

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
NOVEMBER 27, 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 November 13, 2024
- 7.0 FINANCE
  - 7.1 Accounts Paid as at November 25, 2024
- 8.0 APPOINTMENTS
  - 8.1 RCMP Quarterly Report – Staff Sergeant Darcy McGunigal
- 9.0 OLD BUSINESS
- 10.0 NEW BUSINESS
  - 10.1 2025 Operating Budget Presentation Schedule
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw PI 1-24 Nomination Deposit Fees 2<sup>nd</sup> & 3<sup>rd</sup> Reading
  - 11.2 Bylaw PI 2-24 Animal Control Bylaw 2<sup>nd</sup> & 3<sup>rd</sup> Reading
  - 11.3 Bylaw MOG 1-24 Criminal Record Check for Election Candidates
  - 11.4 Bylaw PI 3-24 Municipal Master Rates Bylaw
  - 11.5 Bylaw PI 4-24 Waterworks and Sewer Servicing Bylaw
- 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, NOVEMBER 13, 2024, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

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

**Council Absent:**

**Staff Present:** Farrell O'Malley - CAO  
Louise Bauder – Planning and Development  
Laura Schmidt – Manager of Family and Support Services  
Curtis Parsons – Operations Manager  
Chris Pinault – Recording Secretary

**Staff Absent:** Eric Lowe – Assistant CAO – with regrets  
Stephanie Peters – Director of Community Services – with regrets  
Monique Jeffrey – Director of Corporate Services – with regrets  
Terra Pattison – Finance Manager – with regrets

As a quorum was present, Mayor Deck 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 as presented.

**24.283 MOTION CARRIED**

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

**6.0 ADOPTION OF THE MINUTES**

**6.1 ORGANIZATIONAL MEETING OF COUNCIL OCTOBER 23, 2024**

Councillor Yushchyshyn moved to accept the minutes of the October 23, 2024, Organizational Meeting of Council as amended.

There is a clerical error detailing the page number and date of the meeting.

**24.284 MOTION CARRIED**

**6.2 REGULAR MEETING OF COUNCIL OCTOBER 23, 2024**

Councillor Yushchyshyn noted a clerical error on the adjournment of the meeting, it should state that Deputy Mayor Sandahl adjourned the meeting.

Councillor Sandahl moved to accept the minutes of the October 23, 2024, Regular Meeting of Council as amended.

**24.285 MOTION CARRIED**

**6.3 SPECIAL MEETING OF COUNCIL OCTOBER 30, 2024**

Councillor Berry moved to accept the minutes of the October 30, 2024, Special Meeting of Council as presented.

**24.286 MOTION CARRIED**

**7.0 FINANCE**

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

Councillor Millante moved that Council accept the Accounts Paid as of November 12, 2024, as information as presented.

**24.287 MOTION DEFEATED**

Councillor Harris moved to defer the Accounts Paid as of November 12, 2024, to the next Regular Meeting of Council.

**24.288 MOTION CARRIED**

**8.0 APPOINTMENTS**

**9.0 OLD BUSINESS**



**9.1 AMENDMENTS TO THE LAND USE BYLAW**

Councillor Berry moved that Council accept this as information.

**24.289 MOTION CARRIED**

**10.0 NEW BUSINESS**

**10.1 APPOINTMENT OF RETURNING OFFICER**

Councillor Sandahl moved that Council appoint Chris Pinault as Returning Officer and Terra Pattison and Kylie Ferguson as Substitute Returning Officer for the 2025 Municipal Election

**24.290 MOTION CARRIED**

**10.2 OFFICE CLOSURE – CHRISTMAS 2024**

Councillor Kozak moved to accept the days of closure during the Christmas Holiday season as information.

**24.291 MOTION CARRIED**

**11.0 BYLAWS AND POLICIES**

**11.1 PI 1-24 NOMINATION DEPOSIT FEES – 2025 MUNICIPAL ELECTION**

Councillor Berry moved to give 1<sup>st</sup> Reading to Bylaw PI 1-24 Nomination Deposit Fees – 2025 Municipal Election.

**24.292 MOTION CARRIED**

**11.2 PI 2-24 ANIMAL CONTROL BYLAW**

Councillor Sandahl moved to give 1<sup>st</sup> Reading to Bylaw PI 2-24 Animal Control Bylaw.

**24.293 MOTION CARRIED**

**11.3 ALT 11-24 SHORT TERM BORROWING BYLAW – MUNICIPAL CREDIT CARDS**

Councillor Yushchyshyn moved that Council give 2<sup>nd</sup> Reading to Bylaw ALT 11-24 Short-Term Borrowing Bylaw – Municipal Credit Cards.

Councillor Harris requested a recorded vote.

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

**24.294 MOTION CARRIED**

Councillor Sandahl moved that Council give 3<sup>rd</sup> Reading to Bylaw ALT 11-24 Short-Term Borrowing Bylaw – Municipal Credit Cards.

Councillor Harris requested a recorded vote.

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

**24.295 MOTION CARRIED**

**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Millante moved to accept the Administration Report as information.

**24.296 MOTION CARRIED**

**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Homeland Housing Board meeting
- Gibbons Library Board Manager's Performance Appraisal meeting
- Bon Accord Remembrance Day Services

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- Edmonton Global Shareholders Meeting

- Morinville Chamber of Commerce Luncheon and Mayor's State of the Town Address

Councillor Millante attended:

- Sturgeon County
- The Gibbons Fire Department meeting
- Remembrance Day Ceremonies at the Gibbons Cultural Centre

Councillor Sandahl attended:

- Morinville Chamber of Commerce Awards Gala
- Morinville Chamber of Commerce Luncheon and Mayor's State of the Town Address
- Citizens on Patrol meeting
- Remembrance Day Ceremonies at Gibbons and Landing Trail Schools
- Remembrance Day Ceremonies at the Gibbons Cultural Centre

Councillor Yushchyshyn had nothing to report.

Mayor Deck attended:

- Meet the Community Night
- Roseridge Landfill meeting
- National Truth and Reconciliation Event at the Gibbons Cultural Centre
- Meeting with Minister Ric McIver
- Roseridge Landfill Grand Reopening
- Beaumont Mayor's Luncheon
- Edmonton Global Shareholders Meeting
- Remembrance Day Services at Gibbons and Landing Trail Schools
- Remembrance Day Services at the Gibbons Cultural Centre

Councillor Yushchyshyn moved to accept the committee reports as information.

**24.297**     **MOTION CARRIED**

**14.0**     **CORRESPONDENCE**

**15.0**     **NOTICE OF MOTION**

**16.0**     **CLOSED SESSION**

Councillor Sandahl moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following items at 10:29 am.



Mayor Deck left the meeting at 11:11 am.

Mayor Deck returned to the meeting at 11:14 am.

**24.298 MOTION CARRIED**

Councillor Kozak moved that Council revert to normal seating at 11:26 am

**24.299 MOTION CARRIED**

**16.1 ROSERIDGE LANDFILL FOIP S.23**

Councillor Berry moved to accept this as information.

**24.300 MOTION CARRIED**

**16.2 LAND PURCHASE FOIP S.24**

Councillor Sandahl moved that Council approve the sale of the lands located at Lot 20, Block 4, Plan 1130HW, more commonly known as the Civic Address of 5028-49 Street, Gibbons, Alberta to Loruk Farms Ltd., in accordance with the terms of the Agreement for Purchase for the Assessed Value of \$250,460 exclusive of GST.

Councillor Harris requested a recorded vote.

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

**24.301 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Councillor Yushchyshyn adjourned the meeting at 11:27 am.

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

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



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25  
9:39:19AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20242691	2024-10-22	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575016	INV# 24-1055786 SEPT/24 GAS/POWI	40,392.38	40,392.38
20242692	2024-10-23	O'MALLEY, FARRELL	581	NOVEMBER 30 CONTRACT	5,825.64	5,825.64
20242693	2024-10-23	RECEIVER GENERAL/SCS	1512	ACCT #637015397RI, NOV 30/24 GAR	3,429.80	3,429.80
20242694	2024-10-24	651 FIRE CONSULTING INC.	2024-031	FIRE INVESTIGATION TG-24-0124 49	1,050.00	1,050.00
20242695	2024-10-24	BELL MOBILITY/SCS	301 302	OCT 8/24 CELL PHONES / BULK WAT OCT 15 CELL PHONES / IPADS - COL	921.39 893.33	1,814.72
20242696	2024-10-24	BROWNLEE LLP	574257	TAX RECOVERY PLAN 0726233 BLK :	1,329.45	1,329.45
20242697	2024-10-24	CANOE PROCUREMENT GROUP OF CANADA	PF-12268-117567	PETRO CANADA FUEL PURCHASE	17.82	17.82
20242698	2024-10-24	EUROPEAN CUTTERS LTD	92484	ZAMBONI BLADES SHARPENING	460.95	460.95
20242699	2024-10-24	KOBZA, JENNIFER	140 141	SEPT 22 - OCT 5 2024 CLEANING CO OCT 6 - 19 2024 CLEANING CONTRA	850.65 822.76	1,673.41
20242700	2024-10-24	LAPP C/O ASP	123	OCT 6 - 19 2024 LAPP CONTRIBUTIO	11,901.27	11,901.27
20242701	2024-10-24	MORINVILLE NAPA	033-155982	WEEDWHACKER SERVICING - CABL	1,014.97	1,014.97
20242702	2024-10-24	REGENT SUPPLY	355038	SUPPLIES FOR FACILITIES	2,304.78	2,304.78
20242703	2024-10-24	ATEK WATER SYSTEMS	10534	FLOOD WATER TREATMENT EQUIPM	4,874.10	4,874.10
20242704	2024-10-24	DUGUAY, JULIE	1124621	PUMPKIN GIVEAWAY - LIBRARY PRC	250.00	250.00
20242705	2024-10-24	FULL RANGE HOCKEY CLUB - SPARTANS	7595	REFUND TEAM DEPOSIT 23/24 SEAS	500.00	500.00
20242706	2024-10-24	HEARTLAND ALLIANCE CHURCH, O/A ENCOUNTER SI	2023/24	REFUND 2023/24 ARENA DEPOSIT	500.00	500.00
20242707	2024-10-24	MASSE, MELISSA	11690553	LIBRARY PROGRAM SUPPLIES	130.62	130.62
20242708	2024-10-24	RICHARDSON, ELIZABETH	91325	LIBRARY PROGRAM SUPPLIES	47.22	47.22
20242709	2024-10-24	SCANNING PENS CORP.	425872	ELECTRONIC RESOURCE/INFO TEC	422.63	422.63
20242710	2024-10-24	TERLECKI, COLLEEN	19450	CATER MAYOR'S LUNCH FOR 60 PE	2,040.00	2,040.00
20242711	2024-10-24	[REDACTED]	202410241	CREDIT BALANCE PAID	25.47	25.47
20242712	2024-10-24	[REDACTED]	202410242	CREDIT BALANCE PAID	237.46	237.46
20242713	2024-10-25	RECEIVER GENERAL/SCS	1513 1514	RP0001- OCT 6-19 DEDUCTIONS RP0002 - OCT 6-19 DEDUCTIONS	19,721.99 2,474.10	22,196.09
20242714	2024-10-30	EDMONTON GRANITE MEMORIALS LTD	12491	NICHE INSCRIPTION - CLARKE H.	619.50	619.50
20242715	2024-10-30	EVANS, JEANNE	3	SEPT 2024 MILEAGE	124.60	124.60
20242716	2024-10-30	MEMJ CONSULTING LTD.	2021094	OCT 16 - 31 2024 CONTRACT	8,146.11	8,146.11
20242717	2024-10-30	REDLICK, BRIAN	40	SEPT 2024 SENIORS BUS DRIVER	360.00	360.00
20242718	2024-10-30	BOONSTRA CONSULTING	30151370	SALC CONSULTANT CONTRACT 4TH	4,987.50	4,987.50
20242719	2024-10-30	BRADLEY, TAYLOR	30151371	MAISIE METRUNEC AWARD	1,000.00	1,000.00
20242720	2024-10-30	LIVUN LTD.	IN00053569	MFC EQUIPMENT REPAIRS & WIPES	1,556.11	1,556.11
20242721	2024-10-30	MASSE, MELISSA	89042	PROGRAM SNACKS	549.20	549.20
20242722	2024-10-30	MERIT RECOGNITION INC. O/A, AWARDS UNLIMITED	89041	LAMINATE PLAQUE - MMETRUNEC A	51.40	51.40
20242723	2024-10-30	PENS.COM	101045305	PROMOTIONAL PENS FOR ADVERTI	276.10	276.10
20242724	2024-10-31	RECEIVER GENERAL/SCS	1515	ACCT #640451399RI, OCT 2024 GARI	353.30	353.30
20242725	2024-10-31	RECEIVER GENERAL/SCS	1516	RP0002 - OCTOBER COUNCIL DEDL	3,673.69	3,673.69
20242726	2024-11-06	AMSC INSURANCE SERVICES	45339	NOV/24 BENEFITS INV #1978-2024-1'	23,193.22	23,193.22
20242727	2024-11-06	RBC COMMERCIAL AVION VISA/SCS	V334_55591 V437_583	LOWE - APPLE MONTHLY SUBSCRIP O'MALLEY AB MUNIS SUBSISTENCE,	4.19 1,632.66	2,040.94



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25  
9:39:19AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242727	2024-11-06	RBC COMMERCIAL AVION VISA/SCS	V450_1262	PINAULT AB MUNIS ACCOMOD/COMI	404.09	2,040.94
20242728	2024-11-06	RBC COMMERCIAL VISA/SCS	V205_343 V336_106794 V354_372 V369_320 V461_133 V569_152 V593_108 V594_57 V619_121 V629_142 V656_26 V660_60 V676_78 V699_34 V991_14	CHARTRAND-SHOP SUPPL/REPAIR I SANDAHL/AB MUNIS ACCOMODATIC MILLANTE/AB MUNIS ACCOMD/SUBS SCHMIDT-XPRESS TRAIN HOMETOV BAUDER-AB DEVELOP OFFICER COI PETERS- ARPA CONF/FCSS SUPPL// DECK - EDMONTON GLOBAL (4) SUE BERRY - AB MUNIS ACCOMODATION POWLESLAND-PARTS ODR/GCC CO KOBZA- SUPPLEMENT KING RESALE PATTISON -KYLIE ICS 100 & LEADER EDMONDS-RMH PROGRAM EXP/AU JEFFREY - ADOBE & AMAZON MONT KOZAK-FUEL/AB MUNIS ACCOMOD/ YUSHCHYSHYN-AB MUNIS ACCOMC	2,352.68 956.77 584.78 1,409.88 903.30 1,526.38 88.57 496.78 247.04 102.35 124.13 1,873.87 78.72 465.82 391.30	11,602.37
20242729	2024-11-06	ROGERS COMMUNICATIONS CANADA INC.	1533 1534 1535 1536 1537 1538 1539 1540 1541 1542	1356 - PHONE / INTERNET CHARGE\$ 0506 - PHONE / WIFI / FAX 1271 - INTERNET 4807 50 AVENUE 5858 - INTERNET 5004 51 AVE 3724 - GCC PHONES/ INTERNET / WI 1365 - INTERNET / PHONE / WIFI 480 4945- GCC INTERNET/WIFI 3275 - SECONDARY WIFI CONNECTI 3662 GFRC INTERNET 5751-FITNESS PHONE/ TV/ WIFI	173.25 223.55 173.25 173.25 173.25 186.85 173.25 173.25 173.25 360.15	1,983.30
20242730	2024-11-06	2100036 ALBERTA LTD. (REVIEW & FREE PRESS)	6372	ADVERTISE FRANCHISE FEES - OCT	428.40	428.40
20242731	2024-11-06	AIR LIQUIDE CANADA	78040757	3 SMALL CYLINDER CHARGES	37.11	37.11
20242732	2024-11-06	AMILIA ENTERPRISES INC.	1566673	OCTOBER 2024 CHARGES	1,266.00	1,266.00
20242733	2024-11-06	BARRICADES AND SIGNS	68906	4 VICIOUS DOG & 2 HIGH NOISE SIG	140.28	140.28
20242734	2024-11-06	BAUDER, LOUISE	135	SEPT 1 - OCT 31 2024 CONTRACT	7,975.00	7,975.00
20242735	2024-11-06	BEHREND'S BRONZE INC	241279	OUTDOOR COMMUNITY BOARD	31,397.07	31,397.07
20242736	2024-11-06	BROWNLIEE LLP	575225	GMHL WEST LEASE ISSUES	1,217.90	1,217.90
20242737	2024-11-06	CANADIAN NATIONAL RAILWAY COMPANY	91764973	RR XING NOV/24	365.50	365.50
20242738	2024-11-06	DRIVEN REPAIR & MAINTENANCE LTD	118816	SAFETY INSPECTION PARTS & LABC	2,910.60	2,910.60
20242739	2024-11-06	GOODBRAND AUTO	3020	CHECK ENGINE LIGHT ON	241.50	241.50
20242740	2024-11-06	HERBOLD, MIKE	1075	TV FOR OFFICE TRAILER - WATERW	100.00	100.00
20242741	2024-11-06	KENNER MEDIA (EDMONTON) LTD.	1054-9083	OCT 2024 GIBBONS ANNUAL	2,680.65	2,680.65
20242742	2024-11-06	MACSWEEN, DAVID	23	TOWN CALL STRUCTURE FIRE MEAI	191.99	191.99
20242743	2024-11-06	METRIX GROUP LLP	DPD4471-4TH	4TH AUDIT BILLING FOR 2023	16,858.82	16,858.82
20242744	2024-11-06	MORINVILLE & DIST CHAMBER OF COMMERCE	11062024	MORINVILLE CHAMBER LUNCH - W.	35.00	35.00
20242745	2024-11-06	MUNICIPAL PLANNING SERVICES (2009) LTD.	1631	LAND USE BYLAW REVIEW	15,748.74	15,748.74
20242746	2024-11-06	P3 CAPITAL PARTNERS INC.	1829 1848	AUGUST 2024 ADVISORY SEPTEMBER 2024 ADVISORY	5,250.00 5,250.00	10,500.00
20242747	2024-11-06	PARKLAND CORPORATION	56112048	OCT/24 FUEL PURCHASES	1,717.36	1,717.36
20242748	2024-11-06	ROYAL CANADIAN LEGION BR. 226	491797	LIQUOR LICENCE & INSURANCE MU	190.00	190.00
20242749	2024-11-06	STEVENTON, KENDRA	33 34	ARPA CONFERENCE SUBSISTENCE HAZMAT AWARENESS COURSE	144.41 63.94	208.35
20242750	2024-11-06	STURGEON PLUMBING & HEATING 2018 INC	2091	INSTALL NEW TOILETS IN SPRAYPAI	451.50	451.50
20242751	2024-11-06	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696013	LEASE OF WESTERN STAR OCT 26 -	12,075.00	12,075.00





# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25  
9:39:19AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20242752	2024-11-06	TOWN OF MORINVILLE	IVC14444	Q3 REGIONAL COP COST RECOVER	17,773.50	17,773.50
20242753	2024-11-06	TRINUS TECHNOLOGIES INC.	8840	NOVEMBER 2024 BILLING	10,808.55	10,808.55
20242754	2024-11-06	WOLF CREEK BUILDING SUPPLIES	726451 728029	POSTS & VARIOUS SCREWS FOR BC PARTS TO REPLACE BOARDWALK -	439.12 877.30	1,316.42
20242755	2024-11-06	ALICE MELNYK PUBLIC LIBRARY	2024-10-30-1	LOST BOOKS	7.99	7.99
20242756	2024-11-06	BON ACCORD PUBLIC LIBRARY	51847	LOST BOOK	17.99	17.99
20242757	2024-11-06	BUNT & ASSOCIATES ENGINEERING LTD.	51846	GIBBONS NEW SOUTH ASP TIA	3,214.31	3,214.31
20242758	2024-11-06	CELEBRATIONS FLARE CATERING	S1-877	CATERING - MURDER MYSTERY	598.50	598.50
20242759	2024-11-06	CONFIDENT CONSULTING FIRST AID TRAINING	0000001	HOME ALONE COURSE	819.00	819.00
20242760	2024-11-06	DERITER INVESTMENTS LTD.	17	SEPT 15 - OCT 14, 2024 SERVICES	5,775.00	5,775.00
20242761	2024-11-06	DOLLYWOOD FOUNDATION OF CANADA	18	DPIL - PROGRAMS	404.21	404.21
20242762	2024-11-06	GOVERNMENT OF ALBERTA	10-31-2024	LAND TITLES CHARGES OCT/24	30.00	30.00
20242763	2024-11-06	HIGHLINE ELECTRICAL CONSTRUCTORS LTD.	J0074-SEPT	LIGHTING HIGHWAY 28A	58,798.96	58,798.96
20242764	2024-11-06	NATURAL ASSETS INITIATIVE	1348	PARTICIPATE IN NATURAL ASSETS II	892.50	892.50
20242765	2024-11-06	RM PRECAST	18787	STEPS FOR PICKLEBALL & TENNIS C	5,197.50	5,197.50
20242767	2024-11-07	RECEIVER GENERAL/SCS	1519 1520	RP0001- OCTO 20 - NOV 2 DEDUCTI RP0002 - OCT 20 - NOV 2 DEDUCTIC	18,911.88 2,671.75	21,583.63
20242768	2024-11-13	MEMJ CONSULTING LTD.	2021095	NOV 1 - 15 2024 CONTRACT	6,639.31	6,639.31
20242769	2024-11-13	STURGEON UNITY SINGERS	18	CAROLERS HOMETOWN WEEKEND	200.00	200.00
20242770	2024-11-13	CASEY, FLORENCE	24024024	MRS. CLAUS HOMETOWN WEEKEND	200.00	200.00
20242771	2024-11-13	FINNEGAN FARMS INC.	773	PETTING ZOO HOMETOWN WEEKEND	721.25	721.25
20242772	2024-11-13	RASMUSSEN, GERRY	18788	HOMETOWN WEEKEND CARICATUR	1,260.00	1,260.00
20242773	2024-11-13	O'MALLEY, FARRELL	583 584	DECEMBER 15 CONTRACT DECEMBER TRAVEL/ PHONE ALLOW	5,825.64 1,600.00	7,425.64
20242774	2024-11-18	2100036 ALBERTA LTD. (REVIEW & FREE PRESS)	6178	SEPT 18 & 25TH ADVERTISING	428.40	428.40
20242775	2024-11-18	ALBERTA WATER & WASTEWATER OPERATORS ASSC	58357	ANNUAL MEMBERSHIP CURTIS PAR	60.00	60.00
20242776	2024-11-18	BROWNLEE LLP	575009 575463	TAX ENFORCEMENT & REC COUNCILLOR FUNDRAISING OPINIO	259.88 1,701.00	1,960.88
20242777	2024-11-18	CHAMPAGNE EDITION INC	91856 92027	INDUSTRIAL MATTING BALANCE OF FENCING PANELS	1,348.20 40,979.66	42,327.86
20242778	2024-11-18	CHARTRAND, DENISE	344	COSTCO SHOP SUPPLIES	281.65	281.65
20242779	2024-11-18	CRYSTAL CLEAN WATER DELIVERY	W251050	WATER FOR SHOP	24.00	24.00
20242780	2024-11-18	CUMMINS WESTERN CANADA LP	BM-241112012	CUMMINS GENERATOR MAINTENAN	2,186.93	2,186.93
20242781	2024-11-18	DRINKILL, GRAHAM	129	NOV 1/24 SENIORS BUS DRIVER	100.00	100.00
20242782	2024-11-18	DRIVEN REPAIR & MAINTENANCE LTD	I18841	HYDRAULIC HOSE FOR SANDER TR	115.50	115.50
20242783	2024-11-18	ELITE PROMOTIONAL MARKETING	621109	SWEATSHIRTS FOR STAFF	505.53	505.53
20242784	2024-11-18	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE5133	OCTOBER 2024 WEB SERVICES	348.21	348.21
20242785	2024-11-18	GFL ENVIRONMENTAL INC	388094	(OCTOBER 2024) GARBAGE CONTR	14,533.45	14,533.45
20242786	2024-11-18	GIBBONS GUARDIAN PHARMACY	SEPT/24	EPIPENS ETC. FOR FIRE DEPT.	216.14	216.14
20242787	2024-11-18	LOCHRIE, JAMES	41	ARPA CONF MILEAGE & PARK PASS	718.80	718.80
20242788	2024-11-18	MILLANTE, JAYCINTH	373	OCT 5/24 MILEAGE	63.70	63.70
20242789	2024-11-18	MORINVILLE HOME HARDWARE	101-531435 103-105062	HANGER, HOSE METAL WALLMOUN DOOR HANDLE/OUTLET TIMER/VAP	46.34 92.20	138.54



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25  
9:39:19AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242790	2024-11-18	MORINVILLE NAPA	621109	AIR FILTER FOR PETERBILT	73.53	73.53
20242791	2024-11-18	NORTHERN LIGHTS LIBRARY SYSTEM	11159	FILM LICENCE	411.08	411.08
20242792	2024-11-18	P3 CAPITAL PARTNERS INC.	1879	NOVEMBER 2024 ADVISORY	5,250.00	5,250.00
20242793	2024-11-18	PATERSON, ERIC	91	SKATING LESSONS	900.00	900.00
20242794	2024-11-18	REDLICK, BRIAN	41	OCT/24 SENIORS BUS DRIVER	390.00	390.00
20242795	2024-11-18	REGENT SUPPLY	356919	LEGION SIGN FOR CURLING RINK	157.50	157.50
20242796	2024-11-18	ROCKY MOUNTAIN PHOENIX	IN031359	PARTS & LABOR & SHOP SUPPLIES	667.28	667.28
20242797	2024-11-18	ROYAL CANADIAN LEGION BR. 226	279571	4 WREATHS	210.00	210.00
20242798	2024-11-18	SELECT COMMUNICATIONS INC.	7147785	NOV 6 - DEC 3 2024 TELE ANS SVC	177.05	177.05
20242799	2024-11-18	THE SIGN GURU	26878	OCT 25 - NOV 24 2024 SIGN RENTAL	472.50	472.50
20242800	2024-11-18	THINKTEL	1350790	NOVEMBER 2024 CHARGES	483.65	483.65
20242801	2024-11-18	WOLF CREEK BUILDING SUPPLIES	731012	8' LENGTHS OF J-TRIM & WALLBOAF	280.53	280.53
20242802	2024-11-18	WORKERS' COMPENSATION BOARD - AB/SCS	27614434	NOV 7 2024 INSTALLMENT	4,908.33	4,908.33
20242803	2024-11-18	BUSINESS VIEW MAGAZINE	14459	HALF PAGE AD - JULY 2024	2,900.00	2,900.00
20242804	2024-11-18	MASSE, MELISSA	89044	CRAFT SUPPLIES FOR PROGRAM	43.84	43.84
20242805	2024-11-18	RURA MUNICIPALITIES OF ALBERTA	18789	MEMBERSHIP FEES - AUG 1/24 - JUL	261.45	261.45
20242806	2024-11-18	SCHULTZ, BRAD	425874	TAI CHI CLASS	808.50	808.50
20242807	2024-11-18	STACK, SUZANNE	425873	REIMBURSE ITEMS FOR GARDEN SC	93.58	93.58
20242808	2024-11-18	TETZ, DARRYL	19452	OCTOBER 2024 FITNESS CLASSES	450.00	450.00
20242809	2024-11-18	THOMPSON, LORI	19451	MURDER MYSTERY EXPENSE	182.12	182.12
20242810	2024-11-18	WARNER, JAMES	9042026	HAZMAT AWARENESS/SCREWDRIVE	242.75	242.75
20242811	2024-11-18	WOLSELEY CANADA INC.	9477276	4 - 1 1/2 INCH BRASS WATER METEF	778.68	778.68
20242812	2024-11-19	RYAN SNOW BAND	18790	ENTERTAINMENT FOR ALMOST XMA	2,000.00	2,000.00
20242813	2024-11-20	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575017	INV#24-056282 OCT/24 GAS/POWER	43,274.53	43,274.53
20242814	2024-11-18	[REDACTED]	202411212	REFUND PAYMENTS	514.71	514.71
20242815	2024-11-21	[REDACTED]	202411211	REFUND PAYMENTS	514.71	514.71
20242816	2024-11-21	CRYSTAL CLEAN WATER DELIVERY	W251141	WATER FOR SHOP	16.00	16.00
20242817	2024-11-21	DOUGLAS, NATHAN	22	BASIC LIFE SUPPORT CERTIFICATE:	38.50	38.50
20242818	2024-11-21	GOODBRAND AUTO	3104	TIRE REPAIR	316.98	316.98
20242819	2024-11-21	JEFFREY, MONIQUE	79	FLOAT FOR SANTA STORE	200.00	200.00
20242820	2024-11-21	KOBZA, JENNIFER	142 143	NOV 3 - 16 2024 CLEANING CONTRA OCT 20 - NOV 2 2024 CLEANING COI	766.98 836.70	1,603.68
20242821	2024-11-21	MORINVILLE & DIST CHAMBER OF COMMERCE	12482	6 LUNCH MEETING REGISTRATIONS	210.00	210.00
20242822	2024-11-21	MORINVILLE HOME HARDWARE	101-531859	KITTEN FOOD & STAPLES	33.29	33.29
20242823	2024-11-21	RFS CANADA	5031871046	DEC 1 2024 - FEB 28 2025 LEASE FAI	528.16	528.16
20242824	2024-11-21	ROSERIDGE WASTE COMMISSION	20240593	OCTOBER 2024 WEIGHTS	6,356.55	6,356.55
20242825	2024-11-21	SELECT ENGINEERING CONSULTANTS LTD	2411-0050 2411-0051 2411-0052	0001-23063 HEARTLAND COMMONS 0001-24065 HEARTLAND COMMONS 0001-24066 WATERWATER COMMISS	6,672.23 8,616.41 244.13	15,532.77
20242826	2024-11-21	STURGEON COUNTY	IVC21947	MUTUAL AID TOWN CALL OCT 12/24	4,417.50	4,417.50
20242827	2024-11-21	TOWN OF MORINVILLE	IVC14461	FF WAGES & UNIT CHARGES INCIDE	2,212.80	2,212.80



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25

9:39:19AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242828	2024-11-21	U.F.A.	SOIN6664805	TEE/POLY NIPPLES/POLY BUSHING	41.95	41.95
20242829	2024-11-21	WJF INSTRUMENTATION (1990) LTD	29190	CHLORINE POWDER	136.50	136.50
20242830	2024-11-21	CELEBRATIONS FLARE CATERING	24024026	SENIORS ALMOST XMAS DINNER C/	5,397.84	5,397.84
20242831	2024-11-21	CIMARON INC.	24024025	DEVELOPMENT PERMIT REFUND	300.00	300.00
20242832	2024-11-21	DUCHARME, AMBER	2024-11-18	CHAIR YOGA CLASS	350.00	350.00
20242833	2024-11-21	HORIZON AG & TURF	P36219	COSTER WHEELS FOR 1585 BROOM	304.58	304.58
20242834	2024-11-21	ITM INSTRUMENTS INC.	706746-00	REPAIR & CALIBRATION THERMAL IM	750.75	750.75
20242835	2024-11-21	STRETCH, CRAIG	425875	BLOCK PARTY GRANT 2024	250.00	250.00
20242836	2024-11-21	VALLEN CANADA INC.	31633380-00	PIN DIAMOND/TAG INSPECTION/COI	101.72	101.72
20242837	2024-11-21	LAPP C/O ASP	124 125	OCT 20 - NOV 2 2024 CONTRIBUTION NOV 3 - 16 2024 CONTRIBUTIONS	12,040.08 12,091.58	24,131.66
188	2024-10-25	OSBORNE, CINDY				
189	2024-10-25	ALLEN, JAMES R				
190	2024-10-25	LOWE, ERIC D				
191	2024-10-25	CHARTRAND, DENISE M				
192	2024-10-25	STEVENTON, CHRISTINE A				
193	2024-10-25	SCHMIDT, LAURA L				
194	2024-10-25	HERBOLD, MICHAEL W				
195	2024-10-25	PARISIAN, NOELLE J				
196	2024-10-25	PINAULT, CHRISTINA J				
197	2024-10-25	ADAMS, JIM W				
198	2024-10-25	TERLECKI, QUENTIN G				
199	2024-10-25	STEVENTON, KENDRA N				
200	2024-10-25	BRADLEY, HAILEY				
201	2024-10-25	NORRIS, ANTHONY J				
202	2024-10-25	PETERS, STEPHANIE G				
203	2024-10-25	PATTISON, TERRA L				
204	2024-10-25	POWLESLAND, JOEL F				
205	2024-10-25	LOCHRIE, JAMES D				
206	2024-10-25	FERGUSON, KYLIE				
207	2024-10-25	PARSONS, CURTIS				
208	2024-10-25	GINGELL, SUSAN				
209	2024-10-25	ANTONIUK, LUKAS				
210	2024-10-25	MOLNAR, BRAM				
211	2024-10-25	DURAND, BRETT M				
212	2024-10-25	CHISHOLM, MACKENZIE				
213	2024-10-25	WIEBE, TRACEY				
214	2024-10-25	CORRY, TYLER				
215	2024-10-25	FAHLMAN, KATARINA				
216	2024-10-25	EVANS, JEANNE M				



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25

9:39:19AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
217	2024-10-25	LOCKEN, JODY L				
218	2024-10-25	KUGLER, SARA E				
219	2024-10-25	RICHARDSON, ELIZABETH D				
220	2024-10-25	MAHONEY, SAMANTHA C				
221	2024-10-25	KOBZA, BROOKELYNN L				
222	2024-10-25	EDMONDS, RYAN A				
223	2024-10-25	SAUNDERS, MIKAYLA				
224	2024-10-25	BOETTGER, VALERIE				
225	2024-10-25	CONLEY, MICHELLE				
226	2024-10-25	TOWLE, KRISTEN				
227	2024-10-25	KNELLER, AVALYN				
228	2024-10-25	ANTONIUK, LILY				
229	2024-10-25	DUTKA, CARTER				
230	2024-10-25	SENTEN, EMILY				
231	2024-10-25	HEDSTROM, REESE				
232	2024-10-30	SANDAHL, NORMAN				
233	2024-10-30	HARRIS, AMBER C				
234	2024-10-30	BERRY, LORAIN M				
235	2024-10-30	MILLANTE, JAYCINTH J				
236	2024-10-30	DECK, DAN J				
237	2024-10-30	KOZAK, WILLIS				
238	2024-10-30	YUSHCHYSHYN, DALE				
239	2024-10-30	TOWLE, KRISTEN				
240	2024-11-05	EDMONDS, RYAN A				
241	2024-11-08	LOCKEN, JODY L				
242	2024-11-08	KUGLER, SARA E				
243	2024-11-08	RICHARDSON, ELIZABETH D				
244	2024-11-08	GIBBONS, DENISE A				
245	2024-11-08	KOBZA, JENNIFER L				
246	2024-11-08	MAHONEY, SAMANTHA C				
247	2024-11-08	KOBZA, BROOKELYNN L				
248	2024-11-08	EDMONDS, RYAN A				
249	2024-11-08	SAUNDERS, MIKAYLA				
250	2024-11-08	BOETTGER, VALERIE				
251	2024-11-08	KNELLER, AVALYN				
252	2024-11-08	ANTONIUK, LILY				
253	2024-11-08	DUTKA, CARTER				
254	2024-11-08	SENTEN, EMILY				
255	2024-11-08	HEDSTROM, REESE				
256	2024-11-08	COUTTS, CAROL				



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25

9:39:19AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
257	2024-11-08	NIKLIASSON, STEVEN				
258	2024-11-08	OSBORNE, CINDY				
259	2024-11-08	ALLEN, JAMES R				
260	2024-11-08	LOWE, ERIC D				
261	2024-11-08	CHARTRAND, DENISE M				
262	2024-11-08	STEVENTON, CHRISTINE A				
263	2024-11-08	SCHMIDT, LAURA L				
264	2024-11-08	HERBOLD, MICHAEL W				
265	2024-11-08	PARISIAN, NOELLE J				
266	2024-11-08	PINAULT, CHRISTINA J				
267	2024-11-08	ADAMS, JIM W				
268	2024-11-08	TERLECKI, QUENTIN G				
269	2024-11-08	STEVENTON, KENDRA N				
270	2024-11-08	BRADLEY, HAILEY				
271	2024-11-08	NORRIS, ANTHONY J				
272	2024-11-08	PETERS, STEPHANIE G				
273	2024-11-08	PATTISON, TERRA L				
274	2024-11-08	POWLESLAND, JOEL F				
275	2024-11-08	LOCHRIE, JAMES D				
276	2024-11-08	FERGUSON, KYLIE				
277	2024-11-08	PARSONS, CURTIS				
278	2024-11-08	GINGELL, SUSAN				
279	2024-11-08	ANTONIUK, LUKAS				
280	2024-11-08	MOLNAR, BRAM				
281	2024-11-08	DURAND, BRETT M				
282	2024-11-08	CHISHOLM, MACKENZIE				
283	2024-11-08	WIEBE, TRACEY				
284	2024-11-08	CORRY, TYLER				
285	2024-11-08	FAHLMAN, KATARINA				
286	2024-11-08	EVANS, JEANNE M				
287	2024-11-08	LOWE, ERIC D				
288	2024-11-08	WELLS, DYLAN R				
289	2024-11-08	DOUGLAS, NATHAN T				
290	2024-11-08	MACSWEEN, DAVID				
291	2024-11-08	PINAULT, CAMERON				
292	2024-11-08	BENSON, WILLIAM R				
293	2024-11-08	BARON, JORDAN				
294	2024-11-08	BARRETT, JASON				
295	2024-11-08	MYERS, KRISTOPHER				
296	2024-11-08	GENEAU, JAMIE				



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25  
9:39:19AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
297	2024-11-08	SENCYSHYN, ANDREW				
298	2024-11-08	POLLARD, SCOTT T				
299	2024-11-08	FUNSTON, LAYNE				
300	2024-11-08	WARNER, JAMES				
301	2024-11-08	SCHEEPERS, JUSTIN				
302	2024-11-08	PUCKETT, DUSTYN				
303	2024-11-08	GLOVER, TYLER				
304	2024-11-08	TOWLE, KRISTEN				
305	2024-11-08	STEVENTON, KENDRA				
306	2024-11-08	CHESTER, KENNEDY				
307	2024-11-08	ZEE, SPENCER				
308	2024-11-08	TESSIER, CLAYTON J				
309	2024-11-08	DUCHARME, JACOB				
310	2024-11-08	WIGSTON, ANDRE				
311	2024-11-08	RICE, ABIGAIL				
312	2024-11-08	MARTUSHEV, ALIX				
313	2024-11-13	DUTKA, CARTER				
314	2024-11-22	OSBORNE, CINDY				
315	2024-11-22	ALLEN, JAMES R				
316	2024-11-22	LOWE, ERIC D				
317	2024-11-22	CHARTRAND, DENISE M				
318	2024-11-22	STEVENTON, CHRISTINE A				
319	2024-11-22	SCHMIDT, LAURA L				
320	2024-11-22	HERBOLD, MICHAEL W				
321	2024-11-22	PARISIAN, NOELLE J				
322	2024-11-22	PINAULT, CHRISTINA J				
323	2024-11-22	ADAMS, JIM W				
324	2024-11-22	TERLECKI, QUENTIN G				
325	2024-11-22	STEVENTON, KENDRA N				
326	2024-11-22	BRADLEY, HAILEY				
327	2024-11-22	NORRIS, ANTHONY J				
328	2024-11-22	PETERS, STEPHANIE G				
329	2024-11-22	PATTISON, TERRA L				
330	2024-11-22	POWLESLAND, JOEL F				
331	2024-11-22	LOCHRIE, JAMES D				
332	2024-11-22	FERGUSON, KYLIE				
333	2024-11-22	PARSONS, CURTIS				
334	2024-11-22	GINGELL, SUSAN				
335	2024-11-22	ANTONIUK, LUKAS				
336	2024-11-22	MOLNAR, BRAM				



