

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
MARCH 12, 2025  
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 February 26, 2025
- 7.0 FINANCE
  - 7.1 Accounts Paid as at March 7, 2025
  - 7.2 Cash Flow Management Statement
- 8.0 APPOINTMENTS
- 9.0 OLD BUSINESS
  - 9.1 Employee Non-Disclosure Agreement
  - 9.2 Heartland Commons – Fencing – Verbal Report
- 10.0 NEW BUSINESS
  - 10.1 Policing Priorities – RCMP Fiscal Year 2025-2026
  - 10.2 Community Services Grants
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw ALT 2-25 Short-Term Borrowing Bylaw – Hydrovac Truck
  - 11.2 Bylaw ALT 3-25 Short-Term Borrowing Bylaw \$2,800,000
  - 11.3 Policy – GA 84-25 Whistleblower Policy
- 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 Management of Personnel – *FOIP S.24*
  - 16.2 Councillor Sanctions – *FOIP S. 19*
- 17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, FEBRUARY 26, 2025, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

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

**Council Absent:**

**Staff Present:** Eric Lowe – Interim CAO  
Stephanie Peters – Director of Community Services  
Terra Pattison – Finance Manager  
Curtis Parsons – Operations Manager Public Works  
Chris Pinault – Recording Secretary

**Staff Absent:** Monique Jeffrey – Director of Corporate Services with regrets

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

**3.0 ADDITIONS TO THE AGENDA**

Mr. Lowe requested that item 16.1 Roseridge Waste Management Services Commission be moved to 8.1.

Councillor Harris requested that the following items be added to the agenda:

- 9.3 Sanctions
- 9.4 Cash Flow Statement
- 10.2 Whistleblower Policy
- 10.3 Employee Non-Disclosure Agreement
- 10.4 Request for Written Legal Opinion

**4.0 ADOPTION OF THE AGENDA**

Councillor Kozak moved to accept the agenda as amended.

**25.072 MOTION CARRIED**

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

**6.0 ADOPTION OF THE MINUTES**

**6.1 REGULAR MEETING OF COUNCIL – FEBRUARY 12, 2025**

Councillor Millante moved to accept the minutes of the February 12, 2025, Regular Meeting of Council as amended.

**25.073 MOTION CARRIED**

**6.2 SPECIAL MEETING OF COUNCIL – FEBRUARY 19, 2025**

Councillor Berry moved to accept the minutes of the February 19, 2025, Special Meeting of Council as presented.

**25.074 MOTION CARRIED**

**7.0 FINANCE**

**7.1 ACCOUNTS PAID AS AT FEBRUARY 21, 2025**

Councillor Millante moved to accept the Accounts Paid as at February 21, 2025, as information as presented.

Councillor Harris requested a recorded vote:

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

**25.075 MOTION CARRIED**

Councillor Harris moved to direct Administration to return with an explanation as to the expense of \$448 listed as RBC Commercial Visa.

**25.076 MOTION CARRIED**

**8.0 APPOINTMENTS**

**8.1 ROSERIDGE WASTE MANAGEMENT SERVICES COMMISSION – CURBSIDE PICK UP**

Susan Berry, Executive Director Roseridge Waste Commission presented to Council on the proposed regional waste collection.

Ms. Berry left at 7:30 pm.

Councillor Sandahl moved to direct Administration to enter into conversations with Roseridge Waste Management Services Commission to explore coordinating waste collection across the region.

**25.077 MOTION CARRIED**

**9.0 OLD BUSINESS**

**9.1 HEARTLAND COMMONS – FENCING**

Councillor Berry moved to direct Administration to return to Council at the next Regular Meeting of Council with the information as stated.

**25.078 MOTION CARRIED**

**9.2 DAVIS DEVELOPMENTS – UTILITIES**

Councillor Kozak moved to accept this as information.

**25.079 MOTION CARRIED**

**9.3 SANCTIONS**

Councillor Harris moved that Council reinstate her to full duties as a Councillor, that her pay be reinstated to full pay immediately and that it be retroactive from the date of the sanctions.

Councillor Harris requested a recorded vote:

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

**25.080 MOTION CARRIED**

**9.4 CASH FLOW MANAGEMENT**

Councillor Harris moved to direct Council to provide a cash flow management statement to Council at each Regular Meeting of Council beginning with the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

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

**25.081 MOTION CARRIED**

**10.0 NEW BUSINESS**

**10.1 DEPUTY MAYOR APPOINTMENT**

Councillor Sandahl moved that Council appoint Councillor Loraine Berry to serve as Deputy Mayor from February 26, 2025, until October 19, 2025.

**25.082 MOTION CARRIED**

**10.2 WHISTLEBLOWER POLICY**

Councillor Harris moved to direct Administration to draft an Employee Whistle Blower policy and it be vetted by the Town's Legal Counsel.

Councillor Harris requested a recorded vote:

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

**25.083 MOTION CARRIED**

**10.3 EMPLOYEE NON-DISCLOSURE AGREEMENTS**

Council agreed to table this item until the next Regular Meeting of Council.

**10.4 REQUEST FOR WRITTEN LEGAL OPINION**

Councillor Harris moved to direct Administration to contact the Town's Legal Counsel to see if the reason for the departure of the previous CAO can be publicly disclosed.

Councillor Harris requested a recorded vote:

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

**25.084 MOTION CARRIED**

**11.0 BYLAWS AND POLICIES**

**11.1 BYLAW ALT 2-25 SHORT TERM BORROWING BYLAW – HYDROVAC TRUCK**

Councillor Kozak moved that Council table this item until Administration can provide a report back to Council.

**25.085 MOTION CARRIED**

**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Harris moved to accept the Administration Report as information.

**25.086 MOTION CARRIED**

**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Cookies with Council – Gibbons Youth Centre

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- Emerging Trends – Brownlee LLP
- Cookies with Council – Gibbons Youth Centre

Councillor Millante attended:

- Family Day skating event

Councillor Sandahl attended:

- Emerging Trends – Brownlee LLP
- Sturgeon Victim Services Audit - virtual
- Capital Region Northeast Water Services Commission
- Indigenous Training with Mowandonan Consulting
- Cookies with Council – Gibbons Youth Centre

Deputy Mayor Yushchyshyn attended:

- Emerging Trends – Brownlee LLP
- Roseridge Waste Management Commission
- Cookies with Council – Gibbons Youth Centre

Councillor Sandahl moved to accept the Committee Reports as information.

**25.087 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**14.1 STURGEON RIVER WATERSHED ALLIANCE**

Councillor Millante moved to accept the correspondence as information.

**25.088 MOTION CARRIED**

Councillor Millante requested that item 16.3 – Discussion on Sanctions be added to the agenda.

Councillor Harris requested a recorded vote:

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



**25.089 MOTION CARRIED**

Acting Mayor Yushchyshyn called a recess at 8:20 pm.

Acting Mayor Yushchyshyn called the meeting back to order at 8:31 pm.

**15.0 NOTICE OF MOTION**

**16.0 CLOSED SESSION**

Councillor Berry moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 8:31 pm.

**25.090 MOTION CARRIED**

Councillor Millante moved that Council revert to normal seating 9:39 pm

**25.091 MOTION CARRIED**

**16.1 MANAGEMENT OF PERSONNEL**

Councillor Sandahl moved to accept this as information.

