

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
OCTOBER 23, 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 October 9, 2024
- 7.0 FINANCE
  - 7.1 Accounts Paid as at October 21, 2024
  - 7.2 2<sup>nd</sup> Quarter Budget Variance
  - 7.3 3<sup>rd</sup> Quarter Budget Variance
- 8.0 APPOINTMENTS
  - 8.1 2023 Audited Financial Statements – Phil Dirks, Metrix Group
- 9.0 OLD BUSINESS
  - 9.1 Follow-Up on Items from October 9, 2024, Agenda – Verbal Report
- 10.0 NEW BUSINESS
  - 10.1 Development Process – Heartland Station Lands
- 11.0 BYLAWS & POLICIES
  - 11.1 ALT 11-24 Short – Term Borrowing Bylaw – Municipal Credit Cards
- 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, OCTOBER 9, 2024, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

**Council Present:** Councillor Loraine Berry  
Councillor Amber Harris  
Councillor Willis Kozak  
Councillor Jay Millante  
Councillor Dale Yushchyshyn

**Council Absent:** Mayor Dan Deck – Medical Appointment  
Deputy Mayor Sandahl – attending the Capital Northeast Water Services Conference

**Staff Present:** Farrell O’Malley – CAO  
Eric Lowe – Assistant CAO  
Louise Bauder – Planning and Development  
Stephanie Peters – Director of Community Services  
Curtis Parsons – Operations Manager  
Terra Pattison – Finance Manager / Recording Secretary

**Staff Absent:** Monique Jeffrey – with regrets

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

**3.0 ADDITIONS TO THE AGENDA**

**4.0 ADOPTION OF THE AGENDA**

Councillor Berry moved to accept the agenda with the following amendments.

Additions

16.1 Closed Session – Letter from Mayor

Deletions

9.12 Request for Email RE: Cancellation of June 26, 2024, Regular Meeting of Council.

**24.232 MOTION CARRIED**

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

**6.0 ADOPTION OF THE MINUTES**

**6.1 REGULAR MEETING OF COUNCIL – SEPTEMBER 11, 2024**

Councillor Millante moved to accept the minutes of the September 11, 2024, Regular Meeting of Council with the following amendments:

- a) Mayor Dan Deck – with regrets
- b) Farrell O’Malley – with regrets

**24.233 MOTION CARRIED**

**8.0 APPOINTMENTS**

**7.0 FINANCE**

**7.1 ACCOUNTS PAID AS AT October 4, 2024**

Councillor Kozak moved that Council accept the Accounts Paid as of October 4, 2024, as information as presented.

**24.234 MOTION CARRIED**

**7.2 FORTIS FRANCHISE FEE - 2025**

Councillor Berry moved that Council maintain the Fortis Franchise Fee at 10% for 2025

**24.235 MOTION CARRIED**

**7.3 ATCO FRANCHISE FEE - 2025**

Councillor Berry moved that Council maintain the ATCO Franchise Fee at 30% for 2025.

**24.236 MOTION CARRIED**

**9.0 OLD BUSINESS**

**9.1 FOODCYCLER**

Councillor Harris moved that Council accept the Foodcycler package as information.

Councillor Harris requested a recorded vote:

Councillor Berry	Against
Councillor Harris	In Favour

Councillor Kozak	Against
Councillor Millante	Against
Councillor Yushchyshyn	Against

**24.237 MOTION DEFEATED**

Councillor Berry moved that Council direct Administration to proceed with implementing the proposal set forth by Food Cyler Science as presented to the upset amount of \$5,900.00 excluding G.S.T. with the funds to come from the garbage utility budget.

Councillor Harris requested a recorded vote:

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Yushchyshyn	In Favour

**24.238 MOTION CARRIED**

Councillor Berry moved that Council approve providing homeowners with the opportunity to purchase the unit of their choice that are part of the program for a maximum period of 6 months and have the payment added to their utility bill.

Councillor Harris requested a recorded vote:

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Yushchyshyn	In Favour

**24.239 MOTION CARRIED**

**9.2 NEWSLETTER UPDATE**

Councillor Millante moved that Council accept the Newsletter Update as information.

**24.240 MOTION CARRIED**

**9.3 LANDUSE BYLAW CONSOLIDATION**

Councillor Millante moved that Council accept the Land Use Bylaw Consolidation update as information.

**24.241 MOTION CARRIED**

**9.4 \$100,000 DONATION FOR FCSS COMMUNITY CONNECTIONS WORKER**

Councillor Kozak moved that Council accept the \$100,000 Donation for FCSS Community Connections Worker update as information.

**24.242 MOTION CARRIED**

**9.5 DISCLOSURE OF LEGAL COSTS AND FOIP**

Councillor Berry moved that Council accept the Disclosure of Legal Costs and FOIP update as information.

**24.243 MOTION CARRIED**

**9.6 SETTING A MEETING WITH STURGEON PUBLIC SCHOOL TRUSTEES AND TOWN COUNCIL**

Councillor Millante moved that Council accept the Meeting with Sturgeon Public School Trustees and Town Council update as information.

**24.244 MOTION CARRIED**

**9.7 TOTAL NUMBER OF TOWN EMPLOYEES**

Councillor Kozak moved that Council accept the Number of Town Employees update as information.

**24.245 MOTION CARRIED**

**9.8 MOMENTUM FITNESS – TOWN EMPLOYEES**

Councillor Millante moved that Council accept the number of Momentum Fitness Employees update as information.

**24.246 MOTION CARRIED**

**9.9 UPDATE – REQUEST TO GO OVER DEBT LIMIT**

Councillor Berry moved that Council accept the Request to Go Over Debt Limit Update as information.

**24.247 MOTION CARRIED**

**9.10 RIVERSIDE CONDOS UTILITY REPAYMENT**

Councillor Kozak moved that Council accept the Riverside Condos Utility Repayment update as information.

Councillor Harris requested a recorded vote:

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Yushchyshyn	In Favour

**24.248 MOTION CARRIED**

**9.11 PROOF OF PAYMENT AND SUPPORTING DOCUMENTATION RE: 1056875 ALBERTA LTD**

Councillor Millante moved that Council accept the request for Proof of Payment and Supporting Documentation RE: 1056875 Alberta Ltd as information.

**24.249 MOTION CARRIED**

**9.13 STRATEGIC PLANNING – POTENTIAL DATES**

Councillor Kozak moved that Council accept the Strategic Planning – Potential Dates update as information.

**24.250 MOTION CARRIED**

**9.14 ACCESSIBILITY TO LIVESTREAM LINK**

Councillor Harris moved that Council remove this item from the agenda.

**24.251 MOTION CARRIED**

**9.15 PICKLEBALL STAIRS**

Councillor Harris moved that Council accept the Pickleball Stairs update as information.

**24.252 MOTION CARRIED**

**9.16 TOWN STAFF RESIDENTIAL WORK**

Councillor Millante moved that Council accept the Town Staff Residential Work update as information.

**24.253 MOTION CARRIED**

**9.17 HOMESTEAD LAND DEVELOPMENTS**

Councillor Berry moved that Council accept the Homestead Land Developments update as information.

**24.254 MOTION CARRIED**

**10.0 NEW BUSINESS**

**10.1 APPOINTMENT OF THE MUNICIPAL ASSESSOR**

Councillor Berry moved that Council appoint Travis Horne of Municipal Assessment Services Group Inc as the Municipal Assessor for the remainder of the 2024 tax year.

Councillor Harris requested a recorded vote:

Councillor Berry	In Favour
Councillor Harris	Against
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Yushchyshyn	In Favour

**24.255 MOTION CARRIED**

**11.0 BYLAWS AND POLICIES**

**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Harris moved to accept the Administration Report as information.

**24.256 MOTION CARRIED**

**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Homeland Housing Board Meeting



- NLLS Policy Committee Meeting
- AB Munis Conference
- Stronger Together Library Conference

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- Long Term Service Awards – Sturgeon County Emergency Services
- Arrow Utilities board meeting
- Alberta Industrial Heartland conference
- AB Munis Conference
- Arrow Utilities meeting

Councillor Millante attended:

- Bruderheim event
- AB Munis Conference
- AIHA Conference
- Long Term Service Awards - Sturgeon County Emergency Services

Councillor Yushchyshyn attended:

- Long Term Service Awards Sturgeon County Emergency Services
- Alberta Industrial Heartland stakeholder event
- AB Munis Convention
- Edmonton Global Shareholders meeting

Mayor Deck is absent.

Councillor Millante moved to accept the committee reports as information.

**24.257 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**15.0 NOTICE OF MOTION**

**16.0 CLOSED SESSION**

**16.1 LETTER FROM MAYOR**

Councillor Kozak moved that Council go into closed session at 11:26 am.

**24.258 MOTION CARRIED**

Councillor Millante moved that Council come out of closed session at 11:30 am.

**24.259 MOTION CARRIED**

Councillor Kozak moved that Council accept the Mayor's letter as information.

**24.260 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Councillor Yushchyshyn adjourned the meeting at 11:32am.

\_\_\_\_\_  
Councillor, Dale Yushchyshyn

\_\_\_\_\_  
Assistant CAO, Eric Lowe

DRAFT - NOT APPROVED



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Oct-21  
9:25:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242626	2024-10-04	GOVERNMENT OF ALBERTA	S098548	RELEASE 46 STATUTES OF ALBERTA/	111.30	111.30
20242627	2024-10-08	O'MALLEY, FARRELL	579 580	NOVEMBER 15 CONTRACT NOVEMBER TRAVEL/ PHONE ALLOW	5,825.64 1,600.00	7,425.64
20242628	2024-10-08	RECEIVER GENERAL/SCS	1504	ACCT #637015397RI, NOV 15/24 GAR	3,429.80	3,429.80
20242629	2024-10-09	RBC COMMERCIAL AVION VISA/SCS	V334_55590 V437_581 V450_1261	LOWE - GFRC DUMBWAITER REP, FI O'MALLEY - AB MUNIS SUBS/CAMA F PINAULT/AMCA CONFER/PARKING/C	419.77 839.12 1,053.11	2,312.00
20242630	2024-10-09	RBC COMMERCIAL VISA/SCS	V205_342 V336_106793 V354_371 V369_319 V461_132 V569_151 V593_107 V594_56 V619_120 V629_139 V656_25 V660_59 V676_77 V699_33 V991_13	CHARTRAND/ARPA REGISTR/GFRC : SANDAHL/SUBSISTENCE/PARKING/I MILLANTE/SUBSISTENCE/PARKING/A SCHMIDT/FCSS SUBSIST,CONFEREI BAUDER/SUBSISTENCE PETERS/FACILITY SUPPL/WORK ALC DECK - STATE OF THE CITY/ SCREEI BERRY - AB MUNIS VENDING MACHI POWLESLAND/SUPPL CURL CLUB/O KOBZA/SUPPL/RESALE PROD/EQUIF PATTISON/PAYROLL COURSE C STE EDMONDS/ADVERTISING/PROGRAM JEFFREY/B MOLNAR COURSE/CAN I KOZAK/PARKING/SUBSISTENCE YUSHCHYSHYN/SUBSISTENCE	1,039.70 470.24 414.74 4,187.27 8.39 2,576.46 61.75 2.25 1,760.15 702.50 945.00 737.00 1,149.22 564.52 552.25	15,171.44
20242631	2024-10-10	ALFREDO'S PLUMBING AND GASFITTING	398158	METER LEAK REPAIR 4828 47 STREI	367.50	367.50
20242632	2024-10-10	ATCO GAS/SCS	86324072	4 LEGS & MORE BLDG. REMOVE GA	1,641.15	1,641.15
20242633	2024-10-10	BRADLEY, HAILEY	2	MILEAGE TO STURG COUNTY SEPT	32.20	32.20
20242634	2024-10-10	BROWNLEE LLP	572859 573145	LEASE ISSUE WITH GMHL WEST TAX ENFORCEMENT & RECOVERY F	3,278.15 1,193.12	4,471.27
20242635	2024-10-10	CANOE PROCUREMENT GROUP OF CANADA	PF-12263-117501 PF-12264-117523	PETRO CAN SEPT FUEL PURCHASE FAS GAS SEPT FUEL PURCHASES	113.28 1,452.59	1,565.87
20242636	2024-10-10	CHEYENNE TREE FARMS LTD.	549739	TREE FOR CEMETARY	196.35	196.35
20242637	2024-10-10	CRYSTAL CLEAN WATER DELIVERY	W250856	WATER FOR SHOP	17.00	17.00
20242638	2024-10-10	GFL ENVIRONMENTAL INC	388093	SEPTEMBER GARBAGE CONTRACT	13,537.74	13,537.74
20242639	2024-10-10	GREEN LINE HOSE & FITTINGS LTD.	S7566427.001 S7566439.001	F350 TRUCK WATERING SYSTEM PA F350 & SIDE BY SIDE WATERING SY!	110.29 103.75	214.04
20242640	2024-10-10	HUNTERS PRINT & COPY	352906	MFC NAME TAGS	54.58	54.58
20242641	2024-10-10	J.R. PAINE & ASSOCIATES LTD.	AINVT00500 AINVT00650	HEARTLAND SOUTH COMMONS HW 2024 MISC CONCRETE PROG - TES	766.50 840.00	1,606.50
20242642	2024-10-10	KINGSGATE LEGAL	10123	COUNCILLOR MATTER 002	606.38	606.38
20242643	2024-10-10	MCEWEN'S FUELS & FERTILIZERS LTD.	W205043 W205142	PAIL OF MOBIL DELVAC FOR SHOP DIESEL 3000 LITRES	129.57 4,167.14	4,296.71
20242644	2024-10-10	MORINVILLE & DIST CHAMBER OF COMMERCE	12322	GALA COCKTAIL SPONSOR	800.00	800.00
20242645	2024-10-10	NORTHERN LIGHTS LIBRARY SYSTEM	11069	TRUTH & RECREATION EVENT	476.12	476.12
20242646	2024-10-10	PARKLAND CORPORATION	5593337	FAS GAS FUEL PURCHASES SEPT/2	293.78	293.78
20242647	2024-10-10	RICOH CANADA INC.	SCO94039588 SCO94135848 SCO94237744 SCO94340388 SCO94434007 SCO94632131	GFRC MAR/23 COPY USAGE GFRC APR-JUNE/23 COPY USAGE GRFC JULY-SEPT/23 COPY USAGE GFRC OCT-DEC/23 COPY USAGE GFRC JAN-MARCH/24 COPY USAGE GFRC JULY-SEPT/24 COPY USAGE	57.19 257.65 235.18 254.23 225.09 145.27	1,174.61
20242648	2024-10-10	SELECT ENGINEERING CONSULTANTS LTD	2406-0026 2410-0039	0001-24065 HEARTLAND COMMONS 0001-23063 HEARTLAND COMMONS	8,616.41 15,118.43	24,172.38

70 7.1



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Oct-21  
9:25:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242648	2024-10-10	SELECT ENGINEERING CONSULTANTS LTD	2410-0040	1-24066 GEN ENGINEERIN CONCRE	437.54	24,172.38
20242649	2024-10-10	SPROUSE FIRE & SAFETY	0450294 0450296 0450298 0450299 0450301 0450302 0450303 0450431 0450433	MUSEUM INSPECT. EMERGENCY LIK GARAGE DEW DROP INN INSPECTIC TOWN OFFICE INSPECTION/FIRE EX OUTDOOR RINK INSPECTION FIRE E CURL CLUB INSPECTION - SUPRES GCC SUPPRESSION SYSTEM/FIRE EX ARENA FIRE ALARM INSPECT/SUPPI GCC EMERG LITE INSPECT/FIRE AL GCC SPRINKLER INSPECT/BACKFLC	212.44 97.84 204.26 115.17 719.89 1,371.48 1,331.40 946.11 777.00	5,775.59
20242650	2024-10-10	STEVENTON, KENDRA	32	TYVEC SILICON BREEZEWAY TO SH	59.52	59.52
20242651	2024-10-10	THINKTEL	1348435	OCT/24 PHONE CHARGES	484.91	484.91
20242652	2024-10-10	WIEBE, TRACEY	18	SEPT/24 MILEAGE/TRUTH & RECONI	137.88	137.88
20242653	2024-10-10	WOLF CREEK BUILDING SUPPLIES	719633	PLYWOOD BREEZEWAY FROM ATCC	188.57	188.57
20242654	2024-10-10	ANGELO CONCRETE WORK LTD.	30520	PLANTERS&CURVED BENCHES CEA	2,900.62	2,900.62
20242655	2024-10-10	CANSEL SURVEY EQUIPMENT INC.	91487723	WHITE CONSTRUCTION MARKING P	123.84	123.84
20242656	2024-10-10	DOLLYWOOD FOUNDATION OF CANADA	1124620	DPIL BOOKS	386.21	386.21
20242657	2024-10-10	GALLASON INDUSTRIAL CLEANING SERVICES INC.	52558	REPAIR DAMAGED PORTA POTTI	820.31	820.31
20242658	2024-10-10	MCSNET	11690552	REFUND PERMIT FEE (NOT REQUIR	300.00	300.00
20242659	2024-10-11	BORDER PAVING LTD	01-23063-4.5	1-23063 HEARTLAND COMMONS HW	489,197.41	489,197.41
20242660	2024-10-11	BRANDT TRACTOR LTD	20241010	2024 JD 332G SKID STEER BUYBACH	13,545.00	13,545.00
20242661	2024-10-11	BROWNLEE LLP	573197 573217	PRIVACY COMPLAINT/CODE OF CON COUNCILLOR REQUESTS FOR INFO	288.75 2,697.45	2,986.20
20242662	2024-10-11	ENG-CON HOLDINGS LTD	7594	1-24065 HEARTLAND COMMON - WH	73,595.49	73,595.49
20242663	2024-10-11	LAPP C/O ASP	122	SEPT 22 - OCT 4 2024 LAPP CONTRII	11,757.21	11,757.21
20242664	2024-10-11	MEMJ CONSULTING LTD.	2021093	OCT 1 - 15 2024 CONTRACT	6,378.70	6,378.70
20242665	2024-10-11	ROSERIDGE WASTE COMMISSION	20240519	SEPTEMBER 2024 WEIGHTS	5,336.50	5,336.50
20242666	2024-10-11	THE SIGN GURU	26118 26570	LANDREX BANNER SEPT 25 - OCT 24 2024 SIGN RENTA	472.50 472.50	945.00
20242667	2024-10-17	1494787 ALBERTA LTD., O/A STEELKASE	00395	OFFICE DOORREMOVE & REPLACE	708.75	708.75
20242668	2024-10-17	AIR LIQUIDE CANADA	77934390	YEARLY LARGE CYLINDER LEASE	148.49	148.49
20242669	2024-10-17	CALMONT EQUIPMENT	310002630S	TOOLCAT INSPECTION OF HYDRAUI	158.76	158.76
20242670	2024-10-17	CAPITAL REGION NORTHEAST WATER	2024059	SEPTEMBER 2024 CONSUMPTION	40,327.01	40,327.01
20242671	2024-10-17	CHAMPAGNE EDITION INC	5220145	HEARTLAND STATION 50% DEPOSIT	40,979.67	40,979.67
20242672	2024-10-17	CHEYENNE TREE FARMS LTD.	549827	9 TREES - POPLAR	945.00	945.00
20242673	2024-10-17	CUMMINS WESTERN CANADA LP	BM-241010090	LIFT STATION ANNUAL MAINTENENC	2,186.93	2,186.93
20242674	2024-10-17	METRIX GROUP LLP	EPD4471/2024	3RD AUDIT BILLING FOR 2023	26,250.00	26,250.00
20242675	2024-10-17	REDLINE EXCAVATION INC	339088	LABOUR FOR BREEZEWAY FROM SI	1,890.00	1,890.00
20242676	2024-10-17	RFS CANADA	3690550303	NOVEMBER GFRC COPIER LEASE	189.00	189.00
20242677	2024-10-17	SELECT COMMUNICATIONS INC.	7126371	OCT 9 - NOV 5 2024 ANSWERING SE	177.05	177.05
20242678	2024-10-17	STEVENTON, CHRISTINE	46	MILEAGE - SREMP PLANNING P	33.60	33.60
20242679	2024-10-17	ART GALLERY OF ALBERTA SOCIETY	10533	TREX PROGRAM	78.75	78.75
20242680	2024-10-17	CNN SPURS MINOR HOCKEY ASSOCIATION	91487727	REC SUBSIDY HOCKEY REGISTRATI	500.00	500.00
20242681	2024-10-17	GALLASON INDUSTRIAL CLEANING SERVICES	52560	EXCHANGE OF PORTAPOTTI AT FISH	94.50	94.50



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Oct-21  
9:25:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242682	2024-10-17	ORKIN CANADA	22734931	GFRC PEST CONTROL OCT 4/24	127.73	749.06
			22734932	GCC PEST CONTROL OCT 3/24	127.73	
			22734933	PW SHOP PEST CONTROL OCT 4/24	119.07	
			22734934	FIREHALL PEST CONTROL OCT 3/24	119.07	
			22734935	CURL CLUB PEST CONTROL OCT 3/24	127.73	
			22734936	ARENA PEST CONTROL OCT 3/24	127.73	
20242683	2024-10-17	TELUS MOBILITY/SCS	24232435	SEPT 30 FIRE DEPT TABLETS	31.75	407.60
			24232436	SEPT 11 CELL PHONES / IPADS	375.85	
20242684	2024-10-17	REVLIN DEMOLITION & RECYCLING LTD.	37080 & 81	ABATEMENT OF DOWNTOWN BLDG	42,000.00	42,000.00
20242685	2024-10-18	STAPLES	795b0f3c	OFFICE SUPPLIES - DECK TOP CALE	297.21	297.21
20242686	2024-10-18	RFS CANADA	REPL-20242361	Replacement Cheque	528.16	528.16
			REPL-20242361	Replacement Cheque		

**Total 857,542.86**

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

# Report to Council



**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** 2024 Budget Variance Report as At June 30<sup>th</sup>, 2024

## Introduction

The purpose of this report is to present to Council the 2<sup>nd</sup> Quarter Budget Variance Report for 2024 as at June 30<sup>th</sup>, 2024.

