

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
APRIL 9, 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 March 26, 2025
- 7.0 FINANCE
  - 7.1 Accounts Paid as at April 3, 2025
  - 7.2 2025 Tax Sale
  - 7.3 Balance Sheet
- 8.0 APPOINTMENTS
  - 8.1 Capital Regional Northeast Water Services Commission
    - Gene Sobolewski, Commission Manager
    - Bill Tonita, Board Chair
- 9.0 OLD BUSINESS
  - 9.1 Current Loans and Interest
  - 9.2 Council Contact with Auditor Clarification
  - 9.3 Municipal Corporation
  - 9.4 Lines of Credit Report
- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw ALT 4-25 – Rescind Bylaws Relating to Cottage Lands
  - 11.2 Bylaw MOG 3-23 Chief Administrative Officer Bylaw
  - 11.3 Policy PP 1-25 Workplace Harassment Policy

- 12.0 STAFF REPORTS
  - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 CORRESPONDENCE
  - 14.1 Sturgeon Regional Emergency Partnership
- 15.0 NOTICE OF MOTIONS
- 16.0 CLOSED SESSION
  - 16.1 Inter-Agency Relations *FOIP S.25*
  - 16.2 Bylaw ALT 1-25 *FOIP S. 23*
  - 16.3 Intergovernmental Relations *FOIP S.21 & 24*
- 17.0 ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON  
WEDNESDAY, MARCH 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  
Monique Jeffrey – Director of Corporate Services  
Stephanie Peters – Director of Community Services  
Susan Gingell – Development Officer  
Curtis Parsons – Operations Manager Public Works  
Chris Pinault – Recording Secretary

**Staff Absent:** Terra Pattison – Finance Manager – 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**

Councillor Mr. Lowe moved to move item 8.1 RCMP Quarterly Report to before 7.0.

Mr. Lowe requested that item 16.2 be moved to 16.4 and that 16.2 now become Cottage Land *FOIP S. 25* and that 16.3 Legal Opinion *FOIP S. 17* be added to the agenda.

Councillor Sandahl requested that item 16.5 Intergovernmental Relations *FOIP S. 24* be added to the agenda and 9.3 Personnel.

Councillor Harris requested that the following items be added under New Business:

Audit clarification  
Bylaw ALT 1-25  
Municipal Corporation  
Amendments to CAO Bylaw  
Citizen Engagement  
Town Vandalism and Theft

Councillor Harris request that the following items be added under Old Business:

Vac Truck

#### **4.0 ADOPTION OF THE AGENDA**

Councillor Kozak moved to accept the agenda as amended.

**25.123 MOTION CARRIED**

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

#### **6.0 ADOPTION OF THE MINUTES**

##### **6.1 REGULAR MEETING OF COUNCIL – MARCH 12, 2025**

Councillor Berry moved to accept the minutes of the March 12, 2025, Regular Meeting of Council as presented.

**25.124 MOTION CARRIED**

##### **6.2 SPECIAL MEETING OF COUNCIL – MARCH 13, 2025**

Councillor Sandahl moved to accept the minutes of the March 13, 2025, Special Meeting of Council as amended.

Councillor Harris requested that the minutes indicate that she was asked to leave the meeting.

**25.125 MOTION CARRIED**

#### **8.0 APPOINTMENTS**

##### **8.1 RCMP QUARTERLY REPORT**

Sergeant Mike Febrarro updated Council on the RCMP's 3<sup>rd</sup> Quarter Report.

Sergeant Febrarro left at 7:19 pm.

Councillor Millante moved to accept this report as information.

**25.126 MOTION CARRIED**

#### **7.0 FINANCE**

##### **7.1 ACCOUNTS PAID AS AT MARCH 21, 2025**

Councillor Kozak moved to accept the Accounts Paid as at March 21, 2025, as information and to have Administration follow up on the cheque to Select Engineering for General Engineering as presented.

**25.127 MOTION CARRIED**

## **7.2 DEBT LIMIT AND OUTSTANDING LOANS**

Councillor Sandahl moved that Council accept this report as information.

Councillor Harris requested a recorded vote:

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

**25.128 MOTION DEFEATED**

Councillor Millante moved to direct Administration to provide more information to Council on the loans and interest due.

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

**25.129 MOTION CARRIED**

## **9.0 OLD BUSINESS**

### **9.1 POLICING PRIORITIES**

Councillor Berry moved that Council to set the Policing Priorities as crime reduction, community engagement and traffic safety.

**25.130 MOTION CARRIED**



## **9.2 EMPLOYEE NON-DISCLOSURE AGREEMENT**

Councillor Kozak moved to accept this as presented.

Councillor Kozak amended the motion to accept this as amended.

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

**25.131 MOTION CARRIED**

## **9.3 PERSONNEL**

Councillor Millante moved to accept this as information.

**25.132 MOTION CARRIED**

## **9.4 VAC TRUCK**

Councillor Harris moved to remove this item from the agenda.

**25.133 MOTION CARRIED**

## **10.0 NEW BUSINESS**

### **10.1 REGIONAL EV CHARGING NETWORK STEERING COMMITTEE**

Councillor Harris moved that Council accept this as information.

**25.134 MOTION CARRIED**

### **10.2 RECREATION AGREEMENT**

Councillor Sandahl moved that Council approve the Intermunicipal Recreation Cost Sharing Agreement with Sturgeon County for the term of January 1, 2026, to December 31, 2030, and authorize the Acting Mayor and Interim Chief Administrative Officer to execute the agreement on behalf of the Town.

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

**25.135**      **MOTION CARRIED**

**10.3**      **BYLAW 1-25**

Councillor Harris moved to table this until the next Regular Meeting of Council.

**25.136**      **MOTION CARRIED**

**10.4**      **AUDIT CLARIFICATION**

Councillor Harris moved to direct Administration to clarify whether an individual Councillor can contact the Auditor directly.

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

**25.137**      **MOTION CARRIED**

**10.5**      **MUNICIPAL CORPORATION**

Councillor Harris moved to direct Administration to investigate whether a Municipal Corporation has been created.

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

**25.138**      **MOTION CARRIED**

**10.6**      **CAO BYLAW**



Councillor Harris moved to direct Administration to bring the CAO Bylaw forward at the next Regular Meeting of Council Meeting.

**25.139 MOTION CARRIED**

#### **10.7 CITIZEN ENGAGEMENT**

Councillor Harris moved to remove this from the agenda.

**25.140 MOTION CARRIED**

#### **10.8 TOWN VANDALISM AND THEFT**

Councillor Harris moved to direct Administration to investigate the missing cameras on the 4 properties to the south.

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

**25.141 MOTION CARRIED**

#### **11.0 BYLAWS AND POLICIES**

##### **11.1 BYLAW ALT 3-25 SHORT TERM BORROWING BYLAW – CAPITAL**

Councillor Berry moved that Council give 2<sup>nd</sup> Reading to Bylaw ALT 3-25 Short-Term Borrowing Bylaw – Capital.

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

**25.142 MOTION CARRIED**

Councillor Sandahl moved that Council give 3<sup>rd</sup> Reading to Bylaw ALT 3-25 Short-Term Borrowing Bylaw – Capital.

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

**25.143 MOTION CARRIED**

Councillor Harris moved to direct Administration to provide a detailed monthly report for both Short-Term Borrowing Bylaws.

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

**11.2 POLICY GA 84-25 – WHISTLEBLOWER POLICY**

Councillor Berry moved that Council approve Policy GA 84-25 – Whistleblower Policy as presented.

**25.144 MOTION CARRIED**

**11.3 POLICY L 3-25 COUNCIL ELECTRONIC DEVICE POLICY**

Councillor Kozak moved to accept Policy L 3-25 Council Electronic Device Policy as presented.

Councillor Berry suggested that this item be tabled until the next Regular Meeting of Council.

**25.145 MOTION CARRIED**

**11.4 BYLAW PLU 1-25 LAND USE BYLAW**

Councillor Berry moved that Council give 1<sup>st</sup> Reading to Bylaw PLU 1-25 Land Use Bylaw.

**25.146 MOTION CARRIED**

Councillor Millante moved to set a Public Hearing to be held on April 17, 2025, at 7:00 pm to be held in Council Chambers.

**25.147 MOTION CARRIED**

Acting Mayor Yushchyshyn called a recess at 8:45 pm.

Acting Mayor Yushchyshyn called the meeting back to order at 8:56 pm.

**12.0 STAFF REPORTS**

**12.1 ADMINISTRATION REPORT**

Councillor Sandahl moved to accept the Administration Report as information.

**25.148 MOTION CARRIED**

**13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Gibbons Library Board meeting

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- 408 Squadron Event – Edmonton Garrison
- Stony Plain, Spruce Grove, Parkland County State of the Region address

Councillor Millante attended:

- Meeting with the Minister of Municipal Affairs Ric McIver
- Sturgeon River Watershed Alliance meeting

Councillor Sandahl attended:

- Meeting with the Minister of Municipal Affairs, Ric McIver
- Community Futures Tawatinaw meeting
- Capital Region Northeast Water Services Commission meeting

Acting Mayor Yushchyshyn had nothing to report.

Councillor Millante moved to accept the Committee Reports as information.



**25.149 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**14.1 EDMONTON GLOBAL**

**14.2 CN – VEGETATION MANAGEMENT**

Councillor Sandahl moved to accept the correspondence as information.

**25.150 MOTION CARRIED**

**15.0 NOTICE OF MOTION**

**16.0 CLOSED SESSION**

Councillor Harris moved to extend the Council Meeting until 12:00 am.

**25.151 MOTION CARRIED**

Councillor Berry moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 9:16 pm.

**25.152 MOTION CARRIED**

Councillor Sandahl left the meeting at 9:16 pm.

Councillor Sandahl returned to the meeting at 9:20 pm.

Councillor Harris left the meeting at 9:55 pm.

Councillor Harris returned to the meeting at 10:03 pm.

Councillor Sandahl left the meeting at 10:03 pm.

Councillor Sandahl returned to the meeting at 10:18 pm.

Councillor Berry moved that Council revert to normal seating 10:23 pm.

**25.153 MOTION CARRIED**

**16.1 INTERGOVERNMENTAL RELATIONS**

Councillor Sandahl moved that Council table this item until Acting Mayor Yushchyshyn can have a discussion with the Sturgeon Regional Partnership.

**25.154 MOTION CARRIED**

#### **16.2 COTTAGE LAND**

Councillor Harris moved to set the asking price of the Cottage Land at \$625,000.00 with any offer below the set reserve price must come back to Council for approval.

**25.155 MOTION CARRIED**

#### **16.3 LEGAL OPINION**

Councillor Harris moved to accept this as information.

**25.156 MOTION CARRIED**

#### **16.4 CODE OF CONDUCT**

Councillor Millante moved to table this item until more information can be gathered for Council and returned for presentation at the next Regular Meeting of Council.

Due to the nature of the discussion Councillor Harris abstained from voting on this item.

**25.157 MOTION CARRIED**

Councillor moved to direct Acting Mayor Yushchyshyn to investigate the matter as discussed.

Due to the nature of the discussion Councillor Sandahl abstained from voting on this item.

#### **16.5 INTERGOVERNMENTAL RELATIONS**

Councillor Sandahl moved to accept this as information.

**25.158 MOTION CARRIED**

#### **17.0 ADJOURNMENT**

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 10:31 pm.



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Acting Mayor Dale Yushchyshyn

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Interim CAO Eric Lowe

DRAFT - NOT APPROVED

7.1

## Cheque Listing For Council

2025-Apr-3  
9:33:07AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250378	2025-03-27	BON ACCORD/GIBBONS FOOD BANK	23 24	INTER PIPELINE INC. DONATION TO GOLF TOURN SPONSORSHIP PER D	10,916.67 1,250.00	12,166.67
20250379	2025-03-27	CHARTRAND, DENISE	351	OFFICE & SHOP SUPPLIES	173.66	173.66
20250380	2025-03-27	CRYSTAL CLEAN WATER DELIVERY	W251956	WATER FOR PW SHOP	16.00	16.00
20250381	2025-03-27	CRYSTAL GLASS CANADA LTD.	2243415160	WINDOW REPLACEMENT AT GFRC	375.04	375.04
20250382	2025-03-27	GREGG DISTRIBUTORS CO. LTD.	000-218556	BATTERIES & ANTISEPTIC WIPES	188.98	188.98
20250383	2025-03-27	HUNTERS PRINT & COPY	368555	SIGNAGE	44.10	44.10
20250384	2025-03-27	MEMJ CONSULTING LTD.	2021104	MARCH 17 - 31 2025 CONTRACT	8,002.42	8,002.42
20250385	2025-03-27	PRINCESS AUTO LTD	7754245	PARTS FOR CURLING CLUB	341.09	341.09
20250386	2025-03-27	SELECT COMMUNICATIONS INC.	7254443	MAR 26 - APR 22 2025 TELE ANS SEI	177.05	177.05
20250387	2025-03-27	STURGEON PLUMBING & HEATING 2018 INC	2224	FIX URINAL AT GFRC	416.37	416.37
20250388	2025-03-27	TELUS MOBILITY/SCS	24232443 24232444	FEB/25) TABLETS (FEB/25) CELL PHONES / IPADS	32.83 375.51	408.34
20250389	2025-03-27	TELUS/SCS	3438	(MAR 19-APR 18/25) PHONE / FAX CH	615.67	615.67
20250390	2025-03-27	██████████	30201486	HOUSECLEANING	1,113.67	1,113.67
20250391	2025-03-27	██████████	20250084	REFUND RENTAL & DAMAGE DEPOS	602.50	602.50
20250392	2025-03-27	FORT GYMNASTICS	15139	SUBSIDY FOR GYMNASTICS	250.00	250.00
20250393	2025-03-27	KNIGHT & COMPANY APPRAISALS LTD.	61469	COTTAGE LANDS COMMERCIAL APF	2,572.50	2,572.50
20250394	2025-03-27	LAIN BUILT	275	DEW DROP INN LABOUR & MATERIA	1,302.79	1,302.79
20250395	2025-03-27	LANDING TRAIL PARENT ASSOCIATION	762233	COMMUNITY GRANT	800.00	800.00
20250396	2025-03-27	██████████	762232	REFUND GCC DAMAGE DEPOSIT FC	500.00	500.00
20250397	2025-03-27	MAENHOUT, TERRI-LEE	89049	BABYSITTING COURSE	409.50	409.50
20250398	2025-03-27	NAPA FORT SASKATCHEWAN	296-980495	A. NORRIS PURCHASE	215.46	215.46
20250399	2025-03-27	PALAMARCHUK, KEN	2952	10 2024 TAX RETURNS	250.00	250.00
20250400	2025-03-27	RAM TRUCKING	535066 & 535065	YARDWORK 24 LUNNON & 5027 49 S	735.00	735.00
20250401	2025-03-27	RECORD XPRESS	0037131W	MAY 11/24 COMMUNITY SHREDDING	789.36	789.36
20250402	2025-03-27	SAFFRON CENTRE LTD.	2399	INTERNET SAFETY PRESENTION & I	91.80	91.80
20250403	2025-03-27	SHINE BEYOND LIMITS	41915	COMMUNITY GRANT	800.00	800.00
20250404	2025-03-27	STURGEON RURAL CRIME WATCH ASSOC.	41914	COMMUNITY GRANT	500.00	500.00
20250405	2025-03-27	STURGEON UNITY SINGERS	41913	COMMUNITY GRANT	350.00	350.00
20250406	2025-04-01	RECEIVER GENERAL/SCS	1564	ACCT #640451399RI, MAR 2025 GARI	360.29	360.29
20250407	2025-04-02	AIR LIQUIDE CANADA	78644905	3 SMALL CYLINDERS	44.27	44.27
20250408	2025-04-02	AMILIA ENTERPRISES INC.	1574456	MARCH 2025	1,216.13	1,216.13
20250409	2025-04-02	AMSC INSURANCE SERVICES	45344	MAR/25 BENEFITS INV # 1978-2025-I	24,997.91	24,997.91
20250410	2025-04-02	BENSON, WILLIAM R	172	FORCIBLE ENTRY TRAINING GRANT	24.48	24.48
20250411	2025-04-02	CANADIAN NATIONAL RAILWAY COMPANY	91785284	APR/25 RR XING	365.50	365.50
20250412	2025-04-02	CANOE PROCUREMENT GROUP OF CANADA	PF12548-12031	PETROCANADA FUEL PURCHASE	88.22	88.22
20250413	2025-04-02	DRIVEN REPAIR & MAINTENANCE LTD	I18998	SAFETY INSPECTION ON 2011 FREIK	300.30	300.30
20250414	2025-04-02	EDMONTON GRANITE MEMORIALS LTD	12497	NICHE INSCRIPTION ██████████	724.50	724.50
20250415	2025-04-02	LAPP C/O ASP	134	MARCH 9 - 22 2025 CONTRIBUTIONS	12,820.25	12,820.25

