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**Minutes of the Regular Meeting of the Council of the  
RURAL MUNICIPALITY OF THE GAP NO. 39  
held Wednesday, May 8, 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 7:25 p.m.

**Agenda**

**103/24 - Kaufmann:** That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

**Regular Meeting Minutes**

**104/24 - Scott:** That we approve the minutes of the regular meeting of Council held Wednesday, April 10, 2024 as presented.

Carried.

Financial Reports

*The Administrator presented the financial reports and statement of financial activities for the month ending April 30, 2024.*

**Financial Reports**

**105/24 - Jensen:** That we accept the financial reports and statement of financial activities for the period ending April 30, 2024 as presented.

Carried.

**Redeem Term Deposits**

**106/24 - Burnett:** That the following term deposits be redeemed on May 9, 2024:

Account Number	Term (Months)	Interest Rate (%)	Maturity Date	Amount
833880540160	12	5.0	10/02/2025	\$ 200,000.00
833880540178	12	5.0	10/02/2025	\$ 200,000.00
833880540186	12	5.0	10/02/2025	\$ 100,000.00

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 9:40 p.m.*

Old Business

**2023 Financial Statements**

**107/24 - Carles:** That the draft 2023 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.

M-11 (a)

Public Works/Transportation**Case IH Puma 185 Tractor Repairs**

**108/24 - Scott:** That Waitas Performance & Repair Ltd. of Radville, SK be contracted to delete the DEF sensor on the Case IH Puma 185 tractor for an estimated cost of two thousand five hundred dollars (\$2,500.00).

Carried.

**SaskPower Service**

**109/24 - Burnett:** That the quote from SaskPower to trench a 200 amp 120/208v three phase 4 wire underground service to the shop building located at 2595 Highway 6 for a cost of eighteen thousand seven hundred and nine dollars and eight cents (\$18,709.08) + GST be accepted.

Carried.

**SaskEnergy Service**

**110/24 - Scott:** That the quote from SaskEnergy to trench a 57 meter length 33.4 mm polyethylene pipe service line to the shop building located at 2595 Highway 6 for a cost of two thousand three hundred and seventy-five dollars and eighty-three cents (\$2,375.83) + GST be accepted.

Carried.

**SaskTel**

**111/24 - Kaufmann:** That a Sasktel service line be installed at the shop building located at 2595 Highway 6 to provide phone and internet service.

Carried.

**Roll Off Bin**

**112/24 - Carles:** That the quote from Goliath Disposal for the delivery of a 30 cubic yard roll off waste disposal bin to 2595 Highway 6 for a cost of two hundred and fifty dollars (\$250.00) delivery, three hundred and five dollars (\$305.00) per empty, and one hundred and five dollars (\$105.00) per tonne landfill fees be accepted.

Carried.

**Environmental Monitor**

**113/24 - Kaufmann:** That Canada North Environmental Services Limited Partnership (CanNorth) of Saskatoon, SK be contracted to conduct an Environmental Site Evaluation in the spring of 2024 within the area of Quarry Lease #374444 for an estimated cost of six thousand eight hundred and sixty-nine dollars (\$6,869.00); and further, that CanNorth provide Environmental Monitor services, as required for gravel pit development, for an estimated day rate of five thousand six hundred and forty-nine dollars (\$5,649.00).

Carried.

**Species of Conservation Concern Assessments**

**114/24 - Carles:** That Rural Municipality of The Gap No. 39 staff conduct supplemental site assessments of the area within and surrounding Quarry Lease #374444 in the spring/summer of 2024 to confirm the presence or absence of species of conservation concern to meet the conditions of the Ministry of Environment Authorization for gravel pit development; and further, that a report summarizing the findings of the site assessments be submitted to the Ministry of Environment for review.

Carried.

**Gravel and Dust Control Map**

**115/24 - Carles:** That the 2024 Gravel Map and the 2024 Dust Control Map be approved as presented.

Carried.

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

**116/24 - 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 spread on Twsp. Rd. 64 located north of 21-04-06 W2M.

Carried.

M-11 (a)

**Rge. Rd. 212 - Request for Gravel**

**117/24 - Carles:** 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. 212 located west of 23-06-21 W2M and 26-06-21 W2M.

Carried.

**New Business****Assessment Roll**

**118/24 - Scott:** That it be acknowledged that the 2024 Assessment Roll for the Rural Municipality of The Gap No. 39 was advertised as open for inspection from April 22, 2024 to May 23, 2024.

Carried.

**SMHI Withdrawal Listing**

**119/24 - Kaufmann:** That the following Saskatchewan Municipal Hail Insurance withdrawal applications be approved:

- Withdrawal Number 39-1478 in the name of Arron Culbert;
- Withdrawal Number 39-1479 in the names of Geret, Debra, and Jeffrey Jensen.