**25.092 MOTION CARRIED**

**16.2 PERSONNEL**

Councillor Kozak moved that Council accept the letter as presented and post to the Town's website as discussed.

Councillor Sandahl requested a recorded vote:

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

**25.093 MOTION CARRIED**

**16.3 DISCUSSIONS ON SANCTIONS**

Councillor Kozak moved to table this until the next Regular Meeting of Council as a closed session item.

**25.094 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 9:44 pm.

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Acting Mayor Dale Yushchyshyn

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Interim CAO Eric Lowe

DRAFT - NOT APPROVED



# TOWN OF GIBBONS

## Cheque Listing For Council

2025-Mar-7  
9:29:35AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250199	2025-02-24	KOBZA, JENNIFER	155 156	JAN 13 - JAN25, CLEANING CONTRA JAN 26-FEB 8 - CLEANING CONTRAC	879.78 851.40	1,731.18
20250200	2025-02-24	LAPP C/O ASP	131	JAN 26 - FEB 8 LAPP CONTRIBUTION	11,765.04	11,765.04
20250201	2025-02-24	564045 ALBERTA LTD O/A RICHARDS	7584	OIL CHANGE & INSPECTION - 2006 F	369.51	369.51
20250202	2025-02-24	ASSOCIATED FIRE SAFETY	00015371 00015748	3M FF FACEMASKS INSPECTION & REPAIRS OF FF UNIF	3,142.13 751.01	3,893.14
20250203	2025-02-24	BARRICADES AND SIGNS	71574	PARKING LOT & TRAFFIC SIGNS	477.46	477.46
20250204	2025-02-24	CAPITAL REGION NORTHEAST WATER	2025003	JANUARY 2025 CONSUMPTION	30,236.89	30,236.89
20250205	2025-02-24	CHINOOK EQUIPMENT	03-33582 03-33836	TAIL LIGHT ASSEMBLY WITH BULBS BLOWER MOTOR & FAN - LOADER	298.07 481.37	779.44
20250206	2025-02-24	DRIVEN REPAIR & MAINTENANCE LTD	118944	3/8" X 6' HYDRAULIC HOSE	170.10	170.10
20250207	2025-02-24	ENG-CON HOLDINGS LTD	7756	RESTOCKING FESS - COTTAGES	5,238.06	5,238.06
20250208	2025-02-24	GINGELL, SUSAN	8	LUB PUBLIC ENGAGEMENT COFFEE	59.96	59.96
20250209	2025-02-24	HOMELAND HOUSING	25R002	2025 MUNICIPAL REQUISITION	35,076.98	35,076.98
20250210	2025-02-24	HORIZON AG & TURF	P43604	BOLTS & LOCK NUTS	27.67	27.67
20250211	2025-02-24	KENNER MEDIA (EDMONTON) LTD.	1054-9306 1066-2422	JANUARY 2025 RADIO ADS JANUARY 2025 BIG BOX RUN	2,680.65 220.50	2,901.15
20250212	2025-02-24	PARKLAND CORPORATION	5750987	JAN FAS GAS FUEL PURCHASES	1,648.41	1,648.41
20250213	2025-02-24	PEACE COUNTRY PETROLEUM SALES LTD.	346955	BULK DIESEL FUEL	4,719.45	4,719.45
20250214	2025-02-24	PITNEY BOWES	3202514775 3202519314	LATE FEES JAN - MAR POSTAGE METER LEASE	23.41 552.01	575.42
20250215	2025-02-24	PUROLATOR COURIER LTD.	505121308A 545107984 570142112	COURIER TO HIGHLINE, BORDER PA COURIER FOR GO TO SERVICES COURIER TO LAPP & F. O'MALLEY	116.07 39.84 85.78	241.69
20250216	2025-02-24	REGENT SUPPLY	366050	FF CLEANING SUPPLIES	79.98	79.98
20250217	2025-02-24	ROSERIDGE WASTE COMMISSION	20250089	JANUARY 2025 WEIGHTS	4,342.47	4,342.47
20250218	2025-02-24	TRINUS TECHNOLOGIES INC.	9818	NEW EMPLOYEE DOCKING STATION	954.31	954.31
20250219	2025-02-24	WEARPRO EQUIPMENT & SUPPLY LTD	1838.94	10 ICE BLADES	1,838.94	1,838.94
20250220	2025-02-24	WELLS, DYLAN	173	FF TST UNIFORMS & SHIRTS	2,362.45	2,362.45
20250221	2025-02-24	CHALLENGER CLEAN SYSTEMS LTD.	11940	LAUNDRY DETERGENT - FIRE DEPT	262.50	262.50
20250222	2025-02-24	VAN DER LEEK, DAVID	770	ICE RESCUE ORIENTATION TRAININ	75.00	75.00
20250223	2025-02-24	PALS GEOMATICS CORP	347050	PROGRESS OF PREPARATION FOR	1,260.00	1,260.00
20250224	2025-02-24	PUROLATOR COURIER LTD.	520099455 525601072	COURIER TO SUMMIT & SEGO COURIER TO AMSC INSURANCE	86.54 38.54	125.08
20250225	2025-02-24	ZEMBAL ELECTRIC INC.	2537	ELECTRICAL WORK DONE AT AREN/	458.63	458.63
20250226	2025-02-24	HIGHLINE ELECTRICAL CONSTRUCTORS LTD	J007585	PROGRESS ON HWY 28A & HEARTL/	12,182.94	12,182.94
20250227	2025-02-27	██████████	14	2025 BOOT ALLOWANCE	150.00	150.00
20250228	2025-02-27	BELL MOBILITY/SCS	309 310	FEB 15 -CELL PHONES / IPADS - COI FEB 8 - CELL PHONES / BULK WATEI	932.32 748.42	1,680.74
20250229	2025-02-27	BROWNLEE LLP	580490	REQUESTS FOR INFORMATION - PE	1,603.88	1,603.88
20250230	2025-02-27	CATALIS TECHNOLOGIES CANADA LTD.	308344462	2025 - GIS WEBMAP ANNUAL SUBSC	2,359.56	2,359.56
20250231	2025-02-27	CRYSTAL CLEAN WATER DELIVERY	251749	WATER	56.00	56.00
20250232	2025-02-27	DOUGLAS, NATHAN	24	HWY 643 STRUCTURE FIRE - FOOD	70.09	70.09



