

**TOWN OF GIBBONS
AGENDA
FOURTEENTH REGULAR MEETING OF COUNCIL
SEPTEMBER 13, 2023
TO BE HELD AT THE MUNICIPAL OFFICE AT 10:00 AM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
 - 6.1 Regular Meeting of Council August 23, 2023
- 7.0 FINANCE
 - 7.1 Accounts Paid as at September 11, 2023
 - 7.2 2023 Tax Sale Public Auction Report
- 8.0 APPOINTMENTS
- 9.0 OLD BUSINESS
 - 9.1 Livestreaming of Council Meetings – Verbal Update
 - 9.2 Community Engagement
- 10.0 NEW BUSINESS
 - 10.1 Community Services Grants
 - 10.2 Recognition Wall – 2023 Recipients
- 11.0 BYLAWS & POLICIES
 - 11.1 Rescind Old Policies
 - Policy GA 6-01- Advertising of Positions for Volunteers on Town Related Boards
 - Policy GA 10-01- Revision of Proposed Bylaws
 - Policy GA 11-01- Contracted Companies and Worker’s Compensation Board Policy

- Policy GA 18-01- Revenue Handling- Industrial Land
- 11.2 Bylaw MOG 1-23 – Council Code of Conduct
- 12.0 STAFF REPORTS
 - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 PRESS COMMENTS & QUESTIONS
- 15.0 CORRESPONDENCE
- 16.0 NOTICE OF MOTIONS
- 17.0 CLOSED SESSION
 - 17.1 South End Development – *FOIP S.25*
- 18.0 ADJOURNMENT

**MINUTES OF THE TWELFTH REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS
HELD ON WEDNESDAY, AUGUST 23, 2023, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

Council Present: Mayor Dan Deck
Councillor Loraine Berry
Councillor Amber Harris
Councillor Willis Kozak
Councillor Jay Millante
Councillor Norm Sandahl
Councillor Dale Yushchshyn

Council Absent:

Staff Present: Farrell O'Malley – CAO
Monique Jeffrey – Director of Finance
Eric Lowe – Superintendent of Public Works
Louise Bauder – Planning and Development
Stephanie Peters – Director of Community Services
Terra Pattison – Finance Coordinator
Chris Pinault – Recording Secretary

Staff Absent:

As there was a quorum present, Mayor Deck called the meeting to order at 7:00 pm.

3.0 ADDITIONS TO THE AGENDA

Councillor Millante requested that item 8.1 be moved to before 7.0 and that items 7.2 and 10.4 be removed from the agenda.

Councillor Berry requested that 9.4 be removed from the agenda.

Councillor Sandahl 9.3 and 10.5 be removed from the agenda.

4.0 ADOPTION OF THE AGENDA

Councillor Berry moved to accept the agenda as amended.

23.202	MOTION CARRIED
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5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – JULY 26, 2023

Councillor Berry moved to accept the minutes of July 26, 2023; Regular Meeting of Council as presented.

23.203	MOTION CARRIED
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6.2 SPECIAL MEETING OF COUNCIL – AUGUST 17, 2023

Councillor Yushchyshyn moved to accept the minutes of the August 17, 2023, Special Meeting of Council as presented.

23.204	MOTION CARRIED
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6.3 SPECIAL MEETING OF COUNCIL – AUGUST 18, 2023

Councillor Sandhal moved to accept the minutes of the August 18, 2023, Special Meeting of Council as presented.

23.205	MOTION CARRIED
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8.0 APPOINTMENTS

8.1 RCMP QUARTERLY UPDATE – STAFF SGT CHRIS PALFY

Staff Sgt Chris Palfy updated Council on the quarterly statistics for Gibbons.

Staff Sgt Chris Palfy left the meeting at 7:32 pm.

Councillor Berry moved to accept the RCMP report as information.

23.206	MOTION CARRIED
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7.0 FINANCE

7.1 ACCOUNTS PAID AS AT AUGUST 21, 2023

Councillor Kozak moved that Council accept the Accounts Paid as at August 21, 2023, as information as presented.

23.207	MOTION CARRIED
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9.0 OLD BUSINESS

9.1 LIVESTREAM OF COUNCIL MEETINGS

Councillor Yushchyshyn moved that Council request Administration to provide further information to Council at the next Regular Meeting of Council.

23.208	MOTION CARRIED
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9.2 CITIZEN ENGAGEMENT

Councillor Harris moved that Council allow 15 minutes for the public to address Council at Regular Council Meetings and that Administration provide a draft policy by the next Regular Meeting of Council.

23.209	MOTION CARRIED
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9.3 UPDATING COUNCIL CODE OF CONDUCT BYLAW

Councillor Harris moved that Council direct Administration to bring the Council Code of Conduct bylaw forward for review at the next Regular Meeting of Council.

23.210	MOTION CARRIED
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9.4 POLICY – COUNCILLOR SANCTIONS AND LETTERS OF REPRIMAND

Councillor Harris moved that Council directed Administration include in the Council Code of Conduct Bylaw the procedure for handling Sanctions and Letters of Reprimand.

23.211	MOTION CARRIED
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10.0 NEW BUSINESS

10.1 PROCLAMATION – CN RAIL SAFETY

Councillor Berry moved that Council proclaim September 18-24, 2023, as Rail Safety Week.

23.212	MOTION CARRIED
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10.2 PROCLAMATION – TRUTH AND RECONCILIATION DAY 2023

Councillor Sandahl moved that Council proclaim September 27, 2023, as Truth and Reconciliation Day in Gibbons.

23.213	MOTION CARRIED
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10.3 COMMUNITY WEEK – GIBBONS

Councillor Millante moved that Council proclaim September 8-17, 2023, as Community Week in Gibbons.

23.214	MOTION CARRIED
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11.0 BYLAWS AND POLICIES

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Berry moved to accept the Administration Report as information.

23.215	MOTION CARRIED
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13.0 COMMITTEE REPORTS

Councillor Berry attended:

- CAO Negotiation Committee Meeting
- Bon Accord Harvest Days Parade
- FCSSAA Policy Committee meeting
- Redwater Discovery Days Parade
- Spruce View Manor BBQ
- FCSSAA Policy Committee Meeting

Councillor Harris has not attended any events due to the sanctions imposed by Council.

Councillor Kozak attended:

- Bon Accord Harvest Days Parade
- Landrex Area Structure Plan presentation at the GCC

Councillor Millante attended:

- Strathcona County Golf Tournament and networking session
- Legal Fete au Village parade
- CAO Negotiation Committee meeting

Councillor Sandahl attended:

- Strathcona Mayor's Golf Tournament
- Legal Fete au Village Parade
- Redwater Mayor's Golf Tournament
- Bon Accord Harvest Days Parade
- Jessica Martel Foundation Golf Tournament

- Redwater Discovery Days Parade

Councillor Yushchyshyn attended:

- Legal Fete au Village Parade
- Landrex Area Structure Plan presentation at the GCC

Mayor Deck attended:

- Strathcona Mayor's Golf Tournament
- Legal Fete au Village
- Maskekoshk Treaty Partners Education Gathering
- Jessical Martel Foundation Golf Tournament
- Redwater Parade
- Provincial Transportation Committee meeting with MLA Dale Nally

Councillor Millante moved to accept the committee reports as information.

23.216	MOTION CARRIED
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Mayor Deck called a recess at 8:28 pm.

Mayor Deck called the meeting back to order at 8:48 pm.

14.0 PRESS COMMENTS & QUESTIONS

15.0 CORRESPONDENCE

16.0 NOTICE OF MOTION

17.0 CLOSED SESSION

Councillor Sandahl moved that Council moved to Closed Session as per *Section 197 (2) of the Municipal Government Act* concerning the following items at 8:48 pm.

23.217	MOTION CARRIED
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Councillor Sandahl moved that Council revert to normal seating at 9:13 pm.

23.218	MOTION CARRIED
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17.1 PERSONNEL FOIP S.19

Councillor Yushchyshyn moved that Council for a committee for the purposes of a CAO performance evaluation and the committee shall consist of Councillor Berry, Councillor Sandahl and Councillor Yushchyshyn.

Councillor Harris requested a recorded vote.

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Sandahl	In Favour
Councillor Yushchyshyn	In Favour
Mayor Deck	In Favour

23.219	MOTION CARRIED
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Councillor Yushchyshyn moved that the CAO Performance Evaluation Committee draft a performance evaluation template by the next Regular Meeting of Council.

Councillor Harris requested a recorded vote.

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Sandahl	In Favour
Councillor Yushchyshyn	In Favour
Mayor Deck	In Favour

23.220	MOTION CARRIED
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17.2 PERSONNEL FOIP S. 24

Councillor Berry moved to accept this as information.

23.221	MOTION CARRIED
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18.0 ADJOURNMENT

There being no further business Mayor Deck adjourned the meeting at 9:19 pm.

