

**TOWN OF GIBBONS
AGENDA
REGULAR MEETING OF COUNCIL
DECEMBER 11, 2024
TO BE HELD AT THE MUNICIPAL OFFICE AT 10:00 AM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
 - 6.1 Regular Meeting of Council November 27, 2024
- 7.0 FINANCE
 - 7.1 Accounts Paid as at December 11, 2024
 - 7.2 Utility Account Write-Offs
 - 7.3 Angel Donor Program
 - 7.4 Interim Capital Budget – 2025 – 2029
 - 7.5 Interim Operating Budget – 2025
 - 7.6 2025 Salaries, COLA Increase
- 8.0 APPOINTMENTS
 - 8.1 Landing Trail School Parent Involvement Association
 - Casey-Lee Cox, Treasurer
 - 8.2 Gibbons School Parent Association Council
 - Beth Rusnak, Secretary
 - 8.3 Long Term Service Awards
 - Jim Adams 10 Years
 - Anthony Norris 5 Years
 - Kylie Ferguson 5 Years
- 9.0 OLD BUSINESS
- 10.0 NEW BUSINESS
 - 10.1 Gibbons Library Board Appointment
 - 10.2 Homeland Housing – Letter of Support

- 11.0 BYLAWS & POLICIES
 - 11.1 Bylaw PI 4-24 – Waterworks and Sewer Servicing Bylaw
 - 11.2 Bylaw PI 3-24 – Municipal Master Rates Bylaw
 - 11.3 Bylaw MOG 1-24 – Criminal Record Check
- 12.0 STAFF REPORTS
 - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 CORRESPONDENCE
- 15.0 NOTICE OF MOTIONS
- 16.0 CLOSED SESSION
 - 16.1 Personnel *FOIP S. 23*
- 17.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, NOVEMBER 27, 2024, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS

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

Council Absent: Mayor Dan Deck – with regrets
Councillor Norm Sandahl – with regrets

Staff Present: Eric Lowe – Assistant CAO
Monique Jeffrey – Director of Corporate Services
Terra Pattison – Finance Manager
Laura Schmidt – Manager of Family and Support Services
Louise Bauder – Planning and Development
Curtis Parsons – Operations Manager
Chris Pinault – Recording Secretary

Staff Absent: Farrell O'Malley – CAO – with regrets
Stephanie Peters – Director of Community Services – with regrets

As a quorum was present, Councillor Yushchyshyn called the meeting to order at 7:00 pm.

3.0 ADDITIONS TO THE AGENDA

Councillor Kozak requested that item 8.1 be moved to before 7.1 on the agenda.

4.0 ADOPTION OF THE AGENDA

Councillor Kozak moved to accept the agenda as amended.

24.302 MOTION CARRIED

5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – NOVEMBER 13, 2024

Councillor Yushchyshyn noted an error on who adjourned the meeting.

Councillor Berry moved to accept the minutes of the November 13, 2024, Regular Meeting of Council as amended.

24.303 MOTION CARRIED

8.0 APPOINTMENTS

8.1 RCMP QUARTERLY REPORT – STAFF SERGEANT DARCY MCGUNIGAL

Councillor Berry moved to accept the RCMP Quarterly Report as presented.

24.304 MOTION CARRIED

7.0 FINANCE

7.1 ACCOUNTS PAID AS AT NOVEMBER 25, 2024

Councillor Millante moved that Council accept the Accounts Paid as of November 25, 2024, as information as presented.

24.305 MOTION CARRIED

9.0 OLD BUSINESS

10.0 NEW BUSINESS

10.1 2025 OPERATING BUDGET PRESENTATION SCHEDULE

Councillor Kozak moved that Council accept the 2025 Operating Budget Schedule as presented.

24.306 MOTION CARRIED

11.0 BYLAWS AND POLICIES

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

Councillor Millante moved to give 2nd Reading to Bylaw PI 1-24 Nomination Deposit Fees – 2025 Municipal Election.

24.307 MOTION CARRIED

Councillor Berry moved to give 3rd and final Reading to Bylaw PI 1-24 Nomination Deposit Fees – 2025 Municipal Election.

24.308 MOTION CARRIED

11.2 PI 2-24 ANIMAL CONTROL BYLAW

Councillor Berry moved to give 2nd Reading to Bylaw PI 2-24 Animal Control Bylaw.

24.309 MOTION CARRIED

Councillor Kozak moved to give 3rd and final Reading to Bylaw PI 2-24 Animal Control Bylaw.

24.310 MOTION CARRIED

11.3 MOG 1-24 CRIMINAL RECORD CHECKS FOR ELECTION CANDIDATES

Councillor Berry moved that Council give 1st Reading to Bylaw MOG 1-24 Criminal Record Checks for Election Candidates.

24.311 MOTION CARRIED

11.4 PI 3-24 MUNICIPAL MASTER RATES BYLAW

Councillor Berry moved to give 1st Reading to Bylaw PI 3-24 Municipal Master Rates Bylaw.

24.312 MOTION CARRIED

11.5 PI 4-24 WATERWORKS AND SEWER SERVICING BYLAW

Councillor Kozak moved that Council give 1st Reading to Bylaw PI 4-24 Waterworks and Sewer Servicing Bylaw.

24.313 MOTION CARRIED

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Millante moved to accept the Administration Report as information.

24.314 MOTION CARRIED

13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Land Use Bylaw Planning and Review
- Grand Opening of Mike's Independent Grocery Store
- Hometown Weekend events:
 - Seniors Almost Christmas Dinner
 - Santa Store
 - Library Cookies and Craft Event
 - Craft Fair
- Gibbons Library Board meeting

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- Arrow Utilities Organizational Board meeting
- Grand Opening of Mike's Independent Grocery Store
- Hometown Weekend events:
 - Seniors Almost Christmas Dinner
 - Santa Store
 - Breakfast at the Legion
- Edmonton Global virtual meeting

Councillor Millante attended:

- Land Use Bylaw Planning and Review
- Sturgeon River Watershed Alliance meeting
- Hometown Weekend events:
 - Seniors Almost Christmas Dinner
 - Santa Store

Councillor Sandahl is absent with regrets.

Councillor Yushchyshyn attended:

- Land Use Bylaw Planning and Review
- Grand Opening of Mike's Independent Grocery Store
- Hometown Weekend Events:
 - Seniors Almost Christmas Dinner
 - Santa Store
 - Youth Centre Event
- Edmonton Global virtual webinar

Mayor Deck is absent with regrets

Councillor Millante moved to accept the committee reports as information.

24.315 MOTION CARRIED

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTION

16.0 CLOSED SESSION

17.0 ADJOURNMENT

There being no further business Councillor Yushchyshyn adjourned the meeting at 8:14 pm.