# TOWN OF GIBBONS

## Cheque Listing For Council

2024-Nov-25

9:39:19AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
337	2024-11-22	DURAND, BRETT M				
338	2024-11-22	CHISHOLM, MACKENZIE				
339	2024-11-22	WIEBE, TRACEY				
340	2024-11-22	CORRY, TYLER				
341	2024-11-22	FAHLMAN, KATARINA				
342	2024-11-22	EVANS, JEANNE M				
343	2024-11-22	LOCKEN, JODY L				
344	2024-11-22	KUGLER, SARA E				
345	2024-11-22	RICHARDSON, ELIZABETH D				
346	2024-11-22	GIBBONS, DENISE A				
347	2024-11-22	KOBZA, JENNIFER L				
348	2024-11-22	KOBZA, BROOKELYNN L				
349	2024-11-22	EDMONDS, RYAN A				
350	2024-11-22	BOETTGER, VALERIE				
351	2024-11-22	KNELLER, AVALYN				
352	2024-11-22	ANTONIUK, LILY				
353	2024-11-22	SENTEN, EMILY				
354	2024-11-22	HEDSTROM, REESE				
355	2024-11-22	COUTTS, CAROL				
356	2024-11-22	NIKLISSON, STEVEN				
357	2024-11-22	DRAKE, LESLIE				

**Total 818,960.98**

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



November 22, 2024

Dan Deck  
Mayor  
Gibbons, AB

Dear Dan,

Please find attached the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at [EnterpriseTransparency-Transparenceuseindelorganisation@rcmp-grc.gc.ca](mailto:EnterpriseTransparency-Transparenceuseindelorganisation@rcmp-grc.gc.ca)

I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Darcy McGunigal  
Chief of Police  
RCMP Morinville Detachment







# Morinville RCMP 2<sup>nd</sup> Quarter Report

S/Sgt. Darcy McGunigal  
Detachment Commander  
Morinville R.C.M.P.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

# Purpose

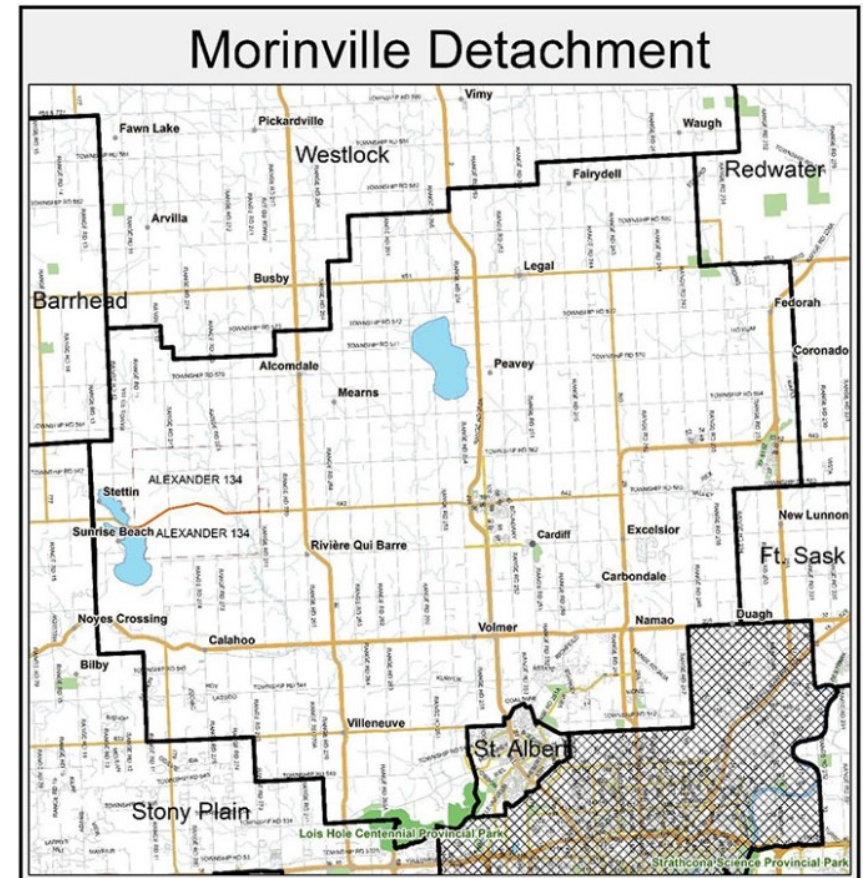
To provide an update to Council on the operations of the Morinville RCMP Detachment.



# Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



# Priorities

## RCMP Morinville Detachment Priorities

- Crime Reduction
- Enhanced Awareness and Education
- Employee Wellness and Respect
- Enhanced Road Safety

# Human Resources

Morinville Detachment is comprised of 40 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

Officers are supported by Sturgeon Victim Services (9 in total) and 5 guards.

# Morinville Detachment Crime Statistics

<b>OFFENCE</b>	<b>Quarter 2 (July 1 to Sept 30)</b>	<b>Quarter 2 (2023 Comparison)</b>	<b>Year to Date (April 1 to Sept 30)</b>	<b>Year to Date (2023 Comparison)</b>
Spousal Abuse	3	11	13	20
Mental Health Act	3	6	8	11
RPACT Referrals	0	0	0	0
Break and Enter (Residential)	4	1	4	1
Break and Enter (Commercial)	0	1	2	1
Theft of Vehicles	2	10	6	15
Fraud	5	3	9	8
Suspicious Persons	20	12	35	25
Vandalism	11	9	15	12

# Morinville Detachment Crime Statistics Town of Gibbons

## Total RCMP Calls for Service with the Town of Gibbons

Quarter 2 (July 1 to Sept 30): 184

Previous Quarter (April 1 to June 30): 133

Year to Date (April 1 to Sept 30): 317

2023 Quarter 2 Comparison (July 1 to Sept 30): 172

2023 Year to Date Comparison (April 1 to Sept 30): 321

# Remotely Piloted Aircraft System

**Morinville selected in August 2024 as one of two new RPAS locations in Central Alberta District.**

**RPAS in use at Morinville Detachment since September 2024.**



# Remotely Piloted Aircraft System

**RPAS are commonly known as Drones or UAVs (Unmanned Aerial Vehicles). They provide cost effective:**

- Aerial photos
- HD video
- 3D imagery
- FLIR video/photos
- IR night vision
- Vegetation disturbance patterns, old burial sites
- Real-time situational awareness.

# Remotely Piloted Aircraft System

## **When can an RPAS be used?**

Examples of allowable use include:

- Traffic related investigations
- Emergency or disaster response
- Search and rescue
- Major crime scenes
- Investigations in areas where no expectation of privacy exists
- When a warrant has been obtained

# Remotely Piloted Aircraft System

- Two members in Morinville Detachment currently trained as pilots.
- Used on 10 occasions since arrival.
- Used in cases of missing persons, vehicle thefts, and suspect pursuits.

# Community Engagement

- SRO Program / School Liaisons
- ACOPA Presentation



# Questions?





## Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	4	2	0	2	-50%	N/A	-0.8
Drug Enforcement - Trafficking		2	2	4	0	2	0%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>-33%</b>	<b>N/A</b>	<b>-1.0</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		2	2	2	3	5	150%	67%	0.7
<b>TOTAL FEDERAL</b>		<b>9</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>9</b>	<b>0%</b>	<b>200%</b>	<b>-0.5</b>
Liquor Act		11	7	4	5	10	-9%	100%	-0.4
Cannabis Act		5	0	1	2	2	-60%	0%	-0.4
Mental Health Act		44	49	41	38	45	2%	18%	-0.9
Other Provincial Stats		79	78	73	61	81	3%	33%	-1.3
<b>Total Provincial Stats</b>		<b>139</b>	<b>134</b>	<b>119</b>	<b>106</b>	<b>138</b>	<b>-1%</b>	<b>30%</b>	<b>-3.0</b>
Municipal By-laws Traffic		0	2	2	1	3	N/A	200%	0.5
Municipal By-laws		27	19	11	14	22	-19%	57%	-1.5
<b>Total Municipal</b>		<b>27</b>	<b>21</b>	<b>13</b>	<b>15</b>	<b>25</b>	<b>-7%</b>	<b>67%</b>	<b>-1.0</b>
Fatals		3	4	2	0	0	-100%	N/A	-1.0
Injury MVC		16	22	26	18	20	25%	11%	0.4
Property Damage MVC (Reportable)		48	78	72	94	64	33%	-32%	4.8
Property Damage MVC (Non Reportable)		17	10	12	12	9	-47%	-25%	-1.4
<b>TOTAL MVC</b>		<b>84</b>	<b>114</b>	<b>112</b>	<b>124</b>	<b>93</b>	<b>11%</b>	<b>-25%</b>	<b>2.8</b>
Roadside Suspension - Alcohol (Prov)		0	15	7	9	14	N/A	56%	2.2
Roadside Suspension - Drugs (Prov)		0	2	0	0	0	N/A	N/A	-0.2
<b>Total Provincial Traffic</b>		<b>847</b>	<b>810</b>	<b>612</b>	<b>631</b>	<b>723</b>	<b>-15%</b>	<b>15%</b>	<b>-42.7</b>
Other Traffic		12	3	5	5	0	-100%	-100%	-2.2
<b>Criminal Code Traffic</b>		<b>71</b>	<b>39</b>	<b>26</b>	<b>26</b>	<b>24</b>	<b>-66%</b>	<b>-8%</b>	<b>-10.7</b>
<b>Common Police Activities</b>									
False Alarms		42	28	23	32	32	-24%	0%	-1.6
False/Abandoned 911 Call and 911 Act		47	42	1	11	14	-70%	27%	-9.7
Suspicious Person/Vehicle/Property		138	134	124	128	175	27%	37%	6.8
Persons Reported Missing		13	22	25	7	13	0%	86%	-1.5
Search Warrants		5	0	0	0	0	-100%	N/A	-1.0
Spousal Abuse - Survey Code (Reported)		70	64	60	68	47	-33%	-31%	-4.2
Form 10 (MHA) (Reported)		3	5	2	2	0	-100%	-100%	-0.9





## Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	1	0	0	1	N/A	N/A	0.1
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		11	10	9	11	6	-45%	-45%	-0.9
Other Sexual Offences		0	1	0	6	3	N/A	-50%	1.1
Assault		42	37	46	46	56	33%	22%	3.7
Kidnapping/Hostage/Abduction		2	0	2	0	0	-100%	N/A	-0.4
Extortion		0	1	1	3	4	N/A	33%	1.0
Criminal Harassment		13	10	13	17	22	69%	29%	2.5
Uttering Threats		19	13	14	19	12	-37%	-37%	-0.8
<b>TOTAL PERSONS</b>		<b>87</b>	<b>74</b>	<b>85</b>	<b>103</b>	<b>104</b>	<b>20%</b>	<b>1%</b>	<b>6.3</b>
Break & Enter		36	42	35	36	30	-17%	-17%	-1.8
Theft of Motor Vehicle		33	44	31	41	31	-6%	-24%	-0.7
Theft Over \$5,000		5	10	6	6	6	20%	0%	-0.2
Theft Under \$5,000		61	56	57	58	49	-20%	-16%	-2.2
Possn Stn Goods		48	34	15	37	13	-73%	-65%	-6.7
Fraud		13	20	18	31	26	100%	-16%	3.7
Arson		5	4	4	1	4	-20%	300%	-0.5
Mischief - Damage To Property		56	63	43	63	43	-23%	-32%	-2.6
Mischief - Other		37	35	29	33	30	-19%	-9%	-1.6
<b>TOTAL PROPERTY</b>		<b>294</b>	<b>308</b>	<b>238</b>	<b>306</b>	<b>232</b>	<b>-21%</b>	<b>-24%</b>	<b>-12.6</b>
Offensive Weapons		20	7	4	4	7	-65%	75%	-2.9
Disturbing the peace		13	13	20	29	29	123%	0%	4.8
Fail to Comply & Breaches		19	20	24	21	20	5%	-5%	0.3
<b>OTHER CRIMINAL CODE</b>		<b>10</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>20</b>	<b>100%</b>	<b>25%</b>	<b>2.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>62</b>	<b>53</b>	<b>63</b>	<b>70</b>	<b>76</b>	<b>23%</b>	<b>9%</b>	<b>4.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>443</b>	<b>435</b>	<b>386</b>	<b>479</b>	<b>412</b>	<b>-7%</b>	<b>-14%</b>	<b>-1.8</b>



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Morinville

**Detachment Commander**

Click or tap here to enter text.

**Report Date**

Click or tap to enter a date.

**Fiscal Year**

2024-25

**Quarter**

Q2 (July - September)

### Community Priorities

**Priority #1: Safety - Property Crime****Updates and Comments:**

0 Lock It/Lose It completed. Focus for this program is when weather is colder.

**Priority #2: Employee Wellness - Engagement****Updates and Comments:**

Morinville Detachment members participated in numerous instances of team building during Q2. A breakdown by watch is as followed:

- 'A' Watch - The members ate breakfast together at the 'Morinville Grill' while on working Sunday dayshifts in Q2.
- 'B' Watch - The members gathered for a social event at a restaurant with their spouses during Q2.
- 'C' Watch - The members ate breakfast at various restaurants around Sturgeon County on Sunday dayshifts in Q2.
- 'D' Watch - While off shift, the members played an online video game together while on their 'switch over' night in Q2.







## Priority #3: Community Engagement

### Updates and Comments:

Detachment leadership attended 2 Coffee with a Cop's this quarter and has attended a wide variety of meetings involving town councils, crime watch groups and some band council meetings. There were no official townhalls scheduled this past quarter.

We are well on our way to meet our goal. for the Coffee with a Cop for this fiscal year.

Target status updated to 1 to reflect Town Hall on Alexander First Nation on May 27 attended by Detachment Commander and Member. Very good discussion had with band members and elders on substance abuse and violent crime. Second Town Hall scheduled for Morinville on December 5.

## Priority #4: Traffic - Safety (motor vehicles, roads)

### Updates and Comments:

2 checks stops completed. Morinville had 462 traffic related file of which 111 tickets were issued, 83 warnings. Also had 26 impaired driving charges through either IRS or Criminal Code.

## Priority #5: Police / Community Relations - Police Visibility

### Updates and Comments:

Members took 145 calls on the reserve this quarter with many of these investigations having working jointly with Alexander Security to address safety concerns.

Members of note engaged with Alexander Security to build relationships/address community safety namely by:

- 1) attending the PowWow event at the end of August
- 2) Acting Ops NCO Cpl. Febbraro attended two healing circles in September
- 3) Cst. Lywood provided a safety presentation on off road vehicles
- 4) Cst. Perry liaised with outgoing S/Sgt Lew Simms to coordinate the release of reports from Alexander Security for file work. These reports can directly be retrieved from Security at their headquarters.
- 5) Cst. Perry and Cst. Lajoie have been looking into providing note taking course for security sometime this fiscal year.

On-going efforts have been made to increase detachment presence and engagement in the community.





## Community Consultations

### Consultation #1

Date	Meeting Type
<p><b>Topics Discussed</b></p> <p><b>Notes/Comments:</b> No community consultations identified.</p>	





## Crime Statistics

The following table provides policing statistics on actual offences within the periods listed. Please see the Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
<b>Total Criminal Code</b>	479	412	- 14%	1471	1569	+ 7%
Persons Crime	103	104	+ 1%	339	369	+ 9%
Property Crime	306	232	- 24%	896	962	+ 7%
Other Criminal Code	70	76	+ 9%	236	238	+ 1%
<b>Drugs Offences</b>	0	4	n/a	15	11	- 27%
<b>Total Federal Acts</b>	3	9	+ 200%	31	26	- 16%
<b>Total Provincial Acts<sup>4</sup></b>	106	138	+ 30%	414	429	+ 4%
<b>Municipal By-Laws</b>	15	25	+ 67%	42	43	+ 2%
<b>Motor Vehicle Collisions</b>	124	93	- 25%	566	485	- 14%
<b>Total Traffic Offences</b>	662	747	+ 13%	2,545	2,394	- 6%
Provincial Code Traffic	631	723	+ 15%	2,436	2,307	- 5%
Criminal Code Traffic	26	24	- 8%	88	77	- 13%
Other Traffic	5	0	- 100%	21	10	- 52%

**Notes:**

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

**Trends / Points of Interest**







## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	14	2	0
Detachment Support	4	4	0	0

### Notes:

1. Data extracted on September 27, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the 16 established positions, 14 officers are currently working. There are two officers on special leave (one on Parental leave and one Medical leave). There is one position that has two officers assigned to that position. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is no hard vacancy at this time.



# Report to Council

**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** Presentation of the 2025 Operating Budget Process to Council.

## Introduction

The purpose of this report is to respectfully request that Council review the following schedule for the 2025 Operating Budget.

## Background

Administration continues to work towards the presentation of the 2025 Operating Budget for Council's review and approval and is proposing the following schedule:

1. Due to the requirements of the CRA and the complications associated with the pension and benefits plans, Administration is planning to present a 2025 Interim Operating Budget including the COLA for staff at the December 11, 2025, Regular Meeting of Council.
2. At the December 11, 2025, Regular Meeting of Council request that Council set a 2025 Operating Budget meeting open to the public for January 8, 2025, at 7:00 pm.
3. Present the 2025 Operating Budget to Council at the January 22, 2025, Regular Meeting of Council.

## Options Available

1. That Council accept 2025 Operating Budget schedule as presented
2. That Council to direct Administration as to how it would like to proceed.

## Recommendation for Action

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

1. That Council accept 2025 Operating Budget schedule as presented.

Submitted By:

Submitted To:



Monique Jeffrey,  
Director of Corporate Services



Eric Lowe  
Assistant CAO

# Report to Council



**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Eric Lowe, Assistant CAO  
**Report Topic:** Nomination Deposit Fees – 2025 Municipal Election

---

## Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw PI 1-24 Nomination Deposit Fees – Municipal Election

## Background

The *Local Authorities Election Act* states in Section 29 that:

- 29** (1) An elected authority may, by bylaw passed not fewer than 30 days before nomination day, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
- (2) An amount fixed in a bylaw under subsection (1) may not exceed
- (a) \$1000, in the case of a local jurisdiction with a population of more than 10,000, or
  - (b) \$100, in any other case.

The nomination period begins on January 1, 2025. Therefore, to ensure compliance with Legislation, Administration is recommending that Council set the nomination deposit fee as \$100.00. As Bill 20 has now become law, Bylaw PI 1-24 has been amended from 1<sup>st</sup> Reading to allow for deposits to be paid by certified cheque, money order, cash, debit or credit card as defined in the *Local Authorities Election Act*.

## Options Available

1. That Council set the Nomination Deposit Fee as \$100.00 for the 2025 Municipal Election by giving 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw PI 1-24 – Nomination Deposit Fee Bylaw.
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council set the Nomination Deposit Fee as \$100.00 for the 2025 Municipal Election by giving 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw PI 1-24 – Nomination Deposit Fee Bylaw.

Submitted By:

A handwritten signature in black ink, appearing to read "Eric Lowe".

Eric Lowe

Assistant CAO



**TOWN OF GIBBONS**

**NOMINATION DEPOSIT FEES  
MUNICIPAL ELECTIONS**

**Bylaw PI 1 - 24**

**A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING  
THE NOMINATION DEPOSIT FEES FOR MUNICIPAL ELECTIONS**

**WHEREAS** under provisions of the Municipal Government Act and the Local Authorities Election Act for the Province of Alberta Council may pass by bylaw requiring every nomination to be accompanied by a deposit in the amount fixed by such bylaw.

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

---

**1. TITLE**

---

This bylaw may be cited as the "NOMINATION DEPOSIT FEES – MUNICIPAL ELECTIONS" bylaw.

---

**2. DEFINITIONS**

---

**"ACT"** means the Local Authorities Election Act as amended from time to time.

**"CANDIDATE"** means an eligible resident as outlined in the Local Authorities Election Act who has been nominated to run for election in the Town of Gibbons as a Member of Council.

---

**3. GENERAL**

---

- 3.1 All eligible candidates submitting the required nomination documents pursuant to the *Local Authorities Election Act* will also submit a nomination fee of \$100.00
-



- 3.2 All deposits must be submitted by either certified cheque, money order, cash, **debit or credit card**.
- 3.3 Deposits made by certified cheque or money order must be made payable to the Town of Gibbons.
- 

**4. SEVERABILITY**

---

- 4.1 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.
- 

**5. REVIEW**

---

The Nomination Deposit Fees – Municipal Elections shall be reviewed every four years prior to the Nomination Period as defined in the Act.

---

**14. ENACTMENT**

---

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

**BYLAW PI 3-20 and PI 3-20-A are now repealed.**

Read a first time this 13<sup>th</sup> of November 2024.

Read a second time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

---

Mayor

---

Chief Administrative Officer

---



# Request for Decision



**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Eric Lowe, Assistant CAO  
**Report Topic:** Bylaw PI 2-24 – Animal Control Bylaw

---

## Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw PI 2-24 Animal Control Bylaw.

