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**Minutes of the Regular Meeting of the Council of the
RURAL MUNICIPALITY OF THE GAP NO. 39
held Wednesday, December 9, 2025
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

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Council Present:

Reeve	- Alastair Burnett
Councillor Division 1	- Lane Carles
Councillor Division 2	- Jeff Jensen
Councillor Division 3	- Tim DeBruyne
Councillor Division 4	- Murray Scott
Councillor Division 5	- Austen Carles
Councillor Division 6	- Ernie Sorensen

Staff:

Administrator	- Leah Ward
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Call to Order:

Reeve Burnett called the meeting to order at 1:30 p.m.

Agenda

273/25 - Scott: That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

Regular Meeting Minutes

274/25 - Carles, A.: That we approve the minutes of the regular meeting of Council held Wednesday, November 12, 2025, as presented.

Carried.

Financial Reports

The Administrator presented the financial reports and statements of financial activities for the month ending November 30, 2025.

Financial Reports

275/25 - Jensen: That we accept the financial reports and statement of financial activities for the period ending November 30, 2025, as presented.

Carried.

Change in Income Report

276/25 - DeBruyne: That we approve the Change in Income report for the month ending November 30, 2025, as presented and attached hereto to form part of these minutes.

Carried.

Bank Reconciliation

277/25 - Sorensen: That we accept the Bank Reconciliation for the month ending November 30, 2025, as presented.

Carried.

Delegations

Hal Hofmeister and Brie McClarty attended the meeting at 1:38 p.m. to discuss having an RM member as a representative on the health board for the Radville & District Health Centre Foundation. There was also discussion on the funding available and plans for the funding. Hal and Brie left the meeting at 1:50 p.m.

Old Business

Radville & District Health Centre Foundation

278/25 - Carles, A.: That the 2025 annual payment to the Radville & District Health Centre Foundation in the amount of seven thousand five hundred and fifty-nine dollars (\$7,559.00) is approved for payment.

Carried.

New Business

Payroll Journals

279/25 - Scott: That council acknowledge receipt of the November payroll journals as presented and circulated for review.

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Public Disclosure Annual Notice

280/25 - Carles, L.: That it be acknowledged that Reeve, Alastair Burnett, and Councillors Lane Carles, Jeff Jensen, Tim DeBruyne, Murray Scott, Austen Carles, and Ernie Sorensen have completed a Public Disclosure Annual Notice.

Carried.

Councillor Indemnity

281/25 - Burnett: That the Reeve and Councillors of the Rural Municipality of The Gap No. 39 be paid indemnity in the following amounts for the year 2025:

Reeve	Alastair Burnett	\$9,900.00
Councillor Division 1	Lane Carles	\$6,900.00
Councillor Division 2	Jeff Jensen	\$8,100.00
Councillor Division 3	Tim DeBruyne	\$5,700.00
Councillor Division 4	Murray Scott	\$7,800.00
Councillor Division 5	Austen Carles	\$6,300.00
Councillor Division 6	Ernie Sorensen	\$6,300.00

Carried.

Assistant Administrator Wage Review

282/25 - DeBruyne: That Assistant Administrator Chelsey Lillejord be paid an hourly rate of \$28.50 with vacation pay being paid out at a rate of 5.77% on each cheque and stat pay is calculated according to labour standards for 2026.

Carried.

Operator Wage Review

283/25 - Jensen: That the Operators for the Rural Municipality of The Gap No. 39 be paid the following hourly rates for 2026:

Foreman: Aspen, Wade	-	\$42.45
Operator: Gust, Darren	-	\$41.10

Carried.

Pound keeper

284/25 - Carles, A.: That, pursuant to clause 12-9(4) of *The Animal Production Regulations*, Weyburn Livestock Exchange, located at #1 - 22nd Avenue S.E., Weyburn SK., is established as a pound and their representative is appointed as pound keeper for the purposes of *The Animal Production Act* and *The Animal Production Regulations*; and further, that Reeve Alastair Burnett and Administrator Leah Ward are authorized to execute an agreement with the pound keeper for the purpose of providing pound keeper services.

Carried.

SARM Employee Benefits

285/25 - Scott: That the 2026 estimated employee salaries be submitted to SARM as follows, to receive updated coverage and revised rates for Disability Benefits:

Aspen, Wade	-	\$109,143.43;
Gust, Darren	-	\$105,952.95;
Ward, Leah	-	\$100,000.00; and
Lillejord, Chelsey	-	\$40,937.80.

Carried.

Southeast Regional Library Fees

286/25 - Jensen: That the first installment to the Southeast Regional Library be paid in 2026 for one thousand three hundred and thirty-four dollars and eighty-eight cents (\$1,334.88).

Carried.