Councillor Dale Yushchyshyn

Assistant CAO, Eric Lowe

DRAFT - NOT APPROVED



TOWN OF GIBBONS

Cheque Listing For Council

2024-Dec-6
10:32:31AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242838	2024-11-25	RECEIVER GENERAL/SCS	1521 1522	RP0001- NOV 3-16 DEDUCTIONS RP0002 - NOV 3-16 DEDUCTIONS	17,913.12 2,353.96	20,267.08
20242839	2024-11-25	RECEIVER GENERAL/SCS	1524	RP0002 - OCTOBER FIRE DEPT DEC	5,057.61	5,057.61
20242840	2024-11-26	O'MALLEY, FARRELL	585	DECEMBER 31 CONTRACT	5,825.64	5,825.64
20242841	2024-11-26	O'MALLEY, FARRELL	587	1 WEEK HOLIDAYS IN LIEU	2,374.42	2,374.42
20242842	2024-11-26	RECEIVER GENERAL/SCS	1525	ACCT #637015397RI, DEC 15&31 ANI	8,442.56	8,442.56
20242843	2024-11-26	RECEIVER GENERAL/SCS	1526	ACCT #640451399RI, NOV 2024 GARI	353.30	353.30
20242844	2024-11-26	STAPLES	1cd96b67 cae433d d0abc7fb d426deeb	STAPLES RETURN PAID STAMP & SUPPLIES CINDY TONER CARTRIDGES - GYM PAPER & FILE FOLDERS	(36.74) 149.16 464.47 311.98	888.87
20242845	2024-11-26	MEMJ CONSULTING LTD.	2021096	NOV 18 - NOV 29 2024 CONTRACT	6,684.11	6,684.11
20242846	2024-11-27	SHAW CABLESYSTEMS/SCS	1543 1544 1545 1546 1547 1548 1549 1550 1551 1552	1356 - NOV/24 PHONE / INTERNET C 0506 - NOV/24 PHONE / WIFI / FAX 1271 -NOV/24 INTERNET 5858 -NOV/24 INTERNET 3724 - NOV/24 GCC PHONES/ INTERI 1365 - NOV/24 INTERNET / PHONE / I 4945- NOV/24 GCC INTERNET/WIFI 3275 - NOV/24 SECONDARY WIFI CO 3662 NOV/24 GFRC INTERNET 5751-NOV/24 FITNESS PHONE/ TV/ V	173.25 223.55 173.25 173.25 173.25 186.85 173.25 173.25 173.25 360.15	1,983.30
20242847	2024-11-27	564045 ALBERTA LTD O/A RICHARDS	7165	TIRE SWAP ON ORANGE VAN	185.13	185.13
20242848	2024-11-27	651 FIRE CONSULTING INC.	2024-035	INDEPENDENT GROCERS FIRE INSF	210.00	210.00
20242849	2024-11-27	EDMONTON GRANITE MEMORIALS LTD	12494	NICHE INSCRIPTION - [REDACTED]	367.50	367.50
20242850	2024-11-27	[REDACTED]	50	OCT 2024 LTD PREMIUM RETURN	175.03	175.03
20242851	2024-11-27	EUROPEAN CUTTERS LTD	92948	BLADES SHARPENED FOR ZAMBON	542.85	542.85
20242852	2024-11-27	EVANS , JEANNE	4	MILEAGE FOR GROCERIES/SALT FO	375.40	375.40
20242853	2024-11-27	FAHLMAN, KATIE	112024	MILEAGE & WORK STATIONARY	247.76	247.76
20242854	2024-11-27	GREGG DISTRIBUTORS CO. LTD.	000-049780	EYEWASH STATION FOR OUTSIDE A	19.24	19.24
20242855	2024-11-27	INDUSTRIAL MACHINE INC	50633A	PARTS FOR THE ZAMBONI	396.99	396.99
20242856	2024-11-27	LOCK SURGEON SALES & SERVICE	i6256	REPAIR SHOP OVERHEAD DOORS	637.35	637.35
20242857	2024-11-27	MILLANTE, JAYCINTH	374	MILEAGE FOR JUNE JULY AUG & SE	674.80	674.80
20242858	2024-11-27	NORTH FRINGE INDUSTRIAL TECHNOLOGIES ALBER	SIN01025	VAC TRUCK SECTIONS OF HARD ST.	3,134.53	3,134.53
20242859	2024-11-27	STURGEON COUNTY	IVC22102	SPORTBALL PROGRAM - 20 PARTICI	200.00	200.00
20242860	2024-11-27	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696014	DECEMBER 2024 RENTAL OF WESTE	12,075.00	12,075.00
20242861	2024-11-27	WIEBE, TRACEY	19	SANTA SUIT CLEANING/GINGERBRE	1,024.22	1,024.22
20242862	2024-11-27	BANNER TRAILERS	WM466	RESERVOIR WATER PUMPS	958.65	958.65
20242863	2024-11-27	HACK 2 HOUSE LTD.	QB11343	U SHAPED HANDLE FOR CURLING K	273.00	273.00
20242864	2024-11-27	SCHEEPERS, JUSTIN	425876	HAZMAT RESPONSE AWARENESS TI	63.94	63.94
20242865	2024-11-27	SEGO CANADA INC.	EDMI-036391	2 TECHS/REMOVE BROKEN BACKUF	4,683.84	4,683.84
20242866	2024-11-27	VALLEN	31618518-00	AIR PAK FLOW TEST/BREATHING AIF	274.24	274.24
20242867	2024-11-27	WESTLAND INSURANCE	516619793	STURGEON ADULT LEARNING INSUF	5,529.00	5,529.00
20242868	2024-12-03	RECEIVER GENERAL/SCS	1528	RP0002 - NOVEMBER COUNCIL DEC	3,669.35	3,669.35
20242869	2024-12-03	HIGHLINE ELECTRICAL CONTRACTORS LTD.	J007337	HWY 28A LIGHTS & TRAFFIC SIGNAL	257,245.44	257,245.44

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7.1



TOWN OF GIBBONS

Cheque Listing For Council

2024-Dec-6
10:32:31AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20242870	2024-12-05	AMSC INSURANCE SERVICES	45340	DEC/24 BENEFITS INV #11978-2024-1	21,973.09	21,973.09
20242871	2024-12-05	BAUDER, LOUISE	136	2024 XMAS BONUS	250.00	250.00
20242872	2024-12-05	BON ACCORD/GIBBONS FOOD BANK	20	DONATION GOLF CART RAFFLE PRC	723.16	723.16
20242873	2024-12-05	BUFFALO HEATING & AIR CONDITIONING INC	534852	ARENA HEAT FURNACE & LOBBY OV	825.30	825.30
20242874	2024-12-05	JEFFREY, MONIQUE	80	2024 XMAS BONUS	250.00	250.00
20242875	2024-12-05	O'MALLEY, FARRELL	588	XMAS 2024 BONUS	300.00	300.00
20242876	2024-12-05	PARKLAND CORPORATION	56599362	NOV 2024 FUEL PURCHASES - FAS C	1,498.51	1,498.51
20242877	2024-12-05	POWLESLAND, JOEL	122	ARENA/CURLING RINK TOOLS	554.53	554.53
20242878	2024-12-05	[REDACTED]	42	NOV 2024 BUS DRIVER	470.00	470.00
20242879	2024-12-05	SCHMIDT, LAURA	321	MILEAGE/TIM HORTONS/LIQUOR FO	859.66	859.66
20242880	2024-12-05	BEYOND FACE PAINTING	14461	HOMETOWN CHRISTMAS	1,049.40	1,049.40
20242881	2024-12-05	GIBBONS SCHOOL PARENT ASSOC. COUNCIL	52561	DONATION GOLF CART RAFFLE PRC	723.16	723.16
20242882	2024-12-05	LANDING TRAIL PIA	81592	DONATION GOLF CART RAFFLE PRC	723.16	723.16
20242883	2024-12-05	PUCKETT, DUSTYN	101045306	HAZMAT AWARENESS TRAINING	63.94	63.94
20242884	2024-12-05	YOBUKAN KARATE	8266	PROGRAM SUBSIDY - KARATE	140.00	140.00
358	2024-11-29	SANDAHL, NORMAN				
359	2024-11-29	HARRIS, AMBER C				
360	2024-11-29	BERRY, LORAIN M				
361	2024-11-29	MILLANTE, JAYCINTH J				
362	2024-11-29	DECK, DAN J				
363	2024-11-29	KOZAK, WILLIS				
364	2024-11-29	YUSHCHYSHYN, DALE				
365	2024-12-06	OSBORNE, CINDY				
366	2024-12-06	ALLEN, JAMES R				
367	2024-12-06	LOWE, ERIC D				
368	2024-12-06	CHARTRAND, DENISE M				
369	2024-12-06	STEVENTON, CHRISTINE A				
370	2024-12-06	SCHMIDT, LAURA L				
371	2024-12-06	HERBOLD, MICHAEL W				
372	2024-12-06	PARISIAN, NOELLE J				
373	2024-12-06	PINAULT, CHRISTINA J				
374	2024-12-06	ADAMS, JIM W				
375	2024-12-06	TERLECKI, QUENTIN G				
376	2024-12-06	STEVENTON, KENDRA N				
377	2024-12-06	BRADLEY, HAILEY				
378	2024-12-06	NORRIS, ANTHONY J				
379	2024-12-06	PETERS, STEPHANIE G				
380	2024-12-06	PATTISON, TERRA L				
381	2024-12-06	POWLESLAND, JOEL F				
382	2024-12-06	LOCHRIE, JAMES D				