## Background

Upon review of the Animal Control Bylaw and in conjunction with Morinville Bylaw Services, Administration has made a couple of changes to the Animal Control Bylaw. These changes now reflect the current responsibilities that Morinville Bylaw is designated to enforce.

## Options Available

1. That Council give 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw PI 2-24, Animal Control Bylaw.
2. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

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

1. That Council give 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw PI 2-24, Animal Control Bylaw.

Submitted By:

A handwritten signature in black ink, appearing to read "Eric Lowe".

Eric Lowe

Assistant CAO



**TOWN OF GIBBONS**

**Animal Control Bylaw**

**Bylaw PI 2-24**

**A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, REGULATING AND CONFINEMENT OF DOGS, CATS AND DOMESTIC PETS WITHIN THE TOWN OF GIBBONS**

**WHEREAS** under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for municipal purposes respecting the of controlling animals within the Town of Gibbons

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

---

**1. TITLE**

---

1.1 This bylaw may be cited as the “Animal Control Bylaw”.

1.2 This Bylaw shall apply to all land within the Town of Gibbons Municipal Boundaries identified in the Land Use Bylaw, which shall apply to the whole Town of Gibbons, together with the definitions contained herein.

---

**2. DEFINITIONS**

---

2.1 **“Animal Control Officer”** means the person or persons appointed as such from time to time by the CAO to do any act or perform any duties under this Bylaw and includes a member of the Royal Canadian Mounted Police, and when authorized, a member of a Municipal Police Force, a Peace Officer and a Bylaw Enforcement Officer.

Document History

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

---

- 2.2 **“At Large”** when used in reference to a dog, means a dog that is not on or within the property of the dog’s owner, unless the dog is restrained by a Permitted Leash and under the effective control of a person.
- 2.3 **“CAO”** means the Chief Administrative Office of the Town of Gibbons.
- 2.4 **“Cat”** means any feline animal.
- 2.5 **“Kitten”** means any feline animal under 1 year of age.
- 2.6 **“Damage to Public or Private Property”** shall include defecating and/or urinating on such property.
- 2.7 **“Dog Handler”** means a person who is responsible for a dog.
- 2.8 **“Domestic Pet”** means an animal which is normally kept inside a dwelling. Domestic Pet includes dogs, cats, parrots, and other similarly sized animals but does not include livestock.
- 2.9 **“Enforcement Services Committee”** means a committee comprised of an Animal Control Officer, ~~the Bylaw Supervisor and, and 2 Peace Officers~~ **the CAO or the CAO’s designate.**
- 2.10 **“Kennel”** means any place owned by any person, group of people, or corporation engaged in the commercial business of breeding, buying, selling, or boarding dogs or cats.
- 2.11 **“Livestock”** means livestock as defined in the *Agricultural Operations Practices Act*. This includes, but is not limited to, poultry, horses, cattle, sheep, swine, goats, bison, and fur bearing animals.
- 2.12 **“Motor Vehicle”** means a vehicle propelled by any power other than muscular power but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a Motor Vehicle that runs on rails.
- 2.13 **“Municipal Shelter”** means the premises designated by the Town for the purpose of impounding and caring for all dogs or cats found to be At Large in violation of this Bylaw.
- 2.14 **“OHV”** means Off Highway Vehicles as defined by the Traffic Safety Act, R.S.A. 2000, c. T-6.

Document History

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



- 2.15 “**Owner**” means and includes any person owning, possessing, having the charge or control over, harbouring, suffering, or permitting any dog or cat to remain about his house or property.
- 2.16 “**Permitted Leash**” means a leash used to restrain a dog or cat, which is sufficiently strong for that purpose and does not exceed 2 meters in length.
- 2.17 “**Public Property**” means any property within the Town owned, occupied by the Government of Canada, Government of Alberta or by the Town, or otherwise under the control and management of the Town.
- 2.18 “**Puppy**” means any dog that is under 1 year of age.
- 2.19 “**Serious Wound**” means any injury caused by a dog or cat which results in skin being broken or flesh being torn.
- 2.20 “**Secure Enclosure**” means a building, cage or fenced area of such construction that will not allow a dog/cat/domestic pet confined therein to jump, dig, or otherwise escape from or allow entry of young children.
- 2.21 “**Service Dog**” means a dog that has been specifically trained to perform specific tasks to assist a person with disabilities and is certified as a service dog.
- 2.22 “**SPCA**” means the Society for the Prevention of Cruelty to Animals.
- 2.23 “**Town**” means all zoned areas of Gibbons as referred to in Section 1.2
- 2.24 “**Violation Tag**” means a Violation Tag issued under the authority of the Town which complies with subsection 7.3 thereof.
- 2.25 “**Violation Ticket**” means a Violation Ticket issued pursuant to the provisions of the Part 2 or Part 3 of the *Provincial Offences Procedure Act, T.S.A. 2000, c P-34 (“POPA”)*, or the regulations thereunder.

---

### 3. RESPONSIBILITIES OF OWNER

---

- 3.1 No person shall own, keep, or harbour any dog or cat within the limits of the Town unless such dog or cat is licensed as herein provided.

#### Document History

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

---

- 3.2 The Owner of every dog or cat in the Town shall, each year, pay to the Town the appropriate license fee, as set out in the Municipal Master Rates Bylaw. A puppy or kitten may be licensed at the neutered rate until the animal is 1 year of age.
- 3.3 the Owner of a Service Dog must register their dog with the Town and is eligible to receive the license free of charge.
- 3.4 Every person who resides within the limits of the Town and being the Owner of a dog or cat, shall between the 1<sup>st</sup> and 31<sup>st</sup> day of January in each year, obtain a license for the current year commencing on the 1<sup>st</sup> day of January at the Town Office.
- 3.5 All dogs and cats that cannot be neutered or spayed due to medical concerns (with provision of a letter from a veterinarian) are to be eligible to pay the same license fee as those considered to be neutered and spayed.
- 3.6 Every person residing in the Town who becomes the Owner of a dog or cat or a person who takes up residence within the Town and who is the Owner of a dog or cat which currently not licensed in accordance with the Bylaw, shall register the dogs or cats and pay the license fee provided within 30 days after becoming the Owner of a dog or cat.
- 3.7 Dog and Cat Owners shall provide the Town with the following information with each application for a dog or cat license:
  - 3.7.1 Name and address of Owner;
  - 3.7.2 Name and description of the dog or cat;
  - 3.7.3 Such relevant and necessary information as may be required by the Town in respect to the application.
- 3.8 Licenses issued under this Bylaw shall not be transferable from one dog or cat to another.
- 3.9 Upon payment of the required license fee, the Owner shall be supplied with a license tag stamped with a number.
- 3.10 Every Owner shall ensure that the license tag is securely fastened to a choke chain, collar, or harness, which must always be worn by the dog or cat, whenever the dog or cat is on any place other than the property of the Owner.

Document History

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

---

- 3.11 The provisions of subsections 3.1 to 3.9 inclusive shall not apply to persons temporarily in the Town for a period not exceeding 2 weeks not to holders of a valid development permit authorizing operation of a private and/or boarding kennel.
- 3.12 All dogs or cats must be kept on a leash at all times when off its Owner's premises unless it is a designated area that allows dogs to be off its leash.
- 3.13 When a dog is in a designated area that allows dogs to be off leash, the Owner or any other person having care of the dog will carry with them a leash for the dog.
- 3.14 When a dog is in a designated area that allows dogs to be off leash, the Owner shall have control of the dog.
- 3.15 No dog or cat shall be At Large in the Town. The Owner of any dog or cat found At Large in the Town shall have committed an offence under this Bylaw.
- 3.16 The Owner of a female dog or cat shall keep such female dog or cat housed and confined in a building during the whole period such female dog or cat is in heat, except that she may be allowed outside the said building for the sole purposes of defecating or urinating on the property of the Owner.
- 3.17 No dog or cat shall cause damage to Public or Private Property in the Town. The Owner of any dog or cat found causing damage to Public or Private Property in the Town shall have committed an offence under the Bylaw.
- 3.18 No dog or cat shall at any time, be in an area where a sign prohibits the presence of dogs or cats whether At Large or under the control of its Owner or any other person, or at all. The Owner of any dog or cat found in such signed areas shall have committed an offence under this Bylaw.
- 3.19 The Town shall post signs indicating Public Property within the Town where dogs or cats are not permitted.
- 3.20 Any dog or cat which bites a person, shall be promptly reported to the Animal Control Officer, and may be quarantined at the direction of the Animal Control Officer. ~~and shall not be released from such quarantine except by written permission of a veterinarian at the Municipal Animal Shelter.~~ At the discretion of the Animal Control Officer such a quarantine may be on the premises of the Owner. ~~or at the Municipal Animal Shelter. In the case of stray dogs or cats whose ownership is not known, such quarantine shall be the Municipal Animal Shelter.~~

Document History

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

- 3.21 Upon demand made by the Animal Control Officer, the Owner shall surrender any dog or cat which has bitten a human, or which is suspected of having been exposed to rabies, for supervised quarantine and which expense shall be borne solely by the Owner, and the dog or cat may be reclaimed by the Owner if deemed free of rabies upon payment of confinement expenses and upon compliance with the licensing provisions of this Bylaw.
  
- 3.22 In the event of an outbreak or a threatened outbreak of rabies, or any disease affecting dogs or cats which may be transmitted to human beings, Council may, by resolutions, order and direct that all dogs and cats shall be securely tied up by the Owner or shall be otherwise effectively confined and prevented from being At Large. Any dog or cat found At Large in contravention of this section shall be impounded.
  
- 3.23 When a dog or cat under quarantine has been diagnosed as rabid, or suspected by a licensed Veterinarian as being rabid, and dies while under such observation, the Animal Control Officer shall immediately send the head of such dog to the appropriate Health Department for pathological examination and shall notify the Medical Officer of Health for the Town of reports of human contacts, and the diagnoses made of the suspected dog or cat.
  
- 3.24 During such period of rabies quarantine as mentioned in this Bylaw, every animal bitten by a dog or cat deemed to be rabid shall immediately destroyed, or at the Owner's expense and option, shall be treated for rabies infection by a licensed Veterinarian or held under quarantine by the Owner in the same manner as other dogs and cats are quarantined.
  
- 3.25 Except as provided in this Bylaw, no person shall kill or caused to be killed any rabid dog or cat, any dog or cat suspected having been expose to rabies, or any dog or cat which has bitten a human, nor remove the same from the Town without written permission from the Animal Control Officer.
  
- 3.26 The carcass of any dead dog or cat exposed to rabies shall, upon demand, be surrendered to the Animal Control Officer.
  
- 3.27 The Animal Control Officer shall direct the disposition of any dog or cat found to be infected with rabies.
  
- 3.28 When, in the judgement of a licensed Veterinarian, a dog or cat should be destroyed for humane reasons, such dog or cat may not be redeemed.
  
- 3.29 No action shall be taken against any person acting under the authority of this Bylaw for damages for the destruction or other disposal of any dog or cat.

Document History

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

- 3.30 No person shall interfere with, hinder, or molest the Animal Control Officer appointed to enforce the provisions of this Bylaw, in their performance of any duty authorized by this Bylaw.
- 3.31 No person shall interfere with, hinder, or molest any person engaged in taking to the Municipal Animal Shelter, any dog or cat liable to be impounded under the provisions of this Bylaw.
- 3.32 No person shall remove, or attempt to remove, any dog or cat from the possession of the Animal Control Officer, or any person authorized to enforce any of the provisions of this Bylaw.
- 3.33 No person shall keep more than 4 animals on any parcel of land of which no more than 3 may be dogs unless:
  - 3.33.1 Those dogs or cats are less than 6 months of age; or
  - 3.33.2 The person has obtained a development permit authorizing the person to keep more than 3 dogs on that parcel of land and have obtained and openly display a Town issued sign or sticker stating such; or
  - 3.33.3 The receive prior written permission from the CAO.
- 3.34 No person shall operate an animal breeding or animal boarding facility in any residential district in Town.
- 3.35 Animal Sitting:
  - 3.35.1 At no time shall the number of weaned dogs and/or weaned cats exceed 4, of which 3 can be dogs during the period of animal sitting, including those of the sitter.
  - 3.35.2 No person shall animal sit for animals licensed in the Town of Gibbons, in a residential district for a period exceeding 6 months.
  - 3.35.3 No person shall animal sit for animals not licensed in the Town of Gibbons, in a residential district for a person exceeding 30 days.
- 3.36 If a dog defecates on Public or Private Property other than the property of its Owner, the dog or cat Owner shall cause such defecation to be removed immediately. An Owner who fails to cause such defecation to be removed is guilty of an offence.

Document History

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



- 3.37 The Owner shall be in possession of a Removal Bag to be used for immediate removal of defecation on Public or Private Property. If the Owner is found to not be in possession of a proper Removal Bag for the immediate removal of defecation is guilty of an offence.
- 3.38 If the defecation by a dog or cat on an Owner's property is to the extent that excessive odour results, the Owner shall immediately remove the defecation on notice from an Animal Control Officer or the Health Department.
- 3.39 No person shall keep or harbour livestock within a residential district of Town.

---

#### **4. NUISANCE**

---

- 4.1 An Owner of a dog or cat that:
- 4.1.1 Howls or barks excessively or in a manner to interfere with the use and or enjoyment of one's property,
  - 4.1.2 Which without provocation, bites, attempt to bite, barks at, chases any person on a bicycle, on horseback, a person while walking or running, on an OHV, motor vehicle or otherwise attempts to threaten any person, domestic pet, or livestock whether on the Owner's Property or not; or
  - 4.1.3 Does any other act which causes harm, damage, or injury to another dog, cat, person, domestic pet, livestock, or property,
- Shall be deemed to have failed or refused to comply with this Bylaw and will be subject to enforcement action pursuant to this Bylaw.

---

#### **5. VICIOUS DOGS**

---

- 5.1 An Enforcement Services Committee may declare a dog to be a Vicious Dog if:
- 5.1.1 Any dog, in the opinion of the Enforcement Services Committee, has a propensity, tendency, or disposition to attack, without provocation, other domestic pets or humans; or

Document History

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

- 5.1.2 Any dog which, without provocation has, chased, injured, or bitten any human, domestic pet, or livestock; or
- 5.1.3 Any dog which, has without provocation, damaged or destroyed, any public or private property; or
- 5.1.4 Any dog which has without provocation, threatened, or created the reasonable apprehension of threat to another human, domestic pet, or livestock; and which in the opinion of the Enforcement Services Committee presents a threat of serious harm to humans, domestic pets, or livestock; or
- 5.1.5 Any dog which has been previously declared to be a Vicious Dog; or
- 5.1.6 The Enforcement Services Committee determines, on reasonable grounds, either through personal observations, or based upon facts, determined after an investigation, that the dog is vicious.
- 5.2 Any dog subject to an order or direction of a Judge or Justice, pursuant to the *Dangerous Dogs Act R.S.A. 2000, c. D-3*, as amended, is by virtue of that order a Vicious Dog and subject to all the conditions imposed by this Bylaw.
- 5.3 A dog shall not be declared vicious if it attacks or bites a trespasser on the property of its Owner, or property controlled by the Owner.
- 5.4 Upon a dog being declared to be a Vicious Dog, an Animal Control Officer:
  - 5.4.1 Shall give the Owner written notice by personnel services or by mail to the address on Town record within 15 days of such determination;
  - 5.4.2 Requires the Owner to keep the Vicious Dog in accordance with the provisions of Section 5 of this Bylaw; and
  - 5.4.3 Inform the Owner that if the Vicious Dog is not kept in accordance with Section 5 of this Bylaw, the Owner will be subject to enforcement action pursuant to this Bylaw.
- 5.5 An Owner of a Vicious Dog:
  - 5.5.1 Shall not allow the Vicious Dog to enter Public Property, or private property of which the Owner is not the Registered Owner, unless the Vicious Dog is muzzled and held and controlled by the Owner, or a person with the Owner's consent, by a Permitted Leash; and

Document History

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

- 5.5.2 Shall ensure, at all times, that the Vicious Dog, while on the Owner's Property, is confined within a secure enclosure, and such enclosure means a locked building, cage, or fenced area of such construction that will not allow the confined dog to jump, climb, dig, or force their way out, or allow the entry of any person not in control of the dog and not allow the dog out of the secure enclosure unless muzzled and held and controlled by the Owner, or a dog handler operating the Owner's consent, by a Permitted Leash; and
- 5.5.3 Shall immediately surrender the Vicious Dog to the designated Animal Control Peace Officer upon request at which time the Animal Control Officer may have the Vicious Dog impounded and evaluated to determine its risk to human safety.
- 5.5.4 Shall license a Vicious Dog and provide the following information:
  - A recent photograph of the dog and details of any identifying marks, tattoos, or microchips; and
  - Current vaccination records and medical history
- 5.5.5 Shall inform the Animal Control Officer if the Vicious Dog leaves the Town permanently; and
- 5.5.6 Will post a sign supplied by the Town at each entrance of the property alerting the public to the fact that a Vicious Dog is located on the premises. The first 2 signs will be supplied free of charge, additional signs will be available at the expense of the land or dog Owner; and
- 5.5.7 Which without provocation, bites, attempts to bite, barks at, chases any person on a bicycle, on horseback, a person while walking or running, on an OHV or otherwise attempts to threaten any person, domestic pet, or livestock whether on the Owner's Property or not; and
- 5.5.8 Shall not allow a Vicious Dog to be At Large; and
- 5.5.9 Shall immediately notify the Animal Control Officer should the dog be At Large; and
- 5.5.10 Shall ensure license tag is worn when a Vicious Dog is off the registered Owner's property;  
 Is guilty of an offence.

Document History

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

---

**6. POWERS OF AN ANIMAL CONTROL OFFICER**

---

- 6.1 The Animal Control Officer is authorized to seize, capture, and impound in the Municipal Animal Shelter all dogs and cats found in contravention of this Bylaw. The Animal Control Officer is further authorized to take such reasonable measures as necessary to subdue such dogs and cats, including use of tranquilizer equipment and materials. If any such dog or cat is seriously injured, it shall be taken to a Veterinarian for treatment to relieve pain or bleeding, then immediately to the Municipal Animal Shelter.
- 6.2 All impounded dogs and cats shall be kept in the Municipal Animal Shelter for a minimum period of 72 hours. Sundays and Statutory Holidays shall not be included in the computation of the 72-hour period. During this period, any healthy, sick, or injured dog or cat may be redeemed by its Owner, upon payment to the Town, or is authorized agent of:
- 6.2.1 the appropriate penalty, as set out in the Municipal Master Rates Bylaw which shall be refunded to a person who successfully defends a charge under this Bylaw;
  - 6.2.2 the appropriate license fee when a dog is not licensed; or
  - 6.2.3 the cost of any veterinary treatment to relieve pain and/or injury of any dog or cat that is found to be injured when impounded.
- 6.3 At the expiration of the 72-hour period, any unlicensed dog, cat, or domestic pet may be transferred to the Edmonton Humane Society.

---

**7. OFFENCES**

---

- 7.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as set out in the Municipal Master Rates Bylaw.
- 7.2 Notwithstanding Section 7.1 of the Bylaw, any person who commits a second or subsequent offence under this Bylaw within 1 year of committing the first offence shall be liable to a fine of not less than the double sum as set out in the Municipal Master Rates Bylaw.

Document History

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

---



## **8. VIOLATION TAGS**

---

- 8.1 An Animal Control Officer is hereby authorized and empowered to issue a Violation Tag to any person who contravenes any provision of this Bylaw.
- 8.2 Such Violation Tag may be issued to such person:
- 8.2.1 Either personally or by leaving a copy at the last or most usual place of residence; or
  - 8.2.2 by mailing a copy to such person to his last known address.
- 8.3 The Violation Tag shall state:
- 8.3.1 The name of the offender;
  - 8.3.2 The offence
  - 8.3.3 the appropriate fine for the offence as specified in the Municipal Master Rates Bylaw; and
  - 8.3.4 That the fine shall be paid within 30 days of the issuance of the Violation Tag
- 8.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags for the same offence may be issued by an Animal Control Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.
- 8.5 Where a Violation Tag is issued pursuant to Section 7 of this Bylaw, the person to whom the Violation Tag is issued, may in lieu of being prosecuted for the offence, pay to the Town the sum specified on the Violation Tag.