# TOWN OF GIBBONS

## Cheque Listing For Council

2025-Mar-7  
9:29:35AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20250233	2025-02-27	EVANS, JEANNE	7	SUPPLIES AND MILEAGE - YOUTH C	316.13	316.13
20250234	2025-02-27	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE5375	JAN - 710 TRANS @ 0.4266	318.03	318.03
20250235	2025-02-27	GFL ENVIRONMENTAL INC	388098	JANUARY 2025 GARBAGE CONTRAC	12,111.68	12,111.68
20250236	2025-02-27	GIBBONS GUARDIAN PHARMACY	222863/224816	BATTERIES FOR MOTION SENSOR	22.18	22.18
20250237	2025-02-27	HOMELAND HOUSING	17519	DEW DROP INN NO HEAT - 50% COS	974.00	974.00
20250238	2025-02-27	MARKETER	2025-020	2025 GO EAST TRAVEL GUIDE - 1/4 F	840.00	840.00
20250239	2025-02-27	MCEWEN'S FUELS & FERTILIZERS LTD.	C000725	JAN DIESEL PURCHASES	4,605.03	4,605.03
20250240	2025-02-27	MEMJ CONSULTING LTD.	20211102	FEB 16 - 28 2025 CONTRACT	2,909.97	2,909.97
20250241	2025-02-27	NORRIS, ANTHONY	72	WATER DISTRIBUTION CERTIFICATI	45.21	45.21
20250242	2025-02-27	NORTHERN LIGHTS LIBRARY SYSTEM	02.04.25	LIBRARY SUPPLIES - BARCODES	21.60	21.60
20250243	2025-02-27	ORKIN CANADA	22734950 22734951 22734952 22734953 22734954 22734955	INV#IN-22978270 GFRC PEST CONTI INV#IN-22978586 GCC PEST CONTRI INV#IN-22979102 PW SHOP PEST CC INV# IN-22979187 FIREHALL PEST C INV# IN-22977943 CURL CLUB PEST INV# IN-22977944 ARENA PEST CON	127.73 127.73 119.07 119.07 127.73 127.73	749.06
20250244	2025-02-27	PHONECO INC	GP54614 GP54667	PHONE - MOVE EXTENTIONS & PRO INSTALL PHONE, NEW EXTENSION, '	78.75 402.68	481.43
20250245	2025-02-27	PRINCESS AUTO LTD	7622332 7636204 7636217	FLAG TRUCK WARNINGS, LIGHTS, C RETURN COUPLERS GRADER COUPLER	437.54 (62.98) 52.48	427.04
20250246	2025-02-27	REGENT SUPPLY	365623	MAGNET NAME TAG - MFC	27.29	27.29
20250247	2025-02-27	RFS CANADA	5032371684	JAN 1 - MAR 31, 2025 COPIER LEASE	1,942.00	1,942.00
20250248	2025-02-27	SELECT COMMUNICATIONS INC.	7233072	FEB 26-MAR 25 - ANSWERING SERV	177.05	177.05
20250249	2025-02-27	SELECT ENGINEERING CONSULTANTS LTD	2502-0015 2502-0016 2502-0017	1-23063 HEARTLAND COMMONS PO 0001-24066 SANITARY SEWER ASSE 0001-25067 2025 GENERAL ENGINEE	2,519.74 2,378.78 2,039.98	6,938.50
20250250	2025-02-27	SHAW CABLESYSTEMS/SCS	1573 1574 1575 1576 1577 1578 1579 1580 1581 1582	1356 - PHONE / INTERNET CHARGE 0506 - PHONE / WIFI / FAX 1271 - INTERNET 5858 - INTERNET 3724 - GCC PHONES/ INTERNET / WI 1365 - INTERNET / PHONE / WIFI 4945- GCC INTERNET/WIFI 3275 - SECONDARY WIFI CONNECTI 3662 GFRC INTERNET 5751-FITNESS PHONE/ TV/ WIFI	173.25 223.55 173.25 173.25 173.25 186.85 173.25 173.25 173.25 360.15	1,983.30
20250251	2025-02-27	STURGEON PLUMBING & HEATING 2018 INC	2200	FURNACE REPLACMENT AT GFRC	5,955.79	5,955.79
20250252	2025-02-27	TELUS MOBILITY/SCS	24232441 24232442	JAN 31 TABLETS JANUARY 11 CELL PHONES / IPADS	37.00 375.82	412.82
20250253	2025-02-27	THE SIGN GURU	222	JAN 25-FEB 24, 3 SIGN RENTAL	472.50	472.50
20250254	2025-02-27	THINKTEL	1357901	JANUARY PHONE SYSTEM BILLING	497.81	497.81
20250255	2025-02-27	ATEK WATER SYSTEMS	48358	ARENA - INSTALL FLOAT & RO TANK,	1,358.82	1,358.82
20250256	2025-02-27	BERRY, LISA	2.4.25	POLICE CHECK, DRIVERS ABSTRAC	185.40	185.40
20250257	2025-02-27	CONFIDENT CONSULTING FIRST AID TRAINING	018	STANDARD FIRST-AID TRAINING	1,386.00	1,386.00
20250258	2025-02-27	DOLLYWOOD FOUNDATION OF CANADA	2.4.25	IMAGINATION LIBRARY	429.33	429.33
20250259	2025-02-27	ICESOFT TECHNOLOGIES INC	V-1793	VOYENT ALERT YEARLY SUBSCRIP1	2,415.00	2,415.00
20250260	2025-02-27	KEET, ANNA	02.12.25	PROGRAM EXP - CREATIBE CONNEC	109.98	109.98



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Cheque #	Date	Vendor Name	#	Description	Amount	Amount
20250261	2025-02-27	[REDACTED]	02.18.25	REFUND DD FEB 15/25 GCC PEMBIN	500.00	500.00
20250262	2025-02-27	TENCO INC	9357372	PLOW BLADE FOR PLOW TRUCK	14,782.43	14,782.43
20250263	2025-02-27	TOWLE, KRISTEN	02.04.25	HWY 643 STRUCTURE FIRE - FOOD	57.50	57.50
20250264	2025-02-27	VALLEN	31705120-00	HYDRO-TEST FIBRE CYLINDER X 2	131.36	131.36
20250265	2025-02-27	[REDACTED]	202502261	CREDIT BALANCE PAID	37.31	37.31
20250266	2025-02-28	RECEIVER GENERAL/SCS	1554 1555	RP0001- FEB 9-22 DEDUCTIONS RP0002 - FEB 9 - 22 DEDUCTIONS	24,372.36 4,289.45	28,661.81
20250267	2025-02-28	RECEIVER GENERAL/SCS	1557	RP0002 - FEBRUARY COUNCIL DED	3,389.59	3,389.59
20250268	2025-02-28	RECEIVER GENERAL/SCS	1558	ACCT #640451399RI, FEB 2025 GARN	360.29	360.29
20250269	2025-03-05	RECEIVER GENERAL/SCS	1560	RP0002 - FEBRUARY FIRE DEPT DE	3,855.07	3,855.07
2066	2025-02-27	SANDAHL, NORMAN				
2067	2025-02-27	HARRIS, AMBER C				
2068	2025-02-27	BERRY, LORAIN M				
2069	2025-02-27	MILLANTE, JAYCINTH J				
2070	2025-02-27	DECK, DAN J				
2071	2025-02-27	KOZAK, WILLIS				
2072	2025-02-27	YUSHCHYSHYN, DALE				
2073	2025-02-28	OSBORNE, CINDY				
2074	2025-02-28	ALLEN, JAMES R				
2075	2025-02-28	LOWE, ERIC D				
2076	2025-02-28	CHARTRAND, DENISE M				
2077	2025-02-28	STEVENTON, CHRISTINE A				
2078	2025-02-28	HERBOLD, MICHAEL W				
2079	2025-02-28	PARISIAN, NOELLE J				
2080	2025-02-28	PINAULT, CHRISTINA J				
2081	2025-02-28	ADAMS, JIM W				
2082	2025-02-28	TERLECKI, QUENTIN G				
2083	2025-02-28	STEVENTON, KENDRA N				
2084	2025-02-28	BRADLEY, HAILEY				
2085	2025-02-28	NORRIS, ANTHONY J				
2086	2025-02-28	PETERS, STEPHANIE G				
2087	2025-02-28	PATTISON, TERRA L				
2088	2025-02-28	POWLESLAND, JOEL F				
2089	2025-02-28	LOCHRIE, JAMES D				
2090	2025-02-28	FERGUSON, KYLIE				
2091	2025-02-28	PARSONS, CURTIS				
2092	2025-02-28	GINGELL, SUSAN				
2093	2025-02-28	ANTONIUK, LUKAS				
2094	2025-02-28	MOLNAR, BRAM				
2095	2025-02-28	DURAND, BRETT M				



