

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
FEBRUARY 28, 2024  
TO BE HELD AT THE MUNICIPAL OFFICE AT 7:00 PM**

- 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 February 14, 2024
- 7.0 FINANCE
  - 7.1 Accounts Paid as at February 26, 2024
  - 7.2 Gibbons Fire Department Charitable Sponsorship Program
- 8.0 APPOINTMENTS
- 9.0 OLD BUSINESS
- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw ALT 3-24 Short-Term Borrowing Bylaw Toane Subdivision
  - 11.2 Bylaw ALT 6-24 Short-Term Borrowing Bylaw Gibbons Fire Department Fire Truck
  - 11.3 Bylaw ALT 7-24 Short-Term Borrowing Bylaw
  - 11.4 Bylaw ALT 8-24 Short-Term Borrowing Bylaw
  - 11.5 Policy 82-24 – Asset Management
  - 11.6 Policy 83-24 – Public Notification Annual Financial Statements and Auditor’s Report
  - 11.7 Rescind Old Policies
- 12.0 STAFF REPORTS

12.1 Administration Report

13.0 COMMITTEE REPORTS

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTIONS

16.0 CLOSED SESSION

17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, FEBRUARY 14, 2024, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

**Council Present:** Deputy Mayor Jay Millante  
Councillor Loraine Berry  
Councillor Amber Harris  
Councillor Willis Kozak  
Councillor Norm Sandahl  
Councillor Dale Yushchyshyn

**Council Absent:** Mayor Dan Deck is on vacation.

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

**Staff Absent:**

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

**3.0 ADDITIONS TO THE AGENDA**

Councillor Harris requested that item 9.1 – Update to Livestreaming be added to the agenda.

**4.0 ADOPTION OF THE AGENDA**

Councillor Sandahl moved to accept the agenda as amended.

**24.032 MOTION CARRIED**

**5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES**

**6.0 ADOPTION OF THE MINUTES**

**6.1 REGULAR MEETING OF COUNCIL – JANUARY 24, 2024**

Councillor Berry moved to accept the minutes of the January 24, 2024, Regular Meeting of Council as presented.

**24.033 MOTION CARRIED**

**7.0 FINANCE**

**7.1 ACCOUNTS PAID AS AT FEBRUARY 12, 2024**

Councillor Berry moved that Council accept the Accounts Paid as at February 12, 2024, as information as presented.

**24.034 MOTION CARRIED**

**7.2 2024 CAPITAL PURCHASE THROUGH BUY BACK PROGRAM**

Councillor Sandahl moved that Council authorizes the purchase of a JD 1585 Terrain Cut mower with 72 inch 7-Iron Pro commercial side discharge mower deck and two JD Z950M ZTrak mowers for the total cost of \$45,784.64 exclusive of GST.

Councillor Harris requested a recorded vote:

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

**24.035 MOTION CARRIED**

**7.3 2024 CAPITAL PURCHASE**

Councillor Berry moved that Council authorize the purchase of a 12 X 54 Ft. office skid shack for the maximum cost of \$40,000.00 and that this becomes part of the capital budget.

Councillor Harris requested a recorded vote:

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

**24.036 MOTION CARRIED**

**8.0 APPOINTMENTS**

**9.0 OLD BUSINESS**

**9.1 UPDATE ON LIVESTREAMING**

Councillor Harris moved to accept this as information.

**24.037 MOTION CARRIED**

**10.0 NEW BUSINESS**

**11.0 BYLAWS AND POLICIES**

**11.1 BYLAW ALT 1-24 LOCAL IMPROVEMENT TAX BYLAW – HEARTLAND COTTAGES**

Councillor Sandahl moved that Council give 2<sup>nd</sup> Reading to Bylaw ALT 1-24 Local Improvement Tax Bylaw.

Councillor Harris requested a recorded vote:

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

**24.038 MOTION CARRIED**

Councillor Kozak moved that Council give 3<sup>rd</sup> Reading to Bylaw ALT 1-24 Local Improvement Tax Bylaw.

Councillor Harris requested a recorded vote:

Deputy Mayor Millante	In Favour
Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Sandahl	In Favour

Councillor Yushchyshyn                      Against

**24.039            MOTION CARRIED**

**11.2    BYLAW ALT 2-24 LOCAL IMPROVEMENT BORROWING BYLAW**

Councillor Sandahl moved that Council give 2<sup>nd</sup> Reading to Bylaw ALT 2-24 Local Improvement Borrowing Bylaw.

Councillor Harris requested a recorded vote:

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

**24.040            MOTION CARRIED**

Councillor Kozak moved that Council give 3<sup>rd</sup> Reading to Bylaw ALT 2-24 Local Improvement Borrowing Bylaw.

Councillor Harris requested recorded vote:

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

**24.041            MOTION CARRIED**

**11.3    BYLAW ALT 3-24 SHORT-TERM BORROWING BYLAW TOANE SUBDIVISION**

Councillor Kozak moved that Council give 1<sup>st</sup> Reading to Bylaw ALT 3-24 Short-Term Borrowing Bylaw Toane Subdivision.

Councillor Harris requested a recorded vote:

Deputy Mayor Millante	In Favour
Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Sandahl	In Favour

Councillor Yushchyshyn In Favour

**24.042 MOTION CARRIED**

**11.4 ALT 6-24 SHORT-TERM BORROWING BYLAW – GIBBONS FIRE DEPARTMENT FIRE TRUCK**

Councillor Sandahl moved that Council give 1<sup>st</sup> Reading to Bylaw ALT 6-24 Short-Term Borrowing Bylaw

Councillor Harris requested a recorded vote:

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

**24.043 MOTION CARRIED**

**11.7 POLICY 81-24 – MUNICIPAL FACILITY ALCOHOL AND CANNABIS POLICY**

Councillor Berry moved that Council approve Policy FA 81-24 – Municipal Facility Alcohol and Cannabis Policy.

**24.044 MOTION CARRIED**

**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Berry moved to accept the Administration Report as information.

**24.045 MOTION CARRIED**

**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Homeland Housing Board meeting
- Gibbons Library Board meeting
- Northern Lights Library Systems Policy Committee meeting

Councillor Harris attended:

- Edmonton Salutes Committee meeting

Councillor Kozak attended:

- Arrow Utilities Board meeting
- Hydrogen Hub Fuel Cell Refuse Truck webinar
- Visit to Grade 6 Classes at Gibbons School for Municipal Government
- Morinville Chamber of Commerce Luncheon
- Arrow Utilities Board Development meeting
- NEBA Coffee Talk

Councillor Millante attended:

- Sturgeon Regional Emergency Management Partnership Committee meeting
- Edmonton Global meeting

Councillor Sandahl attended:

- Edmonton Global meeting
- Hydrogen Hub Fuel Cell Refuse Truck webinar
- Morinville Chamber of Commerce Luncheon
- Sturgeon Victim Services meeting

Councillor Yushchyshyn attended:

- Hydrogen Hub Fuel Cell Refuse Truck webinar
- Roseridge Landfill Commission meeting

Mayor Deck is on vacation.

Councillor Sandahl moved to accept the committee reports as information.

**24.046 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**14.1 BUDGET 2024 UPDATE FROM NATIONAL POLICE FEDERATION**

Councillor Yushchyshyn moved that Council accept the correspondence as information.

**24.047 MOTION CARRIED**

Deputy Mayor Millante called a recess at 8:19 pm.

Deputy Mayor Millante called the meeting back to order at 8:34 pm.



**15.0 NOTICE OF MOTIONS**

**16.0 CLOSED SESSION**

Councillor Harris moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following items at 8:34 pm.