---

## **9. VIOLATION TICKET**

---

- 9.1 If the fine specified on a Violation Tag is not paid within the prescribed time period, then an Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a Summons by means of a Violation Ticket.

### Document History

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

---

- 9.2 The Violation Ticket shall be in the form prescribed by Alberta Regulation 233/89, as amended, being the Procedures Regulation pursuant to POPA.
- 9.3 Nothing in this Bylaw shall prevent an Animal Control Officer from immediately issuing a Violation Ticket.

---

**10. SEVERABILITY**

---

- 10.1 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.

---

**11. ENACTMENT**

---

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

**Bylaw PI 3-21 is now repealed.**

Read a first time this 13<sup>th</sup> of November 2024.

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, 2024.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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

Document History

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

---



# Request for Decision



**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Eric Lowe, Assistant CAO  
**Report Topic:** Bylaw MOG 1-24 – Criminal Record Checks for Election Candidates

## Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw MOG 1-24 Criminal Record Checks for Elections Candidates.

## Background

The recent changes to the *Local Authorities Election Act* (LAEA) include a provision for Election Candidates to submit a Criminal Record Check with their Nomination Papers at the discretion of Council. The results of a Criminal Record Check do not disqualify a candidate from running in the election unless the individual is ineligible under Section 22 of the LAEA, however, the Criminal Record Check must be available for examination by anyone who requests it from the commencement of the nomination period until the term of office has expired in the presence of the Returning Officer, deputy or secretary.

If Council so desires to require the submission of a Criminal Record Check for the upcoming 2025 Municipal Election, a Bylaw is required before the end of December and is attached for Council's review.

## Options Available

1. That Council advise Administration as to how it would like to proceed.

## Recommendation for Action

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

1. That Council advise Administration as to how it would like to proceed.

Submitted By:

Eric Lowe

Assistant CAO



**TOWN OF GIBBONS**

**CRIMINAL RECORD CHECK FOR ELECTION CANDIDATES**

**Bylaw MOG 1/24**

**A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING CRIMINAL RECORD CHECKS FOR ELECTION CANDIDATES**

**WHEREAS** under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for municipal purposes respecting Criminal Record Check for Election Candidates

**AND WHEREAS:** pursuant to Section 21 (1) of the *Local Authorities Election Act*, an elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check

**AND WHEREAS:** pursuant to Section 27 (1)(e) of the *Local Authorities Election Act*, every nomination of a candidate must, if required by bylaw, be accompanied with a criminal record check.

**AND WHEREAS:** pursuant to Section 28(6) of the *Local Authorities Election Act*, at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy, or secretary.

**AND WHEREAS:** pursuant to Section 28(6.2) of the *Local Authorities Election Act*, if a criminal record check accompanies a candidate's nomination papers, the results of the criminal record check must not be withheld or redacted under subsection (6.1) except to ensure that the mailing address of the candidate and of the candidate's official agent is not disclosed.

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

Document History

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

---

1. **TITLE**

---

This bylaw may be cited as the “CRIMINAL RECORDS CHECK FOR ELECTION CANDIDATES”

---

2. **DEFINITIONS**

---

- 2.1 “**Act**” means the *Local Authorities Election Act*
- 2.2 “**Candidate**” means an individual who has been nominated to run for a municipal election as a Mayor or Councillor
- 2.3 “**Criminal Record Check**” means a document that determines if an individual has been charged or convicted of a crime
- 2.4 “**Election**” means a municipal election or by-election in The Town of Gibbons
- 2.5 “**Nomination Papers**” means the document prescribed pursuant to the *Act* which must be duly completed and submitted by a candidate for nomination in order for that candidate to be eligible to seek election.
- 2.5 “**Nomination Day**” means a person appointed under the *Act* to conduct elections in the local jurisdiction; a Returning Officer includes a person acting in the returning officer’s place.

---

3. **GENERAL PROVISIONS**

---

- 3.1 Every candidate seeking election for the position of Mayor or Councillor in the Town of Gibbons shall obtain a Criminal Record Check.
- 3.2 The Criminal Record Check must have been completed by the RCMP for not more than 45 days before the date nomination papers are to be submitted to the Returning Officer.
- 3.3 The original Criminal Record Check must be included with the nomination papers submitted by the candidate and will be made available to the public upon request. The mailing address and date of birth of the candidate will be redacted as well as any

Document History

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

---



personal information that in the opinion of the Returning Officer would compromise the personal safety of the candidate.

3.4 Nomination papers submitted without a Criminal Record Check will be rejected by the Returning Officer. Candidates may resubmit their nominations papers with their Criminal Record Check no later than 12:00 pm on Nomination Day.

3.5 Every candidate shall obtain a Criminal Record Check at their own expense.

---

**4. SEVERABILITY**

---

4.1 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.

---

**5. ENACTMENT**

---

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

Read a first time this \_\_\_\_\_ of \_\_\_\_\_, 2024.

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, 2024.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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

Document History

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

---

# Report to Council



**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** PI 3-24 Municipal Master Rates Bylaw

---

## Introduction

The purpose of this report is to respectfully request that Council consider adopting Bylaw PI 3-24 – Municipal Master Rates Bylaw.

## Background

The Municipal Master Rates Bylaw sets the charges that Council approves to be charged by the municipality for the coming year. The suggested changes are highlighted in red for ease of reference.

1. The proposed changes to the cemetery rates are suggested to simplify the interment process for families during an already confusing time and to offer a more compassionate reflection of the costs associated with laying a loved one to rest.

The proposed changes are to eliminate the current difference in cost associated with the time of the year. Mourners have no choice on the timing of a loved one's passing, and quite often, no choice of interment dates. Our current pricing penalizes those who have loved ones who pass at different times of the year. Variance in seasonal pricing can be confusing and irritating for families that are grieving.

Currently, the difference in cost for a columbarium Open/Close between October 31 and November 1 (as well as between April 30 and May 1) is \$50.00. The municipality cost for providing the service is the same for both dates, yet, our fees are not, making the added cost seem arbitrary and unnecessarily convoluted.

In the case of a coffin burial, the cost difference is \$200. Though thawing frozen ground in winter requires more time and additional equipment, the ground does not automatically freeze on November 1 and thaw on April 30. It would also be simpler for the family of the deceased to have just a single price. One could reason that splitting the difference between the current cost of a summer versus winter interment would be easier and arguably more equitable for families making burial arrangements.

2. The proposed changes to the utility's charges are as follows:
  - a. Garbage rates are proposed to go up by 2% as noted in this bylaw on page 13 an increase of \$0.41 per month to \$20.72 per month.
  - b. Water flat rates are proposed to go up by 2% as noted in this bylaw on page 13 – for residential an increase of \$0.59 per month to \$29.80 per month; for commercial and industrial an increase of \$0.69 per month to \$35.20 per month.
  - c. Bulk water rates are proposed to go up by 2% as noted in this bylaw on page 13 – an increase of \$0.13 per cubic meter to \$6.30 per cubic meter and the 10% discount on cubic meter rates (for on-line administered users only) an increase of \$0.12 per cubic meter to \$5.67 per cubic meter.

# Report to Council

- d. Sewer flat rates are proposed to go up by 2% as noted in this bylaw on page 13 – for residential an increase of \$0.51 per cubic meter to \$25.59 per cubic meter; for commercial and institutional an increase of \$0.95 per cubic meter to \$48.08 per cubic meter.
3. To meet with the requirements of the *Municipal Government Act* whereby all municipal utilities must pay for themselves, that is the charges for the utilities must cover all the expense to operate the utilities, Administration is proposing that for both the water and sewer utilities a new charge be implemented called an infrastructure replacement charge.
    - a. The water system needs some infrastructure upkeep to maintain it in a functional level – these include divers \$15,000, enviro trace \$6,500, hydrant maintenance increase of \$12,000 because our present hydrants the hose port and pumper port threads are corroding and could cause a projectile when operated. In the past we have never accounted for in the budget for the replacement of the water meters that is presently taking place that cost is \$40,000. This means that to cover this the Town needs to levy an infrastructure replacement charge to all users of \$19.30 per month. The Town has 1296 users which will generate \$300,154 and that will allow for a \$155 surplus in the 2025 operating budget.
    - b. The sewer system needs some infrastructure upkeep as well – these include the lining of 4 manholes at \$25,000, the replacement of manhole covers, frames and seals for \$12,000, plus the addition of salaries for the sewer system. The Town needs to levy an infrastructure replacement charge to all users of \$3.25 per month. The Town has 1296 users which will generate \$50,544 and that will allow for a \$174 surplus in the 2025 operating budget.

This means that the flat charges on an average utility invoice will increase by \$24.06 per month.

## Supplemental Information

Administration is requesting that Council considers giving only the first reading to Bylaw PI 3-24 Municipal Master Rates Bylaw at this meeting.

Description	2024 Budget	2024 Actuals as at September 30, 2024	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Water</b>	-	-	-	-	-	-	-
<b>Expenses</b>	-	-	-	-	-	-	-
Wages, Salaries & Benefits	\$ 140,515	\$ 170,199	\$ 175,635	\$ 179,147	\$ 182,730	\$ 186,385	\$ 190,112
Contracted & General Services	\$ 434,231	\$ 292,852	\$ 454,173	\$ 463,256	\$ 472,522	\$ 481,972	\$ 491,611
Materials, Goods & Supplies	\$ 124,340	\$ 119,542	\$ 464,757	\$ 443,652	\$ 452,525	\$ 461,576	\$ 470,807
Reserve for Future Expenditures	\$ 211,192	\$ -	\$ 155	\$ 33,574	\$ 188,056	\$ 191,817	\$ 195,653
transfer to General Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Long Term Debt	\$ 9,880	\$ 5,374	\$ 6,363	\$ 2,759	\$ -	\$ -	\$ -



# Report to Council

Principal on Long Term Debt	\$ 140,914	\$ -	\$ 144,431	\$ 148,035	\$ -	\$ -	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,061,072</b>	<b>\$ 587,966</b>	<b>\$ 1,245,514</b>	<b>\$ 1,270,424</b>	<b>\$ 1,295,833</b>	<b>\$ 1,321,749</b>	<b>\$ 1,348,184</b>
<b>Revenues</b>							
User Fees & Sale of Goods	-\$ 1,039,468	-\$ 681,261	-\$ 1,224,341	-\$ 1,248,828	-\$ 1,273,804	-\$ 1,299,280	-\$ 1,325,266
Government Transfers	-\$ 14,750	-\$ 10,739	-\$ 14,319	-\$ 14,605	-\$ 14,897	-\$ 15,195	-\$ 15,499
Other	-\$ 6,854	-\$ 3,965	-\$ 6,854	-\$ 6,991	-\$ 7,131	-\$ 7,274	-\$ 7,419
<b>TOTAL</b>	<b>-\$ 1,061,072</b>	<b>-\$ 695,965</b>	<b>-\$ 1,245,514</b>	<b>-\$ 1,270,424</b>	<b>-\$ 1,295,833</b>	<b>-\$ 1,321,749</b>	<b>-\$ 1,348,184</b>
Surplus/Deficit	\$ -	-\$ 107,999	-\$ 0	-\$ 0	\$ 0	\$ 0	-\$ 0

Description	2024 Budget	2024 Actuals as at September 30, 2024	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Sewer</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Wages, Salaries & Benefits	\$ 72,518	\$ 16,644	\$ 100,004	\$ 102,004	\$ 104,044	\$ 106,125	\$ 108,248
Contracted & General Services	\$ 10,000	\$ 10,284	\$ 15,000	\$ 15,300	\$ 10,404	\$ 10,612	\$ 10,824
Materials, Goods & Supplies	\$ 577,990	\$ 386,811	\$ 509,288	\$ 470,208	\$ 479,612	\$ 489,204	\$ 498,988
Reserve for Future Expenditures	-\$ 32,160	\$ -	\$ 66,874	\$ 120,512	\$ 131,160	\$ 136,818	\$ 294,349
Interest on Long Term Debt	\$ 53,724	\$ 27,441	\$ 48,981	\$ 44,008	\$ 38,795	\$ 33,330	\$ -
Principal on Long term Debt	\$ 98,035	\$ -	\$ 102,778	\$ 107,751	\$ 112,964	\$ 118,429	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 780,107</b>	<b>\$ 441,180</b>	<b>\$ 842,925</b>	<b>\$ 859,783</b>	<b>\$ 876,979</b>	<b>\$ 894,519</b>	<b>\$ 912,409</b>
<b>Revenues</b>							
User Fees & Sale of Goods	-\$ 775,913	-\$ 521,194	-\$ 838,725	-\$ 855,500	-\$ 872,609	-\$ 890,062	-\$ 907,863
Government Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic Receiving Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-\$ 4,194	\$ -	-\$ 4,200	-\$ 4,284	-\$ 4,370	-\$ 4,457	-\$ 4,546
<b>TOTAL</b>	<b>-\$ 780,107</b>	<b>-\$ 521,194</b>	<b>-\$ 842,925</b>	<b>-\$ 859,784</b>	<b>-\$ 876,979</b>	<b>-\$ 894,519</b>	<b>-\$ 912,409</b>
Surplus/Deficit	\$ -	-\$ 80,014	\$ 0	-\$ 0	\$ 0	-\$ 0	\$ 0

# Report to Council

Description	2024 Budget	2024 Actuals as at September 30, 2024	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Garbage</b>	-	-	-	-	-	-	-
<b>Expenses</b>	-	-	-	-	-	-	-
Wages, Salaries & Benefits	\$ 4,750	\$ 2,002	\$ 4,750	\$ 4,845	\$ 4,942	\$ 5,041	\$ 5,142
Contracted & General Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials, Goods & Supplies	\$ 118,024	\$ 89,024	\$ 135,524	\$ 120,384	\$ 122,792	\$ 125,248	\$ 127,753
Reserve for Future Expenditures	\$ 168,282	\$ 41,959	\$ 138,948	\$ 142,826	\$ 141,662	\$ 140,454	\$ 139,202
<b>TOTAL</b>	\$ 291,056	\$ 132,985	\$ 279,222	\$ 268,055	\$ 269,396	\$ 270,743	\$ 272,096
<b>Revenues</b>							
User Fees & Sale of Goods	-\$ 291,056	-\$ 196,151	-\$ 279,222	-\$ 268,056	-\$ 269,396	-\$ 270,743	-\$ 272,097
Government Transfers							
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	-\$ 291,056	-\$ 196,151	-\$ 279,222	-\$ 268,056	-\$ 269,396	-\$ 270,743	-\$ 272,097
Surplus/Deficit	\$ -	-\$ 63,166	\$ -	-\$ 0	-\$ 0	-\$ 0	-\$ 0

## Options Available

1. That Council proceeds with the Municipal Master Rates Bylaw by giving Bylaw PI 3-24 1<sup>st</sup> Reading.
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 provides 1 <sup>st</sup> Reading to the Municipal Master Rates Bylaw PI 3-24 |
|--|

Submitted By:



Monique Jeffrey  
Director of Corporate Services

Approved by:



Eric Lowe  
Assistant CAO



**TOWN OF GIBBONS**

**Municipal Master Rates Bylaw**

**Bylaw PI 3-24**

**A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES CHARGED FOR VARIOUS MUNICIPAL SERVICES**

**WHEREAS** under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for municipal purposes of establishing fees for Municipal Services;

**AND WHEREAS** the Council of the Town of Gibbons deems it appropriate to establish rates, fees and charges for the various goods, services. Licenses and permits provided by the Town of Gibbons;

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

---

**1. TITLE**

---

This bylaw may be cited as the Municipal Master Rates Bylaw.

---

**2. DEFINITIONS**

---

**"CAO"** means the Chief Administrative Officer of the Town of Gibbons.

**"COUNCIL"** means the Council of the Town of Gibbons duly elected.

**"FORMAL REQUEST"** shall mean the request for information which is not routinely provided and requires the completion of a form in accordance with the *Freedom of Information and Protection of Privacy Act*.

**"Town"** means the Town of Gibbons.

---



---

**3. GENERAL**

---

2.1 The annual rates, fees and charges for various goods, services, permits and licenses shall be established as per Schedule "A", attached to and forming part of this Bylaw.

2.2 All applicable taxes shall be added to these rates at the point of sale.

---

**4. SEVERABILITY**

---

3.1 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.

---

**5. ENACTMENT**

---

This Bylaw shall come into force and effect **January 1<sup>st</sup>, 2025**, and is duly signed thereof.

Read a first time this \_\_\_\_\_ of \_\_\_\_\_ 2024

Read a second time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_ 2024

**Bylaw PI 2-23 is now repealed.**

---

Mayor, Dan Deck

---

CAO, Farrell O'Malley

---

**SCHEDULE "A"**

<b>ADMINISTRATIVE – GENERAL</b>	
Photocopying - Black and White	\$0.25/page
Photocopying - Colour	\$0.50/page
Tax Certificate	\$50.00
Tax Certificate – RUSH SERVICE	\$100.00
Maps	At Town Cost
Copy of previously issued receipts	\$30.00
Landfill Tags	\$10.00 + GST
Faxing – Local	\$1.00/page
Faxing – Long Distance	\$2.00/page
Laminating	\$2.00/page
Water Meters	At Town Cost
NSF Charge	\$25.00
Tax Arrears Administration Fee (includes to Register and Release Caveat)	\$250.00
Tax Recovery Administration Fee	\$250.00
Formal Request – FOIPP	As specified in the Freedom and Information and Protection of Privacy Regulations

<b>ANIMAL CONTROL BYLAW PI 3-21</b>		
<b>LICENSING – SECTION 3</b>		
DESCRIPTION	LICENSE FEE	AFTER JANUARY 31
Dog – Unaltered	\$60.00	\$90.00
Dog – Neutered Male / Spayed Female, Puppy under 1 year	\$30.00	\$45.00
<b>Vicious Dog</b>	<b>\$300.00</b>	<b>\$450.00</b>
Cat – Unaltered	\$30.00	\$45.00
Cat – Neutered Male / Spayed Female, Kitten under 1 year	\$20.00	\$30.00
<b>OFFENCE</b>		
Failure to obtain an Animal License - Section 3.1		\$100.00
Keeping a Livestock Animal in a Residential District - Section 3.39		\$150.00
Failure to ensure that license tag is worn when animal is off the Owner's premises -Section 3.9		\$100.00
Permitting an animal to be AT LARGE -Section 3.15		\$200.00



Failing to confine and house a female dog or cat in heat - Section 3.16	\$100.00
Permitting a dog or cat to damage Public or Private Property - Section 3.17	\$200.00
Permitting a dog to be in an area where a sign prohibits the presence of dogs - Section 3.18	\$100.00
Interference with Animal Control Officer - Section 3.30	\$1,000.00
Remove dog from possession of Animal Control officer - Section 3.32	\$1,000.00
Exceeding the number of dogs or cats on a parcel of land - Section 3.33	\$200.00
Failing to immediately remove a dog's or cat's defecation from Public or Private Property – Section 3.36	\$150.00
Permitting a dog or cat to howl or bark excessively - Section 4.1	\$300.00
Bite, attempt to bite, bark at, any person, chase livestock or other domestic animal - Section 4.1	\$1,000.00
<b>VICIOUS DOG OFFENCE</b>	
Fail to muzzle and control Vicious Dog on Public or Private Property - Section 5.5	\$2,000.00
Fail to surrender a Vicious Dog - Section 5.5.3	\$2,000.00
Fail to license a Vicious Dog - Section 5.5.4	\$2,000.00
Failure to notify Animal Control Officer when “Vicious Dog” leaves Town permanently - Section 5.5.5	\$500.00
Fail to post sign indicating “Vicious Dog” - Section 5.5.6	\$1,000.00
Bites, attempt to bite, barks at, chases a person, domestic animal or livestock by a “Vicious Dog” - Section 5.5.7	\$2,500.00
Allow Vicious Dog to be AT LARGE - Section 5.5.8	\$2,000.00
Fail to notify Animal Control Officer of Vicious Dog at large -Section 5.5.9	\$1,000.00
Fail to ensure license tag is worn when Vicious Dog is off Owner’s premises - Section 5.5.10	\$1,000.00

<b>ASSESSMENT APPEAL FEES BYLAW ALT 1-20</b>	
Single Family Residence – 3 or fewer dwelling units	\$50.00
Multi Family Residence (4 or more dwelling units) and Non-Residential	\$650.00

--	--

<b>BUSINESS LICENSE BYLAW PI 3-23</b>		
Resident	January 1	\$30.00
	April 1	\$22.50
	July 1	\$15.00
	October 1	\$7.50
Non-Resident or Seasonal	January 1	\$150.00
	April 1	\$112.50
	July 1	\$75.00
	October 1	\$37.50
Accessory Home Occupation (Home Based Business)	January 1	\$100.00
	April 1	\$75.00
	July 1	\$50.00
	October 1	\$25.00
Student		\$15.00
Transient Trader/Hawker	Per Day	\$50.00
	Per Week	\$75.00
Transfer Fee		\$10.00
<b>OFFENCE</b>		
First Offence		\$100.00
Second Offence		\$150.00
Third and Subsequent Offences		\$250.00 + \$150.00 for each additional day the offence continues

<b>CEMETERY BYLAW PI 4-05</b>					
	Plot	Perpetual Care	Weekday Open & Close 9 am – 3 pm	Saturday & Holiday Additional Charges for Open & Close	
				AM	PM
<b>Regular Plot</b>	\$1,050.00	\$200.00	\$550.00	\$200.00	\$275.00
Summer	\$1,050.00	\$200.00	\$450.00	\$200.00	\$275.00
Winter	\$1,050.00	\$200.00	\$650.00	\$200.00	\$275.00
<b>Cremation Plot – (One Plot will accommodate up to 6 Urns)</b>					
1 <sup>st</sup> Urn	\$1,050.00	\$200.00	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Urn	\$1,050.00	\$200.00	\$250.00	\$200.00	\$275.00
Winter – 1 <sup>st</sup> Urn	\$1,050.00	\$200.00	\$400.00	\$200.00	\$275.00
2 <sup>nd</sup> – 6 <sup>th</sup> Urn	-	\$100.00	\$250.00	\$200.00	\$275.00
Summer – 2 <sup>nd</sup> – 6 <sup>th</sup> Urn	-	\$100.00	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> – 6 <sup>th</sup> Urn	-	\$100.00	\$400.00	\$200.00	\$275.00

<b>Cremation Plot</b> – Interred with previous casket (2 inurnments can be made in one site where a casket in interred)					
	-	\$100.00	\$250.00	\$200.00	\$275.00
Summer	-	\$100.00	\$250.00	\$200.00	\$275.00
Winter	-	\$100.00	\$400.00	\$200.00	\$275.00

**Veterans & Indigent**

The Town shall supply graves in the cemetery, or a columbarium Niche, at a charge of 50% of the current plot price, for the bodies of indigent persons or veterans. If the spouse of a Veteran is buried in the same plot/columbarium perpetual fees will apply to the spouse.