Workwear Allowance

287/25 - Sorensen: That a clothing and boots allowance of two hundred dollars (\$200.00) per year be made available to all outdoor employees.

Carried.

SARM Group Life Insurance Coverage

288/25 - Sorensen: That the amount of coverage for the SARM Group Life Insurance for municipal employees in 2026 is as follows:

Aspen, Wade:	-	\$50,000.00;
Ward, Leah	-	\$50,000.00;
Gust, Darren	-	\$50,000.00; and
Lillejord, Chelsey	-	\$50,000.00.

Carried.



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Municipal Revenue Sharing Eligibility Requirements

289/25 - DeBruyne: The Council of the Rural Municipality of The Gap No. 39 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant including:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- The municipality does not run a Municipal Waterworks System;
- In Good Standing with respect to the reporting and remittance of Education property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required; and furthermore,

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried.

SARM Benefit Renewal for Members of Council

290/25 - Sorensen: That the municipality includes the Municipal Council (Elected Officials) for coverage under the SARM Disability Benefits Plan for 2026 with a coverage amount of fifty thousand dollars (\$50,000.00).

Carried.

Outstanding Custom Work Added to Tax Roll

291/25 - Scott: That the administrator be authorized to add any amount owed to the municipality at the end of the year for work performed in 2024 by the municipality pursuant to Section 405(3)(a) of *The Municipalities Act* to the taxes of the land owned by the said person in the municipality forming part of the taxes on the land.

Carried.

List of Lands in Arrears

292/25 - Jensen: That as per Section 3(1) of the *Tax Enforcement Act*, the list of all lands in arrears within the Rural Municipality of The Gap No. 39 as of November 30, 2025, has been reviewed and approved as presented.

Carried.

Tax Enforcement List, Omission from Advertisement

293/25 - DeBruyne: That the Administrator shall be directed to omit from the advertised 2026 Tax Enforcement List, any lands for which the amount of taxes in arrears does not exceed one half of the immediately preceding years tax levy with respect to that land, as per Section 3(3) of the *Tax Enforcement Act*.

Carried.

Agriculture in the Classroom

294/25 - Carles, A.: That the Rural Municipality of The Gap No. 39 sponsor Agriculture in the Classroom by paying an annual 2026 membership fee in the amount of one hundred dollars (\$100.00).

Carried.

Dust Control Compensation Recovery

295/25 - Carles, L.: That Council recognizes the need to recover a fair and consistent portion of dust control costs associated with Road Maintenance Agreements; and the current dust control recovery amount no longer reflects the actual costs incurred by the Municipality for the application and maintenance of dust suppressant products; and Council deems it necessary and appropriate to adjust the recovery rate to ensure cost-effective and sustainable road maintenance practices; therefore be it resolved that the dust control recovery amount charged under all Road Maintenance Agreements be increased to **\$0.30 per tonne hauled**, effective for the fiscal year commencing **January 1, 2026**; and further that this rate shall remain in effect until such time as it is amended by resolution of Council.

Carried.

Software Transition - Adoption of Munisoft

296/25 - Jensen: That Council approves the transition of municipal administrative and financial software from R&M and Sage to Munisoft, provided that the Council of the Village of Ceylon is also in agreement with the change; and that

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administration be authorized to proceed with all necessary steps to implement the Munisoft system, including data migration, staff training, and coordination of timelines to ensure a smooth transition.

Carried.

Next Meeting

297/25 - Scott: That the next regular meeting of Council be held on Wednesday, January 14, 2025, at 1:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

Reports – Committee and Administration

Verbal Committee Reports

298/25 - Sorensen: That we acknowledge the verbal committee reports as presented by Administrator, Leah Ward.

Carried.

Correspondence

Correspondence

299/25 - Carles, A.: That we acknowledge the correspondence as listed on the agenda.

Carried.

Accounts for Approval and Payment

Payment List

300/25 - DeBruyne: That the list of bills and accounts as per attached "Schedule A" for the period November 12, 2025 to December 9, 2025, that were paid by cheques #10615 to #10621, and #10626 and by electronic funds transfer in the amount of one hundred and fifty-nine thousand four hundred and forty-nine dollars and sixty two cents (\$159,449.62) be approved as paid; and for payment; and furthermore that cheques #10622 to #10625 have been voided.

Carried.

Ambulance Committee Contribution

301/25 - Carles: That the Rural Municipality of The Gap No. 39 contributes fourteen thousand two hundred and fifty dollars (\$14,250.00) to the Missouri Coteau Ambulance Committee for 2025.

Carried.

Adjournment

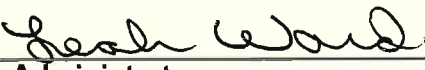
Adjourn

302/25 - Burnett: That the meeting adjourns at 4:30 p.m.

Carried.



Reeve



Administrator