.95
TS - Maint. - Machine Repairs	\$	6,916.68	\$	6,916.68
TS - Material - Shop Supplies	\$	514.50	\$	617.30
TOTAL TRANSPORTATION	\$	24,306.81	\$	65,716.72
ENVIRONMENT & PUBLIC HEALTH SERVICE				
EH - Contracted - Waste Bin Rental	\$	315.00	\$	315.00
EH - Contracted - Recycle Fees	\$	151.97	\$	151.97
TOTAL ENVIRONMENT & PUB HEALTH SERV	\$	466.97	\$	466.97
PLANNING & DEVELOPMENT EXPENSES				
P&D - Contracted - Appeals Board	\$	-	\$	225.00
P&D - Other Quarry Lease	\$	314.69	\$	314.69
TOTAL PLANNING & DEVELOPMENT EXPENS	\$	314.69	\$	539.69
RECREATION, CULTURAL EXPENDITURES				
R&C - Contracted - Library - Region	\$	-	\$	1,244.38
TOTAL RECREATION AND CULTURE SERVIC	\$	-	\$	1,244.38
UTILITIES				
Water -Utility-Power/Heat-Comm Well	\$	389.73	\$	389.73
TOTAL UTILITIES	\$	389.73	\$	389.73
TOTAL EXPENSE	\$	47,926.68	\$	120,591.32
NET INCOME	\$	(42,402.00)	\$	(114,083.81)

CERTIFIED CORRECT AND IN ACCORDANCE WITH THE RECORDS OF THE MUNICIPALITY  
Presented to Council on Tuesday, March 12, 2024

  
Reeve

  
Administrator

"Schedule A"

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M-11 (a)

Rural Municipality of The Gap No. 39  
Payment List - March 12, 2024, Regular Meeting of Council

Date	Payee	Cheque No.	Amount
2/15/2024	Gust, Darren	EFT	\$ 2,261.72
2/15/2024	Aspen, Wade	EFT	\$ 2,412.12
2/15/2024	Lillejord, Chelsey	EFT	\$ 1,213.48
2/27/2024	Delanoy, Laura	11163	\$ 4,922.10
2/28/2024	Collabria Mastercard	EFT	\$ 1,284.19
2/28/2024	Sask Power Wells	EFT	\$ 409.23
2/28/2024	SaskTel CMR	EFT	\$ 31.91
2/28/2024	Lillejord, Chelsey	EFT	\$ 1,038.18
2/29/2024	Aspen, Wade	EFT	\$ 2,072.81
2/29/2024	Gust, Darren	EFT	\$ 2,015.93
2/29/2024	Municipal Employees Pension Plan	EFT	\$ 4,289.04
2/29/2024	Receiver General	EFT	\$ 7,597.67
2/29/2024	SaskPower/Energy	EFT	\$ 590.50
Subtotal	2024-02-15 to 2024-02-29		\$ 30,138.88
3/11/2024	Busy Bee Enterprises Ltd.	11164	\$ 585.97
3/11/2024	E. Bourassa & Sons Ltd.	11165	\$ 443.45
3/11/2024	Goliath Disposal Ltd.	11166	\$ 330.75
3/11/2024	Receiver General for Canada (Radio License)	11167	\$ 225.48
3/11/2024	J D Mollard and Associates (2010) Limited	11168	\$ 336.00
3/11/2024	J-M Tire & Service Ltd.	11169	\$ 170.64
3/11/2024	Long Creek Timbermart Ltd.	11170	\$ 42.16
3/11/2024	Loraas Disposal South Ltd.	11171	\$ 160.99
3/11/2024	Ogema and District Vet Board	11172	\$ 3,150.00
3/11/2024	Rural Municipal Administrators' Association of Sask	11173	\$ 50.00
3/11/2024	SaskTel CMR	EFT	\$ 170.97
3/11/2024	Success Office Systems	11174	\$ 259.72
3/11/2024	STARS	11175	\$ 500.00
3/11/2024	Darlene Carles	11176	\$ 600.00
3/11/2024	Cheryl Rowland	11177	\$ 300.00
3/11/2024	Carol Vermeulen	11178	\$ 300.00
3/12/2024	SARM	11179	\$ 352.99
3/12/2024	Regina Fasteners & Tools Ltd.	11180	\$ 113.60
Subtotal	2024-03-01 to 2024-03-12		\$ 8,092.72
Total			\$ 38,231.60