Carried.

**Workplace Violence Prevention Policy**

**120/24 - Burnett:** That the Workplace Violence Prevention Policy be approved as presented.

Carried.

**Next Meeting**

**121/24 - Kaufmann:** That the next regular meeting of Council be held on Wednesday, June 12, 2024 at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

**SARM Gopher Control Program**

**122/24 - Carles:** That the Rural Municipality of The Gap No. 39 support ratepayers in making application to the Saskatchewan Association of Rural Municipalities, 2024-2025 Gopher Control Program grant with an application deadline of July 31, 2024.

Carried.

**SARM Rat Control Program**

**123/24 - Scott:** That the Rural Municipality of The Gap No. 39 apply for the Saskatchewan Association of Rural Municipalities, 2024-2025 Rat Control Program grant with an application deadline of December 31, 2024.

Carried.

**SaskEnergy Service Installation**

**124/24 - Scott:** That is be acknowledged that the installation of a new SaskEnergy service line to NW 02-05-19 W2M, which requires boring under Range Road 192, was approved by the Development Officer on April 16, 2024.

Carried.

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

**125/24 - Burnett:** That we acknowledge the verbal committee reports as presented by Administrator, Laura Delanoy.

Carried.

**Correspondence****Correspondence**

**126/24 - Jensen:** That we acknowledge the correspondence as listed on the agenda.

Carried.

#### 4-H Donation

M-11 (a)

**127/24 - Kaufmann:** That a donation in the amount of \$100.00 be made to the Radville 4H Beef Club.

Carried.

#### Accounts for Approval and Payment

##### **Payment List**

**128/24 - Carles:** That the list of bills and accounts as per attached "Schedule A" for the period April 11 to 30, 2024 that were paid by cheque #11199 and by electronic funds transfer in the amount of thirty-two thousand one hundred and nineteen dollars and eighty cents (\$32,119.80) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period May 1 to 9, 2024 to be paid by cheques #11200 to #11218 and by electronic funds transfer in the amount of two hundred and fifty-nine thousand one hundred and ninety-seven dollars and twenty-five cents (\$259,197.25) are approved for payment.


Carried.

#### Adjournment

##### **Adjourn**

**129/24 - Scott:** That the meeting adjourns at 10:25 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, May 8, 2024**  
**Municipal Office Board Room – 107 Main Street Ceylon, Saskatchewan**

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1. **Call to Order – 7:30 p.m.**
2. **Adoption of the Agenda**
3. **Adoption of Minutes**
  - a) Regular Meeting Minutes - April 10, 2024
4. **Financial Report**
  - a) Financial Report – Month Ending April 30, 2024
  - b) Change in Income Report – Month Ending April 30, 2024
  - c) Investment Schedule
5. **Delegations**
  - a) Public Works - Wade Aspen & Darren Gust
    - Monthly Safety Meeting
6. **Old Business**
  - a) GG - 2023 Financial Statements
  - b) EH - Rat Control
7. **Public Works/Transportation**
  - a) TS - Operator Hours
  - b) TS - Case IH Puma 185, Repairs
  - c) TS - Municipal Shop
    - SaskPower, SaskEnergy, and SaskTel Services
    - Waste Disposal Bin
  - d) TS - Gravel Exploration
  - e) TS - Gravel Map & Dust Control Map
  - f) TS - Gravel Sales Request
  - g) TS - Grid 705, Clay Capping
8. **New Business**
  - c) GG - Assessment Roll
  - d) GG - SMHI Withdrawal List
  - e) GG - Workplace Violence Prevention Policy
  - f) GG - Next Regular Meeting of Council
  - g) EH - Gopher Control Program / Rat Control Program
  - h) PD - Building Official Proposal
  - i) PD - SaskEnergy Service Installation Approval
9. **Reports – Committee and Administration**
  - a) Administrator Report
  - b) Ceylon Regional Park Authority
10. **Meetings & Workshops**
  - a) Rural Municipal Administrators Association Convention - May 14 to 16, 2024
  - b) Ceylon Regional Park Authority - May 31, 2024
  - c) ICS 200 Course - November 19 & 20, 2024 - Regina, SK
11. **Correspondence**
  - a) SAMA - 2023 Annual Report
  - b) Saskatchewan - Update to Security of Loads Regulations
  - c) Saskatchewan - Building Regulations for Regional Park Authorities
  - d) SPSA - Response to Civic Addressing Inquiry
  - e) Ministry of Highways - Culvert Replacement, Highway 377
  - f) Saskatchewan 4-H Foundation - Request for Support
  - g) Radville 4H Beef - Request for Support
  - h) Farm & Food Care Saskatchewan - Membership Request
12. **Accounts for Approval and Payment**
13. **Adjournment**

