

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
APRIL 23, 2025  
TO BE HELD AT THE MUNICIPAL OFFICE AT 7:00 PM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
  - 6.1 Regular Meeting of Council April 9, 2025
  - 6.2 Public Hearing April 17, 2025
- 7.0 FINANCE
  - 7.1 Accounts Paid as at April 17, 2025
  - 7.2 Cash Flow Statement
  - 7.3 2025 Operating Budget
  - 7.4 2025 Capital Budget
- 8.0 APPOINTMENTS
  - 8.1 2024 Audited Financial Statements
    - Phil Dirks, Metrix Group
    - Closed Session Portion – *FOIP S. 24*
- 9.0 OLD BUSINESS
  - 9.1 Accounts Payable Follow-Up
- 10.0 NEW BUSINESS
  - 10.1 Proclamation – Day of Mourning
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw ALT 4-25 A Bylaw to Rescind Bylaws
  - 11.2 ALT 5-25 2025 Tax Rate Bylaw

12.0 STAFF REPORTS

12.1 Administration Report

13.0 COMMITTEE REPORTS

14.0 CORRESPONDENCE

14.1 Minister of Municipal Affairs – Minister Ric McIver

15.0 NOTICE OF MOTIONS

16.0 CLOSED SESSION

16.1 Bylaw ALT 1-25 *FOIP* S. 23

17.0 ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON  
WEDNESDAY, APRIL 9, 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  
Hailey Bradley – Community Services Coordinator  
Kendra Steventon – Parks Attendant  
Chris Pinault – Recording Secretary

**Staff Absent:** Stephanie Peters – Director of Community Services – with regrets  
Terra Pattison – Finance Manager – with regrets  
Curtis Parsons – Manager of Operations – with regrets

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

**3.0 ADDITIONS TO THE AGENDA**

Councillor Sandahl requested to move item 8.1 to before 7.0 and requested a closed session portion under *FOIP S. 24* as part of this presentation.

Mr. Lowe requested that the following items be added to the agenda:

16.4 Personnel *FOIP S. 17*

16.5 Administrative Update *FOIP S. 23*

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

9.5 - Bylaw ALT 1.25

9.6 - Sanctions and Code of Conduct

10.1 – Preliminary Site Preparation Totals for Current Developments

**4.0 ADOPTION OF THE AGENDA**

Councillor Millante moved to accept the agenda as amended.

**25.159 MOTION CARRIED**

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

**6.0 ADOPTION OF THE MINUTES**

**6.1 REGULAR MEETING OF COUNCIL – MARCH 26, 2025**

Councillor Berry moved to accept the minutes of the March 26, 2025, Regular Meeting of Council as presented.

**25.160 MOTION CARRIED**

**8.0 APPOINTMENTS**

**8.1 CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION**

Commission Chair Gene Sobolewski and Board Chair Bill Tonita presented an overview of the Capital Region Northeast Water Services Commission to Council.

Councillor Millante moved to accept the Capital Region Northeast Water Services Commission report as information

**25.161 MOTION CARRIED**

Councillor Sandahl moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 10:22 am.

**25.162 MOTION CARRIED**

Councillor Kozak moved that Council revert to normal seating 10:41 am.

**25.163 MOTION CARRIED**

Councillor Kozak moved to accept the Closed Session portion of the report from the Capital Region Northeast Water Services Commission as presented.

**25.164 MOTION CARRIED**

Mr. Tonita and Mr. Sobolewski left the meeting at 10:41 am.



## **7.0 FINANCE**

### **7.1 ACCOUNTS PAID AS AT APRIL 3, 2025**

Councillor Sandahl moved to accept the Accounts Paid as at April 3, 2025, as information as presented.

#### **25.165 MOTION CARRIED**

Councillor Millante moved to direct Administration provide a list items still under warranty on the vac truck and report back to Council at the next Regular Meeting of Council.

#### **25.166 MOTION CARRIED**

Councillor Berry moved to direct Administration to provide more details on the house cleaning expense as listed on the Accounts Payable listing and report back to Council.