## Cheque Listing For Council

2025-Apr-3  
9:33:07AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250416	2025-04-02	MORINVILLE NAPA	033-194146	COVERALLS	98.69	98.69
20250417	2025-04-02	SHAW CABLESYSTEMS/SCS	1583	1356 - PHONE / INTERNET CHARGES	173.25	1,983.30
			1584	0506 - PHONE / WIFI / FAX	223.55	
			1585	1271 - INTERNET	173.25	
			1586	5858 - INTERNET	173.25	
			1587	3724 - GCC PHONES/ INTERNET / WI	173.25	
			1588	1365 - INTERNET / PHONE / WIFI	186.85	
			1589	4945- GCC INTERNET/WIFI	173.25	
			1590	3275 - SECONDARY WIFI CONNECTI	173.25	
			1591	3662 GFRC INTERNET	173.25	
			1592	5751-FITNESS PHONE/ TV/ WIFI	360.15	
20250418	2025-04-02	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696018	APRIL 2025 RENTAL	12,075.00	12,075.00
20250419	2025-04-02	TELSCO SECURITY SYSTEMS INC.	1006473	10279650 APR - JUNE/25 MONITORII	1,905.75	1,905.75
20250420	2025-04-02	TRINUS TECHNOLOGIES INC.	10205	APRIL 2025 BILLING	10,580.12	10,580.12
20250421	2025-04-02	ART GALLERY OF ALBERTA SOCIETY	47	TREX EXHIBIT	75.00	75.00
20250422	2025-04-02	DOLLYWOOD FOUNDATION OF CANADA	225624	IMAGINATION LIBRARY	428.49	428.49
20250423	2025-04-02	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2024/4224	HERO WIPES	425.46	425.46
20250424	2025-04-02		202503211	CREDIT BALANCE PAID	74.60	74.60
2189	2025-03-28	LOCKEN, JODY L				
2190	2025-03-28	KUGLER, SARA E				
2191	2025-03-28	RICHARDSON, ELIZABETH D				
2192	2025-03-28	GIBBONS, DENISE A				
2193	2025-03-28	KOBZA, JENNIFER L				
2194	2025-03-28	MAHONEY, SAMANTHA C				
2195	2025-03-28	KOBZA, BROOKELYN L				
2196	2025-03-28	EDMONDS, RYAN A				
2197	2025-03-28	SAUNDERS, MIKAYLA				
2198	2025-03-28	BOETTGER, VALERIE				
2199	2025-03-28	ANTONIUK, LILY				
2200	2025-03-28	HEDSTROM, REESE				
2201	2025-03-28	COUTTS, CAROL				
2202	2025-03-28	DRAKE, LESLIE				
2203	2025-03-28	HEATHERINGTON, KIM				
2204	2025-03-28	NEITHERCUT, AYA				
2205	2025-03-28	CARSON, GRACE				
2206	2025-03-28	OSBORNE, CINDY				
2207	2025-03-28	ALLEN, JAMES R				
2208	2025-03-28	LOWE, ERIC D				
2209	2025-03-28	CHARTRAND, DENISE M				
2210	2025-03-28	STEVENTON, CHRISTINE A				
2211	2025-03-28	SCHMIDT, LAURA L				
2212	2025-03-28	HERBOLD, MICHAEL W				
2213	2025-03-28	PARISIAN, NOELLE J				
2214	2025-03-28	PINAULT, CHRISTINA J				



# TOWN OF GIBBONS

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## Cheque Listing For Council

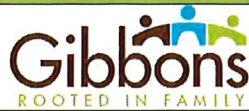
2025-Apr-3  
9:33:07AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2215	2025-03-28	ADAMS, JIM W				
2216	2025-03-28	TERLECKI, QUENTIN G				
2217	2025-03-28	STEVENTON, KENDRA N				
2218	2025-03-28	BRADLEY, HAILEY				
2219	2025-03-28	NORRIS, ANTHONY J				
2220	2025-03-28	PETERS, STEPHANIE G				
2221	2025-03-28	PATTISON, TERRA L				
2222	2025-03-28	POWLESLAND, JOEL F				
2223	2025-03-28	LOCHRIE, JAMES D				
2224	2025-03-28	FERGUSON, KYLIE				
2225	2025-03-28	PARSONS, CURTIS				
2226	2025-03-28	GINGELL, SUSAN				
2227	2025-03-28	ANTONIUK, LUKAS				
2228	2025-03-28	MOLNAR, BRAM				
2229	2025-03-28	DURAND, BRETT M				
2230	2025-03-28	CHISHOLM, MACKENZIE				
2231	2025-03-28	CORRY, TYLER				
2232	2025-03-28	FAHLMAN, KATARINA				
2233	2025-03-28	EVANS, JEANNE M				
2234	2025-03-28	OPRYSHKO, MITCHEL G				
2235	2025-03-28	SANDAHL, NORMAN				
2236	2025-03-28	HARRIS, AMBER C				
2237	2025-03-28	BERRY, LORAIN M				
2238	2025-03-28	MILLANTE, JAYCINTH J				
2239	2025-03-28	KOZAK, WILLIS				
2240	2025-03-28	YUSHCHYSHYN, DALE				

**Total 278,108.10**

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





## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** 2025 TAX SALE

### **Introduction**

The purpose of this report is to respectfully request that Council set reserve bids for the Town of Gibbons 2025 tax sale to be held on June 20, 2025, at 10:00 am to be held in Gibbons Council Chambers.

### **Background**

The Town of Gibbons presently has three properties that are scheduled for tax sale in 2025.

Certificate of Title	Legal Land Description	Assessed Value
212 140 772	Plan 6091NY Block 10 Lot 5	\$222,720.00
212 140 762	Plan 7922517 Block 30 Lot 5	\$229,690.00
062 465 120	Plan 7622168 Block 17 Lot 23	\$313,600.00

As per the Guide to Tax Recovery in Alberta the *"Council must establish a reserve selling price before it can auction a property. The reserve bid is set at a level that is as close as reasonably possible to the market value (and recommendation from Municipal Affairs is to use the assessed value for that year) of the parcel. In addition to the reserve bid, the Council must establish any terms and conditions that apply to the sale. For example, the Council may require full payment for the parcel on the day of the auction by certified cheque or cash or the Council may allow partial payment on the day of the auction with full payment to be made within 30 or 60 days following the auction."*

The costs that can be included in the upset price are as follows: 5% of the sale costs, fees for the registration of Land Title Transfers, penalties and interest and all outstanding taxes.

If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the auction. In this case the property remains unsold. A municipality may become the owner of a parcel immediately after the public auction if the parcel is not sold at the auction.

The municipality must establish any terms or conditions that will apply at the sale.

1. Winning bids must be accompanied by a certified cheque or cash in the amount of 10% of bid value by 1:00 pm on the date of the sale and the remainder must be received by cash or certified cheque no later than 30 days after the sale of the public auction.



## TOWN OF GIBBONS

## REQUEST FOR DECISION

### **OR**

2. Winning bids must be accompanied by a certified cheque or cash by 4:00 pm on the date of the sale.

**Once the property is sold to another individual, the previous owner has no further right to pay the tax arrears.**

### **Options Available**

The options for consideration by Council include the following:

1. That Council set the following upset prices for properties to be sold at the 2025 tax sale on Friday June 20, 2025:

Certificate of Title	Legal Land Description	Assessed Value
212 140 772	Plan 6091NY Block 10 Lot 5	\$222,720.00
212 140 762	Plan 7922517 Block 30 Lot 5	\$229,690.00
062 465 120	Plan 7622168 Block 17 Lot 23	\$313,600.00

### **AND**

2. That Council set the condition that winnings bids must be accompanied by a certified cheque or cash in the amount of 10% of bid value by 1:00 pm on the date of the sale and the remainder must be received by cash or certified cheque no later than 30 days after the sale of the public auction.

### **OR**

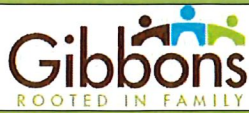
3. That Council set the condition that winning bids must be accompanied by a certified cheque or cash by 4:00 pm on the date of the sale.

### **Recommendation for Action**

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

1. That Council sets the following upset prices for properties sold at the 2023 tax sale on Friday June 20, 2025.

Certificate of Title	Legal Land Description	Assessed Value
212 140 772	Plan 6091NY Block 10 Lot 5	\$222,720.00
212 140 762	Plan 7922517 Block 30 Lot 5	\$229,690.00
062 465 120	Plan 7622168 Block 17 Lot 23	\$313,600.00



TOWN OF GIBBONS

REQUEST FOR DECISION

**AND**

2. That Council set the condition that winnings bids must be accompanied by a certified cheque or cash in the amount of 10% of bid value by 1:00 pm on the date of the sale and the remainder must be received by cash or certified cheque no later than 30 days after the sale of the public auction.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO





## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** BALANCE SHEET AS DECEMBER 31, 2024

### **Introduction**

The purpose of this report is to provide the Council a snapshot of the Town's balance sheet position as the end of December 2024.

### **Background**

The Balance Sheet shows the Council what is in each bank account and what debt the Town has as of the end of December 2024. At the next meeting the Administration will provide to Council with this same balance sheet but as of March 31, 2025.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council receives the information as presented for information.

### **Recommendation for Action**

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

1. That Council receives the Balance Sheet as of December 31, 2024, as presented for information.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO



## TOWN OF GIBBONS

Page 1 of 1

2025-Apr-1

Town of Gibbons

General Ledger

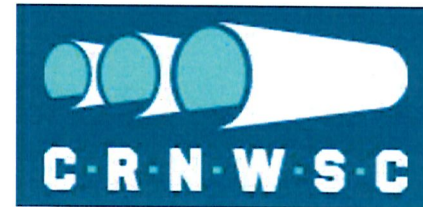
2023 YTD Actual

2024 YTD Actual

12:04:23 PM

* Prepaid Expenses	30,123.74		27,649.29	
* Inventory	353,437.50		227,662.50	
* Cash and Cash Equivalents	-1,946,376.17		-4,328,013.96	
Cash on Hand - GO		500.00		500.00
Cash in Bank - GO		145,412.22		-606,922.73
Cash in Bank - AMWWP Grant		312,906.80		76,374.01
Credit Union Shares Account		850.85		893.20
Cash In Bank - Cap Reserve - Bus PL#2		245.12		257.03
Short Term Borrowing - OP Loc Cheq #4		-352,732.40		-1,004,567.12
Short Term Borrowing - OP Loc Cheq #6		-2,053,558.76		-2,794,548.35
* Accounts Receivable	7,744,301.45		6,636,316.36	
* Loans receivable	40,542.41		24,705.94	
* Land held for resale	811,275.89		986,253.71	

*	Tangible Capital Assets	39,272,339.45			39,419,114.33	
***	<b>Total Assets</b>	<b>46,305,644.27</b>			<b>42,993,688.17</b>	
**	Accounts Payable	-874,059.01			-1,307,332.82	
**	Deposit Liabilities	-51,203.41			-31,840.91	
**	Deferred Revenue	-1,678,497.08			-2,509,556.45	
**	Asset Retirement Obligations	-377,244.89			-332,068.06	
**	Long term debt	-8,101,909.80			-7,890,633.97	
	FF - Fire Truck Loan		0.00			-630,832.00
	Water - Meter Replace Laon		-433,379.91			-292,465.53
	MOG San Sewer Upgrade		-1,147,917.95			-1,049,883.02
	2017 DEB - ODR Loan ACFA		-128,164.60			-83,370.23
	2017 DEB - New Ice Plant ACFA		-660,322.85			-515,399.88
	2017 DEB - GFRC ACFA Loan		-94,268.16			-73,188.47
	DEB - Fitness CTR ACFA		-212,202.02			-159,502.75
	ACFA - P39 Loan		-1,597,943.51			-1,468,696.73
	ACFA - 4.5 Acres Loan		-3,600,000.00			-3,435,865.37
	CS - Grader Loan		-227,710.90			-181,430.09
**	Capital lease obligation	-363,350.00			-291,352.50	