Mayor, Dan Deck

CAO, Farrell O'Malley



TOWN OF GIBBONS

Cheque Listing For Council

2023-Sep-11
9:37:53AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232092	2023-08-30	SANDAHL, NORMAN				
20232093	2023-08-30	BERRY, LORAIN M				
20232094	2023-08-30	MILLANTE, JAYCINTH J				
20232095	2023-08-30	DECK, DAN J				
20232096	2023-08-30	KOZAK, WILLIS				
20232097	2023-08-30	YUSHCHYSHYN, DALE				
20232098	2023-08-23	O'MALLEY, FARRELL	522	PAYMENT SEPTEMBER 30 CONTRACT	5,911.30	5,911.30
20232099	2023-08-23	O'MALLEY, FARRELL	8.23.23	PAYMENT 2023 RETENTION ALLOWANCE	7,000.00	7,000.00
20232100	2023-08-23	RECEIVER GENERAL/SCS	1342	PAYMENT ACCT #637015397RI, SEPT 30 & RET	5,276.62	5,276.62
20232101	2023-08-23	BARRICADES AND SIGNS	55462	PAYMENT TRUCK ENTRANCE LEFT & RIGHT SI	195.05	195.05
20232102	2023-08-23	BELL MOBILITY/SCS	270 271	PAYMENT CELL PHONES / IPADS - COUNCIL CELL PHONES / BULK WATER DATA	838.21 642.69	1,480.90
20232103	2023-08-23	BENSON, WILLIAM R	167	PAYMENT DROP OFF HOSE IN ACHESON	40.12	40.12
20232104	2023-08-23	CANOE PROCUREMENT GROUP OF CANADA	AB178337 AB178342 PF-11370-108833	PAYMENT ARMTEC INC. CULVERT & COUPLER ARMTEC INC. - CULVERT & COUPLEI JUNE FUEL FOR ESSO	855.46 861.78 278.32	1,995.56
20232105	2023-08-23	CHARTRAND, DENISE	318	PAYMENT GARDENING SUPPLIES & COFFEE	144.96	144.96
20232106	2023-08-23	CIMCO REFRIGERATION	90882915	PAYMENT FINAL PAYMENT TO REPLACE 1 NH3	1,767.68	1,767.68
20232107	2023-08-23	D & H CONCRETE SERVICES	6337	PAYMENT CONCRETE WORK 2023	126,969.90	126,969.90
20232108	2023-08-23	LAPP C/O ASP	91	PAYMENT JULY 30-AUG 12 2023	10,025.56	10,025.56
20232109	2023-08-23	MCEWEN'S FUELS & FERTILIZERS LTD.	06-15507	PAYMENT JULY 2023 FUEL PURCHASE	3,629.41	3,629.41
20232110	2023-08-23	MILL CREEK SAND & GRAVEL (1980) LTD.	22964	PAYMENT PLAYSAND	2,888.23	2,888.23
20232111	2023-08-23	MORINVILLE HOME HARDWARE	103-83092	PAYMENT PARTS FOR EQUIPMENT REPAIRS	41.69	41.69
20232112	2023-08-23	ORKIN CANADA	C-4119439	PAYMENT PC STANDARD - ODD JOB PC 1ST SI	787.50	787.50
20232113	2023-08-23	PATTISON, TERRA	11	PAYMENT SUBSCRIPTION	832.00	832.00
20232114	2023-08-23	RECEIVER GENERAL/SCS	1343 1344	PAYMENT AUG 4-18 2023 RP0001- DEDUCTION AUG 4-18 2023 RP0002 - DEDUCTIOI	18,843.98 4,953.60	23,797.58
20232115	2023-08-23	TELUS/SCS	3417	PAYMENT (AUGUST 2023) PHONE / FAX CHARC	594.70	594.70
20232116	2023-08-23	TRINUS TECHNOLOGIES INC.	4023	PAYMENT SSL CERTIFICATE 1 YEAR GRFC LAF	156.45	156.45
20232117	2023-08-23	WELLS, DYLAN		PAYMENT		423.64

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Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20232117	2023-08-23	WELLS, DYLAN	158	DRESS UNIFORMS & LT HALFMOON	423.64	423.64
20232118	2023-08-23	WOLF CREEK BUILDING SUPPLIES	578556	PAYMENT BOLTS & NUTS	23.48	23.48
20232119	2023-08-23	APLAC MEMBERSHIPS	3311345620	PAYMENT APLAC MEMBERSHIP	35.00	35.00
20232120	2023-08-23	B. ALLEN CONTRACTING LTD.	1003-8/18/2023	PAYMENT B ALLEN CONTR. BUILD SKID STEEF	4,788.00	4,788.00
20232121	2023-08-23	BERRN CONSULTING LTD./AED4LIFE.CA	1006	PAYMENT BATTERY FOR AED MACHINE	661.50	661.50
20232122	2023-08-23	HEIDELBERG MATERIALS CANADA LTD.	6835329	PAYMENT CRUSHED GRAVEL TWP 560	11,025.71	11,025.71
20232123	2023-08-23	OAK HILL FOUNDATION	8208	PAYMENT OAK HILL - FIELD TRIP REFUND	38.00	38.00
20232124	2023-08-23	PARADOX ACCESS SOLUTIONS INC.	64878	PAYMENT RIG MATS - SOUTH COMMON	14,792.00	14,792.00
20232125	2023-08-23	SCHEEPERS, JUSTIN	27789	PAYMENT SCHEEPERS, J. GAS FOR RESCUE €	12.31	12.31
20232126	2023-09-01	OSBORNE, CINDY				
20232127	2023-09-01	ELENIK, RONALD J				
20232128	2023-09-01	ALLEN, JAMES R				
20232129	2023-09-01	LOWE, ERIC D				
20232130	2023-09-01	CHARTRAND, DENISE M				
20232131	2023-09-01	STEVENTON, CHRISTINE A				
20232132	2023-09-01	SCHMIDT, LAURA L				
20232133	2023-09-01	PARISIAN, NOELLE J				
20232134	2023-09-01	PINAULT, CHRISTINA J				
20232135	2023-09-01	ADAMS, JIM W				
20232136	2023-09-01	TERLECKI, QUENTIN G				
20232137	2023-09-01	STEVENTON, KENDRA N				
20232138	2023-09-01	BRADLEY, HAILEY				
20232139	2023-09-01	NORRIS, ANTHONY J				
20232140	2023-09-01	PETERS, STEPHANIE G				
20232141	2023-09-01	PATTISON, TERRA L				
20232142	2023-09-01	POWLESLAND, JOEL F				
20232143	2023-09-01	LOCHRIE, JAMES D				
20232144	2023-09-01	PATERSON, ERIC D				
20232145	2023-09-01	PARSONS, CURTIS				
20232146	2023-09-01	GINGELL, SUSAN				
20232147	2023-09-01	KOBZA, JESSICA				
20232148	2023-09-01	ANTONIUK, LUKAS				
20232149	2023-09-01	MOLNAR, BRAM				
20232150	2023-09-01	WIEBE, TRACEY				
20232151	2023-09-01	FLANAGAN, LORIA				

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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20232152	2023-09-01	LOCKEN, JODY L				
20232153	2023-09-01	GILES, CHRISTINE M				
20232154	2023-09-01	RICHARDSON, ELIZABETH D				
20232155	2023-09-01	ALLISON, COOPER				
20232156	2023-09-01	KOBZA, JENNIFER L				
20232157	2023-09-01	MAHONEY, SAMANTHA C				
20232158	2023-09-01	BUCHHOLTZ, MADYSAN				
20232159	2023-09-01	KOBZA, BROOKLYNN L				
20232160	2023-09-01	EDMONDS, RYAN A				
20232161	2023-09-01	MAHAL, MISBAH				
20232162	2023-09-01	POVEY, KYLE				
20232163	2023-09-01	SAUNDERS, MIKAYLA				
20232164	2023-09-01	PAZIUK, AYAKAH M				
20232165	2023-09-01	BOETTGER, VALERIE				
20232166	2023-09-01	TOWLE, KRISTEN				
20232167	2023-09-01	ANTONIUK, BRADEN				
20232168	2023-09-01	DURAND, BRETT M				
20232169	2023-09-01	WEIMAN, SHAUNA				
20232170	2023-09-01	MULLINS, SHEA				
20232171	2023-09-01	CHISHOLM, MACKENZIE				
20232172	2023-09-01	CONLEY, MICHELLE				
20232173	2023-08-31	2100036 ALBERTA LTD. (REVIEW & FREE PRESS)	4199	PAYMENT BACK TO SCHOOL AD	84.00	84.00
20232174	2023-08-31	564045 ALBERTA LTD O/A RICHARDS	4621 4639 4747	PAYMENT REAR BRAKES & SERVICE BATTERY TIRE WORK BATTERY CABLES./SWITCH/EYE LUC	1,215.33 547.32 1,038.34	2,800.99
20232175	2023-08-31	ACCU-FLO METER SERVICE LTD	109972	PAYMENT NEPTUNE 360 AMR ENDPOINTS	4,105.50	4,105.50
20232176	2023-08-31	ALFREDO'S PLUMBING AND GASFITTING	608.338	PAYMENT GCC REPAIRS KITCHEN/TOILET/URII	262.50	262.50
20232177	2023-08-31	ANTONIUK, LUKAS				
20232178	2023-08-31	BAUDER, LOUISE				
20232179	2023-08-31	CALMONT EQUIPMENT	w11995	PAYMENT REPAIRS TO TOOLCAT	2,040.86	2,040.86
20232180	2023-08-31	CANOE PROCUREMENT GROUP OF CANADA	AB177257 PF-11396-109037	PAYMENT BARTLE & GIBSON BUBBLER/BUSHII FUEL FROM PETRO CANADA	1,129.19 90.45	1,219.64
20232181	2023-08-31	CHARTRAND, DENISE				
20232182	2023-08-31	EDMONTON KUBOTA LTD	P77779	PAYMENT PARTS FOR MOWERS	21.57	21.57
20232183	2023-08-31	EDS GROUP INC.		PAYMENT		1,575.00