**24.048 MOTION CARRIED**

Councillor Yushchyshyn moved that Council revert to normal seating at 9:00 pm

**24.049 MOTION CARRIED**

**16.1 STURGEON PUBLIC SCHOOLS FOIP S.25**

Councillor Yushchyshyn moved that Council approve the Letter of Commitment as presented pending approval of Landrex Inc.

**24.050 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Deputy Mayor Millante adjourned the meeting 9:01 pm.

\_\_\_\_\_  
Deputy Mayor, Jay Millante

\_\_\_\_\_  
CAO, Farrell O'Malley



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Feb-26  
9:10:21AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240404	2024-02-12	AIR LIQUIDE CANADA		PAYMENT		597.97
			76265146	CO2 CYLINDER RETURN & LIQUID C	179.40	
			76895057	CYLINDER LEASE FROM 2023 & JAN	418.57	
20240405	2024-02-12	ALFREDO'S PLUMBING AND GASFITTING		PAYMENT		971.25
			796810	INSTALL 2 URINAL FLUSH VAVLVES -	971.25	
20240406	2024-02-12	BORDER PAVING LTD		PAYMENT		274,985.69
			30977-HB	HEARTLAND COMMONS STAGE 1 HC	274,985.69	
20240407	2024-02-12	CANADIAN NATIONAL RAILWAY COMPANY		PAYMENT		365.50
			91724688	FEB 2024 RR XING MAINTENANCE	365.50	
20240408	2024-02-12	CANOE PROCUREMENT GROUP OF CANADA		PAYMENT		1,788.53
			PF-11797-112651	FUEL - FEB/24	1,788.53	
20240409	2024-02-12	CHARTRAND, DENISE		PAYMENT		188.98
			329	2024 BOOT ALLOWANCE	188.98	
20240410	2024-02-12	CIMCO REFRIGERATION		PAYMENT		2,730.00
			847990000003501	CIMCO INNOVATION DAY 2024 REGI	2,730.00	
20240411	2024-02-12	COMPASS SIGN & SAFETY		PAYMENT		274.85
			20240055	COVERALLS & NAME TAGS	274.85	
20240412	2024-02-12	DRIVEN REPAIR & MAINTENANCE LTD		PAYMENT		950.25
			118458	HYDRAULIC HOSES & BATTERY BLA	950.25	
20240413	2024-02-12	ENERCON WATER TREATMENT LTD		PAYMENT		476.64
			INV0129321	DYNACHEM & CARBONOFF CLEANE	476.64	
20240414	2024-02-12	FLANAGAN, LORI		PAYMENT		49.64
			144	JAN/24 MILEAGE	49.64	
20240415	2024-02-12	FLOWPOINT ENVIRONMENTAL SYSTEMS		PAYMENT		313.96
			WE4409	JAN/24 WEB SERVICES - 718 TRANS	313.96	
20240416	2024-02-12	GOODBRAND AUTO		PAYMENT		395.79
			1962	HEADLIGHT BULB REPLACEMENT	163.36	
			2020	2019 FORD F-150 OIL CHANGE	232.43	
20240417	2024-02-12	HOMEFIELD		PAYMENT		1,207.50
			1087-27995	FEB/24 DIGITAL AD SOCIAL	1,207.50	
20240418	2024-02-12	INDUSTRIAL MACHINE INC		PAYMENT		2,484.53
			48072-FSV	REPLACED ODR ZAMBONI RADIATO	2,484.53	
20240419	2024-02-12	KENNER MEDIA (EDMONTON) LTD.		PAYMENT		2,760.45
			1054-8419	JAN/24 RADIO ADS	2,142.00	
			1066-2330	JAN/24 LEADERBOARD RUN OF SITE	618.45	
20240420	2024-02-12	MCEWEN'S FUELS & FERTILIZERS LTD.		PAYMENT		4,733.05
			E202823	JAN/24 DIESEL FUEL	4,733.05	
20240421	2024-02-12	PARSONS, CURTIS		PAYMENT		496.64
			56	REIMBURSEMENT FOR SHOP PRINT	496.64	
20240422	2024-02-12	PETERS, STEPHANIE		PAYMENT		23.63
			142	STAFF MEETING SUPPLIES	23.63	
20240423	2024-02-12	PITNEYWORKS		PAYMENT		3,150.00
			20240209	POSTAGE	3,150.00	
20240424	2024-02-12	REGENT SUPPLY		PAYMENT		310.98
			331940	GARBAGE BAGS & BROWN PAPER T	310.98	
20240425	2024-02-12	RFS CANADA		PAYMENT		189.00
			5028396225	MAR/24 GFRC COPIER LEASE	189.00	
20240426	2024-02-12	ROCKY MOUNTAIN PHOENIX		PAYMENT		407,325.45
			IN0144360	HIGH VOLUME HOSES - FF	3,267.60	
			IN029862	DEPOSIT FOR NEW ROSENBAUER C	404,057.85	

70 7.1



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Feb-26  
9:10:21AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240427	2024-02-12	ROSERIDGE WASTE COMMISSION	20240080	PAYMENT JANUARY 2024 WEIGHTS	3,288.47	3,288.47
20240428	2024-02-12	SCHMIDT, LAURA	305	PAYMENT MILEAGE & REIMBURSEMENT FOR C	100.09	100.09
20240429	2024-02-12	THINKTEL	1329960	PAYMENT FEB/24 PHONE SYSTEM	486.85	486.85
20240430	2024-02-12	XYLEM CANADA LP	3558401689	PAYMENT 13 METER FLYGT ENM-10 BULBS	927.40	927.40
20240431	2024-02-12	ALBERTA CARE	062	PAYMENT ALBERTA CARE MEMBERSHIP RENE	262.50	262.50
20240432	2024-02-12	LONG & MCQUADE MUSICAL INSTRUMENTS	R65048296	PAYMENT PODIUM & MIC STANDS FOR COUNC	3,085.45	3,085.45
20240433	2024-02-12	PARK MAZDA	425932	PAYMENT PURCHASE OF MAZDA CX-90 GS-L F	65,404.20	65,404.20
20240434	2024-02-12	TC INFRASTRUCTURE SERVICES LTD	15403	PAYMENT HEARTLAND COMMONS STAGE 1 - E	269,580.15	269,580.15
20240435	2024-02-12	WESTERN DIRECTIVES INC.	9031	PAYMENT SPONSORSHIP FOR MOVIES	525.00	525.00
20240436	2024-02-13	RECEIVER GENERAL/SCS	1414	PAYMENT RP0002 - JAN 2024 FIRE DEPT DEDU	5,881.32	5,881.32
20240437	2024-02-16	FLANAGAN, LORIA				
20240438	2024-02-16	LOCKEN, JODY L				
20240439	2024-02-16	GILES, CHRISTINE M				
20240440	2024-02-16	KUGLER, SARA E				
20240441	2024-02-16	RICHARDSON, ELIZABETH D				
20240442	2024-02-16	MULLINS, JULIE				
20240443	2024-02-16	GIBBONS, DENISE A				
20240444	2024-02-16	BRAKE, NATHAN M				
20240445	2024-02-16	KOBZA, JENNIFER L				
20240446	2024-02-16	MAHONEY, SAMANTHA C				
20240447	2024-02-16	KOBZA, BROOKELYNN L				
20240448	2024-02-16	EDMONDS, RYAN A				
20240449	2024-02-16	MAHAL, MISBAH				
20240450	2024-02-16	POVEY, KYLE				
20240451	2024-02-16	SAUNDERS, MIKAYLA				
20240452	2024-02-16	PAZIUK, AYAKAH M				
20240453	2024-02-16	BOETTGER, VALERIE				
20240454	2024-02-16	ANTONIUK, BRADEN				
20240455	2024-02-16	DURAND, BRETT M				
20240456	2024-02-16	CHISHOLM, MACKENZIE				
20240457	2024-02-16	KNELLER, AVALYN				
20240458	2024-02-16	CHORNEY, MATTHEW				
20240459	2024-02-16	ANTONIUK, LILY				
20240460	2024-02-16	KIDD, MATTIAS				