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TOWN OF GIBBONS

Cheque Listing For Council

2024-Dec-6
10:32:31AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
383	2024-12-06	FERGUSON, KYLIE				
384	2024-12-06	PARSONS, CURTIS				
385	2024-12-06	GINGELL, SUSAN				
386	2024-12-06	ANTONIUK, LUKAS				
387	2024-12-06	MOLNAR, BRAM				
388	2024-12-06	DURAND, BRETT M				
389	2024-12-06	CHISHOLM, MACKENZIE				
390	2024-12-06	WIEBE, TRACEY				
391	2024-12-06	CORRY, TYLER				
392	2024-12-06	FAHLMAN, KATARINA				
393	2024-12-06	EVANS, JEANNE M				
394	2024-12-06	LOCKEN, JODY L				
395	2024-12-06	KUGLER, SARA E				
396	2024-12-06	RICHARDSON, ELIZABETH D				
397	2024-12-06	GIBBONS, DENISE A				
398	2024-12-06	KOBZA, JENNIFER L				
399	2024-12-06	MAHONEY, SAMANTHA C				
400	2024-12-06	KOBZA, BROOKELYN L				
401	2024-12-06	EDMONDS, RYAN A				
402	2024-12-06	SAUNDERS, MIKAYLA				
403	2024-12-06	BOETTGER, VALERIE				
404	2024-12-06	KNELLER, AVALYN				
405	2024-12-06	ANTONIUK, LILY				
406	2024-12-06	SENTEN, EMILY				
407	2024-12-06	HEDSTROM, REESE				
408	2024-12-06	COUTTS, CAROL				
409	2024-12-06	DRAKE, LESLIE				

Total 452,754.33

*** End of Report ***

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Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, Director of Corporate Services
Report Topic: Utility Account Write-off's

Introduction

Administration is requesting that the following utility accounts be written off. An explanation is attached to each account being requested.

Background

Administration is requesting approval to write off the following utility accounts. We have included the date the account was closed for Council's information.

1.	1083.006	\$ 87.07	The owner has been called and texted since March with no success, going to collections
2.	1306.004	\$207.22	This account was left with the Collections Agency since early 2021 with no success.
	Total	\$294.30	

Options Available

1. Council to authorize Administration to write-off that above-mentioned uncollectable utility accounts.
2. Council to advise Administration as to how it would like to proceed.

Recommendation for Action

1. That Council authorizes Administration to write-off the following uncollectable utility accounts:

1083.006	\$ 87.07	Account closed April 30, 2024
1306.004	\$207.22	Account closed March 31, 2021
Total	\$294.30	

Submitted By:

Monique Jeffrey,
Director of Corporate Services

Approved by:

Farrell O'Malley
CAO

Agenda Item 7.2.

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, director of Corporate Services
Report Topic: Angel Donor Program as at November 29,2024

Introduction

The purpose of this report is to present to Council an update on the Angel Donor Program as at November 29,2024

Background

Report as attached

Options Available

1. That Council accept the Angel Donor Program update as at November 29, 2024, as information.

Recommendation for Action

1. That Council accept the Angel Donor program update as at November 29, 2024, as information.

Submitted By:

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

Monique Jeffrey
Director of Corporate Services

Approved by:

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

Farrell O'Malley
CAO

ANGEL DONOR FUND			2022		
Month		Receipts		Disbursements	BALANCE
2021		\$ 1,000.00		\$ 1,000.00	
January		\$ 500.00		\$ 500.00	
February		\$ 250.00			
March		\$ 250.00			
April		\$ 1,000.00		\$ -	
May		\$ 300.00			
June		\$ 300.00		\$ 300.00	
July		\$ 700.00			
August					
September					
October		\$ 1,500.00		\$ 550.00	
November		\$ 6,550.00		\$ 979.01	
December		\$ 3,650.00		\$ 10,900.00	
		\$ 16,000.00		\$ 14,229.01	\$ 1,770.99

ANGEL DONOR FUND			2023		
Month		Receipts		Disbursements	BALANCE
2023		\$ 1,770.99		\$ -	
January		\$ -		\$ 329.00	
February		\$ 1,000.00		\$ -	
March		\$ 50.00		\$ -	
April		\$ 1,770.99		\$ 434.95	
May		\$ 200.00		\$ -	
June		\$ -		\$ 45.00	
July		\$ -		\$ 305.45	
August		\$ 300.00		\$ -	
September		\$ 10.00		\$ 493.05	
October		\$ -		\$ -	
November		\$ 1,500.00		\$ 123.07	
December		\$ -		\$ -	
		\$ 6,601.98		\$ 1,730.52	\$ 4,871.46

ANGEL DONOR FUND			2024		
Month		Receipts		Disbursements	BALANCE
2024		\$ 4,871.46		\$ -	
January		\$ -		\$ 70.00	
February		\$ -		\$ 84.79	
March		\$ -		\$ 102.96	
April		\$ 200.00		\$ -	
May		\$ -		\$ -	
June		\$ -		\$ -	
July		\$ -		\$ 615.90	
August		\$ 1,000.00		\$ 1,000.00	
September		\$ -		\$ -	

October		\$ 250.00		\$ -		
November		\$ 1,000.00		\$ -		
December		\$ -		\$ -		
		\$ 7,321.46		\$ 1,873.65		\$ 5,447.81

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, Director of Corporate Services
Report Topic: Proposed 2025-2029 Interim Capital Budget

Introduction

The purpose of this report is to respectfully request that Council considers the 2025-2029 Interim Capital budget in the amount of \$2,965,000.00 that consists of the proposed projects as detailed in the Attached Appendix "A".

Background

Administration has diligently reviewed several proposed Capital Projects that will have significant impact to our community for many years to come and is requesting the Council to review the proposed interim capital budget that is before you.

Please Note this is not a final budget as that will be coming for Council review in early 2025 as presently, we do have the amounts of grants that the Town will receive for the LGFF grant (Local Government Fiscal Framework grant) but we are using the 2024 allocation for the CCBF grant (Canada Community Builder Fund) grant. Under Section 245 of the MGA (*Municipal Government Act*) Council must adopt a capital budget for each calendar year by January 1 of that year.

Options Available

1. That Council approves the 2025-2029 Interim Capital Budget as presented in the total amount of \$2,965,000.00.
2. That Council present proposed changes and request Administration to rework the proposed 2025-2029 Interim Capital Budget.