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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20232183	2023-08-31	EDS GROUP INC.	32165-308	LANDING TRAILS KEYHOLE PROJEC	1,575.00	1,575.00
20232184	2023-08-31	ENERCON WATER TREATMENT LTD	INV0128125	PAYMENT SEWER GREASE REMOVER - 1 PAIL	492.69	492.69
20232185	2023-08-31	FLANAGAN, LORI				
20232186	2023-08-31	FORT GARRY INDUSTRIES LTD	F1297476	PAYMENT REVERSING RELAY FOR TARP	153.41	153.41
20232187	2023-08-31	GILES, CHRIS				
20232188	2023-08-31	GOODBRAND AUTO	RO1422	PAYMENT REPAIRS TO 2014 F150	514.79	514.79
20232189	2023-08-31	GREGG DISTRIBUTORS CO. LTD.	000-389329	PAYMENT MISC PARTS & SUPPLIES FOR SHOF	340.82	340.82
20232190	2023-08-31	LOCHRIE, JAMES				
20232191	2023-08-31	MEMJ CONSULTING LTD.	2021065	PAYMENT AUG 16-31 2023 CONTRACT	9,286.96	9,286.96
20232192	2023-08-31	METRIX GROUP LLP	EDP4471/23	PAYMENT LIBRARY 2023 AUDIT	892.50	892.50
20232193	2023-08-31	MILL CREEK SAND & GRAVEL (1980) LTD.	22983	PAYMENT PLAYSAND	2,248.46	2,248.46
20232194	2023-08-31	NORRIS, ANTHONY				
20232195	2023-08-31	NORTH FRINGE INDUSTRIAL TECHNOLOGIES ALBER'	INS00128	PAYMENT PIONEER DAYS PUMP & HOSE RENT	325.50	325.50
20232196	2023-08-31	PARSONS, CURTIS				
20232197	2023-08-31	PATERSON, ERIC				
20232198	2023-08-31	PETERS, STEPHANIE	132 133	PAYMENT PD SUPPLIES STAFF LUNCH EXPENSES	182.26 137.30	379.56
20232199	2023-08-31	PINAULT, CHRISTINA				
20232200	2023-08-31	PITNEYWORKS	202300830	PAYMENT MONEY ON POSTAGE MACHINE	3,150.00	3,150.00
20232201	2023-08-31	POWLESLAND, JOEL				
20232202	2023-08-31	RECEIVER GENERAL/SCS	1346	PAYMENT AUG/23 COUNCIL RP0002 - DEDUC	2,978.00	2,978.00
20232203	2023-08-31	REDLICK, BRIAN	30	PAYMENT SENIORS BUS DRIVING AUG/23	350.00	350.00
20232204	2023-08-31	SCHMIDT, LAURA				
20232205	2023-08-31	SELECT ENGINEERING CONSULTANTS LTD	2308-0175 2308-0176 2308-0177 2308-0178 2308-0179	PAYMENT 0001-22058 THE COTTAGES 0001-22059 HEARTLAND COMMONS 0001-22060 HEARTLAND COMMONS 0001-22062 2023 GENERAL ENGINEE 0001-23063 HEARTLAND COMMONS	3,743.27 4,058.08 6,174.08 7,430.14 53,711.10	75,116.67
20232206	2023-08-31	SHAW CABLESYSTEMS PAYMENT CENTER/SCS		PAYMENT		1,489.60

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9:37:53AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232206	2023-08-31	SHAW CABLESYSTEMS PAYMENT CENTER/SCS	1372	1356 - PHONE / INTERNET CHARGES	147.00	1,489.60
			1373	0506 - PHONE / WIFI / FAX	207.80	
			1374	1271 - INTERNET	131.25	
			1375	5858 - INTERNET	141.75	
			1376	3724 - GCC PHONES/ INTERNET / WI	125.95	
			1377	1365 - INTERNET / PHONE / WIFI	160.60	
			1378	4945- GCC INTERNET/WIFI	125.95	
			1379	3275 - SECONDARY WIFI CONNECTI	108.10	
			1380	3662 GFRC INTERNET	147.00	
			1381	5751-FITNESS PHONE/ TV/ WIFI	194.20	
20232207	2023-08-31	SPROUSE FIRE & SAFETY	2022371	PAYMENT ALARM REPAIR	249.90	249.90
20232208	2023-08-31	STEVENTON, KENDRA				
20232209	2023-08-31	TOWN OF REDWATER		PAYMENT		970.25
			IVC0013635	CULTURAL CENTRE RENTAL & DAM/	691.25	
			IVC0013637	CULTURAL CENTRE RENTAL NOV 20	279.00	
20232210	2023-08-31	ULINE CANADA CORPORATION	12801163	PAYMENT ARENA SUPPLIES	610.05	610.05
20232211	2023-08-31	WIEBE, TRACEY	1	PAYMENT		892.64
			3	CASH GIFTS FOR TRC EVENT	800.00	
20232212	2023-08-31	ANTONIUK, BRADEN	3311345621	PAYMENT ANTONIUK B. DRILL ATTACHMENT T	41.99	41.99
20232213	2023-08-31	BUCHHOLTZ, MADYSAN	1008	PAYMENT BUCHHOLTZ, M. MILEAGE	106.08	106.08
20232214	2023-08-31	COLLINS, SHELLEY	682	PAYMENT DEPOSIT FOR BANNOCK FOR TRC E	100.00	100.00
20232215	2023-08-31	FRANCO-POSTALIA CANADA INC.	RIC23045581	PAYMENT ENVELOPES	739.52	739.52
20232216	2023-08-31	GALLASON INDUSTRIAL CLEANING SERVICES	49738	PAYMENT GALLASOJ IND CLEANING 2 UNITS A	287.70	287.70
20232217	2023-08-31	GOVERNMENT OF ALBERTA	S097185	PAYMENT STATUES OF ALBERTA UPDATE	129.15	129.15
20232218	2023-08-31	THE NATIONAL PAYROLL INSTITUTE	6150	PAYMENT PAYROLL INSTITUTE - YEARLY MEMI	309.75	309.75
20232219	2023-09-08	LOWE, ERIC D				
20232220	2023-09-08	WELLS, DYLAN R				
20232221	2023-09-08	DOUGLAS, NATHAN T				
20232222	2023-09-08	MACSWEEN, DAVID				
20232223	2023-09-08	PINAULT, CAMERON				
20232224	2023-09-08	BENSON, WILLIAM R				
20232225	2023-09-08	BARRETT, JASON				
20232226	2023-09-08	MYERS, KRISTOPHER				
20232227	2023-09-08	GENEAU, JAMIE				
20232228	2023-09-08	SENCYSHYN, ANDREW				
20232229	2023-09-08	POLLARD, SCOTT T				
20232230	2023-09-08	MATETICH, CASSIDY				
20232231	2023-09-08	POLLARD, SIERRA				
20232232	2023-09-08	FUNSTON, LAYNE				

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Sep-11
9:37:53AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232233	2023-09-08	WARNER, JAMES				
20232234	2023-09-08	SCHEEPERS, JUSTIN				
20232235	2023-09-08	FULTON, JASON				
20232236	2023-09-08	ACCU-FLO METER SERVICE LTD	110159	PAYMENT METERS AND PARTS	2,635.92	2,635.92
20232237	2023-09-08	ALBERTA WATER & WASTEWATER OPERATORS ASSC	50224	PAYMENT ANNUAL MEMBERSHIP - ANTHONY ↑	60.00	60.00
20232238	2023-09-08	AMILIA ENTERPRISES INC.	1546226	PAYMENT SEPT 2023 INVOICE	1,057.51	1,057.51
20232239	2023-09-08	AMSC INSURANCE SERVICES	42057	PAYMENT SEPT/23 BENEFITS INV #1978-2023-	26,383.12	26,383.12
20232240	2023-09-08	ASSOCIATED FIRE SAFETY	00003946	PAYMENT PROTECTIVE EYEWEAR/SAFETY GL	182.70	182.70
20232241	2023-09-08	BUFFALO HEATING & AIR CONDITIONING INC	534246	PAYMENT LIBRARY UNIT REPAIRS	980.70	980.70
20232242	2023-09-08	CAM-TRAC INSPECTION SERVICES LTD	12937	PAYMENT FLUSH & VAC JOB 23-108	3,823.76	3,823.76
20232243	2023-09-08	CANADIAN NATIONAL RAILWAY COMPANY	91702414	PAYMENT SEPT 2023	296.50	296.50
20232244	2023-09-08	CIMCO REFRIGERATION	90884813	PAYMENT REPAIRS ARENA EQUIPMENT	2,169.12	2,169.12
20232245	2023-09-08	CRYSTAL CLEAN WATER DELIVERY	W247330	PAYMENT WATER FOR SHOP	40.00	40.00
20232246	2023-09-08	DRIVEN REPAIR & MAINTENANCE LTD	118229	PAYMENT 14' X 3/8" HYDRAULIC HOSE	131.25	131.25
20232247	2023-09-08	FCSSAA	1771	PAYMENT SEPT 1 2023 - AUG 31 2024 MEMBER	578.00	578.00
20232248	2023-09-08	GFL ENVIRONMENTAL INC	388081	PAYMENT (AUG/23) GARBAGE CONTRACT	17,471.58	17,471.58
20232249	2023-09-08	GREEN LINE HOSE & FITTINGS LTD.	S7112586.001	PAYMENT 3 INCH BULK WATER HOSE	357.06	357.06
20232250	2023-09-08	GREGG DISTRIBUTORS CO. LTD.	000-404254 000-404255	PAYMENT EYE WASH CABINET & SOLUTION MANIFOLD PLUGS HOSE BARBS & C	74.61 245.86	320.47
20232251	2023-09-08	HOMEFIELD	1087-24767	PAYMENT DIGIAL ADS SOCIAL	1,207.50	1,207.50
20232252	2023-09-08	HYDROBLAST	27958 27959	PAYMENT KITCHEN EXHAUST CLEANING AREN KITCHEN EXHAUST GCC	640.50 640.50	1,281.00
20232253	2023-09-08	KENNER MEDIA (EDMONTON) LTD.	1054-7935 1066-2227 1066-2228	PAYMENT HEARTLAND COTTAGES AUG/23 LEADERBOARD AUGUST GARAGE SALE	2,173.50 618.45 787.50	3,579.45
20232254	2023-09-08	LAPP C/O ASP	92	PAYMENT AUG 13 - 26 2023	10,166.06	10,166.06
20232255	2023-09-08	MUNISIGHT LTD	INV308303925	PAYMENT WEB MAP ADVANCED EDITION ANNL	2,100.00	2,100.00
20232256	2023-09-08	ORKIN CANADA	353 354 355	PAYMENT GFRC PEST CONTROL GCC PEST CONTROL PW SHOP	118.27 118.27 110.25	693.58



