

**TOWN OF GIBBONS
AGENDA
FIFTEENTH REGULAR MEETING OF COUNCIL
OCTOBER 11, 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 September 13, 2023
- 7.0 FINANCE
 - 7.1 Accounts Paid as at October 10, 2023
 - 7.2 Capital Purchase – Vac Truck
 - 7.3 Capital Purchase – Gators
 - 7.4 Capital Purchase – Municipal Vehicle
 - 7.5 2023 Budget Variance Report as of September 30th, 2023
 - 7.6 Fortis Franchise Fee- 2024
- 8.0 APPOINTMENTS
 - 8.1 Escribe- James Coulen
 - 8.2 2022 Financial Audit Phil Dirks – Matrix Group
- 9.0 OLD BUSINESS
- 10.0 NEW BUSINESS
 - 10.1 Gibbons Library Board Appointments
-Anna Keet

- 11.0 BYLAWS & POLICIES
 - 11.1 Council Meeting Procedures Amending Bylaw MOG 2-23
 - 11.2 Council Code of Conduct MOG 1-23
 - 11.3 CAO Bylaw MOG 3-23
- 12.0 STAFF REPORTS
 - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 PRESS COMMENTS & QUESTIONS
- 15.0 CORRESPONDENCE
 - 15.1 North Saskatchewan Watershed Alliance
 - 15.2 Royal Canadian Mounted Policy
 - 15.3 Scott Gregor Productions
- 16.0 NOTICE OF MOTIONS
 - 16.1 Governance Review
 - 16.2 2023 Operating Budget
- 17.0 CLOSED SESSION
 - 17.1 South End Development – *FOIP S. 25*
 - 17.2 Personnel – *FOIP S.19*
 - 17.3 Personnel – CAO Contract – *FOIP S.19*
- 18.0 ADJOURNMENT

**MINUTES OF THE TENTH REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS
HELD ON WEDNESDAY, SEPTEMBER 13, 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 Yushchyshyn

Council Absent:

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

Staff Absent:

As a quorum was present, Mayor Deck called the meeting to order at 10:00 am.

3.0 ADDITIONS TO THE AGENDA

Councillor Kozak requested that item 17.2 – Downtown Project be added to the agenda.
Councillor Millante requested that item 17.3 – Personnel be added to the agenda.
Councillor Harris requested that items 10.3 – CAO Bylaw and 9.3 – Audit Update be added to the agenda.

Councillor Harris gave a Notice of Motion for both the 2023 Operating Budget Review and Governance Review.

Mayor Deck called a 10-minute recess at 10:03 am.

Mayor Deck called the meeting back to order at 10:10 am.

4.0 ADOPTION OF THE AGENDA

Councillor Sandahl moved to accept the agenda as amended.

23.222	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 – AUGUST 23, 2023

Councillor Berry moved to accept the minutes of August 23, 2023; Regular Meeting of Council as presented.

23.223	MOTION CARRIED
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7.0 FINANCE

7.1 ACCOUNTS PAID AS AT SEPTEMBER 11, 2023

Councillor Sandahl moved that Council accept the Accounts Paid as at September 11, 2023, as information as presented.

23.224	MOTION CARRIED
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7.2 2023 TAX SALE PUBLIC AUCTION

Councillor Berry moved that Council accept the report as information.

23.225	MOTION CARRIED
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8.0 APPOINTMENTS

9.0 OLD BUSINESS

9.1 LIVESTREAMING OF COUNCIL MEETINGS

Councillor Sandahl moved to accept this as information.

23.226	MOTION CARRIED
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9.2 COMMUNITY ENGAGEMENT

Councillor Kozak moved 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 up on 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 are 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 allotted time.
- (v) Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

23.227	MOTION CARRIED
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9.3 AUDIT UPDATE

Councillor Millante moved to accept this as information.

23.228	MOTION CARRIED
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10.0 NEW BUSINESS

10.1 COMMUNITY SERVICES GRANTS

Councillor Berry moved that Council approve the following Community Services Grants for a total of \$2,671.15:

Gibbons Minor Ball	\$1,000.00
Bon Accord Gibbons Food Bank	\$ 250.00
Gibbons Twilight Club	\$ 171.25
Landing Trail School Parent Involvement Association	\$1,000.00

Ladies Auxiliary – Branch 226 \$ 250.00

23.229 MOTION CARRIED

10.2 RECOGNITION WALL – 2023 RECIPIENTS

Councillor Sandahl recused himself due to a pecuniary interest and left the meeting at 10:28 am.

Councillor Berry moved that Council approve the following 2023 Recognition Wall recipients:

Community Builder	Joseph Krupa
Firefighters/Elected Officials	Edward Parsons Ron Smith
Long Term Volunteers	Eleanor Drinkill Graham Drinkill Anne Krupa Vivian Lamoureux Grail Rubin Dianne Sandahl

23.230 MOTION CARRIED

Councillor Sandahl returned to the meeting at 10:30 am.

10.3 CAO BYLAW

Councillor Harris moved that the CAO Bylaw be reviewed and updated to ensure it meets current legislation and compare it to regional municipalities with a draft bylaw to be presented to Council at the next Regular Meeting of Council.

23.231 MOTION CARRIED

11.0 BYLAWS AND POLICIES

11.1 RESCIND OLD POLICIES

Councillor Sandahl moved that Council rescind Policies GA 6-01, GA 10-01, GA 11-01, GA 18-01.

23.232 MOTION CARRIED

11.2 BYLAW MOG 1-23 COUNCIL CODE OF CONDUCT

Councillor Berry moved that Council accept this as information.

23.233	MOTION CARRIED
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12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Yushchyshyn moved to accept the Administration Report as information.

23.234	MOTION CARRIED
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13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Northern Lights Library Systems Board meeting
- Gibbons Library table at Farmers Market
- CAO Evaluation Committee meetings
- FCSSAA Policy Committee meeting
- FCSSAA Board meeting
- Meet the Community Night

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

Councillor Kozak attended:

- Alberta Industrial Heartland Board Meeting
- Meet the Community Night

Councillor Millante attended:

- Sturgeon River Watershed Alliance
- Gibbons Fire Department Fundraiser on Garage Sale Day

Councillor Sandahl attended:

- CAO Evaluation Committee meeting
- Military Family Resource Centre Fundraiser
- Town Wide Garage Sale
- Meet the Community Night

Councillor Yushchyshyn attended:

- CAO Evaluation Committee meetings
- Meet the Community Night

Mayor Deck attended:

- Sturgeon Regional Emergency Management Partnership meeting
- Edmonton Garrison Golf Tournament
- Town Wide Garage Sale
- Meet the Community Night

Councillor Sandahl moved to accept the committee reports as information.

23.235	MOTION CARRIED
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14.0 PRESS COMMENTS & QUESTIONS

15.0 CORRESPONDENCE

Mayor Deck called a recess at 10:56 am.

Mayor Deck called the meeting to back to order at 11:07 am.

7.2 2023 PROPERTY TAX SALE (RE-VISITED AFTER UPDATE FROM LAWYER)

Councillor Kozak moved to direct Administration to proceed with the recommendation from the lawyers regarding property P0726233, B36, L40 and to proceed with tax forfeiture for SE-10-56-23-4.

23.236	MOTION CARRIED
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16.0 NOTICE OF MOTIONS

17.0 CLOSED SESSION

Councillor Harris moved that Council moved to Closed Session as per *Section 197 (2) of the Municipal Government Act* concerning the following items at 11:23 am.

23.237	MOTION CARRIED
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Councillor Yushchyshyn moved that Council revert to normal seating at 11:40 am.

23.238	MOTION CARRIED
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17.1 SOUTH END DEVELOPMENT FOIP S.25

Councillor Sandahl moved to accept this as information.

23.238	MOTION CARRIED
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17.2 DOWNTOWN PROJECT FOIP S.25

Councillor Millante moved to accept this as information.

23.239	MOTION CARRIED
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17.3 PERSONNEL FOIP S.19

Councillor Yushchyshyn moved to direct Mayor Deck to proceed as directed.

23.240	MOTION CARRIED
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18.0 ADJOURNMENT

There being no further business, Mayor Deck adjourned the meeting at 11:43 am.

Mayor, Dan Deck

CAO, Farrell O'Malley

DRAFT - NOT APPROVED



TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
8:10:12AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232295	2023-09-15	OSBORNE, CINDY				
20232296	2023-09-15	ELENIAC, RONALD J				
20232297	2023-09-15	ALLEN, JAMES R				
20232298	2023-09-15	LOWE, ERIC D				
20232299	2023-09-15	CHARTRAND, DENISE M				
20232300	2023-09-15	STEVENTON, CHRISTINE A				
20232301	2023-09-15	SCHMIDT, LAURA L				
20232302	2023-09-15	PARISIAN, NOELLE J				
20232303	2023-09-15	PINAULT, CHRISTINA J				
20232304	2023-09-15	ADAMS, JIM W				
20232305	2023-09-15	TERLECKI, QUENTIN G				
20232306	2023-09-15	STEVENTON, KENDRA N				
20232307	2023-09-15	BRADLEY, HAILEY				
20232308	2023-09-15	NORRIS, ANTHONY J				
20232309	2023-09-15	PETERS, STEPHANIE G				
20232310	2023-09-15	PATTISON, TERRA L				
20232311	2023-09-15	POWLESLAND, JOEL F				
20232312	2023-09-15	LOCHRIE, JAMES D				
20232313	2023-09-15	PATERSON, ERIC D				
20232314	2023-09-15	PARSONS, CURTIS				
20232315	2023-09-15	GINGELL, SUSAN				
20232316	2023-09-15	KOBZA, JESSICA				
20232317	2023-09-15	ANTONIUK, LUKAS				
20232318	2023-09-15	MOLNAR, BRAM				
20232319	2023-09-15	WIEBE, TRACEY				
20232320	2023-09-13	O'MALLEY, FARRELL	524 525	PAYMENT OCTOBER 15 CONTRACT OCTOBER TRAVEL/ PHONE ALLOWA	5,911.30 1,100.00	7,011.30
20232321	2023-09-13	RECEIVER GENERAL/SCS	1353	PAYMENT ACCT #637015397RI, OCT 15 GARNIS	2,276.62	2,276.62
20232322	2023-09-15	FLANAGAN, LORI A				
20232323	2023-09-15	LOCKEN, JODY L				
20232324	2023-09-15	GILES, CHRISTINE M				
20232325	2023-09-15	RICHARDSON, ELIZABETH D				
20232326	2023-09-15	MULLINS, JULIE				
20232327	2023-09-15	ALLISON, COOPER				
20232328	2023-09-15	KOBZA, JENNIFER L				
20232329	2023-09-15	MAHONEY, SAMANTHA C				
20232330	2023-09-15	KOBZA, BROOKLYNN L				
20232331	2023-09-15	EDMONDS, RYAN A				
20232332	2023-09-15	POVEY, KYLE				

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TOWN OF GIBBONS

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2023-Oct-10
8:10:12AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232333	2023-09-15	SAUNDERS, MIKAYLA				
20232334	2023-09-15	PAZIUK, AYAKAH M				
20232335	2023-09-15	BOETTGER, VALERIE				
20232336	2023-09-15	CONLEY, MICHELLE				
20232337	2023-09-15	ANTONIUK, BRADEN				
20232338	2023-09-15	DURAND, BRETT M				
20232339	2023-09-15	CHISHOLM, MACKENZIE				
20232340	2023-09-15	MCKINLEY, SCOTT				
20232341	2023-09-14	BROWNLEE LLP	554609	PAYMENT FILE #71003-0069/LIR STAFF CONTR	3,351.60	3,351.60
20232342	2023-09-14	CANOE PROCUREMENT GROUP OF CANADA	PF-11463-109468	PAYMENT AUGUST 2023 FUEL	3,509.24	3,509.24
20232343	2023-09-14	CAPITAL REGION NORTHEAST WATER	20230056	PAYMENT AUGUST 2023 BILLING	33,619.01	33,619.01
20232344	2023-09-14	CRYSTAL CLEAN WATER DELIVERY	W247372	PAYMENT WATER FOR SHOP	8.00	8.00
20232345	2023-09-14	ELENIAC, RON	49			
20232346	2023-09-14	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE4010	PAYMENT AUGUST 789 TRANS @ .041	339.66	339.66
20232347	2023-09-14	HUNTERS PRINT & COPY	20468	PAYMENT SIGNS - BRANCH & GRASS, BUS STC	466.20	466.20
20232348	2023-09-14	J.R. PAINE & ASSOCIATES LTD.	IN025912	PAYMENT 2023 CONCRETE REPLACEMENT PR	1,493.10	1,493.10
20232349	2023-09-14	LAPP C/O ASP	93	PAYMENT AUG 27 - SEPT 9 2023	10,085.98	10,085.98
20232350	2023-09-14	LEDUC, NISKU & WETASKIWIN	31661	PAYMENT 2023 STATE OF LEDUC COUNTY W. I	47.25	47.25
20232351	2023-09-14	MEMJ CONSULTING LTD.	2021066	PAYMENT SEPT 1-15 2023 CONTRACT	6,375.98	6,375.98
20232352	2023-09-14	MORINVILLE HOME HARDWARE	101-408175	PAYMENT SUPPLIES FOR SHOP MUSEUM & PA	206.71	206.71
20232353	2023-09-14	MORINVILLE NAPA	033-096050	PAYMENT STIHL 2 CYCLE OIL	37.80	37.80
20232354	2023-09-14	P3 CAPITAL PARTNERS INC.	1579 1602 1615	PAYMENT JUNE 2023 ADVISORY AUGUST 2023 ADVISORY SEPT 2023 ADVISORY	5,250.00 5,250.00 5,250.00	15,750.00
20232355	2023-09-14	RECEIVER GENERAL/SCS	1354 1355	PAYMENT RP0001- AUG 25 - SEPT 8 2023 DEDL RP0002 - AUG 25-SEPT 8/23 DEDUC	19,355.53 3,724.49	23,080.02
20232356	2023-09-14	RICOH CANADA INC.	101-106169657 SCO94197551	PAYMENT GCC COPY CHARGES COPY USAGE MAY 20-AUG 20/23, NE	167.00 2,645.96	2,812.96
20232357	2023-09-14	ROCKY MOUNTAIN PHOENIX	IN0142173	PAYMENT ADAPTER	411.60	411.60
20232358	2023-09-14	SELECT COMMUNICATIONS INC.	6826657	PAYMENT SEPT 13 - OCT 10, ANSWERING SER	167.03	167.03
20232359	2023-09-14	SUMMIT TRUCK EQUIPMENT LTD (CANADA)		PAYMENT		12,075.00