#### **25.167 MOTION CARRIED**

Councillor Harris moved to direct Administration to investigate the billing practices of MEMJ for the period of March 17-31, 2025, and report to Council at the next meeting

#### **25.168 MOTION DEFEATED**

### **7.2 2025 TAX SALE**

Councillor Berry moved that Council set the following upset prices for properties to be sold at the 2025 Tax Sale on Friday June 20, 2025:

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

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

#### **25.169 MOTION CARRIED**

Councillor Berry moved that Council set the condition that 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 and that Administration follow up with Council after the sale has taken place.

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

**25.170 MOTION CARRIED**

### **7.3 BALANCE SHEET AS AT DECEMBER 31, 2024**

Councillor Sandahl moved that Council receive the Balance Sheet as of December 31, 2024, as information as presented.

Councillor Harris requested a recorded vote:

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

**25.171 MOTION CARRIED**

### **9.0 OLD BUSINESS**

#### **9.1 CURRENT LOANS AND INTEREST**

Councillor Berry moved that Council accept the Loans and Interest report as information.

**25.172 MOTION CARRIED**

#### **9.2 COUNCIL CONTACT WITH AUDITOR CLARIFICATION**

Councillor Berry moved to accept the letter from Phil Dirks of Metrix Group as presented.

Councillor Harris requested a recorded vote:

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

**25.173**      **MOTION CARRIED**

### **9.3**      **MUNICIPAL CORPORATION**

Councillor Sandahl moved to accept the provided documents on Municipal Corporations as information.

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

**25.174**      **MOTION CARRIED**

### **9.4**      **LINES OF CREDIT**

Councillor Sandahl moved to that Council accept the provided information on the 2 Lines of Credits information.

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

**25.175**      **MOTION CARRIED**



Councillor Harris direct Administration for a detailed monthly listing of the 2 lines of Credit from November 2021 until the current date.

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

**25.176 MOTION DEFEATED**

**9.5 BYLAW ALT 1-25**

Councillor Harris moved to accept this as information.

**25.177 MOTION CARRIED**

**9.6 SANCTIONS AND CODE OF CONDUCT**

Councillor Sandahl moved to remove this item from the agenda.

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

**25.178 MOTION CARRIED**

**10.0 NEW BUSINESS**

**10.1 PRELIMINARY SITE PREPARATION TOTALS FOR CURRENT DEVELOPMENTS**

Councillor Harris moved to direct Administration to present the total costs for Preliminary Site Preparation for Development for the Cottage Lands, South Side Commons Development and the Legion Project.

Councillor Harris requested a recorded vote:

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

**25.179 MOTION CARRIED**

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

##### **11.1 BYLAW ALT 4-25 – RESCIND BYLAWS RELATING TO COTTAGE LANDS**

Councillor Berry moved that Council give 1<sup>st</sup> Reading to Bylaw ALT 4-25 Rescind Cottage Land Bylaws.

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

**25.180 MOTION CARRIED**

Councillor Sandahl moved that Council give 2<sup>nd</sup> Reading to Bylaw ALT 4-25 Rescind Cottage Land Bylaws.

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

**25.180 MOTION CARRIED**

Council Millante moved that Council hold 3<sup>rd</sup> Reading of Bylaw ALT 4-25 Rescind Cottage Land Bylaws.

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

**25.181 MOTION DEFEATED**

**11.2 BYLAW MOG 3-23 CHIEF ADMINISTRATIVE OFFICE BYLAW**

Councillor Kozak moved that Council accept this as information.

Councillor Kozak rescinded the motion.

Councillor Berry moved to table this item and Direct Administration to email the previous CAO Bylaw as backup information for review of this Bylaw.

**25.182 MOTION CARRIED**

**11.3 POLICY PP 1-25 WORKPLACE HARASSMENT POLICY**

Councillor Berry moved to accept Policy PP 1-25 Workplace Harassment Policy as presented.

Councillor Berry rescinded the motion.

Councillor Harris moved to table this item and that Administration provide Council with the previous policy for comparison.

Councillor Harris requested a recorded vote:

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

**25.183 MOTION CARRIED**

**12.0 STAFF REPORTS**



## **12.1 ADMINISTRATION REPORT**

Councillor Sandahl moved to accept the Administration Report as information.

**25.184 MOTION CARRIED**

## **13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Alberta Seniors and Community Housing Association Conference
- Northern Lights Library Systems Policy Committee meeting
- Redwater Mayor's Breakfast

Councillor Harris had nothing to report due to current sanctions.

