

M-11 (a)

**Minutes of the Regular Meeting of the Council of the
Village of Ceylon
held Monday, January 14, 2026
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

Council Present:

Mayor: Landon Lillejord
Councillor: Tammy Gust

Council Absent:

Councillor: Kyle Madigan

Staff:

Administrator: Leah Ward

Call to Order:

Mayor Lillejord called the meeting to order at 4:30 p.m.

Agenda

1/26 - Gust: That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

Regular Meeting Minutes

2/26 - Lillejord: That Council approves the minutes of the regular meeting of Council held Monday, December 8, 2025, as presented.

Carried.

Financial Report

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

Financial Reports

3/26 - Gust: That we accept the financial reports and statements of financial activities for the period ending December 31, 2025, as presented; and furthermore, that we acknowledge that the Financial Statements as presented will change due to year-end adjusting entries that have not yet been completed.

Carried.

Term Deposit

4/26 - Lillejord: That the following term deposits be renewed for a 12-month term on their respective maturity dates; and further, that Radius Credit Union renew the terms at the current interest rate and waive any penalties should early redemption be required. Furthermore, the interest earned at maturity shall be deposited into the Village of Ceylon chequing account and shall not be reinvested into the new term.

Account Number	Maturity Date	Balance
833880535376	January 16, 2026	\$ 100,000.00
833880535384	January 16, 2026	\$ 30,000.00

Carried.

Change in Income Report

5/26 - Gust: That we approve the Change in Income Report for the month ending December 31, 2025, as presented.

Carried.

Bank Reconciliation

6/26 - Lillejord: That Council accepts the bank reconciliation for the period ending December 31, 2025, as presented.

Carried.



Presentations

The Administrator presented the Fidelity Bond to Council.

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Fidelity Bond

7/26 - Gust: That under the SUMAssure Policy, Client #320000036735, all municipal employees shall be covered by a Fidelity Bond in the amount of five hundred thousand dollars (\$500,000.00).

Carried.

Public Works/Utility

Water Treatment Plant Operators Report

8/26 - Lillejord: That we acknowledge the water treatment plant operators report for the month of December 2025 as presented.

Carried.

Transfer Station Operators Report

9/26 - Gust: That we acknowledge the transfer station operators report for the year 2025 as presented.

Carried.

Sanitary Sewer Cleaning Contract

10/26 - Lillejord: That the Village of Ceylon continues the current contract with Municipal Sewer Maintenance Ltd. of Craven, SK to collect sanitary sewer main camera data with or without coding in the Village of Ceylon, at the rates specified in the 3-year contract.

Carried.

New Business

Assistant Administrator Wage Review

11/26 - Gust: That it be acknowledged that the following Assistant Administrator wages were set by the Rural Municipality of The Gap No. 39 for the year 2026:

Assistant Administrator, Chelsey Lillejord - hourly wage of \$28.50/hour with vacation pay paid out on each pay cheque at a rate of 5.77% depending on the hours worked in each pay period; and furthermore, that statutory holiday pay be paid out by calculating 5% of the wages from the 4 weeks before the holiday.

Carried.

Federation of Canadian Municipalities 2026 Membership

12/26 - Lillejord: That the annual membership with the Federation of Canadian Municipalities for one hundred and twelve dollars and seventy-two cents (\$112.72) + GST and the contribution to the travel fund in the amount of four dollars and eighty-five cents (\$4.85) + GST be paid by the municipality.

Carried.

U.M.A.A.S. 2026 Membership

13/26 - Gust: That the annual Urban Municipal Administrators Association Membership fees for Administrator, Leah Ward in the amount of three hundred and thirty-three dollars and thirty-three cents (\$333.33) + GST be paid by the municipality.

Carried.