<u>Double Columbaria</u>	Plot	Perpetual Care	Weekday Open & Close 9 am – 3 pm	Saturday & Holiday Additional Charges for Open & Close	
				AM	PM
<b><u>Double Niche – Top Row</u></b>					
1 <sup>st</sup> Opening	\$1,250.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Opening	\$1,250.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter – 1 <sup>st</sup> Opening	\$1,250.00	\$150.00	\$300.00	\$200.00	\$275.00
2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Summer – 2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> Opening	-	-	\$300.00	\$200.00	\$275.00
<b><u>Double Niche – 2<sup>nd</sup> Row</u></b>					
1 <sup>st</sup> Opening	\$1,200.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Opening	\$1,200.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter – 1 <sup>st</sup> Opening	\$1,200.00	\$150.00	\$300.00	\$200.00	\$275.00
2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Summer – 2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> Opening	-	-	\$300.00	\$200.00	\$275.00
<b><u>Double Niche – 3<sup>rd</sup> Row</u></b>					
1 <sup>st</sup> Opening	\$1,150.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Opening	\$1,150.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter – 1 <sup>st</sup> Opening	\$1,150.00	\$150.00	\$300.00	\$200.00	\$275.00
2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Summer – 2 <sup>nd</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> Opening	-	-	\$300.00	\$200.00	\$275.00
<b><u>Double Niche – 4<sup>th</sup> Row</u></b>					
1 <sup>st</sup> Opening	\$1,100.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Opening	\$1,100.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> Opening	\$1,100.00	\$150.00	\$300.00	\$200.00	\$275.00
1 <sup>st</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Summer – 1 <sup>st</sup> Opening	-	-	\$250.00	\$200.00	\$275.00
Winter – 2 <sup>nd</sup> Opening	-	-	\$300.00	\$200.00	\$275.00

**Veterans & Indigent**

The Town shall supply graves in the cemetery, or a columbarium Niche, at a charge of 50% of the current plot price, for the bodies of indigent persons or veterans. If the spouse of a Veteran is buried in the same plot/columbarium perpetual fees will apply to the spouse.

<b>CEMETARY – OTHER CHARGES</b>	
Transfer of Burial Deed	\$200.00
Disinterment – Casket (on production of certificate from Vital Statistics)	\$600.00
Disinterment – Cremains (on production of certificate from Vital Statistics)	\$300.00
Re-internments	Burial Costs
Grave Market Permit Fee	\$25.00
Inscription Columbaria Doors – Double	As quoted by contractor plus \$100.00 Administration Fee
Inscription Columbaria Doors – Single	As quoted by contractor plus \$100.00 Administration Fee
Memory Wall – Inscription and Plate	As quoted by contractor plus \$50.00 Administration Fee

<b>COMMUNITY STANDARDS BYLAW PI 2-18</b>	
Not cleaning sidewalks within prescribed 72-hour limit	\$50.00
Placing ice, snow, etc. from private property onto a highway or other private or public property other than their own property.	\$100.00
Not clearing a dangerous accumulation of snow	\$100.00
Not keeping awning free of snow and ice	\$100.00
Not keeping sidewalk/street from ice forming from dripping	\$100.00
<b>OFFENCE</b>	
First Offence	\$250.00
Second Offence	\$500.00
Third and Subsequent Offences	\$750.00
Rectify problem caused by violation by Town of Gibbons	Costs incurred by Town

<b>DEVELOPMENT PERMITS BYLAW PI 1-18</b>	
--	--



<b>Residential – New Single-Family Development</b>	
Permitted Use	\$150.00
Discretionary Use or Variance	\$300.00
<b>Residential – Multi Family Dwellings</b>	
Permitted Use	\$150.00 + \$100.00 per unit
Discretionary Use or Variance	\$300.00 + \$100.00 per unit
<b>Commercial / Industrial / Institutional</b>	
Development Permitted Use	<del>\$300.00</del> <del>\$500.00</del> + \$0.15 per \$1,000 Project Value
Discretionary Use or Variance	\$500.00 + \$0.15 per \$1,000 Project Value
<b>Signs (Each Occurrence)</b>	
Permitted Use	\$100.00
Discretionary Use or Variance	\$200.00
Temporary (3 months)	\$50.00
Temporary (6 months)	\$75.00
<b>Compliance / Zoning Certificates</b>	
<b>Residential - Single Family Dwelling to 4 Plex</b>	
Regular Services – within 5 Working Days	\$150.00
Rush Services – within 2 working days	\$200.00
<b>Commercial, Industrial and Multi Family (Large than 4 Plex)</b>	
Regular Service – within 5 working days	\$200.00
Rush Service –within 2 working days	\$250.00
Zoning Certificate, Municipal Approval of Use/Location - Letter	\$150.00
<b>Miscellaneous Development Charges</b>	
Demolition Permit	\$150.00
Realtor GIS Access	\$250.00/year
Encroachment Agreement	\$150.00 plus legal costs
Submission of Revised Plans, per occurrence at Development Officer's discretion	\$150.00 Residential \$500.00 Commercial
Development Damage Deposit	\$1,000.00 (\$500.00 non-refundable)
<b>Amendments</b>	
Land Use Bylaw	\$1,500.00
Municipal Development Plan	\$1,500.00
Intermunicipal Development Plan	\$2,000.00
Area Structure Plan, Area Redevelopment Plan, Outline Plan (new or amended)	\$2,500.00
<b>SUBDIVISION AND DEVELOPMENT APPEAL</b>	
Subdivision and Development Appeal Fee	\$300.00

--	--



<b>FIRE INSPECTIONS FEES</b>	
Municipal Facilities	\$600.00 per hour
<b>GROUP B DIVISION 2</b>	
Hospitals, Seniors Lodges	\$250.00/inspection
<b>GROUP C</b>	
Apartments, Condominiums	\$250.00/inspection
Residential Homes (by request)	\$50.00/inspection
Bed & Breakfasts, Hotels, Motels (non-licensed, no food service)	\$150.00/inspection
<b>GROUP A DIVISION 2</b>	
Schools and Churches	\$250.00/inspection
Hotels, Motels (licensed and/or food services)	\$250.00/inspection
Restaurants/Food Preparation Facilities	\$250.00/inspection
<b>GROUP E, GROUP F, DIVISION 1, 2, AND 3</b>	
All Other Businesses	\$75.00/inspection
<b>RE-INSPECTIONS</b>	
1 <sup>st</sup> Follow-up to ensure compliance as directed by SCO	No Charge
2 <sup>nd</sup> Follow-up to ensure compliance, as directed by SCO	\$250.00/hour minimum 1 hour
3 <sup>rd</sup> Follow-up to ensure compliance as directed by SCO	\$500.00/hour minimum 1 hour
<b>MISCELLANEOUS</b>	
Construction Plan Review	\$100.00 per set of plans (excludes family dwellings)
Occupancy Load Calculations & Certification Issuance	\$150.00/certificate
Non-Profit Organization Calculations & Certification Issuance	\$75.00/certificate

<b>FIRE SERVICES</b>	
Fire Services within the Town of Gibbons	\$600.00 per hour
<b>OFFENCE</b>	
Failing to report property damaged by fire	\$100.00
Failing to report a release of dangerous goods	\$1000.00 plus all associated costs to remedy the release incurred by the Town
Interference with Performance of Duties	\$500.00
Move or Drive Over Apparatus or Equipment without Permission	\$500.00
Obstruction or interference with the operation or use of any fire hydrant or any apparatus required for the use of the Gibbons Fire Department	\$500.00
Using a fire hydrant for the purpose of obtaining or discharging water without permission	\$500.00 plus estimated water costs
Intentional obstruction of access roads or streets or other apparatus used for fire suppression	\$1000.00

Failing to assist when conscripted by the Fire Chief or Incident Manager	\$250.00
Obstruction of a Safety Codes Officer or Inspector to enter a premise for the purpose of inspecting or investigating	\$500.00
Damage or destroy Fire Department apparatus or equipment	\$1000.00 plus all associated costs
Falsely representing as a member of the Fire Department	\$500.00
Having in possession to wear or use any official badge, identification card, insignia, button, cap, helmet or uniform of the Gibbons Fire Department unless such person is a regular or retired member of the Fire Department.	\$500.00
Having in possession keys for the Fire Hall or equipment unless authorized by the Chief	\$500.00
Making of a false alarm	\$600.00
Falsely soliciting on behalf of the Fire Department	\$500.00
Refusal to provide or cause to provide information requested by the Gibbons Fire Department	\$250.00
Entering fire boundaries without permission	\$250.00
Failing to adhere to a fire ban	\$500.00 plus all associated costs
Not controlling a fire and allowing it to become a running fire	\$500.00 plus all associated costs
Making a false statement in a Fire Permit application	\$500.00
Burning a material contrary to Federal, Provincial or Municipal legislation	\$1000.00 plus all associated costs
Burning normal waste from operation of a household or commercial business	\$500.00

<b>GARBAGE AND WASTE</b>	
Weekly Curbside Garbage and Bi-weekly Curbside Recycle pickup	<del>\$20.31</del> <b>\$20.72</b> /month Billed on the Utility Bill

<b>NOISE ABATEMENT BYLAW PI 4-02</b>	
1 <sup>ST</sup> Offence	\$200.00
2 <sup>ND</sup> Offence	\$500.00
3 <sup>RD</sup> Offence	\$1000.00

<b>VEHICLE CONTROL BYLAW PI 2-17</b>	
--	--

	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	Additional Offence
Parking a vehicle longer than 72 hours – Part 3 (1)	\$75.00	\$150.00	\$300.00
Living in RV parked on highway for longer than 7 days – Part 3 (2)	\$100.00	\$175.00	\$350.00
Parking on playground, recreational area or public park – Part 3 (3)	\$75.00	\$150.00	\$300.00
Parking a trailer not attached to a vehicle – Part 3 (4)	\$100.00	\$150.00	\$350.00
Parking a vehicle over 4800 kg where not authorized – Part 3 (5)	\$250.00	\$375.00	\$500.00
Parking in a “passenger loading zone” – Part 3 (6)	\$50.00	\$75.00	\$100.00
Stopping longer than 5 minutes in a passenger loading zone – Part 3 (7)	\$50.00	\$75.00	\$100.00
Not parking within the confines of marked space – Part 3 (8)	\$50.00	\$75.00	\$100.00
Parking a vehicle which obstructs traffic movement – Part 3 (9)	\$250.00	\$375.00	\$500.00
Parking on private property without permission – Part 3 (10)	\$100.00	\$150.00	\$200.00
Parking in Town of Gibbons reserved parking area – Part 3 (11)	\$50.00	\$75.00	\$100.00
Parking or driving on Town owned land, i.e. buffer boulevard, reserves, land held for resale without permission – Part 3 (12)	\$100.00	\$150.00	\$300.00
Parking on a construction site when not involved in the site – Part 3 (13)	\$50.00	\$75.00	\$150.00
Parking in non-conformance to temporary signs – Part 3 (14)(b)	\$100.00	\$150.00	\$300.00
Parking longer than 12 hours after placement of temporary signs– Part 3 (14)(c)	\$125.00	\$175.00	\$350.00
Parking contrary to a traffic control device – Part 3 (14)	\$125.00	\$175.00	\$350.00
Exceeding Posted Parking maximum time – Part 3 (16)	\$50.00	\$75.00	\$150.00
Exceeding non-emergency parking time in Restricted parking areas – Part 3 (19)	\$150.00	\$300.00	\$500.00
Parking along designated/active snow routes– Part 3 (21)	\$150.00	\$300.00	\$500.00
Parking or driving to block, obstruct, impede, or hinder traffic – Part 4 (1)	\$250.00	\$375.00	\$500.00
Not taking measures to promptly remove a vehicle obstructing traffic due to mechanical failure – Part 4 (2)(a)	\$250.00	\$375.00	\$500.00
Leaving a vehicle unattended while it is on jacks or part of the vehicle has been raised – Part 4 (2)(b)	\$300.00	\$400.00	\$600.00
Placing or permitting of an obstruction upon or above any highway without permission for the Town– Part 4 (3)	\$200.00	\$250.00	\$300.00
Loading or unloading of goods, etc. where proper facilities have been provided or where access is from a lane – Part 4 (6)	\$75.00	\$100.00	\$150.00
Holding of an unlawful parade – Part 5 (1)	\$100.00	\$150.00	\$200.00
Riding a bicycle whereby the wheel diameter exceeds 50 cm, drive or park any vehicle on any sidewalk – Part 6 (1)	\$100.00	\$150.00	\$200.00
Not operating a vehicle in conformance to traffic control devices – Part 7 (1)(2)(3)	\$100.00	\$150.00	\$200.00
Removal or tampering with Town signs – Part 7 (4)	\$150.00	\$250.00	\$500.00
Unlawful parking in a “Handicapped Parking” stall – Part 8 (1)	\$150.00	\$250.00	\$500.00
Parking of dangerous goods on a highway – Part 9 (1)	\$500.00	\$750.00	\$1000.00

Parking of dangerous goods closer than 15 meters from a building – Part 9 (2)	\$500.00	\$750.00	\$1000.00
Operating a vehicle of 4800 kg where not authorized – Part 10 (1)	\$200.00	\$250.00	\$300.00
Speeding – Part 11 (1)	Offences Act	Offences Act	Offences Act
Operating a tracked vehicle – Part 12 (2)	\$300.00	\$400.00	\$500.00
Pass beyond a traffic control device when an emergency exists – Part 12 (3)	\$300.00	\$450.00	\$650.00
Depositing mud, ice, etc. on a highway due to washing a vehicle – Part 12 (4)	\$100.00	\$150.00	\$175.00
Placing ice, snow, etc. from private property onto a highway – Part 12 (5)	\$200.00	\$350.00	\$500.00

<b>WATERWORKS AND SEWER BYLAW PI 1-19</b>	
Utility Account Setup	\$25.00
Purchase of a Water Meter	At Town cost plus \$100.00 Administration Fee
Water Meter Deposit – Manufactured Home 100% Refundable	Town Cost plus \$100.00 Administration Fee
Water Deposit – Manufactured Home	\$200.00 to be used against outstanding or final water bill
<b>METERED SERVICES – WATER RATES</b>	
Residential – Basic	<del>\$29.21</del> <b>\$29.80</b> /month
Residential – Usage	At the Water Commission rate per cubic meter used
Commercial and Institutional – Basic	<del>\$34.51</del> <b>\$35.20</b> /month
Commercial and Institutional – Usage	At the Water Commission rate per cubic meter used
High Density Residential (Apartments & Condominiums) – Basic	<del>\$29.21</del> <b>\$29.80</b> per unit per month
High Density Residential (Apartments & Condominiums) – Usage	At the Water Commission rate per cubic meter used
<b>INFRASTRUCTURE REPLACEMENT FLAT RATE</b>	
<b>Residential, Commercial, and Institutional – Flat Rate</b>	<b>\$19.30 per month</b>
<b>BULK WATER</b>	
Bulk Water Customers - purchased through the Town of Gibbons	January 1, 2024 <sup>5</sup> – <del>\$6.17</del> <b>\$6.30</b> /cubic meter adjusted annually in Bulk Water Rates for the Water Commission plus previous year’s CPI for the Greater Edmonton Region



Bulk Water Customers - purchased through Online Program	10% discount on cubic meter rate <del>\$5.67</del> <del>\$5.55</del> /cubic meter as of January 1, 2024 <sup>5</sup> , adjusted annually in Bulk Water Rates for the Water Commission plus previous year's CPI for the Greater Edmonton Region)
Hydrant Rate	<del>\$8.67</del> <del>\$8.50</del> /cubic meter
<b>SEWER RATES</b>	
Residential – Basic	<del>\$25.59</del> <del>\$25.08</del> /month
Residential – Usage	At the Sewer Commission rate per cubic meter of water used
Commercial and Institutional – Basic	<del>\$48.08</del> <del>\$47.13</del> /month
Commercial and Institutional – Usage	At the Sewer Commission rate per cubic meter of water used
High Density Residential (Apartments & Condominiums) – Basic	<del>\$25.59</del> <del>\$25.08</del> per unit per month
High Density Residential (Apartments & Condominiums) – Usage	At the Sewer Commission rate per cubic meter used
<b>INFRASTRUCTURE REPLACEMENT FLAT RATE</b>	
<b>Residential, Commercial, and Institutional – Flat Rate</b>	<b>\$3.25 per month</b>
<b>OTHER CHARGES</b>	
Damage to Meter	Replacements or Minimum of \$100.00 whichever is greater
Application to use well other than water mains	\$250.00
Application to use well for purpose of watering lawns, gardens, flowers, shrubs or trees	\$25.00
Reconnection Fee	\$100.00 per connection to be paid prior to connection
Meter Test up to 1"	\$300.00
Meter Test over 1"	Cost of Test
Frost Plate	\$35.00

All Basic Rates for Water, Sewer and Waste will be adjusted annually based on previous years CPI for the Greater Edmonton Region, however, not to be adjusted lower based on CPI.

Other than where the Town has entered into a Development Agreement with private developers, every developer or Property Owner within the Town which will require a water service connection or sewer service connection shall pay to the Town, prior to the Town issuing a Building Permit (under the regulation of the Building Permit Bylaw) an offsite cost contribution for the extension of the water supply and distribution system relating to reservoir, pumping and supply of capacity of the system, for extension of oversizing of sewer lines, sewage treatment facilities or upgrading or existing on the following basis \$1,500.00 for each individual unit.

