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**Minutes of the Regular Meeting of the Council of the  
RURAL MUNICIPALITY OF THE GAP NO. 39  
held Wednesday, November 12, 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:**

|               |           |
|---------------|-----------|
| Administrator | Leah Ward |
|---------------|-----------|

**Call to Order:**

Reeve Burnett called the meeting to order at 1:35 p.m.

**Agenda**

**223/25 - Carles, A.:** That the agenda be adopted as presented and attached hereto to form part of these minutes.

Carried.

Adoption of Minutes**Regular Meeting Minutes**

**224/25 - Scott:** That we approve the minutes of the regular meeting of Council held Wednesday, October 15, 2025, as presented.

Carried.

Financial Reports

*The Administrator presented the financial reports and statement of financial activities for the month ending October 31, 2025.*

**Financial Reports**

**225/25 - Sorensen:** That we accept the financial reports and statement of financial activities for the period ending October 31, 2025, as presented.

Carried.

**Change in Income Report**

**226/25 - Burnett:** That we approve the Change in Income report for the month ending October 31, 2025, as presented and attached hereto to form part of these minutes.

Carried.

**Term Deposit Renewals**

**227/25 - Jensen:** That Council direct administration to reinvest accrued interest into the principal amount upon renewal of term deposits, thereby allowing the deposits to grow over time. Interest shall no longer be deposited into the general bank account.

Carried.

**Bank Reconciliation**

**228/25 - Carles, L.:** That we accept the Bank Reconciliation for the month ending October 31, 2025, as presented.

Carried.

Delegations

*Public Works employees Wade Aspen & Darren Gust attended the meeting at 2:05 p.m. to discuss operations and equipment. Wade Aspen & Darren Gust left the meeting at 2:21 p.m.*

Old Business**Gravel Pit Reclamation Site Plan**

**229/25 - Carles, L.:** That council acknowledge receipt of the site plan for the gravel pit reclamation from JD Mollard as presented.

Carried.

New Business**Payroll Journals**

**230/25 - Jensen:** That council acknowledge receipt of the October payroll journals as presented and circulated for review.

Carried.

**Administrator Appointment**

**231/25 - Carles, A.:** That Leah Ward be appointed Administrator for the Rural Municipality of The Gap No. 39 for the year 2026.

Carried.

**Deputy Reeve**

**232/25 - DeBruyne:** That Councillor Jeff Jensen be appointed Deputy Reeve for the year 2026.

Carried.

**Weed Inspector Appointment**

**233/25 - Sorensen:** That Wade Aspen and Darren Gust of Ceylon, SK be appointed as Weed Inspectors for the Rural Municipality of The Gap No. 39 for the year 2026.

Carried.

**Pest Control Officer Appointment**

**234/25 - Scott:** That Darren Gust of Ceylon, SK be appointed as Pest Control Officer for the Rural Municipality of The Gap No. 39 for the year 2026.

Carried.

**Fire Department Appointment**

**235/25 - Carles, L.:** That the Ceylon & District Volunteer Fire Department be appointed as the fire department for the municipality for 2026 and that the following volunteer fire fighters be designated as appointed officials:

Wade Aspen, Brady Blackmore, Alastair Burnett, Austen Carles, Carey Carles, Lane Carles, Levi DeBruyne, Tim DeBruyne, Justin Delanoy, Kurt Fiechter, Jack Fiechter, Darren Gust, Blake Hillrud, Chris Hillrud, Jordan Hillrud, Marvin Hillrud, Jeff Jensen, Keith Kaufmann, Shane Kaufmann, Landon Lillejord, Kyle Madigan, Brandon McClarty, Evan McClarty, Lorne McClarty, Calvin McDonald, Andy McFadden, Joe O'Hara, Dan Pflanzner, Jordan Pflanzner, Bradon Scott, Darren Scott, Owen Scott, Randy Scott, Ernie Sorensen, Blaine Thompson, Michael Verbeurgt, Brent Vermeulen, Grant Vermeulen, Jason Vermeulen, Mark Vermeulen, Rob Vermeulen.