Recommendation for Action

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

1. That Council approve the 2025-2029 Interim Capital Budget in the amount of \$2,965,000.00 to be funded through the utilization of Federal and Provincial Grant Programs and municipal reserves and municipal debentures as identified.

Submitted By:

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

Monique Jeffrey,
Director of Corporate Services

Approved by:

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

Farrell O'Malley
CAO

	A	B	C	D	E	F	G	H	I	J	K	L	M	
45			<i>2025 Expenses</i>	<i>2026 Expenses</i>	<i>2027 Expenses</i>	<i>2028 Expenses</i>	<i>2029 Expenses</i>	<i>LGFF Capital</i>	<i>CCBF (FGTF)</i>	<i>Off Site</i>	<i>Reserves</i>	<i>Other</i>		
46	Maintenance & Operating	Sidewalk -Pedestrian Corridor Expansion	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ (293,569)	\$ -		\$ -	\$ (6,431)	(300,000)	
47		Arena Replacement Study	\$ -	\$ 80,000	\$ 150,000								0.00	
48		Sidewalk accessibility improvements	\$ -	\$ -					\$ -			\$ -	0.00	
49		Total Maintenance	\$ 300,000	\$ 230,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ (293,569)	\$ -	\$ -	\$ -	\$ -	\$ (6,431)	\$ (300,000)
50	Vehicle Upgrades & Replacements	Electric SUV	\$ -		\$ -			\$ -			\$ -	\$ -	\$0	
51		Community Servcies Truck	\$ 75,000	\$ -	\$ -			\$ (75,000)				\$ -	(\$75,000)	
52		Backhoe			\$ 300,000	\$ -			\$ -			\$ -	\$0	
53		Skid Steer (buy back program)	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ (35,000)	(\$35,000)
54		2 Electric Gators	\$ -	\$ -		\$ -		\$ -	\$ -			\$ -	\$ -	\$0
55		Flat Deck Truck chassis	\$ -	\$ 30,000	\$ 150,000	\$ -		\$ -	\$ -			\$ -	\$ -	\$0
56		Ventrax	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$0
57		Sweeper	\$ -	\$ 335,000	\$ -			\$ -	\$ -			\$ -	\$ -	\$0
58		Service truck	\$ -		\$ 200,000			\$ -	\$ -			\$ -	\$ -	\$0
59		Total Vehicles	\$ 110,000	\$ 365,000	\$ 750,000	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ -	\$ (35,000)	(\$110,000)
60	Land	Heartland Cottages Properties - funds to come from LOC	\$ -									\$ -	\$0	
61		Total Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
62	Equipment Upgrades & Replacement	Mower	\$ -		\$ 30,000	\$ -	\$ -					\$ -	\$0	
63		Tractor and Tow Behind Mower	\$ 115,000					\$ -				\$ (115,000)	(\$115,000)	
64		Land File Digitization	\$ -					\$ -	\$ -			\$ -	\$0	
65		Water Reservoir Upgrades	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ (200,000)	(\$400,000)	
66		AFRAC Radios	\$ -					\$ -				\$ -	\$0	
67		John Deere (Lawn mower)I585	\$ -	\$ -	\$ 77,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68		IT-Main Server	\$ 32,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ (32,000)	(\$32,000)	
69		Total Equipment Upgrades & Replacement	\$ 547,000	\$ -	\$ 107,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ (347,000)	(\$547,000)
70		Total Annual Capital	\$ 2,965,000	\$ 3,069,400	\$ 2,626,000	\$ 885,000	\$ 800,000						(\$2,965,000)	
71														
72		Total P39 Borrowing Principal only	\$ 1,468,697	\$ 1,339,450	\$ 1,207,216	\$ 1,071,926	\$ 933,509							
73		To Reserves-Restricted/Defined (from Utility)	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500				\$ 61,500			
74		Operating Budget Non Capital, Borrowing Skatepark-\$32,672, GCC 2nd floor - \$23,581, Rec Master Plan - \$25,000, Signage - \$7,000,	\$ 88,253	\$ 88,253	\$ 88,253	\$ 88,253	\$ 88,253				\$ 88,253			
75		Facility Debenture - Principal Payment to Operating Budget - Final Dec 15, 2027	\$ (244,339)	\$ (250,565)	\$ (256,949)	\$ (263,496)	\$ (263,496)				\$ -	\$ -		
76		Project 39 Local Improvement Borrowing 15 year Bylaw 2019 - 2034 1st pymt due March 2020 and every 6 months thereafter Principal Payment Only	\$ (129,247)	\$ (132,234)	\$ (135,290)	\$ (138,417)	\$ (141,616)							
77		Williams Park 2018 Residential San/Sewer Payback \$87,700 over 10 years	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ -				\$ 1,385			
78		Project 39 Local Improvement Borrowing 15 year Bylaw 2019 - 2034 1st pymt due March 2020 and every 6 months thereafter Interest Payment Only	\$ (35,982)	\$ (32,995)	\$ (29,939)	\$ (26,812)	\$ (23,613)							
79		Project 39 Local Improvement Borrowing 15 year Bylaw 2019 - 2034 1st pymt due March 2020 and every 6 months thereafter include both Principal and Interest	\$ (165,229)	\$ (165,229)	\$ (165,229)	\$ (165,229)	\$ (165,229)							
80		Grant and Reserve spent						\$ (628,569)	\$ (241,307)	\$ (200,000)	\$ 270,247	\$ (1,860,124)		
81		Unspent Grant and Reserves Available						\$ -	\$ -	\$ 91,591	\$ 424,355	\$ (1,860,124)	\$515,946	
82		Total Capital Budget	\$ 2,965,000	\$ 3,069,400	\$ 2,626,000	\$ 885,000	\$ 800,000						\$ (2,965,000)	
83														
84										515,946				
85		Date Interim Capital Budget Passed:												
86			Mayor:				CAO:							

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, Director of Corporate Services
Report Topic: 2025 INTERIM Operation Budget

Introduction

The purpose of this report is to respectfully present to Council the 2024 Operating Budget as an Interim Operating Budget for 2025 to allow for the day-to-day operations to continue until Administration can present the proposed 2025 Operating Budget to Council in early 2025.

Background

Administration continues its work on preparing the 2025 Operating Budget for presentation to Council. Until the Operating Budget is ready for presentation, an Interim Budget must be passed before January 1. Administration is presenting the 2024 Operating Budget as the 2025 Interim Operating Budget based on revenues of \$7,445,766.00 against expenditures of \$10,909,627.00 and is attached as Appendix "A".

Options Available

1. That Council accept the 2025 Interim Operating Budget based on the 2024 Operating Budget with revenues of \$7,445,766 against expenditures of \$10,909,627.00.
2. That advise Administration as to how it would like to proceed.

Recommendation for Action

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

- | |
|--|
| <ol style="list-style-type: none">1. The Council approves the 2025 INTERIM Operating Budget based on the 2024 Operating Budget with revenues of \$7,445,766 against expenditures of \$10,909,627.00. |
|--|

Submitted By:

Submitted To:

Monique Jeffrey, Director of Corporate Services

Farrell O'Malley, CAO

A handwritten signature in black ink that reads "Farrell O'Malley". The signature is written in a cursive, flowing style.