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9:29:35AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2096	2025-02-28	CHISHOLM, MACKENZIE				
2097	2025-02-28	CORRY, TYLER				
2098	2025-02-28	FAHLMAN, KATARINA				
2099	2025-02-28	EVANS, JEANNE M				
2100	2025-02-28	OPRYSHKO, MITCHEL G				
2101	2025-02-28	LOCKEN, JODY L				
2102	2025-02-28	KUGLER, SARA E				
2103	2025-02-28	RICHARDSON, ELIZABETH D				
2104	2025-02-28	GIBBONS, DENISE A				
2105	2025-02-28	KOBZA, JENNIFER L				
2106	2025-02-28	MAHONEY, SAMANTHA C				
2107	2025-02-28	KOBZA, BROOKLYNN L				
2108	2025-02-28	EDMONDS, RYAN A				
2109	2025-02-28	SAUNDERS, MIKAYLA				
2110	2025-02-28	BOETTGER, VALERIE				
2111	2025-02-28	ANTONIUK, LILY				
2112	2025-02-28	HEDSTROM, REESE				
2113	2025-02-28	COUTTS, CAROL				
2114	2025-02-28	DRAKE, LESLIE				
2115	2025-02-28	HEATHERINGTON, KIM				
2116	2025-02-28	BERRY, LISA				
2117	2025-02-28	NEITHERCUT, AYA				
2118	2025-02-28	CARSON, GRACE				

**Total 303,533.83**

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



**TOWN OF GIBBONS**  
**TOWN OF GIBBONS**  
**REVENUE AND EXPENSE - COUNCIL VARIANCE REPORTS**  
**For the Period Ending February 28, 2025**

General Ledger	Description	2024 Actual	February 2025 Actual	2025 YTD Actual
<b>REVENUE - GENERAL ADMINISTRATI</b>				
*	TOTAL REVENUE	(51,902.14)	(1,495.00)	(8,762.45)
<b>EXPENSES - COUNCIL LEGISLATIVE</b>				
*	TOTAL EXPENSES	309,338.20	17,952.86	37,192.88
<b>EXPENSE - GENERAL ADMINISTRATI</b>				
*	TOTAL EXPENSES	1,634,531.34	85,622.11	441,206.87
<b>EXPENSES - OH &amp; S</b>				
*	TOTAL EXPENSES - OH & S	35,676.28	2,572.60	6,254.42
<b>REVENUE - POLICE DEPT. &amp; SERVI</b>				
*	TOTAL REVENUE	(11,910.00)	(1,398.00)	(2,203.00)
<b>EXPENSE - POLICE DEPT. &amp; SERVI</b>				
*	TOTAL EXPENSE	166,156.00	0.00	0.00
<b>REVENUE - FIRE FIGHTING</b>				
*	TOTAL FF REVENUE	(256,568.05)	(20,231.23)	(49,321.49)
<b>EXPENSE - FIRE FIGHTING</b>				
*	TOTAL FF EXPENSE	838,093.82	29,500.22	51,622.27
<b>EXPENSE - DISASTER SERVICES</b>				
*	TOTAL EXPENSE	16,650.70	10,226.92	12,528.45
<b>REVENUE - BY-LAW ENFORCEMENT</b>				
*	TOTAL REVENUE	(8,555.00)	(845.00)	(4,225.00)
<b>EXPENSE - BYLAW ENFORCEMENT</b>				

7.2

* TOTAL EXPENSE	111,187.48	1,696.94	4,140.94
<b>REVENUE - COMMON SERVICES</b>			
* TOTAL REVENUE	(55,733.39)	(450.00)	(450.00)
<b>EXPENSE - COMMON SERVICES</b>			
* TOTAL EXPENSE	904,142.29	72,411.32	131,551.62
<b>REVENUE - ROAD TRANSPORT</b>			
* TOTAL REVENUE	(10,262.13)	0.00	(34.55)
<b>EXPENSE - ROAD TRANSPORT</b>			
* TOTAL EXPENSE	352,028.50	4,725.58	20,628.53
<b>REVENUE - WATER SUPPLY &amp; DISTR</b>			
* TOTAL REVENUE	(1,029,076.84)	(79,448.05)	(95,214.42)
<b>EXPENSE - WATER SUPPLY &amp; DISTR</b>			
* TOTAL EXPENSE	927,999.34	49,471.47	79,492.23
<b>REVENUE - SANITARY SEWAGE SERV</b>			
* TOTAL REVENUE	(839,415.53)	(66,398.64)	(66,440.62)
<b>EXPENSE - SANITARY SEWAGE SERV</b>			
* TOTAL EXPENSE	720,917.26	13,837.46	27,181.34
<b>REVENUE - GARBAGE COLLECTION</b>			
* TOTAL REVENUE	(294,593.45)	(24,682.80)	(30,670.00)
<b>EXPENSE - GARBAGE COLLECTION</b>			
* TOTAL EXPENSE	233,855.81	15,355.73	15,355.73
<b>REVENUE - FCSS</b>			
* TOTAL REVENUE	(152,627.39)	(6,045.00)	(28,190.02)
<b>EXPENSE - FCSS</b>			
* TOTAL EXPENSE	392,158.32	15,701.75	44,083.30
<b>SALC - REVENUE</b>			
* TOTAL SALC - REVENUE	(164,143.28)	0.00	0.00
<b>SALC - EXPENSES</b>			



* TOTAL SALC - EXPENSES	120,639.07	8,261.73	12,272.30
<b>REVENUE - CEMETARY</b>			
* TOTAL REVENUE - CEMETARY	(12,391.72)	1,250.00	1,250.00
<b>EXPENSE - CEMETARY</b>			
* TOTAL EXPENSE - CEMETARY	23,667.81	0.00	0.00
<b>REVENUE - PLAN/ZNG ECON DEV</b>			
* TOTAL REVENUE	(226,142.87)	(1,243.88)	(251,757.98)
<b>EXPENSE - PLAN/ZNG ECON DEV</b>			
* TOTAL EXPENSE	3,087,141.96	28,295.06	66,463.02
<b>REVENUE - COMM IN BLOOM</b>			
* TOTAL REVENUE - COMM IN BLOOM	(9,278.75)	(305.40)	(305.40)
<b>EXPENSE - COMM IN BLOOM</b>			
* TOTAL EXPENSE - COMM IN BLOOM	26,722.49	0.00	0.00
<b>EXPENSE - COMM SERVICES BOARD</b>			
* TOTAL EXPENSE	125,809.57	10,380.81	25,204.34
<b>REVENUE - RECREATION PARKS</b>			
* TOTAL REVENUE	(497,478.69)	(22,519.05)	(375,206.05)
<b>EXPENSE - RECREATION PARKS</b>			
* TOTAL EXPENSE	500,884.51	16,531.43	38,966.50
<b>REVENUE - FITNESS CENTER</b>			
* TOTAL FITNESS CENTER REVENUES	(55,683.21)	0.00	0.00
<b>EXPENSE - FITNESS CENTER</b>			
* TOTAL FITNESS CENTER EXPENDITU	146,683.01	14,368.90	29,686.73
<b>REVENUE - ARENA</b>			
* TOTAL REVENUE - ARENA	(311,486.22)	(36,592.50)	(61,812.92)
<b>EXPENSE - ARENA</b>			
* TOTAL EXPENSE - ARENA	517,829.10	21,556.81	58,010.28

