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**Minutes of the Regular Meeting of the Council of the  
RURAL MUNICIPALITY OF THE GAP NO. 39  
held Wednesday, April 10, 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 7:35 p.m.

**Agenda**

**84/24 - Scott:** That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

**Regular Meeting Minutes**

**85/24 - Burnett:** That we approve the minutes of the regular meeting of Council held Tuesday, March 12, 2024 as presented.

Carried.

**Special Meeting Minutes**

**86/24 - Carles:** That we approve the minutes of the special meeting of Council held Monday, March 25, 2024 as presented.

Carried.

**Special Meeting Minutes**

**87/24 - Jensen:** That we approve the minutes of the special meeting of Council held Monday, April 1, 2024 as presented.

Carried.

Financial Reports

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

**Financial Reports**

**88/24 - Kaufmann:** That we accept the financial reports and statement of financial activities for the period ending March 31, 2024 as presented.

Carried.

Delegations

*Public Works employees Wade Aspen and Darren Gust attended the meeting at 8:00 p.m. to discuss operations and equipment. Wade Aspen and Darren Gust left the meeting at 8:55 p.m.*

Old Business

**Rat Control Re-certification Exam**

**89/24 - Scott:** That Wade Aspen and Darren Gust be registered to write the Rat Control Recertification Exam offered online through Sask Polytech for a cost of one hundred and sixty dollars (\$160.00) per person.

Carried.

M-11 (a)

Public Works/Transportation**Builder's Risk Coverage Insurance**

**90/24 - Carles:** That the quote from SGI Canada to provide Builder's Risk Coverage insurance for the municipal shop construction for a premium amount of five thousand eighty-nine dollars (\$5,089.00) be accepted; and further, that it be acknowledged that the policy's coverage sets the value of the construction at eight hundred thousand dollars (\$800,000.00) and the commercial general liability amount at five million dollars (\$5,000,000.00) and that the deductible amount for the policy is one thousand dollars (\$1,000.00).

Carried.

**Gravel Sales Policy**

**91/24 - Sorensen:** That the updated Gravel Sales Policy be approved as presented.

Carried.

**Canada Community Building Fund, Infrastructure Investment Plan**

**92/24 - Scott:** That an Infrastructure Investment Plan be submitted to the Canada Community Building Fund for clay capping 2.0 km of Township Road 52 for an estimated cost of fifty thousand dollars (\$50,000.00).

Carried.

**SGI Renewal Notice**

**93/23 - Kaufmann:** That the registration and insurance for the 2008 Dodge Ram 1500 be renewed with an annual fee of one thousand two hundred and fifty-eight dollars and thirty-eight cents (\$1,258.38).

Carried.

New Business**2024 Education Mill Rates**

**94/24 - Burnett:** That it be acknowledged that the education property tax mill rates to be levied with respect to every school division and property class for the 2024 taxation year are as follows:

Agriculture	1.42 mills
Residential	4.54 mills
Commercial	6.86 mills
Resource (oil, gas, mines and pipelines)	9.88 mills

Carried.

**Uncollectable Accounts**

**95/24 - Carles:** That the SARM Rat Control Program 2024 receivable in the amount of one thousand six hundred and sixty-four dollars and forty-eight cents (\$1,664.48) be transferred to the "allowance for uncollectables" expense account.

Carried.

**Clearing the Path Statutory Declarations**

**96/24 - Kaufmann:** 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 2024-25 funding amount totals thirteen thousand one hundred and eighty dollars (\$13,180.00).

Carried.

**Next Meeting**

**97/24 - McClarty:** That the next regular meeting of Council be held on Wednesday, May 8, 2024 at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

M-11 (a)

**Building Official**

**98/24 - Scott:** In accordance with the service agreement with Professional Building Inspections, Inc., the R.M. of the Gap hereby resolves to issue Certificates of Appointment to Class 3 Licensed Building Official, Joshua Nitz and R-Class 2 Licensed Building Official Cristin Korchinski.

Carried.

Reports – Committee and Administration

**Verbal Committee Reports**

**99/24 - Jensen:** That we acknowledge the verbal committee reports as presented by Administrator, Laura Delanoy.

Carried.

Correspondence

**Correspondence**

**100/24 - Sorensen:** That we acknowledge the correspondence as listed on the agenda.

Carried.