Interim Budget Summary 2025					
12/2/2024 0:00					
	Revenues	Expenditures	2024 Net	2023 Net	Increase (Decrease)
Legislative & Council	-	319,459.00	319,459.00	306,791.00	12,668.00
General Administration	429,452.00	1,456,819.00	1,027,367.00	733,261.00	294,106.00
OH&S		31,002.00	31,002.00	-	31,002.00
Policing	71,593.00	190,555.00	118,962.00	58,690.00	60,272.00
Fire Department	158,691.00	318,932.00	160,241.00	85,754.00	74,487.00
Disaster Services	-	26,125.00	26,125.00	31,525.00	(5,400.00)
Bylaw Enforcement	18,600.00	131,647.00	113,047.00	103,039.00	10,008.00
Common Services	151,600.00	839,122.00	687,522.00	610,477.00	77,045.00
Roads/Transport	14,529.00	294,161.00	279,632.00	254,884.00	24,748.00
Water Supply	1,061,072.00	1,061,072.00	-	-	-
Sewage Services	780,107.00	780,107.00	-	-	-
Garbage	291,056.00	291,056.00	-	-	-
Environmental	18,750.00	1,000.00	- 17,750.00	- 55,250.00	37,500.00
FCSS	221,483.00	443,159.00	221,676.00	85,557.00	136,119.00
SALC (Sturgeon Adult Learning)	174,694.00	174,694.00	-	-	-
Cemetery	9,825.00	14,000.00	4,175.00	13,400.00	(9,225.00)
Planning, Zoning & Development	786,650.00	921,640.00	134,990.00	414,222.00	(279,232.00)
Communities in Bloom	7,300.00	27,789.00	20,489.00	16,539.00	3,950.00
Community Services Brd/Staff	30,000.00	191,820.00	161,820.00	128,953.00	32,867.00
Recreation, Parks & Facilities	611,742.00	645,383.00	33,641.00	103,726.00	(70,085.00)
Fitness Centre	54,116.00	214,407.00	160,291.00	158,563.00	1,728.00
Arena	480,419.00	575,134.00	94,715.00	115,338.00	(20,623.00)
Arena Concession	7,500.00	3,500.00	- 4,000.00	- 4,000.00	-
Curling Rink	37,900.00	112,494.00	74,594.00	55,813.00	18,781.00
Culture (Facility)	3,579.00	134,495.00	130,916.00	114,225.00	16,691.00
Museum	6,200.00	35,381.00	29,181.00	27,861.00	1,320.00
SSDLC	37,050.00	15,081.00	- 21,969.00	93,301.00	(115,270.00)
Resource Centre (GFRC)	66,029.00	102,043.00	36,014.00	68,172.00	(32,158.00)
Cultural Centre (GCC)	224,700.00	203,940.00	- 20,760.00	- 38,679.00	17,919.00
Library	74,415.00	233,965.00	159,550.00	157,656.00	1,894.00
General Revenues	1,616,714.00	1,084,645.00	(532,069.00)	(491,434.00)	(40,635.00)
Contingencies	-	\$ 35,000.00	35,000.00	35,000.00	-
Allowance for Non Collection			-	-	-
	7,445,766.00	10,909,627.00	\$ 3,463,861.00	\$ 3,183,384.00	



Budget Approved by Council: _____ \$ 3,463,861.00

Mayor

CAO

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Monique Jeffrey, Director of Corporate Services
Report Topic: 2025 Salaries, Cola Increase

Introduction

The purpose of this report is to request that Council considers a 2% Cola increase to staff for 2025 and an increase of three additional staffing positions for the 2025 year.

Background

Administration is requesting that Council considers a 2% Cola increase for staff and that three new staffing positions be added to the 2025 staffing component.

Staffing positions would be as follows:

Finance Department - one position to assist with the complexity of the Town affairs and the year-end audits as indicated in the 2023 final audit report.

Public Works Department - one position to assist with the workload due to the growth of the community and to note that this department has been short staffed due to medical leaves.

Community Services - one position to assist with the workload due to the growth of the community in the parks, trails, and recreation areas.

All the proposed additions and COLA increase would add \$148,404.50 to the Salaries budget for the 2025 year.

The 2% COLA amounts to \$38,660.58 leaving \$109,743.92 of the increase to cover the requested three positions. On a full-time basis, that makes the average yearly salary at \$36,581.31 per position or \$18.76 per hour, which is below the living wage for this area of between \$20.85 or \$21.75. Administration is very cognisant, but the implementation of meeting this target will be over three years to reduce the impact on the Town taxpayers. (Attached is a copy of the report).

As explained at the last meeting of Council on November 27, 2024, the reason to make the request at this time is because delaying the decision to after January 1st, 2025, creates a lot of extra work for the payroll and benefits staff. They would have to code a retro pay for all employees and for all the different departments that each employee's salary is coded to, as well benefits and pensions will have to be manually calculated as our system does not do this efficiently. Excel spreadsheets would have to be created, and all entries will have to be overridden with the correct calculations.

Options Available

1. That Council approves a 2% COLA increase for the staff for the 2025-year effective December 29, 2024, which is the start of the 1st 2025 pay period.
2. That Council present proposed changes to the 2025 salary request and that Administration rework the 2025 request for salary increases for 2025.
3. That Council directs Administration as to how it would like to proceed.

Report to Council

Recommendation for Action

1. That Council approves a 2% COLA increase to the 2025 salaries and wages effective December 29, 2024.
2. That Council approves the addition of three new positions to the 2025 Town staffing component as presented.

Submitted By:



Monique Jeffrey
Director of Corporate Services

Approved by:



Farrell O'Malley
CAO

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Gibbons Library Board Appointment

Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of:

Teri-Lynn James

to the Gibbons Library Board for a term of 3 years at the request of the Library Board.

Options Available

1. That Council appoint Teri-Lynn James to the Gibbons Library Board for a term of 3 years based upon the recommendation of the Library Board.
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 appoint Teri-Lynn James to the Gibbons Library Board for a term of 3 years based on the recommendation of the Library Board.

Submitted By:

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

Farrell O'Malley

CAO

Gibbons Public Library

Connect, Explore, Discover



www.gibbonslibrary.ab.ca

Gibbons Public Library

5115 51 St.

P.O. Box 510

Gibbons, AB

T0A 1N0

780-923-2004

November 26, 2024

This notice is to inform Council of recent changes to the Town of Gibbons Library Board:

Current Board

- Rebecca Babichuk, Chair
- Julie Arbo, Vice Chair
- Lori Thompson, Secretary
- Loraine Berry, NLLS and Town of Gibbons' Representative
- Chantal Firmaniuk
- Anna Keet
- Kristin Plante
- Paul Kallaghan
- Melissa Masse

Board Additions

- Teri-Lynn James (Board voted in favor November 26, 2024, for a 3-year term until November 25, 2027)

Board Resignations

- N/A

Teri-Lynn's appointment would complete our Board profile with 10 members.

Thank-you,

Rebecca Babichuk

Report to Council



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, CAO
Report Topic: Letter of Support – Homeland Housing

Introduction

The purpose of this is to respectfully consider that Council give consideration to providing a Letter of Support to Homeland Housing.

Background

Homeland Housing is in the process of gathering support for a proposed mixed-income residential and commercial development in downtown St. Albert which will aid in the increasing demands of local housing systems needed in all communities. The proposed 118-unit development, named as the 22 St. Thomas Street Community Affordable Housing project, has been approved by the Canada Mortgage and Housing Corporation but is conditional upon receiving funding contributions from the Province of Alberta.

Options Available

1. That Council direct Administration to prepare a Letter of Support for Homeland Housing in for the proposed 22 St. Thomas Street Community Affordable Housing project.
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 direct Administration to prepare a Letter of Support for Homeland Housing for the proposed 22 St. Thomas Street Community Affordable Housing project.