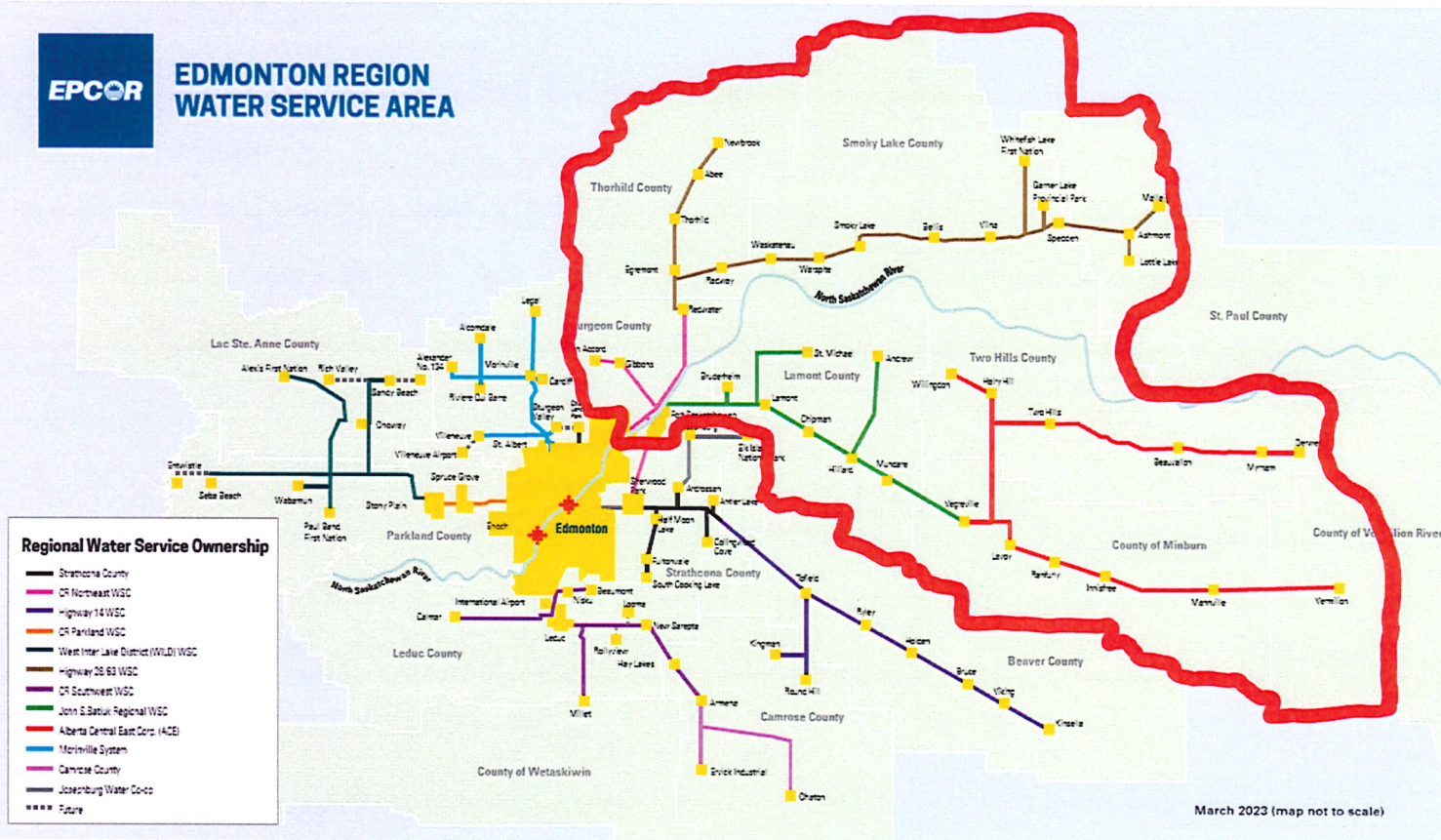
# Presentation to Town of Gibbons

A Brief Overview Of The Commission



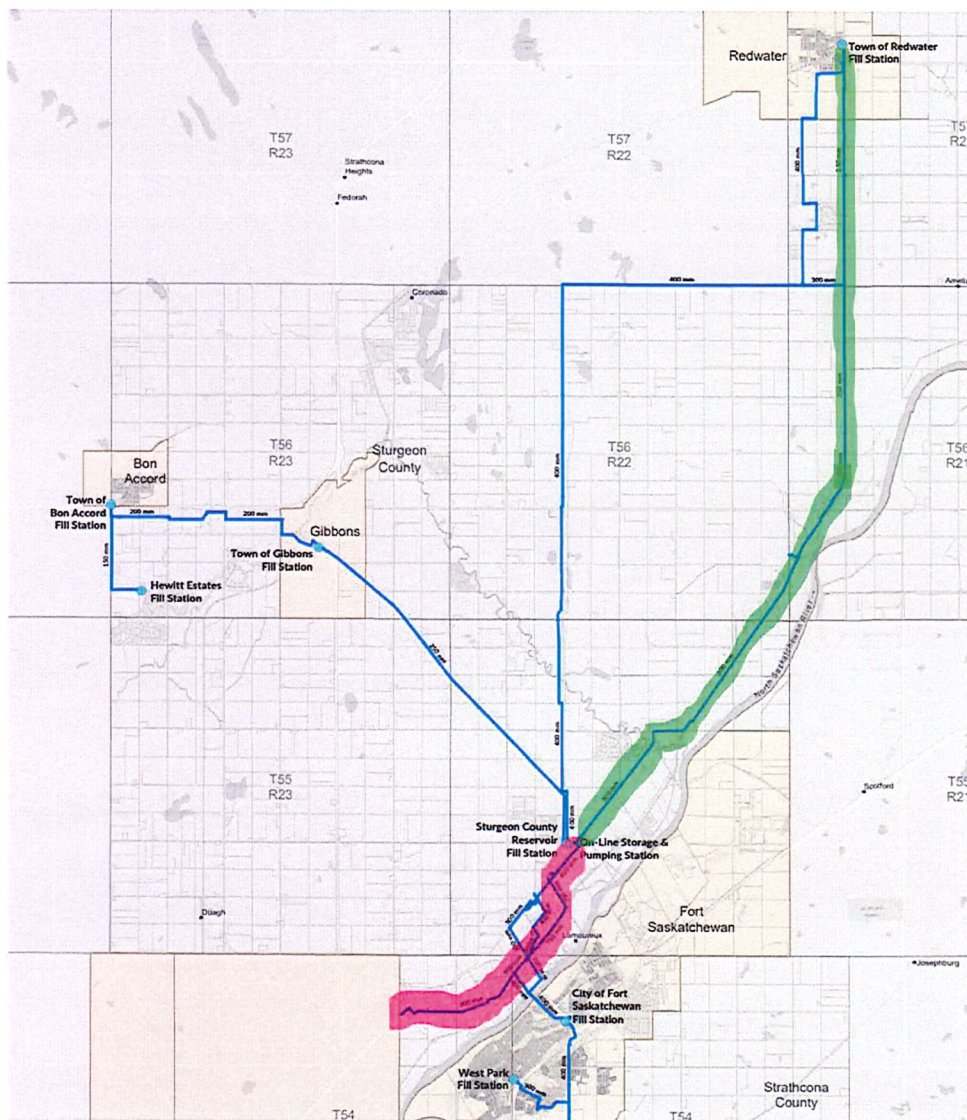


## EDMONTON REGION WATER SERVICE AREA



Approximate Population Served By The Commission = 280,000

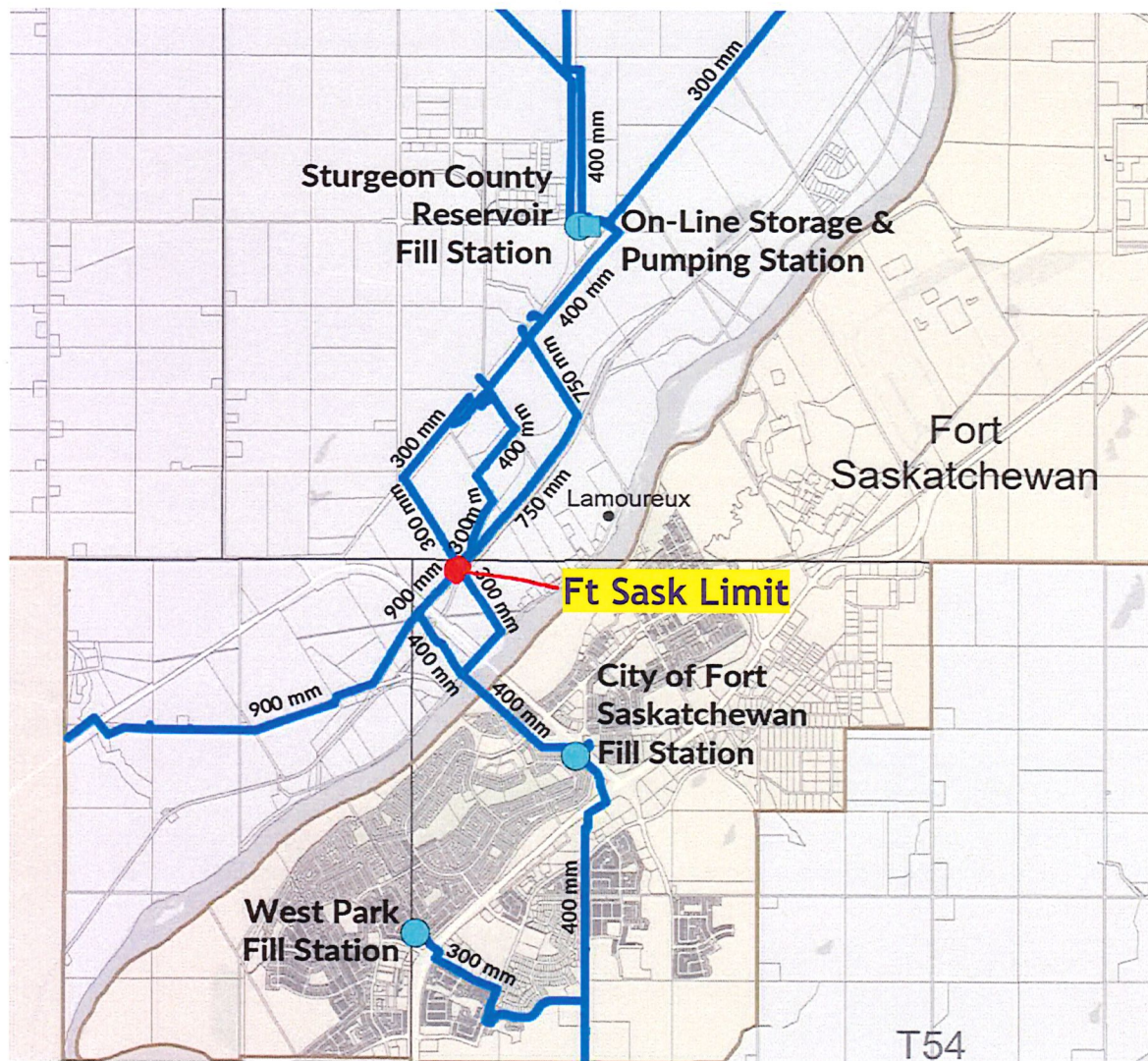




### CRNWSC Fun Facts:

- 109.13 km of Pipe
- 9.4 km PCCP pipe (1984)
- 28.1 km AC Pipe (1970)
- 73.5 km PVC, HDPE, Steel



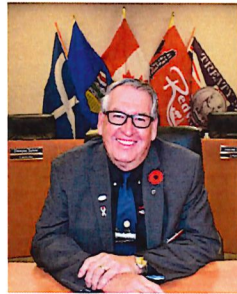




# CRNWSC Board of Directors



**BILL TONITA (CHAIR)**  
COUNCILLOR – STRATHCONA COUNTY



**DAVE MCRAE (DEPUTY-CHAIR)**  
MAYOR – TOWN OF REDWATER



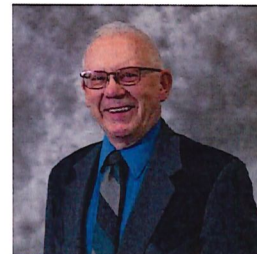
**NEAL COMEAU**  
COUNCILLOR – STURGEON COUNTY



**GORD HARRIS**  
COUNCILLOR – CITY OF FORT  
SASKATCHEWAN



**TIMOTHY LARSON**  
COUNCILLOR – TOWN OF BON ACCORD



**NORM SANDAHL**  
COUNCILLOR – TOWN OF  
GIBBONS

## CRNWSC Historical Management/Managing Partners

- 1969 to Dec 2008 CITY OF FORT SASKATCHEWAN
- Jan 2009 to Nov 2013 STURGEON COUNTY
- Nov 2013 to Oct 2016 STRATHCONA COUNTY
- Oct 2016 to Nov 2023 Lyle Clarke (Management Contract)
- Nov 2023 to Present Gene Sobolewski (Employee)



## CRNWSC Interesting Historical Facts

- Original NE Committee Members 1970:
  - Town of Fort Saskatchewan
  - Strathcona County
  - Sturgeon County
  - Town of Redwater
  - Thorhild County
- 1970: Waterline Constructed From Strathcona County to Redwater
- 1977: Gibbons Waterline Constructed
- 1982: 900 mm Waterline/Online Constructed To Accommodate Vegreville Commission, Fort Saskatchewan and Other Members. Thorhild County Was Signatory To Agreement.

## CRNWSC Interesting Historical Facts

- **1984: Capital NE Commission Formed:**      Town of Fort Saskatchewan  
Strathcona County  
Sturgeon County  
Town of Redwater  
Town of Gibbons
- **1993: Waterline Constructed From Redwater To Thorhild County (Formed Separate Commission At That Time)**
- **2003: Bon Accord Waterline Constructed, became member.**
- **2013: Heartland Waterline Constructed - Sized For Proposed/Projected Heartland Industrial Developments**
- **2013: Thorhild Commission Dissolved, Hwy 28/63 Commission Formed**



## **EMPLOYEES and STRATEGIC PARTNERSHIPS**

### **Management and Operating Services**

<b>CEO/Commission Manager</b>	<b>Gene Sobolewski, C.E.T.</b>
<b>Executive Clerk</b>	Tara Harder
<b>Operator</b>	Kana Environmental - Ken Buhagiar
<b>Financial agency</b>	Royal Bank of Canada (RBC)
<b>Accountant</b>	Givens LLP - Shellian Larmond
<b>Auditor</b>	METRIX Group LLP
<b>Engineering services</b>	Associated Engineering Alberta Ltd.
<b>Solicitor</b>	Brownlee LLP
<b>Investment agency</b>	Alberta Treasury Branch (ATB) Financial

## TOTAL 2024 CONSUMPTION and TOTAL % USED

City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	Total
223,411.26	66,439.00	23,620.00	11,138.00	18,262.20	35,477.00	180,060.00	558,407.46
173,285.26	61,435.00	18,302.00	7,961.00	13,344.97	27,446.00	144,788.00	446,562.23
175,013.28	64,372.00	18,097.00	8,250.00	13,403.67	29,421.00	146,757.00	455,313.95
239,395.54	78,967.00	25,352.00	11,823.00	19,147.95	40,716.00	201,525.00	616,926.49
194,240.44	59,858.00	19,648.00	10,186.00	15,405.46	35,910.00	166,014.00	501,261.90
202,335.80	60,456.00	21,037.00	10,557.00	15,702.71	39,842.00	159,027.00	508,957.51
298,675.27	81,125.00	32,039.00	15,280.00	23,773.10	58,060.00	274,090.00	783,042.37
212,539.80	78,295.00	19,527.00	9,127.00	15,512.01	35,920.00	159,303.00	530,223.81
260,413.07	71,511.00	25,009.00	14,044.00	21,116.52	42,302.00	207,672.00	642,067.59
203,944.82	72,231.00	19,966.00	9,907.00	16,017.19	31,939.00	161,613.00	515,618.01
192,494.35	54,220.00	19,118.00	9,067.00	16,728.29	29,338.00	152,928.00	473,893.64
212,420.47	61,300.00	21,744.00	10,890.00	17,221.93	32,946.00	170,857.00	527,379.40
<b>2,588,169.35</b>	<b>810,209.00</b>	<b>263,459.00</b>	<b>128,230.00</b>	<b>205,636.00</b>	<b>439,317.00</b>	<b>2,124,634.00</b>	<b>6,559,654.34</b>
39.46%	12.35%	4.02%	1.95%	3.13%	6.70%	32.39%	<b>-145,077.84</b>



## TOTAL 2024 WATER SALES and TOTAL % Paid

City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	Total
360,250.65	107,132.89	38,087.25	17,960.03	29,447.80	57,206.66	186,902.28	796,987.56
279,422.48	99,063.94	29,511.98	12,837.11	21,518.76	44,256.68	150,289.94	636,900.89
282,208.92	103,799.85	29,181.41	13,303.13	21,613.42	47,441.36	152,333.77	649,881.85
386,025.31	127,334.29	40,880.10	19,064.59	30,876.07	65,654.55	209,182.95	879,017.85
313,212.71	96,521.03	31,682.40	16,424.93	24,841.30	57,904.88	172,322.53	712,909.78
326,266.47	97,485.30	33,922.16	17,023.16	25,320.62	64,245.23	165,070.03	729,332.97
481,613.86	130,814.06	51,662.89	24,639.00	38,334.12	93,621.75	284,505.42	1,105,191.11
342,720.42	126,250.69	31,487.29	14,717.29	25,013.12	57,921.00	165,356.51	763,466.31
419,916.07	115,311.49	40,327.01	22,645.95	34,050.39	68,211.98	215,563.54	916,026.42
328,861.03	116,472.49	32,195.18	15,975.04	25,827.72	51,501.64	167,754.29	738,587.37
310,397.13	87,429.75	30,827.78	14,620.54	26,974.37	47,307.53	158,739.26	676,296.36
342,528.01	98,846.25	35,062.20	17,560.13	27,770.36	53,125.43	177,349.57	752,241.93
<b>\$ 4,173,423.07</b>	<b>\$ 1,306,462.01</b>	<b>\$ 424,827.64</b>	<b>\$ 206,770.88</b>	<b>\$ 331,588.04</b>	<b>\$ 708,398.67</b>	<b>\$ 2,205,370.10</b>	<b>\$ 9,356,840.39</b>
1.6125	1.6125	1.6125	1.6125	1.6125	1.6125	1.038	
44.60%	13.96%	4.54%	2.21%	3.54%	7.57%	23.57%	



# 2025 Member and Customer Rates

2025 Operating Budget = \$7,965,500  
 2025 estimated Capital Required = \$1,300,000  
**Total: \$9,265,500**

			City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	
	Projected Consumption		2,562,929	815,497	261,307	127,102	201,542	442,600	2,114,022	6,525,000
	Unified Rate - Total Net \$		\$ 3,639,359	\$ 1,158,006	\$ 371,056	\$ 180,485	\$ 286,190	\$ 628,492	\$ 3,001,911	\$ 9,265,500
		1.4200	1.4200	1.4200	1.4200	1.4200	1.4200	1.4200	1.4200	
			39.28%	12.50%	4.00%	1.95%	3.09%	6.78%	32.40%	
Option 2			City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	
	\$0.025	Consumption	39.28%	12.50%	4.00%	1.95%	3.09%	6.78%	32.40%	
		Cap Weighted		44.13%	14.14%	6.88%	10.91%	23.95%		
Base:	\$ 1.395	Net \$	3,575,285.74	1,137,618.93	364,523.64	177,307.28	281,151.70	617,427.19	2,949,060.53	\$ 9,102,375.00
	\$ 163,125.00	Capital Req'd		71,982.94	23,065.27	11,219.13	17,789.90	39,067.76		\$ 163,125.00
			3,575,285.74	1,209,601.87	387,588.90	188,526.41	298,941.60	656,494.95	2,949,060.53	9,265,500.00
		Total Rate	\$ 1.395	\$ 1.483	\$ 1.483	\$ 1.483	\$ 1.483	\$ 1.483	\$ 1.395	\$ 1.420
Consumption Based #2		Difference From Base	\$ -	\$ 0.088	\$ 0.088	\$ 0.088	\$ 0.088	\$ 0.088	\$ -	

## WATER RATES

The 2025 water rates established by the Commission were based on Option #2, as follows:

- The equalized base rate (all Members and Customers as equal rate) equals: \$1.42/m<sup>3</sup>. To address a major concern of Ft. Sask. was to recognize that the City is only served by a smaller portion of the total system, therefore would contribute a smaller portion of the overall capital.
- Wholesale water rates: **\$1.483 per m<sup>3</sup>** for member municipalities (except Ft. Sask) and Hwy 28/63 Water Commission
- **\$1.395 m<sup>3</sup>** for the City of Ft. Saskatchewan John S. Batiuk Water Commission.