70



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Feb-26  
9:10:21AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20240461	2024-02-16	OSBORNE, CINDY				
20240462	2024-02-16	ELENIAC, RONALD J				
20240463	2024-02-16	ALLEN, JAMES R				
20240464	2024-02-16	LOWE, ERIC D				
20240465	2024-02-16	CHARTRAND, DENISE M				
20240466	2024-02-16	STEVENTON, CHRISTINE A				
20240467	2024-02-16	SCHMIDT, LAURA L				
20240468	2024-02-16	HERBOLD, MICHAEL W				
20240469	2024-02-16	PARISIAN, NOELLE J				
20240470	2024-02-16	PINAULT, CHRISTINA J				
20240471	2024-02-16	ADAMS, JIM W				
20240472	2024-02-16	TERLECKI, QUENTIN G				
20240473	2024-02-16	STEVENTON, KENDRA N				
20240474	2024-02-16	BRADLEY, HAILEY				
20240475	2024-02-16	NORRIS, ANTHONY J				
20240476	2024-02-16	PETERS, STEPHANIE G				
20240477	2024-02-16	PATTISON, TERRA L				
20240478	2024-02-16	POWLESLAND, JOEL F				
20240479	2024-02-16	LOCHRIE, JAMES D				
20240480	2024-02-16	PARSONS, CURTIS				
20240481	2024-02-16	GINGELL, SUSAN				
20240482	2024-02-16	KOBZA, JESSICA				
20240483	2024-02-16	ANTONIUK, LUKAS				
20240484	2024-02-16	MOLNAR, BRAM				
20240485	2024-02-16	WIEBE, TRACEY				
20240486	2024-02-16	CORRY, TYLER				
20240487	2024-02-16	FAHLMAN, KATARINA				
20240488	2024-02-14	RECEIVER GENERAL/SCS	1415	PAYMENT RP0001- DEDUCTIONS JAN 28-FEB 1	22,122.25	22,122.25
20240489	2024-02-14	RECEIVER GENERAL/SCS	1418	PAYMENT RP0002 - DEDUCTIONS JAN 28-FEB	3,966.20	3,966.20
20240490	2024-02-16	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575006	PAYMENT INV24-1052096 GAS/POWER	46,309.70	46,309.70
20240491	2024-02-16	ASSOCIATED FIRE SAFETY	00006566	PAYMENT SCBA REPAIR 2 AIR PACKS & CYLINI	456.93	456.93
20240492	2024-02-16	CALMONT EQUIPMENT	P74781 P74783	PAYMENT 2021 TOOLCAT FRONT WINDOW LAT 2021 TOOLCAT RIVET FASTENERS X	83.44 6.39	89.83
20240493	2024-02-16	CRYSTAL CLEAN WATER DELIVERY	W249885	PAYMENT WATER FOR SHOP	40.00	40.00
20240494	2024-02-16	EAGLE ROCK COMPUTER	22371	PAYMENT SALC - REMOTE IT SUPPORT	103.95	103.95
20240495	2024-02-16	GOODBRAND AUTO	2022	PAYMENT 2022 F150 - ROAD TEST & SAFETY IP	324.85	324.85

70



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Feb-26  
9:10:21AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240496	2024-02-16	HUNTERS PRINT & COPY	25181 25319	PAYMENT BUSINESS CARDS PARSONS & LOW K FAHLMAN CARDS & 6 STAFF NAME	134.38 230.93	365.31
20240497	2024-02-16	J.R. PAINE & ASSOCIATES LTD.	IN027601	PAYMENT COTTAGE PROGRAM WATERLINE &	6,825.00	6,825.00
20240498	2024-02-16	LAPP C/O ASP	103 104	PAYMENT JAN 28 - FEB 10 2024 LAPP CONTRIE DEC 31/23 - JAN 13/24 LAPP CONTRI	11,127.93 11,005.39	22,133.32
20240499	2024-02-16	LOWE, ERIC D	55575	PAYMENT MAZDA REGISTRATION	28.00	28.00
20240500	2024-02-16	MCEWEN'S FUELS & FERTILIZERS LTD.	E202951	PAYMENT PAIS OF OIL & GREASE	952.44	952.44
20240501	2024-02-16	MEMJ CONSULTING LTD.	2021076	PAYMENT FEB 1 - 15 2024 CONTRACT	7,290.12	7,290.12
20240502	2024-02-16	MORINVILLE & DIST CHAMBER OF COMMERCE	11435	PAYMENT FEB 7 LUNCH & LEARN - FO, NS, WK	90.00	90.00
20240503	2024-02-16	REGENT SUPPLY	332406 332685	PAYMENT FACILITIES SUPPLIES URINAL SCREENS	1,792.16 77.28	1,869.44
20240504	2024-02-16	RFS CANADA	5028505001	PAYMENT MAR-MAY 2024 COPIER LEASE	528.16	528.16
20240505	2024-02-16	STEVENTON, KENDRA	27	PAYMENT SHOP SUPPLIES & LIFT STATION SU	99.14	99.14
20240506	2024-02-16	TELSCO SECURITY SYSTEMS INC.	901239	PAYMENT TOWN OFFICE-REPLC PANEL BATTE	110.25	110.25
20240507	2024-02-16	THE SIGN GURU	24314	PAYMENT JAN 25 - FEB 24 2024 RENTAL 3 SIGN	472.50	472.50
20240508	2024-02-16	[REDACTED]	165	PAYMENT GCC RENTAL REFUND JUL 12-14/24	2,325.00	2,325.00
20240509	2024-02-16	4IMPRINT INC.	12112191	PAYMENT MINI TOTES	520.75	520.75
20240510	2024-02-16	CHAPMAN, MANON	156022	PAYMENT PARTY CENTRAL - FAMILY DAY EVEP	545.00	545.00
20240511	2024-02-16	[REDACTED]	156023	PAYMENT WORK COVERALLS	144.23	144.23
20240512	2024-02-16	DERITER INVESTMENTS LTD.	2024-9	PAYMENT JAN 15 - FEB 14 2024	5,775.00	5,775.00
20240513	2024-02-16	EDMONTON METROPOLITAN REGION, ECONOMIC DE	3286	PAYMENT 2024 SHAREHOLDER CONTRIBUTIOI	9,328.00	9,328.00
20240514	2024-02-16	GIBBONS PRESCHOOL ASSOCIATION	3186	PAYMENT REFUND ON GST CHARGED JAN - AI	576.44	576.44
20240515	2024-02-16	[REDACTED]	749	PAYMENT FEB 3 2024 GCC DD REFUND	500.00	500.00
20240516	2024-02-16	MARINO'S PLUMBING & HEATING	11340503	PAYMENT 5408 51 STREET REPLACE METER E	210.00	210.00
20240517	2024-02-16	MOONLIGHT ELECTRIC INC.	11340502	PAYMENT ELECTRICAL WORK LIBRARY RENO	3,992.84	3,992.84
20240518	2024-02-16	RICHARDSON, ELIZABETH	101625	PAYMENT CRAFT SUPPLIES	51.42	51.42
20240519	2024-02-16	[REDACTED]	101624	PAYMENT FEB 4 - GCC DD REFUND	100.00	100.00

70



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Feb-26  
9:10:21AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240520	2024-02-16	SCHS GRAD BANQUET & DANCE	425856	PAYMENT SILVER SPONSOR 2024 GRAD	500.00	500.00
20240521	2024-02-16	[REDACTED]	762	PAYMENT FEB 3 - GCC DD REFUND	500.00	500.00
20240522	2024-02-16	[REDACTED]	202402151	PAYMENT REPAY FEB/24 PTP	168.97	168.97
20240523	2024-02-22	O'MALLEY, FARRELL	549	PAYMENT MARCH 31 CONTRACT	6,484.08	6,484.08
20240524	2024-02-22	RECEIVER GENERAL/SCS	1419	PAYMENT ACCT #637015397RI, MARCH 31/24 C	2,497.44	2,497.44

**Total 1,265,750.09**

\*\*\* End of Report \*\*\*

70

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Gibbons Fire Department Charitable Sponsorship Program

---

## Introduction

The purpose of this report is to request that Council considers approval for donations for the fire department be approved as charitable donations under the CRA.