## Background

Financial reports for January to June 2024 inclusive have been completed. To date, the Town of Gibbons is above budget in revenues at 109.28% of expected due to the sale of the 4.5 acres and the 2024 taxes have been levied also below budget in expenditures as well at 44.75% of budgeted.

## Options Available

1. That Council accept the 2024 Budget Variance report as at June 30<sup>th</sup>, 2024 as information.

## Recommendation for Action

1. That Council accept the 2024 Budget Variance Report as at June 30, 2024, as information.

Submitted By:

A blue ink signature of Monique Jeffrey, consisting of several overlapping loops and a long horizontal stroke.

Monique Jeffrey.  
Director of Corporate Services

Approved by:

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

Farrell O'Malley  
CAO

<b>Town of Gibbons</b>		10/21/2024			
<b>Budget Variances</b>					
<b>For the Period Ending June 30, 2024</b>					
<b>Revenue</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
General Administration	\$ 429,452.00	\$ 139,917.26	\$ 289,534.74	32.58%	projects transfers not yet done
Police Services	\$ 71,593.00	\$ 4,000.00	\$ 67,593.00	5.59%	reserve transfers only take place at year-end
Fire Fighting	\$ 158,691.00	\$ 135,621.97	\$ 23,069.03	85.46%	over budget
Disaster Services	\$ -	\$ -	\$ -	0.00%	
By-Law Enforcement	\$ 18,600.00	\$ 5,605.00	\$ 12,995.00	30.13%	below budget
Common Services	\$ 151,600.00	\$ 33,009.24	\$ 118,590.76	21.77%	projects transfers not yet done
Road Transportation	\$ 14,529.00	\$ 3,507.69	\$ 11,021.31	24.14%	below budget
Water Supply & Distib.	\$ 1,061,072.00	\$ 427,713.81	\$ 633,358.19	40.31%	below budget
Sanitary Sewer Services	\$ 780,107.00	\$ 326,800.03	\$ 453,306.97	41.89%	below budget
Garbage Collection	\$ 291,056.00	\$ 121,592.02	\$ 169,463.98	41.78%	below budget
Environmental	\$ 18,750.00				new function in 2023 not yet started
FCSS	\$ 221,483.00	\$ 49,994.57	\$ 171,488.43	22.57%	below budget
SALC	\$ 174,694.00	\$ 314.28	\$ 174,379.72	0.18%	below budget grants have not been received yet
Cemetary	\$ 9,825.00	\$ 7,236.72	\$ 2,588.28	73.66%	above budget
Municipal Planning & Dev	\$ 786,650.00	\$ 1,285,244.93	\$ (498,594.93)	163.38%	sale proceeds of 4.5 acres
Communities in Bloom	\$ 7,300.00	\$ 4,104.00	\$ 3,196.00	56.22%	on par with budget (sale of rain barrels)
Community Services Brd/Staff	\$ 30,000.00	\$ -	\$ 30,000.00	0.00%	no events held yet this year
Recreation/Parks	\$ 611,742.00	\$ 378,675.75	\$ 233,066.25	61.90%	over budget because recreation agreement funds received
Fitness Center	\$ 54,116.00	\$ 23,324.27	\$ 30,791.73	43.10%	below budget
Arena	\$ 480,419.00	\$ 95,273.99	\$ 385,145.01	19.83%	below budget grants not yet received
Arena Concession	\$ 7,500.00	\$ 1,600.00	\$ 5,900.00	21.33%	below budget
Curling Rink	\$ 37,900.00	\$ 66,704.16	\$ (28,804.16)	176.00%	billing for curling club for 2 years
Facilities	\$ 3,579.00	\$ 2,719.25	\$ 859.75	75.98%	over budget school rentals are busy
Museum	\$ 6,200.00	\$ (250.00)	\$ 6,450.00	-4.03%	museum just opened beginning of June
SSDLC	\$ 37,050.00	\$ 14,900.00	\$ 22,150.00	40.22%	below budget
Resource Centre Revenue	\$ 66,029.00	\$ 8,942.86	\$ 57,086.14	13.54%	below budget transfers have not taken place yet
Cultural Center	\$ 224,700.00	\$ 131,095.69	\$ 93,604.31	58.34%	on par with budget
Library	\$ 74,415.00	\$ 13,657.44	\$ 60,757.56	18.35%	below budget
Other Revenue	\$ 1,616,714.00	\$ 4,855,063.07	\$ (3,238,349.07)	300.30%	above budget taxes are levied
<b>Total Revenues - Municipal Operations Includes Tax Revenue and Requisitions</b>	<b>\$ 7,445,766.00</b>	<b>\$ 8,136,368.00</b>	<b>\$ (709,352.00)</b>	<b>109.28%</b>	Revenues are above budget as recreation funding received and the sale of the 4.5 acres
	\$ -	\$ -	\$ -		

<b>Town of Gibbons</b>					
<b>Budget Variances</b>					
<b>For the Period Ending June 30, 2024</b>					
<b>Expenditures</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
Council	\$ 319,459.00	\$ 182,890.16	\$ 136,568.84	57.25%	on par with budget
General Administration	\$ 1,456,819.00	\$ 724,520.67	\$ 732,298.33	49.73%	on par with budget
Police Services	\$ 190,555.00	\$ 166,156.00	\$ 24,399.00	87.20%	policing cost have been paid
OH & S	\$ 31,002.00	\$ 17,845.54	\$ 13,156.46	57.56%	slightly above budget
Fire Fighting	\$ 318,932.00	\$ 227,097.44	\$ 91,834.56	71.21%	over budget as all bunker gear has been purchased
Disaster Services	\$ 26,125.00	\$ 16,650.70	\$ 9,474.30	63.73%	NCAER & SREMP memberships paid
Bylaw Enforcement Operations	\$ 131,647.00	\$ 31,320.24	\$ 100,326.76	23.79%	bylaw services have been billed for 1st quarter only
Common Services Operations	\$ 839,122.00	\$ 449,645.15	\$ 389,476.85	53.59%	on par with budget
Road Transportation	\$ 294,161.00	\$ 91,365.35	\$ 202,795.65	31.06%	below budget
Water Supply & Distrib - Budget Surplus \$	\$ 1,061,072.00	\$ 367,553.72	\$ 693,518.28	34.64%	below budget
Sanitary Sewer Services - Budget Surplus \$	\$ 780,107.00	\$ 232,385.93	\$ 547,721.07	29.79%	below budget
Garbage Collection	\$ 291,056.00	\$ 88,446.12	\$ 202,609.88	30.39%	below budget
Environmental	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%	new program in 2023
FCSS	\$ 443,159.00	\$ 113,411.56	\$ 329,747.44	25.59%	below budget
SALC	\$ 174,694.00	\$ 93,578.07	\$ 81,115.93	53.57%	on par with budget
Cemetary	\$ 14,000.00	\$ 2,261.72	\$ 11,738.28	16.16%	below budget
Municipal Planning	\$ 921,640.00	\$ 643,901.80	\$ 277,738.20	69.86%	above budget
Communities In Bloom	\$ 27,789.00	\$ 15,367.36	\$ 12,421.64	55.30%	on par with budget
Community Services Board	\$ 191,820.00	\$ 60,557.90	\$ 131,262.10	31.57%	below budget
Recreation/Parks	\$ 645,383.00	\$ 318,612.05	\$ 326,770.95	49.37%	on par with budget
Fitness Center	\$ 214,407.00	\$ 70,581.28	\$ 143,825.72	32.92%	below budget
Arena	\$ 575,134.00	\$ 218,931.44	\$ 356,202.56	38.07%	below budget
Arena Concession	\$ 3,500.00	\$ 185.00	\$ 3,315.00	5.29%	below budget
Curling Rink	\$ 112,494.00	\$ 51,774.47	\$ 60,719.53	46.02%	below budget
Facilities	\$ 134,495.00	\$ 59,161.19	\$ 75,333.81	43.99%	below budget
Museum	\$ 35,381.00	\$ 8,986.79	\$ 26,394.21	25.40%	only insurance and utilities paid to date
SSDLC	\$ 15,081.00	\$ 9,259.31	\$ 5,821.69	61.40%	above budget as taxes were due
Resource Centre Exp.	\$ 102,043.00	\$ 106,547.53	\$ (4,504.53)	104.41%	coding errors causing this to be over budget
Cultural Center	\$ 203,940.00	\$ 105,075.49	\$ 98,864.51	51.52%	on par with budget
Library	\$ 233,965.00	\$ 125,894.82	\$ 108,070.18	53.81%	on par with budget



<b>Town of Gibbons</b>					
<b>Budget Variances</b>					
<b>For the Period Ending June 30, 2024</b>					
<b>Expenditures</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
Requisitions - Prov Schools	\$ 1,048,614.00	\$ 248,291.80	\$ 800,322.20	23.68%	1st quarter paid second quarter not recorded yet
Requisitions - Seniors Foundation	\$ 35,709.00	\$ 34,000.17	\$ 1,708.83	95.21%	on par with budget
Requisition Allowance MGA 359(2) - Uncollected	\$ -				
Alberta DI Properties	\$ 322.00	\$ -		0.00%	requisition not yet recorded
Operating Contingency	\$ 35,000.00	\$ -	\$ 35,000.00	0.00%	
<b>Total Expenditures</b>	<b>\$ 10,909,627.00</b>	<b>\$ 4,882,256.77</b>	<b>\$ 6,027,048.23</b>	<b>44.75%</b>	overall all expenses are below budget
<b>Net surplus (Deficit)</b>	<b>\$ (3,463,861.00)</b>	<b>\$ 3,254,111.23</b>			

# Report to Council



**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** 2024 Budget Variance Report as Of September 30<sup>th</sup>, 2024

## Introduction

The purpose of this report is to present to Council the 3<sup>rd</sup> Quarter Budget Variance Report for 2024 as of September 30<sup>th</sup>, 2024.

## Background

Financial reports for January to September 2024 inclusive have been completed. To date, the Town of Gibbons is above budget in revenues at 140.42% of expected due to the sale of the 4.5 acres and the 2024 taxes have been levied also below budget in expenditures as well at 63.83% of budgeted.

## Options Available

1. That Council accept the 2024 Budget Variance report as at September 30<sup>th</sup>, 2024, as information.

## Recommendation for Action

1. That Council accept the 2024 Budget Variance Report as at September 30, 2024, as information.

Submitted By:

A blue ink signature of Monique Jeffrey, consisting of several overlapping loops and a long horizontal stroke at the end.

Monique Jeffrey.  
Director of Corporate Services

Approved by:

A blue ink signature of Farrell O'Malley, written in a cursive style with a prominent vertical stroke at the end.

Farrell O'Malley  
CAO

<b>Town of Gibbons</b>		10/21/2024			
<b>Budget Variances</b>					
<b>For the Period Ending September 30, 2024</b>					
<b>Revenue</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
General Administration	\$ 429,452.00	\$ 154,093.22	\$ 275,358.78	35.88%	projects transfers not yet done
Police Services	\$ 71,593.00	\$ 7,722.00	\$ 63,871.00	10.79%	reserve transfers only take place at year-end
Fire Fighting	\$ 158,691.00	\$ 238,915.58	\$ (80,224.58)	150.55%	over budget due to the sale of two old fire trucks
Disaster Services	\$ -	\$ -	\$ -	0.00%	
By-Law Enforcement	\$ 18,600.00	\$ 6,245.00	\$ 12,355.00	33.58%	below budget
Common Services	\$ 151,600.00	\$ 55,658.39	\$ 95,941.61	36.71%	projects transfers not yet done
Road Transportation	\$ 14,529.00	\$ 4,226.73	\$ 10,302.27	29.09%	below budget
Water Supply & Distib.	\$ 1,061,072.00	\$ 695,415.02	\$ 365,656.98	65.54%	below budget
Sanitary Sewer Services	\$ 780,107.00	\$ 580,397.42	\$ 199,709.58	74.40%	on par with budget
Garbage Collection	\$ 291,056.00	\$ 196,150.52	\$ 94,905.48	67.39%	slightly below budget
Environmental	\$ 18,750.00				new function in 2023 not yet started
FCSS	\$ 221,483.00	\$ 80,315.94	\$ 141,167.06	36.26%	below budget less donations than expected to date
SALC	\$ 174,694.00	\$ 164,143.28	\$ 10,550.72	93.96%	above budget funding for the year is all in
Cemetary	\$ 9,825.00	\$ 8,976.72	\$ 848.28	91.37%	above budget - more activity than anticipated
Municipal Planning & Dev	\$ 786,650.00	\$ 1,366,854.72	\$ (580,204.72)	173.76%	sale proceeds of 4.5 acres
Communities in Bloom	\$ 7,300.00	\$ 4,650.00	\$ 2,650.00	63.70%	on par with budget (sale of rain barrels)
Community Services Brd/Staff	\$ 30,000.00	\$ -	\$ 30,000.00	0.00%	no events held yet this year
Recreation/Parks	\$ 611,742.00	\$ 477,553.02	\$ 134,188.98	78.06%	over budget because recreation agreement funds received
Fitness Center	\$ 54,116.00	\$ 33,445.11	\$ 20,670.89	61.80%	below budget revenues ofr the last 2 months not yet recorded
Arena	\$ 480,419.00	\$ 162,780.22	\$ 317,638.78	33.88%	below budget grants not yet received and season just started
Arena Concession	\$ 7,500.00	\$ 1,600.00	\$ 5,900.00	21.33%	below budget concession contract for the year just signed
Curling Rink	\$ 37,900.00	\$ 66,704.16	\$ (28,804.16)	176.00%	billing for curling club for 2 years
Facilities	\$ 3,579.00	\$ 2,662.25	\$ 916.75	74.39%	on par with budget
Museum	\$ 6,200.00	\$ 3,083.00	\$ 3,117.00	49.73%	Received only 1/2 of the student grant that we anticipated
SSDLC	\$ 37,050.00	\$ 21,090.00	\$ 15,960.00	56.92%	January rent rec'd in Dec 2023 Oct rent not in yet
Resource Centre Revenue	\$ 66,029.00	\$ 11,228.57	\$ 54,800.43	17.01%	below budget transfers have not taken place yet
Cultural Center	\$ 224,700.00	\$ 171,335.62	\$ 53,364.38	76.25%	on par with budget
Library	\$ 74,415.00	\$ 37,659.79	\$ 36,755.21	50.61%	below budget grants not in yet
Other Revenue	\$ 1,616,714.00	\$ 5,902,376.87	\$ (4,285,662.87)	365.08%	above budget taxes are levied and Local Improvement Tax invoiced on south land
<b>Total Revenues - Municipal Operations Includes Tax Revenue and Requisitions</b>	<b>\$ 7,445,766.00</b>	<b>\$ 10,455,283.15</b>	<b>\$ (3,028,267.15)</b>	<b>140.42%</b>	Revenues are above budget as recreation funding received and the sale of the 4.5 acres and the 2024 taxes have been levied
	\$ -	\$ -	\$ -		

**Town of Gibbons**  
**Budget Variances**  
**For the Period Ending September 30, 2024**

<b>Expenditures</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
Council	\$ 319,459.00	\$ 250,484.76	\$ 68,974.24	<b>78.41%</b>	on par with budget
General Administration	\$ 1,456,819.00	\$ 1,086,701.46	\$ 370,117.54	<b>74.59%</b>	on par with budget
Police Services	\$ 190,555.00	\$ 166,156.00	\$ 24,399.00	<b>87.20%</b>	policing cost have been paid
OH & S	\$ 31,002.00	\$ 27,608.07	\$ 3,393.93	<b>89.05%</b>	slightly above budget due to the cost of training ocurses
Fire Fighting	\$ 318,932.00	\$ 313,627.24	\$ 5,304.76	<b>98.34%</b>	over budget as all bunker gear has been purchased
Disaster Services	\$ 26,125.00	\$ 16,650.70	\$ 9,474.30	<b>63.73%</b>	below budget
Bylaw Enforcement Operations	\$ 131,647.00	\$ 56,954.89	\$ 74,692.11	<b>43.26%</b>	bylaw services have been billed for 1st and 2nd quarter only
Common Services Operations	\$ 839,122.00	\$ 678,844.51	\$ 160,277.49	<b>80.90%</b>	slightly above budget
Road Transportation	\$ 294,161.00	\$ 211,877.20	\$ 82,283.80	<b>72.03%</b>	on par with budget
Water Supply & Distrib	\$ 1,061,072.00	\$ 587,299.10	\$ 473,772.90	<b>55.35%</b>	below budget - debenture principle capitalized
Sanitary Sewer Services	\$ 780,107.00	\$ 391,232.22	\$ 388,874.78	<b>50.15%</b>	below budget - debenture principle capitalized
Garbage Collection	\$ 291,056.00	\$ 148,248.90	\$ 142,807.10	<b>50.93%</b>	below budget - transfers not yet done
Environmental	\$ 1,000.00	\$ -	\$ 1,000.00	<b>0.00%</b>	new program in 2023
FCSS	\$ 443,159.00	\$ 289,850.18	\$ 153,308.82	<b>65.41%</b>	below budget - big events have not taken place yet
SALC	\$ 174,694.00	\$ 107,828.07	\$ 66,865.93	<b>61.72%</b>	slightly below budget as this program is under review
Cemetary	\$ 14,000.00	\$ 2,931.34	\$ 11,068.66	<b>20.94%</b>	below budget - cement runners not yet done
Municipal Planning	\$ 921,640.00	\$ 523,828.29	\$ 397,811.71	<b>56.84%</b>	above budget - expenses on the south common to be capitalized at year end
Communities In Bloom	\$ 27,789.00	\$ 23,926.52	\$ 3,862.48	<b>86.10%</b>	on par with budget - activities are done for the year
Community Services Board	\$ 191,820.00	\$ 96,687.39	\$ 95,132.61	<b>50.41%</b>	below budget - Community league not yet active
Recreation/Parks	\$ 645,383.00	\$ 428,637.18	\$ 216,745.82	<b>66.42%</b>	slightly below budget as trail work is presently happening
Fitness Center	\$ 214,407.00	\$ 108,323.03	\$ 106,083.97	<b>50.52%</b>	below budget - debenture principle capitalized
Arena	\$ 575,134.00	\$ 344,078.97	\$ 231,055.03	<b>59.83%</b>	below budget - debenture principle capitalized
Arena Concession	\$ 3,500.00	\$ 185.00	\$ 3,315.00	<b>5.29%</b>	below budget - season just started
Curling Rink	\$ 112,494.00	\$ 71,040.79	\$ 41,453.21	<b>63.15%</b>	below budget - season just started
Facilities	\$ 134,495.00	\$ 85,264.76	\$ 49,230.24	<b>63.40%</b>	below budget - less cost to date than anticipated
Museum	\$ 35,381.00	\$ 26,210.46	\$ 9,170.54	<b>74.08%</b>	only insurance and utilities paid to date
SSDLC	\$ 15,081.00	\$ 9,466.31	\$ 5,614.69	<b>62.77%</b>	below budget some repairs still need to be finished
Resource Centre Exp.	\$ 102,043.00	\$ 62,894.05	\$ 39,148.95	<b>61.63%</b>	slightly below budget - debenture principle capitlaized
Cultural Center	\$ 203,940.00	\$ 135,202.43	\$ 68,737.57	<b>66.30%</b>	slightly below budget
Library	\$ 233,965.00	\$ 180,551.91	\$ 53,413.09	<b>77.17%</b>	on par with budget

**Town of Gibbons**

**Budget Variances**

**For the Period Ending September 30, 2024**

<b>Expenditures</b>	<b>2024 Budget</b>	<b>YTD Actual</b>	<b>2024 Variance</b>	<b>% of Budget</b>	<b>Variance - Notes</b>
Requisitions - Prov Schools	\$ 1,048,614.00	\$ 496,583.62	\$ 552,030.38	<b>47.36%</b>	1st quarter and 2nd quarter paid third quarter not recorded yet
Requisitions - Seniors Foundation	\$ 35,709.00	\$ 34,000.17	\$ 1,708.83	<b>95.21%</b>	on par with budget
Requisition Allowance MGA 359(2) - Uncollected	\$ -				
Alberta DI Properties	\$ 322.00	\$ -		<b>0.00%</b>	requisition not yet recorded
Operating Contingency	\$ 35,000.00	\$ -	\$ 35,000.00	<b>0.00%</b>	
<b>Total Expenditures</b>	<b>\$ 10,909,627.00</b>	<b>\$ 6,963,175.52</b>	<b>\$ 3,946,129.48</b>	<b>63.83%</b>	overall all expenses are below budget
<b>Net surplus (Deficit)</b>	<b>\$ (3,463,861.00)</b>	<b>\$ 3,492,107.63</b>			

DRAFT FOR DISCUSSION PURPOSES ONLY

**TOWN OF GIBBONS**  
**Financial Statements**  
**For The Year Ended December 31, 2023**

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## INDEPENDENT AUDITORS' REPORT

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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, 2023, 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, 2023, 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)

Independent Auditors' Report to the Mayor and Council of Town of Gibbons (continued)

*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.

