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M-11 (a)

**Minutes of the Regular Meeting of the Council of the
RURAL MUNICIPALITY OF THE GAP NO. 39
held Wednesday, August 13, 2025
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

Council Present:

Reeve	- Alastair Burnett
Councillor Division 2	- Jeff Jensen
Councillor Division 3	- Tim DeBruyne
Councillor Division 4	- Murray Scott
Councillor Division 6	- Ernie Sorensen

Council Absent:

Councillor Division 1	Lane Carles
Councillor Division 5	Austen Carles

Staff:

Administrator	- Leah Ward
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Call to Order:

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

Agenda

163/25 - Scott: That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

Regular Meeting Minutes

164/25 - Sorensen: That we approve the minutes of the regular meeting of Council held Wednesday, July 9, 2025, as presented.

Carried.

Financial Reports

The Administrator presented the financial reports and statements of financial activities for the month ending July 31, 2025.

Financial Reports

165/25 - DeBruyne: That we accept the financial reports and statement of financial activities for the period ending July 31, 2025, as presented.

Carried.

Delegations

Public Works employees Wade Aspen attended the meeting at 8:00 p.m. to discuss operations and equipment. Wade Aspen left the meeting at 8:20 p.m.

Carried.

New Business

Signing Authority - Radius Credit Union

166/25 - Jensen: That commencing August 5, 2025, Administrator Leah Ward have signing authority as one of two signatures with either Reeve Alistair Burnett or Deputy Reeve Jeff Jensen. Assistant Chelsey Lillejord continues to have signing authority with either Reeve Alistair Burnett or Deputy Reeve Jeff Jensen; and furthermore, that banking activities take place at the Radius Credit Union - Ceylon Branch.

Carried.

Collabria Credit Card

167/25 - Jensen: That commencing August 5, 2025, Administrator Leah Ward be added as a new business cardholder for the Collabria Credit Card and furthermore that Laura Delanoy be removed from the credit card account.

Carried.

Signing Authority - Canada Post

168/25 - Scott: That commencing August 5, 2025, Administrator Leah Ward have signing authority for the Canada Post account to be utilized on behalf of the RM of The Gap 39.

Carried.

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Square Payment System Authorization - Village of Ceylon and Ceylon Regional Park

169/25 - Jensen: That Laura Delanoy, be removed from the Square Payment System account utilized on behalf of the RM of The Gap.

Carried.

Square Payment System Authorization - Village of Ceylon and Ceylon Regional Park

170/25 - Sorensen: That Administrator, Leah Ward, be set-up as account administrator and manage the Square Payment System account to be utilized on behalf of the RM of The Gap.

Carried.

SETS - Cancel Consent for Existing Representative

171/25 - Debruyne: That Laura Delanoy, be removed as a representative from the Saskatchewan tax accounts utilized on behalf of the RM of The Gap.

Carried.

Purchase Photocopier

172/25 - Debruyne: That the RM of The Gap approves the purchase of the Canon C3926i colour copier/printer/scanner/fax, purchase price of \$5,800.00 + taxes for a total amount of \$6,438.00. The purchase is shared between the Village of Ceylon (one-third) and the R.M. of The Gap No. 39 (two-thirds). The RM of The Gap cost is \$4,292.00.

Carried.

Purchase Paper Folder

173/25 - Scott: That the Village of Ceylon approves the purchase of the Formax - FD 300 Desktop Folder, purchase price of \$1,495.00 + taxes for a total amount of \$1,659.45. The purchase is shared between the Village of Ceylon (one-third) and the R.M. of The Gap No. 39 (two-thirds). The RM of The Gap cost is \$1,106.30.

Carried.

RMAA Golf Tournament

174/25 - Jensen: That Administrator, Leah Ward, has permission to attend the RMAA Golf Tournament and that all costs associated with attending the workshop be paid by the R.M. of The Gap No. 39.

Carried.

Insurance Agent Exam

175/25 - Debruyne: That Administrator, Leah Ward, has permission to attend and write the Insurance Agent Exam and that all costs associated with attending the exam be paid by the R.M. of The Gap No. 39.

Carried.

RMAA Fall Meeting

176/25 - Sorensen: That Administrator, Leah Ward, has permission to attend the RMAA Fall Division Meeting and that all costs associated with attending the meeting be paid by the R.M. of The Gap No. 39.

Carried.

UMAAS/RMAA Fall Workshop

177/25 - Jensen: That Administrator, Leah Ward, has permission to attend the RMAA Fall Workshop and that all costs associated with attending the workshop be paid by the Village of Ceylon and the R.M. of The Gap No. 39.

Carried.

ICS 200 Training

178/25 - Debruyne: That Administrator, Leah Ward, has permission to apply to host an ICS 200 workshop, if there is the minimum interest of twelve (12) individuals, in the Prairie Pride Community Centre with the only costs being refreshments.

Carried.

School Tax Levy Error

179/25 - Jensen: That Council has been made aware of and acknowledges that the School Tax Levy for 2025 was entered incorrectly as 7.479 instead of 7.49 for the Resource property class. The levy should have been \$141,476.40 but was only \$141,268.64, making the amount payable to SETS short by \$207.77 and will be dealt with internally through adjusting entry and paid at year-end through the annual return submission.

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Carried.

180/25 - Scott: That Council agrees for Councillor Jensen to buy one (1) bag of grass seed for the gravel pit reclamation at an amount of \$1,800 plus taxes.

Carried.

181/25 - Jensen: That Administrator, Leah Ward, purchase a new office zero-dollar cell phone and enter a contract as required from Sasktel Mobility.

Carried.

182/25 - Sorensen: That Council approve purchasing a sign for the RM Shop and that Councillor Debruyne proceed with the approval of the quote as presented.

Carried.

183/25 - Debruyne: That Administrator, Leah Ward, finds a Rural Mentor in the area and enters into an agreement to get a Rural C Certification with Rural Municipal Administrators' Association.

Carried.

Next Meeting

184/25 - Scott: That the next regular meeting of Council be held on Wednesday, August 13, 2025, at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

Reports – Committee and Administration

Administrator Report

185/25 - Jensen: That we acknowledge the administrator report as presented by Administrator Leah Ward.

Carried.

Accounts for Approval and Payment

Payment List

186/25 - Debruyne: That the list of bills and accounts as per attached "Schedule A" for the period July 14 to 31, 2025 that were paid by cheque #10549 and by electronic funds transfer in the amount of twenty-nine thousand four hundred and fifteen dollars and twenty cents (\$29,415.20) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period August 1 to 13, 2025 to be paid by cheques #10550 to #10560 and #10562 to #10564 and by electronic funds transfer in the amount of thirty six thousand two hundred and sixty-four dollars and seven cents (\$36,264.07) are approved for payment. Also noting that cheque #10561 was voided.

Carried.

Adjournment

Adjourn

187/25 - Sorensen: That the meeting adjourns at 9:10 p.m.

Carried.


Reeve


Administrator