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
8:10:12AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20232359	2023-09-14	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	1	DEPOSIT ON VAC TRUCK & 1ST LEA	12,075.00	12,075.00
20232360	2023-09-14	WELLS, DYLAN	159	PAYMENT FIRE DEPT WATER	102.90	102.90
20232361	2023-09-14	DERITER INVESTMENTS LTD.	10935	PAYMENT DERITER INVEST. JUL 15-AUG 14 20:	5,775.00	5,775.00
20232362	2023-09-14	GIBBONS PIONEERS, GMHL WEST	49741	PAYMENT REFUND OVERCHARGE ON DEBIT M	60.00	60.00
20232363	2023-09-14	KINGSGATE LEGAL	8105	PAYMENT LEGAL OPINION ON MGA 205.1	2,866.50	2,866.50
20232364	2023-09-14	THE SIGN GURU INC.	22801	PAYMENT 10' X 20' 3 CM SIGN ALUMINUM	2,467.50	2,467.50
20232365	2023-09-14	WACHS CANADA LTD.	INV28968	PAYMENT CANISTER & FILTERS	289.81	289.81
20232366	2023-09-14	YOBUKAN KARATE	8263	PAYMENT RECREATION SUBSIDY FOR KARATE	250.00	250.00
20232367	2023-09-14	BALLARD, ANGELA	202309141	PAYMENT CREDIT BALANCE PAID	250.68	250.68
20232368	2023-09-19	STAPLES	345edfc6	PAYMENT OFFICE SUPPLIES - SECURITY ENVI	504.13	504.13
20232369	2023-09-20	CASTER TOWN EDMONTON	INE51284	PAYMENT GCC DOOR PARTS	301.54	301.54
20232370	2023-09-20	CIMCO REFRIGERATION	90885463	PAYMENT SEPT 1 2023 - AUG 31 2024 AGREEM	8,301.85	8,301.85
20232371	2023-09-20	GIBBONS GUARDIAN PHARMACY	202301	PAYMENT FIRE DEPT METER	122.89	122.89
20232372	2023-09-20	HUNTERS PRINT & COPY	20299	PAYMENT H. BRADLEY/T WIEBE/B MOLNAR CA	141.72	141.72
20232373	2023-09-20	HYDROBLAST	27957	PAYMENT KITCHEN EXHAUST CURLING CLUB	635.00	635.00
20232374	2023-09-20	LOCK SURGEON SALES & SERVICE	0000069059	PAYMENT REPAIRS TO SHOP DOORS	5,550.37	5,550.37
20232375	2023-09-20	MIKE'S CARPET & FURNACE CLEANING	7	PAYMENT CURLING RINK	630.00	630.00
20232376	2023-09-20	NORTH FRINGE INDUSTRIAL TECHNOLOGIES ALBER	INS00154	PAYMENT HEARTLAND COMMONS WORK	6,966.75	6,966.75
20232377	2023-09-20	PARISIAN, NOELLE	27			
20232378	2023-09-20	REGENT SUPPLY	321293 321294	PAYMENT CLEANING SUPPLIES GCC SINGLEFOLD PAPER	3,327.62 39.01	3,366.63
20232379	2023-09-20	RFS CANADA	5026592248	PAYMENT OCT 1 2023 - DEC 31 2023 LEASE	1,942.01	1,942.01
20232380	2023-09-20	ROSERIDGE WASTE COMMISSION	20230444	PAYMENT AUGUST 2023 WEIGHTS	6,423.95	6,423.95
20232381	2023-09-20	SEALTECH ASPHALT SERVICES LTD	1231	PAYMENT COLD POUR CRACK FILLING ROADS	45,150.00	45,150.00
20232382	2023-09-20	SELECT ENGINEERING CONSULTANTS LTD	2309-0133 2309-0134 2309-0135 2309-0136	PAYMENT 0001-22058 THE COTTAGES 001-22060 HEARTLAND COMMONS 0001-22062 2023 GENERAL ENGINEE 0001-23063 HEARTLAND COMMONS	2,492.18 4,739.42 1,614.81 19,106.26	27,952.67

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
8:10:12AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20232383	2023-09-20	LIONEL'S GRADALL SERVICE LTD.	743	PAYMENT GRADALL & MOBILIZATION	4,315.50	4,315.50
20232384	2023-09-20	NEXXT CONCRETE CUTTING & CONSTRUCTION LTD.	00623	PAYMENT 3 EV CHARGING STATIONS	19,212.44	19,212.44
20232385	2023-09-20	PARADOX ACCESS SOLUTIONS	M2922-002	PAYMENT ACCESS MATS	8,505.00	8,505.00
20232386	2023-09-20	PHELAN, BRIAN	425926	PAYMENT PEHLAN B. EPAIRS AT SENIORS COI	122.00	122.00
20232387	2023-09-20	THE SIGN GURU INC.	22713	PAYMENT SIGN GURU INC. MONTHLY RENTAL:	472.50	472.50
20232388	2023-09-21	WORKERS' COMPENSATION BOARD - AB/SCS	26585961	PAYMENT 3RD INSTALLMENT	7,160.00	7,160.00
20232389	2023-09-26	O'MALLEY, FARRELL	526	PAYMENT OCTOBER 31 CONTRACT	5,911.30	5,911.30
20232390	2023-09-26	RECEIVER GENERAL/SCS	1356	PAYMENT ACCT #637015397RI, OCT 31 GARNIS	2,276.62	2,276.62
20232391	2023-09-28	SANDAHL, NORMAN				
20232392	2023-09-28	HARRIS, AMBER C				
20232393	2023-09-28	BERRY, LORAIN M				
20232394	2023-09-28	MILLANTE, JAYCINTH J				
20232395	2023-09-28	DECK, DAN J				
20232396	2023-09-28	KOZAK, WILLIS				
20232397	2023-09-28	YUSHCHYSHYN, DALE				
20232398	2023-09-26	ANTONIUK, LUKAS	7			
20232399	2023-09-26	BAUDER, LOUISE	109			
20232400	2023-09-26	BENSON, WILLIAM R	168	PAYMENT SUBSISTENCE DURING TRAINING	53.94	53.94
20232401	2023-09-26	CANOE PROCUREMENT GROUP OF CANADA	PF-11475-109639	PAYMENT FUEL	40.90	40.90
20232402	2023-09-26	CASTER TOWN EDMONTON	CME03943 INE51303	PAYMENT CREDIT INVOICE UNIVERSAL PLUG	(1.76) 5.88	4.12
20232403	2023-09-26	CHARTRAND, DENISE	321	SHOP SUPPLIES	557.49	
20232404	2023-09-26	CLG DISPLAYS	4219	PAYMENT DISPLAY CLIPS FOR XMAS LIGHTS	39.38	39.38
20232405	2023-09-26	COMPASS SIGN & SAFETY	20230592 20230604	PAYMENT CUSTOM BANNER NAME PATCHES & VESTS	56.70 250.53	307.23
20232406	2023-09-26	EDS GROUP INC.	32225-303 32225-303 1	PAYMENT URBAN FOREST MANAGEMENT PLA COMPLETION OF FOREST MANAGEI	31,395.00 15,750.00	47,145.00
20232407	2023-09-26	GREGG DISTRIBUTORS CO. LTD.	000-422001	PAYMENT AIR-WATER HOSE	277.07	277.07
20232408	2023-09-26	HUNTERS PRINT & COPY	20819	PAYMENT 5 NAME TAGS	146.95	146.95
20232409	2023-09-26	LOCHRIE, JAMES				

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
8:10:12AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232409	2023-09-26	LOCHRIE, JAMES	32			
20232410	2023-09-26	MARTIN DEERLINE LTD	568062	PAYMENT ZERO TURN MOWERS	315.00	315.00
20232411	2023-09-26	MASTER LOCKSMITH & SECURITY SYSTEMS LTD	5760276	PAYMENT 2 KEYS	46.20	46.20
20232412	2023-09-26	MEMJ CONSULTING LTD.	2021067	PAYMENT SEPT 18-29TH 2023 CONTRACT	8,079.46	8,079.46
20232413	2023-09-26	MOLNAR, BRAM	1			
20232414	2023-09-26	NORRIS, ANTHONY	65			
20232415	2023-09-26	PARSONS, CURTIS	49			
20232416	2023-09-26	PETERS, STEPHANIE	134			
20232417	2023-09-26	PINAULT, CHRISTINA	1238			
20232418	2023-09-26	POWLESLAND, JOEL	97			
20232419	2023-09-26	SCHMIDT, LAURA	293			
20232420	2023-09-26	SPROUSE FIRE & SAFETY	0430567 0431683	PAYMENT GCC INSPECTION FIRE ALARM INSPECTION GFRC	630.53 394.80	1,025.33
20232421	2023-09-26	STEVENTON, KENDRA	21			
20232422	2023-09-26	WHITE ICE (1995) LTD	32893	PAYMENT QUICK CREASE 2/SET	131.64	131.64
20232423	2023-09-26	WOLF CREEK BUILDING SUPPLIES	593617 593817	PAYMENT MCLEANS STORE SUPPLIES 30 7/16 OSB	789.39 882.00	1,671.39
20232424	2023-09-26	BANNER TRAILERS	WM105	PAYMENT BANNER TRLS. REPAIR SNOW PLOV	2,965.21	2,965.21
20232425	2023-09-26	DB TAXI	10936	PAYMENT DB TAXI - TRANSPORT TO JESSIE'S	99.17	99.17
20232426	2023-09-26	DENHAM FORD SALES LTD.	10937	PAYMENT DENHAM FORD - 2023 FORD 150	83,895.00	83,895.00
20232427	2023-09-26	GALLASON INDUSTRIAL CLEANING SERVICES INC.	49820&49869	PAYMENT GALLASON - TOILETS FOR GARAGE	781.20	781.20
20232428	2023-09-26	HAZMASTERS INC.	6783848	PAYMENT HAZMASTERS TRUEDFB900DH	513.77	513.77
20232429	2023-09-26	KINGSGATE LEGAL	8411	PAYMENT KINGSGATE LEGAL - FILE 18704001	441.00	441.00
20232430	2023-09-26	OMNISPORT INC.	8209	PAYMENT OMNISPORT LEXAN SHEET AND CU	1,300.43	1,300.43
20232431	2023-09-26	TERLECKI, COLLEEN	19445	PAYMENT TERLECKI C. - MAYORS BRUNCH SE	2,275.00	2,275.00
20232432	2023-09-26	WARNER, JAMES	209384	PAYMENT WARNER J. COSTCO SUPPLIES FOR	245.98	245.98
20232433	2023-09-26	WCI WHYTE COMMUNICATIONS INC.	400464	PAYMENT RADIOS	29,779.62	29,779.62

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232434	2023-09-29	FLANAGAN, LORI A				
20232435	2023-09-29	LOCKEN, JODY L				
20232436	2023-09-29	GILES, CHRISTINE M				
20232437	2023-09-29	KUGLER, SARA E				
20232438	2023-09-29	RICHARDSON, ELIZABETH D				
20232439	2023-09-29	INKSTER, DYVONNA D				
20232440	2023-09-29	MULLINS, JULIE				
20232441	2023-09-29	ALLISON, COOPER				
20232442	2023-09-29	GIBBONS, DENISE A				
20232443	2023-09-29	BRAKE, NATHAN M				
20232444	2023-09-29	KOBZA, JENNIFER L				
20232445	2023-09-29	MAHONEY, SAMANTHA C				
20232446	2023-09-29	KOBZA, BROOKELYNN L				
20232447	2023-09-29	EDMONDS, RYAN A				
20232448	2023-09-29	MAHAL, MISBAH				
20232449	2023-09-29	POVEY, KYLE				
20232450	2023-09-29	PAZIUK, AYAKAH M				
20232451	2023-09-29	BOETTGER, VALERIE				
20232452	2023-09-29	CONLEY, MICHELLE				
20232453	2023-09-29	DURAND, BRETT M				
20232454	2023-09-29	CHISHOLM, MACKENZIE				
20232455	2023-09-29	LAIRD, NICHOLLE				
20232456	2023-09-29	OSBORNE, CINDY				
20232457	2023-09-29	ELENIAK, RONALD J				
20232458	2023-09-29	ALLEN, JAMES R				
20232459	2023-09-29	LOWE, ERIC D				
20232460	2023-09-29	CHARTRAND, DENISE M				
20232461	2023-09-29	STEVENTON, CHRISTINE A				
20232462	2023-09-29	SCHMIDT, LAURA L				
20232463	2023-09-29	PARISIAN, NOELLE J				
20232464	2023-09-29	PINAULT, CHRISTINA J				
20232465	2023-09-29	ADAMS, JIM W				
20232466	2023-09-29	TERLECKI, QUENTIN G				
20232467	2023-09-29	STEVENTON, KENDRA N				
20232468	2023-09-29	BRADLEY, HAILEY				
20232469	2023-09-29	NORRIS, ANTHONY J				
20232470	2023-09-29	PETERS, STEPHANIE G				
20232471	2023-09-29	PATTISON, TERRA L				
20232472	2023-09-29	POWLESLAND, JOEL F				
20232473	2023-09-29	LOCHRIE, JAMES D				

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232474	2023-09-29	PARSONS, CURTIS				
20232475	2023-09-29	GINGELL, SUSAN				
20232476	2023-09-29	KOBZA, JESSICA				
20232477	2023-09-29	ANTONIUK, LUKAS				
20232478	2023-09-29	MOLNAR, BRAM				
20232479	2023-09-29	WIEBE, TRACEY				
20232480	2023-09-27	STAPLES	d4f566d1	PAYMENT OFFICE SUPPLIES - BINDING CASES	250.49	250.49
20232481	2023-09-29	ANTONIUK, BRADEN				
20232482	2023-09-27	BELL MOBILITY/SCS	272 273	PAYMENT CELL PHONES / IPADS - COUNCIL CELL PHONES / BULK WATER DATA	838.21 642.69	1,480.90
20232483	2023-09-27	RECEIVER GENERAL/SCS	1358	PAYMENT SEPT/23 COUNCIL DEDUCTIONS	2,977.93	2,977.93
20232484	2023-09-27	SHAW CABLESYSTEMS PAYMENT CENTER/SCS	1382 1383 1384 1385 1386 1387 1388 1389 1390 1391	PAYMENT 1356 - PHONE / INTERNET CHARGES 0506 - PHONE / WIFI / FAX 1271 - INTERNET 5858 - INTERNET 3724 - GCC PHONES/ INTERNET / WI 1365 - INTERNET / PHONE / WIFI 4945- GCC INTERNET/WIFI 3275 - SECONDARY WIFI CONNECTI 3662 GFRC INTERNET 5751-FITNESS PHONE/ TV/ WIFI	370.80 248.62 218.01 227.53 125.95 220.00 125.95 108.10 207.09 246.70	2,098.75
20232485	2023-09-28	WESTERN DIRECTIVES INC.	810	PAYMENT 20 DVD'S OF THE MOVIE SPEARPHI	420.00	420.00
20232486	2023-09-29	PATERSON, ERIC D				
20232487	2023-09-29	PATERSON, ERIC D				
20232488	2023-09-29	MULLINS, KEITH	202309291	PAYMENT CREDIT BALANCE PAID	4,000.00	4,000.00
20232489	2023-10-03	BURAK, DARRELL	835	PAYMENT FENCING MATERIALS & LABOUR	2,889.08	2,889.08
20232490	2023-10-03	FRY, ALVIN	832	PAYMENT FENCING MATERIALS & LABOUR	966.00	966.00
20232491	2023-10-03	IDLER, CHRIS	834	PAYMENT FENCING MATERIALS & LABOUR	1,912.58	1,912.58
20232492	2023-10-03	SMART, RODNEY	833	PAYMENT FECING MATERIALS & LABOUR	966.00	966.00
20232493	2023-10-10	LOWE, ERIC D				
20232494	2023-10-10	WELLS, DYLAN R				
20232495	2023-10-10	DOUGLAS, NATHAN T				
20232496	2023-10-10	MACSWEEN, DAVID				
20232497	2023-10-10	PINAULT, CAMERON				
20232498	2023-10-10	BENSON, WILLIAM R				
20232499	2023-10-10	BARRETT, JASON				
20232500	2023-10-10	MYERS, KRISTOPHER				
20232501	2023-10-10	GENEAU, JAMIE				