Councillor Kozak attended:

- Arrow Utilities Board meeting
- Alberta Municipalities Towns East Meet & Greet
- Coffee with a Cop
- Edmonton Global Annual General Meeting
- Redwater Mayor's Breakfast

Councillor Millante attended:

- Gibbons Fire Department meeting

Councillor Sandahl attended:

- Alberta Municipalities Towns East Meet and Greet
- Edmonton Global Annual General Meeting
- Redwater Mayor's Breakfast
- Capital Region Northeast Water Services Commission meeting

Acting Mayor Yushchyshyn attended:

- Alberta Municipalities Towns East Meet & Greet
- Coffee with a Cop
- Redwater Mayor's Breakfast
- Transportation and Infrastructure Committee meeting

Councillor Millante moved to accept the Committee Reports as information.

**25.185 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**14.1 STURGEON REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP GRANT**

Councillor Kozak moved to accept the correspondence as information.

**25.186 MOTION CARRIED**

**15.0 NOTICE OF MOTION**

Acting Mayor Yushchyshyn called a recess at 12:06 pm.

Acting Mayor Yushchyshyn called the meeting back to order at 12:11 pm.

Councillor Millante moved that Council remove item 16.3 from the agenda.

**25.187 MOTION CARRIED**

**16.0 CLOSED SESSION**

Councillor Sandahl moved that Council move to Closed Session as per *Section 197 (2) of the Municipal Government Act* concerning the following item at 12:13 pm.

**25.188 MOTION CARRIED**

Councillor Harris moved that Council revert to normal seating 12:55 pm.

**25.189 MOTION CARRIED**

**16.1 INTER-AGENCY RELATIONS FOIP S.25**

Councillor Sandahl moved that Council accept the presentation by Mr. Wetsch as presented.

**25.190 MOTION CARRIED**

**16.2 BYLAW ALT 1-25 FOIP S.23**

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

**25.191 MOTION CARRIED**



**16.3 INTERGOVERNMENTAL RELATIONS FOIP S. 21 & 24**

This item has been removed from the agenda.

**16.4 PERSONNEL FOIP S. 17**

Councillor Berry moved to accept the update from Mr. Lowe as presented.

**25.192 MOTION CARRIED**

**16.5 ADMINISTRATIVE UPDATE FOIP S. 23**

Councillor Millante moved to set a CAO Briefing session on April 14<sup>th</sup> at 4:00 pm.

**25.193 MOTION CARRIED**

Councillor Kozak moved to set a public Budget Meeting on April 15<sup>th</sup> at 7:00 pm and that it be advertised.

**25.194 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 12:57 pm.

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Acting Mayor Dale Yushchyshyn

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Interim CAO Eric Lowe

**MINUTES FOR THE PUBLIC HEARING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD AT THE MUNIPICAL OFFICE AT 7:00 P.M. ON APRIL 17, 2025, FOR BYLAW PLU 1-25, LAND USE BYLAW**

**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  
Susan Gingell – Planning and Development  
Terra Pattison – Finance Manager  
Chris Pinault – Recording Secretary

**Staff Absent:**

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

### **3.0 PURPOSE**

Bylaw PLU 1-25 Land Use Bylaw and the public engagement prior to 1<sup>st</sup> Reading was presented to Council and the public.

### **4.0 WRITTEN SUBMISSIONS**

There were no written submissions received.

### **5.0 VERBAL SUBMISSIONS**

Ray Hajar – Developer and owner of the property west of rail tracks by Fishpond. Would like to see the bylaw amended to have multi-use reclassified as commercial.

Mr. Hajar is planning to develop this property with 36 lots consisting single and duplex homes. Mr. Hajar is asking for clarification on CN Rail requirements for new development. Mr. Hajar believes the setback is too far. His interpretation is that CN has veto power for any development going close to a railroad. Mr. Hajar also questioned whether the speed of the train affects the requirement of a barrier and whether the setback can be negotiated.

These questions would need to be discussed with CN Rail and have no bearing on the Public Hearing.

Dean Remier had no questions at this time.

Darren Longstaff had no questions at this time.

#### **6.0 OPEN DISCUSSION BY COUNCIL**

#### **7.0 ADJOURNMENT**

Acting Mayor Yushchyshyn declared the Public Hearing closed at 7:39 pm.