Submitted By:

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

Farrell O'Malley

CAO

Morinville. Homeland's services in St. Albert are currently restricted to seniors over the age of 65 with years-long waiting lists.

The proposed 118-unit development is ideally located in St. Albert's downtown, close to transit, employment, services, and amenities. The intended development also conforms to the Edmonton Metropolitan Region Board Growth Plan intensification targets to accommodate employment and population growth in downtown urban centres through higher density development forms.

The Canada Mortgage and Housing Corporation has approved the 22 St. Thomas Street project for funding – conditional upon receiving funding contributions from the Province of Alberta. St. Albert's \$5.5 million contribution of land and funding fulfills the Province's goal to leverage capital from other levels of government. The final hurdle is a one-time provincial contribution of \$14.5 million (30%) to move this project to the construction phase, as it is shovel-ready on land already zoned for the intended use.

As a member municipality within the Homeland Housing service area, we strongly support the opportunity to develop affordable housing in St. Albert. We are committed to working in partnership with the Province to help make this project a reality.

Yours Sincerely,

Name

Municipality / County

cc: Hon. Ric McIver, Minister of Municipal Affairs
Hon. Dale Nally, MLA, St. Albert-Morinville
Mr. Shane Getson, MLA, Lac Ste. Anne-Parkland
Cynthia Farmer, Deputy Minister of Seniors, Community and Social Services
Justin Marshall, Chief of Staff, Seniors, Community and Social Services
Mayor Cathy Heron, City of St. Albert

File:

November 20, 2024

Mr. Raymond Cormie
Chief Executive Officer
Homeland Housing
10021 – 101 Street
Morinville, AB T8R 1R9

SENT VIA EMAIL
rcormie@homelandhousing.ca

Dear Mr. Cormie:

Re: 22 St. Thomas Proposed Affordable Housing Development

On behalf of _____ Council, I would like to express our support for Homeland Housing's proposed mixed-income residential and commercial development in downtown St. Albert. The 22 St. Thomas Street project is a priority for member municipalities within the Homeland Housing service area and is one of the top two advocacy priorities for St. Albert City Council in 2024/2025.

Communities across Alberta are experiencing impacts from high growth, leading to rising rents and low vacancy rates. The ripple effects of these pressures are shifting imbalances to smaller communities, increasing demands on local housing systems and resulting in a greater reliance on community support services. We recognize that appropriate housing is needed in all communities, with responsibility and funding distributed equitably between urban centres, mid-sized cities, and rural communities. The St. Albert project is an example of our tangible commitment to fulfill our role in addressing this crisis and partnering with other orders of government to deliver on shared outcomes at a regional level.

St. Albert has 1.8 per cent of its housing stock operated as affordable housing, compared to the Provincial average of 3.1 per cent. The impacts of low supply are being seen both in local food bank usage (30% increase, 80% of families paying more than 50% of their income on housing costs), and demand for the Provincial Rental Assistance Benefit program through Homeland Housing. Of the 342 households on the waiting list, 90 per cent are from St. Albert. This project will expand low to moderate income housing supply for households of all ages, similar to the affordable housing operated in Westlock and



Homeland Housing
Better Housing, Better Living

**22 St. Thomas
Street
Community
Affordable
Housing**





About 22 St. Thomas Street

- **Mixed income** residential and commercial apartment community in downtown St. Albert
- **Affordable** rental homes for seniors, individuals, and families
- **118** studio, one-bedroom, two-bedroom and three-bedroom suites



The Need

6.2 percent of households in St. Albert are in Core Housing Need

More than half of these households are paying more than **50 percent** of their income on housing costs.

St. Albert has less than **1.8 percent** of housing stock available at below market rates, compared to the provincial average of **3.1 percent**.

The acute shortage of below market housing is impacting the **quality of life** for low-to-moderate income households that call St. Albert home.



Rental Housing Affordability in St. Albert

Annual Income Needed

1 Bedroom \$1,271 Rent	\$50,840 \$24.44 per hour
2 Bedroom \$1,490 Rent	\$59,600 \$28.65 per hour
3 Bedroom \$1,565 Rent	\$62,600 \$30.10 per hour



22 St. Thomas Street Rental Affordability

1 Bedroom \$750 to \$895
\$1,271 Rent \$30,000 to \$36,000

\$50,840

2 Bedroom \$900 to \$1,190
\$1,490 Rent \$38,000 to \$49,980

\$59,600

3 Bedroom \$1,050 to \$1,290
\$1,565 Rent \$44,100 to \$54,180

\$62,600

Funding Partnership



Alberta Affordable Housing Partnership Program (AHPP)

- Grant funding up to **30 percent** for development and construction. No future operational or capital funding, valued at \$14,900,000.

Canada Mortgage and Housing Corporation (CMHC)

- Low interest mortgage for ten years with a forgivable loan portion based on CMHC point scoring. Forgivable loan for Homeland Housing is \$5,900,000. Funding up to **30 percent** for development and construction.

Homeland Housing

- CMHC mortgage – National Co-Investment Fund of \$23,000

City of St. Albert

- Land and capital contribution of valued at \$5,100,000

22 St. Thomas Street – View from St. Thomas and St. Anne Street



Report to Council

Date Submitted: December 11, 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 2nd and 3rd 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 2nd and 3rd 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:

- | |
|---|
| <ol style="list-style-type: none">1. That Council provides 2nd and 3rd Reading to the Waterworks and Sewer Servicing Bylaw PI 4-24. |
|---|

Submitted By:



Monique Jeffrey.
Director of Corporate Services

Approved by:



Farrell O'Malley
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.
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- 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.
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- 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.
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- 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.
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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
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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.**
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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.
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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.
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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.
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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.
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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.
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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
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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 **ACRWC Arrow Utilities** has been provided confirming that no further discharge of hazardous wastewater will be made to the wastewater works.
- 23.3 Where the **ACRWC 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.**
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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.
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- 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.
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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.
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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 1st, 2025, and is duly signed thereof.

Read a first time this 27th of November 2024.

Read a second time this _____ of _____ 2024.

Read a third and final time this _____ of _____ 2024.

Mayor

Chief Administrative Officer

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 **AGRWC 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.
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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 ₂)	5.0 mg/L
Chromium (Hexavalent) (Cr ⁺⁶)	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 ⁺)	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



Date Submitted: December 11, 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 2nd and 3rd 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
Water	-	-	-	-	-	-	-
Expenses	-	-	-	-	-	-	-
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,061,072	\$ 587,966	\$ 1,245,514	\$ 1,270,424	\$ 1,295,833	\$ 1,321,749	\$ 1,348,184
Revenues							
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
TOTAL	-\$ 1,061,072	-\$ 695,965	-\$ 1,245,514	-\$ 1,270,424	-\$ 1,295,833	-\$ 1,321,749	-\$ 1,348,184
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
Sewer	-	-	-	-	-	-	-
Expenses							
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 780,107	\$ 441,180	\$ 842,925	\$ 859,783	\$ 876,979	\$ 894,519	\$ 912,409
Revenues							
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
TOTAL	-\$ 780,107	-\$ 521,194	-\$ 842,925	-\$ 859,784	-\$ 876,979	-\$ 894,519	-\$ 912,409
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
Garbage	-	-	-	-	-	-	-
Expenses							
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
TOTAL	\$ 291,056	\$ 132,985	\$ 279,222	\$ 268,055	\$ 269,396	\$ 270,743	\$ 272,096
Revenues							
User Fees & Sale of Goods	-\$ 291,056	-\$ 196,151	-\$ 279,222	-\$ 268,056	-\$ 269,396	-\$ 270,743	-\$ 272,097
Government Transfers							
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	-\$ 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 2nd and 3rd 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 2nd and 3rd Reading to the Municipal Master Rates Bylaw PI 3-24

Submitted By:



Monique Jeffrey
Director of Corporate Services

Approved by:



Farrell O'Malley
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 1st, 2025**, and is duly signed thereof.