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232502	2023-10-10	POLLARD, SCOTT T				
20232503	2023-10-10	MATETICH, CASSIDY				
20232504	2023-10-10	POLLARD, SIERRA				
20232505	2023-10-10	DUECK, JERRY J				
20232506	2023-10-10	FUNSTON, LAYNE				
20232507	2023-10-10	WARNER, JAMES				
20232508	2023-10-10	SCHEEPERS, JUSTIN				
20232509	2023-10-10	FULTON, JASON				
20232510	2023-10-05	564045 ALBERTA LTD O/A RICHARDS				1,990.78
			4734	PAYMENT		
			4948	CHECK ENGINE LIGHT BLOWER MO	468.66	
			5010	CHECK ENGINE LITE ON	105.83	
				FILTERS OIL, INNER TIE ROD & LOW	1,416.29	
20232511	2023-10-05	AMSC INSURANCE SERVICES				20,121.12
			42058	PAYMENT		
				OCT 2023 BENEFITS INV #1978-2023	20,121.12	
20232512	2023-10-05	BON ACCORD/GIBBONS FOOD BANK				250.00
			15	PAYMENT		
				COMMUNITY SERVICES GRANT	250.00	
20232513	2023-10-05	BROWNLEE LLP				3,143.40
			553828	PAYMENT		
			555597	CONFIDENTIAL COUNCIL MATTER	1,295.39	
			555601	TAX RECOVERY 687393 ALBERTA LT	951.83	
				TAX RECOVERY - ULLRICH T. & T.	896.18	
20232514	2023-10-05	BUFFALO HEATING & AIR CONDITIONING INC				2,268.00
			534271	PAYMENT		
				REPLACE HEAT EXCHANGERS	2,268.00	
20232515	2023-10-05	CANADIAN NATIONAL RAILWAY COMPANY				365.50
			91706183	PAYMENT		
				OCT 2023 SIGNAL MAINTENANCE	365.50	
20232516	2023-10-05	CANOE PROCUREMENT GROUP OF CANADA				57.73
			PF-114760109670	PAYMENT		
				FUEL - ARENA STAFF CONFERENCE	57.73	
20232517	2023-10-05	CIMCO REFRIGERATION				2,993.82
			90888186	PAYMENT		
				ELECTRICAL ISSUES	2,993.82	
20232518	2023-10-05	CRYSTAL CLEAN WATER DELIVERY				16.00
			W247420	PAYMENT		
				WATER FOR SHOP	16.00	
20232519	2023-10-05	EUROPEAN CUTTERS LTD				294.00
			87735	PAYMENT		
				ZOMBONIE BLADE SHARPENED & D	294.00	
20232520	2023-10-05	FLANAGAN, LORI				
			135			
			136			
20232521	2023-10-05	GIBBONS SENIORS TWILIGHT CLUB				171.15
			25	PAYMENT		
				COMMUNITY SERVICES GRANT	171.15	
20232522	2023-10-05	GILES, CHRIS				
			74			
20232523	2023-10-05	GINGELL, SUSAN				
			6			
20232524	2023-10-05	GOODBRAND AUTO				791.03
			1552	PAYMENT		
				REPAIRS TO 2009 TRAILER	791.03	
20232525	2023-10-05	HOMEFIELD				1,207.50
			1087-25194	PAYMENT		
				DIG AD SOCIAL	1,207.50	
20232526	2023-10-05	HUNTERS PRINT & COPY				18.87
			20818	PAYMENT		
				POSTER FOR TRUTH & RECONCILIA	18.87	
20232527	2023-10-05	INKSTER, DYVONNA				
			51227			
20232528	2023-10-05	KENNER MEDIA (EDMONTON) LTD.				2,677.50
				PAYMENT		

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20232528	2023-10-05	KENNER MEDIA (EDMONTON) LTD.	1054-8033 1066-2252 1066-2253	SEPTEMBE 2023 LEADERBOARD RUN OF SITE SEPT/ GARAGE SALE - BIG BOX RUN OF SI	1,984.50 598.50 94.50	2,677.50
20232529	2023-10-05	LAPP C/O ASP	94	PAYMENT SEPT 10 - 23 2023 CONTRIBUTIONS	10,229.57	10,229.57
20232530	2023-10-05	LOWE, ERIC D	55567	PAYMENT REGISTRATION FOR NEW VEHICLE	84.00	84.00
20232531	2023-10-05	MORINVILLE NAPA	033-099166 033-099241	PAYMENT KOMBI HEDGE TRIMMER LUBE	398.99 31.92	430.91
20232532	2023-10-05	MUNICIPAL ASSESSMENT SERVICES	T00903	PAYMENT OCT 1 - DEC 31 2023 QUARTERLY PA	9,450.00	9,450.00
20232533	2023-10-05	ORKIN CANADA	359 360 361 362 363 364	PAYMENT GFRC PEST CONTROL GCC PEST CONTROL PW SHOP FIREHALL CURL CLUB PEST CONTROL ARENA PEST CONTROL	118.27 118.27 110.25 110.25 118.27 118.27	693.58
20232534	2023-10-05	PARKLAND COUNTY	103965	PAYMENT 3RD QUARTER 2023 FIRE DISPATCH	1,715.18	1,715.18
20232535	2023-10-05	RECEIVER GENERAL/SCS	1359 1360	PAYMENT RP0001- SEPT 8-22 2023 DEDUCTIO RP0002 - SEPT 8-22 2023 DEDUCTIC	20,263.77 3,821.55	24,085.32
20232536	2023-10-05	REDLICK, BRIAN	31			
20232537	2023-10-05	ROYAL CANADIAN LEGION LADIES AUXILIARY	21	PAYMENT COMMUNITY SERVICES GRANT	250.00	250.00
20232538	2023-10-05	SCHMIDT, LAURA	294			
20232539	2023-10-05	SHERWOOD SHARP SHOP	4838	PAYMENT 3 MOWER BLADES	29.93	29.93
20232540	2023-10-05	STURGEON PLUMBING & HEATING 2018 INC	1841	PAYMENT SHOP BOILER CONTROLS	1,273.60	1,273.60
20232541	2023-10-05	TELSCO SECURITY SYSTEMS INC.	867751	PAYMENT 4TH QUARTER BILLING OCT-DEC 20	2,123.10	2,123.10
20232542	2023-10-05	TRINUS TECHNOLOGIES INC.	4536	PAYMENT OCTOBER 2023 MONTHLY BILLING	10,522.68	10,522.68
20232543	2023-10-05	UNITED RENTALS	224388372-001	PAYMENT PACKER RENTALS	3,116.91	3,116.91
20232544	2023-10-05	WELLS, DYLAN	160 161	PAYMENT RMH FIRE COURSE EXPENSES (2) P BATTERIES FOR FIRE HALL	1,203.86 92.83	1,296.69
20232545	2023-10-05	WIEBE, TRACEY	4			
20232546	2023-10-05	BANNER TRAILERS	WM104	PAYMENT REMOVE WING OVER GAS METER &	1,516.66	1,516.66
20232547	2023-10-05	CONFIDENT CONSULTING 1ST AID TRAINING	688	PAYMENT STANDARD FIRST AID RECERTIFICA	1,102.50	1,102.50
20232548	2023-10-05	FREY, VIC	833			
20232549	2023-10-05	GIBBONS MINOR BALL	49743	PAYMENT COMMUNITY SERVICES GRANT	1,000.00	1,000.00

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TOWN OF GIBBONS

Cheque Listing For Council

2023-Oct-10
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Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20232550	2023-10-05	GOVERNMENT OF ALBERTA		PAYMENT		20.00
			LTSEPT 30 2023	LAND TITLES SEPT 2023	20.00	
20232551	2023-10-05	KUGLER, SARA				
			8412			
20232552	2023-10-05	LANDING TRAIL PIA		PAYMENT		1,000.00
			744	COMMUNITY SERVICE GRANT	1,000.00	
20232553	2023-10-05	MOTION INDUSTRIES (CANADA) INC.		PAYMENT		5,182.45
			AB53-00608179	GAS DETECTOR	5,182.45	
20232554	2023-10-05	MULLINS, JULIE				
			20230718			
20232555	2023-10-05	RYAN SNOW MUSIC		PAYMENT		2,000.00
			100-RSMUSIC	NOV 17 2023 CONTRACT	2,000.00	
20232556	2023-10-05	THE SIGN GURU		PAYMENT		472.50
			23219	MONTHLY RENTALS	472.50	
20232557	2023-10-05	WARNER, JAMES		PAYMENT		229.55
			813	PRINCESS AUTO & CLEANING SUPP	229.55	
20232558	2023-10-05	GRANT, LORE		PAYMENT		573.18
			202309261	REFUND PTPS NOT CANCELLED	573.18	

Total 740,188.39

*** End of Report ***

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Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, Director of Corporate Services
Report Topic: Lease to Purchase – Capital Purchase of Vac Truck

Introduction

The purpose of this report is to report to Council the need for a capital purchase of a vac truck to provide vac services to the businesses due to open in the new highway commercial area also known as Heartland Station (4.5 acres).

Background

In the last five years the Town has incurred \$179,636.06 in vac truck costs for plugged sewer lines, sewer back-ups and maintenance of the regional lift station situated behind Long Riders. That alone in 2023 has cost the Town \$36,391.48 to date.

With the upcoming opening of businesses in Heartland Station and because connection to the main sewer line was an impossibility at this time the businesses in Heartland Station are expected to need vac services to empty out their septic tanks daily beginning in late 2023 at a rental cost of \$1,000.00 per day. It is expected that this service will be required for at least 24 months until such time as the sewer main lines can be constructed to connect the 4.5 acres and Heartland Commons to the remainder of the town system. The rental cost for this service at \$1,000.00 per day would be in the neighbourhood of \$730,000.00.

Administration is proposing the option of leasing to purchase a 2023 Western Star/47X/Custom Vac: purchase price \$387,500.00. The lease on this unit for 12 months would be \$11,500.00 per month, of which 70% of the first six months would be applied to the purchased price and 50% of the lease amount for the last six months would also be applied to the purchase price. In short, \$82,800 of the lease paid would be applied against the purchase price at the end of the 12 months. This means that in 2024 the purchase price would then become \$304,700.00.

The monthly rental fee will be costed out in this fashion: for the first 6 months 70% or \$8,050.00 per month would be capitalized, and the remaining 30% or \$3,450.00 would be an operating cost. Accounting that the Town has spent \$179,636.06 in vac truck costs in the last five years then on average the monthly cost is \$2,993.94. For the remaining 6 months 50% or \$5,750.00 would be capitalized and the remaining \$5,750.00 would then be an operating cost. Over the next 12 months the operating costs of this lease over what the Town has already incurred will total \$19,272.72 A portion of the operating costs was attributed to the sale of the property when the calculations were made.

According to the MGA section 241(a.1) "borrowing" means (i) the borrowing of money, including, without limitation, money borrowed to refinance, redeem or restructure existing debt; (ii) a lease of capital property, including leased tangible capital assets as defined in the CPA Canada Public Sector Accounting Handbook; (iii) an agreement to purchase capital property that creates an interest in the capital property to secure payment of the capital property's purchase price, if payment of the purchase price under the agreement exceeds 5 years; (iv) the amount available to be borrowed on a credit card or under any other revolving credit arrangement. As per ACFA they include the lines of credit in the calculation of the Town's debt limit.

7.2

Report to Council

In following with this information Administration did the debt limit calculations taking into consideration the \$3.6 mil that was just approved last meeting and the repayment of the operating line-of-credit to \$0 and the reduction of the capital line-of-credit \$1,335,228.46 the Town's debt limit would now sit at 94.75% therefore this means that the Town debt limit will accommodate the Town entering into a lease agreement for this equipment and still be within its present debt limit. The debt servicing is at 59.75% of what is allowed under the MGA.

Administration is recommending that the Town enter a lease to purchase agreement with the supplier of this unit for 12 months at \$11,500 lease payments excluding GST and that the unit be purchased at the conclusion of the 12 months for the price of \$304,700.00 and that it be purchased using the capital line-of-credit.

Administration is also advising that the owners of the 4.5 acres will be billed monthly for the sewer service in a manner that is consistent with all the other businesses in Town the cost of the sewer services is based on the consumption of water.

Options Available

The options for consideration by Council include the following:

1. That Council authorize the Town to enter a lease to purchase agreement with the Summit Truck Equipment for a 2023 Western Star/47X/Custom Vac for 12 months at \$11,500 lease payments excluding GST and that the unit be purchased at the conclusion of the 12 months for the price of \$304,700.00 and that it be purchased using the capital line-of-credit dollars.
2. That Council receive the report for information.

Recommendation for Action

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

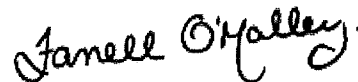
1. 1. That Council authorizes the Town to sign a lease to purchase agreement with the Summit Truck Equipment for a 2023 Western Star/47X/Custom Vac for 12 months at \$11,500 lease payments excluding GST and that the unit be purchased at the conclusion of the 12 months for the price of \$304,700.00 and that it be purchased using the capital line-of-credit dollars.

Submitted By:



Monique Jeffrey,
Director of Corporate Services

Approved By:



Farrell O'Malley
CAO







Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by Monique Jeffrey, Director of Corporate Services
Report Topic: 2024 Capital Purchase of 2 electric gators

Introduction

The purpose of this report is request that Council consider the following capital purchase for the 2024 capital budget.

Background

In the last few weeks Public Works has become aware of available grants for the purchase of electric vehicles.

Administration has met with representatives of the Municipal Climate Change Action Centre (MCCAC) programs and were advised that if the Town could purchase and have in their yard before March 31, 2024, the grant application would be approved.

Administration is proposing the purchase of two 2024 John Deere Gator TE for the total price of \$44,863.20 minus the rebate of \$13,458.96 for a final cost of \$31,404.24. One would be for the recreation department and the other would be for the public works department. During the summer months when the Town has its summer students there are not enough vehicles to accommodate the staff to and from their respective work areas. This would help to alleviate that problem.