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Mayor, Dan Deck

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CAO, Farrell O'Malley

DRAFT - NOT APPROVED



# PLANNER'S REPORT

Public Hearing Report on the Town of Gibbons Land Use Bylaw  
Bylaw PLU 1-2025

Town of Gibbons Public Hearing | 17 April 2025

## BYLAW NO.:

PLU 1-2025

## PROPOSAL:

To adopt the Town of Gibbons Land Use Bylaw.

First reading of the proposed bylaw was given by Council on March 26, 2025.

## BACKGROUND:

The Land Use Bylaw modernization and review project began in Spring 2024. The purpose of this review and update to the Town's Land Use Bylaw is to ensure consistency with current provincial legislative requirements, reflect the goals and priorities contained in the Town's Municipal Development Plan, and to enable the development of a wide range of future residential and economic development opportunities.

The Town identified the following primary objectives for the project:

- 1. Reduce red tape where possible and improve transparency and efficiency**
  - a. This project aimed to reduce the number of land use district in the Land Use Bylaw, identify application requirements that will/may be required to support specific development proposals, and clarify the timelines to process development and subdivision applications.
- 2. Ensure consistency with changes to provincial legislation**
  - a. This project aimed to ensure consistency with Bills 21 & 38, identify proper appeal processes, and address current development requirements when adjacent to wetlands, water bodies, and historic resources.
- 3. Identify the Town's current boundaries and statutory plan areas**
  - a. The Land Use Bylaw is updated to reflect lands annexed into the Town (2018), and identify current property boundaries and road locations.

## PUBLIC ENGAGEMENT:

On Wednesday, February 5, 2025 an online engagement session was held for community members (via Zoom). Approximately 8 people attended. A recording of the open house was posted on YouTube and shared on the Town's website. As of the date of this report, it has been viewed 35 times.

On Saturday, February 8, 2025 an in-person open house was held at the Gibbons Cultural Centre. Approximately 13 people attended. Information displays were printed as handouts and were made available at the Town office following the open house.

Following the online and in-person engagement sessions, a 'What We Heard' Report was prepared and submitted to Town Administration. The report identified all feedback received at the engagement sessions, and included recommendations from MPS to:

- a. correct a mapping error noted by a community member; and
- b. reflect the Town's new Authorities Bylaw (TBE 1-25).

## AGENCY NOTIFICATION:

In accordance with Section 636 of the Municipal Government Act, the following agencies and organizations were sent a referral letter on April 1, 2025 providing information about the proposed Land Use Bylaw and inviting them to provide feedback:

- Alberta Forestry and Parks
- Alberta Environment
- Alberta Energy Regulator
- Alberta Health Services
- Alberta Transportation and Economic Corridors
- Alberta Art, Culture, and Status of Women
- Canada Post
- North Parkland REA

- Fortis Alberta
- Telus Communications
- Atco Gas and Pipelines
- Sturgeon School Division
- CN Rail
- Sturgeon County

Comments were received from the following agencies:

- Telus Communications (No concerns)
- CN Rail (Provided recommendations for future development near rail facilities)

From the feedback provided by CN Rail, MPS has prepared an amending motion that incorporates their recommended changes to the Land Use Bylaw (See Schedule A).

The public hearing was advertised through the following mediums:

- Town Website (daily since March 31, 2025)
- Gibbons Cultural Centre Electronic Sign (daily since March 31, 2025)
- Community Bulletin Board at the Post Office (poster added March 31, 2025)
- Bulletin Board at the Town Officer (poster added March 31, 2025)
- Town of Gibbons Facebook Page (originally posted March 31, 2025)

The notification and advertising requirements for a Public Hearing regarding a Municipal Development Plan and Land Use Bylaw identified within the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended have been satisfied.

#### **PUBLIC NOTIFICATION AND ADVERTISING:**

#### **RECOMMENDATION:**

In the opinion of the Town's planning consultant, with the public hearing being held today, notification and public consultation requirements stated within the *Act* have been satisfied.

The planner recommends that Council give consideration to the proposed amendments to the Land Use Bylaw included with this report as Schedule A – Proposed Amendments and:

- a. give consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaw (as amended) at this meeting; or
- b. defer consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings until a future meeting.