## Background

As per CRA regulations for an organization to be able to provide CRA taxable receipts through a municipality Council must approve this to take place.

The Gibbons Fire Department Charitable Sponsorship Program would work is as follows:

Company "A" provides a donation cheque in the Name of the Town of Gibbons for the Gibbons Fire Department. 80% of the donation would be used for the capital project or item and 20% would go towards the operation of this project or item. This process then provides for transparency and accountability in reporting to the entities that provided the donation what the donation was used for and where it was spent.

## Options Available

The options for consideration by Council include the following:

1. That Council approves that funds donated to the Town of Gibbons for the Gibbons Fire Department would be provided with taxable receipts.
2. Council directs Administration on how it wishes to proceed.
3. 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 provides approval to funds donated to the Town of Gibbons for the Gibbons Fire Department would be eligible for taxable receipts through the Town of Gibbons.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Farrell O'Malley  
CAO

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Short-Term Borrowing Bylaw ALT 3-24

## Introduction

The purpose of this report is to respectfully request that Council consider establishing a Short-Term bylaw in the amount of \$951,967.00 that can be utilized to cover the cost of upgrading and safeguarding the Toane’s subdivision sewer system by adopting the Short-Term Borrowing Bylaw ALT 3-24.

## Background

Administration is proposing that the Town of Gibbons establish a Short-Term borrowing bylaw with Alberta Capital Finance Authority or another authorized financial institution to cover the cost of upgrading and safeguarding the Toane’s subdivision sewer system.

Present 5-year lending rate is at 4.81% and payments of principal and interest would be \$108,237.30 every 6 months. The interest that would be paid over the 5-year period would be \$130,406.00.

This bylaw is within the Town’s borrowing limit as per the attached calculations, the calculations do include the borrowings of bylaw ALT 2-24 and this bylaw ALT 3-24. Page 4 of 4 shows that the Town would still have \$1,861,924.70 of borrowing power after passing this bylaw.

The bylaw being it is for 5 years it does not need to be advertised as per Section 257(4) of the MGA.

## Supplemental Information

Administration is requesting that Council consider giving 2<sup>nd</sup> and 3<sup>rd</sup> Readings to Bylaw ALT 3-24 Short-Term Borrowing Bylaw as it is being presented.

## Options Available

1. That Council proceed with the establishment of a Short-Term Loan with ACFA another authorized financial institution in the amount of \$951,967.00 by giving Bylaw ALT 3-24 Short-Term Borrowing Bylaw 2<sup>nd</sup>, and 3<sup>rd</sup> and final Reading.
2. That Council this receive this report as information.
3. That Council direct Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council considers the following:

1. That Council proceed with the establishment of a Short-Term Loan with ACFA or another authorized financial institution in the amount of \$951,967.00 by giving Bylaw ALT 3-24 Short-Term Borrowing Bylaw 2<sup>nd</sup> and 3<sup>rd</sup>, Reading.

Submitted By:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Farrell O'Malley  
CAO





**Town of Gibbons  
Short-Term Borrowing Bylaw No. ALT 3-24**

**A BYLAW OF THE TOWN OF GIBBONS, IN THE PROVINCE OF ALBERTA, FOR THE AUTHORITY TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE IN THE AMOUNT OF \$951,967.00 FOR THE PURPOSE OF UPGRADING AND SAFEGUARDING THE TOANE'S SUBDIVISION SEWER SYSTEM.**

**WHEREAS**, the Council of the Town of Gibbons has decided to issue a bylaw pursuant to Section 257 of the *Municipal Government Act* to authorize the financing of the upgrading and safeguarding of the Toane subdivision sewer system. Plans and specifications have been prepared and the total cost of the project is estimated to be \$951,967.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves

\$0

Provincial Grants

\$0

Debentures

\$951,967.00

Total Costs

\$951,967.00

To complete the project, it will be necessary for the Municipality to borrow the sum of \$951,967.00 for a period not to exceed five (5) years from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or more than fifty (50) years.

The principal amount of the outstanding debt of the Municipality on December 31, 2023, is \$11,115,209.80 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project follows all Acts and Regulations of the Province of Alberta.

**NOW THEREFORE** under the authority of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

1. That for the purpose on upgrading and safeguarding the Toane subdivision sewer system the sum of Nine Hundred Fifty-One Thousand Nine Hundred Sixty Seven Dollars (\$951,967.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$951,967.00 is to be paid by the Municipality at large.

2. The Chief Elected Officer and the Chief Administrative Officer are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Short-Term Bylaw ALT 3-24.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed five (5) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed seven (7) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time on this 14<sup>th</sup> day of February 2024.

  
 Deputy Mayor, Jay Millante

  
 Chief Administrative Officer, Farrell O'Malley

READ a second time on this \_\_\_\_ day of February 2024.

\_\_\_\_\_  
 Mayor, Dan Deck

\_\_\_\_\_  
 Chief Administrative Officer, Farrell O'Malley

READ a third and final time on this \_\_\_\_\_ day of February 2024.

\_\_\_\_\_  
 Mayor, Dan Deck

\_\_\_\_\_  
 Chief Administrative Officer, Farrell O'Malley

# Report to Council

**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Short-Term Borrowing Bylaw ALT 6-24

## Introduction

The purpose of this report is to respectfully request that Council consider establishing a Short-Term borrowing bylaw in the amount of \$630,832.00 that can be utilized to cover the cost of purchasing a new fire truck by adopting the Short-Term Borrowing Bylaw ALT 6-24.

## Background

Administration is proposing that the Town of Gibbons establish a Short-Term borrowing bylaw with Alberta Capital Finance Authority or another authorized financial institution to cover the cost of purchasing a new fire truck.

Present 5-year lending rate is at 4.79% and payments of principal and interest would be \$71,687.56 every 6 months. The interest that would be paid over the 5-year period would be \$86,043.60.

This bylaw is within the Town's borrowing limit as per the attached calculations, the calculations do include the borrowings of bylaw ALT 2-24, bylaw ALT 3-24 and this bylaw ALT 6-24. Page 4 of 4 shows that the Town would still have \$301,79.86 of borrowing power after passing this bylaw.

The bylaw being it is for 5 years it does not need to be advertised as per Section 257(4) of the MGA.

## Supplemental Information

Administration is requesting that Council consider giving 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw ALT 6-24 Short-Term Borrowing Bylaw as it is being presented.