With the Town growing it is imperative that the Town considers its need for equipment to assist the staff to perform their assigned duties in an expedient manner.

Options Available

The options for consideration by Council include the following:

1. That Council authorizes the purchase of two John Deere Gators TE from Martin Deerline Ltd. For the total price of \$44,863.20 minus the rebate of \$13,458.96 for a final cost of \$31,404.24 and that this becomes a part of the 2024 capital budget.
2. That Council receives the written reports for information.

Recommendation for Action

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

1. That Council authorizes the purchase of two John Deere Gators TE from Martin Deerline Ltd. For the total price of \$44,863.20 minus the rebate of \$13,458.96 for a final cost of \$31,404.24 and that this becomes a part of the 2024 capital budget.

Submitted by:

A blue ink signature of Monique Jeffrey, consisting of a large, stylized loop.

Monique Jeffrey
Director of Corporate Services

Approved by:

A blue ink signature of Farrell O'Malley, written in a cursive style.

Farrell O'Malley
CAO



Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by Monique Jeffrey, Director of Corporate Services
Report Topic: 2024 Capital Purchase

Introduction

The purpose of this report is request that Council consider the following capital purchase for the 2024 capital budget.

Background

In the last few weeks Public Works has become aware of available grants for the purchase of electric vehicles.

Administration has met with representatives of the Municipal Climate Change Action Centre (MCCAC) programs and were advised that if the Town could purchase and have in their yard before March 31, 2024, the grant application would be approved.

Administration is proposing the purchase of a 2024 Mazda CX-90 GS-L (plug-in hybrid) vehicle that seats 7 for the purchase price of \$61,623.25 minus the electric vehicle rebate of \$14,000.00 for the end price of \$47,623.25. In 2016 the Town purchased the Odessey for the price of \$49,751.25 – \$2,128.00 dollars less for a vehicle that is 8 years newer.

This vehicle will be used by the Town for travelling to meetings, running for parts in the city in other words replacing the wrapped Ford as it is getting mileage out and would also be available for Council when needed. To get this vehicle and to get the rebate a decision must be made now but would then become a part of the 2024 capital budget and paid in 2024.

Options Available

The options for consideration by Council include the following:

1. That Council authorizes a security deposit of \$3,000.00 towards the purchase of a 2024 Mazda CX-90 GS-L from Park Mazda for the price of \$61,623.25 minus the rebate of \$14,000.00 and that this becomes a part of the 2024 capital budget.
2. That Council receives the written reports for information.

Recommendation for Action

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

1. That Council authorizes a security deposit of \$3,000.00 towards the purchase of a 2024 Mazda CX-90 GS-L from Park Mazda for the price of \$61,623.25 minus the rebate of \$14,000.00 and that this becomes a part of the 2024 capital budget.

Submitted by:

Monique Jeffrey
Director of Corporate Services

Approved by:

Farrell O'Malley
CAO

7.4



Report to Council



Date Submitted: October 11, 2023

Submitted to: Mayor Deck and Members of Council

Submitted by: Monique Jeffrey, Director of Corporate Services

Report Topic: 2023 Budget Variance Report as of September 30th, 2023

Introduction

The purpose of this report is to present to Council the 3rd Quarter Budget Variance Report for 2023 as of September 30th, 2023.

Background

Financial reports for January to September 2023 inclusive have been completed. To date, the Town of Gibbons is below budget in revenues at 59.34% of expected but the project revenues have yet to be posted and below budget in expenditures as well at 65.58% of budget.

Options Available

1. That Council accept the 2023 Budget Variance report as of September 30th, 2023, as information.

Recommendation for Action

1. That Council accept the 2023 Budget Variance Report as of September 30th, 2023, as information.

Submitted By:

A handwritten signature in black ink, appearing to be "Monique Jeffrey", written over a horizontal line.

Monique Jeffrey.
Director of Corporate Services

Approved by:

A handwritten signature in black ink, appearing to be "Farrell O'Malley", written in a cursive style.

Farrell O'Malley
CAO

7.5

Agenda Item

Town of Gibbons	Budget variances						
For the Period Ending SEPTEMBER 30, 2023							
Expenditures	2023 Budget	YTD Actual	2023 Variance	% of Budget	Variance - Notes and Unbudgeted Items Identified		
Council	\$ 306,791.00	\$ 207,316.74	\$ 99,474.26	67.58%	slightly below budget to date		
General Administration	\$ 1,313,397.00	\$ 973,657.56	\$ 339,739.44	74.13%	on par with budget		
Police Services	\$ 130,283.00	\$ 120,953.01	\$ 9,329.99	92.84%	policing cost have been paid		
OH & S		\$ 10,587.24			new program in 2023		
Fire Fighting	\$ 239,111.00	\$ 168,764.20	\$ 70,346.80	70.58%	on par with budget		
Disaster Services	\$ 31,525.00	\$ 4,197.38	\$ 27,327.62	13.31%	programs for 2023 not yet started		
Bylaw Enforcement Operations	\$ 122,039.00	\$ 40,243.48	\$ 81,795.52	32.98%	3rd quarter of bylaw services not billed yet		
Common Services Operations	\$ 794,977.00	\$ 637,124.12	\$ 157,852.88	80.14%	slightly above budget		
Road Transportation	\$ 269,631.00	\$ 213,156.14	\$ 56,474.86	79.05%	on par with budget		
Water Supply & Distrib - Budget Surplus \$	\$ 1,015,073.00	\$ 470,740.80	\$ 544,332.20	46.38%	below budget as loan principal is capitalized		
Sanitary Sewer Services - Budget Surplus \$	\$ 745,631.00	\$ 399,790.73	\$ 345,840.27	53.62%	below budget as loan principal is capitalized		
Garbage Collection	\$ 278,664.00	\$ 136,977.85	\$ 141,686.15	49.16%	below budget		
Environmental	\$ 1,000.00		\$ 1,000.00	0.00%	new program in 2023		
FCSS	\$ 297,868.00	\$ 176,709.76	\$ 121,158.24	59.32%	was discontinued		
Cemetery	\$ 25,225.00	\$ 9,720.11	\$ 15,504.89	38.53%	below budget runners not installed yet		
Municipal Planning	\$ 938,322.00	\$ 1,150,678.96	\$ (212,356.96)	122.63%	above budget as the cost for the 4.5 acres of \$803,998.00 and for the cottages \$9,896.00 have yet to be capitalized which will then bring this function under budget and hospitality project never materialized no expenses were spent		
Communities In Bloom	\$ 23,839.00	\$ 23,434.31	\$ 404.69	98.30%	on budget		
Community Services Board	\$ 158,953.00	\$ 66,395.74	\$ 92,557.26	41.77%	below budget as community league still unactive		
Recreation/Parks	\$ 704,445.00	\$ 401,956.41	\$ 302,488.59	57.06%	below budget trail project is underway and tree project just starting		
Fitness Center	\$ 211,177.00	\$ 113,563.29	\$ 97,613.71	53.78%	below budget expectations loan principal is capitalized		
Arena	\$ 486,908.00	\$ 277,916.22	\$ 208,991.78	57.08%	below budget as loan principal is capitlaized		
Arena Concession	\$ 3,500.00	\$ -	\$ 3,500.00	0.00%	no expenses as of yet concession is contracted out		
Curling Rink	\$ 90,813.00	\$ 89,358.73	\$ 1,454.27	98.40%	above budget as utility costs are higher than anticipated		
Facilities	\$ 122,404.00	\$ 40,324.83	\$ 82,079.17	32.94%	wages need to reallocated		
Museum	\$ 33,561.00	\$ 26,705.42	\$ 6,855.58	79.57%	on par with budget		
SSDLC	\$ 130,081.00	\$ 8,030.31	\$ 122,050.69	6.17%	below budget as renos have not started yet		
Resource Centre Exp.	\$ 135,705.00	\$ 48,409.42	\$ 87,295.58	35.67%	below budget loan principal capitalized		
Cultural Center	\$ 186,021.00	\$ 133,057.55	\$ 52,963.45	71.53%	on par with budget		
Library	\$ 232,071.00	\$ 117,161.76	\$ 114,909.24	50.49%	below budget transfers not yet done		
Requisitions - Prov Schools	\$ 993,167.00	\$ 511,726.97	\$ 481,440.03	51.52%	3rd quarter requisition not yet recorded		
Requisitions - Seniors Foundation	\$ 34,004.00	\$ 34,004.22	\$ (0.22)	100.00%	on par with budget		
Requisition Allowance MGA 359(2) - Uncollected	\$ 14,557.00	\$ 14,557.00	\$ -	100.00%			
Alberta DI Properties	\$ 322.00	\$ 322.00		100.00%			
Operating Contingency	\$ 35,000.00	\$ -	\$ 35,000.00	0.00%			
Total Expenditures	\$ 10,106,065.00	\$ 6,627,542.26	\$ 3,489,109.98	65.58%	overall all expenses are below budget		
Net surplus (Deficit)	\$ (3,183,384.00)	\$ 975,283.85					

Town of Gibbons	Budget Variances	2023-10-06				
For the Period Ending SEPTEMBER 30, 2023						
Revenue	2023 Budget	YTD Actual	2023 Variance	% of Budget	Variance - Notes and Unbudgeted Items Identified	
General Administration	\$ 580,136.00	\$ 35,790.50	\$ 544,345.50	6.17%	projects transfers not yet done	
Police Services	\$ 71,593.00	\$ 9,265.00	\$ 62,328.00	12.94%	reserve transfers only take place at year-end	
Fire Fighting	\$ 153,357.00	\$ 169,906.92	\$ (16,549.92)	110.79%	over budget -invoiced for sale of extra fire truck	
Disaster Services	\$ -	\$ -	\$ -	0.00%		
By-Law Enforcement	\$ 19,000.00	\$ 7,783.00	\$ 11,217.00	40.96%	pending fines not in yet and internal transfers not yet done	
Common Services	\$ 184,500.00	\$ 13,386.68	\$ 171,113.32	7.26%	projects transfers are done at year end	
Road Transportation	\$ 14,747.00	\$ 5,116.45	\$ 9,630.55	34.69%	Fines from Province always one month behind and are lower than expected	
Water Supply & Distib.	\$ 1,015,073.00	\$ 713,714.06	\$ 301,358.94	70.31%	on par with budget	
Sanitary Sewer Services	\$ 745,631.00	\$ 483,225.84	\$ 262,405.16	64.81%	slightly below budget	
Garbage Collection	\$ 278,664.00	\$ 205,986.91	\$ 72,677.09	73.92%	on par with budget	
Environmental	\$ 56,250.00				new function in 2023 not yet started	
FCSS	\$ 212,311.00	\$ 79,658.25	\$ 132,652.75	37.52%	slightly below budget fundraising still pending	
Cemetery	\$ 11,825.00	\$ 6,165.79	\$ 5,659.21	52.14%	below budget	
Municipal Planning & Dev	\$ 524,100.00	\$ 57,003.42	\$ 467,096.58	10.88%	projects transfers not yet done and anticipated revenues for hospitality project never materialized	
Communities in Bloom	\$ 7,300.00	\$ 4,995.75	\$ 2,304.25	68.43%	below budget as we did not have rain barrels to sell this year	
Community Services Brd/Staff	\$ 30,000.00	\$ -	\$ 30,000.00	0.00%	no events held yet this year	
Recreation/Parks	\$ 600,719.00	\$ 497,173.71	\$ 103,545.29	82.76%	over budget because program revenues was \$11,905 higher than budgeted	
Fitness Center	\$ 52,614.00	\$ 37,679.62	\$ 14,934.38	71.62%	on par with budget	
Arena	\$ 371,570.00	\$ 235,878.82	\$ 135,691.18	63.48%	below budget internal transfers not yet done	
Arena Concession	\$ 7,500.00	\$ 1,870.00	\$ 5,630.00	24.93%	below budget only two months rent collected concession just reopened for the season	
Curling Rink	\$ 35,000.00	\$ 1,852.38	\$ 33,147.62	5.29%	invoice to be sent out as of October 1 as per agreement	
Facilities	\$ 8,179.00	\$ 2,594.32	\$ 5,584.68	31.72%	below budget facility rentals lower than anticipated	
Museum	\$ 5,700.00	\$ 2,432.18	\$ 3,267.82	42.67%	below budget student grant not yer received	
SSDLC	\$ 36,780.00	\$ 27,855.00	\$ 8,925.00	75.73%	on par with budget	
Resource Centre Revenue	\$ 67,533.00	\$ 11,228.58	\$ 56,304.42	16.63%	below budget transfers have not taken place yet	
Cultural Center	\$ 224,700.00	\$ 150,097.60	\$ 74,602.40	66.80%	on par with budget	
Library	\$ 74,415.00	\$ 52,096.29	\$ 22,318.71	70.01%	on par with budget	
Other Revenue	\$ 1,533,484.00	\$ 1,295,338.20	\$ 238,145.80	84.47%	slightly above budget	
Total Revenues - Municipal Operations Includes						
Tax Revenue and Requisitions	\$ 6,922,681.00	\$ 4,108,095.27	\$ 2,758,335.73	59.34%	Revenues are slightly below budget as internal entries have yet to be done	
Taxes Collected		\$ 3,144,230.84				
Project revenues not yet posted		\$ 350,500.00				
		\$ 7,602,826.11				

Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by Monique Jeffrey, Director of Corporate Services
Report Topic: Fortis Franchise Fee - 2024

Introduction

The purpose of this report is to respectfully request that Council considers the Fortis Alberta Franchise Fee that it collects each year on the Town’s behalf. The current Fortis Alberta franchise fee is set at 10% however; this fee can be adjusted annually, up to a cap of 20%.

Background

Administration would like to point out that in 2018 the Town collected \$137,041 from the Electric Franchise Fee and in 2019 the Franchise Fee Revenue was \$141,157. The 2020 Franchise Fee collected was \$156,970.23, in 2021 the fees collected were \$167,899.67, in 2022 the fees collected were \$178,912.89. To the end of September 2023, the Town has already received \$121,464.77, estimation is that we should reach \$182,197.20 in revenues by the end of 2023. The 2024 Franchise Fee is estimated to be \$190,495.

To increase from 10% to the Maximum 20% would result in an additional \$190,495 based on the Fortis forecasting as indicated above. The resulting impact to the customer’s annual billing is required to be advertised to residents.

Other rates being charged in our area are as follows:

Bon Accord	19%	Morinville	20%	Legal	15%
Redwater	10%	Gibbons	10%	St. Albert	15%
Beaumont	17.25%				

Options Available


The options for consideration by Council include the following:


1. That Council maintain the Fortis Franchise Fee at 10% for 2024.
2. That Council increase the Fortis Franchise Fee to 20% for 2024.
3. That Council provide direction to Administration as to how it wishes to proceed.

Recommendation for Action

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

That Council maintain the Fortis Franchise Fee at 10% for 2024.

