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HB

**Minutes of the Regular Meeting of the Council of the
RURAL MUNICIPALITY OF THE GAP NO. 39
held Wednesday, September 11, 2025
Municipal Office Board Room, 107 Main Street, Ceylon, Saskatchewan**

Council Present:

- Reeve - Alastair Burnett
- Councillor Division 1 - Lane Carles (8:07 pm)
- Councillor Division 2 - Jeff Jensen
- Councillor Division 3 - Tim DeBruyne (7:50 pm)
- Councillor Division 4 - Murray Scott
- Councillor Division 6 - Ernie Sorensen

Absent

- Councillor Division 5 - Austen Carles

Staff:

- Administrator - Leah Ward

Call to Order:

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

Agenda

184/25 - Scott: That the agenda be adopted as presented and attached hereto to form part of these minutes.
Carried.

Adoption of Minutes

Regular Meeting Minutes

185/25 - Jensen: That we approve the minutes of the regular meeting of Council held Wednesday, August 13, 2025, as presented.
Carried.

Financial Reports

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

Financial Reports

186/25 - Sorensen: That we accept the financial reports and statement of financial activities for the period ending August 31, 2025, as presented.
Carried.

Change in Income Report

187/25 - Jensen: That we accept the Change in Income report for the month ending August 31, 2025, as presented.
Carried

Term Deposit

188/25 - Scott: That the following term deposits be renewed for a 12-month term on the maturity date; and further, that Radius Credit Union renew the terms at the current interest rate and waive the penalty should early redemption be required.

Account Number	Maturity Date	Balance
833880594837	September 22, 2025	\$ 100,000.00
833880594845	September 22, 2025	\$ 100,000.00

Carried

Bank Reconciliation

189/25 - Burnett: That we accept the Bank Reconciliation for the month ending August 31, 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 8:28 p.m.

Old Business

LTJ Gravel Pit Agreement

190/25 - DeBruyne: That the LTJ Trucking Gravel Pit Development Agreement be formally acknowledged and accepted as submitted.
Carried.

M-11 (a)

Hardy Mowing Reimbursement

191/25 - Jensen: That Beres and Duddy be reimbursed \$300.00 each for mowing the grass in Hardy.

Carried.

RMAA Acting Administrator Permit

192/25 - Scott: That Administrator, Leah Ward be authorized to apply for an Acting Administrator Permit through the Rural Board of Examiners of the Rural Municipal Administrators Association of Saskatchewan; and further, that the municipality pay the associated application fee of two-hundred-dollar (\$200.00).

Carried.

Rural Mentorship

193/25 - Jensen: That Aleshia Underwood be appointed as mentor to Administrator, Leah Ward in fulfillment of the requirements for an Acting Administrator Permit; and further, that Ms. Underwood be compensated at a rate of seventy-five dollars (\$75.00) per hour and reimbursed for mileage at a rate of seventy-two cents (\$0.72) per kilometer, to a maximum of one thousand dollars (\$1,000.00) per month.

Carried.

New Business

Payroll Journals

194/25 - Sorensen: That council acknowledge receipt of the August payroll journals as presented and circulated for review.

Carried.

Weyburn & District Hospitals Foundation Meeting Request

195/25 - Jensen: That council respectfully decline the request from Weyburn & District Hospitals Foundation to meet regarding progress and remaining local funding required.

Carried.

Budget & Audit Financial Training

196/25 - Sorensen: That Administrator, Leah Ward, and Assistant, Chelsey Lillejord attend the Budget & Audit Financial Training scheduled for October 22nd or 23rd and all expenses to attend be paid in full.

Carried.

Administrator Health Benefit

197/25 - Scott: That council reimburse coverage of one month's health insurance premium in the amount of one hundred and forty dollars and sixty cents (\$140.60) for Administrator Leah Ward, in recognition of the inability to waive the ninety-day waiting period.

Carried.

Administration Vacation Request

198/25 - Jensen: That Council approves the vacation requests submitted by Administrator, Leah Ward for December 4-5 and December 11-12, and further, that council acknowledge that the office will be closed on Fridays due to staff schedules.

Carried.

Dust Control Policy

199/25 - DeBruyne: That council accepts the amendment to the Dust Control Policy by removing the provision stating that invoices will be issued in November.

Carried.

Tax Collection/Payment Policy

200/25 - Scott: That Council accepts the amendment to the Tax Collection and Payment Policy stating that, to qualify for the current month's discount, payment must be received by the municipal office in time to be deposited into the bank account before month-end; and further, that if payment is not received by administration prior to month-end, the discount will not be applied.

Carried.

M-11 (a)

1.5" Crushed Rock Sales

201/25 - Jensen: That Council does not approve the sale of 1.5" crushed rock to ratepayers; and further, that only yard gravel will continue to be available for purchase by ratepayers.

Carried.

Next Meeting

202/25 - DeBruyne: That the next regular meeting of Council be held on Wednesday, October 15, 2025, at 7:30 p.m. in the Municipal Office Boardroom at 107 Main Street, Ceylon, SK unless otherwise called.

Carried.

Reports – Committee and Administration

Administrator Report

203/25 - Carles, L.: That we acknowledge the administrator report as presented by Administrator Leah Ward.

Carried.

Accounts for Approval and Payment

Payment List

204/25 - Scott: That the list of bills and accounts as per attached "Schedule A" for the period August 14 to 31, 2025 that were paid by cheques #10565 and #10566 and by electronic funds transfer in the amount of thirty-four thousand two hundred and three dollars and seventy-nine cents (\$34,203.79) be approved as paid; and further, that all current bills and accounts as per attached Schedule "A" for the period September 1 to 11, 2025 to be paid by cheques #10567 to #10582 and by electronic funds transfer in the amount of three hundred ninety seven thousand, one hundred eighty six dollars and sixty two cents (\$397,186.62) are approved for payment.

Carried.

Adjournment

Adjourn

205/25 - Burnett: That the meeting adjourns at 10:20 p.m.

Carried.


Reeve


Administrator