Read a first time this 27th of November 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

Chief Administrative Officer

SCHEDULE "A"

ADMINISTRATIVE – GENERAL	
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

ANIMAL CONTROL BYLAW PI 3-21		
LICENSING – SECTION 3		
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
Vicious Dog	\$300.00	\$450.00
Cat – Unaltered	\$30.00	\$45.00
Cat – Neutered Male / Spayed Female, Kitten under 1 year	\$20.00	\$30.00
OFFENCE		
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
VICIOUS DOG OFFENCE	
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

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

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BUSINESS LICENSE BYLAW PI 3-23		
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
OFFENCE		
First Offence		\$100.00
Second Offence		\$150.00
Third and Subsequent Offences		\$250.00 + \$150.00 for each additional day the offence continues

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

Cremation Plot – 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
<u>Double Niche – Top Row</u>					
1 st Opening	\$1,250.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer—1 st Opening	\$1,250.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter—1 st Opening	\$1,250.00	\$150.00	\$300.00	\$200.00	\$275.00
2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Summer—2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Winter—2 nd Opening	-	-	\$300.00	\$200.00	\$275.00
<u>Double Niche – 2nd Row</u>					
1 st Opening	\$1,200.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer—1 st Opening	\$1,200.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter—1 st Opening	\$1,200.00	\$150.00	\$300.00	\$200.00	\$275.00
2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Summer—2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Winter—2 nd Opening	-	-	\$300.00	\$200.00	\$275.00
<u>Double Niche – 3rd Row</u>					
1 st Opening	\$1,150.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer—1 st Opening	\$1,150.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter—1 st Opening	\$1,150.00	\$150.00	\$300.00	\$200.00	\$275.00
2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Summer—2 nd Opening	-	-	\$250.00	\$200.00	\$275.00
Winter—2 nd Opening	-	-	\$300.00	\$200.00	\$275.00
<u>Double Niche – 4th Row</u>					
1 st Opening	\$1,100.00	\$150.00	\$250.00	\$200.00	\$275.00
Summer—1 st Opening	\$1,100.00	\$150.00	\$250.00	\$200.00	\$275.00
Winter—2 nd Opening	\$1,100.00	\$150.00	\$300.00	\$200.00	\$275.00
1 st Opening	-	-	\$250.00	\$200.00	\$275.00
Summer—1 st Opening	-	-	\$250.00	\$200.00	\$275.00
Winter—2 nd 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.

CEMETARY – OTHER CHARGES	
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

COMMUNITY STANDARDS BYLAW PI 2-18	
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
OFFENCE	
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

DEVELOPMENT PERMITS BYLAW PI 1-18	
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Residential – New Single-Family Development	
Permitted Use	\$150.00
Discretionary Use or Variance	\$300.00
Residential – Multi Family Dwellings	
Permitted Use	\$150.00 + \$100.00 per unit
Discretionary Use or Variance	\$300.00 + \$100.00 per unit
Commercial / Industrial / Institutional	
Development Permitted Use	\$300.00 \$500.00 + \$0.15 per \$1,000 Project Value
Discretionary Use or Variance	\$500.00 + \$0.15 per \$1,000 Project Value
Signs (Each Occurrence)	
Permitted Use	\$100.00
Discretionary Use or Variance	\$200.00
Temporary (3 months)	\$50.00
Temporary (6 months)	\$75.00
Compliance / Zoning Certificates	
Residential - Single Family Dwelling to 4 Plex	
Regular Services – within 5 Working Days	\$150.00
Rush Services – within 2 working days	\$200.00
Commercial, Industrial and Multi Family (Large than 4 Plex)	
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
Miscellaneous Development Charges	
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)
Amendments	
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
SUBDIVISION AND DEVELOPMENT APPEAL	
Subdivision and Development Appeal Fee	\$300.00

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FIRE INSPECTIONS FEES	
Municipal Facilities	\$600.00 per hour
GROUP B DIVISION 2	
Hospitals, Seniors Lodges	\$250.00/inspection
GROUP C	
Apartments, Condominiums	\$250.00/inspection
Residential Homes (by request)	\$50.00/inspection
Bed & Breakfasts, Hotels, Motels (non-licensed, no food service)	\$150.00/inspection
GROUP A DIVISION 2	
Schools and Churches	\$250.00/inspection
Hotels, Motels (licensed and/or food services)	\$250.00/inspection
Restaurants/Food Preparation Facilities	\$250.00/inspection
GROUP E, GROUP F, DIVISION 1, 2, AND 3	
All Other Businesses	\$75.00/inspection
RE-INSPECTIONS	
1 st Follow-up to ensure compliance as directed by SCO	No Charge
2 nd Follow-up to ensure compliance, as directed by SCO	\$250.00/hour minimum 1 hour
3 rd Follow-up to ensure compliance as directed by SCO	\$500.00/hour minimum 1 hour
MISCELLANEOUS	
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

FIRE SERVICES	
Fire Services within the Town of Gibbons	\$600.00 per hour
OFFENCE	
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

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

NOISE ABATEMENT BYLAW PI 4-02	
1 ST Offence	\$200.00
2 ND Offence	\$500.00
3 RD Offence	\$1000.00

VEHICLE CONTROL BYLAW PI 2-17	
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	1 st Offence	2 nd 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

WATERWORKS AND SEWER BYLAW PI 1-19	
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
METERED SERVICES – WATER RATES	
Residential – Basic	\$29.80 \$29.21 /month
Residential – Usage	At the Water Commission rate per cubic meter used
Commercial and Institutional – Basic	\$35.20 \$34.51 /month
Commercial and Institutional – Usage	At the Water Commission rate per cubic meter used
High Density Residential (Apartments & Condominiums) – Basic	\$29.80 \$29.21 per unit per month
High Density Residential (Apartments & Condominiums) – Usage	At the Water Commission rate per cubic meter used
INFRASTRUCTURE REPLACEMENT FLAT RATE	
Residential, Commercial, and Institutional – Flat Rate	\$19.30 per month
BULK WATER	
Bulk Water Customers - purchased through the Town of Gibbons	January 1, 2024 ⁵ – \$6.30 \$6.17 /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 \$5.67 \$5.55 /cubic meter as of January 1, 2024 ⁵ , adjusted annually in Bulk Water Rates for the Water Commission plus previous year's CPI for the Greater Edmonton Region)
Hydrant Rate	\$8.67 \$8.50 /cubic meter
SEWER RATES	
Residential – Basic	\$25.59 \$25.08 /month
Residential – Usage	At the Sewer Commission rate per cubic meter of water used
Commercial and Institutional – Basic	\$48.08 \$47.13 /month
Commercial and Institutional – Usage	At the Sewer Commission rate per cubic meter of water used
High Density Residential (Apartments & Condominiums) – Basic	\$25.59 \$25.08 per unit per month
High Density Residential (Apartments & Condominiums) – Usage	At the Sewer Commission rate per cubic meter used
INFRASTRUCTURE REPLACEMENT FLAT RATE	
Residential, Commercial, and Institutional – Flat Rate	\$3.25 per month
OTHER CHARGES	
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.