TOWN OF GIBBONS

Cheque Listing For Council

2023-Sep-11
9:37:53AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20232256	2023-09-08	ORKIN CANADA	356	FIREHALL	110.25	693.58
			357	CURL CLUB PEST CONTROL	118.27	
			358	ARENA PEST CONTROL	118.27	
20232257	2023-09-08	PITNEY BOWES	3202237234	PAYMENT LEASING CHARGES	552.01	552.01
20232258	2023-09-08	RECEIVER GENERAL/SCS	1349	PAYMENT RP0001- DEDUCTIONS	19,316.13	24,218.85
			1350	RP0002 - DEDUCTIONS	4,902.72	
20232259	2023-09-08	REDLINE EXCAVATION INC	2023-09-08	PAYMENT REMAINDER OF WORK ON POPLAR	15,645.00	15,645.00
20232260	2023-09-08	RFS CANADA	5026435639	PAYMENT 2019 RICOH MP C3004EX LEASE	189.00	189.00
20232261	2023-09-08	RULAM CONTRACTING LTD	6246HB	PAYMENT 2033 CONCRETE REPLACEMENT PR	10,500.00	10,500.00
20232262	2023-09-08	SPROUSE FIRE & SAFETY	0430751	PAYMENT ECHO GLEN PARK	240.98	240.98
20232263	2023-09-08	TELSCO SECURITY SYSTEMS INC.	844951	PAYMENT (819332) MONITORING	2,123.10	2,123.10
20232264	2023-09-08	TELUS MOBILITY/SCS	24232411	PAYMENT AUG/23 TABLETS	10.50	380.99
			24232412	(AUG/23) CELL PHONES / IPADS	370.49	
20232265	2023-09-08	TELUS/SCS	3419	PAYMENT (MONTH) PHONE / FAX CHARGES	594.70	594.70
20232266	2023-09-08	TRINUS TECHNOLOGIES INC.	4242	PAYMENT MONTHLY BILLING SEPT 2023	10,522.68	16,353.86
			4322	LAPTOP - KENDRA STEVENTON	2,987.07	
			4323	TRACEY WIEBE LAPTOP	2,844.11	
20232267	2023-09-08	ALBERTA ASSOCIATION OF RECREATION, FACILITY P	ER-2023-1181	PAYMENT ALBERTA RFP ARENA OPERATOR LE	490.61	490.61
20232268	2023-09-08	ARSENAULT, STEVE	602599	PAYMENT ARSENAULT S. WHEELCHAIR RAMP	2,000.00	2,000.00
20232269	2023-09-08	BRENNAN, JENNIFER	1009	PAYMENT BRENNAN J. COMM GARDENS EXPE	270.32	270.32
20232270	2023-09-08	COLLINS, SHELLEY	683	PAYMENT COLLINS S. REMAINDER OF BANNO	140.00	140.00
20232271	2023-09-08	COMPASS SIGN & SAFETY	20330542	PAYMENT COMPASS SIGN & SAFETY PATCHES	424.03	424.03
20232272	2023-09-08	EWASIW, ALERTA	3263	PAYMENT EWASIW, A. REFUND DD FOR AUG 20	500.00	500.00
20232273	2023-09-08	FARRER, DANIEL				
20232274	2023-09-08	FREY, VIC	132903	PAYMENT FREY V. SENIORS BUS DRIVER PER	170.00	170.00
20232275	2023-09-08	GOVERNMENT OF ALBERTA	20230831	PAYMENT AUG 2023 LAND TITLES	20.00	20.00
20232276	2023-09-08	GSL LANDSCAPING LTD.	49740	PAYMENT GSL LANDSCAPING PROGRESS #3 L	9,162.72	9,162.72
20232277	2023-09-08	HEIDELBERG MATERIALS CANADA LIMITED	6834747	PAYMENT HEIDELBERG CRUSHED ROCK & LIM	6,601.32	6,601.32
20232278	2023-09-08	KOBZA, BROOKELYN				
20232279	2023-09-08	SCHIILE, TARA				

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Sep-11
9:37:53AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20232279	2023-09-08	SCHIILE, TARA				
20232280	2023-09-08	STRETCH, CRAIG				
20232281	2023-09-08	U.F.A.	1875830	PAYMENT U.F.A. BUMP PUMP & ROPE	353.84	353.84
20232282	2023-09-08	WESTERN ELECTRICAL MANAGEMENT LTD.	209383	PAYMENT WESTERN ELECTRICAL EV CHARGII	38,923.50	38,923.50
20232283	2023-09-08	CAPITAL REGION NORTHEAST WATER	20220086reissue	PAYMENT NOVEMBER 2022 CONSUMPTION	33,775.26	33,775.26
20232284	2023-09-11	STAPLES	cd82985d	PAYMENT OFFICE SUPPLIES - TONER BLK, SH	183.28	183.28

Total 660,733.73

*** End of Report ***

Report to Council



Date Submitted: September 13, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by Monique Jeffrey, Director of Corporate Services
Report Topic: 2023 Tax Sale Public Auction Report

Introduction

The purpose of this report is to report to Council on the Tax Sale Public Auction that took place on August 25, 2023, at 10AM.

Background

The Town of Gibbons auction two properties at the August 25, 2023, public auction.

Certificate of Title	Legal Land Description	Assessed Value
082 099 176	SE-10-56-23-4	\$84,910.00
132 028 314	Plan 0726233 Block 36 Lot 40	\$728,750.00

No bids were received on either property therefore as per the tax forfeiture regulations: *A municipality may become the owner of a parcel immediately after the public auction if the parcel is not sold at the auction.*

In this case as one of the properties is a residence Administration, contacted a lawyer to assist with the proper way of addressing this matter and the residential property has been added to the Town insurance. As of September 7, 2023, no information had been received as the next steps, but Administration has been assured that the lawyer will be contacting the municipality no later than September 11, with recommended actions. Administration will provide Council with a verbal report at the Council meeting.

Options Available

The options for consideration by Council include the following:

1. That Council receives this report for information.
2. That Council receives both the written and verbal reports for information.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendations:

1. That Council receives both the written and verbal reports for information.

Submitted by:


Monique Jeffrey
Director of Corporate Services

Approved by:


Farrell O'Malley
CAO

7.2

**MINUTES OF THE TAX SALE PUBLIC AUCTION OF THE TOWN OF GIBBONS HELD ON FRIDAY,
AUGUST 25, 2023, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

Staff Present: Monique Jeffrey - Director of Corporate Services
Terra Pattison – Finance Coordinator
Chris Pinault - Recording Secretary

Gallery: There were 4 members of the public present.

1.0 CALL TO ORDER

Ms. Jeffrey declared the Town of Gibbons Public Tax Sale Auction open at 10:00 am and read the auction procedures including the terms and conditions as outlined in the advertisement.

2.0 PROPERTIES FOR SALE

The following is a list of the properties for sale:

Property Item #1

Tax Roll: 43.000
Pt of Sec SE
Sec: 10
Twp: 56
Rge: 23
M: 4
C. of T. 082099176

RESERVE BID: \$84,910.00

Property Item #2

Tax Roll: 1171.000
Lot: 40
Block 36
Plan 0726233
C. of T. 132028314

RESERVE BID: \$728,750.00

3.0 BIDS

At this point, we will now proceed with the Public Auction for the properties on the Tax Sale List.

Ms. Jeffrey proceeds with the auction process.

I will now accept bids on Property Item #1

- Property Description – Urban Reserve
- Legal Description: Pt of Sec SE, Sec 10, Twp 56, Rge 23, M 4
- Located in Riverview
- The reserve bid on this property is \$84,910.00

Do I have any bids on the property identified as **Item #1**?

No Bids.

Seeing no bids for this property, the bidding on this property is now closed at 10:03 am.

I will now accept bids on Property Item #2

- Civic Address – 3606 – 47 St.
- Property Description – R-S Single Family Large Lot Residential
- Legal Description: Lot 40, Block 36, Plan 0726233
- Located in Landing Trail Estates
- The reserve bid on this property is \$728,750.00

Do I have any bids on the property identified as **Item #2**?

No Bids.

Seeing no bids for this property, the bidding on this property is now closed at 10:04 am.

Monique Jeffrey, Director of Finance declared the Town of Gibbons Tax Sale Public Auction closed at 10:04 am.



Monique Jeffrey
Director of Corporate Services



Chris Pinault
Recording Secretary

Public Auctions

The following are considered best practices for conducting a public auction:

- Declare the public auction open.
- Advise the audience of the auction procedures - how the auction will be conducted.
- Repeat the terms and conditions as outlined in the advertisement; for example, full payment, partial payments (percent down with remainder over a prescribed period, etc).
- Announce that you will be reading, only once, the description of each property that is being offered for sale, and, if there are no bids, you will automatically go on to announce the next property up for bid. Bidders will not be able to go back and bid on a property that has closed (which is after subsequent properties have been put up for auction). The order of properties being auctioned will follow the order presented in the advertisement.
- Announce that bidders will be notified of the reserve bid for each property at the time it is put up for auction.
- Remind bidders that if there are any questions, they should ask them now, or they may question specifics of a particular property at the time the property is offered.
- Let potential bidders know that after all properties have been announced, the auction will be concluded. There will not be an opportunity to bid after that time.
- Notify successful bidders that payment for properties will be received after bidding has been concluded for all properties.
- If there is a question and you do not know the answer, adjourn the auction until you are able to obtain and give an answer. You can adjourn the auction to any date within 2 months after the advertised date.
- If you have hired a private auctioneer, it is advisable to have a municipal representative present at the auction to verify that the proper processes and procedures have been followed. This is important so that the council is not put in an awkward position by unhappy bidders following the auction.
- Minutes and/or a report of the auction should be kept and the information included in a report to council (for example, legal descriptions or designated manufactured home description, whether or not the property was purchased, and the amount of the sale) for each property.