## Options Available

1. That Council proceed with the establishment of a Short-Term Loan with ACFA another authorized financial institution in the amount of \$630,832.00 by giving Bylaw ALT 6-24 Short-Term Borrowing Bylaw 2<sup>nd</sup>, and 3<sup>rd</sup> and final Reading.
2. That Council this receive this report as information.
3. That Council direct Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council considers the following:

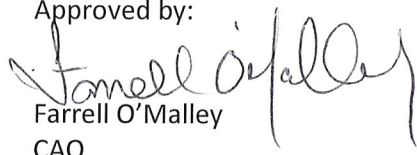
1. That Council proceed with the establishment of a Short-Term Loan with ACFA or another authorized financial institution in the amount of \$630,832.00 by giving Bylaw ALT 6-24 Short-Term Borrowing Bylaw 2<sup>nd</sup> and 3<sup>rd</sup>, Reading.

Submitted By:



Monique Jeffrey  
Director of Corporate Services

Approved by:



Farrell O'Malley  
CAO



**Town of Gibbons  
Short-Term Borrowing Bylaw No. ALT 6-24**

**A BYLAW OF THE TOWN OF GIBBONS, IN THE PROVINCE OF ALBERTA, FOR THE AUTHORITY TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE IN THE AMOUNT OF \$630,832.00 FOR THE PURPOSE OF PURCHASING A NEW FIRE TRUCK**

**WHEREAS**, the Council of the Town of Gibbons has decided to issue a bylaw pursuant to Section 257 of the *Municipal Government Act* to authorize the financing of the purchase of a new fire truck. Plans and specifications have been prepared and the total cost of the project is estimated to be \$790,832.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves

\$0

Provincial Grants

\$160,000.00

Debentures

\$630,832.00

Total Costs

\$790,832.00

To complete the project, it will be necessary for the Municipality to borrow the sum of \$630,832.00 for a period not to exceed five (5) years from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or more than fifty (20) years.

The principal amount of the outstanding debt of the Municipality on December 31, 2023, is \$11,115,209.80 and no part of the principal or interest is in arrears.

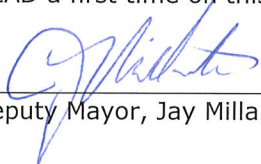
All required approvals for the project have been obtained and the project follows all Acts and Regulations of the Province of Alberta.

**NOW THEREFORE** under the authority of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

1. That for the purpose of the purchase of a new fire truck the sum of Six Hundred Thirty Thousand Eight Hundred Thirty Two Dollars (\$630,832.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$630,832.00 is to be paid by the Municipality at large.
2. The Chief Elected Officer and the Chief Administrative Officer are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Short-Term Bylaw ALT 6-24.

3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed five (5) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed seven (7) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time on this 14<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Deputy Mayor, Jay Millante

  
\_\_\_\_\_  
Chief Administrative Officer, Farrell O'Malley

READ a second time on this \_\_\_\_ day of February 2024.

\_\_\_\_\_  
Mayor, Dan Deck

\_\_\_\_\_  
Chief Administrative Officer, Farrell O'Malley

READ a third and final time on this \_\_\_\_\_ day of February 2024.

\_\_\_\_\_  
Mayor, Dan Deck

\_\_\_\_\_  
Chief Administrative Officer, Farrell O'Malley

SEAL

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Short-Term Borrowing Bylaw ALT 7-24

---

## Introduction

The purpose of this report is to respectfully request that Council give consideration to establishing a revolving line of credit of \$1,000,000 that can be utilized to offset Operating expenses by adopting the Short-Term Borrowing Bylaw ALT 7-24.

## Background

Administration is proposing that the Town of Gibbons establish a revolving line of credit with Servus Credit Union to cover off possible shortfalls where incoming cash flows do or may not meet short term spending needs. In most cases, rather than liquidating investments it makes better financial sense to merely undertake short-term borrowing by way of an authorized revolving line of credit.

The negotiated line of credit is available year-round and generally will be used in situations where there is a gap between the beginning of the business year and when the full tax collection cycle begins and in specific situations where short term capital funds are required (e.g. land purchases, etc.) so the Town can take advantage of opportunities that present themselves from time-to-time without having to exhaust funds held in reserves.

Further, to be able to utilize a revolving line of credit may significantly reduce the cost of borrowing as the Town will only pay for what it uses versus having to pay the full-term interest owing on debentures even if the Town is in a position to retire the principal ahead of schedule.

It is important to note that there are minimal to no stand-by charges or administration fees for having a standing line of credit in place and that the Town will only pay for the actual usage when funds are accessed. Although it is not anticipated that the revolving line of credit will be utilized frequently; it is prudent to have our borrowing bylaw in place in order to protect our investments and to help the Town to control our interest cost on short term projects whenever possible.

## Supplemental Information

Administration is requesting that Council give consideration to giving all 3 readings to Bylaw ALT 7-24 Short-Term Borrowing Bylaw as it is being presented with no changes other than technical details (i.e. update bylaw numbers, dates, etc.)

## Options Available

1. That Council proceed with the establishment of a Revolving Line of Credit in the amount of \$1,000,000 by giving Bylaw ALT 7-24 Short-Term Borrowing Bylaw 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> and final Reading.
2. That Council receive this report as information.
3. Council to direct Administration as to how it would like to proceed.

# Report to Council

---

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council proceed with the establishment of a Revolving Line of Credit in the amount of \$1,000,000 by giving Bylaw ALT 7-24 short-Term Borrowing Bylaw 1<sup>st</sup> reading.

Submitted By:



Monique Jeffrey.  
Director of Corporate Services

Approved by:



Farrell O'Malley  
CAO



**Town of Gibbons  
Short-Term Borrowing Bylaw No. ALT 7-24**

**A BYLAW OF THE TOWN OF GIBBONS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF BORROWING MONIES BY SECTION 256 ON THE MUNICIPAL GOVERNMENT ACT.**

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, cM-26, as amended or repealed and replaced from time to time, provides that the Council of a municipality may, by bylaw, acquire short term funding for the purposes of financing operating expenditures in a specific year; and

**WHEREAS** the Council of the Town of Gibbons deems it necessary to establish an operating line of credit; and

**NOW THEREFORE** under the authority of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the **"Short-Term Borrowing Bylaw"**.
2. The municipality may borrow from Servus Credit Union, (SERVUS) up to the principal sum of One Million Dollars (\$1,000,000.00) repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Servus, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. To apply to SERVUS for the aforesaid loan to the Corporation and to arrange with SERVUS the amount, terms and conditions for the loan and security or securities to be given to SERVUS.
  - b. As security for any money borrowed from SERVUS:
    - i. To execute promissory note and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debt.
    - ii. To give or furnish to SERVUS all such securities and promises as SERVUS may require repayment of such loans and interest thereon.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from SERVUS are: annual property taxes and/or Federal and/or Provincial Grants.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. This bylaw shall come into force and take effect on the day of the third and final reading.
7. This bylaw shall expire March 31, 2025.



READ a first time on this \_\_\_\_\_ day of February 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

READ a second time on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

READ a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Short-Term Borrowing Bylaw ALT 8-24

---

## Introduction

The purpose of this report is to respectfully request that Council give consideration to adopting Bylaw ALT 8-24 establishing a revolving line of credit of \$2,800,000 that can be utilized to offset Capital expenses by adopting the Short-Term Borrowing Bylaw ALT 8-24.

## Background

Administration is proposing that the Town of Gibbons establish a revolving line of credit with Servus Credit Union to cover off possible shortfalls where incoming cash flows do or may not meet short term spending needs. In most cases, rather than liquidating investments it makes better financial sense to merely undertake short-term borrowing by way of an authorized revolving line of credit.

The negotiated line of credit is available year-round and generally will be used in situations where there is a gap between the beginning of the business year and when the full tax collection cycle begins and in specific situations where short term capital funds are required (e.g. land purchases, etc.) so the Town can take advantage of opportunities that present themselves from time-to-time without having to exhaust funds held in reserves.