## RELATIVE PIPE CAPACITIES – To Date 2024

	Sum		Q (l/s)	Peak	Pipe Dia. (m)	Pipe Capacity (l/s)	% Capacity (ADD)	% Capacity (Peak)
City of Fort Saskatchewan (400mm)	2,588,169.35	2,588,169.35	81.85	114.58	0.40	188.40	43.44%	60.82%
Sturgeon County Line 1	2,060.00	2,327,216.00	73.59	103.03	0.75	662.34	11.11%	15.56%
W4 Reservoir	184,809.00							
Sturg0	15,713.00							
John S. Batiuk Regional Water Commission	2,124,634.00	1,215,501.00	570,548.00	8.70%				
Town of Gibbons	263,459.00	263,459.00	8.33	11.66	0.20	47.10	17.69%	24.76%
Town of Bon Accord	128,230.00							
2B (+Hewitt)	22,890.00	165,309.00	5.23	7.32	0.25	73.59	7.10%	9.94%
2G	14,189.00							
Line 3	570,548.00				.4 + (.3+.25)/2			
Town of Redwater	205,636.00	1,215,501.00	38.44	53.81	0.19	278.18	13.82%	19.34%
Hwy 28/63 RWSC	439,317.00				-			
<b>Total Sold</b>	<b>6,559,654.35</b>	<b>7,775,155.35</b>	<b>245.87</b>	<b>344.22</b>	<b>0.90</b>	<b>953.78</b>	<b>25.78%</b>	<b>36.09%</b>
Total Meter Read From Strathcona County								
	Days =	366		<b>1.40</b>	= 2024 Peak			



## RELATIVE ALLOCATIONS – 2023/2024

1984 SYSTEM

Municipality/Commission	igpm	Adjusted (Hwy 28/63) m3/min	l/s	m3/hr	m3/yr	2023 Consumption	% of Total Allocation	Actual 2024	% of Member Allocation
1984 Agreement System	14,804		1,122.64	4,041.49	35,403,469.9	6,329,289.84	17.88%	6,559,654	18.53%
1984 Agreement - 900 mm Pipe Only	12,704	57.75	963.39	3,468.19	30,381,361.9	6,329,289.84	20.83%	6,559,654	21.59%
Strathcona County (exist 1970)	150		11.38	40.95	358,722.0				
Ft Sask (exist 1970)	1,950		147.88	532.35	4,663,386.0				
Theoretical Ft Sask (1970 +1984 total)							15.17%		15.94%
Ft Sask (1984)	4,994.00	22.02	366.93	1,320.95	11,571,527.46	2,463,252.12	21.29%	2,588,169	22.37%
Sturgeon County	1,572.00	6.93	115.50	415.81	3,642,459.19	732,905.00	20.12%	810,209	22.24%
Gibbons (Bon Accord)	1,111.00	4.90	81.63	293.87	2,574,282.54	385,791.00	14.99%	391,689	15.22%
Redwater	694.00	3.06	50.99	183.57	1,608,057.68	203,898.02	12.68%	205,636	12.79%
JSB	4,333.00	19.70	328.30	1,181.89	10,353,378.11	2,109,415.00	20.37%	2,124,634	20.52%
Per 2013 WSA		1.15	19.20	69.13	605,549.0	435,549.00	71.93%	439,317	72.55%

## The Commission has adopted a new Strategic Plan

- Will set direction and goals to embrace new opportunities
- Enhance our collaborative and cooperative efforts with members in 2025
- Address the City of Ft Saskatchewan Issues in 2025 (Rates/Governance Model)
- Review and Update Bylaws and Policies
- Resolve the JSBRWSC Issue in 2025
- Move forward with Capital Planning model
- Adopted 12 Goals with 23 Actions - measurable targets/goals





## Key Governance Issues:

### 1. Imbalance in Contribution and Benefit

- 2024: Ft. Sask Consumption (39.46%) vs Total Revenue Contribution (44.60%)
- 2024: JSB Consumption (32.39%) vs Total Revenue Contribution (23.57%)

### 2. Ft. Sask Representation (Governance)

- Largest Contributor
- 1/6 Vote - Unwanted Budget/Consequences

### 3. Bylaw 2022-004 is Punitive (Adding/Removing Members)



## PRELIMINARY GOVERNANCE MODEL

### Based on the EU (European Union Council):

- 1) **Simple Majority.** The vote structure of a simple majority could be based on quorum (50% +1)
- 2) **Qualified Majority.** The vote structure could be a mathematical threshold based on some form of established weighting assigned to a member
- 3) **Unanimous Vote.** The unanimous vote would be required for major matters of the corporation requiring all members to vote in favour of a motion



## PRELIMINARY GOVERNANCE MODEL(s)

Qualified Vote (Weighted - Non Auto)									
	Strathcona County	City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater			
	-12,898.50	2,588,169.35	810,209.00	263,459.00	128,230.00	205,636.00	3,995,703.34	Threshold	
	0%	65%	20%	7%	3%	5%	100%		
Adjust Option 1	10	40	20	10	10	10	100	65	Pass
	10	0	20	10	10	10	60	65	Fail
	0	40	0	10	10	0	60	65	Fail
	0	40	20	0	0	0	60	65	Fail
	0	40	20	10	0	0	70	65	Pass
	0	40	0	10	10	10	70	65	Pass
	10	40	0	10	10	10	80	65	Pass

Table 1.0 – Option – 65 Point Threshold

Qualified Vote (Weighted - Non Auto)									
	Strathcona County	City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater			
	-12,898.50	2,588,169.35	810,209.00	263,459.00	128,230.00	205,636.00	3,995,703.34	Threshold	
	0%	65%	20%	7%	3%	5%	100%		
Adjust Option 1	10	40	20	10	10	10	100	75	Pass
	10	0	20	10	10	10	60	75	Fail
	0	40	0	10	10	0	60	75	Fail
	0	40	20	0	0	0	60	75	Fail
	0	40	20	10	0	0	70	75	Fail
	0	40	20	10	10	0	80	75	Pass
	10	40	0	10	10	10	80	75	Pass

Table 2.0 – Option – 75 Point Threshold





**Are there any Questions/Comments?**



## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** 2025 LOANS OUTSTANDING

---

### **Introduction**

The purpose of this report is to clarify questions from the Council at the March 12, 2025, Regular Meeting of Council.

### **Background**

The attached spreadsheet identifies all the loans that the Town presently has, the interest rates charged for each loan, the interest payable on each loan for the year 2025, and the principal payable on each loan for 2025.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council receive this report for information.

### **Recommendation for Action**

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

1. That Council receive the 2025 loans outstanding report as information.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO



TOWN OF GIBBONS BORROWINGS AS OF MARCH 12, 2025									
Loan	Lender	Date Initiated	Loan Amount	Interest Rate	Principal Outstanding as of December 31, 2024	Interest Payable in 2025	Principal payable in 2025	Last Payment Due Date	
Sewer Loan	ACFA	28-Feb-08	\$ 2,200,000.00	4.781%	\$ 1,049,882.92	\$ 48,980.96	\$ 102,778.00	16-Jun-33	
Facilities Loan	ACFA	23-Aug-17	\$ 2,544,000.00	2.532%	\$ 831,461.31	\$ 19,352.93	\$ 270,210.27	15-Dec-27	
Meadows Development P-39	ACFA	22-May-19	\$ 2,086,386.00	2.298%	\$ 1,468,696.73	\$ 31,475.94	\$ 132,233.93	26-Sep-34	
Water meters	ACFA	27-Oct-21	\$ 705,000.00	2.480%	\$ 292,465.53	\$ 6,363.19	\$ 144,430.73	15-Dec-26	
Grader Loan	ACFA	12-Apr-23	\$ 250,000.00	5.050%	\$ 181,430.09	\$ 8,555.70	\$ 48,647.50	15-Jun-28	
Highway Commercial Servicing	ACFA	18-Aug-23	\$ 3,600,000.00	5.150%	\$ 3,435,865.37	\$ 174,751.86	\$ 174,696.40	15-Dec-38	
Operating Line of Credit	Servus Credit Union	yearly	\$ 1,000,000.00	fluctuating	\$ 1,000,000.00	\$ 37,538.22		revolving	Paid in 2024, this amount fluctuates monthly dependant on rate of interest and how much we have outstanding
Capital Line of Credit	Servus Credit Union	yearly	\$ 2,800,000.00	fluctuating	\$ 2,781,843.33	\$149,373.25		revolving	Paid in 2024, this amount fluctuates monthly dependant on rate of interest and how much we have outstanding
Fire Truck	Servus Credit Union	13-Dec-24	\$ 630,832.00	5.450%	\$ 630,832.00	\$ 32,650.60	\$ 126,166.40	1-Nov-29	
Bridge Financing	Servus Credit Union	29-Jan-25	\$ 2,500,000.00	4.990%	\$ 2,500,000.00	\$ 114,517.05	\$ 451,482.51	1-Jan-30	
Vac Truck Loan	Servus Credit Union	13-Mar-25	\$ 303,320.00	4.990%	\$ 303,320.00	\$ 13,894.12	\$ 54,777.44	31-Mar-30	
			\$ 18,619,538.00		\$ 14,475,797.28	\$ 637,453.82	\$ 1,505,423.18		



## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** TOWN COUNCIL COMMUNICATIONS WITH AUDITORS

---

### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to the attached communication from Metrix Group regarding individual Councillor communication with the Auditors

### **Background**

Administration has been in contact with Metrix Group, the Town's auditors, for clarification on the query from the Council regarding whether individual Council Members are able to communicate directly with the auditors. Mr. Phil Dirks provided the attached letter in response.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council receive the communication from Metrix Group as information.

### **Recommendation for Action**

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

- |   |
|---|
| 1. That Council receive the communication from Metrix Group as information. |
|---|

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO

March 31, 2025

Town of Gibbons  
PO Box 68, 4807 – 50 Avenue  
Gibbons, AB T0A 1N0

**Attention: Monique Jeffrey, Director of Finance**

Dear Mrs Jeffrey:

**RE: TOWN COUNCIL COMMUNICATIONS WITH AUDITORS'**

Further to your recent request regarding clarification of the lines of communication between the Town Council and the auditors.'

Section 280(1) of the *Municipal Government Act* (MGA) states "each **council** must appoint one or more auditors for the municipality." Furthermore, section 281(1) of the MGA states "the auditor for the municipality must report to the **council** on the annual financial statements and financial information return of the municipality."

The MGA is clear that a **council** is to act collectively, not individually. The auditor works for the **council**, not every council member. Therefore, communications with the auditors, including questions, observations, and requests for information should be communicated to the auditors through the mayor or through the mayor to administration and then to the auditors.

We trust this will clarify this matter.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner





**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** MUNICIPALLY CONTROLLED CORPORATIONS

---

### **Introduction**

The purpose of this report is to respectfully respond to Council request on whether the Town of Gibbons has a Municipally Controller Corporation.

### **Background**

The Town of Gibbons has no Municipally Controlled Corporations, it was researched but a Municipally Controlled Corporation was never established.

As per the Municipally Controlled Corporations Regulations Alberta Regulation 112/2018 as attached, for a Municipally Controlled Corporation to be set up the following actions **MUST** take place:

1. Council **MUST** pass a resolution form a Municipally Controlled Corporation
2. Council **MUST** then send this resolution to the Minister of Municipal Affairs within 60 days of the resolution being passed by Council.
3. A public hearing **MUST** be held including the following information:
  - a. The services the corporation intends to provide
  - b. The names of the shareholders
  - c. The geographic locations the corporation intends to provide services inside or outside of the province
  - d. If it's a utilities corporation the proposed rates that will be charged
  - e. A market analysis and a business plan.
  - f. All the above information **MUST** be provided for public viewing a minimum of 30 days prior to the public hearing being held.

In conclusion, Council never passed a resolution, therefore step one did not take place. The Town of Gibbons is not part of a Municipally Controlled Corporation.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council receive this as information.

### **Recommendation for Action**

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



TOWN OF GIBBONS

REQUEST FOR DECISION

1. That Council receive this as information.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO



Province of Alberta

## MUNICIPAL GOVERNMENT ACT

# MUNICIPALLY CONTROLLED CORPORATIONS REGULATION

### **Alberta Regulation 112/2018**

With amendments up to and including Alberta Regulation 204/2022

Current as of October 7, 2022

Office Consolidation

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### **Note**

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 204/2022)

**ALBERTA REGULATION 112/2018**

**Municipal Government Act**

**MUNICIPALLY CONTROLLED  
CORPORATIONS REGULATION**

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7	Material change
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10	Repeal
11	Coming into force

**Interpretation**

**1(1)** In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “controlled corporation” means a controlled corporation as defined in section 75.1(1)(a) of the Act;
- (c) “corporation” means a corporation as defined in section 75.1(1)(b) of the Act.

**(2)** For the purposes of section 75.4(1) of the Act, the definition of “public utility” in section 1(1)(y) of the Act is limited to subclause (i) of that definition.

**Notification to Minister**

**2(1)** A municipality must notify the Minister if the council of the municipality passes a resolution under section 75.1(2) of the Act.

**(2)** The notification must include a copy of the resolution and be sent to the Minister within 60 days of the passing of the resolution.

**Public hearing**

**3(1)** For the purposes of sections 75.1(3)(b) of the Act, the municipality must disclose

- (a) the services the corporation intends to provide,
- (b) the names of the shareholders of the corporation,
- (c) the geographic locations in and outside Alberta in which the corporation intends to provide services,
- (d) in the case of a corporation that intends to provide utility services, a projected rate structure, and
- (e) the market impact analysis contained in the business plan, if any.

**(2)** The information described in subsection (1) must be made available for public inspection no less than 30 days prior to the public hearing.

**(3)** Subject to subsection (2), notice of the public hearing must be given in accordance with section 606 of the Act.

**(4)** The public hearing must be held pursuant to section 230 of the Act.

**Business plan**

**4** For the purposes of section 75.1(4)(e) of the Act, a business plan must include the following information:

- (a) the services the corporation intends to provide;
- (b) the names of the shareholders of the corporation;
- (c) the geographic locations in and outside Alberta in which the corporation intends to provide services;
- (d) any potential environmental, financial, labour or other liability risk in controlling the corporation;
- (e) information demonstrating that the corporation will not be dependent on the shareholders for its ongoing operations;
- (f) the impact of controlling the corporation on each municipality's financial viability;
- (g) in the case of a corporation that intends to provide utility services, a projected rate structure;



- (h) a market impact analysis if municipal control of the corporation would result in competition with similar services provided by the private sector.