Report to Council



Date Submitted: September 13, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Community Engagement (Open Microphone Session) Opportunity

Introduction

The purpose of this report is to respectfully follow up with Council's request for Administration to investigate the opportunity for enhanced Community Engagement through the utilization of an Open Microphone Session (OMS) to provide a venue for community members to voice opinions or bring attention to local issues.

Background

Administration, upon investigating several municipalities that have incorporated the OMS, including the Town of Innisfail, City of Leduc, and the City of Wetaskiwin to name a few, to identify the general procedure that has been implemented to make the process in which to participate is relatively straight forward; yet orderly to help maintain decorum during Council Meetings.

Administration would like to outline that the above communities have implemented the OMS as follows:

- The Open Mic session is proposed to immediately follow the call to order for each regular meeting of council.
- Each Open Microphone session is to be limited to a maximum of fifteen (15) minutes unless Council extends the time.
- The presenter must limit their presentation time to five minutes during the open microphone session, and the microphone will be muted after this time allotment.
- It is important to keep in mind that Council may ask for clarification regarding matters presented by the public; however, please note that this session is not intended as a forum for debate.

Administration would like to identify that for the OMS to be enabled, the Council Procedural Bylaw would need to be amended prior to commencing and would like to propose that the following changes to the Council Procedural Bylaw be considered:

The purpose of the Open Microphone (Mic) Session is to provide a venue for community members to voice opinions or bring attention to local issues.

Open Microphone Session

- (i) If a citizen wishes to make a public address to Council that is not a topic on the agenda they may do so as follows:
 - by attending the public meeting and registering their name, topic of discussion and provide any handouts they may have to the Legislative Executive Assistant prior to the meeting start time; and
 - Identify themselves as a Gibbons resident or local business with a municipal address located in Gibbons.
- (ii) Presentations will be in the order they registered in.
- (iii) The Chair will call participants to the Chamber's presentation podium, on an individual basis.
 - When they are called, please restate the information including the persons name and address into the microphone before proceeding with the presentation.

9.2

Report to Council

- (iv) The presenter must limit their presentation time to five minutes during the open microphone session, and the microphone will be muted after this time allotment.
- (v) Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

Options Available

The following options are available to Council at this time:

1. That Council direct Administration to prepare a Council Procedural Bylaw Amendment and bring forward to the next Regular Meeting of Council for Council Consideration based upon the proposed changes set forth above.
2. That Council provide Administration with direction as to how it wishes to proceed.
3. That Council accept this report for information.

Recommendation for Action

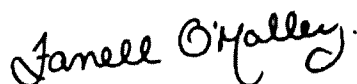
Administration would like to respectfully request that Council give consideration to the following recommendation:

1. That Council direct Administration to prepare a Council Procedural Bylaw Amendment and bring forward to the next Regular Meeting of Council for Council Consideration based upon the proposed changes set forth below:

Open Microphone Session

- (i) If a citizen wishes to make a public address to Council that is not a topic on the agenda they may do so as follows:
 - by attending the public meeting and registering their name, topic of discussion and provide any handouts they may have to the Legislative Executive Assistant prior to the meeting start time; and
 - Identify themselves as a Gibbons resident or local business with a municipal address located in Gibbons.
- (ii) Presentations will be in the order they registered in.
- (iii) The Chair will call participants to the Chamber's presentation podium, on an individual basis.
 - When they are called, please restate the information including the persons name and address into the microphone before proceeding with the presentation.
- (iv) The presenter must limit their presentation time to five minutes during the open microphone session, and the microphone will be muted after this time allotment.
- (v) Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

Submitted By:



Farrell O'Malley, CAO

OPEN MICROPHONE TIPS

Helpful tips to follow when presenting before Town Council

Preparing your Presentation:

When preparing for your open microphone session, keep the following in-mind:

- You will only have five (5) minutes to make your presentation, so make your presentation as concise as possible.
- Provide only the information required for Council to make an informed decision.
- Stick to the most important points.

On the day:

When arriving at Town Hall for the open microphone session, please sign in at the front desk. After you sign in, please take a seat in the Town Council Chambers.

There will be a sign-in sheet for you to register your intention to present to Town Council during the 'Open Microphone' session of the Regular Council meeting. Please provide your information for our records to ensure we can contact you if follow-up is required.

Please remember that you have only **5 minutes** to make your presentation to Council. Following your presentation, Council may have questions for you.

When presenting before Council:

- Please ensure that the microphone is on before you start speaking.
- State your name clearly for the record and indicate any related professional affiliation (if applicable) and the purpose of your presentation.
- Speak clearly into the microphone and stay within the five (5) minutes allotted to you.
- Ensure the information you provide is not related to any items on the Council Agenda.
- When you have concluded what you have to say, please end with: *'This concludes my comments Mr. Mayor,'* this indicates that you have finished your presentation.
- When speaking to Council, use *'Mr. Mayor'* or *'Mayor (last name)'* to directly address the Mayor and *'Councillor (last name)'* when addressing a Council member.
- The Mayor will invite members of Council to ask you any questions following your presentation. Please remember that you must address the Mayor in your response, not individual Council members, with
'Thank you, Mr. Mayor, in response to Councillor _____ 's questions, I can say ...' (When referring to a Council member, use their title, *'Councillor last name)'*).
- Please ensure you answer the question as directed by Council and do not engage in a debate. If there are no further questions, the Mayor will thank you for your comments and you may return to your seat.

To make a presentation to Town Council, please register by 9:30 am on the day of Morning Council Meetings and 6:30 p.m. for Evening Council Meetings that you wish to speak.

If you have any questions or wish to register, contact the Town Clerk at cpinault@gibbons.ca.

Report to Council



Date Submitted: September 13, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Stephanie Peters, Community Services Director
Report Topic: Community Services Grant Program

Introduction

The purpose of this report is to respectfully request that Council review the Community Services Grant applications.

Background

Administration has reviewed the submissions made under the Community Services Grant Program of which there is an annual budget allocated for initiatives proposed by not-for-profit groups in Gibbons.

The following recommended applications have been received for a total \$2671.15:

Recommended Submissions:

Gibbons Minor Ball	Amount Requested	\$1,500.00
Name of Project: 2023 Jersey Replacement	Total Project Cost	\$3000.00
	<u>Recommended</u>	<u>\$1000.00</u>
Bon Accord Gibbons Food Bank	Amount Requested	\$250.00
Name of Project: Signage for Food Bank	Total Project Cost	\$500.00
	<u>Recommended</u>	<u>\$250.00</u>
Gibbons Twilight Club	Amount Requested	\$171.15
Name of Project: Display Rack	Total Project Cost	\$342.30
	<u>Recommended</u>	<u>\$171.15</u>
Landing Trail School Parent Involvement Association	Amount Requested	\$5000.00
Name of Project: Landing Trail Playground Addition	Total Project Cost	\$10000.00
	<u>Recommended</u>	<u>\$1000.00</u>
Ladies Auxiliary-Branch 226 Gibbons	Amount Requested	\$1000.00
Name of Project: Community Engagement & Enhancement	Total Project Cost	\$1000.00
	<u>Recommended</u>	<u>\$250.00</u>

Options Available

1. That Council the Community Services Grant applications.
2. That Council not approve the Community Services Grant applications
3. That Council advise administration as to how it would like to proceed.

Report to Council

Recommendation for Action

Administration respectfully recommends that Council give consideration to the following recommendation:

That Council approve the following Community Services Grant applications for a total of \$2671.15:

Gibbons Minor Ball	Amount Requested	\$1,500.00
Name of Project: 2023 Jersey Replacement	Total Project Cost	\$3000.00
	<u>Recommended</u>	<u>\$1000.00</u>
Bon Accord Gibbons Food Bank	Amount Requested	\$250.00
Name of Project: Signage for Food Bank	Total Project Cost	\$500.00
	<u>Recommended</u>	<u>\$250.00</u>
Gibbons Twilight Club	Amount Requested	\$171.15
Name of Project: Display Rack	Total Project Cost	\$342.30
	<u>Recommended</u>	<u>\$171.15</u>
Landing Trail School Parent Involvement Association	Amount Requested	\$5000.00
Name of Project: Landing Trail Playground Addition	Total Project Cost	\$10000.00
	<u>Recommended</u>	<u>\$1000.00</u>
Ladies Auxiliary-Branch 226 Gibbons	Amount Requested	\$1000.00
Name of Project: Community Engagement & Enhancement	Total Project Cost	\$1000.00
	<u>Recommended</u>	<u>\$250.00</u>

Submitted By:



Stephanie Peters

Community Services Director



Farrell O'Malley

CAO

Report to Council



Date Submitted: September 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Louise Bauder, Planning & Development
Report Topic: Recognition Wall – 2023 Recipients

Introduction

The purpose of this report is to respectfully request that Council give consideration to the 2023 Recognition Wall recipient recommendations for the 2023 intake under Policy CS 2 – 20.

Background

The Recognition Wall was installed November 2020 with the initial first nominations for recognition of Fire Fighters, Community Builders and Long-Term Volunteers. Another call for nominations went out last fall with a slow response. Administration has developed a nomination process and criteria to determine who is eligible to be a recipient. Policy CS 2 – 20 will recognize individuals that have demonstrated outstanding commitment to Community Building, Long Term Volunteerism, and long-standing service as a Fire Fighter or Elected Official. Administration would like to recommend the following names to be recipients for the 2023 intake of the Recognition Wall.

Community Builders:

Joseph Krupa

Fire Fighters/Elected Officials

Ed Parsons
Ron Smith

Long Term Volunteers:

Eleanor Drinkill
Graham Drinkill
Anne Krupa
Vivian Lamoureux
Grail Rubin
Dianne Sandahl

Options Available

1. That Council approve the 2023 Recognition Wall recipients as presented.
2. That Council amend the 2023 Recognition Wall recipients.
3. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council approve the 2023 Recognition Wall recipients as presented.