**Rural Municipality of The Gap No. 39**  
**Change in Income for the Period Ending April 30, 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>	<b>\$ -</b>	<b>\$ 4.88</b>
<b>GENERAL GOV'T SERVICES</b>		
GG - Sale of R.M. Maps	\$ 45.93	\$ 76.24
GG - Interest Revenue	\$ 181.97	\$ 5,447.92
<b>TOTAL GENERAL GOV'T SERVICES</b>	<b>\$ 227.90</b>	<b>\$ 5,524.16</b>
<b>TRANSPORTATION SERVICES</b>		
TS - Custom Work	\$ -	\$ 225.00
TS - Custom Work - Dust Control	\$ 4,730.00	\$ 4,730.00
TS - Sale of Scrap Metal	\$ 791.20	\$ 791.20
TS - Road Maintenance Fees	\$ 10,936.22	\$ 10,936.22
TS - Permits	\$ 300.00	\$ 300.00
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>\$ 16,757.42</b>	<b>\$ 16,982.42</b>
<b>ENVIRONMENT &amp; PUBLIC HEALTH</b>		
EH - Waste Bin Rental Fees	\$ 180.00	\$ 3,420.00
EH - Cemetery Fees	\$ 435.71	\$ 535.71
<b>TOTAL ENVIRON &amp; PUBLIC HEALTH SERV.</b>	<b>\$ 615.71</b>	<b>\$ 3,955.71</b>
<b>PLANNNG &amp; DEVELOPMENT</b>		
PD - Fees - Building Inspection	\$ 400.00	\$ 400.00
PD - Fees - Development Permit	\$ -	\$ 200.00
PD - Fees - Royalty/Mineral Revenue	\$ -	\$ 78.58
PD - Conditional -Federal - CCBF	\$ -	\$ 6,387.90
<b>TOTAL PLANNING &amp; DEVELOP SERV.</b>	<b>\$ 400.00</b>	<b>\$ 7,066.48</b>
<b>TOTAL REVENUE</b>	<b>\$ 18,001.03</b>	<b>\$ 33,533.65</b>
<b>EXPENSE</b>		
<b>GENERAL GOV'T SERVICE</b>		
GG - Council - Convention	\$ 3,458.31	\$ 3,458.31
GG - Council - Other Benefits	\$ -	\$ 925.00
GG - Administrative Salaries	\$ 6,003.97	\$ 34,097.06
GG - Admin. CPP, EI	\$ 302.05	\$ 2,093.97
GG - MEPP	\$ 315.80	\$ 2,552.86
GG - Admin. Dis. Ins., WCB, etc.	\$ -	\$ 12,140.51
GG - Admin. Training & Travel	\$ 89.28	\$ 239.28
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	\$ 41.73	\$ 258.35
GG - Utilities - Heat	\$ 68.74	\$ 308.03
GG - Utilities - Telephone/Internet	\$ 140.32	\$ 452.17
GG - Utilities - Water/Garbage Coll	\$ -	\$ 540.00
GG - Maint. - Stationery/Supplies	\$ 233.71	\$ 324.09
GG - Maint. - Postage/Software	\$ -	\$ 1,193.21
GG - Maint. - Copier/Computer/Other	\$ -	\$ 248.02
GG - Grants/Donations - Operating	\$ -	\$ 500.00
GG - Allowance for Uncollectibles	\$ 1,664.48	\$ 1,664.48
<b>TOTAL GENERAL GOV'T EXPENSE</b>	<b>\$ 12,318.39</b>	<b>\$ 73,058.36</b>

PROTECTIVE SERVICE

PS - Fire - Contracted Service	\$	-	\$	362.00
TOTAL PROTECTIVE SERVICE	\$	-	\$	362.00

TRANSPORTATION SERVICE

TS - Wages	\$	17,942.55	\$	61,117.30
TS - CPP Expense	\$	1,054.26	\$	3,585.59
TS - EI Expense	\$	357.59	\$	1,223.01
TS - MEPP Expense	\$	1,614.84	\$	5,500.58
TS - WCB & Dis. Ins./Health Expense	\$	-	\$	16,629.33
TS - Contract - Ins./Licences	\$	-	\$	7,035.31
TS - Contract - Memberships	\$	-	\$	350.00
TS - Contract - Labour	\$	900.00	\$	900.00
TS - Utility - Shop - Power	\$	66.88	\$	559.31
TS - Utility - Shop - Heat	\$	144.39	\$	894.27
TS - Utility - Shop - Phone/Interne	\$	52.95	\$	158.85
TS - Maint. - Workshop	\$	-	\$	559.57
TS - Maint. - Fuel/Oil	\$	2,862.60	\$	2,862.60
TS - Maint. - Machine Repairs	\$	1,690.89	\$	9,193.73
TS - Material - Signs/Posts	\$	-	\$	337.03
TS - Material - Small Tool/Equip.	\$	825.63	\$	825.63
TS - Material - Shop Supplies	\$	158.11	\$	924.15
TS - Gravel	\$	-	\$	320.00
TS - RM Maps	\$	265.00	\$	265.00
TOTAL TRANSPORTATION	\$	27,935.69	\$	113,241.26