Accounts for Approval and Payment

**Payment List**

**101/24 - Scott:** That the list of bills and accounts as per attached "Schedule A" for the period March 13 to 31, 2024 that were paid by cheque #11181 and by electronic funds transfer in the amount of thirty thousand sixty-seven dollars and thirty-two cents (\$30,067.32) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period April 1 to 10, 2024 to be paid by cheques #11182 to #11198 and by electronic funds transfer in the amount of eleven thousand one hundred and twenty-seven dollars and sixty-one cents (\$11,127.61) are approved for payment.

Carried.

Adjournment

**Adjourn**

**102/24 - McClarty:** That the meeting adjourns at 10:55 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, April 10  
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 - March 12, 2024
  - b) Special Meeting Minutes - March 25, 2024
  - c) Special Meeting Minutes - April 1, 2024
- 4. Financial Report**
  - a) Financial Report – Month Ending March 31, 2024
  - b) Change in Income Report – Month Ending March 31, 2024
  - c) Investment Schedule
- 5. Delegations**
  - a) Public Works - Wade Aspen & Darren Gust
    - Monthly Safety Meeting
- 6. Old Business**
  - a) EH - Pesticide Applicator License Renewal
  - b) EH - Rat Control
- 7. Public Works/Transportation**
  - a) TS - Operator Hours
  - b) TS - Municipal Shop
  - c) TS - Gravel Exploration
  - d) TS - Gravel Sales Policy
  - e) TS - Grid 705, Clay Capping
    - Canada Community Building Fund, Infrastructure Investment Plan
  - f) TS - 2008 Dodge Ram 1500 License Renewal
  - g) TS - Case IH Puma 185 - Extended Component Coverage
- 8. New Business**
  - c) GG - 2024 Education Property Tax Mill Rates
  - d) GG - 2023 Financial Statements
  - e) GG - Allowance for Uncollectable Accounts
  - f) GG - Clearing The Path Statutory Declaration
  - g) GG - Next Regular Meeting of Council
  - h) PS - Emergency Response Plan & Emergency Measures Organization Plan
    - Targeted Sector Support Initiative
  - i) PD - Building Official Appointment
- 9. Reports – Committee and Administration**
  - a) Administrator Report
  - b) Ceylon Regional Park Authority
  - c) The Gap Recreation Committee
- 10. Meetings & Workshops**
  - a) Southeast Regional Library Annual Trustee Meeting - April 13, 2024
  - b) Rural Municipal Administrators Association Convention - May 14 to 16, 2024
  - c) ICS 200 Course - November 19 & 20, 2024 - Regina, SK
- 11. Correspondence**
  - a) SARM - SARM Responds to the 2024-25 Provincial Budget Announcement
  - b) SMHI - 2023 Annual Report
  - c) Ministry of Government Relations - 2023-24 Municipal Revenue Sharing Estimates
  - d) St. Joseph's Hospital Foundation - MRI, Request for Support
  - e) Lindsey Leko, Senior Conservation Officer - Proposed Office Visits
- 12. Accounts for Approval and Payment**
- 13. Adjournment**