Submitted by:

Louise Bauder
Planning & Development

Approved by:

Farrell O'Malley
CAO

Report to Council



Date Submitted: September 13, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Rescind Old Policies

Introduction

The purpose of this report is to respectfully request that Council give consideration to rescinding old policies.

Background

Administration is continuing its ongoing "housekeeping" of policies on record for the Town. Policies that were passed by resolution of Council can only be rescinded in the same manner. The Policies listed below have either been replaced or are no longer required.

- Policy GA 6-01 – Advertising of Positions for Volunteers on Town Related Boards – Each board handles their own advertising.
- Policy GA 10-01 – Revision of or Proposed Bylaws – Not required.
- Policy GA 11-01 – Contracted Companies and Worker's Compensation Board – Covered in Policy GA 65-19
- Policy GA 18-01 – Revenue Handling Industrial Land – Not required, the Town does not own any land in the Industrial Park.

Options Available

1. That Council rescind Policies GA 6-01, GA 10-01, GA 11-01, and GA 18-01.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council rescind Policies GA 6-01, GA 10-01, GA 11-01, and GA-18-01.

Submitted By:

A handwritten signature in black ink that reads "Farrell O'Malley".

Farrell O'Malley

CAO

TOWN OF GIBBONS - ALBERTA

TITLE: Advertising of Positions for Volunteers on Town Related Boards

AUTHORITY: Council EFFECTIVE DATE: July 11, 2001 POLICY NO.: GA 6 - 01

APPROVAL: Council Meeting July 11, 2001 SUPERSEDES:

POLICY STATEMENT:

The Town of Gibbons is able to operate through the efficiency of Volunteer Boards. It is important that the public are aware of these Boards and also it provides Council with an opportunity to draw in new people; therefore in terms of bylaws establishing these boards on through provincial legislation, advertising will be done on as required basis.

PURPOSE: To open the communication link within the municipality and provide an opportunity for new people to come aboard.

DEFINITIONS: Volunteer Boards – as Council determines the need from time to time.

TOWN OF GIBBONS - ALBERTA

TITLE: Revision of or Proposed Bylaws

AUTHORITY: Council

EFFECTIVE DATE: July 11, 2001 POLICY NO.: GA 10 - 01

APPROVAL: Council Meeting July 11, 2001

SUPERSEDES:

POLICY STATEMENT:

Revisions

Council can request to have revisions done to any bylaw of the Town of Gibbons through the Town Manager.

Once the revision have been prepared by the Town Manager, it will be forwarded to Council for discussion and review. Council may decide to proceed with readings immediately or refer it to a future meeting.

If the bylaw is required by the Statutes of Alberta the Town Manager will prepare the necessary bylaw to go to Council.

Proposed

The same methods is followed as above.

PURPOSE: To project and provide a continuity in Bylaw revisions and proposals as a clear line of responsibilities and actions are provided.

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Contracted Companies and Worker's Compensation Board Policy

AUTHORITY: Council **EFFECTIVE DATE:** July 11, 2001 **POLICY NO.:** GA 11 - 01

APPROVAL: Council Meeting July 11, 2001 **SUPERSEDES:**

POLICY STATEMENT:

To ensure that contractors, subtrades, and their workers are covered by the Worker's Compensation Board; and to ensure that the premiums for the Worker's Compensation Board account held by the Town are not affected by those contracted by the Town or any Board of the Town.

1. Prior to the Town, or a Board of the Town, awarding any contract, a contractor or subtrade must provide proof of an existing WCB account or proof of an exemption from the Worker's Compensation Board.
2. A Letter or Certificate be obtained by the Town from the Worker's Compensation Board attesting to a valid and subsisting account, or a Worker's Compensation Board exemption held by a company prior to awarding the contract.
3. A Letter of Clearance be obtained by the Town from the Worker's Compensation Board attesting that the account remains in good standing after the contract work has been completed.
4. That 100% of funds from a contract be held back until such time as a Certificate of Clearance has been issued by Worker's Compensation Board as noted in item #3.

Exemptions to this Policy

Those persons declared exempt by the Worker's Compensation Board.

PURPOSE: To provide clear direction to staff.

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Revenue Handling – Industrial Land

AUTHORITY: Council

EFFECTIVE DATE: May 23, 2001

POLICY NO.: GA 18 - 01

APPROVAL: Council Meeting May 23, 2001

SUPERSEDES:

POLICY STATEMENT:

Any revenue received from the sale of Town of Gibbons Industrial Land will be placed in the Industrial Park Reserve Account.

Council has the power to expend funds from this account as it is deemed necessary.

PURPOSE: To provide a control of funds on the sale of Industrial Land.

DEFINITIONS:

Report to Council



Date Submitted: September 13, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Bylaw MOG 1-23 Council Code of Conduct

Introduction

The purpose of this report is to respectfully request that Council review Bylaw MOG 1-23 Council Code of Conduct.

Background

At the August 23, 2023, Regular Meeting of Council, Administration was directed to include in the Council Code of Conduct bylaw the procedures for handling Sanctions and Letters of Reprimand. Administration also took the time to review the bylaw and, as such, have provided an updated bylaw for Council's review. Bylaw MOG 1-18 is also attached as background information. To allow Council sufficient time to review the Bylaw and make any changes it deems necessary, Administration is suggesting that this report be accepted as information, with the understanding that the Bylaw will be brought forward at the next Regular Meeting of Council.

Options Available

1. That Council accept this as information.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council accept this as information.

Submitted By:


Farrell O'Malley

CAO



BYLAW NO. MOG 1-23
OF THE
TOWN OF GIBBONS
IN THE PROVINCE OF ALBERTA

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Gibbons;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

NOW THEREFORE the Council of the Town of Gibbons, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw."

2. DEFINITIONS

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

"**Act**" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

"**Administration**" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Town CAO;

"**Bias**" means, in the context of legislative decision making, that the Elected Official has a closed mind and is incapable of persuasion, and in the context of quasi-judicial or administrative decision making, that a

reasonable person, apprised of the facts would have a reasonable apprehension of bias on the part of the Elected Official as a consequence of that Elected Official's relationship to a person participating or interest in the matter at issue in the quasi-judicial or administrative process.

"**Board**" means a board or similar governing entity of a regional service or planning commission, municipal corporation, foundation, association, or other entity to which the Council has the authority to appoint representatives from time to time.

"**Bullying**" includes repeated and hostile or demeaning behavior by an individual, either directly or through any medium whatsoever, where the behavior results in harm, fear, or distress to one or more individuals including, but not limited to, physical harm, psychological harm or harm to an individual's reputation.

"**Town CAO**" means the chief administrative officer of the Municipality, or their delegate;

"**Town Staff**" means employees of the Town of Gibbons who are led by the CAO.

"**Elected Official**" means a duly elected Member of Town of Gibbons Council.

"**Harassment**" includes, but is not limited to:

- i. written or verbal comments, posts, actions, gestures or other behaviours that are humiliating, offensive, hurtful or belittling;
- ii. Bullying or intimidation;
- iii. abuse of authority; or
- iv. attempting to discredit an Elected Official, a Town employee, or member of the public by spreading false and potentially harmful information about him/her.

"**FOIP**" means the *Freedom of Information and Protection of Privacy Act*,

"**Investigator**" means a body established by Council or an individual determined by Council as determined in the CAO Bylaw to investigate and report on complaints;

"**Member**" means a member of Council and includes a councillor or the Mayor;

"**Municipality**" means the municipal corporation of the Town of Gibbons.

3. PURPOSE AND APPLICATION

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of

the Municipality and a procedure for the investigation and enforcement of those standards.

- 3.2. This Code of Conduct is one aspect of accountability and transparency both internally, as among Members and between Council and Administration, as well as externally, with other orders of government, the media, and the public at large.

4. STATEMENT OF VALUES AND PRINCIPLES

- 4.1. For the purpose of providing ethical and effective leadership for the Town of Gibbons and its residents, the Town of Gibbons Town Council has adopted the following principles to ensure that all Elected Officials act honestly, in good faith and in the best interests of the Town of Gibbons as a whole. Elected Officials shall abide to the following principles of conduct:
- a. Act honestly, in good faith and in the best interests of the Town as a whole.
 - b. Uphold the law established by the Federal Parliament and the Alberta Legislature and the bylaws and policies adopted by Council.
 - c. Carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as an elected official.
 - d. Observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.
 - e. Engage in respectful, fulsome, and healthy debate on matters in Town Council or Committee or Board meetings, approach decision-making with an open mind, and support the majority decision of Town Council or the Committee or Board once determined.
 - f. Be respectful of personal opinions of other Elected Officials and the public, as well as the professional opinions of Town Staff.
 - g. Unless authorized by Council to represent Council's position on an issue, ensure that any public statements are clearly stated to reflect the personal opinion of the Elected Official, not the opinion or position of Council.
 - h. Publicly express personal opinions in such a manner that maintains respect for Council, other Elected Officials, and Town Staff.
 - i. Avoid situations which may result in a Conflict of Interest or Bias.
 - j. Avoid situations where it may be perceived that the Elected Official is using their position on Council to gain a personal benefit.
 - k. Act with integrity, professionalism and respect when interacting with other Elected Officials, Town Staff, members of the public, and other government officials.

- l. Actively participate in all meetings respectfully, responsibly, and consistent with approved procedures.
 - m. Keep in strict confidence all matters discussed in closed session at a Council meeting and not disclose the matter until that matter is discussed at a public meeting of Council.
- 4.2 Members shall not make improper use of their position as an Elected Official to:
- i. gain or attempt to gain or advance, directly or indirectly, a personal or private interest for themselves or another person;
 - ii. cause or attempt to cause detriment to the Town of Gibbons, Council, any individual Elected Official, any Board or Committee, any individual Committee or Board Member, any member of Town Staff, any member of the public or third party; or
 - iii. seek personal benefit or gain from any information obtained through their position as an Elected Official.

5. COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. RESPECTING THE DECISION-MAKING PROCESS

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an Institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.
- 7.4. Members shall conduct themselves with appropriate decorum at all times. As leaders in the community, Members are held to a high standard of behaviour and conduct and must be mindful that as public figures the lines between public and private behaviour are not readily apparent, nor easily distinguishable by the public at large.

8. CONDUCT RESPECTING ADMINISTRATION

- 8.1. Council is the source of all governance authority and will make decisions on whether and to what extent to delegate Council's authority to others, including the Mayor, committees of Council and to the CAO or a designated officer. Under the direction of the CAO, staff in Administration serve Council as a whole. No individual Member has executive authority over Town staff.
- 8.2. Council Members shall respect the fact that staff work for the Town and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of Council and administering the policies and programs of the Town, and that staff are required to do so without undue influence from any Member or group of Members.
- 8.3. A Member must not:

- a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO in accordance with the Act;
- b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties; or
- c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff.

8.4. Council Members shall obtain information about the operation or administration of the Town from the CAO or a person designated by the CAO, in accordance with the Act.

8.5. Members are to contact staff according to the procedures authorized by the CAO regarding the interaction of Members and staff.

9. ATTENDANCE

9.1. Members have a statutory duty to participate in Council meetings and failure to attend as required may lead to a Member's disqualification under the Act.

9.2. Members are responsible for participating in Council committee meetings and meetings of other bodies to which they are appointed by Council and failure to attend as required may lead to Members being removed from the committee or body or being subject to other sanctions outlined in this bylaw.

9.3. Members are responsible for attending Council orientation and other training. Failure to attend as required may lead to Members being subject to the sanctions outlined in this bylaw.

10. CONFIDENTIAL INFORMATION

10.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

- a) In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - i. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - ii. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited

by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

iii. use confidential information for personal benefit or for the benefit of any other individual or organization.

10.2. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) the security of the property of the Municipality;
- b) a proposed or pending acquisition or disposition of land or other property;
- c) a tender that has or will be issued but has not been awarded;
- d) contract negotiations;
- e) employment and labour relations;
- f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

11. CONFLICTS OF INTEREST

11.1. The decision with respect to whether or not an Elected Official has a Conflict of Interest is the individual Elected Official's responsibility.

11.2. It is the individual responsibility of each Elected Official to seek independent legal advice, at their own expense, with respect to any situation that may result in a Conflict of Interest.

11.3. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

11.4. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

12. IMPROPER USE OF INFLUENCE

- 12.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 12.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 12.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 12.4. Members shall not use their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Town while they hold their elected position and for one year after leaving office.

13. USE OF MUNICIPAL ASSETS AND SERVICES

- 13.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 13.2. Electronic communication devices provided by the Town are the property of the Town, and shall, at all times, be treated as the Town's property. Council Members are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:
 - a) all emails or messages sent or received on Town devices are subject to FOIP;
 - b) all files stored on Municipal devices, all use of internal email and all use of the Internet through the Town's firewall may be inspected, traced or logged by the Town;
 - c) in the event of a Formal Complaint pursuant to this Code of Conduct, Council may require that any or all of the electronic communication devices provided by the Town to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.
- 13.3. No Member shall use any property, equipment, services or supplies of the Town, including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.
- 13.4. No Member shall obtain financial gain from the use or sale of Town-developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technological innovations, or other

patent, trademark or copyright held by the Town. Members acknowledge and do not dispute that all such property remains exclusively that of the Town.

- 13.5. No Member shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than the Member's official duties.

14. ORIENTATION AND OTHER TRAINING ATTENDANCE

- 14.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 14.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

15. REMUNERATION AND EXPENSES

- 15.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 15.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

16. COUNCIL SELF-EVALUATION SESSIONS

- 16.1. Council Self-Evaluation Sessions should occur every 12 months and may include reviews of Council's working relationships and whether the working relationship is, or has been, inconsistent with this Council's values, approved plans, goals and objectives, this Code of Conduct or any other Town bylaw or policy.

17. GIFTS

- 17.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 17.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol, cultural significance or social obligation, provided that the value of the hospitality, gift or benefit is documented.
- 17.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have cultural significance or historical value for the

Municipality shall be left with the Municipality when the Member ceases to hold office.

18. ELECTION CAMPAIGNS

- 18.1. All candidates in an election are entitled to have an equal opportunity to access Town resources and expect that no preferential treatment by the Town will be afforded to candidates that are incumbent Members.
- 18.2. Council Members must not utilize their position to garner an unfair advantage over candidates who are not Members.
- 18.3. Council Members are required to follow the provisions of the Local Authorities Election Act and are accountable under the provisions of that statute.
- 18.4. Members should not make inquiries of, or rely on, Town staff to interpret or provide advice to Members regarding the requirements placed on candidates for municipal office.
- 18.5. Members shall be respectful of the role of the Returning Officer in managing the municipal election process and must not interfere with how the Returning Officer's election duties are carried out.
- 18.6. Council Members shall not use municipal resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal.
- a) Online resources hosted, supplied or funded by the Town, including but not limited to Member electronic newsletters,
 - b) Member websites linked through the Town's website and Member social media accounts shall not be used for any election campaign or campaign-related activities.
 - c) No Member shall use the Town logo for campaign purposes.
- 18.7. To avoid confusion with any website or social media account used for the Council Member's duties, Members who choose to create or use websites or social media accounts for campaign communications must include, for the duration of the campaign, a clear statement on each campaign website or social media account's home page indicating the website or account is being used for election campaign purposes.

19. FORMAL COMPLAINT PROCESS

- 19.1. Any person or Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b) All complaints shall be addressed to the Investigator;
- c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council, complainant and the Member who is the subject of the complaint, the results of the Investigator's investigation except as may be required and authorized under the *Freedom of Information and Protection of Privacy Act*, the provisions of this Bylaw or any other applicable law;
- h) A complaint shall not be made available to the public except as may be required and authorized under the *Freedom of Information and Protection of Privacy Act*, the provisions of this Bylaw or any other applicable law.
- i) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- j) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

20. DISPUTE RESOLUTION

- 20.1. In the event of a dispute between members, the members agree to use best efforts to resolve the dispute between themselves, in a manner that is both respectful and professional;
- 20.2. In the event that members cannot, by exercising their best efforts, resolve the dispute, then the dispute shall be submitted to the Mayor for resolution; or Deputy Mayor if the Mayor is involved in the dispute.
- 20.3. Members shall abide by the resolution as determined by the Mayor.

21. COMPLIANCE AND ENFORCEMENT

- 21.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 21.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 21.3. No Member shall:
 - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 21.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - a) a letter of reprimand addressed to the Member;
 - b) demand the Member to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the
 - d) Member's response;
 - e) a requirement to attend training;
 - f) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under the Act;
 - g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - h) reduction or suspension of remuneration as defined in the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - i) required reimbursement of monies received;
 - j) required return of Town property or reimbursement of its value
 - k) restrictions on access to Town facilities, property, equipment, services and supplies;

- l) restrictions on contact with Town staff;
- m) restriction on travel and representation on behalf of Council;
- n) restrictions on how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes).
- o) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

22. PUBLIC ACCESS TO DOCUMENTATION

- 22.1. The Town will post on its Municipal Website under the heading of Council Code of Conduct Matters, and such items are subject to the advice of Legal Counsel and in accordance with FOIP legislation, all Notices of Sanctions, Letters of Reprimand, and/or Letters of Complaints will remain on the website on the condition that:
- a) The document has by motion of council, been directed to be posted on the Town's website; and
 - b) The document involves currently sitting members of Council; and
 - c) The document has, by motion of council, been directed to be removed from the Town's website.

23. SEVERABILITY

- 23.1. If a court of competent jurisdiction should declare any Section or Subsection of this bylaw to be invalid, such Section or Subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

24. TRANSITION

- 24.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.
- 24.2. This Bylaw shall repeal Bylaw No. MOG-1/18 and any amendments thereto on the date of final passing.
- 24.3. This bylaw shall come into full force and effect upon third and final reading.



READ a first time this _____ day of _____, 2023.

READ a second time this _____ day of _____, 2023.

READ a third time this this _____ day of _____, 2023.

ORIGINAL SIGNED
DAN DECK, MAYOR

ORIGINAL SIGNED
FARRELL O'MALLEY, CAO

DRAFT - NOT APPROVED



TOWN OF GIBBONS

Council Code of Conduct

Bylaw MOG 1/18

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING THE CODE OF CONDUCT OF COUNCIL.

WHEREAS under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for municipal purposes respecting the Code of Conduct of Members of Council.

AND WHEREAS: it is desirable and in the best interest of the Town of Gibbons that a bylaw be passed regulating the Code of Conduct of Members of Council;

AND WHEREAS: the citizens and taxpayers of the Town of Gibbons have a right to be served by a Council committed to conducting itself in an ethical, impartial and professional manner;

AND WHEREAS: the Council of the Town of Gibbons deems it necessary to establish a Council Code of Conduct bylaw to guide Members of Council, reflecting the values of the Town of Gibbons, its commitment to professional, accountable and lawful conduct and its desire to provide strong local governance and leadership;

AND WHEREAS: the Council Code of Conduct bylaw is supplementary to the existing federal and provincial statutes, laws and policies governing the conduct of municipal elected officials;

NOW THEREFORE: the Council of the Town of Gibbons, in the province of Alberta, hereby enacts as follows:

TITLE:

This bylaw may be cited as the "Council Code of Conduct Bylaw".

DEFINITIONS:

"CAO" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Gibbons and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.

"Council" means the municipal Council of the Town of Gibbons duly elected and holding office.