**REVENUE - ARENA CONCESSION**

* TOTAL REVENUE ARENA CONCESSION	(2,200.00)	(350.00)	(900.00)
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**EXPENSE - ARENA CONCESSION**

* TOTAL EXPENSES	185.00	0.00	0.00
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**REVENUE - CURLING RINK**

* TOTAL CURLING RINK REVENUE	(66,704.16)	0.00	0.00
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**EXPENSE - CURLING RINK**

* TOTAL EXPENSE - CURLING RINK	93,795.97	2,604.64	10,160.04
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**REVENUE - FACILITIES**

* TOTAL REVENUE	(4,355.50)	(236.25)	(1,547.50)
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**EXPENSE - FACILITIES**

* TOTAL EXPENSE	139,313.07	7,766.64	22,231.66
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**REVENUE - MUSEUM**

* TOTAL REVENUES - MUSEUM	(3,083.00)	0.00	0.00
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**EXPENSE - MUSEUM**

* TOTAL	29,234.72	3,935.08	4,610.81
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**REVENUE - SSDLC**

* TOTAL REVENUE - SSDLC	(33,470.00)	0.00	0.00
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**EXPENSES - SSDLC**

* TOTAL EXPENSES - SSDLC	9,673.31	21.12	228.12
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**REVENUE - RESOURCE CENTER**

* TOTAL RESOURCE CENTER REVENUE	(11,228.57)	0.00	(1,142.86)
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**EXPENSE - RECOURCE CENTER**

* TOTAL RECOURCE CENTER EXPENDIT	105,493.82	16,276.97	24,982.37
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**REVENUE - CULT CENTRE**

* TOTAL REVENUE	(234,583.00)	(20,986.60)	(40,768.30)
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**EXPENSE - CULT CENTRE**

* TOTAL EXPENSE	172,497.21	10,205.92	30,934.41
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**REVENUE LIBRARY**

* TOTAL REVENUE	(72,444.79)	0.00	(6,180.00)
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**EXPENSE LIBRARY**

* TOTAL EXPENSE	215,492.74	12,321.12	42,328.31
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**TAXES GENERAL MUNICIPAL REVENUE**

* TOTAL TAXES	(4,801,598.57)	0.00	1,001.10
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**OTHER REVENUE FROM OWN SOURCES**

* TOTAL GRANTS	(348,207.01)	(33,585.13)	(100,707.68)
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**REQUISITIONS**

* NET TAXES	1,053,839.68	35,076.98	35,076.98
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**SURPLUS TRANSFER**

**P NET SURPLUS/DEFICIT	3,446,515.12	191,115.64	148,805.31
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**Transactions Not Included Above**

Arena Mortgage	2,495,000.00
MSI Grant	435,230.00
CFEP Grant Transfer (Separate Cash Account)	(1,145,250.00)
AMWWP Grant Transfer (Separate Cash Account)	(325,000.00)
Approximate December Outstanding Cheques Clearing Bank	(611,208.12)
<b>Expected Ending Cash Increase</b>	<b>848,771.88</b>

**Operating Bank**

Beginning January 1 Bank Balance	77,574.42
Ending February 28 Bank Balance	926,346.30
<b>Cash Increase</b>	<b>848,771.88</b>

**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** NON-DISCLOSURE AGREEMENT

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### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to the information provided by Administration surrounding Confidentiality Contracts and Municipal Code of Ethics.

### **Background**

At the February 26, 2025, Regular Meeting of Council, Council agreed to table item 10.3 Non-Disclosure Agreements until the agreements could be provided for Council's review.

The Town of Gibbons does not require employees to sign a non-disclosure agreement, however, effective 2017 employees and Council members are required to sign Municipal Code of Ethics and a Confidentiality Agreement. Attached are both agreements for Council's review.

### **Options Available**

The options for consideration by Council include the following:

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

### **Recommendation for Action**

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

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

Submitted by:



Eric Lowe

Interim CAO



**TOWN OF GIBBONS**

**CONFIDENTIALITY CONTRACT**

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**NAME OF EMPLOYEE:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_

I, \_\_\_\_\_ employee of the Town of Gibbons as \_\_\_\_\_ thereby understand that by placing my Signature below that any information or material of a "CONFIDENTIAL" nature must remain so.

CONFIDENTIAL information will be deemed to be the following:

1. All accounts receivable/payable
2. Personnel files
3. Any information or documentation marked "CONFIDENTIAL".
4. Any proposals which have not been approved by Council.
5. Any information deemed confidential by Council, CAO, or Development Officer.

If I am found guilty of providing confidential information to the public, I understand it is cause for immediate dismissal.

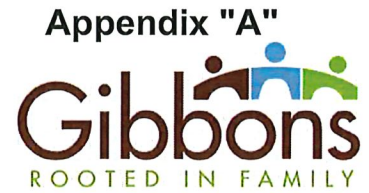
\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Witnessed by

# TOWN OF GIBBONS

## MUNICIPAL CODE OF ETHICS



**All Municipal Councillors and Employees shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office or employment without fear or favor.**

### **All Municipal Councillors and Employees shall:**

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality
- Recognize that the chief function of a municipal Councillor and employee, at all times, is service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest
- Not disclose to any member of the public, either verbally or in writing, any secret or confidential information acquired by virtue of their official position
- Not knowingly engage in any unlawful activity
- Treat one another fairly to ensure that their work environment is free from discrimination or harassment
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$50.00). Any donation over \$50.00 in value will be considered a donation to the Town and distributed during Town events
- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

**Approved by Council this 14<sup>th</sup> day of January, 2015 under Resolution 15-007**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_



**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** POLICING PRIORITIES - RCMP

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**Introduction**

The purpose of this report is to respectfully request that Council provide Staff Sergeant Darcy McGunigal with direction as to what it sees as the priorities for the RCMP to focus on for the 2025-2026 Fiscal Year.

**Background Information**

Staff Sergeant Darcy McGunigal is seeking input from the Town of Gibbons as to what it believes are the priority policing issues the detachment should focus their attention. The RCMP is seeking feedback from all municipalities inside their detachment.

Council has previously defined the policing priorities to be Crime Reduction, Community Engagement, Traffic Safety and Employee Wellness.

**Recommendation for Action**

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

1. That Council provide Administration with direction as to what Council would like to be the priorities over the next fiscal year.