Chartered Professional Accountants

Edmonton, Alberta  
November 13, 2024



**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.

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Farrell O'Malley  
Chief Administrative Officer

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Monique Jeffrey  
Director of Corporate Services

**TOWN OF GIBBONS**  
**Statement of Financial Position**  
**As At December 31, 2023**

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 459,915	\$ 104,924
Receivables (Note 2)	7,744,301	1,045,900
Loans receivable (Note 3)	40,542	16,065
Land held for resale	811,276	1,814,587
	<u>9,056,034</u>	<u>2,981,476</u>
<b>LIABILITIES</b>		
Bank indebtedness (Note 4)	\$ 2,406,291	\$ 1,959,436
Accounts payable and accrued liabilities (Note 5)	874,059	491,827
Deposit liabilities	51,203	50,196
Deferred revenue (Note 6)	1,678,497	1,330,499
Asset retirement obligations (Note 7)	377,245	-
Long-term debt (Note 8)	8,101,911	4,888,470
Capital lease obligation (Note 9)	363,350	-
	<u>13,852,556</u>	<u>8,720,428</u>
<b>NET DEBT</b>	<u>(4,796,522)</u>	<u>(5,738,952)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 10)	39,272,340	36,943,455
Inventories for consumption	353,438	388,964
Prepaid expenses	30,124	25,147
	<u>39,655,902</u>	<u>37,357,566</u>
<b>ACCUMULATED SURPLUS (Note 11)</b>	<u>\$ 34,859,380</u>	<u>\$ 31,618,614</u>
Contingencies (Note 12)		

**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, 2023**

	2023 (Budget) (Note 16)	2023 (Actual)	2022 (Actual)
<b>REVENUE</b>			
Sales and user charges (Schedule 4)	\$ 3,209,127	\$ 4,949,399	\$ 2,500,915
Local improvement taxes (Schedule 2)	165,299	4,514,439	173,902
Net municipal taxes (Schedule 2)	3,196,441	3,186,444	2,981,512
Government transfers for operating (Schedule 3)	727,546	927,560	692,152
Franchise and concession contracts (Note 13)	422,300	399,968	452,093
Rentals	341,957	393,744	323,513
Other	106,667	84,804	60,628
Penalties and costs on taxes	65,407	65,098	54,506
Interest	8,024	24,416	21,538
Licenses and permits	24,000	19,655	20,815
Fines	21,350	10,587	14,561
	<u>8,288,118</u>	<u>14,576,114</u>	<u>7,296,135</u>
<b>EXPENSES</b>			
Subdivision land and development	41,756	1,691,855	164,247
Administration	1,313,397	1,548,030	1,220,381
Planning, zoning, & development	415,093	1,473,118	474,030
Water and wastewater	1,330,779	1,302,531	1,408,041
Parks and recreation	1,391,313	1,274,245	1,217,891
Common services	789,627	820,598	829,347
Culture	827,598	555,280	467,202
Legislative	304,291	296,568	267,548
Family and community support	296,368	286,023	315,092
Roads, streets, walks and lighting	269,631	265,495	261,830
Fire and disaster services	270,636	245,512	282,980
Other public health & welfare	-	205,700	129,504
Waste management	174,865	203,409	197,727
Policing	130,283	166,165	117,648
Bylaw enforcement	122,039	69,040	80,409
Cemetery	25,225	11,554	12,234
Amortization	-	1,523,877	1,541,505
	<u>7,702,901</u>	<u>11,939,000</u>	<u>8,987,616</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	<u>585,217</u>	<u>2,637,114</u>	<u>(1,691,481)</u>
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	1,863,218	1,017,981	497,956
Gain (loss) on disposal of tangible capital assets	987,073	(90,071)	17,036
Other revenue for tangible capital assets	-	-	1,000
	<u>2,850,291</u>	<u>927,910</u>	<u>515,992</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>3,435,508</u>	<u>3,565,024</u>	<u>(1,175,489)</u>

(continues)

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

**TOWN OF GIBBONS**

**Statement of Operations and Accumulated Surplus (continued)**

**For the Year Ended December 31, 2023**

	2023	2023	2022
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR, AS PREVIOUSLY STATED</b>	31,618,614	<b>31,618,614</b>	32,794,103
Restatement (Note 21)	-	<b>(324,258)</b>	-
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR, RESTATED</b>	-	<b>31,294,356</b>	-
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 11)</b>	<b>\$ 35,054,122</b>	<b>\$ 34,859,380</b>	<b>\$ 31,618,614</b>

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, 2023**

	2023 (Budget) (Note 16)	2023 (Actual)	2022 (Actual)
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ 3,435,508	\$ 3,565,024	\$ (1,175,489)
Acquisition of tangible capital assets	(2,960,562)	(4,061,152)	(1,227,604)
Amortization of tangible capital assets	-	1,523,877	1,541,505
Land transferred from tangible capital assets to land held for resale	-	-	696,400
Proceeds on disposal of tangible capital assets	-	152,420	71,429
Loss (gain) on disposal of tangible capital assets	-	90,071	(17,036)
	474,946	1,270,240	(110,795)
Use of inventory held for consumption	-	35,526	100,879
Use (acquisition) of prepaid expenses	-	(4,977)	(5,199)
Asset retirement obligations (Note 21)	-	(358,359)	-
<b>INCREASE IN NET DEBT</b>	474,946	942,430	(15,115)
<b>NET DEBT - BEGINNING OF YEAR</b>	(5,738,952)	(5,738,952)	(5,723,837)
<b>NET DEBT - END OF YEAR</b>	\$ (5,264,006)	\$ (4,796,522)	\$ (5,738,952)

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

**TOWN OF GIBBONS**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2023**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Annual surplus (deficit)	\$ 3,565,024	\$ (1,175,489)
Non-cash items not included in annual surplus:		
Amortization of tangible capital assets	1,523,877	1,541,505
Loss (gain) on disposal of tangible capital assets	90,071	(17,036)
Accretion of asset retirement obligations	18,886	-
	<u>5,197,858</u>	<u>348,980</u>
Changes in non-cash working capital balances related to operations:		
Receivables	(6,698,401)	263,897
Loans receivable	(24,477)	17,440
Land held for resale	1,003,311	(192,207)
Accounts payable and accrued liabilities	382,232	(361,642)
Deferred revenue	347,998	427,329
Deposit liabilities	1,008	6,029
Inventories for consumption	35,526	100,879
Prepaid expenses	(4,977)	(5,199)
	<u>(4,957,780)</u>	<u>256,526</u>
Cash flow from operating activities	<u>240,078</u>	<u>605,506</u>
<b>CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	152,420	71,429
Purchase of tangible capital assets	(4,061,152)	(1,227,604)
Cash flow used by capital activities	<u>(3,908,732)</u>	<u>(1,156,175)</u>
<b>FINANCING ACTIVITIES</b>		
Advances from bank indebtedness	446,855	983,608
Long-term debt repaid	(636,560)	(597,370)
Long-term debt issued	3,850,000	-
Capital lease obligations repaid	(24,150)	-
Capital lease obligations proceeds	387,500	-
Cash flow from financing activities	<u>4,023,645</u>	<u>386,238</u>
<b>CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR</b>	<b>354,991</b>	<b>(164,431)</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>104,924</b>	<b>269,355</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 459,915</b>	<b>\$ 104,924</b>

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, 2023**

	2023	2022
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 32,143,195</b>	<b>\$ 33,119,724</b>
Acquisition of tangible capital assets	4,061,152	1,227,604
Amortization of tangible capital assets	(1,523,877)	(1,541,505)
Long-term debt repaid	636,560	597,370
Long-term debt issued	(3,850,000)	-
Capital lease obligations repaid	24,150	-
Capital lease obligations issued	(387,500)	-
Cost of tangible capital assets disposed of	(273,961)	(756,838)
Accumulated amortization of tangible capital assets disposed of	33,733	6,045
Utilized long-term debt	-	(509,205)
Net book value of asset retirement obligation tangible capital asset adoption	31,837	-
Asset retirement obligations incurred (Note 7)	(358,359)	-
Asset retirement obligations accretion (Note 7)	(18,886)	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 30,518,044</b>	<b>\$ 32,143,195</b>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 39,272,340	\$ 36,943,455
Long-term debt	(8,101,911)	(4,888,470)
Asset retirement obligations	(377,245)	-
Capital lease obligation	(363,350)	-
Total long-term debt issued but unexpended	88,210	88,210
	<b>\$ 30,518,044</b>	<b>\$ 32,143,195</b>

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

**TOWN OF GIBBONS**  
**Schedule of Net Municipal Taxes**  
**For the Year Ended December 31, 2023**

*(Schedule 2)*

	2023 (Budget) (Note 16)	2023 (Actual)	2022 (Actual)
<b>TAXATION</b>			
Local improvement	\$ 165,299	\$ 4,514,439	\$ 173,902
Real property taxes	4,223,934	4,213,615	4,037,551
	<u>4,389,233</u>	<u>8,728,054</u>	<u>4,211,453</u>
<b>REQUISITIONS</b>			
Alberta School Foundation	993,167	993,167	1,023,454
Homeland Housing	34,004	34,004	32,585
Designated Industrial Property	322	-	-
	<u>1,027,493</u>	<u>1,027,171</u>	<u>1,056,039</u>
<b>NET MUNICIPAL PROPERTY TAXES</b>	<u>\$ 3,361,740</u>	<u>\$ 7,700,883</u>	<u>\$ 3,155,414</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, 2023**

**(Schedule 3)**

	2023 (Budget) (Note 16)	2023 (Actual)	2022 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Local governments	\$ 404,315	\$ 387,117	\$ 349,892
Provincial government	214,231	383,893	270,302
Federal government	109,000	156,550	71,958
	<u>727,546</u>	<u>927,560</u>	<u>692,152</u>
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	1,863,218	967,981	447,956
Local governments	-	50,000	50,000
	<u>1,863,218</u>	<u>1,017,981</u>	<u>497,956</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 2,590,764</u>	<u>\$ 1,945,541</u>	<u>\$ 1,190,108</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, 2023**

*(Schedule 4)*

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Sales and user charges	\$ 26,227	\$ 113,439	\$ 117,217	\$ 22,052	\$ 1,938,935	\$ 2,731,529	\$ 4,949,399
Local improvement	150,391	-	-	-	-	4,364,048	4,514,439
Taxation	1,346,105	537,076	292,966	1,010,297	-	-	3,186,444
All other	25,306	544,381	44,823	51,643	4,761	327,358	998,272
Government transfers	-	634,629	25,712	2,100	-	265,119	927,560
	<u>1,548,029</u>	<u>1,829,525</u>	<u>480,718</u>	<u>1,086,092</u>	<u>1,943,696</u>	<u>7,688,054</u>	<u>14,576,114</u>
<b>EXPENSES</b>							
Salaries, wages and benefits	793,156	931,407	99,723	585,570	145,731	629,752	3,185,339
Materials, goods, and supplies	166,962	357,361	245,088	133,423	106,160	3,214,320	4,223,314
Contracted and general services	223,043	4,792	100,167	114,101	981,341	55,579	1,479,023
Utilities	21,547	252,299	21,985	187,450	84,077	4,740	572,098
Repairs & maintenance	136,035	202,853	9,229	49,764	97,924	16,254	512,059
Interest on long-term debt	-	41,529	-	6,313	78,728	40,337	166,907
Insurance	46,231	39,284	4,526	9,471	11,979	3,837	115,328
Interest and bank charges	161,055	-	-	-	-	-	161,055
	<u>\$ 1,548,029</u>	<u>\$ 1,829,525</u>	<u>\$ 480,718</u>	<u>\$ 1,086,092</u>	<u>\$ 1,505,940</u>	<u>\$ 3,964,819</u>	<u>\$ 10,415,123</u>
<b>NET REVENUE BEFORE AMORTIZATION</b>							
	-	-	-	-	437,756	3,723,235	4,160,991
Amortization	78,184	427,949	44,709	581,373	365,412	26,250	1,523,877
<b>NET REVENUE (DEFICIT)</b>	<u>\$ (78,184)</u>	<u>\$ (427,949)</u>	<u>\$ (44,709)</u>	<u>\$ (581,373)</u>	<u>\$ 72,344</u>	<u>\$ 3,696,985</u>	<u>\$ 2,637,114</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 5)**

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 1,035,279	\$ 603,980	\$ 289,518	\$ 1,052,735	\$ -	\$ -	\$ 2,981,512
Sales and user charges	23,190	125,986	133,624	22,690	1,946,778	248,647	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
Local improvement	119,562	-	-	-	-	54,340	173,902
	<u>1,220,382</u>	<u>1,685,093</u>	<u>481,035</u>	<u>1,091,178</u>	<u>1,950,317</u>	<u>868,130</u>	<u>7,296,135</u>
<b>EXPENSES</b>							
Salaries, wages and benefits	\$ 670,185	\$ 894,607	\$ 104,696	\$ 559,839	\$ 130,313	\$ 653,085	\$ 3,012,725
Contracted and general services	214,251	1,790	83,054	149,435	1,011,605	37,634	1,497,770
Materials, goods, and supplies	147,208	329,268	218,796	161,566	184,816	606,045	1,647,699
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>
<b>NET REVENUE BEFORE AMORTIZATION</b>	-	-	-	-	344,548	(494,524)	(149,976)
Amortization	69,955	458,603	38,126	589,550	333,712	51,559	1,541,505
<b>NET REVENUE (DEFICIT)</b>	<u>\$ (69,955)</u>	<u>\$ (458,603)</u>	<u>\$ (38,126)</u>	<u>\$ (589,550)</u>	<u>\$ 10,836</u>	<u>\$ (546,083)</u>	<u>\$ (1,691,481)</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, 2023**

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**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) 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, and asset retirement obligations.

*(continues)*

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

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**1. ACCOUNTING POLICIES (continued)**

*(d) Valuation of Financial Assets and Liabilities*

The Town's financial assets and liabilities are measured as follows:

Cash and cash equivalents	Cost and amortized cost
Receivables	Lower of cost or net recoverable value
Loans receivable	Lower of cost or net recoverable value
Bank indebtedness	Cost and amortized cost
Accounts payable and accrued liabilities	Cost
Deposit liabilities	Cost
Asset retirement obligations	Cost or present value
Long-term debt	Amortized Cost
Capital lease obligations	Amortized Cost

For financial assets and liabilities measured at amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial assets and liabilities that are measured at cost or amortized cost and expensed when measured at fair value.

*(e) 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.

*(f) 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.

*(g) Asset Retirement Obligations*

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities relating to an asset retirement obligation including, but not limited to, decommissioning or dismantling, remediation of contamination, post-retirement activities such as monitoring, and constructing other tangible capital assets to perform post-retirement activities.

A liability for asset retirement obligation is recognized when there is a legal obligation to incur retirement costs, the past transaction or event giving rise to the liability as occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying value of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

*(continues)*

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

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**1. ACCOUNTING POLICIES (continued)**

*(h) 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.

*(i) 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.

*(j) 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.

*(k) 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)*

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

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**1. ACCOUNTING POLICIES (continued)**

(l) *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.

(m) *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.

(n) *Pension Expenses*

The Town accounts for the Local Authorities Pension Plan as a defined contribution plan, specifically, employer contributions for current and past service pension benefits are recorded as expenses in the year in which they become due. The Town does not recognize its share of the pension benefit obligation.

(o) *New Accounting Standards not yet Adopted*

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.

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**2. RECEIVABLES**

	<b>2023</b>	<b>2022</b>
Local improvement taxes *	\$ 4,459,247	\$ -
Trade and other	2,548,709	433,853
Taxes and grants in place of taxes	339,800	310,853
Goods and Services Tax rebate	247,322	115,019
Utilities	154,223	191,175
	<b>7,749,301</b>	1,050,900
Less: allowance for doubtful accounts	<b>(5,000)</b>	(5,000)
	<b>\$ 7,744,301</b>	<b>\$ 1,045,900</b>

\* The Town passed Bylaw ALT 5/23 authorizing Council to impose a local improvement tax in respect of all lands that directly benefit from the Heartland Common - Heartland Station project costs. The total amount of the local improvement tax is \$4,459,247, is repayable in 30 semi-annual installments of \$216,762 including interest at a fixed rate of 5.26% per annum maturing December 2038.

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## TOWN OF GIBBONS

### Notes to Financial Statements

For the Year Ended December 31, 2023

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#### 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 2023, as part of its Back Alley Parving project and upon residents entering into a Letter of Agreement for Repayment, the Town undertook remediation work necessary to pave or replace roads and attached driveways originating from residents homes, which was approved under Council motion 22.224.

The loans were issued to residents of 13 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.

For both projects 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.

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#### 4. BANK INDEBTEDNESS

The Town has available lines of credits with a combined maximum limit of \$3,800,000. The line of credit bears interest at prime less 0.25% for \$2,800,000, and the other line of credit bears interest at prime lending rate for \$1,000,000. The lines of credit are secured by a general security agreement over the assets of the Town.

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#### 5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2023	2022
Trade and other	\$ 750,282	\$ 388,379
Accrued employee vacation pay	100,540	87,381
Accrued debenture interest	23,237	16,067
	<u>\$ 874,059</u>	<u>\$ 491,827</u>

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**TOWN OF GIBBONS****Notes to Financial Statements****For the Year Ended December 31, 2023****6. DEFERRED REVENUE**

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

	<u>2022</u>	<u>Funds Received</u>	<u>Funds Expended</u>	<u>2023</u>
Other	\$ 348,338	\$ 237,866	\$ (253,417)	\$ 332,787
Alberta Community Facility Enhancement Program	-	710,020	-	710,020
Alberta Municipal Water / Wastewater Program	298,703	15,104	-	313,807
Canada Community-Building Fund	523,309	197,759	(529,991)	191,077
Municipal Sunstainability Initiative Capital Program	118,013	344,103	(331,310)	130,806
Municipal Stimulus Program	42,136	-	(42,136)	-
	<u>\$ 1,330,499</u>	<u>\$ 1,504,852</u>	<u>\$ (1,156,854)</u>	<u>\$ 1,678,497</u>

## TOWN OF GIBBONS

### Notes to Financial Statements

For the Year Ended December 31, 2023

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#### 7. ASSET RETIREMENT OBLIGATIONS

The Town has asset retirement obligations to remove various hazardous materials including, asbestos, lead, mercury, and mold from buildings under its control. Regulations require the Town to handle and dispose of these materials in a prescribed manner when it is disturbed, such as when the building undergoes renovations or is demolished. Although the timing of the removal is conditional on the building undergoing renovations or being demolished, regulations create an existing obligation for the Town.

The estimated liability is based on the sum of discounted future cash flows using a discount rate of 5.3% and inflation rate of 3.7%. The Town has not designated assets for settling asbestos abatement.