Submitted by:

 Monique Jeffrey
 Director of Corporate Services

Approved by:

 Farrell O'Malley
 CAO

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

TOWN OF GIBBONS
Financial Statements
For The Year Ended December 31, 2022

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Town of Gibbons

Opinion

We have audited the financial statements of Town of Gibbons (the Town), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance (Council) are responsible for overseeing the Town's financial reporting process.

(continues)



Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
October 11, 2023

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of Town of Gibbons

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Town Council to express an opinion on the Town's financial statements.

Farrell O'Malley
Chief Administrative Officer

Monique Jeffrey
Director of Corporate Services

TOWN OF GIBBONS
Statement of Financial Position
As At December 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 104,924	\$ 269,355
Receivables (Note 2)	1,045,900	1,309,796
Loans receivable (Note 3)	16,065	33,505
Land held for resale	1,814,587	925,980
	<u>2,981,476</u>	<u>2,538,636</u>
LIABILITIES		
Bank indebtedness (Note 4)	\$ 1,959,436	\$ 975,828
Accounts payable and accrued liabilities (Note 5)	491,827	853,468
Deposit liabilities	50,196	44,167
Deferred revenue (Note 7)	1,330,499	903,170
Long-term debt (Note 6)	4,888,470	5,485,840
	<u>8,720,428</u>	<u>8,262,473</u>
NET DEBT	<u>(5,738,952)</u>	<u>(5,723,837)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 8)	36,943,455	38,008,149
Inventories for consumption	388,964	489,843
Prepaid expenses	25,147	19,948
	<u>37,357,566</u>	<u>38,517,940</u>
ACCUMULATED SURPLUS (Note 9)	<u>\$ 31,618,614</u>	<u>\$ 32,794,103</u>
Contingencies (Note 10)		

ON BEHALF OF THE TOWN COUNCIL:

_____ Mayor

_____ Councillor

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS

Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2022

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 3,162,919	\$ 3,155,414	\$ 3,020,849
Sales and user charges (Schedule 4)	2,765,406	2,500,915	2,159,394
Government transfers for operating (Schedule 3)	536,370	692,152	603,009
Franchise and concession contracts (Note 11)	405,396	452,093	389,077
Rentals	307,353	323,513	202,803
Other	138,617	60,628	14,626
Penalties and costs on taxes	100,000	54,506	93,700
Interest	4,500	21,538	6,159
Licenses and permits	29,542	20,815	27,487
Fines	22,272	14,561	11,255
	<u>7,472,375</u>	<u>7,296,135</u>	<u>6,528,359</u>
EXPENSES			
Water and wastewater	1,240,580	1,408,041	1,216,920
Administration	1,149,970	1,220,381	1,030,385
Parks and recreation	1,130,761	1,217,891	904,777
Common services	695,463	829,347	755,537
Planning, zoning, & development	447,094	474,030	420,215
Culture	610,160	467,202	369,993
Family and community support	434,239	315,092	253,463
Fire and disaster services	239,844	282,980	224,729
Legislative	263,007	267,548	216,155
Roads, streets, walks and lighting	252,048	261,830	249,777
Waste management	174,041	197,727	254,905
Subdivision land and development	41,756	164,247	44,545
Other public health & welfare	-	129,504	111,502
Policing	100,277	117,648	87,632
Bylaw enforcement	113,952	80,409	88,955
Cemetery	7,400	12,234	11,122
Amortization	-	1,541,505	1,300,246
	<u>6,900,592</u>	<u>8,987,616</u>	<u>7,540,858</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	<u>571,783</u>	<u>(1,691,481)</u>	<u>(1,012,499)</u>
OTHER REVENUE			
Government transfers for capital (Schedule 3)	854,183	497,956	1,603,387
Gain (loss) on disposal of tangible capital assets	-	17,036	(1,654)
Other revenue for tangible capital assets	-	1,000	121,156
	<u>854,183</u>	<u>515,992</u>	<u>1,722,889</u>
ANNUAL SURPLUS (DEFICIT)	1,425,966	(1,175,489)	710,390
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>32,794,103</u>	<u>32,794,103</u>	<u>32,083,713</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 9)	<u>\$ 34,220,069</u>	<u>\$ 31,618,614</u>	<u>\$ 32,794,103</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS
Statement of Changes in Net Debt
For the Year Ended December 31, 2022

	2022 (Budget) <i>(Note 14)</i>	2022 (Actual)	2021 (Actual)
ANNUAL SURPLUS (DEFICIT)	\$ 1,425,966	\$ (1,175,489)	\$ 710,390
Acquisition of tangible capital assets	(1,285,089)	(1,227,604)	(2,706,503)
Amortization of tangible capital assets	-	1,541,505	1,300,246
Land transferred from tangible capital assets to land held for resale	-	696,400	-
Proceeds on disposal of tangible capital assets	-	71,429	73,324
Loss (gain) on disposal of tangible capital assets	-	(17,036)	1,654
	140,877	(110,795)	(620,889)
Use of inventory held for consumption	-	100,879	(489,843)
Use (acquisition) of prepaid expenses	-	(5,199)	1,854
INCREASE IN NET DEBT	140,877	(15,115)	(1,108,878)
NET DEBT - BEGINNING OF YEAR	(5,723,837)	(5,723,837)	(4,614,959)
NET DEBT - END OF YEAR	\$ (5,582,960)	\$ (5,738,952)	\$ (5,723,837)

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS
Statement of Cash Flows
For The Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ (1,175,489)	\$ 710,390
Non-cash items not included in annual surplus:		
Amortization of tangible capital assets	1,541,505	1,300,246
Loss (gain) on disposal of tangible capital assets	(17,036)	1,654
	<u>348,980</u>	<u>2,012,290</u>
Changes in non-cash working capital balances related to operations:		
Receivables	263,897	(512,665)
Loans receivable	17,440	12,975
Land held for resale	(192,207)	(2,219)
Accounts payable and accrued liabilities	(361,642)	541,969
Deferred revenue	427,329	38,042
Deposit liabilities	6,029	8,470
Inventories for consumption	100,879	(489,843)
Prepaid expenses	(5,199)	1,854
	<u>256,526</u>	<u>(401,417)</u>
Cash flow from operating activities	<u>605,506</u>	<u>1,610,873</u>
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	71,429	73,324
Purchase of tangible capital assets	(1,227,604)	(2,706,503)
Cash flow used by capital activities	<u>(1,156,175)</u>	<u>(2,633,179)</u>
FINANCING ACTIVITIES		
Advances from bank indebtedness	983,608	390,737
Long-term debt repaid	(597,370)	(688,129)
Long-term debt issued	-	705,000
Cash flow from financing activities	<u>386,238</u>	<u>407,608</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	(164,431)	(614,698)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	269,355	884,053
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 104,924	\$ 269,355

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS

Schedule of Equity in Tangible Capital Assets

(Schedule 1)

For the Year Ended December 31, 2022

	2022	2021
BALANCE, BEGINNING OF YEAR	\$ 33,119,724	\$ 31,927,535
Acquisition of tangible capital assets	1,227,604	2,706,503
Amortization of tangible capital assets	(1,541,505)	(1,300,246)
Long-term debt repaid	597,370	688,129
Cost of tangible capital assets disposed of	(756,838)	(112,731)
Accumulated amortization of tangible capital assets disposed of	6,045	37,752
Utilized long-term debt	(509,205)	(827,218)
BALANCE, END OF YEAR	\$ 32,143,195	\$ 33,119,724
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 36,943,455	\$ 38,008,149
Long-term debt	(4,888,470)	(5,485,840)
Total long-term debt issued but unexpended	88,210	597,415
	\$ 32,143,195	\$ 33,119,724

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS**Schedule of Net Municipal Taxes****(Schedule 2)****For the Year Ended December 31, 2022**

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TAXATION			
Real property taxes	\$ 4,047,260	\$ 4,037,551	\$ 3,880,489
Local improvement	165,612	173,902	192,180
	<u>4,212,872</u>	<u>4,211,453</u>	<u>4,072,669</u>
REQUISITIONS			
Alberta School Foundation	1,012,199	1,023,454	1,014,379
Homeland Housing	37,441	32,585	37,441
Designated Industrial Property	313	-	-
	<u>1,049,953</u>	<u>1,056,039</u>	<u>1,051,820</u>
NET MUNICIPAL PROPERTY TAXES	<u>\$ 3,162,919</u>	<u>\$ 3,155,414</u>	<u>\$ 3,020,849</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS
Schedule of Government Transfers
For the Year Ended December 31, 2022

(Schedule 3)

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TRANSFERS FOR OPERATING			
Local governments	\$ 353,229	\$ 349,892	\$ 337,396
Provincial government	176,841	270,302	259,313
Federal government	6,300	71,958	6,300
	<u>536,370</u>	<u>692,152</u>	<u>603,009</u>
TRANSFERS FOR CAPITAL			
Provincial government	854,183	447,956	1,553,387
Local governments	-	50,000	50,000
	<u>854,183</u>	<u>497,956</u>	<u>1,603,387</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 1,390,553</u>	<u>\$ 1,190,108</u>	<u>\$ 2,206,396</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS
Schedule of Segmented Information
For the Year Ended December 31, 2022

(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 1,224,796	\$ 918,714	\$ 327,644	\$ 684,260	\$ -	\$ -	\$ 3,155,414
Sales and user charges	23,190	269,855	133,624	22,690	1,946,778	104,778	2,500,915
All other	42,351	478,563	50,144	15,753	3,539	357,304	947,654
Government transfers	-	476,564	7,749	-	-	207,839	692,152
	<u>1,290,337</u>	<u>2,143,696</u>	<u>519,161</u>	<u>722,703</u>	<u>1,950,317</u>	<u>669,921</u>	<u>7,296,135</u>
EXPENSES							
Salaries, wages and benefits	670,185	894,607	104,696	559,839	130,313	653,085	3,012,725
Materials, goods, and supplies	147,208	329,268	218,796	161,566	184,816	606,046	1,647,700
Contracted and general services	214,251	1,790	83,054	149,435	1,011,605	37,634	1,497,769
Utilities	19,967	230,684	18,421	167,212	64,613	4,583	505,480
Repairs & maintenance	80,509	160,564	50,505	44,530	126,244	14,634	476,986
Interest on long-term debt	-	38,998	-	-	77,093	42,461	158,552
Insurance	36,832	29,182	5,563	8,596	11,085	4,211	95,469
Interest and bank charges	51,430	-	-	-	-	-	51,430
	<u>\$ 1,220,382</u>	<u>\$ 1,685,093</u>	<u>\$ 481,035</u>	<u>\$ 1,091,178</u>	<u>\$ 1,605,769</u>	<u>\$ 1,362,654</u>	<u>\$ 7,446,111</u>
NET REVENUE BEFORE AMORTIZATION	69,955	458,603	38,126	(368,475)	344,548	(692,733)	(149,976)
Amortization	69,955	458,603	38,126	589,550	333,712	51,559	1,541,505
NET REVENUE (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (958,025)</u>	<u>\$ 10,836</u>	<u>\$ (744,292)</u>	<u>\$ (1,691,481)</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS

Schedule of Segmented Information

(Schedule 5)

For the Year Ended December 31, 2021

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 995,222	\$ 477,996	\$ 270,866	\$ 958,689	\$ -	\$ 318,076	\$ 3,020,849
Sales and user charges	18,650	40,624	96,280	18,800	1,854,864	130,176	2,159,394
All other	16,513	371,861	25,329	437	-	330,967	745,107
Government transfers	-	384,288	8,842	27,390	-	182,489	603,009
	<u>1,030,385</u>	<u>1,274,769</u>	<u>401,317</u>	<u>1,005,316</u>	<u>1,854,864</u>	<u>961,708</u>	<u>6,528,359</u>
EXPENSES							
Salaries, wages and benefits	\$ 588,087	\$ 731,785	\$ 90,827	\$ 592,100	\$ 113,879	\$ 527,433	\$ 2,644,111
Contracted and general services	193,061	750	85,823	48,362	1,045,445	22,792	1,396,233
Materials, goods, and supplies	106,140	251,482	171,739	137,406	42,413	447,124	1,156,304
Utilities	17,260	161,376	17,078	161,892	45,852	3,645	407,103
Repairs & maintenance	62,628	63,401	30,896	65,556	120,917	5,500	348,898
Interest on long-term debt	-	45,224	-	-	103,317	44,545	193,086
Insurance	54,593	20,751	4,954	-	-	5,963	86,261
Interest and bank charges	8,616	-	-	-	-	-	8,616
	<u>1,030,385</u>	<u>1,274,769</u>	<u>401,317</u>	<u>1,005,316</u>	<u>1,471,823</u>	<u>1,057,002</u>	<u>6,240,612</u>
NET REVENUE BEFORE AMORTIZATION	-	-	-	-	383,041	(95,294)	287,747
Amortization	65,970	331,909	42,225	516,098	324,615	19,429	1,300,246
NET REVENUE (DEFICIT)	<u>\$ (65,970)</u>	<u>\$ (331,909)</u>	<u>\$ (42,225)</u>	<u>\$ (516,098)</u>	<u>\$ 58,426</u>	<u>\$ (114,723)</u>	<u>\$ (1,012,499)</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

1. ACCOUNTING POLICIES

The financial statements of the Town of Gibbons (the Town) are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and cash flows of the reporting entity. The entity is comprised of all the organizations that are owned or controlled by the Town and are, therefore, accountable to Town Council for the administration of their financial affairs and resources.

The schedule of property taxes also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of Accounting

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Town has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Cash and Cash Equivalents

Cash and cash equivalents includes items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Town has used estimates to determine accrued liabilities, tangible capital asset useful lives as well as provisions made for allowances for amounts receivable or any provision for impairment.

(continues)

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

1. ACCOUNTING POLICIES (continued)

(e) Land Held for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

(f) Inventories for Consumption

Inventories of materials and supplies for consumption are recorded at the lower of cost or net realizable value with cost determined using the average cost method.

(g) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Engineered structures:	
Water system	45 - 75 years
Wastewater system	45 - 75 years
Other	10 - 40 years
Buildings	25 - 50 years
Vehicles	10 - 25 years
Land improvements	15 - 25 years
Machinery and equipment	5 - 40 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(h) Landfill Closure and Post-Closure Liability

The Town is a member of the Roseridge Solid Waste Management Services Commission (the Commission) and, pursuant to the *Alberta Environmental Protection and Enhancement Act*, the Town may be required to fund its share of the closure of the landfill site and provide for its share of the post-closure costs of the facility. By statute, the Commission must provide for these costs and it is the opinion of the Town's management that the Commission has sufficient reserves to cover the future closure and post-closure costs.

(i) Tax Revenue

Property taxes are recognized as revenue in the year they are levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and are recognized as revenue in the year in which the local improvement project is completed.

(continues)

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

1. ACCOUNTING POLICIES (continued)

(j) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(l) Contaminated Sites

Contaminated sites are defined as a result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(m) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and non-exchange transactions.