Submitted by:

Eric Lowe,  
Interim CAO



**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** STEPHANIE PETERS, DIRECTOR OF COMMUNITY SERVICES  
**REPORT TOPIC:** COMMUNITY SERVICES GRANTS

**Introduction**

The purpose of this report is to respectfully request that Council review the Community Services Grant applications.

**Background**

Administration has reviewed the submissions made under the Community Services Grant Program of which there is an annual budget allocated for initiatives proposed by not-for-profit groups in Gibbons.

The following recommended applications have been received for a total \$2450.00:

<b>SHINE Beyond Limits (A division under SPSD)</b>	Amount Requested	\$1,000.00
Name of Project: Sibshops: Workshops for Siblings of Children with Support Needs	Total Project Cost	\$3000.00
	<b><u>Recommended</u></b>	<b><u>\$800.00</u></b>
<b>Landing Trail PIA</b>	Amount Requested	\$1000.00
Name of Project: Landing Trail School Nutrition Program	Total Project Cost	\$8000.00
	<b><u>Recommended</u></b>	<b><u>\$800.00</u></b>
<b>Sturgeon Rural Crime Watch Association</b>	Amount Requested	\$500.00
Name of Project: Positive Ticketing Campaign	Total Project Cost	\$4000.00
	<b><u>Recommended</u></b>	<b><u>\$500.00</u></b>
<b>Sturgeon Unity Singers Society</b>	Amount Requested	\$350.00
Name of Project: 2025 Sturgeon Unity Singers Spring Concert	Total Project Cost	\$705.00
	<b><u>Recommended</u></b>	<b><u>\$350.00</u></b>

**Options Available**

The options for consideration by Council include the following:

1. That Council approve the recommended Community Services Grant applications.





- 2. That Council not approve the Community Services Grant applications.
- 3. That Council advise administration as to how it would like to proceed.

**Recommendation for Action**

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

1. That Council approve the following Community Services Grant applications for a total of \$2450.00:		
<b>SHINE Beyond Limits (A division under SPSPD)</b>	Amount Requested	\$1,000.00
Name of Project: Sibshops: Workshops for Siblings of Children with Support Needs	Total Project Cost	\$3000.00
	<b><u>Recommended</u></b>	<b><u>\$800.00</u></b>
<b>Landing Trail PIA</b>	Amount Requested	\$1000.00
Name of Project: Landing Trail School Nutrition Program	Total Project Cost	\$8000.00
	<b><u>Recommended</u></b>	<b><u>\$800.00</u></b>
<b>Sturgeon Rural Crime Watch Association</b>	Amount Requested	\$500.00
Name of Project: Positive Ticketing Campaign	Total Project Cost	\$4000.00
	<b><u>Recommended</u></b>	<b><u>\$500.00</u></b>
<b>Sturgeon Unity Singers Society</b>	Amount Requested	\$350.00
Name of Project: 2025 Sturgeon Unity Singers Spring Concert	Total Project Cost	\$705.00
	<b><u>Recommended</u></b>	<b><u>\$350.00</u></b>

Submitted by:

Stephanie Peters  
Director Community Services

Approved by:

Eric Lowe  
Interim CAO



**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** BYLAW ALT 2-25 SHORT-TERM BORROWING BYLAW – HYDROVAC TRUCK

**Introduction**

The purpose of this report is to respectfully request that Council approve Bylaw 2-25 Short-Term Borrowing Bylaw - Hydrovac Truck.

**Background**

In November of 2023 the Town leased a Hydrovac truck from Summit Truck Equipment for 12 months at the rate of \$11,500.00 plus GST of \$575.00 totaling \$12,075.00 per month. The agreement was that 70% of the lease payments for the first six months and 50% of the second six months would then go against the price of the truck.

The price of the truck was \$387,500.00 and the rental credits acquired total \$84,180.00 leaving the amount of \$303,320.00 outstanding. Presently the town is paying the lease of \$11,500.00 per month and receiving no credit for these payments as the 12-month agreement has expired.

At the January 22<sup>nd</sup>, 2025, Council Meeting, Council instructed Administration to prepare a borrowing bylaw to finance the purchase of the Hydrovac truck from Servus Credit Union. The present debt limit worksheet has been prepared, and the Town does have the ability to enter into such an agreement.

At the February 26, 2025, Council Meeting, Council directed Administration to investigate the cost of hiring Vac Truck services from an outside source. The quotes are attached for Council’s review.

On average, the Town picks up 4 loads per day. Based on the quotes provided, the cost of using a Vac Truck Service is listed below:

Supplier	Cost per Load	Cost per Load Stat or Wknds	Monthly Cost Based on 2 Days per Week – 4 Loads per Day (No Stat/Wknd)	Monthly cost based on 3 days per Week – 4 Loads per Day (No Stat/Wknd)
Renee’s Vacuum	\$260	\$520	\$260 x 8 loads = \$2,080/wk \$2,080 x 4 wks= <b>\$8,320/mth</b>	\$260 x 12 loads = \$3,120/wk \$3,120 x 4 wks = <b>\$12,480/mth</b>
Cam Trac	\$352.50	\$528.75/Wknd \$616.88/Stat	\$352.50 x 8 loads = \$2,820/wk \$2,820 x 4 wks= <b>\$11,280/mth</b>	\$352.50 x 12 loads= \$4,230/wk \$4,230 x 4 wks= <b>\$16,920/mth</b>

The cost of purchasing the vac truck through a loan is as follows:

Loan of \$303,320 for 5 years at the interest rate of 4.99%

Monthly payments:	Interest	\$1,261.31
	Principal	\$4,513.37
	Total payment	\$5,774.68.

The yearly cost of renting the vac truck at the present lease rate is \$138,000.00. The yearly cost of purchasing the vac truck is \$69,296.04, a savings of \$68,703.96.

### **Supplemental Information**

As stated above, the current Vac Truck lease is \$11,500 per month plus GST. A Town-owned Vac Truck will also aid in events such a mainline backup. The Vac Truck gives the option to keep the backup to a minimum and reduce pressure on any resident basements reducing the Town's liability. At other facilities in Town the vac truck is used to clean out the sump pits in vehicle bays, arena bays, curling club, etc. The Vac Truck also has the potential to be rented out to other municipalities as a source of revenue.

### **Options Available**

The options for consideration by Council include the following:

1. That Council give 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw ALT 2-25 Short-Term Borrowing Bylaw – Hydrovac Truck.
2. That Council direct to Administration as to how it wishes to proceed.

### **Recommendation for Action**

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

1. That Council give 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw ALT 2-25 Short-Term Borrowing Bylaw - Hydrovac Truck.

Submitted by:



Monique Jeffrey  
Director of Corporate Services

Approved by:



Eric Lowe  
Interim CAO



Rene's Vacuum



**GENERAL RATE SHEET 2025 FOR GIBBONS STRIP MALL HOLDING TANK**

Requested by: Curtis Parsons. 780-993-9532 cparsons@gibbons.ca

- REMOVE SEWAGE FROM STRIP MALL HOLDING TANK AND DISPOSE IN TOWN MANHOLE BY FISHPOND NEAR 52 AVE.
- 2 LOADS EVERY OTHER DAY OR AS REQUESTED.
- WEEKDAY RATE: \$260.00 PER LOAD.
- AFTER HOURS, WEEKENDS & STATS: \$520.00 PER LOAD.