**Rural Municipality of The Gap No. 39**  
**Change in Income for the Period Ending March 31, 2024**

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	Current Month	Year to Date
<b>REVENUE</b>		
<b>TAXATION</b>		
Penalty on Municipal Arrears	\$ -	\$ 4.88
<b>TOTAL TAXES</b>	\$ -	\$ 4.88
<b>GENERAL GOV'T SERVICES</b>		
GG - Sale of R.M. Maps	\$ 15.00	\$ 30.31
GG - Interest Revenue	\$ 2,037.21	\$ 5,265.95
<b>TOTAL GENERAL GOV'T SERVICES</b>	\$ 2,052.21	\$ 5,296.26
<b>TRANSPORTATION SERVICES</b>		
TS - Custom Work	\$ 225.00	\$ 225.00
<b>TOTAL TRANSPORTATION SERVICES</b>	\$ 225.00	\$ 225.00
<b>ENVIRONMENT &amp; PUBLIC HEALTH</b>		
EH - Waste Bin Rental Fees	\$ 360.00	\$ 3,240.00
EH - Cemetery Fees	\$ -	\$ 100.00
<b>TOTAL ENVIRON &amp; PUBLIC HEALTH SERV.</b>	\$ 360.00	\$ 3,340.00
<b>PLANNING &amp; DEVELOPMENT</b>		
PD - Fees - Development Permit	\$ -	\$ 200.00
PD - Fees - Royalty/Mineral Revenue	\$ -	\$ 78.58
PD - Conditional -Federal - CCBF	\$ 6,387.90	\$ 6,387.90
<b>TOTAL PLANNING &amp; DEVELOP SERV.</b>	\$ 6,387.90	\$ 6,666.48
<b>TOTAL REVENUE</b>	\$ 9,025.11	\$ 15,532.62
<b>EXPENSE</b>		
<b>GENERAL GOV'T SERVICE</b>		
GG - Council - Other Benefits	\$ -	\$ 925.00
GG - Administrative Salaries	\$ 7,231.94	\$ 28,093.09
GG - Admin. CPP, EI	\$ 194.25	\$ 1,791.92
GG - MEPP	\$ 359.56	\$ 2,237.06
GG - Admin. Dis. Ins., WCB, etc.	\$ -	\$ 12,140.51
GG - Admin. Training & Travel	\$ 50.00	\$ 150.00
GG - Contracted - Assessment	\$ -	\$ 8,136.00
GG - Contracted - Memberships	\$ -	\$ 3,513.72
GG - Contracted - Advertising	\$ -	\$ 24.00
GG - Contracted - Insurance/Bond	\$ -	\$ 164.30
GG - Contracted - Board of Revision	\$ -	\$ 225.00
GG - Utilities - Power	\$ 71.71	\$ 216.62
GG - Utilities - Heat	\$ 71.87	\$ 239.29
GG - Utilities - Telephone/Internet	\$ 140.79	\$ 311.85
GG - Utilities - Water/Garbage Coll	\$ -	\$ 540.00
GG - Maint. - Stationery/Supplies	\$ -	\$ 90.38
GG - Maint. - Postage/Software	\$ -	\$ 1,193.21
GG - Maint. - Copier/Computer/Other	\$ 248.02	\$ 248.02
GG - Grants/Donations - Operating	\$ 500.00	\$ 500.00
<b>TOTAL GENERAL GOV'T EXPENSE</b>	\$ 8,868.14	\$ 60,739.97
<b>PROTECTIVE SERVICE</b>		
PS - Fire - Contracted Service	\$ -	\$ 362.00
<b>TOTAL PROTECTIVE SERVICE</b>	\$ -	\$ 362.00

M-11 (a)

**TRANSPORTATION SERVICE**

TS - Wages	\$	14,519.20	\$	43,174.75
TS - CPP Expense	\$	850.57	\$	2,531.33
TS - EI Expense	\$	290.71	\$	865.42
TS - MEPP Expense	\$	1,306.74	\$	3,885.74
TS - WCB & Dis. Ins./Health Expense	\$	-	\$	16,629.33
TS - Contract - Ins./Licences	\$	225.48	\$	7,035.31
TS - Contract - Memberships	\$	-	\$	350.00
TS - Utility - Shop - Power	\$	180.14	\$	492.43
TS - Utility - Shop - Heat	\$	211.56	\$	749.88
TS - Utility - Shop - Phone/Interne	\$	52.95	\$	105.90
TS - Maint. - Workshop	\$	559.57	\$	559.57
TS - Maint. - Machine Repairs	\$	586.16	\$	7,502.84
TS - Material - Signs/Posts	\$	337.03	\$	337.03
TS - Material - Shop Supplies	\$	148.74	\$	766.04
TS - Gravel	\$	320.00	\$	320.00
<b>TOTAL TRANSPORTATION</b>	<b>\$</b>	<b>19,588.85</b>	<b>\$</b>	<b>85,305.57</b>

**ENVIRONMENT & PUBLIC HEALTH SERVICE**

EH - Contracted - Waste Bin Rental	\$	315.00	\$	630.00
EH - Contracted - Recycle Fees	\$	153.32	\$	305.29
EH - Contracted - Cemeteries	\$	1,200.00	\$	1,200.00
<b>TOTAL ENVIRONMENT &amp; PUB HEALTH SERV</b>	<b>\$</b>	<b>1,668.32</b>	<b>\$</b>	<b>2,135.29</b>