#### **Unanimous shareholder agreement**

**5(1)** If one or more municipalities propose to establish or acquire control of a corporation, the councils of the municipalities must, after passing resolutions under section 75.1(2)(a) of the Act adopt, by resolution, a unanimous shareholder agreement.

**(2)** The unanimous shareholder agreement must address the following matters:

- (a) the matters referred to in section 146(1) of the *Business Corporations Act*;
- (b) the controlled corporation's service delivery standards and decision-making structure;
- (c) a dispute resolution process in the event of disputes between shareholders;
- (d) a method by which the shareholders must provide direction to the controlled corporation with respect to what action, if any, the controlled corporation is to take regarding a proposed material change in response to one or more reports received under section 7(5).

#### **Annual financial statements**

**6** For the purposes of section 75.2(1) of the Act, there must be included with the controlled corporation's annual financial statements a supplementary disclosure of the nature and amount of any financial assistance, including transfers of money or other assets, loans and loan guarantees, provided to the controlled corporation by any shareholder, the province or the federal government.

#### **Material change**

**7(1)** In this section, "material change", in respect of a controlled corporation, means

- (a) a change in the type of services offered by the controlled corporation,
- (b) the purchase, sale, transfer or issuance of any shares in the controlled corporation that would result in a change to the controlling interest,

- (c) a change in the geographic locations where the controlled corporation offers services, if that change was not contemplated in the business plan under section 75.1(3)(a) of the Act, or
  - (d) a change in the business, financing, operations or affairs of the controlled corporation that would be considered important by a reasonable person taking into account the circumstances of the controlled corporation in its entirety.
- (2) When a municipality is required under section 75.3 of the Act to notify their residents of a proposed material change, the following information, if relevant to the proposed material change, must be made available to them:
- (a) the services the controlled corporation intends to provide;
  - (b) the names of the shareholders of the controlled corporation;
  - (c) the geographic locations in and outside Alberta in which the controlled corporation intends to provide services;
  - (d) in the case of a controlled corporation that intends to provide utility services, a projected rate structure;
  - (e) the market impact analysis contained in the business plan, if any.
- (3) The information described in subsection (2) must be made available not less than 30 days prior to the engagement process.
- (4) Subject to subsection (3), notice of any planned engagement must be given in accordance with section 606 of the Act.
- (5) After giving their residents the opportunity to make representations on the proposed material change, the council of each municipality that is a shareholder of the controlled corporation must provide a report to the controlled corporation summarizing the representations made during the engagement process.

**Exemption**

**8(1)** EPCOR Utilities Inc. and ENMAX Corporation, and their subsidiaries, are exempt from

- (a) sections 75.1(2) to (4), 75.2 and 75.3 of the Act, and
- (b) sections 2 to 7 of this Regulation.

(2) Section 75.4(3) is modified to the extent that section 45(3)(b) of the Act does apply to EPCOR Water Services Inc. and its subsidiaries.

**Expiry**

**9** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on June 30, 2028.

AR 112/2018 s9;79/2021;204/2022

**Repeal**

**10** The *Control of Corporations Regulation* (AR 284/2003) is repealed.

**Coming into force**

**11** This Regulation comes into force on the coming into force of section 13 of the *Modernized Municipal Government Act*.





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## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** LINES OF CREDIT REPORT

### **Introduction**

The purpose of this report is to respond to the request from the Council for the activities with the two lines of credit.

### **Background**

The Town of Gibbons presently has two lines of credit, one for operating and one for capital.

The activities that have taken place with these two lines of credit since the beginning of this fiscal year is attached. These reflect interest charged and interest paid.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council receives the information as presented for information.

### **Recommendation for Action**

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

1. That Council receives the information on the activities of the Town's two lines of credit as presented for information.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO

REPORT ON LINES OF CREDIT			CAPITAL LINE OF CREDIT	
	BALANCE	DEBIT	CREDIT	BALANCE
1-Jan-25	\$ 2,794,548.35	\$ (12,705.02)	\$ 12,705.02	\$ 2,794,548.35
1-Feb-25	\$ 2,794,548.35	\$ (12,247.73)	\$ 12,247.73	\$ 2,794,548.35
1-Mar-25	\$ 2,794,548.35	\$ (10,563.38)	\$ 10,563.38	\$ 2,794,548.35
1-Apr-25	\$ 2,794,548.35	\$ (11,333.15)	\$ 11,333.15	\$ 2,794,548.35
	\$ 2,794,548.35			\$ 2,794,548.35
	\$ 2,794,548.35			\$ 2,794,548.35
			OPERATING LINE OF CREDIT	
	BALANCE	DEBIT	CREDIT	BALANCE
1-Jan-25	\$ 1,000,000.00	\$ (4,567.12)	\$ 4,567.12	\$ 1,000,000.00
1-Feb-25	\$ 1,000,000.00	\$ (4,402.74)	\$ 4,402.74	\$ 1,000,000.00
1-Mar-25	\$ 1,000,000.00	\$ (3,797.26)	\$ 3,797.26	\$ 1,000,000.00
1-Apr-25	\$ 1,000,000.00	\$ (4,073.97)	\$ 4,073.97	\$ 1,000,000.00
	\$ 1,000,000.00			\$ 1,000,000.00
	\$ 1,000,000.00			\$ 1,000,000.00



**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** BYLAW ALT 4-25 – RESCINDING BYLAW

---

### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to Bylaw ALT 4-25 a Bylaw to Rescind Bylaws.

### **Background**

Bylaw ALT 1-24 Local Improvement Tax Bylaw and Bylaw ALT 2-25 – Local Improvement Borrowing Bylaw were both established for the Cottage Lands when it was the intention to develop that land. At the Regular Meeting of Council held on March 26, 2025, Council moved to sell this land.

As a result of this decision, these Bylaws are no longer required.

The *Municipal Government Act* bylaws can only be rescinded in the same way they are passed, by motion of Council.

### **Options Available**

The options for consideration by Council include the following:

1. That Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Reading to Bylaw ALT 4-25 Rescind Cottage Land Bylaws.
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 give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Reading to Bylaw ALT 4-25 Rescind Cottage Land Bylaws.

Submitted by:



Eric Lowe,  
Interim CAO



## TOWN OF GIBBONS

### Rescind Cottage Land Bylaws

#### Bylaw ALT 4-25

#### **A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO RESCIND BYLAWS RELATING TO THE COTTAGE LANDS.**

**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 and rescind bylaws for municipal purposes.

**AND WHEREAS:** the Town of Gibbons wishes to rescind Bylaws relating to the Cottage Lands as they are no longer required.

**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 "Rescind Cottage Lands Bylaws".

---

#### **2. RESCIND BYLAW**

---

2.1 The following bylaws and all respective amendments are now rescinded:

2.1.1 Bylaw ALT 1-24 – Local Improvement Tax Bylaw

2.1.2 Bylaw ALT 2-24 – Local Improvement Borrowing Bylaw

---

#### **3. 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.

---

**4. ENACTMENT**

---

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

Read a first time this \_\_\_\_ of April 2025.

-----  
Acting Mayor

-----  
Interim CAO

Read a second time this \_\_\_\_ of April 2025.

-----  
Acting Mayor

-----  
Interim CAO

Read a third and final time this \_\_\_\_ of April 2025.

-----  
Acting Mayor

-----  
Interim CAO





## TOWN OF GIBBONS

### LOCAL IMPROVEMENT TAX BYLAW

#### Bylaw ALT 1/24

**THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO IMPOSE A LOCAL IMPROVEMENT TAX IN RESPECT OF ALL LANDS THAT DIRECTLY BENEFIT FROM HEARTLAND COTTAGES LOCAL IMPROVEMENT PROJECT.**

**WHEREAS** the Council of the Town of Gibbons has decided to issue a bylaw pursuant to Section 397 the *Municipal Government Act*, to authorize a local improvement tax levy to pay for the HEARTLAND COTTAGES local improvement project.

**AND WHEREAS:** a local improvement plan has been prepared and the required notice of the project given to the benefitting owners in accordance with the attached schedule A and Schedule B and no sufficient objection to HEARTLAND COTTAGES local improvement project has been filed with the Municipality's Chief Administrative Officer.

**AND WHEREAS:** The Council has decided to set a uniform tax rate of \$28.30 per square foot plus the applicable interest charges based on the number of units of area assessed against the benefitting owners.

**AND WHEREAS:** Plans and specifications have been prepared. The total cost of the project is estimated to be \$4,221,409.27 (including deep servicing, roadway, power, streetlights, and communication costs) and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at large	\$0.00
Benefitting Owners	<u>\$4,221,409.27</u>
Total Cost	<u>\$4,221,409.27</u>

**AND WHEREAS:** The local improvement tax will be collected for 10 to 30 (ten to thirty) years and the total amount levied annually against the benefitting owners is between \$10,173.28 and \$19,037.36 dependent on the number of years and the rate of interest.

**AND WHEREAS:** All required approvals for the project have been obtained and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

---

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF GIBBONS DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

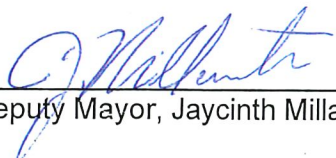
1. That for the purpose of completing the HEARTLAND COTTAGES local improvement project the sum of between \$12,887.05 (Twelve thousand eight hundred and eighty-seven dollars and five cents) and \$18,982.08 (Eighteen thousand nine hundred and eighty-two dollars and eight cents) annually dependent on the number of years and the rate of interest.

Read a first time this 24<sup>th</sup> day of January 2024.

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

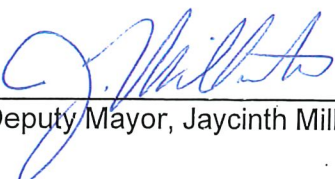
  
\_\_\_\_\_  
Chief Administrative Officer, Farrell O'Malley

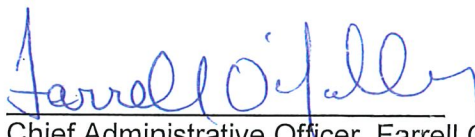
Read a second time this 14<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Deputy Mayor, Jaycynth Millante

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

Read a third time this 14<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Deputy Mayor, Jaycynth Millante

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

---



## TOWN OF GIBBONS

### Local Improvement Borrowing Bylaw

#### Bylaw ALT 2/24

**THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES IN THE AMOUNT OF \$3,010,343.44 FOR THE PURPOSE OF PROVIDING SERVICING TO ALL LANDS THAT DIRECTLY BENEFIT FROM HEARTLAND COTTAGES LOCAL IMPROVEMENT PROJECT.**

**WHEREAS** the Council of the Town of Gibbons has decided to issue a bylaw pursuant to Section 263 the *Municipal Government Act*, to authorize the financing, undertaking and completion of HEARTLAND COTTAGES local improvement project as described in the local improvement plan authorized by council;

**AND WHEREAS:** Plans and specifications have been prepared. The total cost of the project is estimated to be \$4,221,409.27 (including all servicing costs) and the Municipality estimates the following contributions will be applied to the project:

Municipality at large	\$0.00
Benefitting Owners	\$3,010,343.44
Total Cost	\$3,010,343.44

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$3,010,343.44, for a period not to exceed ten (10) years, from the Alberta Capital finance Authority or Servus Credit Union, 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 in excess of seventy-five (75) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2023, is \$9,581,905.80 and no part of the principal or interest is in arrears.

**AND WHEREAS:** All required approvals for the project have been obtained and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.




**NOW THEREFORE, THE COUNCIL OF THE TOWN OF GIBBONS DULY  
ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the HEARTLAND COTTAGES local improvement project the sum of \$3,010,343.44 (Three Million ten thousand three hundred and forty-three dollars and forty-four cents) be borrowed from the Alberta Capital Finance Authority or Servus Credit Union by way of debenture on the credit and security of the Municipality at large.
2. The amount of \$3,010,343.44 (Three Million ten thousand three hundred and forty-three dollars and forty-four cents) plus applicable interest and costs is to be collected by way of local improvement tax imposed pursuant to the municipality's Local Improvement Tax Bylaw No. ALT 1/24.
3. The proper officers of the Municipality are hereby authorized to issue debentures on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the HEARTLAND COTTAGES local improvement project.
4. The municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual equal payments of combined principal and interest installments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or Servus Credit Union on the date of the borrowing, and not to exceed SEVEN (7.5) percent.
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.

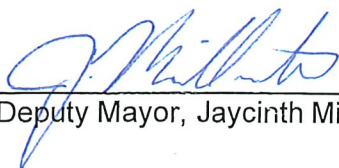
This Bylaw shall come into force on the date it is passed.

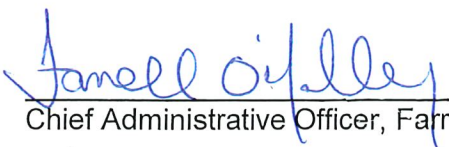
Read a first time this 24<sup>th</sup> day of January 2024.

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

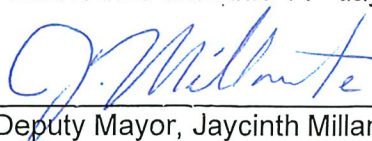
  
\_\_\_\_\_  
Chief Administrative Officer, Farrell O'Malley

Read a second time this 14<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Deputy Mayor, Jaycynth Millante

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

Read a third time this 14<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Deputy Mayor, Jaycynth Millante

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

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**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** BYLAW MOG 3-23 CHIEF ADMINISTRATIVE OFFICER BYLAW

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### **Introduction**

The purpose of this report is to respectfully request that Council advise Administration as to how it would like to proceed.

### **Background**

At the Regular Meeting of Council on March 26, 2025, Council directed Administration to bring Bylaw MOG 3-23 Chief Administrative Officer Bylaw to Council for review.

As a note, this Bylaw was last amended in November 2023.

### **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

## Chief Administrative Officer Bylaw No. MOG 3-23

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### BEING A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS Section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, requires that Council establish by bylaw a position of Chief Administrative Officer;

AND WHEREAS Council wishes to delegate certain powers to the Chief Administrative Officer;

NOW THEREFORE, the Council of the Town of Gibbons, in the Province of Alberta, duly assembled enacts as follows:

#### **1.0.0 Title**

1.1.0 This bylaw may be cited as the "Chief Administrative Officer Bylaw".

#### **2.0.0 Definitions**

"Act" means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto;

"Administration" means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act;

"Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw;

"Council" means the municipal Council of the Town of Gibbons;

"Enactment" means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada;

"Town" means the municipal corporation of the Town of Gibbons.

#### **3.0.0 General**

##### **Office**

3.1.0 The position of Chief Administrative Officer is hereby established, and the individual appointed to that position shall have the title "CAO".

##### **Appointment**

3.2.0 Council shall, by resolution, appoint an individual to the position of CAO.

3.3.0 Council shall establish the terms and conditions of the appointment of the CAO including:

- a. the term of the appointment; and
- b. the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.



3.4.0 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.

3.5.0 Council may appoint, by resolution, an interim CAO in the event of:

- a. the CAO's inability to delegate their powers, duties, and functions pursuant to Section 3.4.0, or;
- b. an unscheduled absence, long-term illness, or other incapacity of the CAO.

### **Accountability**

3.6.0 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.

3.7.0 The CAO shall carry out their powers, duties, and functions in compliance with:

- a. the Act and any other Enactment, except for the designated officer powers, duties and functions expressly given to the Town Assessor;
- b. this bylaw;
- c. any other bylaw, resolution, policy, or procedure passed or adopted by Council; or
- d. any contract binding on the Town.

3.8.0 The CAO shall:

- a. be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
- b. be responsible for advising on and communicating with Council with respect to:
  - i. the operations of the Town;
  - ii. the financial state of the Town;
  - iii. Council bylaws, policies, and procedures, and
  - iv. Administrative policies and procedures;
- c. prepares and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council; and
- d. attends all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.