2. RECEIVABLES

	<u>2022</u>	<u>2021</u>
Trade and other	\$ 433,853	\$ 823,135
Taxes and grants in place of taxes	310,853	252,993
Utilities	191,175	185,303
Goods and Services Tax rebate	115,019	53,365
	<u>1,050,900</u>	<u>1,314,796</u>
Less: allowance for doubtful accounts	(5,000)	(5,000)
	<u>\$ 1,045,900</u>	<u>\$ 1,309,796</u>

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

3. LOANS RECEIVABLE

In 2018, as part of the Its Williams Park Sanitary Service Upgrades project and upon residents entering into a Letter of Agreement for Repayment, the Town undertook remediation work necessary to upgrade or replace the sanitary lines originating from resident homes to the Town's primary service line, which was approved under Council motion 18.158.

The loans were issued to residents of 18 tax rolls. Loans are repayable in equal annual installments ranging between 1 and 10 years and are non-interest bearing as long as the resident does not default on a regularly scheduled payment without prior authorization of the Town.

In the event of a defaulted payment without prior authorization of the Town, the Town has secured the loans by way of requiring the loan balance to be due in full and applied against the applicable tax roll, bearing interest at a rate of 3% per annum beginning from the first day after the date of the defaulted regularly scheduled payment.

4. BANK INDEBTEDNESS

The Town has available lines of credit with a combined maximum limit of \$4,000,000, bearing interest at prime less 0.25%. The lines of credit are secured by a general security agreement over the assets of the Town.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2022</u>	<u>2021</u>
Trade and other	\$ 388,379	\$ 752,877
Accrued employee vacation pay	87,381	83,100
Accrued debenture interest	16,067	17,491
	<u>\$ 491,827</u>	<u>\$ 853,468</u>

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

6. LONG-TERM DEBT

	<u>2022</u>	<u>2021</u>
Government of Alberta debenture repayable in semi-annual installments of \$82,615 including interest at 2.298% maturing September 2034.	\$ 1,724,271	\$ 1,847,744
Government of Alberta debenture repayable in semi-annual installments of \$144,782 including interest at 2.532% maturing December 2027.	1,351,906	1,602,472
Government of Alberta debenture repayable in semi-annual installments of \$75,879 including interest at 4.781% maturing June 2033.	1,241,429	1,330,624
Government of Alberta debenture repayable in semi-annual installments of \$75,397 including interest at 2.480% maturing December 2026.	570,864	705,000
	<u>\$ 4,888,470</u>	<u>\$ 5,485,840</u>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 614,271	\$ 143,075	\$ 757,346
2024	631,692	125,653	757,345
2025	649,653	107,692	757,345
2026	668,171	89,175	757,346
2027	535,536	71,015	606,551
To maturity	1,789,147	202,133	1,991,280
	<u>\$ 4,888,470</u>	<u>\$ 738,743</u>	<u>\$ 5,627,213</u>

7. DEFERRED REVENUE

Deferred revenue represents unspent externally restricted funds that are related to expenses that will be incurred in a future period.

	<u>2021</u>	<u>Funds Received</u>	<u>Funds Expended</u>	<u>2022</u>
Canada Community-Building Fund	\$ 334,003	\$ 189,306	\$ -	\$ 523,309
Other	276,785	231,678	(160,125)	348,338
Alberta Municipal Water / Wastewater Program	292,382	6,321	-	298,703
Municipal Sustainability Initiative Capital Program	-	548,777	(430,764)	118,013
Municipal Stimulus Program	-	54,828	(12,692)	42,136
	<u>\$ 903,170</u>	<u>\$ 1,030,910</u>	<u>\$ (603,581)</u>	<u>\$ 1,330,499</u>

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

8. TANGIBLE CAPITAL ASSETS

	2022 Net Book Value	2021 Net Book Value
Engineered structures	\$ 18,994,611	\$ 19,493,157
Buildings	6,912,582	6,462,950
Land	5,982,176	6,473,400
Land improvements	2,220,018	1,934,313
Machinery and equipment	1,597,126	1,697,490
Vehicles	1,018,687	1,173,708
Work in progress	218,255	773,131
	<u>\$ 36,943,455</u>	<u>\$ 38,008,149</u>

	Cost Beginning of Year	Additions	Disposals	Transfers	Cost End of Year
Engineered structures	\$ 35,739,452	\$ 275,482	\$ -	\$ -	\$ 36,014,934
Land	6,473,400	205,178	(696,402)	-	5,982,176
Buildings	9,548,867	271,790	-	382,886	10,203,543
Vehicles	2,318,981	119,666	(60,436)	-	2,378,211
Land improvements	3,026,639	105,342	-	374,875	3,506,856
Machinery and equipment	2,234,712	31,891	-	15,370	2,281,973
Work in progress	773,131	218,255	-	(773,131)	218,255
	<u>\$ 60,115,182</u>	<u>\$ 1,227,604</u>	<u>\$ (756,838)</u>	<u>\$ -</u>	<u>\$ 60,585,948</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Transfers	Accumulated Amortization End of Year
Engineered structures	\$ 16,246,295	\$ 774,028	\$ -	\$ -	\$ 17,020,323
Buildings	3,085,917	205,044	-	-	3,290,961
Vehicles	1,145,273	220,296	(6,045)	-	1,359,524
Land improvements	1,092,326	194,512	-	-	1,286,838
Machinery and equipment	537,222	147,625	-	-	684,847
	<u>\$ 22,107,033</u>	<u>\$ 1,541,505</u>	<u>\$ (6,045)</u>	<u>\$ -</u>	<u>\$ 23,642,493</u>

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

9. ACCUMULATED SURPLUS

	<u>2022</u>	<u>2021</u>
Unrestricted surplus (deficit)	\$ (586,081)	\$ (325,621)
Equity in tangible capital assets (<i>Schedule 1</i>)	32,143,195	33,119,724
Capital reserves	61,500	-
	<u>\$ 31,618,614</u>	<u>\$ 32,794,103</u>

10. CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Town could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

11. FRANCHISE FEES AND CONCESSION CONTRACTS

Disclosure of franchise fees under each utility franchise agreement entered into by the Town as required by Alberta Regulation 313/2000 is as follows:

	2022 (Budget) (<i>Note 14</i>)	2022 (Actual)	2021 (Actual)
ATCO Gas	\$ 239,800	\$ 273,180	\$ 221,177
Fortis Alberta	165,596	178,913	167,900
	<u>\$ 405,396</u>	<u>\$ 452,093</u>	<u>\$ 389,077</u>

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

12. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Town officials, the Town Chief Administrator Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2, 3)	2022	2021
Mayor Deck	\$ 35,063	\$ 1,983	\$ 37,046	\$ 27,507
Councillors				
Berry	22,381	1,983	24,364	18,729
Harris	22,381	1,285	23,666	15,121
Kozak	22,381	1,260	23,641	3,129
Millante	22,381	1,260	23,641	16,808
Sandahl	22,381	68	22,449	17,519
McCann	6,565	368	6,933	25,413
Yushchyshyn	614	352	966	-
			-	
Chief Administrative Officer				
O'Malley	196,265	39,872	236,137	203,018
Designated Officers (4)	520,578	105,700	626,278	621,010
	\$ 870,990	\$ 154,131	\$ 1,025,121	\$ 948,254

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships, and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

13. FUNDS HELD IN TRUST

The Town administers the following trust funds on behalf of third parties. As related trust assets are not owned by the Town, the trust funds have been excluded from the financial statements. Transactions during the year are as follows:

	2022	2021
Balance, Beginning of Year.	\$ 11,452	\$ 9,260
Sale of plots	-	1,700
Perpetual care fees	600	450
Interest income	256	42
	\$ 12,308	\$ 11,452

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

14. BUDGET FIGURES

	2022 (Budget)	2022 (Actual)
Annual surplus (deficit)	\$ 1,425,966	\$ (1,175,489)
Amortization	-	1,541,505
Acquisition of tangible capital assets	(1,285,089)	(1,227,604)
Long-term debt repayments	(600,747)	(597,370)
Net transfers (to) from reserves	459,870	-
	<u>\$ -</u>	<u>\$ (1,458,958)</u>

The budget data presented in these financial statements is based on the operating and capital budgets approved by Town Council on February 24, 2021 and March 23, 2022, respectively. The table above reconciles the approved financial plan to the figures reported in these financial statements.

15. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Gibbons be disclosed as follows:

	2022	2021
Total debt limit	\$ 10,944,203	\$ 9,792,539
Total debt	(6,847,906)	(6,461,668)
Total debt limit remaining	\$ 4,096,297	\$ 3,330,871
Service on debt limit	\$ 1,824,034	\$ 1,632,090
Service on debt	(757,346)	(757,345)
Total service on debt limit remaining	\$ 1,066,688	\$ 874,745

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Town. Rather, the financial statements must be interpreted as a whole.

16. SEGMENTED INFORMATION

The Town provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. For additional information see the Schedules of Segmented Disclosure (Schedule 4 & Schedule 5).

TOWN OF GIBBONS
Notes to Financial Statements
For the Year Ended December 31, 2022

17. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and cash equivalents, receivables, loans receivable, bank indebtedness, accounts payable and accrued liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Town is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Town's credit risk. The Town is exposed to interest rate risk on its lines of credit as the interest rates fluctuate with changes in prime rate.

18. SUBSEQUENT EVENT

In September 2023 the Town sold lands held for resale for a sale price in the amount of \$2,631,524 of which the Town received \$1,160,613 and took back a mortgage for the remaining \$1,470,911 with an initial payment of \$1,160,613 due January 1, 2024 and the final annual payments, totalling \$310,298, due June 30, 2024 to June 30, 2029.

19. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

Gibbons Public Library

Connect, Explore, Discover



www.gibbonslibrary.ab.ca

Gibbons Public Library

5115 51 St.

P.O. Box 510

Gibbons, AB

T0A 1N0

780-923-2004

Town of Gibbons
4807 50 Avenue
PO Box 68
Gibbons, Alberta T0A 1N0

October 4, 2023

Dear Mayor Deck and Councillors,

At the September 2023 Library Board meeting, the board accepted the application of Anna Keet to sit on the Library Board.

As Library Board Chairperson, I would like to have you appoint Anna to the Town of Gibbons Library Board for a term of up to three years in accordance with the Alberta Libraries Act.

Anna has social work education, and in the past, held employment as an event coordinator and research assistant. She has also volunteered throughout her education in several social service roles providing targeted support to demographics most at risk in the community.

We look forward to working with Anna on the Library Board.

Thank you very much for your time.

Sincerely,

Rebecca Babichuk

Chairperson
Town of Gibbons Library Board

10.1

Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Council Meeting Procedures Amending Bylaw MOG 2/23

Introduction

The purpose of this report is to respectfully present members of Council with a copy of the Council Meeting Procedures Amending Bylaw MOG 2/23 (see Appendix "A") which is a proposed Amendment to Council Meeting Procedures Bylaw MOG 1/16 for its consideration and if it wishes to provide second and third and final reading.

Background

Administration, in response to direction by Council, has drafted a proposed Amendment titled "Council Meeting Procedures Amending Bylaw **MOG 2/23** to Amend the existing "Council Meeting Procedures" Bylaw **MOG 1/16** and the to reflect the wording that was presented and adopted by Council at its September 13, 2023, Regular Meeting of Council.

Supplemental Information

It is important to recognize that within the Council Meeting Procedures Bylaw MOG 1/16, there is a clause that outlines how this bylaw can amended which is stated below:

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:
 - (i) by a Bylaw unanimously passed at a regular or special meeting of Council at which all the Council members thereof are present; or
 - (ii) by a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of Council and setting out the terms of the substantial effect of the proposed Bylaw.

Summary Comments

Administration has prepared Council Meeting Procedures Amending Bylaw MOG 2/23 which proposes to Amend the existing bylaw MOG 1/16 rather than replacing it thereby there is no need to Repeal Council Meeting Procedures Bylaw MOG 1/16; however, it will require Amending Bylaw MOG 2/23 to be passed unanimously by all members of council in order to be adopted.

Options Available

1. That Council give Council Meeting Procedures Amending Bylaw MOG 2/23 First Reading.
2. That Council direct Administration to Amend Council Meeting Procedures Amending Bylaw MOG 2/23 with changes identified by Council prior to giving either Second or Third Reading.
3. That Council advise Administration as to how it would like to proceed.

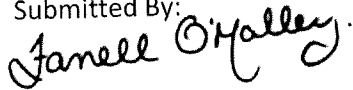
Report to Council

Recommendation for Action

Administration would like to respectfully request that Council give consideration to the following recommendations;

1. That Council give Council Meeting Procedures Amending Bylaw MOG 2/23 First Reading.
2. That Council give Council Meeting Procedures Amending Bylaw MOG 2/23 Second Reading.
3. That Council present Council Meeting Procedures Amending Bylaw MOG 2/23 for Third Reading.
4. That Council give Council Meeting Procedures Amending Bylaw MOG 2/23 Third and Final Reading.

Submitted By:



Farrell O'Malley, CAO

Council Meeting Procedures Amending Bylaw No. MOG 2/23

Being a Bylaw of the Town of Gibbons in the Province of Alberta Amending Council Meeting Procedures Bylaw No. MOG 1/16 of the Town of Gibbons

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Council Meeting Procedures Bylaw.

WHEREAS the Council of the Town of Gibbons wishes to amend its Council Meeting Procedures Bylaw as it affects how Council conducts its Meetings of Council.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

That Bylaw No. MOG 1/16, the Council Meeting Procedure Bylaw of the Town of Gibbons, as amended, is hereby further amended as follows:

The addition of an Open Microphone Session section to reflect the terms as presented 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.

And that the Agenda be further amended to reflect the following order of business:

MEETINGS – Regular:

7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:

1.0 ROLL CALL

Appendix "A"

Council Meeting Procedures Amending Bylaw No. MOG 2/23

- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 OPEN MICROPHONE SESSION
- 6.0 UNAPPROVED MINUTES
- 7.0 ADOPTION OF THE MINUTES
- 8.0 FINANCE
- 9.0 APPOINTMENTS
- 10.0 OLD BUSINESS
- 11.0 NEW BUSINESS
- 12.0 BYLAWS & POLICIES
- 13.0 STAFF REPORTS
- 14.0 COMMITTEE REPORTS
- 15.0 PRESS COMMENTS & QUESTIONS
- 16.0 CORRESPONDENCE
- 17.0 IN-CAMERA
- 18.0 ADJOURNMENT

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

FIRST READING of BYLAW NO. MOG 2/23 granted this _____ day of _____, 2023 A.D. by _____.

SECOND READING of BYLAW NO. MOG 2/23 granted this _____ day of _____, 2023 A.D. by _____.

THIRD AND FINAL READING of BYLAW NO. MOG 2/23 granted this _____ day of _____, 2023 A.D. by _____.

Dan Deck, Mayor

Farrell O'Malley, Chief Administrative Officer

Report to Council



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Council Code of Conduct Bylaw MOG 1/23

Introduction

The purpose of this report is to respectfully present members of Council with a copy of the Council Code of Conduct Bylaw MOG 1/23 (see Appendix "A") which is a proposed replacement to Council Code of Conduct Bylaw MOG 1/18 for its consideration (see Appendix "B").