<b>PENALTIES</b>		
	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> &amp; Consecutive Offence</b>



Section 3.5/3.7	Tampering with meter, meter reading equipment or water shut off	\$250.00	\$500.00
Section 5.2	Tampering with any of the backflow protection equipment	\$250.00	\$500.00
Section 7.1	Not obtaining permission to make connection to the public pipes or mains	\$250.00	\$500.00
Section 7.4	Making additional connections between the property line and meter	\$500.00	\$1,000.00
Section 8.1	Unauthorized opening/closing or operation of valve, hydrant, fire plug	\$500.00	\$1,000.00
Section 8.1	Illegally drawing water from hydrant	\$500.00	\$1,000.00
Section 10.1	Disposing of water	\$250.00	\$500.00
Section 11.2	Not following water restrictions	\$250.00	\$500.00
Section 14.1	Release of any matter not in accordance with Schedule "C"	\$500.00	\$1,000.00
Section 14.2	Release of any matter not in accordance with Schedule "D"	\$500.00	1,000.00
Section 21.1	Connection of storm water, roof drains etc. to sanitary sewer	\$300.00	\$500.00
Section 14.4	Tampering with the manhole covers or appliances	\$500.00	\$1,000.00
Section 14.5	Cutting or tapping into Town Sewers	\$500.00	\$1,000.00
Section 14.6	Obstructing flow of sewage	\$500.00	\$1,000.00
Section 14.8	Diluting wastewater	\$500.00	\$1,000.00
Section 15.2	Unauthorized use of the Gibbons RV Dumping Station	\$250.00	
Section 25.13	Making the curb stop inaccessible	\$100.00	\$200.00

# Report to Council

**Date Submitted:** November 27, 2024  
**Submitted to:** Mayor Deck and Members of Council  
**Submitted by:** Monique Jeffrey, Director of Corporate Services  
**Report Topic:** PI 4-24 Waterworks and Sewer Servicing Bylaw

## Introduction

The purpose of this report is to respectfully request that Council consider adopting Bylaw PI 4-24 – Waterworks and Sewer Servicing Bylaw.

## Background

The Waterworks and Sewer Servicing Bylaw sets out rules and regulations pertaining to the operation of the Town water and sewer utilities as well as for the collection of water and sewer service charges. The suggested changes are highlighted in red for ease of reference.

1. The proposed changes are the name change that took place with the Alberta Capital Region Wastewater Commission to Arrow Utilities.
2. The addition of a water infrastructure replacement charge and a sewer infrastructure replacement charge to meet the directives of the Municipal Government Act and to maintain the existing system before it starts failing and we have a City of Calgary incident.

## Supplemental Information

Administration is requesting that Council considers giving only the first reading to Bylaw PI 4-24 Waterworks and Sewer Servicing Bylaw at this meeting.

## Options Available

1. That Council proceeds with the Waterworks and Sewer Servicing Bylaw by giving Bylaw PI 4-24 1<sup>st</sup> Reading.
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 provides 1<sup>st</sup> Reading to the Waterworks and Sewer Servicing Bylaw PI 4-24.

Submitted By:



Monique Jeffrey,  
Director of Corporate Services

Approved by:



Eric Lowe  
Assistant CAO



## TOWN OF GIBBONS

### Waterworks and Sewer Servicing

#### Bylaw PI 4-24

#### **A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA RESPECTING WATERWORKS AND SEWER SERVICING IN THE TOWN OF GIBBONS AND TO PROVIDE FOR THE COLLECTION OF WATER AND SEWER SERVICE CHARGES**

**WHEREAS** the use and control of all public waterworks, common sewers and any sewage disposal works connected therewith, shall be in accordance with this Bylaw and with the Safety Codes Act;

**AND WHEREAS** all waterworks, sanitary sewers, drains and sewage disposal works, belonging to the Town, shall be under the direct control and management of the Town;

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

#### **TITLE:**

This bylaw may be cited as the Waterworks and Sewer Servicing Bylaw.

#### **DEFINITIONS:**

**“Account or Utility Service Account”** means an account established in the Customer’s name and includes the information collected and stored and used for the provision of an billing of Utility Service Charges, and which becomes part of the Contract between the Customer and the Town for the provision of water and/or wastewater services.

**“~~ACRWC ARROW UTILITIES~~”** means the ~~Alberta Capital Region Wastewater Commission regional wastewater commission~~.

**“Arrears”** means an amount outstanding on a utility bill on the day after the noted due date.

**“Authorized Person”** means any employee of the Town of Gibbons authorized by for the purpose of providing sewer and/or water services or dealing with sewer and/or water service in any such manner as deemed necessary.

**“Abnormal Reading”** means the readout on the water meter that represents the volume of water used by a particular Customer that varies significantly from the normal pattern of water

---

use, where significantly is determined by the factor of 4 times or greater the normal volume of usage for that particular period of consumption.

**“Backflow Protection”** means any equipment the Town deems necessary to prevent cross contamination.

**“Builder”** means any owner, agent, contractor or any person, firm or company required to obtain a development permit and as described in the Town’s Land Use Bylaw and its amendments.

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

**“Customer”** means any person who has an active Utility Service Account and shall be understood and construed as including the owner of the lands and premises in on or at which any water and/or sewer pipes are installed by or on behalf of the Town or any person acting as an agent or representative of the Customer.

**“Council”** means the Municipal Council of the Town of Gibbons duly elected and holding office.

**“Curb Stop”** means a way to control water flow to a residence and/or business located in close proximity of the property line.

**“Default”** means failure to meet a financial obligation as required by this bylaw.

**“Delinquent”** means a utility account that is more than 30 days in arrears.

**“Dental amalgam”** means a dental material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

**“Dental Amalgam Separator”** means any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.

**“Designated Sewer/Water Officers”** means a person authorized by the Municipality to carry out observations and inspections and take samples as prescribed in this Bylaw.

**“Domestic Wastewater”** means waste produced on residential premises, or sanitary waste and wastewater from sanitary facilities produced on a non-residential property.

**“Effluent”** means liquid flowing out of a facility or premises into a sewer.

**“Facilities”** means any infrastructure forming part of the Water Utility including without limitation: water treatment plants, reservoirs, pumping stations, water transmission mains, water distribution mains, water service lines, curb cocks, valves, fire hydrants, changers, meters and any other measurement devices and other physical plant and piping appurtenances use to produce and supply water.

---



**“Flow Monitoring Point”** means an access place to the private sewer connection for the purpose of:

- Measuring the rate or volume of wastewater, storm water, clear water waste or subsurface water released from the premises; and
- Collecting representative samples of the wastewater, storm water, clear water waste or subsurface water released from the premises.

**“Fuels”** means alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel.

**“Grab Sample”** means a volume of wastewater, storm water, uncontaminated water or effluent which is collected over a period not exceeding 15 minutes.

**“Hauled Wastewater/Waste”** means any waste which is transported to and deposited into any location in the wastewater works, including waste removed from a residential wastewater system. (Cesspool, septic tank system, privy vault or privy pit, chemical toilet, portable toilet or wastewater holding tank.)

**“Hazardous Substances”** means:

- Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosion, reactivity or toxicity; and
- Any substance that is designated as a hazardous substance within the meaning of the Province of Alberta’s Waste Control Regulation 192/1996 as amended from time to time.

**“Industrial”** means of or pertaining to manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential.

**“Manufactured Homes”** means a manufactured home, mobile home, and modular home or travel trailer.

**“New Construction”** means a residence and/or business that is in the stage of construction where they are ready for water to be turned on prior to construction, this must include heat.

**“Private Sewer Connection/Private Drainage System”** means that part of any drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building lying within the limits of the private lands and leading to a municipal sewer connection, the maintenance of which is the Property Owner’s responsibility.

**“Prohibited Waste”** means prohibited waste as defined in Schedule “A” of this Bylaw.

**“Person”** means firm, corporation or owner.

**“Property Owner”** means the legal owner(s) of the property as reported on the official assessment roll of the Town of Gibbons.

**“Reading Device”** means an object that the municipality can use to read a meter without having to enter the premises.

---

**“Restricted Waste”** means restricted waste as defined in Schedule “B” of this Bylaw.

**“RV Dumping Station”** means an area designated for the use of Motorized or Towed Recreational Vehicles for the dumping of sewage holding tanks.

**“Sanitary Sewer”** means a sewer for the collection and transmission of domestic or industrial wastewater of any combination.

**“Sewer”** means a pipe, conduit, drain, open channel or ditch for the collection and transmission of wastewater, storm water or uncontaminated water, or any combination thereof.

**“Sewer Service Line”** means that line from the building to the main in the street and/or easement.

**“Spills”** means a direct or indirect discharge into the wastewater works, storm sewer or the natural environment which is abnormal in quantity or quality considering all the circumstances of the discharge.

**“Street Main”** means that portion of land on which sewer and/or water main is laid for the service of more than one person.

**“Storm Sewer”** means a sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination thereof but excluding any portion of a combined sewer works.

**“Storm Water”** means the water running off the surface of a drainage area during and immediately after a period of rain or snow melt.

**“Tenant”** means a person/s or organization that hold, or has the use of, property by payment of rent or agreement to the Property Owner.

**“Town”** means the Town of Gibbons, a Municipal Corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

**“Utility Bill”** means an invoice for water charges, sewer charges and garbage and recycling pickup on a monthly basis.

**“Wastewater Discharge Permit”** means a permit issued by the Town of Gibbons which will govern the discharge of non-domestic waste and hauled wastewater into a sewer.

**“Water Service Line”** means that line from the building to the main in the street and/or easement.

---

## **1. Authority of Designated Sewer/Water Officers**

---

- 1.1 The Designated Officer has the authority to carry out an inspection reasonably required to ensure compliance with this bylaw, including but not limited to:
- Inspecting, observing, sampling and measuring the flow in any private drainage system, wastewater disposal system, storm water management facility and flow monitoring point.
  - Determine water consumption by reading water meters
  - Test flow measuring devices
  - Take samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises or flowing within a private drainage system
  - Perform on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pretreatment facilities and storm water management facilities
  - Collect and analyze samples of hauled wastewater coming to a discharge location
  - Make inspections of the types and quantities of chemicals being handles or used on the premises in relation to possible release to a drainage system or watercourse
  - Require information from any person concerning a matter
  - Inspect and copy documents or remove documents from premises to make copies
  - Inspect chemical storage areas and spill containment facilities and request Mater Safety Data Sheets (MSDS) for materials stored or used on site
  - Inspect the premises where a release of prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that is their opinion could have been part of the release
  - Any single grab sample may be used to determine compliance.
- 1.2 No person shall hinder or prevent the Designated Officer from carrying out any power or duties.

## **WATERWORKS**

---

### **2. Supply of Water**

---

- 2.1 All Property Owner(s) desiring to be supplied with water by the Town of Gibbons shall file an application on the form provided by the Town to set up an account.
- 2.2 At all times, there shall be an active Account for every meter installed.
-

- 2.3 The Town remains the Owner of all facilities necessary to provide Utility Services unless otherwise provided for in this Bylaw.
- 2.4 The Town does not guarantee water pressure or the continuous, uninterrupted supply of water service.
- 2.5 The Town, including but not limited to, its officers, employees and agents shall not be liable for any damages or costs of any kind incurred by the customer, due to:
- The interruption of service due to maintenance or operational requirements, or due to reasons beyond the Town's control
  - The disconnection, repair or removal of Utility Service in accordance with this Bylaw
  - Changes in water pressure, or;
  - Water containing sediments, deposits or other foreign matter
- 2.6 Customers who depend upon a continuous and uninterrupted supply of water, minimum water pressure requirements or have processes or equipment that requires particularly clear or pure water shall at their own expense provide such equipment as they consider necessary to ensure a continuous and uninterrupted supply, pressure, or quality of water required for this use and the Town assumes no responsibility for same.
- 2.7 The Customer shall be responsible for the construction, maintenance and repair of the Private Service Line downstream of the Service Connection Point.
- 2.8 Payment by a Customer of any costs incurred by the Town shall not affect the Town's ownership of the facilities of any portion of them, whether on Town Property or the Customer's Property.
- 2.12 The Account shall be established in the name of the Customer shall be one of the following:
- A Property Owner
  - A Property Owner and Tenant
  - A condominium association on behalf of the condominium owners
  - A general Contract or Developer, in the case of a new building under construction
  - A mortgagee who has commenced foreclosure proceedings with respect to the property.
- 2.13 Upon adoption of this Bylaw any accounts already established in the name of a Tenant, the Property Owner will have 90 days to establish a new account in the name of the Property Owner.
- 2.14 Upon adoption of the Bylaw, no new accounts shall be established in the name of a Tenant.
- 2.15 Where an Account is established in the name of the Property Owner and Tenant, the Utility Bill will be sent to the Property Owner. A duplicate bill may be sent to the Tenant at the request of the Property Owner.
-



- 2.16 In the event that the property is vacant, the account will remain active in the Owner's name and will be charged the fixed monthly fee as per the Municipal Master Rates Bylaw, until such time as the property is transferred to a new owner and an account for the property is established in a new Customer's name or the Utility Services is permanently turned off for the removal or demolition of a building.
- 2.17 Any Customer with an outstanding balance from a previous account will be required to make payment in full prior to establishing a new account.
- 2.18 A Customer must immediately notify the Town if their contact information changes. Contact information includes without limitation, mailing address, telephone number and email address if the Customer wishes to receive their bills electronically.
- 2.19 Purchases of bulk water must be prepaid, and the rates will be in accordance with the Municipal Master Rates Bylaw.
- 2.20 The Property Owner shall not draw water from the service piping in advance of the meter. The Property Owner shall keep the service piping and all fixtures connected in good repair and well protected, at their own expense. The Town will not be responsible for any service line beyond its own curb stop plus one meter.
- 2.21 Any authorized Town employee or Safety Codes Officer shall have the right at all reasonable times to enter houses or other places which have been connected to Town water, and facilities must be given to ascertain that any suspect of water leakage or other problems may exist.
- 2.22 A minimum period of 72 hours shall be given for each turn on/off to be completed.

---

**3. *Water Meters***

---

- 3.1 The Town may install a meter on any service whether the Customer is to be supplied with water under the meter rates or not, and may refuse to supply or to continue to supply water to any premises whatsoever unless the person or persons requiring the water shall sign an agreement to take, use and pay for the water according to the rates provided for that purpose together with any deposits that may be required.
  - 3.2 All metered services shall include a reading device unless it is determined not to be required.
  - 3.3 All new construction shall include installation of water meter(s) by the Town as soon as connection is made to the CC.
  - 3.4 Every meter and meter reading equipment installed on any service shall be considered the property of the Town and is installed on the understanding that all owners, tenants, or occupiers shall give every facility for the introduction, placing, inspection, and reading of such meter, and shall protect it from interference or damage by frost or otherwise, and shall be liable for any damage which may occur to the meter or equipment.
-

- 3.5 Any person(s) interfering with or tampering with any meter, meter seal, meter reading equipment or water shut off shall be liable to penalties as established in the Municipal Master Rates Bylaw.
- 3.6 Builders/Contractors shall install a water shutoff valve on either side of the water meter location, prior to the installation of the water meter by the Town.
- 3.7 No person shall tamper with, bury or operate a curb stop.
- 

**4. *Metering for Manufactured Housing Communities and Other Forms of Multiple Housing***

---

- 4.1 Manufactured Housing Communities and other forms of multiple housing may be accommodated through a meter on the main line(s) servicing such development or through individual metering where deemed appropriate by Council.
- 4.2 If Council deems it most appropriate to install individual metering into Manufactured Housing Communities, each Property Owner shall be required to make an initial deposit on each meter, in accordance with the Municipal Master Rates Bylaw. This meter deposit is refundable upon the Owner returning the meter to the Town and requesting a disconnection for the Town distribution system.
- 4.3 It is the responsibility of the Town of Gibbons to install the meters and reading devices. The owner of the Manufactured Home must provide safe and reasonable access.
- 4.4 The owner of a Manufactured Home that have individual metering must guarantee protection to the meter against frost damage.
- 

**5. *Backflow Prevention***

---

- 5.1 In order to protect the Town's water supply from cross contamination, the Town may require backflow protection in any of the following manners:
- In a commercial, institutional or industrial district, backflow protection must form part of the meter.
  - In the balance of the community, backflow protection may be added to the residence at the outside tap outlets when deemed necessary by the Town.
- 5.2 Any person(s) interfering with or tampering with any of the backflow protection equipment shall be subject to the penalties as established in the Municipal Master Rates Bylaw.
- 

**6. *Meter Reading***

---



- 6.1 All meters shall be read monthly. Any unforeseen circumstances will result in an estimated reading.
- 6.2 Should any Property Owner claim a meter is not working properly and is over-reading, the person shall deposit with the Town an amount specified in the Municipal Master Rates Bylaw. The meter will then be removed from service and a proper bench test will be administered. The testing will take place during regular business hours and the Property Owner may witness the testing. If the meter is found to be over-reading by more than 2%, the Property Owner will be refunded the deposit. Should the meter be found to over-read or under-read by more than 2%, the rate charged for the preceding 2-meter readings periods, will be adjusted by the same percentage as the meter was found to be in error. No rate shall be reduced below a minimum rate normally charged, if one exists. Any meter which meets the requirements shall be considered adequate and the Property Owner shall forfeit the deposit to the Town to cover the cost of removal and testing.

---

**7. Water Mains**

---

- 7.1 No person, without first having obtained permission to do so from the Town, shall make connection whatsoever to any of the public pipes or mains.
- 7.2 The applicant shall be totally liable for any damage caused while making such connections and shall provide adequate safety provision during said construction.
- 7.3 All water service pipes laid in private property, between the property line and the water meter, shall be of the material approved by the Town.
- 7.4 No additional connections may be made to the water service pipe between the property line and the meter.

---

**8. Hydrants and Valves**

---

- 8.1 No person(s) other than those authorized by the Town shall open, close, operate, interfere with, draw water from or paint any valve, hydrant or fireplug.
- 8.2 The Chief of the Town of Gibbons Fire Department, his assistant, officers and members are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for fire protection and for fire training practices, but all such uses shall be under the direction and supervision of the Chief or his duly authorized designate.
- 8.3 No person shall in any manner obstruct the free access to any hydrant, valve or curb stop. No vehicle, building, rubbish or any other matter which would cause such obstruction, shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located or within 15 feet of the hydrant in a direction parallel with the said property line.
-

---

**9. Wells and Other Sources of Supply of Water**

---

- 9.1 No well or other source of water except the Town water mains shall be in use for domestic consumption in the Town without a permit obtained from the Town.
- 9.2 No Property Owner or builder shall connect or cause to connect a well or other source of water to the Town water system, either directly or indirectly.
- 9.3 All persons having charge of or being owners or occupiers of premises containing a well or other source of supply water other than the water mains of the Town may apply to the Town for a permit to use the water from such well or others source of supply of water Applications must be accompanied by a payment fee as listed in the Municipal Master Rates Bylaw and must be approved by the Medical Officer of the Health Unit and the Safety Codes Officer. Upon complying with the provision of this Bylaw, the applicant may be granted a permit to use the water in the said well or other water supply.
- 9.4 No such permit shall be granted in connection with any premises abutting on a street, avenue, land or road upon which there is a Town water main unless the supply obtained from such main is inadequate.
- 9.5 If the use of any such well or other source of supply of water is continued contrary to the provisions of this Bylaw 48 hours after notice to discontinue has been given by the Town to the Property Owner of the premises, such well or other source of supply of water may be declared to be a nuisance and dangerous to the public health or safety and shall be removed, filled up or otherwise abated.
- 9.6 Any permit issued by the Town may be withdrawn by order of the Town at any time without notice and no person shall use a well or other source of supply of water after a permit for use of the same has been withdrawn.
- 9.7 No person shall use a well or other source of supply of water except from the Town water mains for the purpose of watering lawns, gardens, flowers, shrubs or trees without first having obtained a permit from the Town.
- 9.8 All applications for such a permit shall be accompanied by the payment of a fee as listed in the Municipal Rates Bylaw and the permit shall only authorize the use of water for the purpose mentioned and no pipes or appurtenances from such a source of supply of water shall be connected to or laid within a structure having a supply of domestic water.
- 9.9 No permit issued under this Section shall give or be construed to give the holder of the permit the right to sell or distribute water within the Town.

---

**10. Disposal of Water**

---

- 10.1 No person being an owner, occupier or tenant of any house, building or other premises which are supplied with water from the water system shall vend, sell, or dispose of
-



water, or give away or permit the same to be taken or carried away, or use, or supply it to the use or benefit of others, or to any other use and benefits, or shall increase the supply of water beyond that fixed by the rating of the premises, or shall wrongfully or negligently waste any water.