	<u>2023</u>	<u>2022</u>
Asset retirement obligation ( <i>Note 21</i> )	\$ 358,359	\$ -
Accretion expense	18,886	-
	<u>\$ 377,245</u>	<u>\$ -</u>

Additionally, 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 and post-closures costs 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.

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

**8. LONG-TERM DEBT**

	<u>2023</u>	<u>2022</u>
Government of Alberta debenture repayable in semi-annual amounts of \$173,724 including interest at 5.15% maturing December 2038.	<b>\$ 3,600,000</b>	\$ -
Government of Alberta debenture repayable in semi-annual amounts of \$82,615 including interest at 2.298% maturing September 2034.	<b>1,597,944</b>	1,724,271
Government of Alberta debenture repayable in semi-annual amounts of \$144,782 including interest at 2.532% maturing December 2027.	<b>1,094,958</b>	1,351,906
Government of Alberta debenture repayable in semi-annual amounts of \$75,879 including interest at 4.781% maturing June 2033.	<b>1,147,918</b>	1,241,429
Government of Alberta debenture repayable in semi-annual amounts of \$75,397 including interest at 2.480% maturing December 2026.	<b>433,380</b>	570,864
Government of Alberta debenture repayable in semi-annual amounts of \$28,602 including interest at 5.05% maturing June 2028.	<b>227,711</b>	-
	<b><u>\$ 8,101,911</u></b>	<b><u>\$ 4,888,470</u></b>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 842,108	\$ 319,889	\$ 1,161,997
2025	870,997	291,000	1,161,997
2026	901,011	260,986	1,161,997
2027	780,470	230,733	1,011,203
2028	489,098	203,940	693,038
To maturity	<u>4,218,227</u>	<u>930,547</u>	<u>5,148,774</u>
	<b><u>\$ 8,101,911</u></b>	<b><u>\$ 2,237,095</u></b>	<b><u>\$ 10,339,006</u></b>

**9. CAPITAL LEASE OBLIGATION**

Capital lease obligation bearing interest at 15% per annum, payable in blended monthly instalments of \$12,075, with automotive equipment pledged as security with net book value of \$363,350. Bargain purchase option exists for the Town to purchase the capital asset under lease after 6 months from inception of lease.

Future minimum capital lease payments are approximately:

Total minimum payments	<b><u>\$ 363,350</u></b>
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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

**10. TANGIBLE CAPITAL ASSETS**

	2023 Net Book Value	2022 Net Book Value
Engineered structures	\$ 18,851,031	\$ 18,994,611
Buildings	6,829,655	6,912,582
Land	5,982,176	5,982,176
Work in progress	2,254,798	218,255
Land improvements	2,230,065	2,220,018
Machinery and equipment	1,712,181	1,597,126
Vehicles	1,049,084	1,018,687
Vehicle under capital lease	363,350	-
	<u>\$ 39,272,340</u>	<u>\$ 36,943,455</u>

	Cost Beginning of Year	Additions	Disposals	Transfers	Cost End of Year
Engineered structures	\$ 36,014,934	\$ 503,511	-	\$ 93,942	\$ 36,612,387
Land	5,982,176	-	-	-	5,982,176
Buildings	10,203,543	112,400	-	92,435	10,408,378
Vehicles	2,378,211	503,900	(273,961)	-	2,608,150
Land improvements	3,506,856	89,062	-	85,645	3,681,563
Machinery and equipment	2,281,973	248,649	-	-	2,530,622
Work in progress	218,255	2,216,130	-	(179,587)	2,254,798
Vehicle under capital lease	-	387,500	-	-	387,500
	<u>\$ 60,585,948</u>	<u>\$ 4,061,152</u>	<u>\$ (273,961)</u>	<u>\$ 92,435</u>	<u>\$ 64,465,574</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Transfers	Accumulated Amortization End of Year
Engineered structures	\$ 17,020,323	\$ 741,033	-	-	\$ 17,761,356
Buildings	3,290,961	227,165	-	60,597	3,578,723
Vehicles	1,359,524	233,275	(33,733)	-	1,559,066
Land improvements	1,286,838	164,660	-	-	1,451,498
Machinery and equipment	684,847	133,594	-	-	818,441
Vehicle under capital lease	-	24,150	-	-	24,150
	<u>\$ 23,642,493</u>	<u>\$ 1,523,877</u>	<u>\$ (33,733)</u>	<u>\$ 60,597</u>	<u>\$ 25,193,234</u>

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

**11. ACCUMULATED SURPLUS**

	2023	2022
Unrestricted surplus (deficit)	\$ 4,241,336	\$ (586,081)
Equity in tangible capital assets ( <i>Schedule 1</i> )	30,518,044	32,143,195
Capital reserves	100,000	61,500
	<b>\$ 34,859,380</b>	<b>\$ 31,618,614</b>

**12. 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.

Where the outcome of a claim against the Town is considered likely to result in a loss and the amount of the loss can be reasonably estimated, accrued liabilities are recorded. Where the resulting potential losses, if any, cannot be determined or the occurrence of future events is unknown, accrued liabilities are not established.

**13. 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:

	2023 (Budget) ( <i>Note 16</i> )	2023 (Actual)	2022 (Actual)
ATCO Gas	\$ 252,704	\$ 232,773	\$ 273,180
Fortis Alberta	169,596	167,195	178,913
	<b>\$ 422,300</b>	<b>\$ 399,968</b>	<b>\$ 452,093</b>

**TOWN OF GIBBONS**

**Notes to Financial Statements**

**For the Year Ended December 31, 2023**

**14. 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)	2023	2022
<b>Mayor Deck</b>	\$ 35,755	\$ 2,165	\$ 37,920	\$ 37,046
<b>Councillors</b>				
Millante	22,829	1,409	24,238	23,641
Kozak	22,829	1,396	24,225	23,641
Yushchyshyn	22,829	1,396	24,225	966
Berry	22,829	123	22,952	24,364
Sandahl	22,829	123	22,952	22,449
Harris	19,094	1,226	20,320	23,666
McCann	-	-	-	6,933
			-	
<b>Chief Administrative Officer</b>				
O'Malley	195,373	39,719	235,092	236,137
<b>Designated Officers (3)</b>	391,141	79,054	470,195	626,278
	<b>\$ 755,508</b>	<b>\$ 126,611</b>	<b>\$ 882,119</b>	<b>\$ 1,025,121</b>

(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.

**15. 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:

	2023	2022
Balance, Beginning of Year	\$ 12,308	\$ 11,452
Interest income	622	256
Perpetual care fees	-	600
Balance, End of Year	<b>\$ 12,930</b>	<b>\$ 12,308</b>

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

**16. BUDGET FIGURES**

	2023 (Budget)	2023 (Actual)
Annual surplus (deficit)	\$ 3,435,508	\$ 3,565,024
Amortization	-	1,523,877
Acquisition of tangible capital assets	(2,960,562)	(4,061,152)
Long-term debt repayments	(600,747)	(597,370)
Net transfers (to) from reserves	115,928	-
	<u>\$ (9,873)</u>	<u>\$ 430,379</u>

The budget data presented in these financial statements is based on the operating and capital budgets approved by Town Council on March 8, 2023 and April 12, 2023, respectively. The table above reconciles the approved financial plan to the figures reported in these financial statements.

**17. 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:

	2023	2022
Total debt limit	\$ 21,864,171	\$ 10,944,203
Total debt	(10,871,552)	(6,847,906)
<b>Total debt limit remaining</b>	<b>\$ 10,992,619</b>	<b>\$ 4,096,297</b>
Service on debt limit	\$ 3,644,029	\$ 1,824,034
Service on debt	(1,161,997)	(757,346)
<b>Total service on debt limit remaining</b>	<b>\$ 2,482,032</b>	<b>\$ 1,066,688</b>

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.

**18. 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, 2023**

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**19. FINANCIAL INSTRUMENTS RISKS**

The Town is exposed to the following risks with respect to its financial instruments at December 31, 2023.

*Credit risk*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from customers. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Town has a significant number of customers which minimizes concentration of credit risk.

*Liquidity risk*

Liquidity risk is the risk that the Town will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, contributions to the pension plan, and accounts payable.

*Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Town manages exposure through its normal operating and financing activities. The Town is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the company is not exposed to significant other price risks arising from these financial instruments.

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**20. LOCAL AUTHORITIES PENSION PLAN (LAPP)**

The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.23% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% of pensionable earnings up to the year's maximum pensionable earnings and 11.23% on pensionable earnings above this amount.

Total current service contributions by the Town to the LAPP in 2023 were \$142,169 (2022 - \$134,402). Total current service contributions by the employees of the Town to the LAPP in 2023 were \$118,858 (2022 - \$124,004).

At December 31, 2023, the Plan disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion).

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**21. RESTATEMENT**

Effective January 1, 2023, the Town adopted *PS 3280 Asset Retirement Obligations* prospectively. The effect of these changes on 2023 beginning figures are as follows:

- Increase in asset retirement obligations \$358,359
- Increase in tangible capital assets of \$34,101
- Decrease in accumulated surplus of \$324,258

Effective January 1, 2023, the Town also adopted *PS 3450 Financial Instruments*. There was no impact on the Town's financial reporting regarding this.

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2023**

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**22. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

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# Report to Council



**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Farrell O'Malley, CAO  
**Report Topic:** Heartland Station Development Process

## Introduction

The purpose of this report is to provide Members of Council with clarification of the development processes which highlight the Redistricting the lands from their previous land use to its current zoning to accommodate the Heartland Station project and is being done for information purposes only. These Lands that are legally known as Pt. SE-3-56-24-W4.

The Bylaw PLU 1-22 Amendment to Bylaw PLU 8-06 to redistrict Part of 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

The Process took place as follows:

**1. Motion 22.039 CARRIED February 9, 2022, Regular Meeting of Council**

- a. Councillor Sandahl moved that Council give 1<sup>st</sup> Reading to Bylaw PLU 1-22 Amendment to Bylaw PLU 8-06 to Redistrict Pt. SE 3-56-23-W4.

**2. Motion 22.040 CARRIED February 9, 2022, Regular Meeting of Council**

- a. Councillor Harris moved that Council set a Public Hearing be set for March 23, 2022, at 6:30 p.m.

**3. Public Hearing**

- a. Council held Public Hearing at 6:30 p.m. on March 23, 2022, for Bylaw PLU 1-22 Amendment to Bylaw PLU 8-06 to redistrict Part of 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

**4. Motion 22.082 CARRIED March 23, 2022, Regular Meeting of Council**

- a. Councillor Sandahl moved that Council give 2<sup>nd</sup> Reading to Bylaw PLU 1-22, an Amendment to Bylaw PLU 8-06 to Redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

**5. Motion 22.083 CARRIED March 23, 2022, Regular Meeting of Council**

- a. Councillor Harris moved that Council give 3<sup>rd</sup> Reading to Bylaw PLU 1-22, an Amendment to Bylaw PLU 8-06 to Redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

**6. Motion 22.378 CARRIED December 14, 2022, Regular Meeting of Council**

- a. **Councillor Harris moved that Council approve Development Permit 124124-22-D0019 subject to the following conditions:**

- 1. All development must be in accordance with the approved site plan. Any future development of change in approved plans shall require a new permit application.
- 2. A sound attenuation barrier shall be provided and maintained between the commercial use and adjacent Residential District. All details of the barrier,

# Report to Council

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including its size, width, and components, shall be to the satisfaction of the Development Authority.

3. The Developer shall submit a Landscape Plan prepared by a registered Landscape Architect for approval prior to construction. Landscaping shall be completed in accordance with the Landscaping plan within one (1) year of completion of the development.
4. Landscaping is required to screen all loading bays, waste and recycling areas, and outdoor storage from public view. This may include hedging, planting or a combination of walls or fencing with landscaping. All loading and off-loading shall be done within the property.
5. All parking areas shall be clearly marked, hard surfaced, landscaped, adequately lit with lighting directed away from adjacent sites, adequately graded, and drained to direct all stormwater run-off from adjacent properties.
6. Any lighting proposed to illuminate areas in any district shall be located and arranged so that no direct rays of light are directed to any adjoining properties. "Dark Sky" compliant lighting designs are preferred.
7. All development must comply with all regulations and requirements of the Town of Gibbons Land Use Bylaw, the Alberta Safety Codes Act, and all other relevant legislation.
8. All development located adjacent to a highway shall be required to meet the requirements of Alberta Transportation for a Roadside Development permit in accordance with the Highways Development and Protection Act.

**7. Motion 23.002**

**CARRIED**

**January 11, 2023, Regular Meeting of Council**

- a. Councillor Harris moved to accept the minutes of the December 14, 2022, Regular Meeting of Council as presented.

**Recommendation**

Administration would like to respectfully submit the following recommendation for Council's consideration:

- |  |
|--|
| 1. That Council accept this report for information as presented. |
|--|

Submitted By:

*Farrell O'Malley*  
Farrell O'Malley, CAO

# Request for Decision

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**Date Submitted:** February 23, 2022  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Susan Gingell, Development Officer  
**Report Topic:** Bylaw PLU 01/22

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## Introduction

The purpose of Bylaw PLU 01/22 is to amend Land Use Bylaw PUL 8/06, Schedule "A" Land Use District Map redistricting Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) to align it with the future use as identified in the Municipal Development Plan.

## Background

Bylaw PLU 01/22 will direct all future development permit applications for part of SE 3-56-23-W4 to Council for review and approval at the discretion of Council.

## Options Available

- 1) Council gives 1<sup>st</sup> reading to Bylaw PLU 01/22 a bylaw to redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) and schedule a Public Hearing for March 23, 2022.
- 2) Council receives Bylaw PLU 01/22 as information only
- 3) That Council advises Administration on how it wishes to proceed

## Recommendation for Action

- |  |
|--|
| <ol style="list-style-type: none"><li>1) That Council gives 1<sup>st</sup> reading to Bylaw PLU 01/22 a bylaw to redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1)</li><li>2) That Council sets the Public Hearing for Bylaw 01/22 for March 23, 2022, at 6:30 p.m.</li></ol> |
|--|

Submitted By:



Susan Gingell  
Development Officer

Authorized By:



Farrell O'Malley  
CAO

11.2

**11.0 BYLAWS AND POLICIES**

**11.1 BYLAW PI 1-22 REPEAL INACTIVE BYLAWS**

Councillor Harris moved that Council give 1<sup>st</sup> Reading to Bylaw PI 1-22 Repeal Inactive Bylaws.

<b>22.035</b>	<b>MOTION CARRIED</b>
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Councillor Berry moved that Council give 2<sup>nd</sup> Reading to Bylaw PI 1-22 Repeal Inactive Bylaws.

<b>22.036</b>	<b>MOTION CARRIED</b>
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Councillor Kozak moved that Council hold 3<sup>rd</sup> Reading of Bylaw PI 1-22 Repeal Inactive Bylaws.

<b>22.037</b>	<b>MOTION CARRIED UNANIMOUSLY</b>
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Councillor Harris moved that Council give 3<sup>rd</sup> Reading to Bylaw PI 1-22 Repeal Inactive Bylaws.

<b>22.038</b>	<b>MOTION CARRIED</b>
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**11.2 BYLAW PLU 1-22 AMENDMENT TO BYLAW PLU 8-06 TO REDISTRIC PT. SE 3-56-24-W4**

Councillor Sandahl moved that Council give 1<sup>st</sup> Reading to Bylaw PLU 1-22 Amendment to Bylaw PLU 8-06 to Redistrict Pt. SE 3-56-24-W4.

<b>22.039</b>	<b>MOTION CARRIED</b>
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Councillor Harris moved that Council set a Public Hearing be set for March 23, 2022, at 6:30 pm.

<b>22.040</b>	<b>MOTION CARRIED</b>
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**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Millante moved to accept the Administration Report as information.

<b>22.041</b>	<b>MOTION CARRIED</b>
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**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Homeland Housing Board meeting

**TOWN OF GIBBONS  
AGENDA  
PUBLIC HEARING  
MARCH 23, 2022  
TO BE HELD AT THE MUNICIPAL OFFICE AT 6:30 PM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 STATEMENT OF PURPOSE
  - 3.1 Bylaw PLU 01-22 Amendment to Bylaw PLU 8/06 to Redistrict Part of 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC – CI – 1)
- 4.0 WRITTEN SUBMISSIONS
- 5.0 VERBAL SUBMISSIONS
- 6.0 OPEN DISCUSSION BY COUNCIL
- 7.0 ADJOURNMENT



TOWN OF GIBBONS

BYLAW NO. PLU 01/22

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA AMENDING LAND USE BYLAW NO. PLU 8/06, THE LAND USE BYLAW 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 Land Use Bylaw.

WHEREAS the Council of the Town of Gibbons wishes to amend its Land Use Bylaw as it affects certain lands.

NOW THEREFORE the Council of the town of Gibbons, duly assembled, enacts as follows.

1. TITLE

This bylaw may be cited as the "Bylaw PLU 01/22 Land Use Bylaw PLU 8/06 Amendment".

2. BYLAW AMENDMENTS

Bylaw No. PLU 8/06, the Land Use Bylaw of the Town of Gibbons, as amended, is hereby further amended as follows:

A. Part Three, Section 3.5 is hereby amended as follows:

Subsection (1) of deleted in its entirety and replaced with the following:

(1) The Development Authority shall receive, review, consider and decide on all development permit applications with the exception of all Direct Control Districts.

The addition of the following after subsection (1) and renumbering all subsequent subsections accordingly:

(2) The Development Authority shall receive and review all development permit applications for all Direct Control Districts prior to being sent to the Council of the Town of Gibbons for their consideration to approve, approve with conditions or refuse.

B. Part Four, Section 4.1 is hereby amended as follows:

Table with 4 columns: Bylaw Adopted - Resolution #, Bylaw Repealed, Bylaw Amended and Adopted - Resolution #, Date to be Reviewed

Subsection (2) is hereby deleted in its entirety and replaced with the following:

- (2) *Notwithstanding Subsection (1) above, no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of this Bylaw were relaxed, varied, or misinterpreted.*
- C. Part Four, Section 4.1 is further amended by the addition of the following after subsection (4):
  - (5) *Despite Subsections (1), (2), (3) or (4) above, if a decision with respect to a development permit application in a direct control district,*
    - (a) *is made by a council, there is no appeal to the subdivision and development appeal board, or*
    - (b) *is made by a development authority, the appeal is limited to whether the development authority followed the directions of council, and if the subdivision and development finds the development authority did not follow the directions it may, in accordance with the directions, substitute its decision for the development authority's decision.*
- D. Land Use Bylaw PUL 8/06, Schedule "A" Land Use District Map is hereby amended by rezoning Pt. SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as shown on the attached Schedule "A".

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### 3. SEVERABILITY

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Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

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### 4. ENACTMENT

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

Read a first time this 9th of February 2022.

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, 2022.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_, 2022.