#### **ATTACHMENTS:**

Schedule A – Proposed Amendments

#### **SUBMITTED BY:**

Jane Dauphinee | RPP, MCIP

Senior Planner, Municipal Planning Services



# SCHEDULE A – PROPOSED AMENDMENTS

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The following amendments are proposed for the draft Town of Gibbons Land Use Bylaw.

## 3.1 – Definitions

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Insert the following definitions:

**Rail Facilities** means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities.

## 5.6 Industrial Development Permit Application Requirements

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Delete 5.6.1.l and replace with:

5.6.1.l Any accessory works required (pipeline, railway spurs, power lines, etc.);

5.6.1.l Any accessory works required (pipeline, rail facilities, power lines, etc.);

## 9.18 – Pipeline Setbacks

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Delete 9.18.2:

All dwellings, commercial developments, and industrial developments shall be located a minimum 15.0 m (49.2 ft) from the boundary of any railway right-of-way, as determined by the Development Authority.

## 9.23 – Railway Setback

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Revise the following regulations in Section 9.23:

9.23.2 All dwellings shall be located a minimum 30.0 m (98.4 ft) from the boundary of any railway right-of-way, as determined by the Development Authority. ~~The setback may be relaxed if an agreement is made with the Town and CN Rail. Reduced setbacks can be considered in certain circumstances dependant on the proposed use and in conjunction with additional studies and alternative safety measures, to the satisfaction of the Town, in consultation with the appropriate railway operator.~~

Insert the following regulations in Section 9.23:

9.23.5 All proposed residential developments or other sensitive uses located within 75 metres of a railway right-of-way **may** be required to undertake vibration studies, to the satisfaction of the Development Authority, in consultation with the appropriate railway operator, and shall undertake to implement the appropriate measures to mitigate any adverse effects from vibration that were identified in the report, and as may be required by the appropriate railway operator;

9.23.6 All proposed residential developments or other sensitive uses located adjacent to railways **may** be required to implement appropriate mitigation measures, including but not limited to, safety setbacks, berms, crash barriers and security fencing, in accordance with FCM/RAC Guidelines.

9.23.7 All proposed residential developments or other sensitive uses located adjacent to railways shall implement the applicable warning clauses provided by the appropriate railway operator.

9.23.8 All proposed residential developments or other sensitive uses located adjacent to railways shall implement, secure and maintain any required rail noise, vibration, and safety impact mitigation measures, along with any required notices on title, such as development agreements, warning clauses and/or environmental easements, through appropriate legal mechanisms, to the satisfaction of the Town and the appropriate railway operator.

9.23.8 All proposed residential developments or other sensitive uses located in proximity to rail facilities shall evaluate, prioritize and secure grade separation of railways and major roads, in co-operation with Transport Canada and the appropriate railway operator.


## 25 – Land Use District Map

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Redistrict the following property from RS – Single Dwelling Large Lot District to PR – Public Use District:

- Lot 29, Block 37, Plan 072 6233

**PUBLIC HEARING**  
**APRIL 17, 2025, 7:00 PM**  
**LAND USE BYLAW PLU 1-25**

NAME (Please Print)	SIGNATURE	FOR	AGAINST
Ray HADAR			X
DEAN REMIER			
Darren Longstaff			

Be advised that this sign-in sheet shall form part of the official record of this meeting.



# TOWN OF GIBBONS

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## Cheque Listing For Council