Carried.

**Auditor**

**236/25 - DeBruyne:** That Sensus Chartered Professional Accountants of Yorkton, SK be appointed as the Auditor for the Rural Municipality of The Gap No. 39 for 2026.

Carried.

**Board of Revision**

**237/25 - Scott:** That pursuant to Subsection 220(1) of *The Municipalities Act*, the RM OF THE GAP NO.39 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh; and further, that the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter; and furthermore, where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Carried.



M-11 (a)

**Board of Revision Secretary**

**238/25 - Jensen:** That pursuant to Subsection 221(1) of *The Municipalities Act*, the RM OF THE GAP NO.39 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule; and further, that if the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried.

**Development Appeals Board**

**239/25 - Burnett:** That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, the RM OF THE GAP NO.39 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh; and further, that the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter; and furthermore, where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Carried.

**Development Appeals Board Secretary**

**240/25 - Sorensen:** That pursuant to Subsection 216(3)(a) of *The Planning and Development Act, 2007*, the RM OF THE GAP NO.39 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule; and further, if the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried.

**Building Official, PBI**

**241/25 - Burnett:** That Professional Building Inspections of White City, SK be appointed as the Building Inspector for the Village of Ceylon for 2026 including the following licensed building officials:

Class 3 - Bobby Baker, Virginia Shepley, Joshua Nitz

Class 2 - Cristin Korchinski

Class 1 - David Kindred, John Dulle, Charles Fiss, Chantel Terry, and Nathan Brodner

Carried.

**Building Official, MuniCode**

**242/25 - Jensen:** That MuniCode Services Ltd. of Warman, SK be appointed as a Building Official for the Rural Municipality of The Gap No. 39 for 2026 including the following licensed building officials: Clayton Meier, Ryan Thiessen, Shenah Cartier, Clint Vargo, Kelsey Rebryna, and Matthew Stepp.

Carried.

**Building Official Services**

**243/25 - DeBruyne:** That Rural Municipality of The Gap No. 39 ratepayers be given the choice to utilize Professional Building Inspections, Inc. or MuniCode Services Ltd. as a building official for each project; and further, that once a building official has been selected, ratepayers will not be given the option to switch providers; and furthermore, that a policy be developed by the municipality regarding the provision of building official services.



Carried.

M-11 (a)

**Signing Authority**

**244/25 -Scott:** That Administrator Leah Ward and Assistant 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.

**2026 Rate Schedule**

**245/25 - Carles, A.:** That the Rural Municipality of The Gap No. 39 set the following rates for the year 2026:

**Rental Rates**

Municipal Office Boardroom \$50.00/day\*  
*\*Ceylon Regional Park Authority, Ceylon & District Fire Protection Board, and The Gap Recreation Committee are exempt.*

**Cemetery Rates**

Plot Purchase \$100.00 + GST  
Cremation Burial \$150.00 + GST

**Custom Work Rates**

Grader, Village of Ceylon \$115.00/hour + GST  
Grader, Agricultural Use \$190.00/hour + GST  
Grader, Fire Response \$190.00/hour + GST  
Grader, Commercial Use \$260.00/hour + GST  
Tractor, Village of Ceylon \$115.00/hour + GST  
Tractor, Agricultural Use \$115.00/hour + GST  
Tractor, Commercial Use \$165.00/hour + GST  
Custom Snow Removal \$115.00/hour + GST

**NOTE:** Above Machinery Rates include labour of one municipal employee  
Foreman, Labour \$40.00/hour + GST  
Public Works Operator, Labour \$35.00/hour + GST

**Product Sales Rates**

Municipal Map \$15.32 + GST & PST  
Mailed \$18.02 + GST & PST  
Homesteader Map \$15.32 + GST & PST  
Mailed \$18.02 + GST & PST  
Grid Road Maps \$2.97 + GST & PST

**Gravel Sales**

Up to 50 yd<sup>3</sup> (2 loads) traffic gravel \$10.00/yd<sup>3</sup>  
Additional traffic gravel \$12.00/yd<sup>3</sup>  
Pit Runs \$1.20/yd<sup>3</sup> (minimum of \$25.00)  
Trucking and Loading Cost Recovery Rate

**Culvert Sales**

Culverts & Couplers, New Retail Value + GST & PST  
Culverts & Couplers, Used 50% Inventory Value + GST & PST

**Grader Blade Sales**

Grader Blades, Used \$2.00 + GST & PST

Carried.