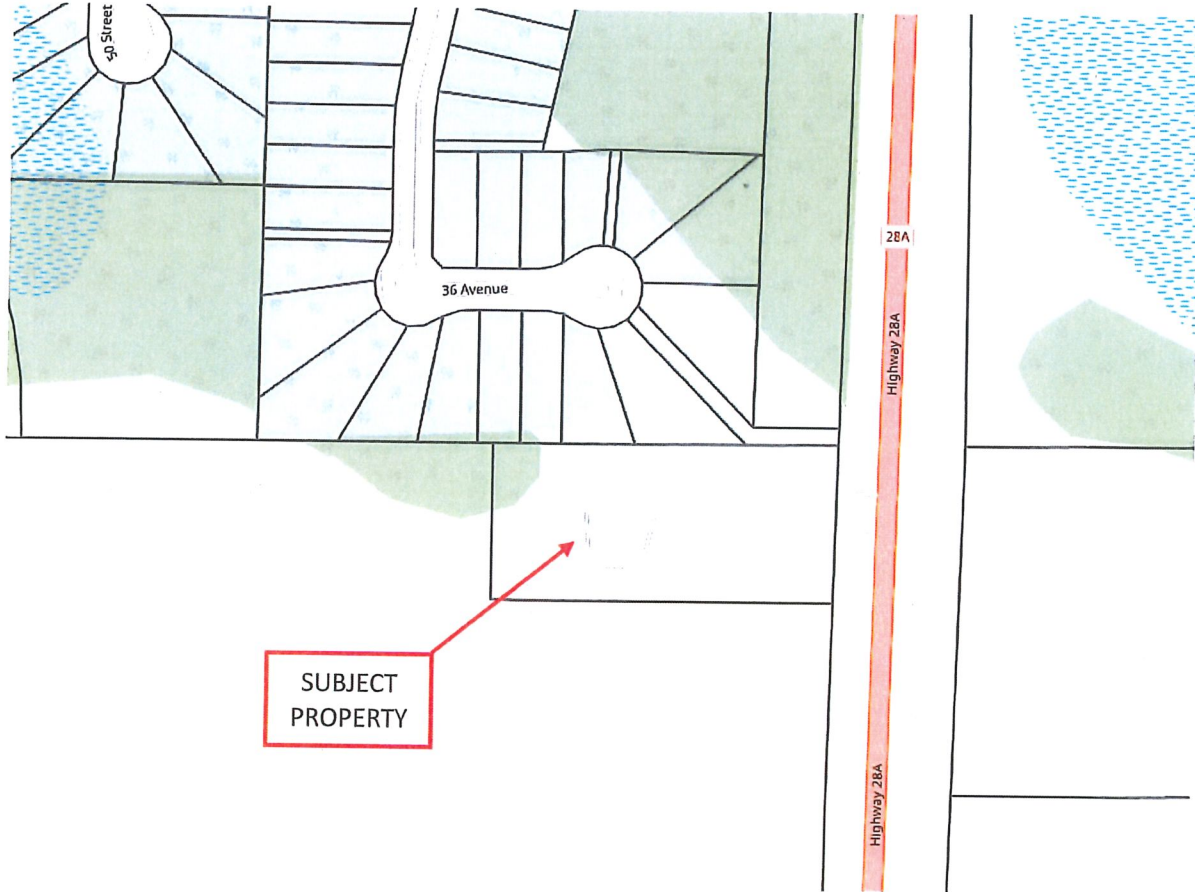
\_\_\_\_\_  
Mayor

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

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	



BYLAW 01/22  
 SCHEDULE "A"  
 Pt. SE 3-56-23-W4



Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

**MINUTES FOR THE PUBLIC HEARING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD AT THE MUNICIPAL OFFICE AT 6:30 P.M. ON MARCH 23, 2022, FOR BYLAW PLU 1-22, AMENDMENT TO PLU 8-06 LAND USE BYLAW**

**Council Present:** Mayor Dan Deck  
Councillor Norm Sandahl  
Councillor Amber Harris  
Councillor Jay Millante  
Councillor Jean Woodger  
Councillor Loraine Berry  
Councillor Darren McCann

**Council Absent:**

**Staff Present:** Farrell O'Malley – CAO  
Mike Dubreuil – Assistant CAO  
Louise Bauder – Planning and Development  
Monique Jeffrey – Interim Director Finance  
Kelsea Brown – Interim Director Community Services  
Chris Pinault – Recording Secretary

**Staff Absent:** Eric Lowe – Superintendent of Public Works is on vacation.

As there was a quorum present, Mayor Deck called the meeting to order at 6:30 pm.

**3.0 PURPOSE**

Bylaw PLU 1-22 Amendment to Bylaw PLU 8-06 to redistrict Part of 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

**4.0 WRITTEN SUBMISSIONS**

There were no written submissions received.

**5.0 VERBAL SUBMISSIONS**

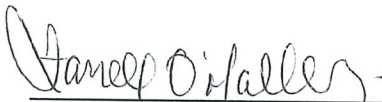
There were no verbal submissions received.

**6.0 OPEN DISCUSSION BY COUNCIL**

**7.0 ADJOURNMENT**

Mayor Deck declared the Public Hearing closed at 6:35 pm.

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

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



TOWN OF GIBBONS

BYLAW NO. PLU 01/22

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA AMENDING LAND USE BYLAW NO. PLU 8/06, THE LAND USE BYLAW 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 Land Use Bylaw.

WHEREAS the Council of the Town of Gibbons wishes to amend its Land Use Bylaw as it affects certain lands.

NOW THEREFORE the Council of the town of Gibbons, duly assembled, enacts as follows.

1. TITLE

This bylaw may be cited as the "Bylaw PLU 01/22 Land Use Bylaw PLU 8/06 Amendment".

2. BYLAW AMENDMENTS

Bylaw No. PLU 8/06, the Land Use Bylaw of the Town of Gibbons, as amended, is hereby further amended as follows:

A. Part Three, Section 3.5 is hereby amended as follows:

Subsection (1) of deleted in its entirety and replaced with the following:

(1) The Development Authority shall receive, review, consider and decide on all development permit applications with the exception of all Direct Control Districts.

The addition of the following after subsection (1) and renumbering all subsequent subsections accordingly:

(2) The Development Authority shall receive and review all development permit applications for all Direct Control Districts prior to being sent to the Council of the Town of Gibbons for their consideration to approve, approve with conditions or refuse.

B. Part Four, Section 4.1 is hereby amended as follows:

Table with 4 columns: Bylaw Adopted - Resolution #, Date (March 23-22 22.08.23), Bylaw Repealed, Date to be Reviewed

70

Subsection (2) is hereby deleted in its entirety and replaced with the following:

- (2) *Notwithstanding Subsection (1) above, no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of this Bylaw were relaxed, varied, or misinterpreted.*
- C. Part Four, Section 4.1 is further amended by the addition of the following after subsection (4):
  - (5) *Despite Subsections (1), (2), (3) or (4) above, if a decision with respect to a development permit application in a direct control district,*
    - (a) *is made by a council, there is no appeal to the subdivision and development appeal board, or*
    - (b) *is made by a development authority, the appeal is limited to whether the development authority followed the directions of council, and if the subdivision and development finds the development authority did not follow the directions it may, in accordance with the directions, substitute its decision for the development authority's decision.*
- D. Land Use Bylaw PUL 8/06, Schedule "A" Land Use District Map is hereby amended by rezoning Pt. SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as shown on the attached Schedule "A".

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### 3. SEVERABILITY

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Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

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### 4. ENACTMENT

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

Read a first time this 9th of February 2022.

Read a second time this 23<sup>rd</sup> of March 2022.

Read a third and final time this 23<sup>rd</sup> of March 2022.

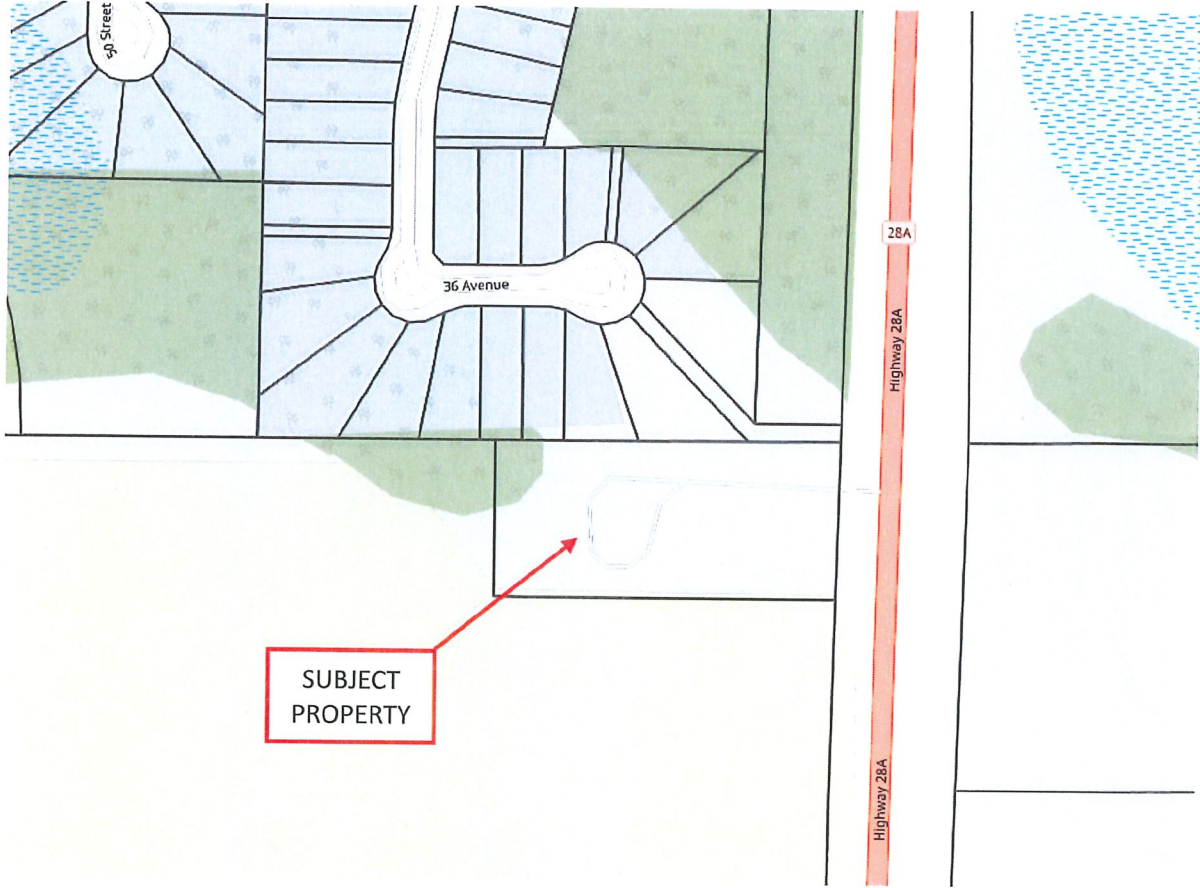
  
\_\_\_\_\_  
Mayor

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

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

70

BYLAW 01/22  
 SCHEDULE "A"  
 Pt. SE 3-56-23-W4



Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

70

**9.0 OLD BUSINESS**

**10.0 NEW BUSINESS**

**10.1 AB MUNIS POWER PLUS PROGRAM**

Councillor Millante moved that Council direct Administration to register to become a member of the AB Munis Power+ energy procurement program with the understand that it will be a 10-year commitment that may enable Gibbons to save an estimated \$226,329.00 during the term of the agreement or an average of \$22,633.00 per year.

<b>22.081</b>	<b>MOTION CARRIED</b>
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**11.0 BYLAWS AND POLICIES**

**11.1 BYLAW PLU 1-22 AMENDMENT TO BYLAW PLU 8-06**

Councillor Sandahl moved that Council give 2<sup>nd</sup> Reading to Bylaw PLU 1-22, an amendment to Bylaw PLU 8-06 to Redistrict Part of SE 3-5-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

<b>22.082</b>	<b>MOTION CARRIED</b>
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Councillor Harris moved that Council give 3<sup>rd</sup> Reading to Bylaw PLU 1-22, an amendment to Bylaw PLU 8-06 to Redistrict Part of SE 3-5-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1).

<b>22.083</b>	<b>MOTION CARRIED</b>
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**11.2 POLICY GA 73-22 EXPENSE REMUNERATION TO STAFF**

Councillor Sandahl moved that Council approve Policy GA 73-22 Expense Remuneration to Staff as amended.

<b>22.084</b>	<b>MOTION CARRIED</b>
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**11.3 POLICY GA 74-22 EXPENSE REMUNERATION TO ARMS OF COUNCIL (EXCLUDING THE GIBBONS PUBLIC LIBRARY)**

Councillor Harris moved that Council approve Policy GA 74-22 Expense Remuneration to Arms of Council (excluding the Gibbons Public Library) as amended.

# Request for Decision

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**Date Submitted:** March 23, 2022  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Susan Gingell, Development Officer  
**Report Topic:** Bylaw PLU 01/22

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## Introduction

The purpose of Bylaw PLU 01/22 is to amend Land Use Bylaw PUL 8/06, Schedule "A" Land Use District Map redistricting Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) to align it with the future use as identified in the Municipal Development Plan.

## Background

Bylaw PLU 01/22 will direct all future development permit applications for part of SE 3-56-23-W4 to Council for review and approval at the discretion of Council. Bylaw PLU 01/22 received first reading on February 23, 2022. The Public Hearing was advertised in the March 8<sup>th</sup> & 15<sup>th</sup> issues of the Free Press and was held March 23, 2022.

## Options Available

- 1) That Council approves 2<sup>nd</sup> and 3<sup>rd</sup> reading as presented/amended
- 2) That Council declines 2<sup>nd</sup> and 3<sup>rd</sup> reading and advises Administration on how it wishes to proceed.

## Recommendation for Action

1. That Council approve 2<sup>nd</sup> reading to Bylaw PLU 01/22 a bylaw to redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as presented/amended.
2. That Council consider 3<sup>rd</sup> reading to Bylaw PLU 01/22 a bylaw to redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as presented/amended.
3. That Council approve 3<sup>rd</sup> reading to Bylaw PLU 01/22 a bylaw to redistrict Part of SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as presented/amended.

Submitted By:

Authorized By:

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Susan Gingell  
Development Officer

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Farrell O'Malley  
CAO



<b>22.377</b>	<b>MOTION CARRIED</b>
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**16.1 South End Development FOIP S.25**

Councillor Harris moved that Council approve Development Permit 124124-22-D0019 subject to the following conditions:

- a. All development must be in accordance with the approved site plan. Any future development or change in approved plans shall require a new permit application.
- b. A sound attenuation barrier shall be provided and maintained between the commercial use and the adjacent Residential District. All details of the barrier, including its size, width, and components, shall be to the satisfaction of the Development Authority.
- c. The Developer shall submit a Landscape Plan prepared by a registered Landscape Architect for approval prior to construction. Landscaping shall be completed in accordance with the landscaping plan within one (1) year of completion of the development.
- d. Landscaping is required to screen all loading bays, waste and recycling areas, and outdoor storage from public view. This may include hedging, planting or a combination of walls or fencing with landscaping. All loading and off-loading shall be done within the property.
- e. All parking areas shall be clearly marked, hard surfaced, landscaped, adequately lit with lighting directed away from adjacent sites, adequately graded, and drained to direct all stormwater run-off away from adjacent properties.
- f. Any lighting proposed to illuminate areas in any district shall be located and arranged so that no direct rays of light are directed to any adjoining properties. "Dark Sky" compliant lighting designs are preferred.
- g. All development must comply with all regulations and requirements of the Town of Gibbons Land Use Bylaw, the Alberta Safety Codes Act, and all other relevant legislation.
- h. All development located adjacent to a highway shall be required to meet the requirements of Alberta Transportation and shall be referred to Alberta Transportation for a Roadside Development permit in accordance with the Highways Development and Protection Act.

<b>22.378</b>	<b>MOTION CARRIED</b>
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Mayor Deck called a recess at 12:26 pm until 3:00 pm.

Councillor Harris left the meeting at 12:26 pm.

Mayor Deck called the meeting back to order at 2:59 pm.

# Request for Decision

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**Date Submitted:** December 14, 2022  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Susan Gingell, Development Officer  
**Report Topic:** Development Permit Application 124124-22-D0019

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## **Introduction**

An application for a 4.5 acre Commercial Development located on SE 3-56-23-W4 was received on November 29, 2022. The proposed development is located in the Direct Control - Commercial Industrial 1 (DC-CI-1) District and is being brought before Council for review and a decision.

## **Background**

The Municipal Development Plan Future Land Use map identifies 40 acres along the eastern boundary of SE 3-56-23-W4 for commercial development. Bylaw PLU 01-22 redistricted 4.48 acres located in the SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control – Commercial Industrial 1 on March 23, 2022.

## **Options Available**

- 1) Council approves Development Permit 124124-22-D0019 subject to following conditions:
  - a) All development must be in accordance with the approved site plan. Any future development or change in approved plans shall require a new permit application.
  - b) A sound attenuation barrier shall be provided and maintained between the commercial use and the adjacent Residential District. All details of the barrier, including its size, width, and components, shall be to the satisfaction of the Development Authority
  - c) The Developer shall submit a Landscape Plan prepared by a registered Landscape Architect for approval prior to construction. Landscaping shall be completed in accordance with the landscaping plan within one (1) year of completion of the development.
  - d) Landscaping is required to screen all loading bays, waste and recycling areas and outdoor storage from public view. This may include hedging, planting or a combination of walls or fencing with landscaping. All loading and off-loading shall be done within the property.
  - e) All parking areas shall be clearly marked, hard surfaced, landscaped, adequately lit with lighting directed away from adjacent sites, adequately graded, and drained to direct all storm water run-off away from adjacent properties.
  - f) Any lighting proposed to illuminate areas in any district shall be located and arranged so that no direct rays of light are directed to any adjoining properties. "Dark Sky" compliant lighting designs are preferred.
  - g) All development must comply with all regulations and requirements of the Town of Gibbons Land Use Bylaw, the Alberta Safety Codes Act, and all other relevant legislation.
  - h) All development located adjacent to a highway shall be required to meet the requirements of Alberta Transportation and shall be referred to Alberta Transportation for a Roadside Development permit in accordance with the Highways Development and Protection Act.
- 2) Council does not approve Development Permit 124124-22-D0019.
- 3) That Council advises Administration on how it wishes to proceed.

# Request for Decision

## Recommendation for Action

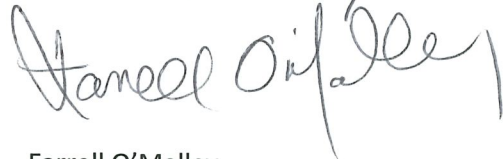
- 1) Council approves Development Permit 124124-22-D0019 subject to following conditions:
  - a) All development must be in accordance with the approved site plan. Any future development or change in approved plans shall require a new permit application.
  - b) A sound attenuation barrier shall be provided and maintained between the commercial use and the adjacent Residential District. All details of the barrier, including its size, width, and components, shall be to the satisfaction of the Development Authority
  - c) The Developer shall submit a Landscape Plan prepared by a registered Landscape Architect for approval prior to construction. Landscaping shall be completed in accordance with the landscaping plan within one (1) year of completion of the development.
  - d) Landscaping is required to screen all loading bays, waste and recycling areas and outdoor storage from public view. This may include hedging, planting or a combination of walls or fencing with landscaping. All loading and off-loading shall be done within the property.
  - e) All parking areas shall be clearly marked, hard surfaced, landscaped, adequately lit with lighting directed away from adjacent sites, adequately graded, and drained to direct all storm water run-off away from adjacent properties.
  - f) Any lighting proposed to illuminate areas in any district shall be located and arranged so that no direct rays of light are directed to any adjoining properties. "Dark Sky" compliant lighting designs are preferred.
  - g) All development must comply with all regulations and requirements of the Town of Gibbons Land Use Bylaw, the Alberta Safety Codes Act, and all other relevant legislation.
  - h) All development located adjacent to a highway shall be required to meet the requirements of Alberta Transportation and shall be referred to Alberta Transportation for a Roadside Development permit in accordance with the Highways Development and Protection Act.

Submitted By:



Susan Gingell  
Development Officer

Authorized By:



AA / correct

Farrell O'Malley  
CAO

TOWN OF GIBBONS  
DEVELOPMENT PERMIT



<b>For Office Use Only:</b>	
Permit No. <u>22-00019</u>	
Date of Application: <u>Nov 29/22</u>	
Fee: <u>13,500.00</u>	<b>Non-Refundable</b>

This is **NOT** a Building Permit.  
A Building Permit must be obtained before any work or construction on any building or lands may commence. For a full list of Development Permit Information and requirements, please refer to the Town of Gibbons Land Use Bylaw, No. 8/06 as amended.

**APPLICANT INFORMATION:**

Name of Applicant: <b>1685802 AB Ltd</b>		↓ <b>Complete If Different from Applicant</b> ↓	
Mailing Address: <b>#168, 17008 - 90 Ave, Edmonton, AB</b>		Name of Registered Land Owner: <b>Town of Gibbons</b>	
Postal Code: <b>T5T 1L6</b>	Telephone:	Postal Code: <b>TOA 1N0</b>	Telephone: <b>(780) 923-3331</b>
Cell Phone: <b>780-660-8159</b>	Fax:	Cell Phone:	Fax:
Email Address: <b>miles@davisdevcon.com</b>		Email Address:	
Contact Name: <b>Miles Davis</b>		Telephone:	Cell Phone:

**PROJECT LOCATION:**

Legal Description of Property:	Lot :	Block :	Plan :
Street Address:	<b>Meridian 4, Range 23, Township 56, Section 3 <u>SE</u></b>		
			<b>Roll# <u>32000</u></b> <b><u>56016 Hwy 28A</u></b>

**DEVELOPMENT INFORMATION:**

**\*WE REQUIRE PLANS TO BE SUBMITTED IN PDF FORMAT WITH APPLICATION\***

Description of Work: <b>4.5 acre commercial development</b>	
Off Street Parking & Loading: <b>Per site plan</b>	Construction Cost of Project: <b>\$13 M</b>
Estimated Commencement Date: <b>June 2023</b>	Signage (Business/Non-Profit): <b>Businesses on site</b>
Estimated Completion Date: <b>Spring 2024</b>	Will you be working on: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas or Heating
Height of Building: <b>See drawings.</b>	

**CONDITIONS**

- A person applying for or in the possession of a valid Development Permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easements or other instrument effecting the building or the land.
- The applicant must provide in writing to the Town of Gibbons confirmation that any accessory building is not being constructed over the primary gas line on the property. ATCO Gas defines the primary gas line as the line running from property line to the meter on the house.