"Councillor" means a member of Council and includes the Chief Elected Official.

"Mayor" means the chief elected official of the Town of Gibbons.

"MGA" means the Municipal Government Act.

"Town" means the Town of Gibbons, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

"Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

AMENDING PROCEDURES:

1. This Bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
 - a. by a Bylaw unanimously passed at a regular or special meeting of Council at which all the Council members thereof are present.

1. CODE OF CONDUCT

Each Member of Council shall:

- a. work for the common good of the Town, its citizens and taxpayers while advancing the mandate and long-term interests of the Town;
- b. conduct council business in such a manner that promotes public confidence and trust;
- c. exercise their duties with care, diligence and skill and place the interests of the Town ahead of their own personal interests and;
- d. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than based on bias or prejudice.

2. COMMUNICATING ON BEHALF OF THE TOWN

The Town of Gibbons strives to communicate with the public in an accurate, consistent and timely manner.

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- a. the Mayor, or in his/her absence, the Deputy Mayor, is the official spokesperson for the Town.
- b. all Councillors acknowledge that all official information related to the decisions of Council will be communicated to the Town and the media on behalf of Council as a whole.

3. THE DECISION-MAKING PROCESS

Members of Council are elected to make decisions for the Town with each Member having an equal voice and one vote. All Councillors shall:

- a. respect the democratic decision-making process.
- b. show respect for each Member and their views.
- c. work towards effective and consistent implementation of the positions and/or decisions of Council.

4. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

As decision makers for the Town, Council shall respect and adhere to the established policies, procedures and bylaws of the Town.

5. RESPECTFUL INTERACTIONS WITH COUNCILLORS, STAFF AND THE PUBLIC

Members of Council are committed to creating and sustaining a vibrant, healthy, safe and caring work environment. All Councillors shall:

- a. treat fellow Councillors, staff and the public with respect and courtesy.
- b. communicate and work with fellow Councillors, staff and the public in a manner promoting a spirit of cooperation, dignity, understanding and respect to opinions that may differ.

6. CONFIDENTIALITY

All Councillors shall:

- a. hold in strict confidence all information concerning matters deemed confidential and shall not directly or indirectly release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so;
 - b. not use confidential information for personal or private gain; and
 - c. upon leaving office, members of Council shall continue to keep all information concerning matters deemed confidential acquired as a member of Council.
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7. CONFLICT OF INTEREST

No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Members of Council must govern themselves as set out in legislation and strive to avoid any activities in which their personal interests may come into conflict, or may appear to conflict, with the interests of the Town. Doing so will ensure residents continue to have confidence in the integrity of members of Council and the Town.

8. IMPROPER USE OF INFLUENCE

All Members of Council shall be committed to performing their functions with integrity and avoid the improper use of the influence of office, both apparent and real. No Member of Council shall use the influence of their office to secure special privileges, favours, or exemptions for themselves or any other person.

9. USE OF MUNICIPAL ASSETS AND SERVICES

No Member of Council shall use, or permit the use of facilities, equipment, supplies, services or other resources for personal benefit or the benefit of any other individual.

10. ORIENTATION AND OTHER TRAINING

All Members of Council are required to complete an orientation program within 90 days of being elected. All Members of Council are encouraged to participate in any training and workshop opportunities that may arise from time to time that may be deemed beneficial in carrying out their responsibilities as elected officials.

11. COMPLAINT SYSTEM

Any person who reasonably believes, in good faith, that a Member of Council has contravened this Bylaw, may report a wrongdoing or make a complaint. All complaints are confidential to protect both the Council Member and the Complainant until an investigation is completed. All received complaints shall be included in the "In-Camera" session of a regular council meeting. A complaint may be made as follows:

- a. a complaint must be made in writing and must be dated, include the name of the complainant, be signed, addressed to the Mayor or in the case of a perceived wrongdoing by the Mayor, the Deputy Mayor and marked "CONFIDENTIAL".
- b. the complaint can be received by mail, email or hand-delivered.
- c. an anonymous complaint shall not be considered valid.
- d. the Complainant must:
 - i. set out reasonable and probable grounds for the allegation;
 - ii. provide a detailed account of the complaint; and
 - iii. provide information on witnesses, if any and if known.
- e. Council shall:
 - i. authorize the Mayor or in the case of a perceived wrongdoing of the Mayor, the Deputy Mayor to investigate the complaint and report to Council;
 - ii. dismiss the report or complaint as invalid if so deemed;
 - iii. request a legal opinion if deemed necessary; and
 - iv. if the complaint is deemed valid by the majority of Council or through independent legal advice, Council may impose sanctions, defining the specific action to be taken by a motion.
- f. upon conclusion of the investigation and subsequent action, notice will be given in writing to both the Complainant and the Council Member.

12. SANCTIONS

Council may impose sanctions on a Member of Council who contravenes the Council Code of Conduct Bylaw in the following forms:

- a. a letter of reprimand;
- b. request a letter of apology;
- c. request to attend training provided by a 3rd party;
- d. suspension or removal from the Mayor or Deputy Mayor position;
- e. restricting the privileges of attending conferences and workshops at the Town's expense;

- f. suspension or removal from some or all Council Committees and bodies to which Council has the right to appoint members;
- g. reduction or suspension of remuneration as council may deem appropriate and in accordance with the MGA; and
- h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member of Council from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the MGA.

13. REVIEW

The Council Code of Conduct Bylaw shall be reviewed every four years following the general municipal election.


14. ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed thereof.

Read a first time this 13th of June 2018.

Read a second time this 27th of June, 2018.

Read a third and final time this 27th of June, 2018.

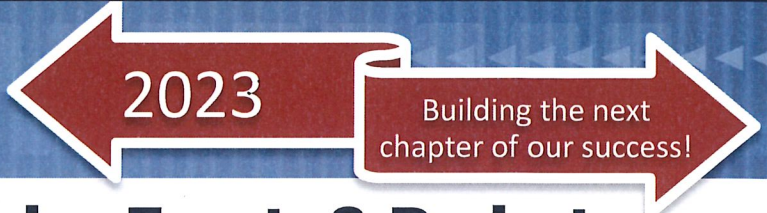


Mayor



Chief Administrative Officer

Report to Council



KEY MEETINGS

- Meetings with Developers
- Strathcona Mayor's Golf Tournament
- Meeting with Broncos Hockey Organization
- Meeting with Select Engineering
- Meeting with University of Alberta
- Bon Accord Harvest Days Parade
- Jessica Martel Golf Tournament
- Redwater Discovery Days Parade

News, Ongoing Events & Projects

Community Services Department

Key Items in Progress

- Town wide garage sale was yet again successful.
- Meet the Community Night has seen the highest number of vendors participate to date.
- National Day for Truth and Reconciliation Event is September 27th at Echo Glen Park
- Fall recreation programs are starting up shortly, with classes such as Zumba, Yoga, Tai Chi, and more!
- Gibbons Family Resource Centre hours of operation have been changed to Mon-Fri 830am-430pm, closed from 12-1pm.

Corporate Services Department

Key items in progress:

- Preliminary 2024 Budget Preparation
- Working on Grant reporting
- Working on renewing occupancy agreements with tenants
- Working with our IT providers and Shaw to upgrade Internet Bandwidth
- Working on Tax Enforcement
- Working on government required reporting re: Trade Agreements

Planning & Development Department

Key Items in Progress:

- Mayor's Brunch is being finalized for September 22nd.
- Final day for movie filming is October 14, 2023.

SUCCESS OCCURS WHEN OPPORTUNITY MEETS PREPARATION



VOYENT ALERT!
GIBBONS Free
Notification App
SIGN UP TODAY!

STAFF MEETINGS

- Department Heads (3)
- All Staff ()



Public Works Department/Fire Department

- More trees to be planted, mostly in park areas.
- Flowers will be removed as they start to die off and weed spraying will be finished this week.
- Trail restructuring and packing to start this week.
- Crack sealing is completed, and paving will start in the next few weeks.
- Water/wastewater manhole inspections are ongoing.
- Winterization of lines and hydrants to start soon.

FIRE DEPARTMENT

- Town Calls – 115
- County Calls – 98
- Membership is currently at 23 with 3 new members starting right away and 1 on Nov 21.



Project Updates

EV Charging Stations

- Installation is complete and are up and running

Heartland Station

- Sanitary line is in.
- Storm water line is 3/4 complete
- Water line should in by week's end.

Memorial Park

- Currently awaiting quotes on equipment.

Cottages Subdivision

- Currently have 10 lots reserved
- Currently preparing Tender for Infrastructure Servicing

Retrofit Arena/Curling Rink/GCC

- Retrofit issues are being solved.



The Town of Gibbons

Scheduled Meetings & Workshops

- Alberta Industrial Heartland Convention – September 14
- AB Munis Convention – September 27-29

**Please note subject to change on short notice.*

Gibbons...a Community...” Rooted in Family”

2023

Regional Tax Comparison – Residential Only

Based on land and improvements being assessed at \$325,000 – The Total Taxes payable for 2023 would be:

	2023 Millrate	Total 2023 Tax
Sturgeon County	6.5480	\$2,128.00
Fort Saskatchewan	7.8490	\$2,559.83
Edmonton	9.4480	\$3,070.60
Gibbons	10.3390	\$3,360.18
Morinville	10.8280	\$3,519.10
Legal	10.9130	\$3,546.73
St. Albert	11.0100	\$3,578.30
Redwater	12.5230	\$4,070.11
Bon Accord	13.0700	\$4,247.83

August 2023

2023

Regional Utility Comparison – Residential Only

The following amounts are based on a monthly consumption of 25 cubic meters.

Bon Accord	\$195.24 - monthly organics
Fort Saskatchewan	\$180.49
Morinville	\$157.00 - monthly organics
Redwater	\$154.58 - monthly organics
Gibbons	\$152.52
Legal	\$120.91

August 2023