M-11 (a)

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Minutes of the Regular Meeting of the Council of the RURAL MUNICIPALITY OF THE GAP NO. 39 held Wednesday, July 9, 2025 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:

Acting Administrator	- Chelsey Lillejord

Call to Order:

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

Agenda

142/25 - Jensen: That we adopt the agenda as attached hereto to form part of these minutes.

Carried.

Adoption of Minutes

Regular Meeting Minutes

143/25 - A. Carles: That we approve the minutes of the regular meeting of Council held Wednesday, June 11, 2025, as presented.

Carried.

Special Meeting Minutes

144/25 - Jensen: That we approve the minutes of the special meeting of Council held Tuesday, June 17, 2025, as presented.

Carried.

Appointments

Appointment of Acting Administrator

145/25 - Burnett: That Chelsey Lillejord be appointed Acting Administrator for the Rural Municipality of The Gap No. 39 from July 9 to 31, 2025.

Carried.

Appointment of Administrator

146/25 - Scott: That Leah Ward be appointed Administrator for the Rural Municipality of The Gap No. 39 commending on August 5, 2025.

Carried.

Financial Reports

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

Financial Reports

147/25 - DeBruyne: That we accept the financial reports and statement of financial activities for the period ending June 30, 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 8:15 p.m.

Old Business

2025 Budget and Mill Rate

148/25 - L. Carles: That we adopt the 2025 cash budget with projected Revenues of $1,622,679.05 and Expenses of $1,622,675.00, including a transfer from reserves of $141,025.00 as attached to and forming part of these minutes; and further, that we adopt a municipal mill rate at 3.5 mills.

Carried.

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Bylaw 2/2025 First Reading
149/25 - Scott: That Bylaw 2/2025 being a Bylaw to establish mill rate factors be read a first time.
Carried.

Bylaw 2/2025 Second Reading
150/25 - Sorensen: That Bylaw 2/2025 be read a second time.
Carried.

Bylaw 2/2025 Consent to Third Reading at Meeting
151/25 - DeBruyne: That Bylaw 2/2025 be given three readings at this meeting.
Carried Unanimously.

Bylaw 2/2025 Third Reading
152/25 - Burnett: That Bylaw 2/2025 being a Bylaw to establish mill rate factors be adopted, sealed and signed and attached to form part of these minutes.
Carried.

10-Year Capital Plan
153/25 - A. Carles: That the 10-Year Capital Plan for years 2025 to 2035 be adopted and attached to form part of these minutes.
Carried.

Long Term Financial Plan
154/25 - Scott: That the Long Term Financial Plan for 2025 to 2034 be approved as presented.
Carried.

New Business
Administrator, Vacation Pay
155/25 - Jensen: That the Offer of Employment provided to Leah Ward be amended to include 4 weeks' vacation pay.
Carried.

Signing Authority
156/25 - Scott: That commencing July 9, 2025 Acting Administrator Chelsey Lillejord have signing authority as one of two signatures 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.

Online Portal Access
157/25 - A. Carles: That access to the following Rural Municipality of The Gap No. 39 online portal accounts be transferred from Laura Delanoy to Leah Ward on or after July 31, 2025:
- Canada Revenue Agency, My Business Account
  - Payroll filing account
  - GST filing account
- Service Canada
  - Record of Employment (RoE) filing account
- Saskatchewan Electronic Tax Services
  - PST filing account
  - Education Property Tax filing account
- Utility accounts including SaskTel, SaskEnergy, and SaskPower

And further, that passwords to all municipal accounts accessed online shall be changed after July 9, 2025.
Carried.

Next Meeting
158/25 - 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.

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Development Permit Application
158/25 - Jensen: That it be acknowledged that Development Permit Application No. 2025-02 received from Marvin Hillrud for the development of a pole shed located at NW 12-06-21 W2M was approved by the Development Officer on June 16, 2025.

Carried.

Conservation Easement
159/25- Burnett: That it be acknowledged that the Rural Municipality of The Gap No. 39 has been notified of the proposed Conservation Easement to be held by Ducks Unlimited Canada on the following land: SW 33--05-19 W2M; and further, that the Rural Municipality of The Gap No. 39 has no objection to the registration of the conservation easement.

Carried.

Reports – Committee and Administration
Verbal Committee Report
159/25 - A. Carles: That we acknowledge the verbal committee report as presented by Acting Administrator Chelsey Lillejord.

Carried.

Correspondence
Correspondence
160/25 - Sorensen: That we acknowledge the correspondence as listed on the agenda.

Carried.

Accounts for Approval and Payment
Payment List
161/25 - Jensen: That the list of bills and accounts as per attached "Schedule A" for the period June 12 to 30, 2025 that were paid by cheque #10528 to #10530 and by electronic funds transfer in the amount of twenty-nine thousand five hundred and sixty-two dollars and forty-seven cents ($29,562.47) be approved as paid; and furthermore, that all current bills and accounts as per attached Schedule "A" for the period July 1 to 9, 2025 to be paid by cheques #10531 to #10541 and #10543 and #10545 to #10548 and by electronic funds transfer in the amount of ten thousand nine hundred and fifty-three dollars and forty-four cents ($10,953.44) are approved for payment.

Carried.

Adjournment
Adjourn
162/25 - A. Carles: That the meeting adjourns at 9:15 p.m.

Carried.

Reeve **Administrator**