3.9.0 The CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties, and functions to a designated officer of the Town or to a Town employee.

- 3.10.0 The CAO has the authority to delegate any of the powers, duties and functions given to the CAO and can authorize the recipients of such delegations to further delegate their powers, duties, and functions to other Town employees.

### **FOIP Head**

- 3.11.0 The CAO is the head of the Town for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A 2000 c. F-25.

### **Administration**

- 3.12.0 The CAO is the administrative head of the Town.

- 3.13.0 The CAO has the authority to:

- a. establish and implement Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
- b. hire, appoint, suspend, remove, or terminate any employee from any position in the Town;
- c. direct, supervise and review the performance of the Administration; and
- d. establish the structure of the Administration including creating, eliminating, merging or dividing departments.

- 3.14.0 The CAO shall ensure that there are an appropriate number of employees that are familiar with the duties and responsibilities of the CAO, Council processes and procedures, issues being addressed by Council and issues of concern to the Town.

### **Financial Powers and Functions**

- 3.15.0 The CAO shall:

- a. annually, or as required or directed by Council, prepare, and submit budgets to Council for operating and capital programs in accordance with the Act; and
- b. monitor and report to Council as required or directed by Council, on the operating and capital budgets approved by Council and in particular report on variances between budgeted and actual expenditures.

- 3.16.0 The CAO may authorize over-expenditures within the operating or capital budgets but at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets.

- 3.17.0 The CAO may pay any amounts the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against the Town.

- 3.18.0 The CAO shall designate the financial institution(s) to be used by the Town and shall open and close accounts on behalf of the Town.

- 3.19.0 The CAO is authorized to invest funds on behalf of the Town in accordance with the Act, this bylaw, any other Enactment, bylaw, or policy.

## **Contracts and Agreements**

The CAO is authorized to:

3.20.0 Without limitation to the foregoing, the CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements, and transactions required for the effective administration and operation of the Town and its policies and programs.

## **Miscellaneous Powers**

3.21.0 The CAO is authorized to:

- a. retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Town including, without limiting the foregoing:
  - i. providing legal services to Council and the Administration; and
  - ii. appearing in all legal and administrative proceedings including commencing, defending, and intervening in such proceedings to define, enforce and defend the Town's (and such other boards, authorities, agencies, and other entities as may be required by Council) legal and equitable rights;
- b. comprise all actions, claims or demands against or by the Town and complete all related documentation;
- c. accept service of all notices and other documents on behalf of the Town;
- d. provide any and all certificates or statutory declarations on behalf of the Town;
- e. temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- f. prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- g. carry out inspections, remedies, enforcement, or other actions pursuant to the Act, any other Enactment, or any bylaw where the Act or any other Enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- h. make determinations and issue orders pursuant to the Act or any other statute, Enactment, or bylaw which the Town is authorized to enforce including without limitation, matters related to dangerous or unsightly property;

## **Code of Conduct**

3.22.0 The CAO, holding a position of trust, must demonstrate the highest standards of ethics and behaviour as a steward of the Town.

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3.23.0 Without limiting the generality of Section 3.21.0, the CAO shall:

- a. provide timely and reliable advice that is in the best interest of the Town to Council, and propose viable options for decision making using professional judgement and expertise;
- b. respect and abide by Council decision and direction;
- c. serve all members of Council impartially, provide no special privilege to any individual member;
- d. promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
- e. be compliant, and ensure the Town is compliant, with all applicable federal, provincial, and municipal legislation and regulations, and any agreements or contracts the Town is a party to;
- f. always act in good faith in their relationships with other people, and deal fairly and respectfully with Council, the Town's residents, customers, suppliers, stakeholders, and employees;
- g. avoid actual or perceived conflicts of interest or preferential treatment, placing public interest above personal gain or interest;
- h. be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
- i. not accept gifts, hospitality or other benefits valued over \$100 that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved, and not related to any particular transaction or activity or decision of the Town;
- j. maintain confidentiality regarding those affairs and decisions of the Town that are protected by legislative, contractual, or other requirements of confidentiality;
- k. foster a work environment where the interaction among Council and Town Administration, residents and other stakeholders is conducted fairly, without discrimination, harassment, or abuse;
- l. effectively and efficiently manage the use of public monies, assets, property, and resources;
- m. fully cooperate with audits and other investigations or inquiries;
- n. ensure a code of ethics and conduct for employees is in place and in practice; and
- o. disclose any contravention of this Code of Conduct to Council forthwith.

## **Evaluation**

- 3.24.0 The appointment of a person to the position of CAO shall not be suspended or revoked except as outlined in s. 206 of the Act.
- 3.25.0 Council shall review the performance of the CAO not less than once in a twelve-month period.

## **Indemnification**

- 3.26.0 The Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties and functions given to the CAO by this bylaw, the Act, any other Enactment, any other bylaw, resolution, policy, or procedure.

## **4.0.0 Effectiveness and Review**

- 4.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.
- 4.2.0 Bylaw No. 3/95 and amendments thereto are hereby repealed.
- 4.3.0 This bylaw shall be reviewed within its fifth year, being 2028, or as deemed necessary.
- 4.4.0 This bylaw comes into force on the date it is passed.

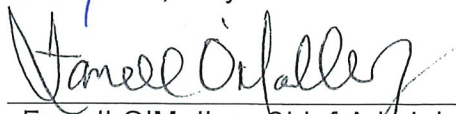
FIRST READING of BYLAW NO. MOG 2/23 granted this 25<sup>th</sup> day of October 2023 A.D. by Councillor Willis Kozak.

SECOND READING of BYLAW NO. MOG 2/23 granted this 8<sup>th</sup> day of November 2023 A.D. by Councillor Norm Sandahl

THIRD AND FINAL READING of BYLAW NO. MOG 2/23 granted this 8<sup>th</sup> day of November 2023 A.D. by Councillor Willis Kozak



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



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

**DATE SUBMITTED:** APRIL 9, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** WORKPLACE HARASSMENT POLICY PP 1-25

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### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to Policy PP 1-25, Workplace Harassment Policy.

### **Background**

Provincial legislation has changed regarding the Operational Health and Safety code, requiring the Town of Gibbons to update the current Workplace Harassment Policy. The policy attached is based on the template provided by the province, which is in compliance with the current legislative requirements.

### **Options Available**

The options for consideration by Council include the following:

1. That Council approve Policy PP 1-25 Workplace Harassment 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 PP 1-25 Workplace Harassment Policy as presented.

Submitted by:




Monique Jeffrey  
Director of Corporate Services

Approved by:



Eric Lowe  
Interim CAO



			
TOWN OF GIBBONS Policy		WORKPLACE HARASSMENT POLICY AND PROCEDURE	
POLICY TYPE Personnel	DATE APPROVED	RESOLUTION	POLICY # PP 1-25

## **STATEMENT**

The Town of Gibbons is committed to ensuring the safety and security of all employees. In pursuit of this goal, the Town of Gibbons has established a zero-tolerance rule for harassment or violence in the workplace. If harassment or violence should occur, at the Town of Gibbons, this policy also outlines the process for complaints and investigations.

The organization will create prevention plans for violence and harassment and these will be developed in consultation with the health and safety committee or health and safety representative, as applicable. They will also be regularly reviewed and updated.

## **1. DEFINITIONS**

As per Alberta's Occupational Health and Safety (OHS) Act and taken directly from the government of Alberta:

**"Workplace Harassment"** means: a single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action intended to intimidate, offend, degrade or humiliate a particular person or group. It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers.


Workplace harassment includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

**"Sexual harassment"** involves any unwanted sexual behaviour that affects or prevents a person from getting or keeping a job, promotion or living accommodations. It is a form of discrimination based on the grounds of gender, including transgender, which is prohibited under the Alberta Human Rights Act.

It includes unwanted or uninvited:

- sexual remarks
- gestures
- sounds like leering or whistling
- actions that make a person feel unsafe, degraded or uncomfortable, even if the harasser claims to have been only joking

**"Workplace Violence,"** whether at a worksite or work related, is defined as the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include:

			
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- physical attack or aggression
- threatening behaviour
- verbal or written threats
- domestic violence
- sexual violence

“**Workplace**” refers to any land, premises, location, or thing at, upon, in or near which a worker works including the organization's offices, off-site locations where work is performed, social events related to work or away from work but resulting from work (i.e., a threatening phone call to your home or another personal electronic contact from co-workers or clients).


The rules in Part 27 of the OHS Code:

- define workplace harassment and violence in all forms, including domestic and sexual violence
- require employers to investigate incidents of violence and harassment and take corrective action
- require employers to develop violence and harassment prevention plans
- require review of plans at least once every 3 years
- require employers to advise workers of treatment options if harmed by violence or harassment; workers are entitled to wages and benefits while attending treatment programs

Note that this Workplace Violence and Harassment Policy is administered in conjunction with The Town of Gibbons’s Human Rights Commitment and includes freedom from discrimination under any of the grounds established by the Alberta Human Rights Code, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same-sex partners), family status, disability, and record of offences.

## **2. SAFE WORKING ENVIRONMENT**

- 2.1 The Town of Gibbons is committed to ensuring a safe working environment, specifically one that is free from violence and harassment. To ensure employee safety, this policy will outline the following:
- 2.1.1 Awareness of what violence and harassment are
- 2.1.2 Responsibilities of workplace parties

			
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- 2.1.3 Hazard assessment
- 2.1.4 Prevention plans
- 2.1.5 Incident investigation and reporting
- 2.1.6 Worker training


### **3. COMMITMENT**

- 3.1 The Town of Gibbons is committed to eliminating wherever possible, or as much as is reasonably practicable, the hazard of violence and harassment in the workplace. If this is not reasonably practicable, The Town of Gibbons is committed to controlling the hazard of violence in the workplace.
- 3.2 Harassment and violence will not be tolerated from anyone including people external to the organization, such as clients or customers, as well as those within the organization, such as employees, volunteers, contractors, and managers.

### **4. AWARENESS OF VIOLENCE AND HARASSMENT**

- 4.1 Here are some of the ways that violence or harassment could manifest in the workplace (note that this list does not include every example; please speak with your supervisor if you have any doubt about the appropriateness of an action):
  - 4.1.1 Threatening behaviour, including verbal threats or abuse
  - 4.1.2 Aggressive behaviour, including encroaching on personal space
  - 4.1.3 Any sort of physical assault
  - 4.1.4 The spreading of malicious rumours or gossip about an individual or a group
  - 4.1.5 The social exclusion or isolation of someone or a particular group of people in the workplace
  - 4.1.6 Damaging, hiding, or stealing someone's personal belongings or work equipment
  - 4.1.7 Persistently criticizing, undermining, belittling, demeaning, or ridiculing someone
  - 4.1.8 Swearing at someone or using inappropriate language toward them
  - 4.1.9 Using the Internet to harass, threaten or maliciously embarrass someone



			
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- 4.1.10 Using the Internet to make sexual threats, or to harass or exploit someone sexually
- 4.1.11 Abusing authority by publicly ridiculing or disciplining a subordinate
- 4.1.12 Abusing authority by interfering with a subordinate's performance or job (for example, blocking applications for leave, training, or promotion in an arbitrary manner)
- 4.1.13 Abusing authority by soliciting a sexual or romantic relationship from a subordinate, or making social invitations with sexual overtones to a subordinate
- 4.1.14 Making abusive or derogatory remarks or jokes about someone's gender, gender identity or gender expression, sex, or sexual orientation (for example, homophobic remarks)
- 4.1.15 Sexual touching (for example, patting, pinching, caressing, kissing, fondling)
- 4.1.16 Sexual invitations or requests in return for a promise of a reward (such as a promotion)
- 4.1.17 Displaying offensive posters, cartoons, or images of a sexual nature
- 4.1.18 Sending inappropriate electronic communications (for example, sexually explicit emails)
- 4.1.19 Domestic violence (also called intimate partner violence, domestic abuse or relationship abuse) is a workplace hazard when it occurs in the workplace (it puts the targeted employee at risk and may pose a threat to coworkers)

This list is sourced from the [Government of Canada](#)

## **5. SUPERVISORIAL/MANAGERIAL DUTIES**

- 5.1 At the Town of Gibbons, nothing in this policy will limit the abilities of supervisors and managers to complete their duties provided they perform them in a respectful, professional manner in good faith. Any reasonable conduct of an employer or supervisor related to the normal management of workers, or a work site does not constitute workplace harassment. Differences of opinion or minor disagreements between coworkers are also not generally considered to be workplace harassment if steps are taken to resolve the conflict. The exercise of supervisorial/managerial authority could include:
  - 5.1.1 Supervising employees, including setting out their performance expectations and providing feedback (both positive and constructive) about their work performance



## TOWN OF GIBBONS Policy

## WORKPLACE HARASSMENT POLICY AND PROCEDURE

### POLICY TYPE

Personnel

### DATE APPROVED

### RESOLUTION

### POLICY #

PP 1-25


- 5.1.2 Taking measures to correct performance, including using performance improvement plans
- 5.1.3 As necessary, taking disciplinary action
- 5.1.4 Assigning work to employees and directing to them how and when it should be done
- 5.1.5 Requesting updates or reports on the progress of the work
- 5.1.6 Managing time off requests, including either approving or denying requests
- 5.1.7 Where necessary, asking for medical documentation to support work absence(s)

## **6. OBLIGATIONS OF WORKSITE PARTIES**

- 6.1 The Town of Gibbons is responsible to make sure employees are not subject to workplace violence or harassment. They must also ensure they do not participate in it.
- 6.2 At the Town of Gibbons, supervisors must make sure the workers they are supervising are not subject to workplace violence or harassment.
- 6.3 The Town of Gibbons employees must ensure they do not take part in violent or harassing behaviours at any time.

## **7. CONDUCTING A RISK/HAZARD VIOLENCE ASSESSMENT AND CREATING PREVENTION PLANS**

- 7.1 The Town of Gibbons is committed to preventing workplace harassment and violence by implementing proactive risk prevention measures. To reduce the risk of harassment or violence, The Town of Gibbons will take into consideration specific risk factors that may contribute to these risks, including:
  - 7.1.1 Working in a community-based setting
  - 7.1.2 Interaction with the public and/or working with unstable or possibly volatile clients.
  - 7.1.3 The exchange of money
  - 7.1.4 Working alone or in small numbers
  - 7.1.5 Working at night
  - 7.1.6 Working in a high crime area

			
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- 7.2 Prevention measures will be implemented to address these risks and ensure a safe work environment for all employees. Based on the results, the Town of Gibbons will put prevention plans and measures in place to mitigate the hazards.

## **8. SUMMONING IMMEDIATE ASSISTANCE - EMERGENCY PROCEDURES**


- 8.1 If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialling "911" and follow department/facility emergency response procedures (where relevant).
- 8.2 If you are unable to phone 911 right away, you should:
- 8.2.1 Yell for help.
  - 8.2.2 If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
  - 8.2.3 If possible, use the vehicle's emergency alarm.
  - 8.2.4 Immediately move to a safe location.
  - 8.2.5 Contact a manager/supervisor.
- 8.3 Canada's *Criminal Code* specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking.

In the event of any of the above, the Town of Gibbons will immediately contact the police.

## **9. HISTORY OF VIOLENT BEHAVIOUR**

- 9.1 Under the Alberta Occupational Health and Safety Act, the organization may be required to provide information (including personal information) to its employees about a person with "a history of violent behaviour" if:
- 9.1.1 The employee can reasonably be expected to encounter that person in the course of their work; and
  - 9.1.2 There is a potential risk of workplace violence because of exposure to the individual with a history of violent behaviour.
- 9.2 Pursuant to this obligation, if the organization is of the view that there is a risk of workplace violence such that an employee is likely to be exposed to physical injury, information that is



			
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deemed reasonably necessary to protect employees from physical injury, including personal information and any known triggers of the individual's potentially violent behaviours will be communicated.

- 9.3 When disclosing personal information, the organization will limit as much as possible the amount of personal information provided and will not release any medical information that is deemed protected.
- 9.4 The organization will not disclose any information to individuals who are unlikely to encounter a person with a history of violence or to those who are not at risk of physical injury from that person.