OVERTIME RATES APPLY ON SATURDAYS, SUNDAYS, STATUTORY HOLIDAYS AND AFTER-HOURS SERVICE CALLS.

*\*All rates subject to GST.*



**RENE'S VACUUM SERVICE INC.**

26107-SH 651

STURGEON COUNTY, ALBERTA. T0G 1L1

(PH) 780-961-3064

(E) [OFFICE@RENESVACUUM.COM](mailto:OFFICE@RENESVACUUM.COM)



8801 - 95 Street - Morinville, AB - 780 460.5440

## Budget Estimate Only

DATE: Mar 6, 2025

Estimate # 1692

**Client :**

Town of Gibbons

**Project :**

Septic Waste Transfer

Contact: Curtis Parsons, Operations Manager of Public Works

Email: cparsons@gibbons.ca

**Scope of Work:**

Vacuum and transfer, 2 loads per days as required from septic tanks to manhole

**Service Details:**

Cam-Trac will meet all site specific safety qualifications.  
 Mobilization/demobilization included in rates below.  
 If dumping of vacuumed materials cannot be provided on-site, free of charge, fees for third-party disposal and/or hourly rates will apply.  
 Standard area/traffic control will be used which includes: 2 men working signs on each side of road with pylons and arrow beacons.  
 LOA: Living out allowance is not required.  
 Inspection and maintenance operations are subject to the following conditions: temperature, snow fall, freezing rain, fog, and daylight. Equipment cold weather storage fees may apply. Cam-Trac Inspection Services Ltd. will delay or reschedule operations if the above conditions effect the health and safety of our staff, safe operations of our equipment, and/or the quality of our services and inspections.

Estimate Details	Unit	UOM	RATE	AMOUNT
Vac and transfer load	2	LD	\$ 352.50	705.00
Overtime rates apply for weekends and stat holidays				-
Weekend rates	2	LD	\$ 528.75	1,057.50
Stat Holiday rates	2	LD	\$ 616.88	1,233.75
Estimate Subtotal				
GST 5%				Not Included

**OTHER COMMENTS**

Total payment due in 30 days, upon invoice date.

If you have any questions about this estimate, please contact Rod Milford @ 780 460.5440 or rod.milford@camtrac.ca



**Town of Gibbons  
Short-Term Borrowing Bylaw No. ALT 2-25**

**A BYLAW OF THE TOWN OF GIBBONS, IN THE PROVINCE OF ALBERTA, FOR THE AUTHORITY TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE IN THE AMOUNT OF \$303,320.00 FOR THE PURPOSE OF PURCHASING THE HYDROVAC TRUCK**

**WHEREAS**, the Council of the Town of Gibbons has decided to issue a bylaw pursuant to Section 257 of the *Municipal Government Act* to authorize the financing of the purchase of a HYDROVAC truck. Plans and specifications have been prepared, and the total cost of the project is estimated to be \$387,500.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Rental Credits Earned

\$84,180.00

Provincial Grants

\$

Debentures

\$303,320.00

Total Costs

\$387,500.00

To complete the project, it will be necessary for the Municipality to borrow the sum of \$303,320.00 for a period not to exceed five (5) years from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or more than ten (10) years.

The principal amount of the outstanding debt of the Municipality on December 31, 2024, is \$7,259,801.95 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of the purchase of a HYDROVAC truck the sum of Three Hundred Three Thousand Three Hundred Twenty Dollars (\$303,320.00) be borrowed from Servus Credit Union or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$303,320.00 is to be paid by the Municipality at large.

2. The Chief Elected Officer, and the Chief Administrative Officer are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Short-Term Bylaw ALT 2-25.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual principal equal payments and monthly interest payments not to exceed five (5) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed seven (7) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time on this 12th day of February 2025.

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Acting Mayor

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Interim CAO

READ a second time on this \_\_\_\_ day of March 2025.

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Acting Mayor

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Interim CAO

READ a third and final time on this \_\_\_\_\_ day of March 2025.

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Acting Mayor

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Interim CAO

**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** SHORT-TERM BORROWING BYLAW ALT 3-25

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### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to adopting Bylaw ALT 3-25 establishing a revolving line of credit of \$2,800,000 that can be utilized to offset Capital expenses.

### **Background**

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

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

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

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

### **Supplemental Information**

Since 2021, Administration has been bringing forward this bylaw as it expires at the end of March. It is a requirement that Council establish this revolving line of credit through a Short-Term Borrowing Bylaw each year.

### **Options Available**

1. That Council proceed with the establishment of a Revolving Line of Credit in the amount of \$2,800,000 by giving Bylaw ALT 3-25 Short-Term Borrowing Bylaw 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> and final Reading.
2. That Council receive this report as information.
3. That Council to direct 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 proceed with the establishment of a Revolving Line of Credit in the amount of \$2,800,000 by giving Bylaw ALT 3-25 Short-Term Borrowing Bylaw 1<sup>st</sup> Reading.

Submitted by:

Approved by:

Monique Jeffrey  
Director of Corporate Services

Eric Lowe  
Interim CAO



**Town of Gibbons  
Short Term Borrowing Bylaw No. ALT 3-25**

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

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

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

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

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

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. The purpose of this bylaw would be for the Town of Gibbons Tax Restructuring Program and the Town of Gibbons Capital Project plan.
7. This bylaw shall expire March 31, 2026.

READ a first time on this \_\_\_\_\_ day of March 2025

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Acting Mayor

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Interim CAO

READ a second time on this \_\_\_\_\_ day of March 2025.

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Acting Mayor

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Interim CAO

READ a third and final time on this \_\_\_\_\_ day of March 2025.

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Acting Mayor

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Interim CAO

**DATE SUBMITTED:** MARCH 12, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** POLICY GA 84-25 WHISTLEBLOWER POLICY

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### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to Policy GA 84-25 Whistleblower Policy.

### **Background**

At the February 26, 2025, Regular Meeting of Council, Council direct Administration to draft a Whistleblower Policy. Upon investigation into various similar policies, Administration is providing the attached draft policy for Council's consideration.

### **Options Available**

The options for consideration by Council include the following:

1. That Council approve Policy GA 84-25 Whistleblower Policy as presented.
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 the following recommendation:

1. That Council approve Policy GA 84-25 Whistleblower Policy as presented.

Submitted by:



Eric Lowe  
Interim CAO

			
<b>TOWN OF GIBBONS</b> Policy		<b>WHISTLEBLOWER POLICY</b>	
<b>POLICY TYPE</b> Legislative	<b>DATE APPROVE</b>	<b>RESOLUTION</b>	<b>POLICY #</b> GA 84-25

**STATEMENT**

The Town of Gibbons is committed to maintaining high standards of business and integrity and ethical behaviour in the conduct of its operations.

**PURPOSE**

The Whistleblower Policy applies to all employees and is intended to encourage and enable employees to report serious concerns relating to wrongdoing with the knowledge they will be protected from retaliation when acting in good faith. Wrongdoing such as:

- Financial, internal accounting controls or auditing practices
- Receipt of “kickbacks”
- Environmental issues,
- Violations or circumventions of Town of Gibbons policies or bylaws, Provincial or Federal legislation or contracts
- Negligence
- Illegal activity
- Criminal Offenses of any kind
- Theft or fraud
- Unsafe Activities or work practices
- Dangers to employees or public health and safety
- Abuse of office or authority and
- Unethical conduct


**GUIDING PRINCIPLES**

**1. DEFINITIONS**

**1.1 “Allegation”** means a complaint submitted under the Whistleblower Policy alleging wrongdoing on the part of any employee or alleging that any person has been a victim of retaliation.