Background

Administration, at the August 23, 2023, Regular Meeting of Council, 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 review and consideration. Bylaw MOG 1-18 is also attached as background information.

At the September 13, 2023, Regular Meeting of Council, Administration presented Council with a draft Council Code of Conduct Bylaw and to Allow Council sufficient time to review the Bylaw and make any changes it deems necessary. Administration has since the September 13th meeting, received several suggestions from Council and has since incorporated the suggestion in the attached document that is before Council for its consideration.

Supplemental Information

It is important to recognize that within the Council Meeting Procedures Bylaw MOG 1/18, there is a clause that outlines how this bylaw can amended which is stated below:

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:
 - (i) by a Bylaw unanimously passed at a regular or special meeting of Council at which all the Council members thereof are present.

Summary Comments

Administration has prepared Council Code of Conduct Bylaw MOG 1/23 which proposes to replace the existing Council Code of Conduct Bylaw MOG 1/18 thereby seeking to Repeal Council Code of Conduct Bylaw MOG 1/18; however, to do so, it will require Council Code of Conduct Bylaw MOG 1/23 to be passed unanimously by all members of council to be adopted.

Options Available

1. That Council give Council Code of Conduct Bylaw MOG 1/23 First Reading.
2. That Council direct Administration to Amend Council Code of Conduct Bylaw MOG 1/23 with changes identified by Council prior to giving either Second or Third Reading.
3. That Council advise Administration as to how it would like to proceed.

Report to Council

Recommendation for Action

Administration would like to respectfully request that Council give consideration to the following recommendations;

1. That Council give Council Code of Conduct Bylaw MOG 1/23 First Reading.
2. That Council give Council Code of Conduct Bylaw MOG 1/23 Second Reading.
3. That Council present Council Code of Conduct Bylaw MOG 1/23 for Third Reading.
4. That Council give Council Code of Conduct Bylaw MOG 1/23 Third and Final Reading.

Submitted By:

Janell O'Malley

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 in, or having an 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 behaviors that are humiliating, offensive, hurtful, or belittling.
- ii. bullying or intimidation.
- iii. abuse of authority.
- iv. attempting to discredit an Elected Official, a Town employee, or member of the public by spreading false and potentially harmful information about them.

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

"Investigator" means a body established by Council or an individual designated 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 as the personal opinion of the Elected Official, not the opinion or position of Council while still adhering to the spirit of clause Section 6.3 below.
 - h. Publicly express personal opinions in such a manner as to maintain 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 refrain from disclosing 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.
 - 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. In so doing, they will 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. They 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. Members must recognize that they are carrying out directions of Council and administering the policies and

programs of the Town, and 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.
- 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. 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. If this is deemed to be the case, the information must be 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. It also includes 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.
 - i) advice that is subject to solicitor-client privilege.

11. CONFLICTS OF INTEREST

- 11.1. The decision with respect to whether 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 electronic communication devices provided by the Town to Members may be confiscated and inspected as part of the investigation. Inspections may include downloaded 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) This includes 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 indicating the website or account is being used for election campaign purposes.
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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 Council, the 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 do their best 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, 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) a demand that the Member issue a letter of apology.
 - c) publication of a letter of reprimand or request for apology and the Member's response.
 - d) a requirement to attend training.
 - e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under the Act.
 - 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 defined in the Act, corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

- h) required reimbursement of monies received.
- i) required return of Town property or reimbursement of its value.
- j) restrictions on access to Town facilities, property, equipment, services and supplies.
- k) restrictions on contact with Town staff.
- l) restrictions on travel and representation on behalf of Council.
- m) restrictions on how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes).
- n) 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.
 - b) The document involves currently sitting members of Council in which case the document(s) shall remain posted on the website for a minimum of one year from the date of posting or the the remainder of the Councillor's term, whichever is longer.
- 22.2 The document may, by motion of Council, be 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



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.

- 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.

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

20

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



Date Submitted: October 11, 2023
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Chief Administrative Officer Bylaw MOG 3-23

Introduction

The purpose of this report is to respectfully present members of Council with a draft copy of the Chief Administrative Officer Bylaw MOG 3-23 (see Appendix "A") which is a proposed replacement to the Chief Administrative Officer Bylaw 3/95 for its consideration (see Appendix "B").

Background

Administration, at the September 13, 2023, Regular Meeting of Council, was directed to provide to Council at the October 11, 2023, Regular Meeting of Council a Draft Chief Administrative Officer Bylaw that would serve to replace the existing bylaw. Administration has attached an updated bylaw for Council review and consideration in the Chief Administrative Officer Bylaw MOG 3-23 plus attached is Bylaw 3/95 for background information.

Options Available

1. That Council accept the proposed Chief Administrative Officer Bylaw No. MOG 3-23 as information at this time and provide Administration with proposed changes with the intention of presenting an updated bylaw to Council at the October 25, 2023, Regular Meeting of Council for First Reading.
2. That Council provide First Reading to the proposed Chief Administrative Officer Bylaw No. MOG 3-23 and direct Administration to Amend the Chief Administrative Officer Bylaw No. MOG 3-23 with changes identified by Council prior to giving either Second or Third Reading.
3. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration would like to respectfully request that Council give consideration to the following recommendations.

1. That Council accept the proposed Chief Administrative Officer Bylaw No. MOG 3-23 as information at this time and provide Administration with proposed changes with the intention of presenting an updated bylaw to Council at the October 25, 2023, Regular Meeting of Council for First Reading.

Submitted By:

Farrell O'Malley

Farrell O'Malley, CAO

11.3

Chief Administrative Officer Bylaw No. MOG 3-23

BEING A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS Section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, requires that Council establish by bylaw a position of Chief Administrative Officer;

AND WHEREAS Council wishes to delegate certain powers to the Chief Administrative Officer;

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

1.0.0 Title

1.1.0 This bylaw may be cited as the "Chief Administrative Officer Bylaw".

2.0.0 Definitions

"Act" means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto;

"Administration" means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act;

"Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw;

"Council" means the municipal Council of the Town of Gibbons;

"Enactment" means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada;

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

3.0.0 General

Office

3.1.0 The position of Chief Administrative Officer is hereby established, and the individual appointed to that position shall have the title "CAO".

Appointment

3.2.0 Council shall, by resolution, appoint an individual to the position of CAO.

3.3.0 Council shall establish the terms and conditions of the appointment of the CAO including:

- a. the term of the appointment; and
- b. the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.

3.4.0 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.

3.5.0 Council may appoint, by resolution, an interim CAO in the event of:

- a. the CAO's inability to delegate their powers, duties, and functions pursuant to Section 3.4.0, or;
- b. an unscheduled absence, long-term illness, or other incapacity of the CAO.

Accountability

3.6.0 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.

3.7.0 The CAO shall carry out their powers, duties, and functions in compliance with:

- a. the Act and any other Enactment, except for the designated officer powers, duties and functions expressly given to the Town Assessor;
- b. this bylaw;
- c. any other bylaw, resolution, policy, or procedure passed or adopted by Council; or
- d. any contract binding on the Town.

3.8.0 The CAO shall:

- a. be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
- b. be responsible for advising on and communicating with Council with respect to:
 - i. the operations of the Town;
 - ii. the financial state of the Town;
 - iii. Council bylaws, policies, and procedures, and
 - iv. Administrative policies and procedures;
- c. prepares and submit to Council such reports, including recommendations where appropriate, and answer such inquires, as required by Council; and
- d. attends all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.

3.9.0 The CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties, and functions to a designated officer of the Town or to a Town employee.

3.10.0 The CAO has the authority to delegate any of the powers, duties and functions given to the CAO and can authorize the recipients of such delegations to further delegate their powers, duties, and functions to other Town employees.

FOIP Head

3.11.0 The CAO is the head of the Town for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A 2000 c. F-25.

Administration

3.12.0 The CAO is the administrative head of the Town.

3.13.0 The CAO has the authority to:

- a. establish and implement Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
- b. hire, appoint, suspend, remove, or terminate any employee from any position in the Town;
- c. direct, supervise and review the performance of the Administration; and
- d. establish the structure of the Administration including creating, eliminating, merging or dividing departments.

3.14.0 The CAO shall ensure that there are an appropriate number of employees that are familiar with the duties and responsibilities of the CAO, Council processes and procedures, issues being addressed by Council and issues of concern to the Town.

Financial Powers and Functions

3.15.0 The CAO shall:

- a. annually, or as required or directed by Council, prepare, and submit budgets to Council for operating and capital programs in accordance with the Act; and
- b. monitor and report to Council as required or directed by Council, on the operating and capital budgets approved by Council and in particular report on variances between budgeted and actual expenditures.

3.16.0 The CAO may authorize over-expenditures within the operating or capital budgets but at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets.

3.17.0 The CAO may pay any amounts the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against the Town.

3.18.0 The CAO shall designate the financial institution(s) to be used by the Town and shall open and close accounts on behalf of the Town.

3.19.0 The CAO is authorized to invest funds on behalf of the Town in accordance with the Act, this bylaw, any other Enactment, bylaw, or policy.

Contracts and Agreements

The CAO is authorized to:

3.20.0 Without limitation to the foregoing, the CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements, and transactions required for the effective administration and operation of the Town and its policies and programs.

Miscellaneous Powers

3.21.0 The CAO is authorized to:

- a. retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Town including, without limiting the foregoing:
 - i. providing legal services to Council and the Administration; and
 - ii. appearing in all legal and administrative proceedings including commencing, defending, and intervening in such proceedings to define, enforce and defend the Town's (and such other boards, authorities, agencies and other entities as may be required by Council) legal and equitable rights;
- b. comprise all actions, claims or demands against or by the Town and complete all related documentation;
- c. accept service of all notices and other documents on behalf of the Town;
- d. provide any and all certificates or statutory declarations on behalf of the Town;
- e. temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- f. prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- g. carry out inspections, remedies, enforcement, or other actions pursuant to the Act, any other Enactment, or any bylaw where the Act or any other Enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- h. make determinations and issue orders pursuant to the Act or any other statute, Enactment, or bylaw which the Town is authorized to enforce including without limitation, matters related to dangerous or unsightly property;

Code of Conduct

3.22.0 The CAO, holding a position of trust, must demonstrate the highest standards of ethics and behaviour as a steward of the Town.

3.23.0 Without limiting the generality of Section 3.21.0, the CAO shall:

- a. provide timely and reliable advice that is in the best interest of the Town to Council, and propose viable options for decision making using professional judgement and expertise;
- b. respect and abide by Council decision and direction;
- c. serve all members of Council impartially, provide no special privilege to any individual member;
- d. promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
- e. be compliant, and ensure the Town is compliant, with all applicable federal, provincial, and municipal legislation and regulations, and any agreements or contracts the Town is a party to;
- f. always act in good faith in their relationships with other people, and deal fairly and respectfully with Council, the Town's residents, customers, suppliers, stakeholders, and employees;
- g. avoid actual or perceived conflicts of interest or preferential treatment, placing public interest above personal gain or interest;
- h. be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
- i. not accept gifts, hospitality or other benefits valued over \$100 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, and not related to any particular transaction or activity or decision of the Town;
- j. maintain confidentiality regarding those affairs and decisions of the Town that are protected by legislative, contractual, or other requirements of confidentiality;
- k. foster a work environment where the interaction among Council and Town Administration, residents and other stakeholders is conducted fairly, without discrimination, harassment, or abuse;
- l. effectively and efficiently manage the use of public monies, assets, property, and resources;
- m. fully cooperate with audits and other investigations or inquiries;
- n. ensure a code of ethics and conduct for employees is in place and in practice; and
- o. disclose any contravention of this Code of Conduct to Council forthwith.

Evaluation

- 3.24.0 The appointment of a person to the position of CAO shall not be suspended or revoked except as outlined in s. 206 of the Act.
- 3.25.0 Council shall review the performance of the CAO not less than once in a twelve-month period.

Indemnification

- 3.26.0 The Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties and functions given to the CAO by this bylaw, the Act, any other Enactment, any other bylaw, resolution, policy, or procedure.

4.0.0 Effectiveness and Review

- 4.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.
- 4.2.0 Bylaw No. 3/95 and amendments thereto are hereby repealed.
- 4.3.0 This bylaw shall be reviewed within its fifth year, being 2028, or as deemed necessary.
- 4.4.0 This bylaw comes into force on the date it is passed.

FIRST READING of BYLAW NO. MOG 3-23 granted this _____ day of _____, 2023 A.D. by _____.

SECOND READING of BYLAW NO. MOG 3-23 granted this _____ day of _____, 2023 A.D. by _____.

THIRD AND FINAL READING of BYLAW NO. MOG 3-23 granted this _____ day of _____, 2023 A.D. by _____.

Dan Deck, Mayor

Farrell O'Malley, Chief Administrative Officer

BYLAW NO. 3/95

BEING A BYLAW OF THE TOWN OF GIBBONS (THE TOWN) IN THE PROVINCE OF ALBERTA TO ESTABLISH THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS, pursuant to the provisions of Section 205, 207 and 209 of The Municipal Government Act, being Chapter M26.1 of the Revised Statutes of Alberta, 1994 the Council is required to establish an Office of the Chief Administrative Officer.

NOW THEREFORE, the Council of the Town of Gibbons in the Province of Alberta, duly assembled enacts as follows: the position of Chief Administrative Officer is established and the individual appointed to that position will have the title of "Town Manager". In addition to the powers, duties and functions given to a Chief Administrative Officer under the Municipal Government Act or any other Act, the Town Manager:

1. Acts as Administrative head of the Town.
2. Directs and co-ordinates the operations of the Town in accordance with policies, plans and programs approved or implied by Council.
3. Collaborates with Council on the formulation of Council objectives and policies; recommends policies and programs; and implements those that are approved by Council.
4. Approves administrative policies which complement both formal and information Council policies and objectives.
5. Assists in the decision making function of Council by providing advice, guidance and consultation as required.
6. Reports as required to Council on the effectiveness of its policies and programs, and recommends improvements where appropriate.
7. Ensures that the Town Administration as a whole, and each department has an appropriate organization structure.
8. Recommends necessary changes in duties, responsibilities or authority of department heads or other staff.
9. Ensures that information concerning policies, organization and procedures is distributed to those persons who need to know.
10. Appoints, promotes, transfers, rewards, disciplines or dismisses Town employees, in accordance with Provincial legislation, except department heads in which Council must participate.