PENALTIES			
		1st Offence	2nd & Consecutive Offence

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

Request for Decision



Date Submitted: December 11, 2024
Submitted to: Mayor Deck and Members of Council
Submitted by: Farrell O'Malley, 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.

Options Available

1. That Council give 2nd and 3rd Reading to Bylaw MOG 1-24 Criminal Record Check 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 2nd and 3rd Reading to Bylaw MOG 1-24 Criminal Record Check Bylaw.

Submitted By:

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

Farrell O'Malley

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.
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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 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 27th of November 2024.

Read a second time this _____ of _____, 2024.

Read a third and final time this _____ of _____, 2024.

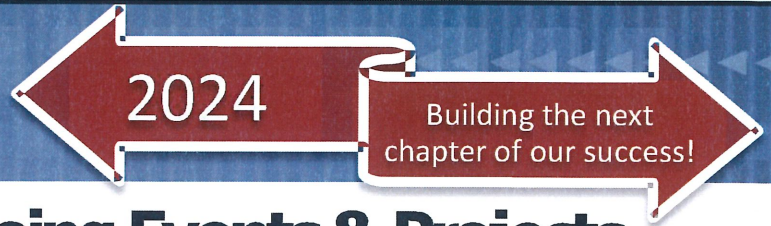
Mayor

Chief Administrative Officer

Document History

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

Report to Council



KEY MEETINGS

- Meetings with Developers

News, Ongoing Events & Projects

Community Services Department

Key Items in Progress

- Current job postings are listed below. See the website for more info.
- Sturgeon Adult Learning Coordinator/Facilitator
- Casual Facilities Attendant.
- Foodbank Christmas Hamper pickup is December 14th. Over 130 hampers were requested this year.
- Gibbons Seniors Bus schedule change. Please see attached schedule
- Youth Centre had over 275 attendees in November

Corporate Services Department

Key items in progress:

- 2025 Interim Operating and Capital Budgets
- Tax Enforcement
- Cash Flow Management

Planning & Development Department

Key Items in Progress:

- Business Breakfast had a good turnout
- The total permits issued for 2024 is attached

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: 145 - County Calls: 182
- Food Bank Drive Results:
 - 10,615 lbs of food
 - Over \$12,000 in monetary donations

A HUGE Thank You to the Town of Gibbons!



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

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

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



Gibbons Senior Transportation

Shopping Trips:

First Tuesday of the month
to Fort Saskatchewan Walmart

Third Tuesday of the month
to Gibbons Independent Grocery
Store

Leaves from the Dew Drop
Inn at 9:00am returns around
Noon

No Cost for Gibbons Seniors

FOR MORE INFORMATION AND TO REGISTER call
Gibbons Family Resource Centre at **780-923-2374**

Coffee Time:

Weekly on Mondays and
Thursdays morning to the
Dew Drop Inn from 10-11am

Home pick up and drop
off in Gibbons

No Cost for Gibbons Seniors

Proudly Sponsored By:



	Legal Description	Project Description	Value of Development Permit
COMMERCIAL	SE 03-56-23-W4	INFLATABLE ROOF TOP SIGN	\$5,000.00
COMMERCIAL	SE 03-56-23-W4	2 DRIVE THRU CANOPY SIGNS, 1 HEIGHT RESTRICTION SIGN	\$25,000.00
COMMERCIAL	L 10&11; B 4; P 1130HW	DEMOLITION OF 2 BUILDINGS	\$106,000.00
COMMERCIAL	L C; B 11; P 1894RS	2 STOREY MIXED USE BUILDING (RESIDENTIAL/COMMERCIAL)	\$950,000.00
INDUSTRIAL	NW 11-56-23-W4	ADDITION/SHOP RENOVATIONS	\$2,000,000.00
RESIDENTIAL	L 19; B 8; P 195TR	HOME OCCUPATION - ONLINE SALES	\$3,000.00
RESIDENTIAL	L 100A; B 26; P 7922517	HOME OCCUPATION - CONCRETE REPAIR	\$5,000.00
RESIDENTIAL	L 9; B 6; P 5714KS	HOME OCCUPATION - PESTICIDE APPLICATION	\$0.00
RESIDENTIAL	L 13; B 3; P 1920356	SFD WITH SECONDARY SUITE, SETBACK VARIANCE	\$200,000.00
RESIDENTIAL	L 4; B 13; P 5266RS	10' X 16' GARDEN SHED (HEIGHT 12')	\$7,000.00
RESIDENTIAL	L 209; B 18; P 0624798	16' X 34' DECK (6' HIGH)	\$15,000.00
RESIDENTIAL	L 209; B 18; P 0624798	32' X 30' DETACHED GARAGE (16' HIGH) VARIANCE	\$40,000.00
RESIDENTIAL	L 12; B 3; P 1920356	SFD WITH SECONDARY SUITE, SETBACK VARIANCE	\$200,000.00
RESIDENTIAL	L 13; B 31; P 1922297	SINGLE FAMILY DWELLING	\$365,000.00
RESIDENTIAL	L 4; B 31; P 1922297	SINGLE FAMILY DWELLING	\$365,000.00
RESIDENTIAL	L 3; B 31; P 1922297	SINGLE FAMILY DWELLING	\$365,000.00
RESIDENTIAL	L 2; B 30; P 7922517	HOME OCCUPATION-RENEW BEAUTY BOUTIQUE	\$5,000.00
RESIDENTIAL	L 15; B 1; P 7521277	DETACHED GARAGE	\$50,000.00
RESIDENTIAL	L 33; B 31; P 1922297	SINGLE FAMILY DWELLING	\$400,000.00
RESIDENTIAL	L 11; B 15; P 4089TR	DETACHED GARAGE	\$41,000.00
RESIDENTIAL	L 31; B 15; P 4089TR	DETACHED GARAGE	\$65,000.00
RESIDENTIAL	L 84; B 1; P 8822990	20' X 11' RAISED DECK	\$10,000.00
RESIDENTIAL	-B-5313CL	2013 52' X 16' MANUFACTURED HOME	\$120,000.00
RESIDENTIAL	L 217; B 18; P 0624798	SWIMMING POOL, HOT TUB, POOL DECK	\$4,000.00
RESIDENTIAL	L 13; B 1; P 868CG	ROOFTOP SOLAR PANEL INSTALL	\$19,584.00
RESIDENTIAL	L 217; B 18; P 0624798	12 x 12 SHED EXISTING	\$4,000.00
RESIDENTIAL	L 11; B 1; P 1622165	16' X 43.5' GARAGE ADDITION	\$50,000.00
RESIDENTIAL	L 10; B 31; P 1922297	SINGLE FAMILY DWELLING	\$600,000.00
RESIDENTIAL	L 16; B 38; P 0726630	ROOFTOP SOLAR PANEL INSTALL	\$19,200.00
RESIDENTIAL	L 19; B 26A; P 8022563	MAJOR HOME OCCUPATION - PET GROOMING	\$900.00
RESIDENTIAL	L 11; B 28; P 7821890	ROOFTOP SOLAR PANEL INSTALL	\$8,856.00
RESIDENTIAL	L 4; B 7; P 4287NY	HOT TUB WITH GAZEBO	\$20,000.00
RESIDENTIAL	L 37; B 18; P 7622168	ROOFTOP SOLAR PANEL INSTALL	\$10,547.25
RESIDENTIAL	L 41; B 31; P 1922297	SINGLE FAMILY DWELLING	\$450,000.00
RESIDENTIAL	L 19; B 19; P 7622168	ROOF MOUNTED SOLAR SYSTEM	\$13,225.00
TOTAL			\$6,542,312.25