#### **10. DOMESTIC VIOLENCE**


- 10.1 In the event the organization is aware that domestic violence could likely expose an employee to physical injury in the workplace, it will take every precaution reasonable in the circumstances for the protection of the affected employee(s).

#### **11. INVESTIGATIONS OF COMPLAINTS**

- 11.1 The Town of Gibbons will investigate any incidents of violence or harassment it becomes aware of and will take corrective action to address all incidents and complaints of workplace violence and harassment in a fair, respectful and timely manner.

#### **12. MAKING A COMPLAINT / COMPLAINT INVESTIGATION PROCESS**

- 12.1 Employees must:
- 12.1.1 Immediately report any incident of harassment or violence one is subject to or witnesses to management
  - 12.1.2 Participate as required in internal and external investigations concerning incidents of workplace harassment or violence.
- 12.2 At the Town of Gibbons complaints regarding harassment or violence may be brought forward to:
- 12.2.1 The CAO or the Assistant CAO
  - 12.2.2 An alternate complaint may be made to the Mayor or the Deputy Mayor if either of the above is the alleged perpetrator.


			
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- 12.2.3 Immediately upon receipt of a complaint, an investigation will begin, and additional information and context will be sought. The investigation may include:
  - 12.2.4 A review of the details of the incident.
  - 12.2.5 Separate interview(s) with the parties involved and any witnesses.
  - 12.2.6 Examination of any relevant documents, emails, notes, photographs, or video.
  - 12.2.7 A decision about whether the complaint constitutes workplace harassment or violence;
  - 12.2.8 The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- 12.3 The employee who disclosed the complaint, as well as the alleged perpetrator (provided they are both employees of [Organization Name]), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken (as per the Confidentiality section below).
- 12.4 At the Town of Gibbons, supervisors/managers must:
  - 12.4.1 Take appropriate action(s) upon receipt of a complaint of workplace harassment or violence or when aware that workplace harassment or violence is occurring such as investigate incidents
  - 12.4.2 Prevent it from happening again
  - 12.4.3 Preparing investigation reports and retain them for at least 2 years
  - 12.4.4 Impose appropriate disciplinary measures in response to substantiated claims of workplace harassment or violence.
- 12.5 At the Town of Gibbons, all members of management who are aware, or who ought reasonably to be aware that incidents of workplace harassment or violence are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

### **13. CONFIDENTIALITY DURING AND AFTER THE INVESTIGATION**

- 13.1 The Town of Gibbons will ensure that it protects the privacy of any persons involved in:
  - 13.1.1 An occurrence



			
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13.1.2 The resolution process for an occurrence.

13.2 The Town of Gibbons will ensure that information and documents regarding a complaint or Incident, specifically the circumstances related to an incident of violence or harassment or the names of the complainant, the person alleged to have committed the violence, and any witnesses, will not be disclosed except to the extent necessary as required by law

13.2.1 investigate the incident

13.2.2 take corrective action

13.2.3 inform the parties involved in the incident of the results of the investigation and any corrective measures to be taken to address the incident

13.2.4 if necessary to inform workers of a specific or general threat of violence, potential violence, harassment, or potential harassment

13.3 At the Town of Gibbons, all parties involved in a workplace violence complaint, including Complainants, Respondents, witnesses, management, and support persons are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses. An employee may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.


13.4 The Town of Gibbons will prepare an investigation report outlining the circumstances of the incident and the corrective action taken. The employer must retain the investigation report for at least 2 years after the incident, keep it readily available, and provide a copy to an Alberta OHS officer on request.

13.5 All investigation notes and full reports will be retained in a separate file and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

13.6 The Town of Gibbons will disclose only the minimum amount of personal information if disclosing any parts of the incident as described above. The personal information will only include:

13.6.1 what is necessary to inform workers of a specific or general threat of violence or potential violence or harassment or potential harassment.



			
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#### **14. APPLICABLE LAWS**

- 14.1 This Workplace Harassment & Violence Prevention Policy is not intended to discourage or deter an employee from exercising their rights under any other applicable law, including the Alberta *Human Rights Act* and any other applicable laws.
- 14.2 No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving violence and harassment.

#### **15. REFERRALS**


- 15.1 Any employees who report an injury or adverse symptom resulting from an incident of violence or harassment at [Organization Name] are advised to consult a health professional for treatment or referral.
- 15.2 Should an employee be treated or referred by a physician as per the above, and the subsequent treatment sessions occur during regular work hours, the Town of Gibbons will not make a deduction from the employee's pay or benefits while they attend the session.

#### **16. REVIEW AND UPDATE OF THIS POLICY AND PROCEDURES**

- 16.1 The Town of Gibbons will review this policy every three years, or as often as necessary to properly protect employees from the risk of violence or harassment, or when recommended by the joint health and safety committee, as applicable. This policy and program will be reviewed after any harassment or violence incidents to determine if changes are necessary.
- 16.2 This policy will be reviewed with the joint health and safety committee.

#### **17. TRAINING ON VIOLENCE AND HARASSMENT**

- 17.1 The Town of Gibbons will provide employees with instruction and training on the contents of this policy and the procedures contained within for complaints and investigations.
- 17.2 Employees will also be trained in the hazards of workplace violence and harassment that may be present at the workplace including:
  - 17.2.1 the recognition of violence and harassment


			
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- 17.2.2 the policies, procedures, and workplace arrangements that [Organization Name] has developed and implemented to eliminate or control the hazards of violence and harassment
- 17.2.3 the appropriate response to violence and harassment, including how to obtain assistance
- 17.2.4 the procedures for reporting, investigating, and documenting incidents of violence and harassment

## **18. INVESTIGATION PROCEDURE**

- 18.1 The investigation process will be initiated upon receipt of a formal complaint from an employee or at the discretion of the employer where workplace violence is known or is suspected to be occurring.
- 18.2 The organization will endeavour to complete investigations within 90 calendar days or less once the process has been initiated; unless extenuating circumstances warrant a longer investigation (for example where more than five witnesses must be interviewed or in the event a witness, Complainant or Respondent is unavailable due to illness).
- 18.3 Once initiated, the investigation procedure will generally adhere to the following steps/guidelines:
  - 18.3.1 The organization will appoint an internal or external investigator(s) to promptly conduct and document an investigation into the incident in which all facts are examined in a manner that is timely, fair, and impartial.
    - 18.3.1.1 No person shall be appointed to the role of investigator where they have been named within a complaint.
    - 18.3.1.2 Any allegations against the CAO will be investigated by a neutral third-party investigator.
- 18.4 The investigator(s) will review this policy, the submitted complaint and supporting documents, and will meet with the Complainant to gather additional details and information regarding the incident(s).



			
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- 18.5 Individual(s) named in the complaint (known as Respondents) will be advised via written notification of the complaint that has been filed against them. The notification will inform the Respondent of the alleged offensive action(s)/behaviour(s) made against them.
- 18.6 The investigator will then meet with the Respondent to allow the individual to respond to the presented allegations and to gather facts and information.
- 18.7 Where warranted, the organization may issue a paid administrative leave to the Respondent, Complainant and any other party deemed necessary until the investigation is completed.
- 18.8 Employees on paid administrative leave pending the results of the investigation must remain available to meet with the investigator and to return to work as requested.
- 18.9 The investigator may also individually meet with witnesses, and any other individual deemed necessary to provide additional evidence or context/information pertinent to the investigation.
- 18.10 Once the investigator is satisfied with the amount of information collected from all parties, they will decide as to whether the allegation(s) are substantiated based on a balance of probabilities and, where substantiated, make recommendations on any remedial action to be taken.
- 18.11 The investigator will provide an investigation report which must include a summary of the steps taken during the investigation, the complaint and allegations of the Complainant, the response from the Respondent(s), the evidence of any witnesses, any additional evidence gathered, findings of fact, the conclusion of the investigation and any recommendations made.
- 18.12 If the investigator deems a breach of the policy has occurred, the organization will take necessary corrective action were deemed appropriate to do so.
- 18.13 If the results of the investigation do not substantiate that a breach of this policy has occurred, the allegations will be disregarded in any subsequent employment decision affecting the parties involved. This is the case except where there is a repetition of the same allegation from the same or different parties, and in that case, further investigation and corrective action may occur. However, if after investigating any complaint, the organization determines that the complaint is not genuine or that an employee has deliberately provided false information regarding the complaint, disciplinary action may be taken against the Complainant or the individual who gave the false information.
- 18.14 If the Complainant disagrees with the outcome of the investigation, they will have the option to pursue recourse through the applicable legislation (example: The Human Rights Code or the Occupational Health and Safety Act).





## TOWN OF GIBBONS Policy

## WORKPLACE HARASSMENT POLICY AND PROCEDURE

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18.15 The Town of Gibbons will provide the Complainant and Respondent (where the Respondent is an employee) with a written outcome letter summarizing the investigation findings and any disciplinary action to be taken because of the investigation.

18.16 All parties involved in the investigation process, including the Complainants, Respondents, and witnesses, are responsible for fully cooperating with the investigator(s) throughout the investigation process.

## **19. BREACHES OF POLICY**

19.1 Any employee of The Town of Gibbons who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.

19.2 Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

## **20. DISCIPLINARY ACTION**

20.1 Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith, or supplies falsified information will be subject to appropriate disciplinary action.

20.2 Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.


## **21. RECORD KEEPING**

21.1 The Town of Gibbons will securely retain records of all complaints or incidents of harassment including copies of:

21.1.1 The complaint or details about the incident

21.1.2 Records of the investigation, including notes

21.1.3 Witness statements, if taken

			
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21.1.4 The investigation report, if any

21.1.5 Results of the investigation that were provided to the Complaint and Respondent

21.1.6 Any corrective action is taken to address the complaint or incident of workplace harassment

## **22. REPORTS OF VIOLENT INCIDENTS - WORKPLACE EXPECTATIONS**

22.1 The Organization Shall:

22.1.1 Promptly investigate all reported acts and incidents of violence.

22.1.2 Consult with other parties (i.e., legal counsel, Health and Safety Consultants, Health and Safety Representatives, Employee Assistance Providers, Human Rights, and local Police Services) as deemed necessary to address, resolve and mitigate incidents.

22.1.3 Take all reasonable measures to identify and eliminate risks and root causes resulting from the incident.

22.1.4 Comply with all reporting requirements under occupational health and safety regulations.

## **SUPERCEDES POLICY PP 1-19**

### **LEGISLATION**

Alberta Human Rights Act

Occupational Health & Safety Act

Occupational Health & Safety Code

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Eric Lowe  
Interim CAO

# 2024 Change highlights: Violence and harassment – Part 27 in the OHS Code

## OHS information for employers and workers

This bulletin gives an overview of December 2024 changes to Part 27 of the [Occupational Health and Safety \(OHS\) Code](#).

### KEY INFORMATION

- Consolidated violence and harassment prevention plan requirements.
- New definitions.

### Effective date

Until March 30, 2025, work site parties can comply with either the new provisions in the [2024 OHS Code](#) or the previous provisions in the [2023 OHS Code](#).

Starting March 31, 2025, work site parties must comply with the new provisions.

### Summary

Part 27 of the OHS Code contains violence and harassment prevention requirements. The December 2024 amendments to Part 27 are the result of ongoing reviews and updates of the OHS Code.

This bulletin provides change highlights. Make sure to consult the legislation to ensure you're in compliance.

### Consolidated prevention plan requirements

Previous requirements for separate violence and harassment prevention plan procedures are now consolidated in Section 390 of the OHS Code.

Previous requirements for violence and harassment prevention policies are repealed, with any necessary policy elements moved into the violence and harassment prevention plan.

### Other highlights

- **Section 389** (Hazard assessment) is repealed, as it was redundant with Part 2 of the OHS Code.
  - For clarity: violence and harassment are hazards. They must be addressed under Part 2 of the code (along with all other work site hazards).
- **Section 390.7** now includes requirements to review the violence and harassment prevention plan when there is:
  - An incident of violence or harassment **that indicates a review is required**.
  - A change to the work or work site that could affect the potential for violence or harassment.
- **Section 391** includes an updated requirement to train workers in the violence and harassment prevention plan, and any revision to the plan.
- **Section 392** states that if post-incident treatment occurs during regular work hours, the worker is deemed to be at work during treatment.
- **Editorial changes** to improve clarity have been made throughout Part 27. These include updated language and re-ordered requirements.

### New definitions

The following definitions are new and apply to Part 27:

**Retail fuelling outlet** means “a retail outlet at which gasoline or other fuels are sold and pumped into the fuel tanks of motor vehicles.” (Section 1 of the OHS Code.)

**Convenience store** means “convenience stores or other retail outlets that offer limited quantities of general goods for sale, such as food and household items, but (does not include) pharmacies, liquor stores, cannabis stores or other retail outlets that focus on a narrow category of goods for sale.” (Section 392.1 of the OHS Code.)



## For more information

Occupational Health and Safety Code  
[alberta.ca/occupational-health-and-safety-code](https://alberta.ca/occupational-health-and-safety-code)

Fuel and convenience store employer guide: violence and harassment prevention plan (BP031)  
[ohs-pubstore.labour.alberta.ca/bp031](https://ohs-pubstore.labour.alberta.ca/bp031)

Violence and harassment in the workplace (LI045)  
[ohs-pubstore.labour.alberta.ca/li045](https://ohs-pubstore.labour.alberta.ca/li045)

Ask questions about legislation changes  
[ohsreview@gov.ab.ca](mailto:ohsreview@gov.ab.ca)

## Contact us

### OHS Contact Centre

Alberta toll-free

- 1-866-415-8690

Edmonton region

- 780-415-8690

Deaf or hard of hearing (TTY)

- 1-800-232-7215 (Alberta toll-free)
- 780-427-9999 (Edmonton region)

### Notify OHS of health and safety concerns

[alberta.ca/file-complaint-online.aspx](https://alberta.ca/file-complaint-online.aspx)

Call the OHS Contact Centre if you have concerns that involve immediate danger to a person on a work site.

### Report a workplace incident to OHS

[alberta.ca/ohs-complaints-incidents.aspx](https://alberta.ca/ohs-complaints-incidents.aspx)

### Website

[alberta.ca/ohs](https://alberta.ca/ohs)

## Let us know what you think!

To provide feedback on this publication, visit [ohs-pubstore.labour.ab.ca/LH009](https://ohs-pubstore.labour.ab.ca/LH009) and click “Give resource feedback”. For more OHS resources, visit the [OHS Resource Portal](https://alberta.ca/ohs).

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# Violence and harassment in the workplace

## OHS information for employers, supervisors and workers

This publication explains Alberta occupational health and safety legal requirements related to workplace violence and harassment.

### KEY INFORMATION

- Violence and harassment are workplace hazards.
- Employers must develop a violence and harassment prevention plan.
- Employers and supervisors must ensure workers are not subject to or participate in workplace violence or harassment.
- Workers must not cause or participate in violence or harassment.

Violence and harassment can take place at any work site and may range from disrespectful remarks to physical aggression. Addressing issues early on can prevent acts of bullying and harassment from progressing to acts of physical violence. Alberta's occupational health and safety laws include requirements to prevent and address workplace violence and harassment.

## Workplace violence

### Defining workplace violence

Workplace violence is defined in Alberta's *Occupational Health and Safety Act* (OHS Act).

"Violence", whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

OHS Act, Section 1(rr)

Violence is a workplace hazard that can put workers at risk of physical or psychological harm. It must be addressed during a [hazard assessment](#).

### Examples of workplace violence

- Physical attack or aggression (for example, hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder).
- Threatening behaviour (for example, shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects).
- Verbal or written threats (for example, verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker).
- Domestic violence.
- Sexual violence.

### Domestic violence

When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

OHS Code, Part 27, Section 390.3

Domestic violence is a pattern of behaviour used by one person to gain power and control over another with whom the person has (or has had) a personal relationship, including dating, marriage, adult interdependent partnerships, custody, blood relationships and adoption.