2025-Apr-17  
10:40:57AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250425	2025-04-04	TELUS MOBILITY/SCS	24232445 24232446	(MAR/25) TABLETS (MARCH/25) CELL PHONES / IPADS	32.71 375.50	408.21
20250428	2025-04-11	651 FIRE CONSULTING INC.	2024-046	FIRE INSPECTION COMPLAINT LUCH	163.97	163.97
20250429	2025-04-11	AEDARSA	EP083669	GCC ELEVATOR PERMIT	131.50	131.50
20250430	2025-04-11	AMSC INSURANCE SERVICES	47243	2025 ANNUAL GENERAL INSURANCE	118,889.00	118,889.00
20250431	2025-04-11	ASSOCIATED FIRE SAFETY	00016646	INSPECTION & REPAIR TO UNIFORM	151.89	151.89
20250432	2025-04-11	BON ACCORD/GIBBONS FOOD BANK	25	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250433	2025-04-11	BROWNEE LLP	583778	CONFIDENTIAL COUNCIL MATTER	1,506.75	1,506.75
20250434	2025-04-11	CAPITAL REGION NORTHEAST WATER	2025017	MARCH 2025 CONSUMPTION	25,021.18	25,021.18
20250435	2025-04-11	CLEARTECH INDUSTRIES INC.	INV1155975	WATER TESTINGS	1,094.61	1,094.61
20250436	2025-04-11	CRYSTAL CLEAN WATER DELIVERY	W252035	WATER FOR SHOP	24.00	24.00
20250437	2025-04-11	DRIVEN REPAIR & MAINTENANCE LTD	I19009	2006 PETERBILT SAFETY INSPECTIC	690.38	690.38
20250438	2025-04-11	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE5534	MARCH 755 TRANS @ 0.4266	338.18	338.18
20250439	2025-04-11	GFL ENVIRONMENTAL INC	388100	MARCH 2025 GARBAGE CONTRACT	12,835.43	12,835.43
20250440	2025-04-11	GIBBONS TWILIGHT CLUB	27	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250441	2025-04-11	HEATHERINGTON, KIM	2	MARCH MILEAGE & PROGRAM SUPP	473.06	473.06
20250442	2025-04-11	METRIX GROUP LLP	EPD4471 2ND	2ND AUDIT BILLING FOR 2024	10,500.00	10,500.00
20250443	2025-04-11	MORINVILLE HOME HARDWARE	103-110699 103-110744	SUPPLIES FOR CURLING RINK REPA PARTS FOR FURNACE ROOM REPAI	69.01 57.53	126.54
20250444	2025-04-11	MUNICIPAL ASSESSMENT SERVICES	238	APR 1 - JUNE 30/25 ASSESSMENT SI	9,712.50	9,712.50
20250445	2025-04-11	PARKLAND CORPORATION	58487269	MARCH FUEL PURCHASES - FAS GA	1,420.93	1,420.93
20250446	2025-04-11	PARKLAND COUNTY	109246	JAN - MAR 2025 FIRE DISPATCH	1,951.79	1,951.79
20250447	2025-04-11	PRIME 2 FINISH LTD.	A-00266 A-00272	PAINT SERVUS ROOM HALLWAY WA PAINT GCC BATHROOMS & RECOAT	1,396.50 2,073.75	3,470.25
20250448	2025-04-11	PUROLATOR COURIER LTD.	250150482	COURIER SERVICES	310.44	310.44
20250449	2025-04-11		46	MARCH 2025 SENIORS BUS DRIVER	370.00	370.00
20250450	2025-04-11	RFS CANADA	5033759230	MAY GFRC COPIER RENTAL	189.00	189.00
20250451	2025-04-11	RICOH CANADA INC.	SCO94837019	DEC 20, 2024-MARCH 21, 2025 - GFR	222.42	222.42
20250452	2025-04-11	ROCKY MOUNTAIN PHOENIX	IN0150890	FIRE DEPT UNIFORMS AND GRAY HI	1,789.20	1,789.20
20250453	2025-04-11	ROSERIDGE WASTE COMMISSION	20250174	MARCH 2025 WEIGHTS	3,823.94	3,823.94
20250454	2025-04-11	SELECT ENGINEERING CONSULTANTS LTD	2504-0052 2504-0053	0001-25067 2025 GENERAL ENGINEE 0001-25068 MEMORIAL PARK DEVEL	1,766.29 16,950.94	18,717.23
20250455	2025-04-11	SHAW CABLESYSTEMS/SCS	2806408 2806503	ADVANTAGE VOICE ADVANTAGE VOICE	28,386.00 28,632.47	57,018.47
20250456	2025-04-11	SIGN GURU EDMONTON NORTH INC.	796	MAR 25-APR 24/25 3 SIGN RENTALS	472.50	472.50
20250457	2025-04-11	STURGEON RIVER AG. SOCIETY	10	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250458	2025-04-11	STURGEON RIVER HISTORICAL SOCIETY	38558	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250459	2025-04-11	THINKTEL	1362635	APRIL PHONE BILLING	484.22	484.22
20250460	2025-04-11	WOLF CREEK BUILDING SUPPLIES	768441 8++2+8	ARENA SUPPLIES FIRE DEPT TRAINING SUPPLIES - FC	2,153.34 251.94	2,405.28
20250461	2025-04-11	ALBERTA ASSOC. OF RECREATION FACILITY PERSON	4.7.25	AARFP CONFERENCE REG - L.ANTC	2,516.85	2,516.85
20250462	2025-04-11		20250085	REFUND GCC DD APRIL 4/25 RENTA	500.00	500.00