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AB

M-11 (a)

**Council Remuneration**

**246/25 - Burnett:** The remuneration be paid to the Reeve and Council for supervision and attending council meetings, or committee meetings to which they are appointed and from which no other remuneration is received; and furthermore, acknowledge that proper public notice has been provided:

|                          |          |                                                                               |
|--------------------------|----------|-------------------------------------------------------------------------------|
| Indemnity                | \$300.00 | per regular or special meeting<br>per committee meeting<br>per convention day |
| Office Supervision       | \$200.00 | per month                                                                     |
| Construction Supervision | \$200.00 | per month, up to 8 hours                                                      |
|                          | \$25.00  | per hour, beyond 8 hours                                                      |
| Mileage                  | \$0.72   | per kilometer (GST included).                                                 |

Carried.

**Administrator Remuneration**

**247/25 - Sorensen:** That the Administrator or Assistant Administrator be reimbursed for expenses while attending to municipal business; and further, that all necessary travel while attending to municipal business be paid at a rate of \$0.72 per kilometer (GST included).

Carried.

**2026 Designated Holidays**

**248/25 - Jensen:** That the Council of the R.M. of The Gap formally recognizes and adheres to the statutory holidays designated by the Provincial Government of Saskatchewan; and furthermore, observe the National Day for Truth and Reconciliation as a recognized holiday, with the municipal office closure and continuing annually thereafter.

Carried.

**2026 Council Meeting Dates**

**249/25 - DeBruyne:** That the Council of the R.M. of The Gap continues holding regular monthly Council meetings on the second Monday of each month; and further, that this schedule shall remain in effect unless otherwise determined by Council through resolution or special notice.

Carried.

**Sensus Interim Audit Letter**

**250/25 - Scott:** That the Council acknowledge receipt of the correspondence from Sensus Chartered Professional Accountants regarding the outcome of the Interim Audit conducted on October 17, 2025.

Carried.

**Bylaw 3/2025 First Reading, Gravel Licensing Bylaw**

**251/25 - Carles, A.:** That Bylaw 3/2025 being a Bylaw to provide for the licensing of excavation of gravel from gravel pits be read a first time.

Carried.

**Bylaw 3/2025 Second Reading**

**252/25 - Sorensen:** That Bylaw 3/2025 be read a second time.

Carried.

**Bylaw 3/2025 Consent to Third Reading at Meeting**

**253/25 - Jensen:** That Bylaw 3/2025 be given three readings at this meeting.

Carried Unanimously.

**Bylaw 3/2025 Third Reading**

**254/25 - DeBruyne:** That Bylaw 3/2025 being a Bylaw to provide for the licensing of excavation of gravel from gravel pits be adopted, sealed and signed and attached to form part of these minutes.

Carried.

**Bylaw 4/2025 First Reading, Records Retention Bylaw**

**255/25 - Scott:** That Bylaw 4/2025 being a Bylaw to provide for the retention and disposal of documents be read a first time.

Carried.

**Bylaw 4/2025 Second Reading**

**256/25 - Carles, L.:** That Bylaw 4/2025 be read a second time.

Carried.

AB

M-11 (a)

**Bylaw 4/2025 Consent to Third Reading at Meeting****257/25 - Jensen:** That Bylaw 4/2025 be given three readings at this meeting.

Carried Unanimously.

**Bylaw 4/2025 Third Reading****258/25 - Sorensen:** That Bylaw 4/2025 being a Bylaw to provide for the retention and disposal of documents be adopted, sealed and signed and attached to form part of these minutes.

Carried.