Behaviours can range from subtle, intimidating behaviours to violent acts that result in physical harm or death. Domestic violence can include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking or using electronic devices to harass and control.

Domestic violence becomes a workplace hazard, not a limited personal issue, when it occurs at, or spills over



into, the workplace. It may put the targeted worker at risk and may pose a threat to co-workers.

Read [Domestic violence in the workplace](#) to learn more.

### Sexual violence

Sexual violence as a workplace hazard includes any sexual act or attempt to obtain a sexual act by any person (regardless of their relationship to the victim) whether at the work site or work-related.

## Workplace harassment

### Defining workplace harassment

The definition of harassment in the OHS Act includes a broad range of harassing behaviours that could involve or affect workers.

"Harassment" is any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

- (i) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- (ii) a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor in respect of management of workers or a work site.

OHS Act Section 1(n)

Workplace harassment is a person's objectionable or unwelcome conduct, comment, bullying or action, which the person knows (or should reasonably know) will cause harm. It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers.

Harassment is a workplace hazard. It must be addressed during a [hazard assessment](#).

### Examples of workplace harassment

- Unwelcome conduct, comments, gestures or contact that cause offence or humiliation (for example, name-calling, harassing phone calls, spreading rumours).
- Deliberate misgendering (for example, referring to a person using terms or pronouns that do not align with the person's affirmed gender).
- Physical or psychological bullying that creates fear or mistrust or that ridicules or devalues the individual (for example, fist shaking, yelling).
- Exclusion or isolation of individuals.
- Intimidation (for example, standing too close or making inappropriate gestures/comments).
- Cyberbullying (for example, posting or sending offensive or intimidating messages through social media or email).
- Deliberately setting the individual up to fail (for example, making unreasonable demands, setting impossible deadlines, interfering with work).
- Intentionally withholding information or giving the wrong information.
- Taking away work or responsibility without cause.
- Displaying or circulating offensive pictures or materials in print or electronic form.

### What's NOT workplace harassment?

It is not considered harassment when an employer or supervisor takes reasonable actions while managing and directing workers.

Reasonable actions considered to be part of a manager's or supervisor's work functions include changing work assignments; scheduling, assessing and evaluating work performance; inspecting workplaces; implementing health and safety measures; and taking disciplinary action such as dismissing, suspending, demoting or reprimanding with just cause. When done reasonably and fairly, these actions are not workplace harassment.

Differences of opinion or minor disagreements between co-workers are also not considered workplace harassment. However, these situations can turn into harassment if steps aren't taken to resolve the conflict. Similarly, difficult conditions of employment, such as professional practice limitations, organizational changes or financial restrictions, are not considered harassment.



Work-related stress on its own doesn't constitute harassment. However, an accumulation of stress factors resulting from harassing behaviours such as those described earlier may result in a harassment situation.

## Work site party obligations

Social expectations about workplace health and safety have changed over time. Issues such as psychological health (particularly prevention of workplace harassment and bullying) are included in occupational health and safety legislation. As part of the roles of individuals at the work site, the OHS Act and OHS Code define specific duties employers, supervisors and workers must follow to address violence and harassment at the workplace.

The OHS Act states:

- Employers must, as far as reasonably practicable, ensure that none of their workers are subjected to or participate in violence or harassment at the work site.
- Supervisors must, as far as reasonably practicable, ensure none of the workers under their supervision are subjected to or participate in violence or harassment at the work site.
- Workers must refrain from causing or participating in violence or harassment.

## Hazard assessment

Hazard assessment and control is a documented approach to preventing work-related illness or injury.

Employers must identify situations that could put workers at risk of violence or harassment at the workplace. Recognizing these real and potential hazards, employers must take steps to eliminate or control them and prevent harm to workers.

Learn more in [Hazard assessment and control: a handbook for Alberta employers and workers](#).

## Violence and harassment prevention plan

Employers must develop and implement a violence and harassment prevention plan.

The plan must be in writing and readily available to workers at the work site, as well as (if there is one) the health and safety committee or representative. Both paper and digital formats are acceptable.

## What the plan must include

Section 390(1) of the OHS Code states the minimum requirements for a violence and harassment prevention plan. These are:

- Measures to eliminate or (if that isn't reasonably practicable) control violence and harassment hazards.
- Procedures to inform workers about the nature and extent of violence and harassment hazards, including specific or general threats.
- Reporting procedures for violence or harassment
- Investigation procedures for violence or harassment complaints and incidents.
- Provisions to protect the confidentiality of work site parties involved in a complaint or incident, except where disclosure is required by law or necessary to:
  - investigate the complaint or incident,
  - take corrective action,
  - inform involved parties about investigation results or corrective action, or
  - inform workers of a specific or general threat of violence or potential violence.
- Where applicable, additional requirements for retail fuelling outlets and convenience stores.
  - See the [Fuel and convenience section](#) for more about these requirements.

## Reviewing the plan

Employers must review their violence and harassment prevention plan if any of these circumstances apply:

- An incidence of violence or harassment indicates a review is needed.
- A change in the work or work site could affect the potential for violence or harassment.
- The health and safety committee or representative requests a review.
- There hasn't been a review in three years.

Employers must revise the harassment and violence prevention plan as needed following a required review.

## Involving workers

When developing, implementing or reviewing a violence and harassment prevention plan, employers must consult with:

- The health and safety committee, if there is one.
- The health and safety representative, if there is one.

- Affected workers, as far as reasonably practicable, if there is no health and safety committee or representative.

## Worker training

It's important that workers know what to do and what is in place in relation to violence and harassment prevention at their workplace.

Employers must ensure workers are trained in violence and harassment prevention. This training must include:

- How to recognize violence and harassment.
- The employer's violence and harassment prevention plan, and any revisions.
- Appropriate responses (including how to get help).
- Reporting, investigation and documentation procedures for violence and harassment complaints and incidents.

## Incidents

Section 391.1 of the OHS Code states that Sections 33(6) (a) to (c), 33(7), 33(8) and 36 of the OHS Act apply to incidents of violence or harassment.

### Employer investigations and reports

A prime contractor – or if there isn't one, the employer – must investigate any incident of violence or harassment. They must also prepare an investigation report, outlining the circumstances of the incident and any corrective action taken to prevent recurrence.

Certain rules apply to the report:

- The prime contractor or employer must retain the report for at least two years after the incident.
- The prime contractor or employer must ensure the report is readily available and provide a copy of the report to Alberta Occupational Health and Safety (OHS) on request.

### Worker support

An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional (of the worker's choice) for treatment or referral.

Some employers provide an employee assistance program at the workplace. An employee assistance program is a confidential, short term, counselling service for employees that offers help in resolving personal problems that are affecting their work. Workers affected by violence or harassment may wish to access these services.

### Entitlement to pay

A worker is deemed to be at work when treated by a physician (or further to a physician's referral) during regular work hours, in relation to an incidence of violence or harassment at the employer's work site.

## Fuel and convenience

Retail fuelling outlets and convenience stores are defined in the occupational health and safety laws.

**Retail fuelling outlet** means "a retail outlet at which gasoline or other fuels are sold and pumped into the fuel tanks of motor vehicles." (Section 1 of the OHS Code.)

**Convenience store** means "convenience stores or other retail outlets that offer limited quantities of general goods for sale such as food and household items, but (does not include) pharmacies, liquor stores, cannabis stores or other retail outlets that focus on a narrow category of goods for sale." (Section 392.1(b) of the OHS Code.)

Employers and workers at these work sites have additional responsibilities related to violence and harassment prevention. These are set out in Sections 392.2, 392.5 and 392.6 of the OHS Code.

### Additional prevention plan requirements for fuel and convenience work sites

The OHS Code requires that employers with retail fuelling outlets or convenience stores must ensure the following, and include these in their violence and harassment prevention plan:

- Safe cash-handling procedures, including limits on the amount of cash workers can readily access.
- Good visibility into and out of the work site.
- Limits on public access to building interiors.
- Video surveillance monitoring.
- Visible signs indicating that the work site is monitored by video surveillance.



- Each worker working alone is provided with a personal emergency transmitter that the employer or their designate monitors.
- Requirements that apply when a work site is open to the public between 11:00 p.m. and 5:00 a.m.
  - A time lock safe that workers can't open between those hours.
  - Limited quantities of high-value items including cash and lottery tickets.
  - Remaining high-value items are securely stored.
  - Visible signs indicating time lock safe, and limited high-value items, are in place.

Learn more about the role and duties of an OHS officer in the [Role and duties of Alberta OHS officers](#) and [What to expect in an OHS inspection: information for employers](#) publications.

### Worker obligation

Workers must wear their personal emergency transmitter when they are working alone.

### Prepay requirement

Employers must require the prepayment of fuel sold at retail fuelling outlets unless another method of ensuring payment is approved by an OHS Director.

Learn more about fuel and convenience requirements in the [Fuel and convenience store employer guide: violence and harassment prevention plan](#) and [Fuel prepay requirement](#) resources listed in "For more information".

## Alberta OHS inspections

OHS officers carry out inspections and investigations to enforce occupational health and safety legislation. If officers believe a work site is unhealthy or unsafe, they can take a variety of enforcement actions.

Officers may also provide employers and workers educational resources to help them understand their occupational health and safety rights and responsibilities.

Officers do not resolve disputes at work sites or advocate for any work site party. Officers also do not have authority to:

- Impose disciplinary action (for example, reprimands or termination) on work site parties.
- Dictate how an employer manages their work schedule, worker placement or training.
- Oblige an employer to compensate workers affected by an incident.



## Contact us

### OHS Contact Centre

#### Alberta toll-free

- 1-866-415-8690

#### Edmonton region

- 780-415-8690

#### Deaf or hard of hearing (TTY)

- 1-800-232-7215 (Alberta toll-free)
- 780-427-9999 (Edmonton region)

### Notify OHS of health and safety concerns

[alberta.ca/file-complaint-online](https://alberta.ca/file-complaint-online)

Call the OHS Contact Centre if you have concerns that involve immediate danger to a person on a work site.

### Report a workplace incident to OHS

[alberta.ca/ohs-complaints-incidents](https://alberta.ca/ohs-complaints-incidents)

#### Website

#### OHS Resource Portal

[alberta.ca/ohs](https://alberta.ca/ohs) [ohs-pubstore.labour.alberta.ca](https://ohs-pubstore.labour.alberta.ca)

## Get copies of the OHS Act, Regulation and Code

#### Alberta King's Printer

[alberta.ca/alberta-kings-printer](https://alberta.ca/alberta-kings-printer)

#### OHS

[alberta.ca/ohs-act-regulation-code](https://alberta.ca/ohs-act-regulation-code)

## For more information

Alberta Human Rights Commission

[albertahumanrights.ab.ca](https://albertahumanrights.ab.ca)

Domestic violence in the workplace (LI059)

[ohs-pubstore.labour.alberta.ca/li059](https://ohs-pubstore.labour.alberta.ca/li059)

Fuel and convenience store employer guide: violence and harassment prevention plan (BP031)

[ohs-pubstore.labour.alberta.ca/bp031](https://ohs-pubstore.labour.alberta.ca/bp031)

Fuel prepay requirement (LI072)

[ohs-pubstore.labour.alberta.ca/li072](https://ohs-pubstore.labour.alberta.ca/li072)

Hazard assessment and control: a handbook for Alberta employers and workers (BP018)

[ohs-pubstore.labour.alberta.ca/bp018](https://ohs-pubstore.labour.alberta.ca/bp018)

Health and safety committees and representatives (LI060)

[ohs-pubstore.labour.alberta.ca/li060](https://ohs-pubstore.labour.alberta.ca/li060)

Role and duties of Alberta OHS officers (LI046)

[ohs-pubstore.labour.alberta.ca/li046](https://ohs-pubstore.labour.alberta.ca/li046)

Violence and harassment prevention plan (template) TMP005

[ohs-pubstore.labour.alberta.ca/TMP005](https://ohs-pubstore.labour.alberta.ca/TMP005)

What to expect in an OHS inspection: information for employers (CI007)

[ohs-pubstore.labour.alberta.ca/ci007](https://ohs-pubstore.labour.alberta.ca/ci007)

## Let us know what you think!

To provide feedback on this publication, visit [ohs-pubstore.labour.ab.ca/LI045](https://ohs-pubstore.labour.ab.ca/LI045) and click "Give resource feedback". For more OHS resources, visit the [OHS Resource Portal](https://ohs-pubstore.labour.ab.ca/LI045).

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## Violence and harassment in the workplace

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# ADMINISTRATION REPORT TO COUNCIL

## Community Services

- In 2024: Over 5100 people attended Town of Gibbons initiatives and events, 376 volunteers participated with 2900 volunteer hours. GFRC saw over 4000 people walk through their doors.
- Regular season ice is completed, and we are into a very booked spring season at the arena.
- Food Bank is looking for donations of: Canned Soup, Pasta Sauce, Cake Mix, Cookies, and Coffee.
- See the newsletter on our website for more information and events

## Corporate Services

- Working on 2025 Operating and Capital Budgets
- Cash Flow Management
- Audit is being finalized with the Auditors
- Tax Enforcement

## Public Works

- Water Meter changeouts as appointments are made and as time permits
- Stormwater drain clearing as needed
- Equipment maintenance and repairs as necessary
- Seasonal Equipment Changeovers as time permits

## Fire Department

- County Calls - 46
- Town Calls - 47
- Current Membership - 25

## Interim CAO

- Provincial Priorities Act Webinar
- Meeting with Landrex
- Mayor's Breakfast - Redwater

# ADMINISTRATION REPORT TO COUNCIL

## Project Updates

- The Bar Burrito restaurant and the Cannabis store are both now open.
- The Daycare is expected to open soon.



## Chris Pinault

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**From:** Caitlin Rabien <crabien@sturgeoncounty.ca>  
**Sent:** Thursday, March 20, 2025 9:07 AM  
**To:** Allegra Tingley; Brad Boddez; Caitlin Rabien; cao@bonaccord.ca; Chad Moore; Dan Derouin; Dave McRae; Jay Millante; Jason Berry; Jen Anheliger (jennifer.anheliger@morinville.ca); Joanne Williams; Joe Melnick; kblackwell; kvanbuul; Matthew Roblin; Maurice St. Denis (maurice.st.denis@morinville.ca); mikegagne1; Miranda Dewit; Monique Jeffrey; phills@legal.ca; rproulx; Scott Richardson; Sharleen Edwards; Stephanie Peters; Tim Larson; tjones@legal.ca; Tenna Benesocky; Dan Stephen (dan.stephen@sturgeon.ab.ca); Darcy McGunigal (darcy.mcgunigal@rcmp-grc.gc.ca); Faro Taug; Farrell Omalley; kblackwell; Krystal Cavanagh; Rebecca Pawlechko-Berry; William Norton  
**Cc:** Chad Moore  
**Subject:** FW: SREMP EMPP Grant Application  
**Attachments:** 2024-25 EMPP - Sturgeon County - CGA.pdf

Good morning,

We are thrilled to announce that the Sturgeon Regional Emergency Management Partnership (SREMP) has been selected as a successful recipient of the 2024-25 Emergency Management Preparedness Grant! This funding, provided by the Alberta Emergency Management Agency (AEMA), will strengthen our emergency preparedness and response capabilities, enhancing regional resilience and ensuring our communities are better equipped for future emergencies.

With this grant, we will implement critical training, conduct an emergency preparedness exercise, and foster greater collaboration among municipalities and industry partners. These initiatives will improve coordination, increase response efficiency, and ensure our emergency teams have the necessary skills and resources to protect our region effectively.

We extend gratitude to our Committee and Agency partners for their support in the application process. This achievement reflects our collective dedication to building a safer, more prepared community. We look forward to sharing updates as we put this funding to work!

Sincerely,

**Caitlin Rabien, ABCP (she/her)**

**Regional Emergency Management Coordinator**

O: 780-939-8405 C: 780-903-8152

[Crabien@sturgeoncounty.ca](mailto:Crabien@sturgeoncounty.ca)

[www.srempp.ca](http://www.srempp.ca)

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