ENVIRONMENT & PUBLIC HEALTH SERVICE

EH - Contracted - Waste Bin Rental	\$	315.00	\$	945.00
EH - Contracted - Recycle Fees	\$	359.84	\$	665.13
EH - Contracted - Cemeteries	\$	-	\$	1,200.00
EH - Contracted - Memberships	\$	520.00	\$	520.00
TOTAL ENVIRONMENT & PUB HEALTH SERV	\$	1,194.84	\$	3,330.13

PLANNING & DEVELOPMENT EXPENSES

P&D - Contracted - Building Inspect	\$	400.00	\$	400.00
P&D - Contracted - Appeals Board	\$	-	\$	225.00
P&D - Grants - Vet Board	\$	-	\$	3,150.00
P&D - Other Quarry Lease	\$	-	\$	314.69
TOTAL PLANNING & DEVELOPMENT EXPENS	\$	400.00	\$	4,089.69

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
Water - Maint. - Repair - Comm Well	\$	38.14	\$	38.14
TOTAL UTILITIES	\$	38.14	\$	427.87

TOTAL EXPENSE	\$	41,887.06	\$	195,753.69
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NET INCOME	\$	(23,886.03)	\$	(162,220.04)
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CERTIFIED CORRECT AND IN ACCORDANCE WITH THE RECORDS OF THE MUNICIPALITY  
Presented to Council on Wednesday, May 8, 2024

  
Reeve

  
Administrator

"Schedule A"

M-11 (a)

Rural Municipality of The Gap No. 39  
Payment List - May 8, 2024, Regular Meeting of Council

Date	Payee	Cheque No.	Amount
04/15/2024	Aspen, Wade	EFT	\$ 2,963.52
04/15/2024	Gust, Darren	EFT	\$ 2,814.75
04/15/2024	Lillejord, Chelsey	EFT	\$ 272.12
04/15/2024	McCurry, Kurt	EFT	\$ 900.00
04/30/2024	Aspen, Wade	EFT	\$ 2,772.65
04/30/2024	Gust, Darren	EFT	\$ 2,589.45
04/30/2024	Delanoy, Laura	11199	\$ 4,922.10
04/30/2024	SaskPower/Energy	EFT	\$ 337.27
04/30/2024	SaskTel CMR	EFT	\$ 31.91
04/30/2024	Municipal Employees Pension Plan	EFT	\$ 4,633.24
04/30/2024	Receiver General	EFT	\$ 9,124.72
04/30/2024	Collabria Mastercard	EFT	\$ 758.07
Subtotal	2024-04-11 to 2024-04-30		\$ 32,119.80
5/7/2024	Bradley Directories	11200	\$ 663.00
5/7/2024	Capital Fire Protection Ltd.	11201	\$ 172.37
5/7/2024	E. Bourassa & Sons Ltd.	11202	\$ 247.42
5/7/2024	Goliath Disposal Ltd.	11203	\$ 330.75
5/7/2024	J D Mollard and Associates (2010) Limited	11204	\$ 336.00
5/7/2024	J-M Tire & Service Ltd.	11205	\$ 506.40
5/7/2024	Loewen Agencies Ltd.-Ceylon	11206	\$ 5,394.34
5/7/2024	Long Creek Timbermart Ltd.	11207	\$ 158.44
5/7/2024	Minister of Finance	11208	\$ 30.00
5/7/2024	Phil's Oilfield Contracting Inc.	11209	\$ 413.44
5/7/2024	Sandstorm Construction	11210	\$ 230,000.00
5/7/2024	SaskTel CMR	EFT	\$ 170.89
5/7/2024	Southern Printers Ltd	11211	\$ 510.60
5/7/2024	Village of Ceylon	11212	\$ 637.50
5/7/2024	Sask. Workers' Compensation Board	EFT	\$ 4,631.46
5/7/2024	Weyburn Review	11213	\$ 195.30
5/7/2024	Mazenc Fuels Ltd.	11214	\$ 12,052.36
5/9/2024	R & M Computer Systems	11215	\$ 1,665.00
5/9/2024	Radville 4-H Beef Club	11216	\$ 100.00
5/9/2024	Loraas Disposal South Ltd.	11217	\$ 162.38
5/9/2024	Nelson Motors & Equipment Ltd.	11218	\$ 819.60
Subtotal	2024-05-01 to 2024-05-09		\$ 259,197.25
Total			\$ 291,317.05