**Radville & District Health Centre (RDHC) Foundation****259/25 - Scott:** That we acknowledge receipt of the RDHC Foundation Letter and table for further discussion at the December 10, 2025, regular council meeting.

Carried.

**Donation to the Radville Marian Health Care Auxiliary****260/25 - DeBruyne:** That a donation in the amount of one hundred dollars (\$100.00) be provided to the Radville Marian Health Care Auxiliary.

Carried.

**Administration Vacation Request****261/25 - Jensen:** That council rescind the previously approved vacation request for Administrator Leah Ward for December 4<sup>th</sup> and 5<sup>th</sup>, 2025, as the time off is no longer required.

Carried.

**Expiry of Administrator Probation Period****262/25 - Burnett:** Whereas Resolution No. 139/25 authorized the appointment of Leah Ward to the full-time Administrator position effective August 1, 2025, subject to a ninety (90) day probationary period; and whereas the ninety (90) day probationary period has now expired as of October 30, 2025 (based on the original letter of offer); therefore, be it resolved that Council acknowledge the completion of Administrator Leah Ward's probationary period, with full employment status continuing in accordance with the terms and conditions set out in Resolution No. 139/25.

Carried.

**2025 Christmas & New Year Office Hours****263/25 - Carles, A.:** That Council approves the following office closures for the 2025 holiday Season:

- The municipal office shall be closed from December 24<sup>th</sup> to December 26<sup>th</sup>, inclusive;
- The office shall be closed on January 1<sup>st</sup> and January 2<sup>nd</sup>, 2026.

Carried.

**Rink Contribution****264/25 - Carles, L.:** That the Rural Municipality of The Gap No. 39 contributes three thousand dollars (\$3,000.00) to the Village of Ceylon for the operation of The Gap Recreational Centre for 2025.

Carried.

**Gravel Inventory, Drone Measurement****265/25 - Jensen:** That we contract Zach James Media to complete drone measurement of three (3) gravel piles at SW 3-5-21 W2M and one (1) gravel pile at SE 19-05-19 W2M to determine gravel quantities for the 2025 year-end inventory required by the auditors.

Carried.

**Clearing the Path Statutory Declarations****266/25 - Jensen:** That the annual Clearing the Path Statutory Declaration be signed by Administrator Leah Ward and Reeve Alastair Burnett on behalf of the municipality for the maintenance of the Clearing the Path Primary Weight Road Corridor located at Twsp Rd. 52 from Rge. Rd. 190 to Highway 6 and Twsp. Rd. 60 from Highway 6 to Rge. Rd. 220.

Carried.

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M-11 (a)

**Next Meeting**

**267/25 - Sorensen** That the next regular meeting of Council be held on Wednesday, December 9, 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****Administrator Report**

**268/25 - DeBruyne:** That Council acknowledges the administrator report as presented by Administrator Leah Ward.

Carried.

**Correspondence****Correspondence**

**269/25 - Scott:** That Council acknowledges the correspondence as listed on the agenda.

Carried.

**SARM Insurance Coverage**

**270/25 - Carles, A.:** That the following SARM Insurance renewal coverage be acknowledged for 2026:

- Liability Self Insurance Plan - Three million (\$3,000,000) coverage
- Excess Liability - Two million (\$2,000,000) coverage
- Fidelity Bond Self-Insurance Plan
  - Fidelity Bond Insurance - Fifty thousand (\$50,000) coverage
  - Money & Securities - Twenty-five thousand (\$25,000) coverage.

Carried.

**Accounts for Approval and Payment****Payment List**

**271/25 - DeBruyne:** That the list of bills and accounts as per attached "Schedule A" for the period October 29, 2025, to November 12, 2025, that were paid by cheques # 10608 to #10614 and by electronic funds transfer in the amount of ninety-one thousand one hundred and eighty-two dollars and sixty cents (\$91,182.60) be approved as paid; and for payment.

Carried.

**Adjournment****Adjourn**

**272/25 - Burnett:** That the meeting adjourns at 3:46 p.m.

Carried.

  
\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
Administrator