---

## **11. Water Restrictions**

---

- 11.1 When an emergency in the water supply occurs, the Town may restrict the use of water from the Town supply system.
- 11.2 When said restrictions are in effect, no person shall water lawns, gardens, streets, yards, or grounds or use a hose or similar device to wash vehicles or the exteriors of houses or other buildings during such time that may be fixed by an authorized person of the Town, provided that notice of the time during which the use of water for the purposes specified herein is prohibited shall be given to the public.
- 11.3 The foregoing restrictions do not apply to a person using an ordinary sprinkling can or pail, where said water is used only for the watering of plants or shrubs.
- 11.4 The authorized persons of the Town in fixing restrictions on the use of water for the purpose set out in this section may vary the hours and days of use for differing portions of the Town of may attach such conditions as they deem necessary.

---

## **12. Boiler Service**

---

- 12.1 In all cases where boilers are supplied with water or any system using water as a heating source, the Town shall not be liable for any damages which may result to any person or premises from shutting off the water main or service, or from failure of the water supply, for any purpose or cause whatsoever even where no notice is given and no deductions from water bills will be made as a result. All users of steam or hot water boilers should protect themselves by installing a storage tank large enough to provide at least a twelve-hour supply for each steam or hot water boiler.

---

## **13. Water Charges**

---

- 13.1 Water charges will form part of the Utility Bill in accordance with the rates set out in the Municipal Master Rates Bylaw.
- 13.2 **A Water Infrastructure Replacement charge shall be charged at a flat rate on all active accounts with the rates set out in the Municipal Master Rates Bylaw.**
-

## **SEWERS**

---

### **14. *Use and Protection of Sewer***

---

- 14.1 No person shall release or permit the release of any matter that is prohibited relative to Schedule "A"
- 14.2 No person shall release or permit the release of any matter that is not in accordance with Schedule "B"
- 14.3 No person shall make or cause to be made any connection with any Town sewer, house drain or appliance for the purpose of conveying any flammable or explosive material, storm water, roof drains, cistern, tank overflow or condensed or cooled water.
- 14.4 No person, except as authorized by the Town, shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appliance, of the Town sewer.
- 14.5 No unauthorized person shall cut, break, pierce, or tap any Town sewer or appliance or introduce any pipe, tubes or conduit into any Town sewer.
- 14.6 No person shall interfere with the free discharge of any Town sewer, or part of a sewer or do any act or thing which may impede or obstruct the flow or clog up any Town sewer or appliance.
- 14.7 Any authorized Town employee or Safety Codes Officer shall have the right at all reasonable times to enter houses or other places which have been connected with Town sewer to ascertain whether or not any improper material or liquid is being discharged into the sewers, and they shall have the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged which are liable to injure the sewers or obstruct the flow of water.
- 14.8 No person shall dilute wastewater to avoid the requirement of Schedules "A" and/or "B".

### **15. *Industrial and Trade Waste***

---

- 15.1 No waste or discharges resulting from any trade, industrial or manufacturing process shall be directly discharged to any Town sewer without such previous treatment as shall be prescribed by the Town for each such case. The necessary treatment works so prescribed shall be completely installed by the applicant at his expense, prior to the construction of the sewer connection and shall be continuously maintained and operated by the applicant.
  - 15.2 No Contractor is permitted to dump sewage of any kind at the Gibbons RV Dumping Station.
-

## **16. Dental Waste Amalgam Separator**

---

- 16.1 Every owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, shall install, operate and properly maintain dental amalgam separator with at least 95% efficiency in amalgam weight and certified *ISO 11143 – Dentistry – Amalgam Separators* in any piping system at its premises that connect directly or indirectly to a sewer, except where the sole dental related practice at the premises consists of one or more of the following specialties or type of practice:
- Orthodontics and dentofacial orthopedics;
  - Oral and maxillofacial surgery;
  - Oral medicine and pathology
  - Periodontics; or
  - A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.
- 16.2 Notwithstanding compliance with Section 3.1, all persons operating or carrying on the business of a dental practice shall comply with the **ACRWC Arrow Utilities** Bylaw.
- 16.3 All dental waste amalgam separators shall be maintained in good working order and according to the manufacturer's recommendations
- 16.4 A maintenance schedule and record of maintenance shall be submitted to the **ACRWC Arrow Utilities** upon request for each dental amalgam separator installed.

---

## **17. Food Waste Grinders**

---

- 17.1 In the case of industrial, commercial or institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with the **ACRWC Arrow Utilities** Bylaw.

---

## **18. Grease Traps**

---

- 18.1 Grease traps, of a sufficient size and approved design, shall be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town under advisement, may direct.
-



## **19. Spills**

---

19.1 In the event of a spill to wastewater works and/or storm sewer works, the person responsible or the person having the charge, management and control of the spill shall immediately notify and provide any requested information with regards to the spill to:

- 9-1-1 Emergency if there is a danger to human health and/or safety

If there is no immediate danger:

- The Town and;
- The owner of the premises where the spill occurred, and;
- Any other party directly affected by the spill.

19.2 The person shall provide a detailed report on the spill to the Town, within five working days after the spill, containing the following information to the best of his or her knowledge:

- Location where the spill occurred
- Name, contact phone number, location and time the person reporting the spill can be contacted.
- Date and time of spill
- Material spilled
- Characteristics and composition of material spilled
- Volume of material spilled
- Duration of spill event
- Work completed and any work still in progress in the mitigation of the spill
- Preventive actions being taken to ensure a similar spill does not occur again
- Copies of applicable spill prevention and spill response plans

19.3 The person responsible for the spill and the person having the charge, management and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.

19.4 Nothing in this Bylaw relieves any person from complying with any notification or reporting provisions of:

- Other government agencies, including federal and provincial, or territorial agencies as required and appropriate for the material and circumstances of the spill or;
- Any other Bylaw of the Town

19.5 The Town may invoice the person responsible for the spill to recover costs of time, materials and services arising as a result of the spill.

---



- 19.6 The Town may require the person responsible for the spill to prepare and submit a spill contingency plan to the Town to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

---

**20. Backup Valves**

---

- 20.1 Where it is deemed expedient by the Town to prevent or reduce the flooding of basements or cellars connected to the Town's sewage system, the Town may require the owner to install and operate a suitable backwater valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement.
- 20.2 Where the installation of said valve is required at the time of connection to the Town sewer system, the cost of the installation shall be the responsibility of the Property Owner or applicant.

---

**21. Sewer Connections**

---

- 21.1 No person other than authorized employees of the Town or person so authorized by the Town shall make any connections to, cut or otherwise tamper in any way with a public or Town sewer without first having obtained a permit to do so. The applicant for the permit will be liable for any damages caused while making said connections and shall also be responsible for providing adequate safety facilities and signs during the time of construction.

---

**22. Application for Sewer Connection**

---

- 22.1 No drain or private sewer shall be connected to the Town sewer until the Property Owner has obtained a permit for sewer connection. All applications for connections to the Town sewers must be made on the forms provided by the Town. The application must be filed in the Town Office and must be signed by the owner of the property to be drained, or his authorized agent. Such application must be accompanied by a plan showing in detail the contemplated connections, the exact location and elevation and must specify fully the character of the work to be done including the sizes of all pipes and the location and type of all fittings.
- 22.2 It shall be a consideration of the granting of any application for a sewer connection that the Town or any of its employees shall not be liable for damages whatsoever in nature caused either directly or indirectly by such sewer connection and the applicant shall be responsible for backfill, surface replacement, safety, etc.
- 22.3 The Town may revoke or annul any permit that may have been granted to connect with the Town sewers if it shall find that any of the work is not being done in accordance with
-

the provisions of this bylaw, and the person making such connections or their successors in interest, shall have no right to demand or claim any damages in consequence of such permits being revoked or annulled.

- 22.4 The Property Owner connected to a street main by a sewer service line, shall always be required to keep the sewer service line in operational condition, and shall be fully responsible for the operation of the service line.
- 22.5 The Town will only be responsible for maintenance and repair of the mains unless damage has been caused to the service connection by settling of any Town-owned property or Town planted foliage.

---

### **23. Sewer Disconnection**

---

23.1 Where wastewater which:

- Is hazardous or creates an immediate danger to any person
- Endangers or interferes with the operation of the wastewater works and/or the wastewater treatment processes or
- Causes or can cause adverse effect

is discharged to the wastewater works, the Town may be required to disconnect, plug or seal off the sewer discharging the unacceptable wastewater into the wastewater works or take such other action as is necessary to prevent such wastewater from entering the wastewater works.

- 23.2 The Town may be required to prevent the wastewater from being discharged into the wastewater works until evidence satisfactory to **AGRWC Arrow Utilities** has been provided confirming that no further discharge of hazardous wastewater will be made to the wastewater works.
- 23.3 Where the **AGRWC Arrow Utilities** acts pursuant to section 10.2, the Town may, by notice in writing, advise the owner or occupier of the premises from which the wastewater was being discharged, of the cost of taking such action and the owner or occupiers, as the case may be, shall reimburse the Town for all such costs which were incurred.

---

### **24. Sewer Charges**

---

- 24.1 Sewer Charges will form part of the utility bill in accordance with the rates as set out in the Municipal Master Rates Bylaw.
- 24.2 **A Sewer Infrastructure Replacement charge shall be charged at a flat rate on all active accounts with the rates set out in the Municipal Master Rates Bylaw.**
-



## **CUSTOMER COSTS AND SERVICE**

---

### **25. *Billing, Arrears and Discontinuance of Service***

---

- 25.1 A utility bill for utility services shall be forwarded monthly to the Customer or Property Owner connected to the water works system and/or sanitary sewage system and shall be payable to the Town within 15 days of the date of billing.
- 25.2 Accounts shall be deemed to be sufficiently forwarded if they are mailed by regular mail to the mailing address or electronically by email to the email address provided by the Property Owner.
- 25.3 All service applications shall be made in the name of the Property Owner. The Property Owner may request that a copy of the utility bill be sent to the tenant. In the event of the property being occupied by a tenant and the utility billing is in arrears as outlined in this bylaw. The Town may take any action as outlined in Subsection 25.7
- 25.4 The rates imposed shall be payable monthly, by the Property Owner or their designated Tenant.
- 25.5 In the event that a Property Owner believes there is an abnormal reading identified by a significant volume of water consumed or utilized as a result of a faulty appliance or fixture, the account holder can apply to the CAO for a one-time adjustment that is based on an average consumption rate using the past 12 months of usage excluding the abnormal month of consumption. The decision to provide a price adjustment is at the sole discretion of the CAO.
- 25.6 In the event that any such utility bill shall remain unpaid after the 15-day period, a 2% penalty will be added to the utility bill.
- 25.7 In the event that any utility bill shall remain unpaid after the penalty date, the Town may take any or all the following actions:
- Turn off the water with or without notice
  - Apply the unpaid balance to the Property Tax Account
  - Charge a reconnection fee as outlined in this Bylaw
  - Enforce payment by action in a court of competent jurisdiction
- 25.8 Any authorized Town employee or Peace Officer shall have the right all reasonable times to enter houses or other places which have been connected to Town water and does not have its own individual flow of water; the Town may discontinue services by a means so approved by the Town.
- 25.10 The Town may shut off the water supplied to the land or premises of any Customer who may be guilty of a breach or noncompliance with any of the provisions of this Bylaw or Board of Health regulations, and may refuse to turn on the water until satisfied and assured that the Customer intends to comply with this Bylaw or Health regulations.
-

- 25.11 The Town hereby reserve the right to shut off the water without notice to the Customer, for any purpose, that, in the opinion of the Town it may be expedient to do so.
- 25.12 It is declared that no person shall have any claim for compensation or damages as the result of the Town shutting off the water without notice or from the failure of the water supply from any cause whatsoever.
- 25.13 No person shall interfere with, damage or make inaccessible, any curb stop due to the construction of walks, driveways or in any other way.
- 25.14 If it is required to make any repairs or construction changes due to inaccessibility or damage to a curb stop, the Property Owner services by said curb stop, shall in addition to the penalties of this Bylaw, be required to assume all costs involved to remediate the damages.

## **CONTRACTS SUBJECT TO THIS BYLAW**

All contracts formed by the filing of an application for water and sewer connections and the acceptance thereof by the Town and hereby declared to be subject to all the terms and conditions of the Bylaw, which shall be understood and construed by the said department as forming part of all contracts for the supply and distribution of water and the collection and disposal of sewage by the said departments on behalf of the Town.

## **PENALTIES**

Penalty amounts are in accordance with the Municipal Master Rates Bylaw.

---

### **26. *Offence Tag***

---

- 26.1 A Peace Officer is hereby authorized and empowered to issue an offence tag to any person who contravenes any provision of this Bylaw.
- 26.2 An Offence Tag shall be in a form approved by Council and shall state:
- The name of the offender
  - The offence
  - The appropriate fine for the offence as specified in this Bylaw
  - That the fine shall be paid within 30 days of the issuance of the offence tag
- 26.3 Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Peace Officer, provided however, that no more than one offence tag shall be issued for each day that the contravention continues.
-



---

**27. Violation**

---

- 27.1 If the fine specified on an offence tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.
- 27.2 The Violation Ticket shall be in the form prescribed by Alberta Regulation, as amended being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
- 27.3 Imprisonment in default of payment of a fine specified in the Bylaw shall not be imposed under any circumstances.
- 

**28. Review**

---

The Waterworks and Sewer Servicing Bylaw shall be reviewed every five years following the enactment of the Bylaw.

---

**29. Enactment**

---

**Bylaw PI 1-19 is now repealed.**

This Bylaw shall come into force and effect January 1<sup>st</sup>, 2025, and is duly signed thereof.

Read a first time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

Read a second time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

Read a third and final time this \_\_\_\_\_ of \_\_\_\_\_ 2024.

---

Mayor, Dan Deck

---

CAO, Farrell O'Malley

---

## SCHEDULE "A"

### Prohibited Wastes

The following are designated as Prohibited Wastes:

- Any matter in a concentration that may cause a hazard to human health
  - Any flammable liquid or explosive matter which, by itself or in combination with any other substance, can cause or contributing in an explosion or supporting combustion
  - Any matter which by itself or in combination with another substance capable of obstructing the flow of or interfering with the operation or performance of the sewerage system, watercourse or wastewater treatment facility including, but not limited to:
    - Agricultural wastes
    - Animals, including fish and fowl or portions of fowl that will not pass a 2 cm screen
    - Ashes
    - Asphalt
    - Concrete and cement-based products
    - Gardening wastes
    - Glass
    - Gravel, into the sanitary sewerage system
    - Metal
    - Paper and cardboard, into the storm sewerage system
    - Plastics
    - Rags and cloth
    - Rock
    - Sand into the sanitary sewerage system
    - Sharps
    - Soil
    - Straw
    - Tar
    - Wash water from washing equipment used in the mixing and delivery of concrete and cement-based products
    - Wood, sawdust or shavings from wood
  - Any matter with corrosive properties which, by itself or in combination with another substance, may cause damage to any sewerage system or wastewater treatment facility
  - Any matter, other than domestic wastewater, with by itself or in combination with another substance, can create an air pollution problem outside a sewerage system or in and around a wastewater facility.
  - Any matter which, by itself or in combination with another substance, capable of preventing safe entry into a sewerage system or wastewater treatment facility
  - Any matter consisting of 2 or more separate liquid layers which when it comes in contact with storm water, clear water waste or wastewater can form a separate liquid layer
  - Any matter which by itself or in combination with another substance is detrimental to the operation or performance of the sewerage system, watercourse and wastewater treatment plant or to the environment, including but not limited to:
    - Biological waste
    - Elemental mercury
    - Paint, stains and coatings, including oil and water based
    - Prescription drugs
-

- Used automotive and machine oils and lubricants
    - Radioactive material in solid form
    - Effluent from an industrial garbage grinder
  - Any matter which may:
    - Cause a hazard to human health and that cannot be effectively mitigated by wastewater treatment
    - Cause a hazard to the environment
    - Cause a hazard to workers responsible for operating and maintaining the sewerage system or the wastewater system
    - Cause an adverse effect to the sewerage system
    - Cause an adverse effect to the wastewater treatment facility
    - Result in the wastewater being released by the Town's wastewater treatment facility being in contravention of Provincial regulatory requirement
    - Restrict the beneficial use of bio solids from the Town's wastewater treatment facility
  - Notwithstanding the above, the General Manager of the **ACRWG Arrow Utilities** may prohibit or set discharge concentrations and/or limit the loading rate for any other material or substance does not include in the Bylaw to protect wastewater facilities or processes, meet effluent standards or other legislated requirement, or control bio solids quality.
-

**SCHEDULE "B"**

**Restricted Wastes**

1. The following are designated as Restricted Wastes when present in wastewater, storm water, subsurface water or clear water waste being released to the sanitary or combined sewerage system at a concentration in excess of the levels set out below, with concentrations being expressed as total concentrations unless specified otherwise:

**Contaminants**

Biochemical oxygen demand (B.O.D.)	10,000 mg/L
Chemical oxygen demand (C.O.D.)	20,000 mg/L
Oil and grease	800 mg/L
Phosphorus (P)	200 mg/L
Suspended Solids (S.S.)	5,000 mg/L
Total Kjeldahl nitrogen (T.K.N.)	500 /L

**Inorganic Constituents**

pH (Hydrogen ion)	Less than 6.0 or greater than 11.5
Arsenic (As)	1.0 mg/L
Cadmium (Cd)	0.10 mg/L
Chlorine (free Cl <sub>2</sub> )	5.0 mg/L
Chromium (Hexavalent) (Cr <sup>+6</sup> )	2.0 mg/L
Chromium (total) (Cr)	4.0 mg/L
Cobalt (Co)	5.0 mg/L
Copper (Cu)	1.0 mg/L
Cyanide (CN)	2.0 mg/L
Lead (Pb)	1.0 mg/L
Mercury (Hg)	0.10 mg/L
Molybdenum (Mo)	5.0 mg/L
Nickel (Ni)	4.0 mg/L
Silver (Ag)	5.0 mg/L
Sulphide (S <sup>-</sup> )	3.0 mg/L
Thallium (Tl)	1.0 mg/L
Zinc (Zn)	2.0 mg/L

**Organic Compounds**

Hydrocarbons	50 mg/L
Phenols	1.0 mg/L

**Physical Property**

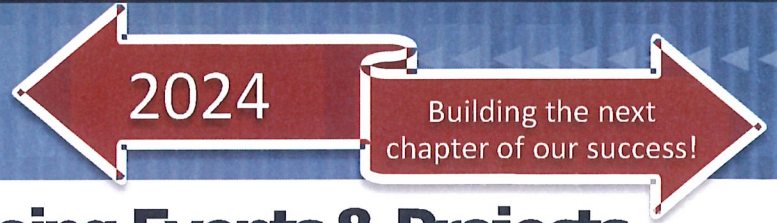
Temperature greater than 75°C

2. Radioactive material in concentrations greater than allowed under the Atomic Energy Control Act and the Atomic Energy Control Regulations as amended from time to time.
-



3. Notwithstanding the above, the General Manager of the **ACRWG Arrow Utilities** may reduce the allowable concentration and/or limit the loading rate for items in Schedule "B" where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control bio solids quality.

# Report to Council



## KEY MEETINGS

- Meetings with Developers
- Meeting with Trinus Technologies
- Landuse Bylaw Review and Planning Meeting

## News, Ongoing Events & Projects

### Community Services Department

#### Key Items in Progress

- Hometown Weekend events had a great turnout despite the weather
- Last day to register for a Christmas Food Hamper with the food bank is November 30
- December 1, 2024, is the Gibbons Fire Department Food Bank Drive

### Corporate Services Department

#### Key items in progress:

- Working on 2025 Operating Budget

### Planning & Development Department

#### Key Items in Progress:

- Business Breakfast has been set for 7:30 am on December 6, 2024 at Coach's Corner.

SUCCESS OCCURS WHEN OPPORTUNITY MEETS PREPARATION



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

## STAFF MEETINGS

- Department Heads (2)
- All Staff ()



### Public Works Department/Fire Department

- Water Meter changeouts as appointments are made
- Snow Removal is ongoing

#### FIRE DEPARTMENT

- 2024 Calls: Town Calls: 141 - County Calls: 178
- Gibbons Fire Department Food Bank Drive is December 1.





## Project Updates

### Heartland Station

- The Independent Grocery Store is now open
- 3 of the Commercial Retail Units are expected to open early 2025.



- Scheduled Meetings & Workshops

- Vacation - November 27-29, 2024

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

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