**PLANNING & DEVELOPMENT EXPENSES**

P&D - Contracted - Appeals Board	\$	-	\$	225.00
P&D - Grants - Vet Board	\$	3,150.00	\$	3,150.00
P&D - Other Quarry Lease	\$	-	\$	314.69
<b>TOTAL PLANNING &amp; DEVELOPMENT EXPENS</b>	<b>\$</b>	<b>3,150.00</b>	<b>\$</b>	<b>3,689.69</b>

**RECREATION, CULTURAL EXPENDITURES**

R&C - Contracted - Library - Region	\$	-	\$	1,244.38
<b>TOTAL RECREATION AND CULTURE SERVIC</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,244.38</b>

**UTILITIES**

Water -Utility-Power/Heat-Comm Well	\$	-	\$	389.73
<b>TOTAL UTILITIES</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>389.73</b>

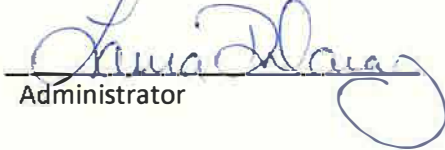
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>33,275.31</b>	<b>\$</b>	<b>153,866.63</b>
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<b>NET INCOME</b>	<b>\$</b>	<b>(24,250.20)</b>	<b>\$</b>	<b>(138,334.01)</b>
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**CERTIFIED CORRECT AND IN ACCORDANCE WITH THE RECORDS OF THE MUNICIPALITY**

Presented to Council on Wednesday, April 10, 2024

  
Reeve

  
Administrator

"Schedule A"

M-11 (a)

Rural Municipality of The Gap No. 39  
Payment List - April 10, 2024, Regular Meeting of Council

Date	Payee	Cheque No.	Amount
3/15/2024	Aspen, Wade	EFT	\$ 2,433.32
3/15/2024	Gust, Darren	EFT	\$ 2,405.10
3/15/2024	Lillejord, Chelsey	EFT	\$ 1,500.34
3/27/2024	Delanoy, Laura	11181	\$ 4,922.10
3/27/2024	Aspen, Wade	EFT	\$ 2,263.68
3/27/2024	Gust, Darren	EFT	\$ 2,200.28
3/28/2024	Lillejord, Chelsey	EFT	\$ 1,038.18
3/28/2024	Receiver General	EFT	\$ 8,168.26
3/28/2024	SaskPower/Energy	EFT	\$ 560.79
3/28/2024	SaskTel CMR	EFT	\$ 31.91
3/28/2024	Municipal Employees Pension Plan	EFT	\$ 4,543.36
Subtotal	2024-03-13 to 2024-03-31		\$ 30,067.32
4/9/2024	Big O Signs & Graphics	11182	\$ 216.45
4/9/2024	Bradley Directories	11183	\$ 276.75
4/9/2024	Collabria Mastercard	EFT	\$ 2,731.77
4/9/2024	E. Bourassa & Sons Ltd.	11184	\$ 351.87
4/9/2024	Goliath Disposal Ltd.	11185	\$ 330.75
4/9/2024	Acklands Grainger Inc	11186	\$ 133.20
4/9/2024	Long Creek Timbermart Ltd.	11187	\$ 39.94
4/9/2024	Loraas Disposal South Ltd.	11188	\$ 160.80
4/9/2024	Mazenc Fuels Ltd.	11189	\$ 3,005.73
4/9/2024	Mryglod Steel & Metals Inc.	11190	\$ 139.90
4/9/2024	Professional Building Inspections, Inc.	11191	\$ 420.00
4/9/2024	Radville Co-op Assoc. Ltd.	11192	\$ 77.20
4/9/2024	Regina Fasteners & Tools Ltd.	11193	\$ 591.47
4/9/2024	SARM	11194	\$ 666.00
4/9/2024	SaskTel CMR	EFT	\$ 170.47
4/9/2024	Young's Equipment Inc.	11195	\$ 1,422.63
4/9/2024	Roland Carles	11196	\$ 20.43
4/9/2024	Delanoy, Laura	11197	\$ 262.88
4/9/2024	Scott, Murray	11198	\$ 109.37
Subtotal	2024-04-01 to 2024-04-10		\$ 11,127.61
Total			\$ 41,194.93