Records Destruction

14/26 - Lillejord: That the following records be destroyed as per Bylaw No. 3/2025:

For the 2018 Year:

- | | |
|--------------------------------------|-----------------------------|
| • Accounts Payable Records | Accounts Receivable Records |
| • Audit & Compliance Reviews | Bank Accounts |
| • Budget Related Reports | Cash Payments and Receipts |
| • Federal and Provincial Remittances | Ledgers and Journals |
| • Monthly Financial Statements | Utility Documents |
| • Change of Ownership Documents | Inquiries |
| • Insurance Policies - Property | Tax Assessment Appeals |
| • Tax Certificates | Income Tax (T4's) |
| • Road Surveys | Land Surveys |
| • Repealed Bylaws | |

For the 2023 Year:

- Council Meeting Recording & Public Notice Documentation (2023)

Carried.

2026 Schedule of Regular Council Meeting Dates

15/26 - Gust: That the 2026 Schedule of Regular Council Meeting Dates be accepted as presented.

Carried.

Ceylon & District Fire Protection Board Financial Statements

16/26 - Lillejord: That the 2025 Financial Statements for the Ceylon & District Fire Protection Board be accepted as presented; and further; that the Village of Ceylon authorizes the transfer from the Fire Board reserve fund in the amount of one thousand seven hundred and eighty-three dollars and fifty-seven cents (\$1,783.57) to cover the deficit for the 2025 fiscal year.

Carried.

2025 Inventory, Fire Fighting Supplies

17/26 - Gust: That it be acknowledged that the inventory account for firefighting supplies increased by two hundred and seventy-one dollars and fifty-eight cents (\$271.58) and that the closing inventory amount was two thousand seven hundred and forty-seven dollars and fifty cents (\$2,747.50) for the year ending December 31, 2025.

Carried.

Prairie Pride Community Centre Financial Statements

18/26 - Gust: That the 2025 Financial Statements for the operation of the Prairie Pride Community Centre be accepted as presented; and furthermore, that the Village of Ceylon authorizes the transfer to the Prairie Pride Community Centre reserve fund in the amount of forty-seven thousand eight hundred and thirty-one dollars and three cents (\$47,831.03) for capital purchases, and furthermore noting that this transfer does not include the fifteen thousand dollar (\$15,000.00) FCC grant that is held in deferred revenue.

Carried.

The Gap Recreational Centre Financial Statements

19/26 - Lillejord: That the 2025 Financial Statements for the operation of The Gap Recreational Centre be accepted as presented; and further; that the Village of Ceylon authorizes the transfer to the Rink reserve fund in the amount of four thousand six hundred and seventy-seven dollars and twenty-three cents (\$4,677.23).

Carried.

Sask. Lotteries Grant Program

20/26 - Gust: That the Village of Ceylon put out a request for Community Groups to submit applications to receive Sask Lotteries funding for the 2026-2027 grant program year.

Carried.

2025 Inventory, Water Treatment Plant Chemical

21/26 - Lillejord: That it be acknowledged that the inventory account for water treatment plant chemical increased by one thousand five hundred and forty-five dollars and zero cents (\$1,545.00) and that the closing inventory amount was two thousand five hundred dollars and zero cents (\$2,500.00) for the year ending December 31, 2025.

Carried.

Software Transition - Adoption of Munisoft

22/26 - Gust: That Council approves the transition of municipal administrative and financial software from R&M and Sage to Munisoft; and that 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

23/26 - Gust: That the next regular meeting of Council be held on Monday, February 9, 2026, at 4:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

Reports - Committee and Administration**Verbal Committee Report**

24/26 - Gust: That we acknowledge the verbal committee report as presented by Administrator, Leah Ward.

Carried.

Correspondence**Correspondence**

25/26 - Lillejord: That we acknowledge the correspondence as listed on the agenda.

Carried.

Accounts for Approval and Payment**Payment List**

26/26 - Gust: That the list of bills and accounts as per attached "Schedule A" for the period December 9, 2025, to January 8, 2026, for cheques # 6519 to #6544 and electronic funds transfer in the amount of forty-four thousand four hundred and seventy-nine dollars and eight-seven cents (\$44,789.87) be approved as paid and for payment.

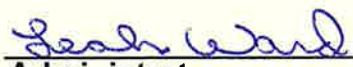
Carried.

Adjournment**Adjourn**

27/26 - Lillejord: That the meeting of Council be adjourned at 5:30 p.m.

Carried.



Mayor

Administrator