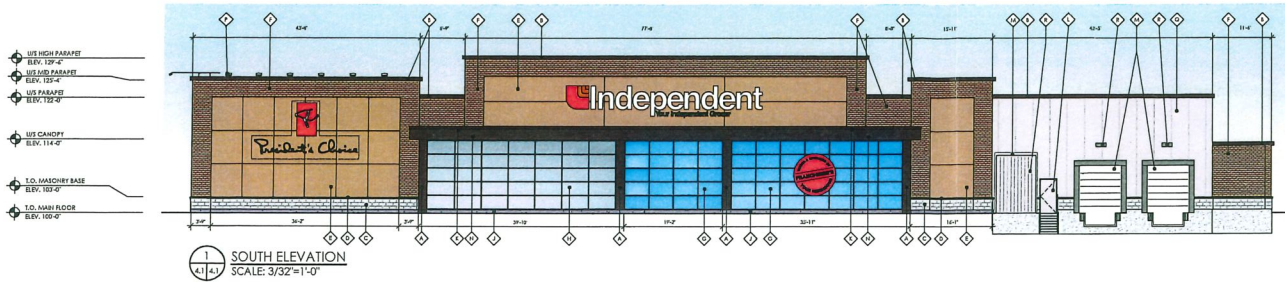
**WAIVER**

- I/We hereby make application for a DEVELOPMENT PERMIT in accordance with the plans and the supporting information submitted.
- I/We understand that an order, decision or permit made or issued by a Development Officer may be applied by any person affected within 14 days after the person is notified. If any work or action is taken (whether under an approved permit or not) within the appeal period, I/we waive any claim or right to compensation from the Municipality or its agents should the appeal result in this permit being modified or revoked. I/we understand and agree that this application for a development permit and any development permit issued pursuant to this application, or any information related thereto, is not confidential information and may be released by the Town of Gibbons.

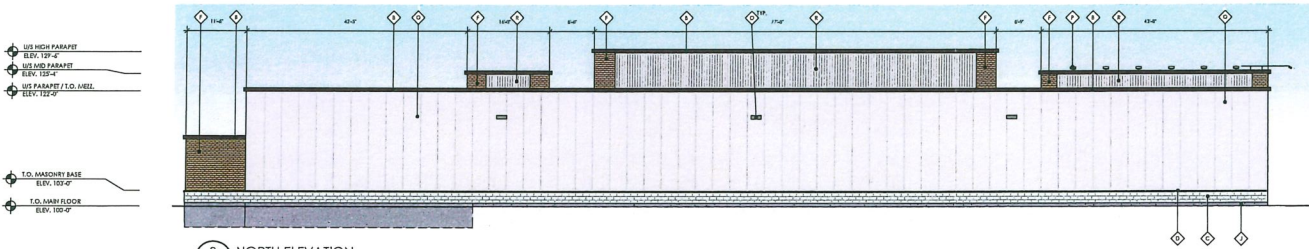
Miles Davis  
Signature of Authorized Applicant(s)

Nov 29, 2022  
Date

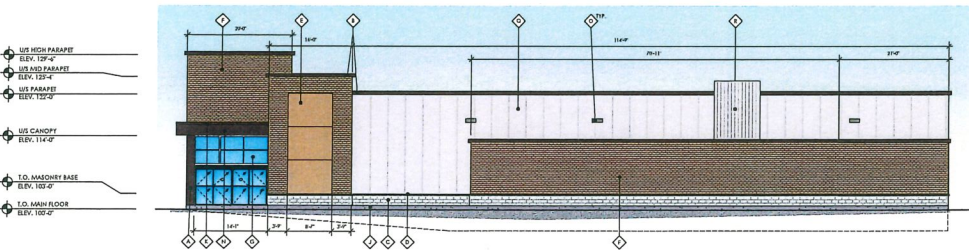
The personal information provided a part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Town of Gibbons.



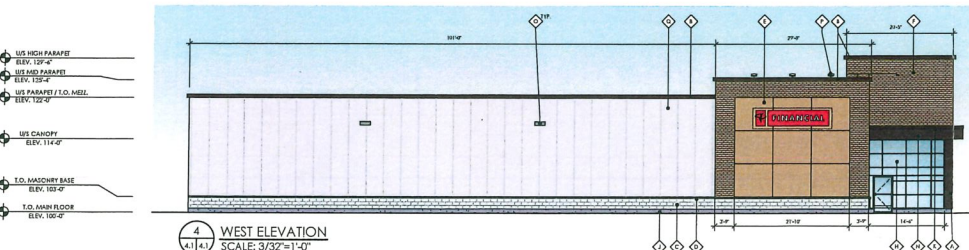
1 SOUTH ELEVATION  
SCALE: 3/32"=1'-0"



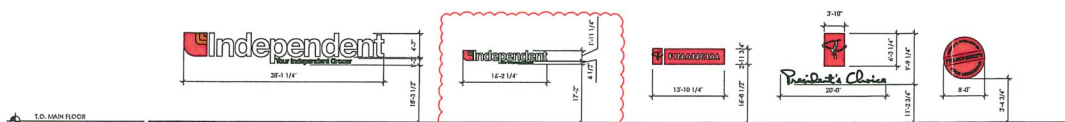
2 NORTH ELEVATION  
SCALE: 3/32"=1'-0"



3 EAST ELEVATION  
SCALE: 3/32"=1'-0"



4 WEST ELEVATION  
SCALE: 3/32"=1'-0"



5 SIGN DETAILS  
SCALE: 3/32"=1'-0"

YIG EXTERIOR FINISH SCHEDULE:			
LEGEND	FEATURE	COLOUR REQUIREMENTS & DETAIL	SHOWN AS:
◊	ALUMINUM PANEL	PREFINISHED 1/8" THICK COMPOSITE ALUMINUM BENT TO SET PROFILE AS INDICATED ON DRAWINGS. C/W BURTS/STAP SEALABLE JOINTS BETWEEN PANELS. CUSTOM COLOUR TO MATCH OSBARK DARK BIRCH/SLICK	
◊	METAL CAP FLASHING	3/4 GAUGE PREFINISHED GALVANNEED STEEL SHEET BASES FORMED TO SET PROFILE AS INDICATED ON DRAWINGS. CUSTOM COLOUR TO MATCH OSBARK DARK BIRCH/SLICK	
◊	CONCRETE BLOCK BASE	RICHVALE YORK BLOCK INC. CANADIANE SERIES. GROUND FACE ONLY	
◊	PRECAST CONCRETE SEE	PROFILE AS INDICATED	
◊	EXTERIOR INSULATED FINISH SYSTEM - ACTIVE BRICK	SERVE OVERLAP/ON PD SYSTEM WATER DAMAGED DRAINAGE SYSTEM OR APPROVED EQUIVALENT. C/W 1" WIDE X 1/2" DEEP REVEAL JOINTS & CONTROL JOINTS AS REQUIRED. CUSTOM COLOUR TO MATCH SHERWIN WILLIAMS UNIVERSAL BIANCHI #130	
◊	MASONRY BRICK VENEER	HEBORN BRICK, HANOVER/TOWN	
◊	STOREFRONT GLAZING	8MM INSULATED GLAZING IN ANODIZED ALUMINUM PROFILE SQUARE 40 C/W CLEAR GLASS	
◊	SPANDREL PANEL	CUSTOM WALL FINISHES. PANEL W/FF PROF CURVE (SPAC/CL/CL) 300 FINISH C/W 3-3/4" QUARTZ GREY CLEARING ON REVERSE FACE OF PANEL. COLOUR ALUMINUM FRAMES & CAPS LAMINER DARK BIRCH/SLICK	
◊	CONCRETE FOUNDATION WALL / CURB	3/4" FSA GRAVEL. PROVIDE 1" CHAMFER ALONG TOP EDGE AS INDICATED. MATERIAL, SET & FINISH TO MATCH FAINTOUCHE #43 C 'GREY'	
◊	CORNICHE / FASCIA	PREFINISHED 1/8" THICK COMPOSITE ALUMINUM BENT TO SET PROFILE AS INDICATED ON DRAWINGS. C/W BURTS/STAP SEALABLE JOINTS BETWEEN PANELS. CUSTOM COLOUR TO MATCH OSBARK DARK BIRCH/SLICK	
◊	HOLLOW METAL DOOR AND FRAME	PREFINISHED METAL DOORS/FRAME TO MATCH CUSTOM COLOUR KINGSPAN SURREY BEIGE	
◊	RECEIVING DOOR OVERHEAD DOORS	PFE-FINISHED METAL DOORS/FRAME TO MATCH STANDARD FINISH	
◊	CANOPY DOORS	1/2" X 1/2" X 1/2" 3/4" GA. C/W MATCHING FLASHING PFE-FINISHED. CUSTOM COLOUR OSBARK DARK BIRCH/SLICK	
◊	MOBILITY LIGHTING	ELECTROSTATIC PAINT FINISH. COLOUR TO MATCH STANDARD BLACK	
◊	EYEBROW LIGHTING	PFE-FINISHED TO MATCH GRAPHITE METALLIC	
◊	PFE-FINISHED METAL PANEL SYSTEM	KINGSPAN INSULATED METAL PANEL. PFE-FINISHED. CUSTOM COLOUR TO MATCH KINGSPAN COLOUR SURREY BEIGE	
◊	CORRUGATED METAL	PRODUCT REQ. TO MATCH ADJACENT INSULATED METAL PANEL FINISH. CUSTOM COLOUR TO MATCH KINGSPAN COLOUR SURREY BEIGE	
◊	WALL PACK LIGHTING	PFE-FINISHED BLACK	

**NEJMARK ARCHITECT**  
2-54 Adelaide Street West, Toronto, Ontario M5H 1P2  
P: 416 597 7475 F: 416 597 3765 [www.nejmark.ca](http://www.nejmark.ca)

Drawings and specifications, as instruments of service, are the property of the architect. No copyright in the work shall be claimed by the architect. The reproduction of the work without the permission of the architect, and in other ways, shall be the responsibility of the user. All panels to be fabricated in accordance with the specifications and shall comply with the requirements of the code and shall be responsible for reporting discrepancies to the architect for adjustment.

PROJECT TITLE:

Loblaws Companies Limited

SHEET TITLE:  
EXTERIOR ELEVATIONS

COMMISSION NUMBER: 2220 SHEET NUMBER: A4.1

FILE: A888\_08\_04\_EXTERIOR ELEVATIONS\_20\_2220.DWG

**SITE DATA**

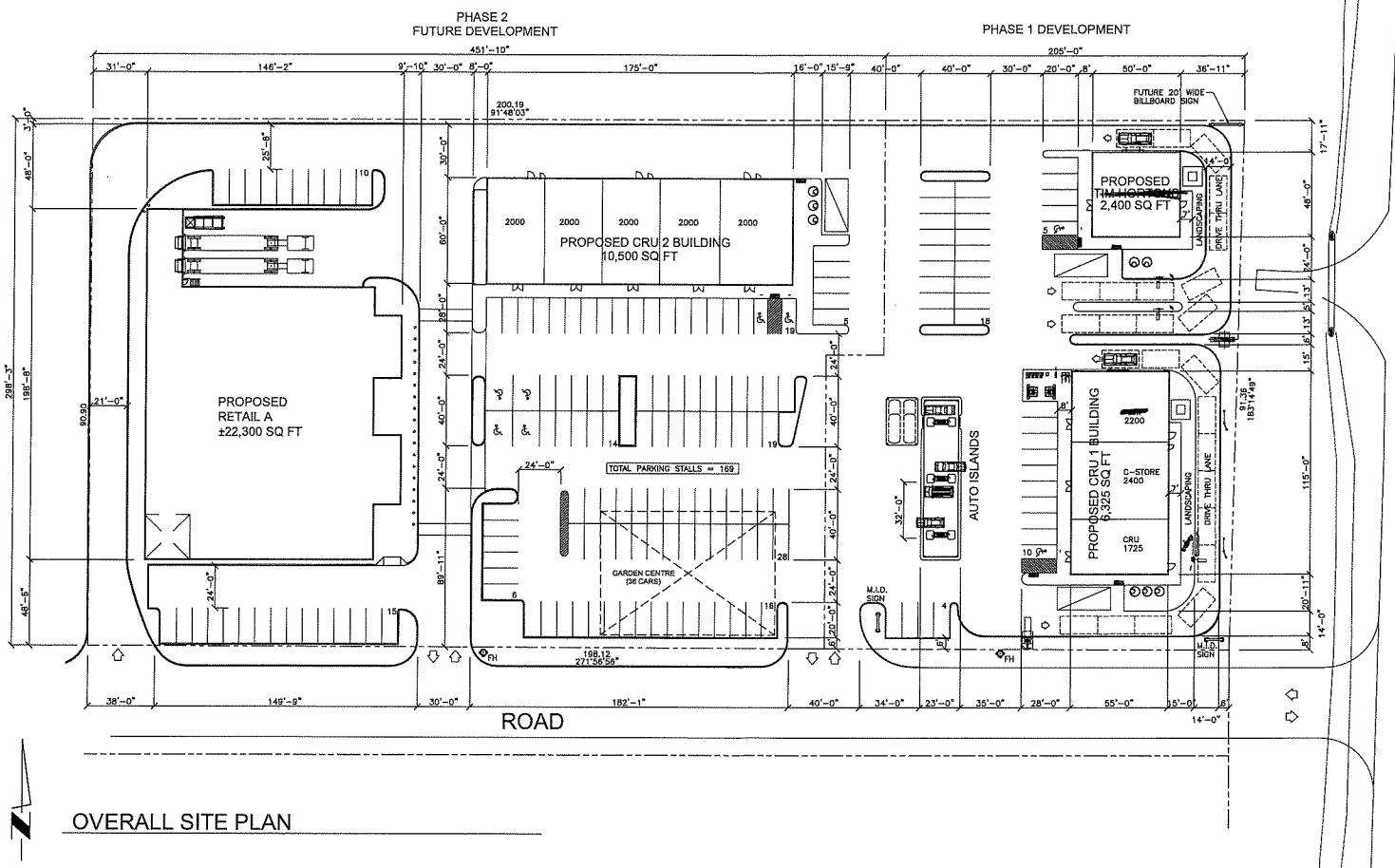
SITE AREA OVERALL = 165,412 Sq. Ft. = 4.49 Acres  
 PROPOSED DEVELOPMENT - PHASE 1 = 63,714 Sq. Ft. = 1.51 Acres  
 FUTURE DEVELOPMENT - PHASE 2 = 123,698 Sq. Ft. = 2.88 Acres  
 ZONING = XXX  
 SITE COVERAGE = XXX

PROPOSED BUILDING AREAS  
 CRU 1 = 6,325 Sq. Ft.  
 TIM HORTONS = 2,400 Sq. Ft.  
 CRU 2 = 10,500 Sq. Ft.  
 RETAIL A = 22,300 Sq. Ft.

PARKING  
 PARKING PROVIDED = 169 STALLS  
 LOADING PROVIDED = 5 STALLS

**LEGAL DESCRIPTION:**

LOT: ---  
 BLOCK: ---  
 PLAN: ---



OVERALL SITE PLAN

**OKS Design Inc.**  
 Architectural & Structural  
 815-5223 Bge Rd 254  
 Spruce Grove, Alta T7X 3K5  
 Phone (780) 884-8835  
 Email: info@oks8.ca  
 www.oks8.ca

1	2	3	4	5	6	7	8	9	10	11	12

This drawing and it's contents are created by computerized software. No scale is indicated. The user is responsible for the interpretation of the drawing and the accuracy of the information of GCS & Associates Inc.

PROPOSED  
 HIGHWAY 28A TRAVEL CENTRE  
 - Cabana, Alberta -  
 FOR  
 DAVIS DEVELOPMENT  
 OVERALL SITE PLAN

Scale: 1"=50'-0"

Date: 11/17/17

Drawn by: [Name]

Checked by: [Name]

Date: 02/04/21

Scale: 1"=50'-0"

Date: 11/17/17



TOWN OF GIBBONS

BYLAW NO. PLU 01/22

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA AMENDING LAND USE BYLAW NO. PLU 8/06, THE LAND USE BYLAW 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 Land Use Bylaw.

WHEREAS the Council of the Town of Gibbons wishes to amend its Land Use Bylaw as it affects certain lands.

NOW THEREFORE the Council of the town of Gibbons, duly assembled, enacts as follows.

1. TITLE

This bylaw may be cited as the "Bylaw PLU 01/22 Land Use Bylaw PLU 8/06 Amendment".

2. BYLAW AMENDMENTS

Bylaw No. PLU 8/06, the Land Use Bylaw of the Town of Gibbons, as amended, is hereby further amended as follows:

A. Part Three, Section 3.5 is hereby amended as follows:

Subsection (1) of deleted in its entirety and replaced with the following:

(1) The Development Authority shall receive, review, consider and decide on all development permit applications with the exception of all Direct Control Districts.

The addition of the following after subsection (1) and renumbering all subsequent subsections accordingly:

(2) The Development Authority shall receive and review all development permit applications for all Direct Control Districts prior to being sent to the Council of the Town of Gibbons for their consideration to approve, approve with conditions or refuse.

B. Part Four, Section 4.1 is hereby amended as follows:

Table with 4 columns: Bylaw Adopted - Resolution #, Date (March 23-22 22.08.23), Bylaw Repealed, Date to be Reviewed

70

Subsection (2) is hereby deleted in its entirety and replaced with the following:

- (2) *Notwithstanding Subsection (1) above, no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of this Bylaw were relaxed, varied, or misinterpreted.*
- C. Part Four, Section 4.1 is further amended by the addition of the following after subsection (4):
  - (5) *Despite Subsections (1), (2), (3) or (4) above, if a decision with respect to a development permit application in a direct control district,*
    - (a) *is made by a council, there is no appeal to the subdivision and development appeal board, or*
    - (b) *is made by a development authority, the appeal is limited to whether the development authority followed the directions of council, and if the subdivision and development finds the development authority did not follow the directions it may, in accordance with the directions, substitute its decision for the development authority's decision.*
- D. Land Use Bylaw PUL 8/06, Schedule "A" Land Use District Map is hereby amended by rezoning Pt. SE 3-56-23-W4 from Single Family Large Lot Residential (R-S) to Direct Control Commercial Industrial District (DC-CI-1) as shown on the attached Schedule "A".

---

### 3. SEVERABILITY

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Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

---

### 4. ENACTMENT

---

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

Read a first time this 9th of February 2022.

Read a second time this 23<sup>rd</sup> of March 2022.

Read a third and final time this 23<sup>rd</sup> of March 2022.

