

30
15

**Minutes of the Regular Meeting of the Council of the
RURAL MUNICIPALITY OF THE GAP NO. 39
held Wednesday, January 14, 2026
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

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
---------------	-------------

Call to Order:

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

Agenda

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

Carried.

Adoption of Minutes**Regular Meeting Minutes**

2/26 - Burnett: That we approve the minutes of the regular meeting of Council held Tuesday, December 9, 2025, as presented.

Carried.

Financial Reports

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

Financial Reports

4/26 - DeBruyne: 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.

Change in Income Report

5/26 - Carles, A.: That we approve the Change in Income report for the month ending December 31, 2025, as presented and attached hereto to form part of these minutes.

Carried.

Bank Reconciliation

6/26 - Carles, L.: That we accept the Bank Reconciliation for the month ending December 31, 2025, as presented.

Carried.

Presentations

The Administrator presented the Fidelity Bond to Council.

Fidelity Bond

7/26 - Scott: That it be acknowledged that under the "SARM Fidelity Bond Self-Insurance Plan", all municipal employees are currently covered by a Fidelity Bond in the amount of fifty-thousand dollars (\$50,000.00).

Carried.

Delegations

Public Works employees Wade Aspen and Darren Gust attended the meeting at 1:33 p.m. to discuss operations and equipment. Wade Aspen and Darren Gust left the meeting at 1:45 p.m.

M-11 (a)

Public Works/Transportation

Gravel Haul Tender

8/26 - Burnett: That a tender for loading, hauling and placing gravel on municipal roads in the spring of 2026 be publically posted on SaskTenders requesting bids be submitted at a unit rate per yard for loading and a unit rate per cubic yard per mile for hauling or per cubic yard for hauling; and furthermore, that all tenders shall be received at the municipal office by March 6, 2026 at 3:00 p.m.

Carried.

Fuel Contract

9/26 - Carles, A.: That a request be submitted to Mazenc Fuels Ltd. to extend the fuel contract to April 15, 2027.

Carried.

New Business

Payroll Journals

10/26 - Scott: That council acknowledge receipt of the December payroll journals as presented and circulated for review.

Carried.

SARM Invoices

11/26 - Sorensen: That the SARM invoices concerning 2025 fees and premiums as listed be approved for payment:

- SARM Membership - \$2,787.93 + GST
- Council and Employee Insurance and Benefits - \$37,194.44
- Fidelity Bond Insurance (\$50,000 Coverage) - \$164.30
- Money & Security (\$25,000 Coverage) - \$275.60
- Liability Self-Insurance Plan (\$3 Million Coverage) - \$1,881.33
- Excess Liability Insurance Plan (\$2 Million Coverage) - \$716.56

Carried.

Commercial Insurance Policy

12/26 - DeBruyne: That the 2026 insurance premiums associated with Westland Insurance Group Ltd., Commercial Policy No. Z08501668-1 in the amount of eight thousand five hundred and sixteen dollars and four cents (\$8,516.04) be approved for payment.

Carried.

Vacation Time Carry-Over

13/26 - Scott: That it be acknowledged that employees of the Rural Municipality of The Gap No. 39 carried over vacation time from 2025 as follows:

- Aspen, Wade 10.42 hours;
- Gust, Darren 24.45 hours;
- Ward, Leah 16.00 hours.

Carried.

2024 Inventory

14/26 - Burnett: That it be acknowledged that inventory adjustments for the year ending December 31, 2025, were as follows:

	2025 Opening Inventory	Increase/Decrease	2025 Closing Inventory
Gravel Pit #1 (NW 20-5-19 W2M)	\$308,364.14	\$85,822.53	\$394,186.67
Gravel Pit #2 (SW 3-5-21 W2M)	\$129,676.57	(\$65,293.32)	\$64,383.25
Fuel	\$3,762.23	\$577.61	\$4,339.85
Culverts	\$24,915.02	(\$7,899.75)	\$17,015.27
Pest Control Supplies	\$14,328.03	(\$5,987.19)	\$8,340.84
Grader Blades	\$1,148.70	(\$77.04)	\$1,071.66

Carried.

Federation of Canadian Municipalities 2025 Membership

15/26 - Jensen: That the annual membership with the Federation of Canadian Municipalities in the amount of one hundred and thirty-two dollars and thirty-nine cents (\$132.39) + GST be paid by the municipality.

Carried.

Rural Municipal Administrator Association 2025 Membership

16/26 - Sorensen: That the 2026 Rural Municipal Administrators Association Membership fees for Administrator, Leah Ward in the amount of four hundred and twenty-five dollars (\$425.00) be paid by the municipality.

Carried.

Records Destruction

17/26 - Scott: That the following records be destroyed as per Bylaw No. 4/2025: 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

18/26 - DeBruyne: That the 2026 Schedule of Regular Council Meeting Dates be accepted as presented.

Carried.

South Central Transportation Planning Committee 2025 Membership

19/26 - Jensen: That the South-Central Transportation Planning Committee membership be renewed for 2026 at a rate of three hundred and fifty dollars (\$350.00)

Carried.

Ceylon & District Fire Protection Board Financial Statements

20/26 - Carles, L.: That the 2025 Financial Statements for the Ceylon & District Fire Protection Board be accepted as presented.

Carried.

Prairie Pride Community Centre Financial Statements

21/26 - Burnett: That the 2025 Financial Statements for the operation of the Prairie Pride Community Centre be accepted as presented.

Carried.

The Gap Recreational Centre Financial Statements

22/26 - DeBruyne: That the 2025 Financial Statements for the operation of The Gap Recreational Centre be accepted as presented.

Carried.

Saskatchewan Lotteries Community Grant Program

23/26 - Burnett: That the Saskatchewan Lotteries Community Grant Program funding in the amount of one thousand four hundred and thirty-nine dollars (\$1,439.00) be allocated to the Village of Ceylon for the grant period of April 1, 2026, to March 31, 2027.

Carried.

Notice of Planned Procurement

24/26 - Scott: That the Rural Municipality of The Gap No. 39 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2026, and December 31, 2026.

Carried.

Ambulance Committee Contribution

25/26 - Burnett: 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 in December for the 2026 fiscal year.

Carried.

Next Meeting

26/26 - Jensen: That the next regular meeting of Council be held on Wednesday, February 11, 2026, 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 Report

27/26 - Carles, A.: That we acknowledge the verbal committee report as presented by Administrator, Leah Ward

Carried.

Correspondence

Correspondence

28/26 - DeBruyne: That we acknowledge the correspondence as listed on the agenda.

Carried.

Accounts for Approval and Payment

Payment List

29/26 - Sorensen: That the list of bills and accounts as per attached “Schedule A” for the period December 9, 2025 - January 8, 2026, that were paid by cheques #10627 to #10664, and by electronic funds transfer in the amount of one hundred and ninety-five thousand two hundred and sixty-one dollars and fifty cents (\$195,261.50) be approved as paid; and for payment.

Carried.

Adjournment

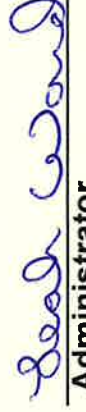
Adjourn

30/26 - Burnett: That the meeting adjourns at 3:10 p.m.

Carried.



Reeve



Administrator