**1.2 “CAO”** means the Chief Administrative Officer or their designate

**1.3 Disciplinary Action”** means any consequence imposed upon a person as a result of an act of wrongdoing, which may include but is not limited to the following:

	<b>TOWN OF GIBBONS</b> Policy	<b>WHISTLEBLOWER POLICY</b>	
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- 1.3.1 Public or private apology
- 1.3.2 Education training on ethical conduct
- 1.3.3 Removal of an employee from any place where the employee represents the Municipality, including any committee, board or corporation.
- 1.3.4 Removal from any position of responsibility in the Municipality
- 1.3.5 Termination of employment with the Municipality
- 1.3.6 Termination of a contract
- 1.3.7 Such other discipline as may be considered appropriate in the circumstances

1.4 “Elected Official” means a councillor as defined in the MGA.

1.5 “Employee” means any person directly employed by the Municipality, including the CAO.


1.6 “Retaliation” means any action in reprisal against a person who has made an allegation of wrongdoing, or who has sought advice or information about making an allegation of wrongdoing, or who participated in the investigation of such an allegation and includes but is not limited to:

- 1.6.1 Dismissal from employment or threats to dismiss from employment
- 1.6.2 Discipline or suspension, or threats to discipline or suspend
- 1.6.3 Harassment or abuse
- 1.6.4 Imposition of any penalty or sanction, directly or indirectly
- 1.6.5 Intimidation or coercion or attempts to intimidate or coerce but does not include disciplinary action as defined in this policy

1.7 “Whistleblower” means a person who makes an allegation.

1.8 “Wrongdoing” means an act or omission that constitutes one or more of the following, in relation to the Town of Gibbons:

- 1.8.1 A contravention of federal or provincial legislation or regulations
- 1.8.2 Gross mismanagement, including an act or omission that shows a reckless or willful disregard for the proper management of:
  - 1.8.2.1 Municipal funds or a municipal asset
  - 1.8.2.2 The delivery of a municipal service

	<b>TOWN OF GIBBONS</b> Policy	<b>WHISTLEBLOWER POLICY</b>	
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**1.8.2.3** Employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation

**1.8.2.4** Any act of fraud

**1.8.3** An act or omission that creates a substantial and specific danger to the life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person’s duties as an employee

**1.8.4** An act of retaliation as set out in this policy

**2. RESPONSIBILITIES**

**2.1 Council:**

**2.1.1** Review allegations of wrongdoing made against the CAO any applicable investigation reports.

**2.1.2** Take disciplinary action against the CAO if found to have committed acts of wrongdoing.

**2.2 CAO**

**2.2.1** Ensure that a whistleblower whose allegation of wrongdoing is made in good faith is protected from retaliation regardless of the outcome of the ensuing process.


**2.2.2** Establish processes which allow for:

**2.2.2.1** Whistleblowers to make allegations of wrongdoing relating to employees

**2.2.2.2** Allegations to be screened for legitimacy and potential investigation

**2.2.2.3** Appropriate discipline to be imposed when an allegation is substantiated

**2.2.2.4** Adequate resources to be made available to support all investigations

	<b>TOWN OF GIBBONS</b> Policy	<b>WHISTLEBLOWER POLICY</b>	
<b>POLICY TYPE</b> Legislative	<b>DATE APPROVE</b>	<b>RESOLUTION</b>	<b>POLICY #</b> GA 84-25

**2.2.3** Advise Council of any allegations that, if substantiated, may involve significant imminent risk to the Municipality or may involve past, present or imminent criminal activity that would affect the Municipality.

### **3. ALLEGATIONS**

**3.1** Employees have a responsibility to report any wrongdoing of which they have knowledge to their supervisor and the CAO, unless it is about the CAO, then it is reported to Council.

**3.2** Any individual who makes an allegation of wrongdoing must provide sufficient evidence to substantiate the allegation.

**3.3** Anonymous allegations will only be considered when one or more of the following criteria are met:

**3.3.1** There is significant imminent risk to the Municipality.

**3.3.2** There is evidence of past, present or imminent criminal activity involving the Municipality.

**3.3.3** The allegation impacts the health, safety or wellbeing of Elected Officials, employees or the general public.

**3.3.4** The allegation is of such a serious nature and relates to the operation of the Municipality such that, it cannot, in good faith, be overlooked.

**3.4** Allegations must be made in writing by paper or email marked “Confidential” within 6 months of the date of the wrongdoing or within 6 months of the date on which the whistleblower learned of facts tending to support an allegation, except in the case of an allegation of criminal activity relating to the Municipality to which no time limit applies.


**3.5** An allegation which discloses information suggesting criminal activity, an imminent risk of substantial danger to the life, health or safety of any person, or a risk to the environment, must be immediately disclosed to the RCMP or the appropriate regulatory authority.

**3.6** Any individual who knowingly makes a false or bad faith complaint or who knowingly makes a false or misleading statement during an investigation will be subject to disciplinary or legal action.

### **4. INVESTIGATIONS**

**4.1** All investigations will be conducted as expeditiously as possible.



	<b>TOWN OF GIBBONS</b> Policy	<b>WHISTLEBLOWER POLICY</b>	
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- 4.2 All Elected Officials and employees who are aware, or become aware, of an investigation shall keep it confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation.
- 4.3 An employee who breaches confidentiality with respect to an investigation may be subject to disciplinary action, regardless of the impact of the disclosure of the investigation.
- 4.4 A complaint against an Elected Official will be investigated pursuant to the most current Council Code of Conduct Bylaw.

**Supersedes:**

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 Acting Mayor

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 Interim CAO



TOWN OF GIBBONS  
Policy

WHISTLEBLOWER POLICY

<b>POLICY TYPE</b> Legislative	<b>DATE APPROVE</b>	<b>RESOLUTION</b>	<b>POLICY #</b> GA 84-25
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**DOCUMENT HISTORY**

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

# ADMINISTRATION REPORT TO COUNCIL

## Community Services

- Women's Day event was a success with over 70 registrants
- Rain Barrel program is open March 28th
- Please see the newsletter on our website for more events.

## Corporate Services

- Working on 2025 Operating and Capital Budgets
- Cash Flow Management
- Working on 2024 Audit

## Public Works

- Water Meter changeouts as appointments are made and as time permits
- Stormwater drain clearing as needed
- Equipment maintenance and repairs as necessary
- Flower Program letters are going out soon

## Fire Department

- Verbal

## Interim CAO

- Internal Budget Meeting with all Departments
- Meeting with Select Engineering
- Meeting with Landrex Developments
- Meeting with Sturgeon Public Schools
- Meeting with P3 Capital Partners
- Meeting with Leadership Team
- Meeting with Minister McIver - Minister of Municipal Affairs

# ADMINISTRATION REPORT TO COUNCIL

Project  
Updates

- 3 units in the Commercial Retail Units are expected to open in early 2025