Further, to be able to utilize a revolving line of credit may significantly reduce the cost of borrowing as the Town will only pay for what it uses versus having to pay the full-term interest owing on debentures even if the Town is in a position to retire the principal ahead of schedule.

It is important to note that there are minimal to no stand-by charges or administration fees for having a standing line of credit in place and that the Town will only pay for the actual usage when funds are accessed. Although it is not anticipated that the revolving line of credit will be utilized frequently; it is prudent to have our borrowing bylaw in place in order to protect our investments and to help the Town to control our interest cost on short term projects whenever possible.

## Supplemental Information

Administration is requesting that Council give consideration to giving all 3 readings to Bylaw ALT 8-24 Short-Term Borrowing Bylaw as it is being presented with no changes other than technical details (i.e. update bylaw numbers, dates, etc.)

## Options Available

1. That Council proceed with the establishment of a Revolving Line of Credit in the amount of \$2,800,000 by giving Bylaw ALT 8-24 Short-Term Borrowing Bylaw 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> and final Reading.
2. That Council receive this report as information.
3. Council to direct Administration as to how it would like to proceed.

# Report to Council

---

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council proceed with the establishment of a Revolving Line of Credit in the amount of \$2,800,000 by giving Bylaw ALT 8-24 Short-Term Borrowing Bylaw 1<sup>st</sup> reading.

Submitted By:



Monique Jeffrey.  
Director of Corporate Services

Approved by:



Farrell O'Malley  
CAO



**Town of Gibbons  
Short Term Borrowing Bylaw No. ALT 8-24**

**A BYLAW OF THE TOWN OF GIBBONS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING AN EXISTING BYLAW BORROWING MONIES BY SECTION 256 ON THE MUNICIPAL GOVERNMENT ACT.**

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, cM-26, as amended or repealed and replaced from time to time, provides that the Council of a municipality may, by bylaw, acquire short term funding for the purposes of financing operating and capital expenditures in a specific year; and

**WHEREAS** the Council of the Town of Gibbons deems it necessary to establish an capital line of credit; and

**NOW THEREFORE** under the authority of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the "**Short-Term Borrowing Bylaw**".
2. The municipality may borrow from Servus Credit Union, (SERVUS) up to the principal sum of Two Million Eight Hundred Thousand Dollars (\$2,800,000.00) repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate less .25% from time to time established by Servus, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. To apply to SERVUS for the aforesaid loan to the Corporation and to arrange with SERVUS the amount, terms and conditions for the loan and security or securities to be given to SERVUS.
  - b. As security for any money borrowed from SERVUS:
    - i. To execute promissory note and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debt.
    - ii. To give or furnish to SERVUS all such securities and promises as SERVUS may require repayment of such loans and interest thereon.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from SERVUS are: annual property taxes and/or Federal and/or Provincial Grants.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. The purpose of this bylaw would be for the Town of Gibbons Tax Restructuring Program and the Town of Gibbons Capital Project plan.
7. This bylaw shall expire March 31, 2025.

READ a first time on this \_\_\_\_\_ day of February 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

READ a second time on this \_\_\_\_\_ day of March 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

READ a third and final time on this \_\_\_\_\_ day of March 2024.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Asset Management Policy GA 82-24

## Introduction

The purpose of this report is to request that Council adopts the attached policy to meet the requirements of the Government of Canada and the Federation of Canadian Municipalities grant that was applied for in October 2021 as approved by resolution of Council 21.307.

## Background

Administration submitted the grant as directed by Council, approval from FCM was received in October 2022 but the contributions agreement was not received for signatures until August 2023 with completion date of February 2024.

The grant is for \$48,000.00 and the Town contribution is \$12,000.00. These funds have been budgeted for the Town's operating budget for 2022, 2023, and 2024.

Five members of Staff have received their training through the Asset Management Courses, the process of digitizing all the Town's land files is well underway; as of Friday February 23, 2024, the scanning of the 1658 property files was at 43.7% completed and the digitization was at 24.6% complete. The project should be completed by the end of April. Once digitized these files will form a part of the Town's GIS system that the town implemented in 2023. After we can go live, staff will have one stop shop in accessing information on the town's assets such as roads, water lines, hydrants, etc. and some information on the property files will also be available to the public soon. The only item left to meet the requirements of the grant is for Council to adopt this attached asset management policy.

## Options Available

The options for consideration by Council include the following:

1. That Council adopts Asset Management Policy GA 82-24.
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 adopts Asset Management Policy GA 82-24 as presented.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Farrell O'Malley  
CAO

	COUNCIL POLICY		GA 82-24
	POLICY TITLE:		Asset Management Policy
	Policy Type:		GA 82-24

**PURPOSE:**

The purpose of this policy is to establish fundamental asset management principles that will be implemented across the Town of Gibbons and the Council’s commitment to asset management.

**SCOPE:**

This policy applies to all employees and elected officials directly or indirectly involved with the management of existing and new physical assets owned by the Town including but not limited to roads, sidewalks, bridges, water mains, sewers, storm water ponds, water pump stations, reservoirs, fleet, technology systems, buildings, parks, and trees.

**Policy Statement:**

The Town of Gibbons will adopt and apply recognized asset management practices in support of delivering services to its citizens. The Town will implement a multi-year Asset Management Program that will involve developing and implementing the necessary processes to enable the principles listed within this policy. The program will provide systematic changes in existing asset management practices at the Town and provide a comprehensive approach to managing the Town's assets to meet established levels of service at the lowest overall cost of ownership at an acceptable level of risk.

**DEFINITIONS:**

**“Asset”** - An item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible, and financial or non-financial.


**“Asset lifecycle”** - Service life of an asset including construction/acquisition, operating, maintaining, renewing, and decommissioning/disposing.

**“Asset management (AM)”** – Managing existing and new assets to maximize benefits, reduce risks, and provide satisfactory levels of service to the community in a sustainable matter.

**“Level of Service”** - Combination of parameters that describe the extent and quality of services that a municipality provides to users.


**GUIDING PRINCIPLES:**

The following principles will be incorporated into service delivery and asset management practices:

	COUNCIL POLICY		GA 82-24
	POLICY TITLE: Asset Management Policy		
	Policy Type:		GA 82-24

1. **Service Delivery to Users** – The Town will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, and available resources.
  
2. **Long-Term Sustainability** - The Town’s asset management decision-making will consider the needs of both current and future generations and the potential challenges associated with changing community demographics and expectations related to service delivery, as well as potential modifications to legislative requirements. The Town’s asset management decision-making will consider the potential effects of climate change and other environmental changes, and how the increased severity and frequency of climatic events may directly affect levels of service.
  
3. **Holistic** - The Town will take a comprehensive approach to investment planning and decision-making that looks at the "big picture" and considers the combined impact of the entire asset life cycle. The Town will consider all assets in a service context and consider the interrelationships between different assets to avoid optimizing individual assets in isolation.
  
4. **Fiscal Responsibility** - The municipality will develop and maintain appropriate plans for infrastructure renewal, for the purchase or construction of new infrastructure and for the decommissioning of redundant infrastructure:
  - Developing long-term projections of investment needs.
  - Applying rigorous analysis, including consideration of risk, to identify short-term investment needs.
  - Implementing processes to ensure that proposed investment plans address needs efficiently and effectively.
  - Implementing processes to address the operational budget implications of capital investments.
  - Exploring efficiency opportunities where appropriate, including new technologies.
  - Analyzing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.
  
5. **Innovation and Continual Improvement** - The Town views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques, and solutions. The Town shall:
  - Continually measure the effectiveness of its asset management processes and procedures and adjust as required.