11. Directs the development of comprehensive personnel policies and programs covering the selection, compensation, development, appraisal and placement of Town employees.
12. Makes recommendations on policy development and procedures concerning budgets, expenditures, and financial controls. Directs the preparation of capital and operating budgets and submits these to Council annually, with appropriate explanation and substantiating information.
13. Directs the efficient procurement and safekeeping of goods and services within limits set by Council.
14. Directs the prompt and proper handling of all requests, enquiries and complaints by the public.
15. Keeps informed about governmental and community affairs and ensures that Council and Town employees are made aware of significant trends.
16. Attends all regular and special meetings of Council and when required attends or be represented by his/her designee at all meetings of Boards, Committees, and Commissions appointed by Council.
17. Ensures that proper implementation of personnel selection and induction programs, appraisal programs and staff development programs.
18. Conducts such dealings with individuals or groups outside of the Town as are necessary to carry out his/her responsibilities and to promote the interest of the Town.
19. Makes recommendations on the development of a Disaster Contingency Plan for the Town and acts as Director of Disaster Services under the Peacetime Emergency Plan.
20. Assists in the negotiation of contracts and agreements for the approval of Council.
21. Monitors any order, agreements, or documents made or executed on behalf of the Town.
22. Monitors accurate handling of all official municipal correspondence; preservation of all original bylaws; validation of all official documents and acts as custodian of the Corporate Seal.

23. Prepares accurate drafts of all municipal bylaw for approval by Council.
24. Organizes and maintains systems for retrieval, storage and destruction of municipal records.
25. Administers the investment of Town funds and acts as custodian of all liquid assets of the Town.
26. Administers municipal borrowing and repayment.
27. Develops, implements and monitors computer operating policies, procedures and systems operations.
28. Directs the accurate preparation and maintenance of the Town's assessment roll and tax roll.
29. Directs the accurate and timely payments of all accounts ensuring procedure compliance; signing and issuing of cheques and accurate reconciliation of all Town bank accounts.
30. Develops, recommends, implements and supervises approved policies, plans and programs for the administration of the finance and accounting functions.
31. Provides necessary reports and advice to the Town Council or Department Heads on all matters of a financial and accounting nature, including the monthly and annual municipal financial reports.
32. Develops and maintains effective systems and records on all financial and accounting functions.
33. Advises Town Council and Department Heads in the civic administration and as required: boards, committees, and commissions on routine matters of a financial accounting or personnel nature.
34. Develops and maintains effective printing and duplicating systems, office supplies, mail systems and supervises use of all office equipment.
35. Develops, recommends and maintains appropriate insurance coverage for Town assets and personnel.
36. Prepares agendas for Council meetings and rejects items that can be dealt with by administration and where sufficient information has not been presented.

37. Explains to all interested persons and citizens the administrative aspect of Council decisions and promotes good public relations.
38. Ensures that all minutes of Council meetings are recorded in the English language, without note or comment, records the names of Councillors present at Council meetings and provides minutes of each Council meeting to Council for adoption at a subsequent Council meeting.
39. Provides the Minister with a list of the Councillors along with any other information the Minister may require within five days after the term the Councillors begin.
40. Withholds information from the public as outlined in the Municipal Government Act.
41. Determines if petitions are sufficient and valid. Within 30 days of the date on which a petition is filed, the Town Manager must make a declaration to the Council or Minister on whether the petition is sufficient or insufficient.
42. Provides the auditor any information, reports or explanations the auditor considers necessary.
43. Acts as the Clerk of the Assessment Review Board.
44. Produces for examination and inspection all books and records of the municipality when required to do so by a Government sanctioned inspector.
45. May delegate any of the duties to an employee of the Town.
46. Appoints an acting Town Manager to act during the absences of the Town Manager.
47. Undertakes all other actions and duties required to carry out the responsibilities given and exercise the authority delegated by Council in any policy or bylaw adopted by Council.

Read a first time this 22 day of MARCH, 1995.

Wm H. Thomas
Mayor

Maisie M. Peterson
Town Manager

March 22/95
Date Signed

Read a second time this 22 day of MARCH, 1995

Wm H. Thomas
Mayor

Maisie M. Peterson
Town Manager

March 22/95
Date Signed

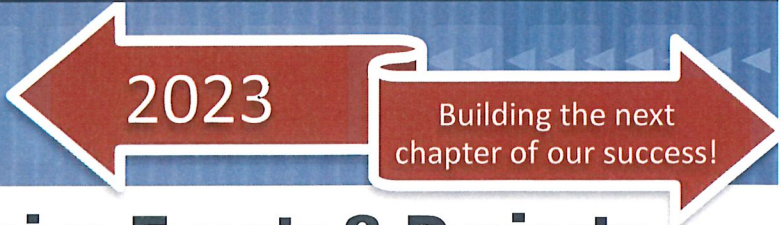
Read a third and final time this 22 day of MARCH, 1995

Wm H. Thomas
Mayor

Maisie M. Peterson
Town Manager

March 22/95
Date Signed

Report to Council



KEY MEETINGS

- Meetings with Developers
- Fort Saskatchewan Chamber of Commerce AGM
- Alberta Municipalities Convention 2023
- Edmonton Global
- Flowpoint Golf Tournament
- AIHA Stakeholder Convention
- Mayor's Brunch- Gibbons Cultural Centre

News, Ongoing Events & Projects

Community Services Department

Key Items in Progress

- Truth and Reconciliation Event was successful, thank you to all who participated.
- Finalizing events for Hometown Weekend (November 17-19th).
- Current employment opportunities posted are: Facilities Attendant, Youth Centre Programmer and, Sturgeon Adult Learning Childminder
- Fall recreation programs are up and running with good participation numbers.

Corporate Services Department

Key items in progress:

- Preliminary 2024 Budget Preparation
- Working on Grant Reporting
- Working on renewing occupancy agreements with tenants
- Working on Tax Enforcement
- Working on government required reporting re: Trade Agreements

Planning & Development Department

Key Items in Progress:

- Final day for movie filming is October 14, 2023.
- Mayor's Brunch was successful.

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.
- Branch and Grass Recycling Closed October 7, 2023
- Trail restructuring complete for the year.
- Food Drive is December 03, 2023; our goal is 12000 pounds.

FIRE DEPARTMENT

- Town Calls – 130
- County Calls – 110
- Membership is currently at 27

12.1



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.

Scheduled Meetings & Workshops



The Town of Gibbons

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

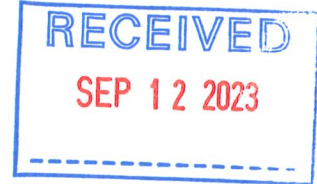


202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA



September 5, 2023

His Worship Dan Deck
Mayor, Town of Gibbons
PO Box 68
Gibbons, AB T0A 1N0



Dear Mayor and Council,

RE: Supporting Watershed Management for a Thriving Town of Gibbons

I hope this letter finds you in good health and spirits. I am writing to you on behalf of the North Saskatchewan Watershed Alliance (NSWA) to express our sincere gratitude for your past support and to kindly request your continued partnership in 2024. Last year, Gibbons **was among the more than 40 municipalities who supported the NSWA**. This year, as we embark on another year of collaborative efforts, we are again asking for positive consideration by you and your Council in 2024 for a **contribution of \$1,815.00**.

As you are aware, water and environmental management stands as a pillar of Gibbons's growth and prosperity. The well-being of our citizens and our economy depends on secure access to clean drinking water, the sustained health of our watershed, protection against flooding and drought, and effective stormwater management.

Gibbons is important to our watershed because the water the town needs comes from the landscape upstream of the city, while city stormwater and wastewater can affect the ecosystem downstream. This means that improving sustainability is best achieved at a watershed scale and in collaboration with other water managers.

At the NSWA, we believe the complex, multi-faceted nature of water and environmental management is best tackled by bringing people and communities together to collaborate. For more than 23 years, the NSWA has worked tirelessly to bring partners together to improve how we collectively manage our rivers, wetlands, and lakes using the best and most applicable science. This important work is accomplished because of the generous support of municipalities like Gibbons, the provincial government, and water utilities.

Your support means that the NSWA can continue to bring municipalities and partners together to address water quality and quantity challenges, build new tools for decision-makers, and improve our understanding of the watershed. One such project is the NSWA's update to the State of the Watershed assessment, last completed in 2005. NSWA is using an internationally recognized method called the Freshwater Health Index developed by Conservation International to calculate a numeric rating for the watershed's vitality, ecosystem services, and governance. The State of the Watershed enables Gibbons

15.1



Invoice

Date	Invoice #
9/05/2023	2024.052

202 - 9440 49
 Street NW
 Edmonton, Alberta
 T6B 2M9

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Town of Gibbons PO Box 68 Gibbons AB T0A 1N0

Description	Amount
Municipal Contribution January 1 to December 31, 2024 - Per Capita Funding Request	1,815.00
Thank you for your support	Total \$1,815.00

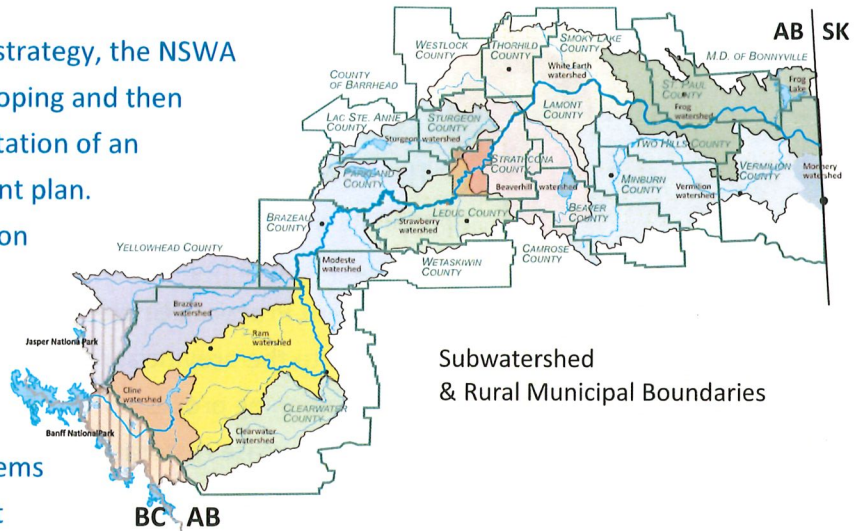
GST/HST No. 890443419



HIGHLIGHTS FROM 2022-2023

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan. Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



Subwatershed
& Rural Municipal Boundaries

STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



Building upon the NSWA's 2005 assessment, the **State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI)**, developed by Conservation International. This will be the first use of FHI in a North America. The index scores watershed vitality, services, and governance to create scientifically supported, scalable, consistent results that integrate available data and the expertise of local stakeholders, subwatershed alliances, and the NSWA.

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

September 22, 2023

Town of Gibbons
Mayor Dan Deck
PO Box 68
Gibbons, Alberta
TOA 1N0

Dear Mayor Deck:

Re: Alberta Police Funding Model Resource Allocation

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Morinville detachment by adding one regular member position. Through the first three years of implementation, we also added one regular member position at the Morinville detachment. This will not only increase the number of resources serving your town, but also enhances frontline services within the detachment.

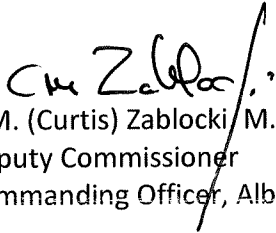
Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your town. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your town, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your town safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabudde,
Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,



C.M. (Curtis) Zablocki / M.O.M.
Deputy Commissioner
Commanding Officer, Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444

Fax: 780-412-5445

C.C.: S/Sgt. Chris Palfy, Morinville Detachment Commander
C/Supt. Mike Good, Central Alberta District Officer

September 28, 2023

To: Mayor Dan Deck and council members

Good Morning!

My name is Scott Gregor, I am an individual who enjoys doing fundraising to help give back and make a difference. I would like to take a few minutes to introduce myself. I am a father of two and a grandfather of three. I have been very fortunate to have a healthy family, and I like to pay it forward to other families that have not had the fortune that I have had. I have done fundraising for many years for organization like Make a Wish and the Ronald McDonald House. I do work on my own to plan these events. I have raised money in the past for "Make A Wish" and have been very fortunate to help 9 children fulfill their dreams from these events. At the Ronald McDonald House, I have raised money from 3 of my events to help families who need a "Home away from Home" This gives me great joy in doing the events that I do.

This year, I am changing my focus. My event, **A Night of Country**, on October 21, 2023. will focus on two Charitable Organizations, Valour Place and Little Warriors. Some of us may know about these great organizations, and some may not. Valour Place is a temporary home away from home for all Canadian Military Members, RCMP, First Responder, the people who take care and protect us.

Little Warriors, is an organization that provides awareness, prevention and treatment of child sexual abuse.

I am not asking for any donation, but this is an invitation for you to come out for a night of fun to help raise the awareness of these two great organizations. A night of fun, with door prizes, silent auction, live auction, music and barbeque.

Please see attached information about my upcoming event.

Thank you for your time.

Sincerely

Scott Gregor

Valour PLACE | MILITARY FAMILY
SUPPORT HOUSE
hope away from home

little
warriors

*Your donation will help raise
funds for 2 deserving charities
in the Edmonton area.*

*Thank you for your
consideration!*

3rd party fundraising events bring in a significant amount of funding for charitable organizations. Events are organized and executed by dedicated individuals or companies wanting to make a difference. Supporting 3rd party events truly makes a significant impact in your community.

Scott Gregor is a dedicated individual who is wanting to give back and make a difference. He is planning and organizing a Night of Country fundraiser on October 21, 2023 in Edmonton. The proceeds from this event will directly benefit Valour Place and Little Warriors.

Scott is seeking donations, auction items and ticket sales for this event to help raise funding for Valour Place and Little Warriors. Please consider supporting his fundraising efforts. If you have questions or require more information about the event you can contact Scott at 780-467-1820 or email scottgregor51@gmail.com.

Valour Place is a temporary home away from home for all Canadian military members, RCMP, Families of the Fallen, Veterans, First responders, and their families when in Edmonton for medical treatment.

Little Warriors is a national, charitable organization focused on the awareness, prevention and treatment of child sexual abuse.

Thank you for your consideration. Should you have any questions or require more information please reach out to Little Warriors or Valour Place.

Sincerely,

Shannon Phelan

Shannon Phelan
Sr. Director of Engagement, Little Warriors
shannon@littlewarriors.ca

Sylvie Keane

Sylvie Keane
Executive Director, Valour Place
Sylvie@valourplace.ca

Scott Gregor Productions

You're invited to a

Night of COUNTRY

OILFIELD TECHNICAL SOCIETY
2104 - 156 STREET
EDMONTON, AB

5:30PM DOORS OPEN
6:30PM - 8:00PM DINNER
8:30PM - 11:00PM ENTERTAINMENT

INDIVIDUAL TICKET - \$70
TABLE OF 8 - \$450

FOR INFORMATION, GO TO FACEBOOK.COM
/SCOTTGREGORPRODUCTIONS2023

FOR TICKETS, SCAN



LISTEN TO 840CFW FOR
MORE INFORMATION
840CFW
Alberta's Country Legend

OCTOBER 21, 2023

*Dust off your boots and kick up
your heels in support of*

[www.32Auctions.com/
NightofCountry](http://www.32Auctions.com/NightofCountry)



f DJ JaXx - Canada

Va your PLACE

MILITARY FAMILY
SUPPORT HOUSE
hope away from home

little
warriors

LET'S DO WHAT THE WEST DOES BEST!