  
\_\_\_\_\_  
Mayor

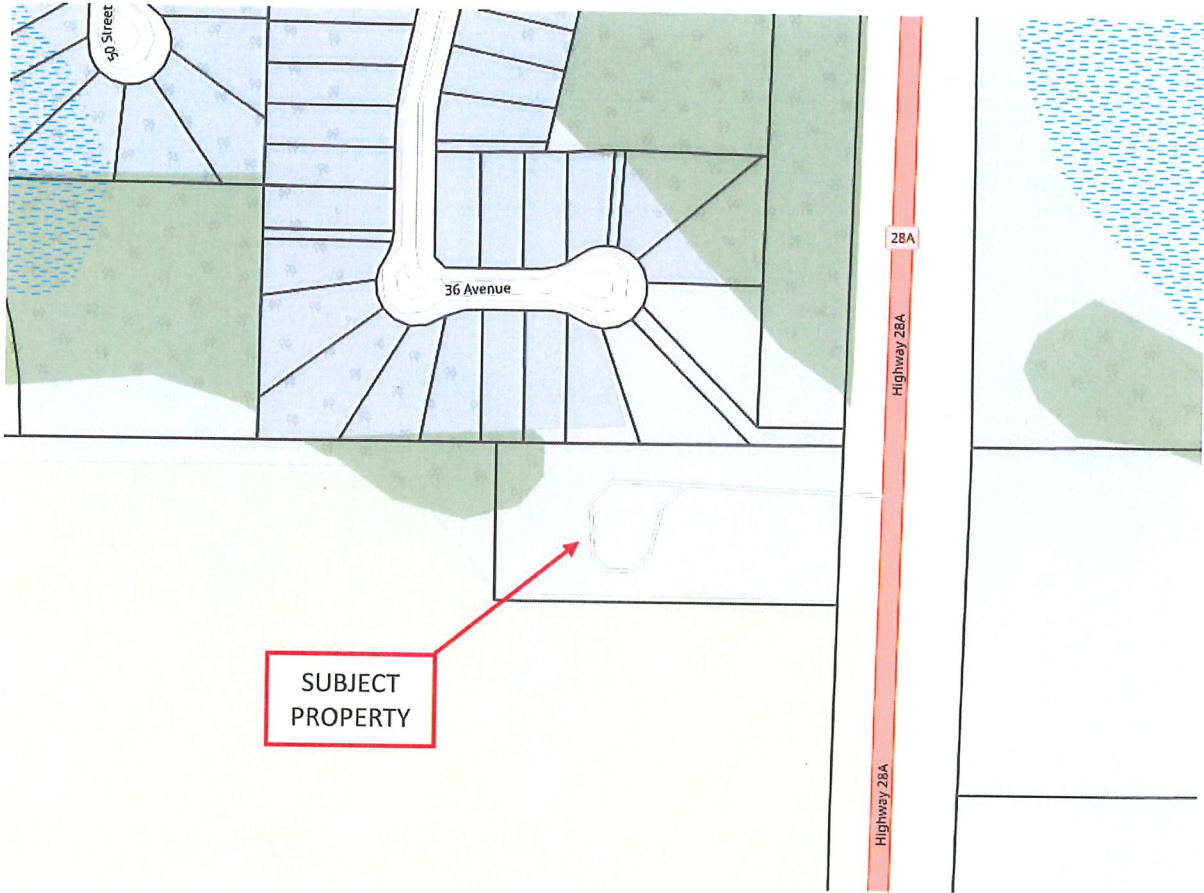
  
\_\_\_\_\_  
Chief Administrative Officer

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

70



BYLAW 01/22  
 SCHEDULE "A"  
 Pt. SE 3-56-23-W4



Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

70



## Development Permit

**Permit Number:** 124124-22-D0019  
**File Number:** 124124-22-D0019  
**Application Date:** Nov 29, 2022  
**Issued Date:** Dec 14, 2022

**APPLICANT**  
Name: 1685802 AB LTD.  
Address: #168, 17008 - 90 AVE  
EDMONTON, ALBERTA T5T 1L6  
  
Phone: (780)660-8159  
Fax:  
Cell:  
Email: miles@davisdevcon.com

**CONTRACTOR**

**OWNER**  
1685802 AB LTD.  
#168, 17008 - 90 AVE  
EDMONTON, ALBERTA T5T 1L6  
  
(780)660-8159  
  
miles@davisdevcon.com

**Property Address:** 56016 HWY 28A      **Legal Address Lot:** Pt. SE 3-56-23-W4  
**Proposed Use:** 4.5 acre Commercial Development  
**Estimated Start Date:** Jun 1, 2023      **Estimated Completion Date:** Jun 1, 2024  
**Estimated Cost of Development (including land):** \$13,000,000.00

**Fees:**

DESCRIPTION	AMOUNT
Total Fees:	\$13,500.00
Total Payments:	\$0.00
Outstanding Balance:	\$13,500.00

**Permit Conditions:**

1. All development must be in accordance with the approved site plan. Any future development or change in approved plans shall require a new permit application.
2. A sound attenuation barrier shall be provided and maintained between the commercial use and the adjacent Residential District. All details of the barrier, including its size, width, and components, shall be to the satisfaction of the Development Authority
3. The Developer shall submit a Landscape Plan prepared by a registered Landscape Architect for approval prior to construction. Landscaping shall be completed in accordance with the landscaping plan within one (1) year of completion of the development.
4. Landscaping is required to screen all loading bays, waste and recycling areas and outdoor storage from public view. This may include hedging, planting or a combination of walls or fencing with landscaping. All loading and off-loading shall be done within the property.
5. All parking areas shall be clearly marked, hard surfaced, landscaped, adequately lit with lighting directed away from adjacent sites, adequately graded, and drained to direct all storm water run-off away from adjacent properties.
6. Any lighting proposed to illuminate areas in any district shall be located and arranged so that no direct rays of light are directed to any adjoining properties. "Dark Sky" compliant lighting designs are preferred.
7. All development must comply with all regulations and requirements of the Town of Gibbons Land Use Bylaw, the Alberta Safety Codes Act, and all other relevant legislation.
8. All development located adjacent to a highway shall be required to meet the requirements of Alberta Transportation and shall be referred to Alberta Transportation for a Roadside Development permit in accordance with the Highways Development and Protection Act.

Issued By:  
Farrell O'Malley  
Development Authority

**Municipality**  
TOWN OF GIBBONS  
Box 68  
Gibbons, Alberta T0A 1N0  
Phone: (780)923-3331

**SITE DATA**

SITE AREA OVERALL = 195,412 Sq. FL  
 = 4.49 Acres  
 PROPOSED DEVELOPMENT - PHASE 1 = 68,713 Sq. FL  
 = 1.51 Acres  
 FUTURE DEVELOPMENT - PHASE 2 = 126,699 Sq. FL  
 = 2.98 Acres  
 ZONING = XXX  
 SITE COVERAGE = XXX

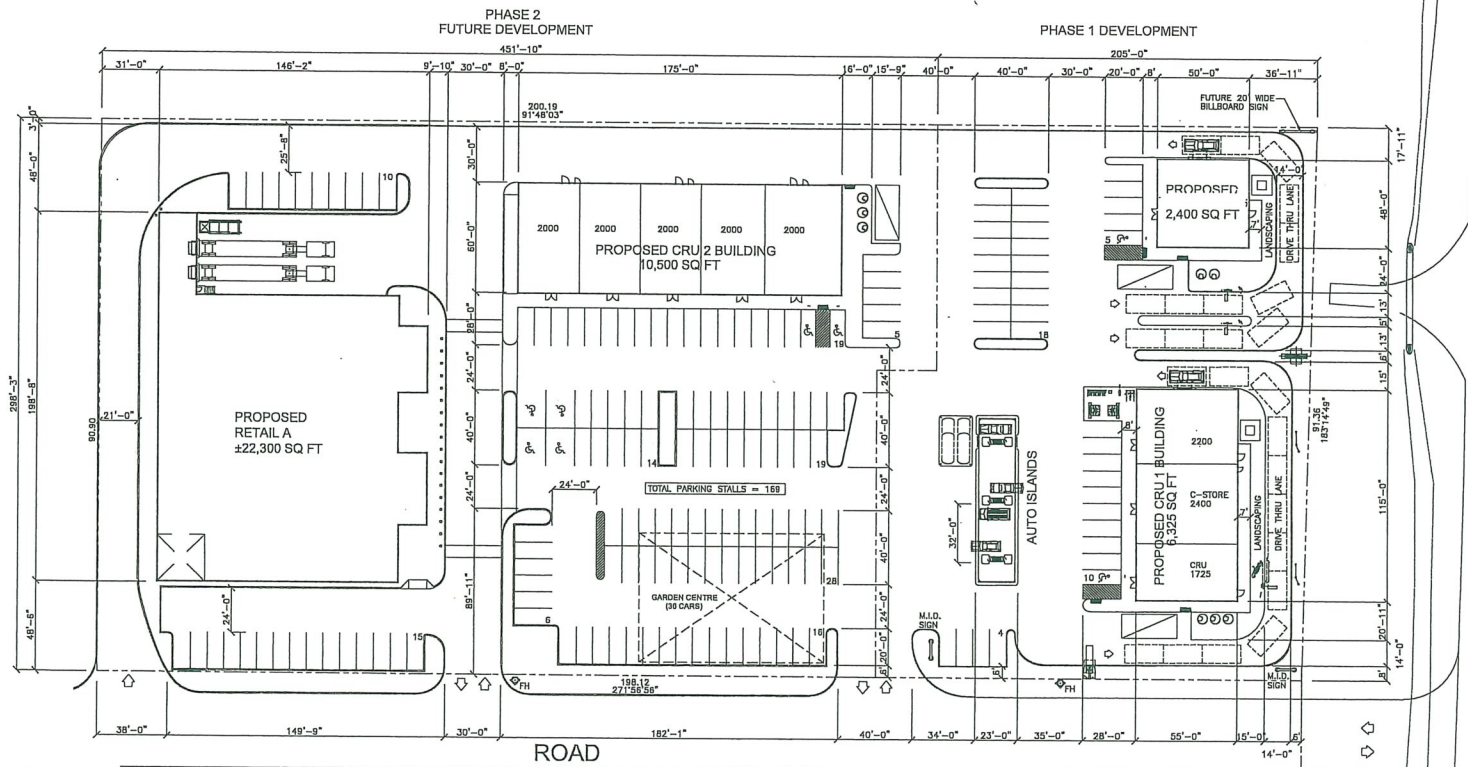
PROPOSED BUILDING AREAS  
 CRU 1 = 6,325 Sq. FL  
 TIM HORTONS = 2,400 Sq. FL  
 CRU 2 = 10,500 Sq. FL  
 RETAIL A = 22,300 Sq. FL

PARKING  
 PARKING PROVIDED = 169 STALLS  
 LOADING PROVIDED = 5 STALLS

**LEGAL DESCRIPTION:**

LOT: :  
 BLOCK: :  
 PLAN: :

**ONE'S**  
 Designs Inc.  
 Architectural & Structural  
 #16-55223 Rte. Rd. 294  
 Sparks Creek, Mo. 67155  
 Phone (781) 846-9326  
 Email: mark@ones.com  
 www.ones.com



OVERALL SITE PLAN

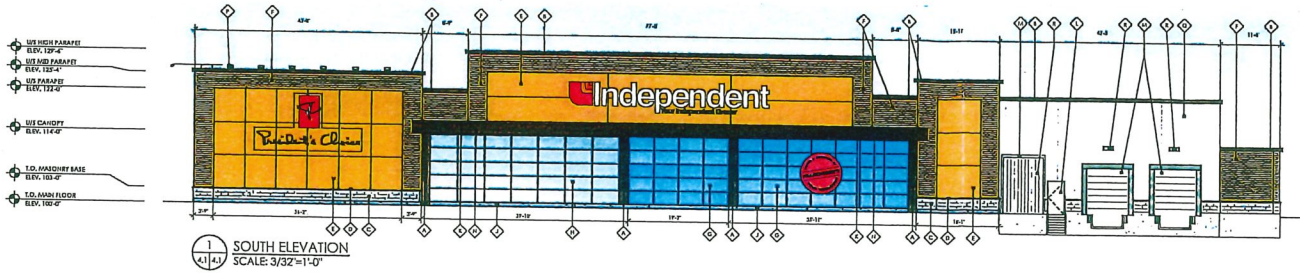
Approved  
 Dec 14/22

HIGHWAY 28A

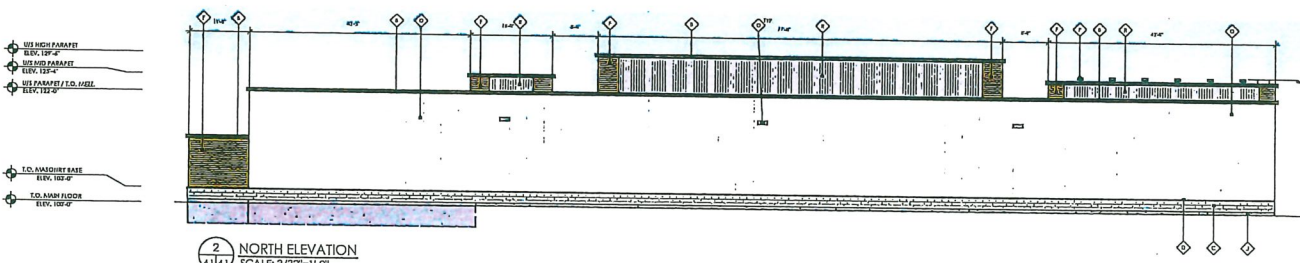
PROPOSED  
 HIGHWAY 28A TRAVEL CENTRE  
 - CRU 1, CRU 2  
 - CRU 1, CRU 2  
 DAVIS DEVELOPMENT  
 OVERALL SITE PLAN

DATE	PROJECT NO.
21-22	111517
DATE BY	DATE BY
10/20/21	11/15/22
DATE BY	DATE BY
11/15/22	11/15/22

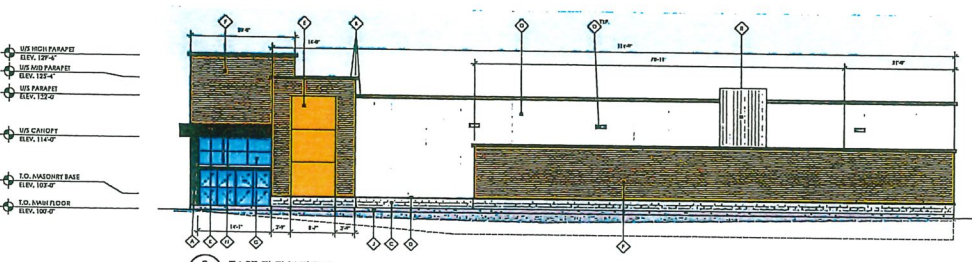




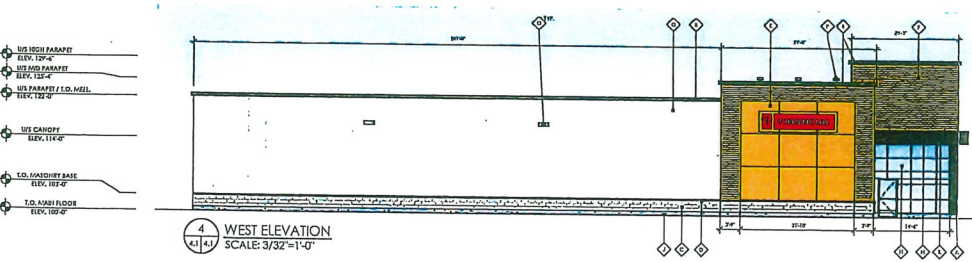
1 SOUTH ELEVATION  
SCALE: 3/32"=1'-0"



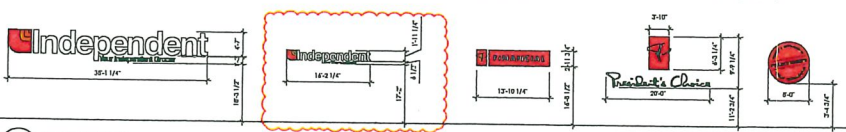
2 NORTH ELEVATION  
SCALE: 3/32"=1'-0"



3 EAST ELEVATION  
SCALE: 3/32"=1'-0"



4 WEST ELEVATION  
SCALE: 3/32"=1'-0"



5 SIGN DETAILS  
SCALE: 3/32"=1'-0"

SYMBOL	FEATURE	COLOR REQUIREMENTS & DETAIL	SHOWING AS:
◇	ALUMINUM PANEL	FRESHFINED 1/4\"/>	
◇	METAL CAP FLASHING	24 GAUGE FRESHFINED GALVANIZED STEEL SHEET BRACE FORMED TO USE PROFILE AS INDICATED ON DRAWINGS. CUSTOM COLOUR TO MATCH SURFAHAR DARK BRASS ACCA	■
◇	CONCRETE BRICK BASE	RECYCLED YORK BRICK INCL. CHAMFERED SIDING; GROUND FACE EXTER	■
◇	PRECAST CONCRETE BASE	PROFILE AS INDICATED	■
◇	DRENCH DRILLATED FRESHFINED ACRYLIC STUCCO	DRYER COMPATIBLE TO FRESHFINED GALVANIZED DRAWING SYSTEM FOR APPROVED EQUIVALENT. C/PW 1/2\"/>	
◇	LANDSCAPE BRICK VENEER	HERRON BRICK, 3\"/>	
◇	STONEFRONT GLAZING	AWA REHATED GLAZING IN ANODIZED ALUMINUM PROFILE/CLASAR 40 ON CLAS GLAZ. COLOUR: KAWHEER DARK BRIDGE	■
◇	SPANDREL PANEL	CUSTOM WALL SPANDREL PANEL W/ FPG CLEAR GLAZING/CLAS 200 PANEL C/PW 3-3/4\"/>	
◇	CONCRETE FOUNDATION WALL/ CURB	3\"/>	
◇	CONDENSE / FACIA	FRESHFINED 1/4\"/>	
◇	WET/DRY METAL DOOR/ AND FRAMES	FRESHFINED METAL DOOR/FRAMES TO MATCH CUSTOM COLOUR/CLAS 40/SPANDREL BRIDGE	■
◇	RECYCING DOCK OVERHEAD DOORS	FRESHFINED METAL DOOR/FRAMES TO MATCH STANDARD TRUSS	■
◇	CANOPY SLOFF	W/CHET ALUMINUM 24 GA. C/PW MATCHING FLASHING FRESHFINED. CUSTOM COLOUR TO MATCH DARK BRASS ACCA	■
◇	INDOOR LIGHTING	RECYCLED METAL PANEL COLOUR TO MATCH FRESHFINED BLACK	■
◇	EXTERIOR LIGHTING	FRESHFINED TO MATCH CHAMP/REHATED/CLAS	■
◇	FRESH FINISHED METAL PANEL	RECYCLED FINISHED METAL PANEL FRESHFINED. CUSTOM COLOUR TO MATCH CHAMP/CLAS/SPANDREL BRIDGE	■
◇	CONDENSED METAL	PRODUCTS TO MATCH HATCH/CONDENSED METAL PANEL FRESHFINED. CUSTOM COLOUR TO MATCH FRESHFINED COLOUR/CLAS/SPANDREL BRIDGE	■
◇	WALL FLASHING/ROOFING	FRESHFINED BLACK	■

NOTE: ALL SYMBOLS TO BE REFERRED TO ARCHITECT FOR APPROVAL PRIOR TO CONSTRUCTION.



2-56 Adelaide Street Winnipeg Manitoba R2K 0V7  
P 204 547 3778 F 204 547 3788 www.nejmark.ca

By using our professional services, you acknowledge that you are the proprietor of the work, the copyright in the work, and the right to use the work, and that you are not providing any third party with the right to use the work. The architect is to be held responsible and liable for the work and is not to be held responsible for the work and is not to be held responsible for the work.

PROJECT TITLE:

Loblaw Companies Limited

SHEET TITLE:  
EXTERIOR ELEVATIONS

COMMISSION NUMBER: 2220 SHEET NUMBER: A4.1

SCALE: ARCHITECTURAL ELEVATIONS: 3/32\"/>

Approved  
Dec 14/22  
Tanell O'Keefe

TOWN OF GIBBONS  
DEVELOPMENT PERMIT



<b>For Office Use Only:</b>
Permit No. <u>22-00019</u>
Date of Application: <u>Nov 29/22</u>
Fee: <u>113,500.00</u> Non-Refundable

This is **NOT** a Building Permit.  
A Building Permit must be obtained before any work or construction on any building or lands may commence. For a full list of Development Permit Information and requirements, please refer to the Town of Gibbons Land Use Bylaw, No. 8/06 as amended.

**APPLICANT INFORMATION:**

Name of Applicant: <b>1685802 AB Ltd</b>	↓ Complete If Different from Applicant ↓		
Mailing Address: <b>#168, 17008 - 90 Ave, Edmonton, AB</b>	Name of Registered Land Owner: <b>Town of Gibbons</b>		
Postal Code: <b>T5T 1L6</b>	Telephone:	Postal Code: <b>T0A 1N0</b>	Telephone: <b>(780) 923-3331</b>
Cell Phone: <b>780-660-8159</b>	Fax:	Cell Phone:	Fax:
Email Address: <b>miles@davisdevcon.com</b>	Email Address:		

Contact Name : <b>Miles Davis</b>	Telephone:	Cell Phone:
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**PROJECT LOCATION:**

Legal Description of Property:	Lot :	Block :	Plan :	<b>Roll# 32000</b>
Street Address:	<b>Meridian 4, Range 23, Township 56, Section 3 <u>SE</u> <u>56016 Hwy 28A</u></b>			

**DEVELOPMENT INFORMATION:**

**\*WE REQUIRE PLANS TO BE SUBMITTED IN PDF FORMAT WITH APPLICATION\***

Description of Work: <b>4.5 acre commercial development</b>
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Off Street Parking & Loading: <b>Per site plan</b>	Construction Cost of Project: <b>\$13 M</b>
Estimated Commencement Date: <b>June 2023</b>	Signage (Business/Non-Profit): <b>Businesses on site</b>
Estimated Completion Date: <b>Spring 2024</b>	Will you be working on: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas or Heating
Height of Building: <b>See drawings.</b>	

**CONDITIONS**

- A person applying for or in the possession of a valid Development Permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easements or other instrument effecting the building or the land.
- The applicant must provide in writing to the Town of Gibbons confirmation that any accessory building is not being constructed over the primary gas line on the property. ATCO Gas defines the primary gas line as the line running from property line to the meter on the house.