	<b>COUNCIL POLICY</b>		<b>GA 82-24</b>	
	<b>POLICY TITLE:</b>			<b>Asset Management Policy</b>
			<b>Policy Type:</b>	<b>GA 82-24</b>

- Determine the necessary education and training requirements of AM staff and recruit, train and retain the right staff.

**Responsibility to Implement:**

Council’s role and responsibilities:

- Approve asset management policy.
- Articulate community values and define priorities.
- Approve funding and resources to implement the AM policy and associated requirements.
- Approve asset funding through multi-year and long-range financial plans.

The Chief Administrative Officer (CAO) is responsible for leading the implementation of the AM policy across the municipality.


Departmental managers are responsible for leading the adoption of the AM policy within their departments and for allocating appropriate resources to its implementation and associated requirements.

All staff involved in the application of asset management are responsible for observing the requirements of the AM policy.

**SUPERCEDES:**

---

Farrell O’Malley  
CAO

	COUNCIL POLICY		GA 82-24
	POLICY TITLE: Asset Management Policy		
	Policy Type:		GA 82-24

**DOCUMENT HISTORY**

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	NEXT REVIEW DATE
New Policy			

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Policy GA 83-24 Public Notification - Annual Financial Statements and Auditor's Report

## Introduction

The purpose of this report is to respectfully request that Council give consideration to Policy GA 83-24 – Public Notification - Annual Financial Statements and Auditor's Report.

## Background

Administration continues the ongoing effort to ensure that Policies and Procedures are up to date with current best practices. Such is the case with Policy GA 83-24, which will ensure that public notification for the annual financial statements and auditor's report aligns with Bylaw PI 5-18 which states that public notification will be made on our website, on the Town's Facebook page, on the electronic signs and in the monthly newsletter.

## Options Available

1. That Council approve Policy GA 83-24 Public Notification - Annual Financial Statements and Auditor's Report.
2. That Council change Policy GA 83-24 Public Notification - Annual Financial Statements and Auditor's Report as it sees fit.
3. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council approve Policy GA 83-24 Public Notification - Annual Financial Statements and Auditor's Report.

Submitted By:

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

Farrell O'Malley

CAO



COUNCIL POLICY

**PUBLIC NOTIFICATION – ANNUAL FINANCIAL STATEMENTS  
AND AUDITOR’S REPORT**

Policy Type: COUNCIL

GA 83-24

Date: February 28, 2024

**PURPOSE:**

To establish the procedure surrounding the public notification of the Annual Financial Statements and the Auditor’s Report

**POLICY STATEMENT:**

The Municipal Government Act of Alberta states that the municipality must make its financial statements, or a summary of them, and auditor’s report of the financial statements available to the public in the manner Council considers appropriate.

**DEFINITIONS:**

“**Auditor**” shall mean the person and or organization appointed by Council each year at the annual Organizational Meeting of Council.

“**Financial Statements**” shall mean the annual audited financial statements of the Town of Gibbons.

**GUIDING PRINCIPLES:**

Upon completion of the annual audit and once the audited financial statements have been received from the auditor, public notification of the Financial Statements and Auditor’s Report will be in accordance with the Public Notification Bylaw.

**SUPERCEDES:**

**POLICY 33-04**

\_\_\_\_\_  
Dan Deck  
Mayor

\_\_\_\_\_  
Farrell O’Malley  
CAO



COUNCIL POLICY

PUBLIC NOTIFICATION – ANNUAL FINANCIAL STATEMENTS  
AND AUDITOR'S REPORT

Policy Type: COUNCIL

GA 83-24

Date: February 28, 2024

**DOCUMENT HISTORY**

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	NEXT REVIEW DATE

DRRAFT

TOWN OF GIBBONS - ALBERTA

TITLE: Public Notification Re: Annual Financial Statements and Auditor's Report

AUTHORITY: Administration

EFFECTIVE DATE: December 22, 2004

POLICY NO: GA 33 - 04

APPROVAL: Council

SUPERSEDES: GA 30 - 01

POLICY STATEMENT:

The Municipal Government Act, R.S.A., 2000, Chapter M26.1, states that the municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner of Council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

It is deemed by the Council of the Town of Gibbons that the information will be disseminated in the following manner:

1. An advertisement will be circulated two (2) consecutive weeks in a local newspaper advertising that the information is available to be picked up at the Town Office during normal working hours.

PURPOSE: To outline a clear procedure for the method in which to provide the public with the financial statements.

DEFINITIONS:

# Report to Council



**Date Submitted:** February 28, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Rescind Old Policies

## Introduction

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

## Background

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

- Policy GA 4-01 – Accident Management Policy – procedures are covered in Policy PP 5-20
- Policy GA 9-01 – Insurance Coverage – Additional Named Insured – covered in Facilities Handbook
- Policy GA 23-01 – Municipal Safety Policy – covered in Policy PP 5-20
- Policy GA 24-01 – Risk Management Policy – covered in Policy PP 5-20
- Policy GA 25-01 – Personnel Policy Statement – covered in Policy PP 5-20
- Policy GA 26-01 – Days of Leave – Alberta Employment Standards Code regulates statutory holidays that fall on a weekend.
- PS 7-01 – Remuneration to Safety Codes Officers – Covered in Bylaw PI 3-22 Fire Inspection Fees.

## Options Available

1. That Council rescind Policies GA 4-01, GA 9-01, GA 23-01, GA 24-01, GA 25-01, GA 26-01, and PS 7-01.
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council rescind Policies GA 4-01, GA 9-01, GA 23-01, GA 24-01, GA 25-01, GA 26-01 and PS 7-01.

Submitted By:

Farrell O'Malley

CAO

TOWN OF GIBBONS - ALBERTA

TITLE: Accident Management Policy

AUTHORITY: Council EFFECTIVE DATE: July 11, 2001 POLICY NO.: GA 4 - 01

APPROVAL: Council Meeting July 11, 2001 SUPERSEDES:

POLICY STATEMENT:

This policy will provide direction in the reporting procedure and action guidelines for an accident or near accident.

The attached "Incident Report" must be filled out immediately with a copy being provided to the superior and Town Manager.

The superior and Town Manager will then decide on the course of action taking into consideration Legislation of the Provincial or Federal Government and / or policies or bylaws of the Town of Gibbons.

The Town Manager will advise Council of the incidents along with the course of action.

PURPOSE: To provide a reporting network for incidents occurring within the Community.

DEFINITIONS:



**TOWN OF GIBBONS INCIDENT REPORT**  
**PERSONAL INJURY / PROPERTY DAMAGE STATEMENT**

CLAIM FOR PERSONAL INJURY ( )    PROPERTY DAMAGE ( )    REIMBURSEMENT ( )

CLAIMANT'S NAME:

ADDRESS:

PHONE:

NATURE OF CLAIM:

DATE / TIME OF INCIDENT:

DATE / TIME INCIDENT FIRST REPORTED:

DATE / TIME OF RESPONSES BY TOWN PERSONNEL:

NAMES OF PERSONNEL RESPONDING:

DESCRIPTION OF SITUATION / CONDITIONS OF AREA:

DESCRIPTION OF DAMAGES:

TOWN OF GIBBONS - ALBERTA

TITLE: Insurance Coverage – Additional Named Insured

AUTHORITY: Council

EFFECTIVE DATE: July 11, 2001

POLICY NO.: GA 9 - 01

APPROVAL: Council Meeting July 11, 2001

SUPERSEDES:

POLICY STATEMENT:

If the organizations wish the \$1000 deductible reduced to \$500; upon receipt of the differential in dollars from the Organization, the Town will immediately have the endorsement changed for the Organization.

If the facilities are owned by the Town but operated by an organization, the Town will pay the insurance coverage with \$1000 deductible with the exception of the Library.

If the facilities are not Town owned the costs must be 100% paid by the facility operators if they wish to be an additional named insured through the Town's policy.

PURPOSE: To allow the organization to have proper insurance coverage to protect themselves in view of their operations.

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Municipal Safety Policy

AUTHORITY: Council EFFECTIVE DATE: December 9, 1998 POLICY NO.: GA 23 - 01

APPROVAL: Council Meeting Dec. 9, 1998 SUPERSEDES:

POLICY STATEMENT:

This municipality is committed to a strong safety program that protects its staff, its property and the public from accidents.

Employees at every level, including management are responsible and accountable for the municipality's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence the municipality expects. Management supports coordination of safety among all workers on the job site.

Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following all procedures, working safely, and wherever possible, improving safety measures.

An injury and accident free workplace is our goal. Through continuous safety and loss control effort, we can accomplish this.

The safety information in this policy does not take precedence over O.H. & S Regulations. All employees should be familiar with the O. H. & S Act and Regulations.

The attached document outlines in detail this policy.

PURPOSE:

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Risk Management Policy Statement

AUTHORITY: Council

EFFECTIVE DATE: Feb. 24, 1999

POLICY NO.: GA 24 - 01

APPROVAL: Council Meeting Feb. 24, 1999

SUPERSEDES:

POLICY STATEMENT:

The efficiency of any organization can be measured directly by its ability to control loss. The personal safety and health of each employee, the safety of the public and the preservation of the assets of the Town are of primary importance. Every attempt will be made to reduce the possibility of accidental occurrences that may result in injury or property damage.

Accident prevention is always the first order of business on any day and will take precedence over expediency or short cuts.

Management is morally committed to providing safe working conditions, providing a safe environment for citizens and the general public, protecting the Town's physical assets from undue exposure and hazards, and complying with environmental legislation.

We will maintain a risk management program conforming with the best practices for public entity organizations. The program will include.

- \* risk identification
- \* risk elimination and reduction
- \* cost effective and reduction
- \* control of losses through planned inspections, appropriate bylaws and policies, and through accident investigation, documentation and review

The cooperation of all employees is expected, not only from supervisors, but from all workers. Only through all of our cooperative efforts can our risk management program be effective.

This policy contains a consolidation of policies from within our policy manual and is coordinated for easy reference.

PURPOSE:

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Personnel Policy Statement

AUTHORITY: Administration

EFFECTIVE DATE: July 11, 2001 POLICY NO.: GA 25-01

APPROVAL: Council Meeting - July 11, 2001

SUPERSEDES:

POLICY STATEMENT:

The purpose of this Statement of Policy is to more clearly acquaint the employees of the Town of Gibbons with the privileges, responsibilities and duties of their particular field of work, and to maintain harmonious and co-operative relations between the Town and its employees.

PURPOSE:

DEFINITIONS:

**TOWN OF GIBBONS - ALBERTA**

**Title:** Days of Leave

**Authority:** Administration

**Effective Date:** July 11, 2001

**Policy No.** GA 26-01

**Approval:** Council Meeting July 11, 2001

**POLICY STATEMENT**

The Council will establish the staff days of leave for the year for the holidays that fall on a Saturday or Sunday. A staff circular will be forwarded to all concerned.

**PURPOSE**

To provide staff with an insight in order that vacation may be planned.

TOWN OF GIBBONS - ALBERTA

TITLE: Remuneration to Safety Codes Officers

AUTHORITY: Administration

EFFECTIVE DATE: October 24, 2001

POLICY NO.: PS 7 - 01

APPROVAL: Council

SUPERSEDES:

POLICY STATEMENT:

The following are amounts to be paid to the Town of Gibbons Safety Codes Officers for Fire Inspection purposes.

Fire Inspection Services in Gibbons - \$40.00 per hour

Occupant Load Calculation and Certificate Issuance - \$50.00

PURPOSE: To remunerate the Safety Codes Officers for services.

DEFINITIONS:

TOWN OF GIBBONS - ALBERTA

TITLE: Remuneration to Safety Codes Officers

AUTHORITY: Administration

EFFECTIVE DATE: October 24, 2001

POLICY NO.: PS 7 - 01

APPROVAL: Council

SUPERSEDES:

POLICY STATEMENT:

The following are amounts to be paid to the Town of Gibbons Safety Codes Officers for Fire Inspection purposes.

Fire Inspection Services in Gibbons - \$40.00 per hour

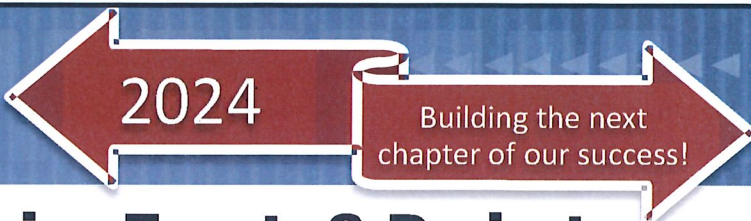
Occupant Load Calculation and Certificate Issuance - \$50.00

PURPOSE: To remunerate the Safety Codes Officers for services.

DEFINITIONS:



# Report to Council



## KEY MEETINGS

- Meetings with Developers
- Emerging Trends
- Alberta Industrial Heartland Industry Update
- Meeting with Royal Canadian Legion Branch 226

## News, Ongoing Events & Projects

### Community Services Department

#### Key Items in Progress

- Feb 28 is Pink Shirt Day!
- Family Day events were well attended.
- Snow angels are community members who help a neighbour in need by shoveling their snow. Share a snow angel sighting by sending us a Facebook message to Gibbons, AB or call the GFRC at 708-923-2374.
- GFRC is hosting 3 Income Tax Clinics in March and April.
- Currently accepting applications for all seasonal summer positions.

### Corporate Services Department

#### Key items in progress:

- Finalizing 2024 Assessment
- Working on 2023 Year End for final audit and 2024 Capital Budget
- Working on final reports for 2023 grants and 2024 grant applications
- Working on Council report re: Borrowing and Financing

### Planning & Development Department

#### Key Items in Progress:

- Save the Date notices for the 3<sup>rd</sup> Annual Charity Golf Classic have gone out.
- Working on a Business Breakfast for March.
- Red Carpet event for the Phishing Movie has been set for August 3<sup>rd</sup>.

SUCCESS OCCURS WHEN OPPORTUNITY MEETS PREPARATION



**VOYENT ALERT!**  
GIBBONS Free  
Notification App  
**SIGN UP TODAY!**

## STAFF MEETINGS

- Department Heads (3)
- All Staff (1)



### Public Works Department/Fire Department

- Water Meter installations are progressing a good rate with 6 installations being the most installed to date.
- Due to the recent storm, snow removal is in full swing.

#### FIRE DEPARTMENT

- 2024 Calls: Town Calls: 21 County Calls: 23
- Membership currently at 27
- Level 1 training is ongoing.
- Health Minister Adriana LaGrange made an announcement at the Gibbons Fire Hall on Medical First Responder Funding on February 21.



## Project Updates

### Cottages Subdivision

- Construction start date is still to be determined

### Memorial Park

- Awaiting accessibility grant status

### Heartland Station

- A&W expected to open within the next couple of weeks
- Grocery store construction expected to start mid-March
- Retail Unit construction expected to start mid-May

The Town of Gibbons



#### Scheduled Meetings & Workshops

- Alberta Counsel and AB Munis Budget Review webinars
- Athabasca Trail Committee meeting

*Gibbons...a Community... Rooted in Family*