**WAIVER**

- I/We hereby make application for a DEVELOPMENT PERMIT in accordance with the plans and the supporting information submitted.
- I/We understand that an order, decision or permit made or issued by a Development Officer may be applied by any person affected within 14 days after the person is notified. If any work or action is taken (whether under an approved permit or not) within the appeal period, I/we waive any claim or right to compensation from the Municipality or its agents should the appeal result in this permit being modified or revoked. I/we understand and agree that this application for a development permit and any development permit issued pursuant to this application, or any information related thereto, is not confidential information and may be released by the Town of Gibbons.

Miles Davis  
Signature of Authorized Applicant(s)

Nov 29, 2022  
Date

The personal information provided a part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Town of Gibbons.

**For Office Use Only**

**SITE INFORMATION REQUIREMENTS:**

	Proposed	Bylaw Requirements
Land Use District:	Direct Control Commercial Industrial District	
Area of Site:	4.48 ac	
Area of Building(s):	Phase 1	
% of Site Coverage Principal Bldg.		
Front Yard Setback:		
Rear Yard Setback:		
Side Yard Setback:		
Parking Spaces Provided:		
Area of Accessory Building(s):		
% of Coverage of Accessory Building(s)		
Height of Building(s)		

Supporting material(s) attached (e.g. Site Plan, Plot Plan, Building Plans, Architectural Drawings, etc.)

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**DECISION**

Date of Decision: \_\_\_\_\_

This development permit application is:

- APPROVED
- APPROVED subject to the following conditions and advisements:

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- REFUSED for the following reason:

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Development Officer: \_\_\_\_\_

**NOTE: A Development permit is normally valid for one (1) year from the date of issue.**

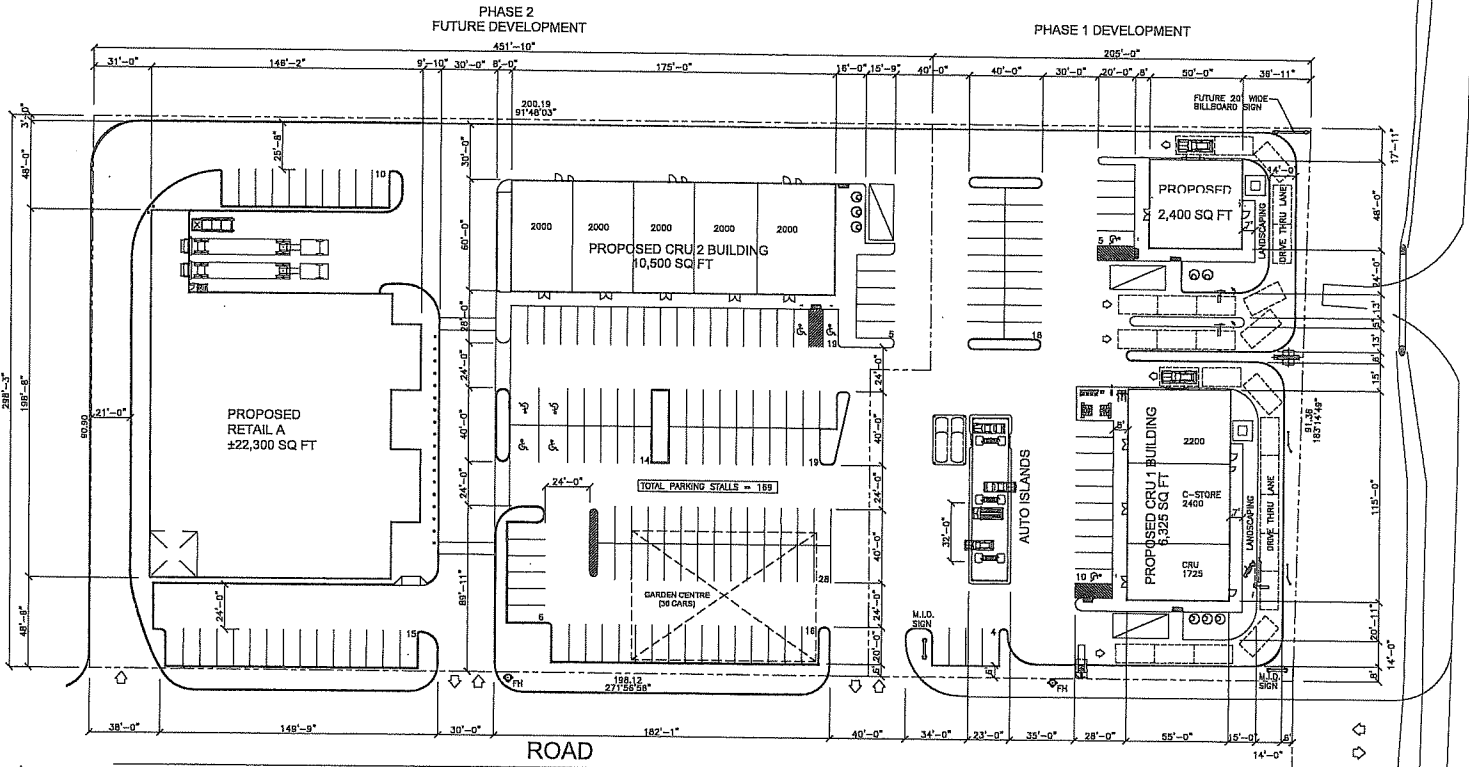
**SITE DATA**

<b>SITE AREA OVERALL</b>	= 155,412 Sq. Ft. = 4.49 Acres	<b>PROPOSED BUILDING AREAS</b>	<b>PARKING</b>
<b>PROPOSED DEVELOPMENT - PHASE 1</b>	= 15,713 Sq. Ft. = 1.21 Acres	<b>CRU 1</b>	= 8,325 Sq. Ft.
<b>FUTURE DEVELOPMENT - PHASE 2</b>	= 139,699 Sq. Ft. = 2.98 Acres	<b>TIM HORTONS</b>	= 2,400 Sq. Ft.
<b>ZONING</b>	= XXX	<b>CRU 2</b>	= 10,500 Sq. Ft.
<b>SITE COVERAGE</b>	= XXX	<b>RETAIL A</b>	= 22,300 Sq. Ft.
		<b>PARKING PROVIDED</b>	= 188 STALLS
		<b>LOADING PROVIDED</b>	= 5 STALLS

**LEGAL DESCRIPTION:**

LOT: \_\_\_\_\_  
 BLOCK: \_\_\_\_\_  
 PLAN: \_\_\_\_\_

**Davis**  
**Designs Inc.**  
 Architectural & Structural  
 215-2323 Free Rd 2nd  
 Sparks Hwy 100 173 305  
 Phone (603) 948-5638  
 Email: info@davisdesigns.com  
 www.davisdesigns.com



HIGHWAY 28A

OVERALL SITE PLAN

PROPOSED  
 HIGHWAY 28A TRAVEL CENTRE  
 DAVIS DEVELOPMENT  
 OVERALL SITE PLAN

DATE	11/15/17
SCALE	1"=35'-0"
DATE	06/14/17
SCALE	1"=35'-0"
DATE	05/29/17
SCALE	1"=35'-0"
DATE	05/29/17
SCALE	1"=35'-0"
DATE	05/29/17
SCALE	1"=35'-0"



**MINUTES OF THE TWENTY-FIRST REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, JANUARY 11, 2023, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

**Council Present:** Mayor Dan Deck  
Deputy Mayor Amber Harris  
Councillor Loraine Berry  
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 Corporate Services  
Louise Bauder – Planning and Development  
Jessica Kobza – Recording Secretary

**Staff Absent:** Stephanie Peters, Director of Community Services is on Parental Leave.

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

Mayor Deck observed a moment of silence for Michael Dubreuil and informed Council that a Celebration of Life will take place in June.

**3.0 ADDITIONS TO THE AGENDA**

**4.0 ADOPTION OF THE AGENDA**

Councillor Kozak moved to accept the agenda as presented.

<b>23.001</b>	<b>MOTION CARRIED</b>
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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 – DECEMBER 14, 2022

Councillor Harris moved to accept the minutes of the December 14, 2022, Regular Meeting of Council as presented.

<b>23.002</b>	<b>MOTION CARRIED</b>
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## 7.0 FINANCE

### 7.1 ACCOUNTS PAID AS AT JANUARY 9, 2023

Councillor Millante moved that Council accept the Accounts Paid as at January 9, 2023, as information as presented.

<b>23.003</b>	<b>MOTION CARRIED</b>
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### 7.2 SIGNING AUTHORITIES

Councillor Berry moved that Council appoints the following persons as authorized signatories; Mayor Dan Deck, Councillors Amber Harris, Lorraine Berry, Jaycinth Millante, Willis Kozak, Norm Sandahl, Dale Yushchysyn, CAO Farrell O'Malley, Director of Corporate Services Monique Jeffrey, and Superintendent of Public Works Eric Lowe and that cheques require two signatures, one from Council and the other from Administration.

<b>23.004</b>	<b>MOTION CARRIED</b>
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## 8.0 APPOINTMENTS

### 8.1 EDMONTON GLOBAL

Guests from Edmonton Global were Malcom Bruce, CEO, Tanis Kozak, Board Member, and Edy Won, Board Member.

Edmonton Global representatives presented to Council with a summary of engagements with the Town of Gibbons in 2022 and provided an overview of future endeavours for 2023.

Dr. Edy Wong, Ms. Tanis Kozak and Mr. Malcolm Bruce left the meeting at 7:36 PM.

Councillor Sandahl moved that Council accept this as information.

<b>23.005</b>	<b>MOTION CARRIED</b>
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## 9.0 OLD BUSINESS

### 9.1 Fire Service Agreement

Mr. O'Malley provided Council with an update on the Fire Service Agreement which is still in negotiations.

Councillor Berry moved to accept this as information.

<b>23.006</b>	<b>MOTION CARRIED</b>
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### 10.0 NEW BUSINESS

#### 10.1 RCMP TOWN HALL

Mr. O'Malley provided Council with a brief update on a possible RCMP Town Hall Office location at the Gibbons Cultural Centre.

Councillor Millante moved to accept this as information.

<b>23.007</b>	<b>MOTION CARRIED</b>
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### 11.0 BYLAWS AND POLICIES

### 12.0 STAFF REPORTS

#### 12.1 ADMINISTRATION REPORT

Councillor Yushchyshyn moved to accept the Administration Report as information.

<b>23.008</b>	<b>MOTION CARRIED</b>
---------------	-----------------------

### 13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Homeland Housing Board Meeting
- Homeland Housing Christmas Lunch

Councillor Harris had nothing to report.

Councillor Kozak had nothing to report.

Councillor Millante attended:

- Gibbons Department Meeting
- Gibbons School Christmas concert

Councillor Sandahl attended:

- Gibbons School Christmas Concert

Councillor Yushchyshyn had nothing to report.

Mayor Deck attended:

- Gibbons School Christmas Concert
- MLA Shultz Meeting

Councillor Millante moved to accept the committee reports as information.

<b>23.009</b>	<b>MOTION CARRIED</b>
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#### **14.0 PRESS COMMENTS & QUESTIONS**

#### **15.0 CORRESPONDENCE**

#### **16.0 CLOSED SESSION**

Councillor Sandahl moved that Council moved to Closed Session as per *Section 197 (2) of the Municipal Government Act* concerning the following items at 7:50PM.

<b>23.010</b>	<b>MOTION CARRIED</b>
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Councillor Kozak moved that Council revert to normal seating at 8:20pm.

<b>23.011</b>	<b>MOTION CARRIED</b>
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#### **16.1 South End Development FOIP S.25**

Councillor Sandahl moved to accept this as information.

<b>23.012</b>	<b>MOTION CARRIED</b>
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#### **16.2 Downtown Project FOIP S.24**

Councillor Millante moved to accept this as information.

<b>23.013</b>	<b>MOTION CARRIED</b>
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Councillor Harris left the meeting at 8:00 PM.

**16.3 Personnel FOIP S.24**

Councillor Yushchyshn moved to accept this as information.

<b>23.014</b>	<b>MOTION CARRIED</b>
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**17.0 ADJOURNMENT**

There being no further business Mayor Deck adjourned the meeting at 8:21 PM.

[ORIGINAL COPY IS SIGNED]

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

[ORIGINAL COPY IS SIGNED]

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

# Report to Council



**Date Submitted:** October 23, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Municipal Credit Card Borrowing Bylaw ALT 11-24

## Introduction

The purpose of this report is to respectfully request that Council considers adopting a Municipal Credit Card Borrowing Bylaw ALT 11-24.

## Background

The use of Corporate Credit Cards is considered a form of short-term borrowing for a municipality; therefore, a Short-Term Borrowing Bylaw for Municipal Credit Cards is required. This bylaw needs to be adopted establishing a credit card limit of \$100,000 that can be utilized to complete operating expenditures for convenience purposes and where required by suppliers.

## Supplemental Information

Administration is requesting that Council considers giving 1st Reading to Bylaw ALT 11-24 Municipal Credit Card Borrowing Bylaw as it is being required under the Municipal Government Act.

## Options Available

1. That Council give 1<sup>st</sup> Reading to Bylaw ALT 11-24 Short Term Borrowing Bylaw - Municipal Credit Cards in the amount of \$100,000.
2. That Council receive this report as information.
3. Council to direct Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council considers the following:

1. That Council give 1<sup>st</sup> Reading to Bylaw ALT 11-24 – Short-Term Borrowing Bylaw Municipal Credit Cards in the amount of \$100,000.

Submitted By:

Monique Jeffrey.  
Director of Corporate Services

Approved by:

Farrell O'Malley  
CAO



**Town of Gibbons  
Municipal Credit Card Borrowing Bylaw  
Bylaw No. ALT 11-24**

**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 and capital expenditures in a specific year; and

**WHEREAS** the Council of the Town of Gibbons deems it necessary to establish a Municipal Credit Card Borrowing Bylaw; 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 **"Municipal Credit Card Borrowing Bylaw"**.
2. The municipality may borrow from RBC, (ROYAL BANK OF CANADA) up to the principal sum of One Hundred Thousand Dollars (\$100,000.00) repayable monthly upon demand at a rate of interest per annum not to exceed the Lending Rate less 23% from time to time established by RBC, and such interest will be calculated due and payable monthly upon receipt of the statements.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. To apply to RBC for the previously mentioned Credit Cards for the Corporation and to arrange with RBC the amount and terms and conditions for the loan and security or securities to be given to RBC.
  - b. As security for any money borrowed from RBC:
    - i. To execute promissory note and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debt.
    - ii. To give or furnish RBC all such securities and promises as RBC 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 RBC are annual property taxes and/or Federal and/or Provincial Grants.
5. Two forms of Credit Cards shall be applied for:
  - a. The RBC Avion Commercial Visa in the aggregate amount of \$30,000 in the names of the CAO, Assistant CAO, and Executive Assistant.
  - b. The RBC Commercial Visa in the aggregate amount of \$70,000 in the names of Members of Council, Management Staff, SALC Staff, Momentum Fitness Manager, Librarian, and Members of Community Services.

6. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
7. This bylaw shall expire December 31, 2025.

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

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

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

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

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

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

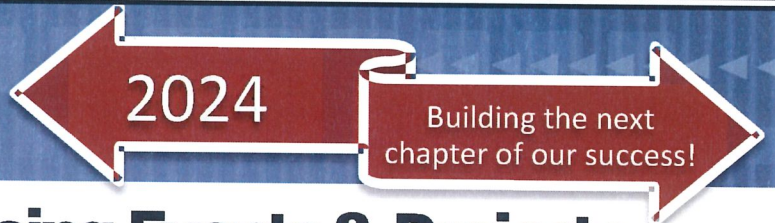
READ a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

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



# Report to Council



## KEY MEETINGS

- Meetings with Developers
- Mayor's Luncheon

## News, Ongoing Events & Projects

### Community Services Department

#### Key Items in Progress

- The GFRC and Youth Centre are remaining very busy. A calendar of events and programs being offered is available online and in our newsletter.
- Hometown Weekend is schedule for November 21-23, including Seniors' Almost Christmas Diner, Pancake Breakfast, Skate with Santa, Family events at the Museum, Youth Events Parade of Lights and Christmas Market.
- See the Monthly Newsletter on our website for more events!

### Corporate Services Department

#### Key items in progress:

- Reviewing 2025 Town Insurance renewals
- Tax enforcement ongoing
- Working on 2025 operating budget

### Planning & Development Department

#### Key Items in Progress:

- The Mayor's Luncheon was a success with over 60 people in attendance.

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

- Seasonal equipment changeover and water meter changeouts are ongoing
- Tree planting is now complete with 542 total trees planted.
- Fall Trail resurfacing is now complete
- Fire Hydrants have been winterized
- Community Board Sign and Pickleball steps installation expected on October 23, weather dependent

#### FIRE DEPARTMENT

- Current Membership is at 28
- 2024 Calls: Town Calls: 131 - County Calls: 161
- Pump 6 is expected to be back this week.



## Project Updates

### Cottages Subdivision

- On hold until further notice

### Memorial Park

- Awaiting grant extension approval

### Heartland Station

- Loblaws is scheduled to open by the end of November.
- Traffic lights at 28A and Heartland Drive should be operational within the month
- The Commercial Retail Unit is expected to open January/February 2025.

The Town of Gibbons



#### Scheduled Meetings & Workshops

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

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

# 2024 Gibbons Issued Permits

Permit Issue Month	Permit Type														
	Building Permit			Electrical Permit			Gas Permit			Plumbing Permit			Total		
	#All Permits	Total Permit Fee Amount	Total Value (Materials and Labour)	#All Permits	Total Permit Fee Amount	Total Value (Materials and Labour)	#All Permits	Total Permit Fee Amount	Total Value (Materials and Labour)	#All Permits	Total Permit Fee Amount	Total Value (Materials and Labour)	#All Permits	Total Permit Fee Amount	Total Value (Materials and Labour)
1	4	\$40,099.29	\$7,286,800.00	2	\$189.00	\$1,500.00	2	\$199.50	\$4,000.00	1	\$94.50	\$600.00	9	\$40,582.29	\$7,292,900.00
2	2	\$270.87	\$27,500.00	6	\$1,233.75	\$109,850.00	4	\$409.50	\$60,559.00	2	\$189.00	\$4,000.00	14	\$2,103.12	\$201,909.00
3	1	\$105.00	\$8,000.00	4	\$504.00	\$16,823.00	1	\$99.75	\$4,200.00				6	\$708.75	\$29,023.00
4	2	\$23,100.00	\$4,000,000.00	1	\$94.50	\$300.00							3	\$23,194.50	\$4,000,300.00
5	2	\$479.40	\$55,000.00	6	\$3,942.75	\$962,501.00	2	\$500.33	\$16,300.00	3	\$934.75	\$421,500.00	13	\$5,857.23	\$1,455,301.00
6	3	\$1,837.39	\$387,825.00	4	\$430.50	\$8,375.00	3	\$299.25	\$17,175.00	2	\$252.00	\$36,000.00	12	\$2,819.14	\$449,375.00
7	6	\$5,156.95	\$1,285,000.00	7	\$1,109.85	\$47,350.00	5	\$619.50	\$24,000.00	4	\$787.50	\$41,000.00	22	\$7,673.80	\$1,397,350.00
8	7	\$2,240.19	\$558,768.11	18	\$2,341.50	\$55,742.03	6	\$761.25	\$19,340.00	2	\$362.25	\$28,968.00	33	\$5,705.19	\$662,818.14
9	5	\$2,622.76	\$548,784.00	11	\$1,733.55	\$61,090.00	7	\$725.25	\$26,869.00	3	\$478.75	\$17,280.00	26	\$5,560.31	\$654,023.00
<b>Total</b>	<b>32</b>	<b>\$75,911.85</b>	<b>\$14,157,677.11</b>	<b>59</b>	<b>\$11,579.40</b>	<b>\$1,263,531.03</b>	<b>30</b>	<b>\$3,614.33</b>	<b>\$172,443.00</b>	<b>17</b>	<b>\$3,098.75</b>	<b>\$549,348.00</b>	<b>138</b>	<b>\$94,204.33</b>	<b>\$16,142,999.14</b>

Filter: All Permits with: All of (Municipality Name = "GIBBONS", Permit Issue Date on or after 01-Jan-2024, Permit Issue Date on or before 31-Dec-2024)