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Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250463	2025-04-11	CNN SPURS	20250086	REFUND LT DD RENTAL APR 4, 2025	500.00	500.00
20250464	2025-04-11	FOCUS SECURITY INC.	5768	GCC REPAIR - ACCESS CONTROL P/	2,274.55	2,274.55
20250465	2025-04-11	GIBBONS PICKLEBALL CLUB	1779	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250466	2025-04-11	GIBBONS PRESCHOOL ASSOCIATION	1781	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250467	2025-04-11	GIBBONS YOUTH CENTRE	1780	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250468	2025-04-11	GLOVER, TYLER	1782	HOME DEPOT FIRE DEPT SUPPLIES	239.09	239.09
20250469	2025-04-11	GOVERNMENT OF ALBERTA	A095419/MAR25	MARCH LAND TITLES	40.00	40.00
20250470	2025-04-11	HOMELAND HOUSING - SPRUCEVIEW MANOR	20241216	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250471	2025-04-11	KINGS KIDS PRESCHOOL	61470	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250472	2025-04-11	LANDING TRAIL SCHOOL	276	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250473	2025-04-11	OMNISPORT INC.	9546	END OF SHEET ROCK PROTECTOR\$	495.60	495.60
20250474	2025-04-11	PRAIRIE DOG FIRE TRAINING LTD.	2025 03	FORCIBLE ENTRY TRAINING	2,216.24	2,216.24
20250475	2025-04-11	SACRED HEART CATHOLIC CHURCH GIBBONS	2400	VOLUNTEER APPRECIATION GRANT	200.00	200.00
20250476	2025-04-11	STURGEON VALLEY FERTILIZERS	INVL40558	FERTILIZER FOR BALL DIAMONDS	705.60	705.60
20250477	2025-04-11	TETZ, DARRYL	11-2025	MARCH 2025 FITNESS CLASSES	675.00	675.00
20250478	2025-04-11	VALLEN CANADA INC.	31742833-00	CARBON FIBER CYLINDERS TEST &	244.13	244.13
20250479	2025-04-11	RECEIVER GENERAL/SCS	1569 1570	RP0001- MAR 23 - APR 5 DEDUCTIO RP0002 - MAR 23 - APR 5 DEDUCTIC	25,660.36 4,375.40	30,035.76
20250480	2025-04-11	RECEIVER GENERAL/SCS	1572	RP0002 - MARCH FIRE DEPT DEDUC	5,045.47	5,045.47
20250481	2025-04-11	STAPLES	32437490 9z8380fe a08222e4	MFC - TONER CARTRIDGES OFFICE SUPPLIES - 11/X17 PAPER OFFICE SUPPLIES - PAPER	368.51 280.08 163.57	812.16
20250482	2025-04-14	RBC COMMERCIAL VISA/SCS	V205_352 V369_328 V569_159 V619_130 V629_159 V656_31 V660_67 V676_87 V699_42 V700_12345 V700_123456	CHARTRAND/FLOORLINER/ABSORB SCHMIDT/ANGEL DONOR/YOUTH CE PETERS/WORKING ALONE AP/GCC \$ POWLESLAND/CURL CLUB SUPPLIE KOBZA/WEIGHTS & RACK/PRIME VI PATTISON/2 GFOA REGIST/CLASS R EDMONDS/LIBRARY SUPPLIES/PRO JEFFREY/GFOA REGISTRATION/ADC KOZAK/2025 STATE OF REGION/PAR INTEREST RECONCILE POSTING ERROR	444.18 732.39 923.38 500.19 530.23 2,494.04 813.85 881.97 181.95 239.09 10,496.58	18,237.85
20250483	2025-04-16	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575022	INV# 25-1058687 MARCH 2025 GAS/	49,080.50	49,080.50
20250484	2025-04-16	BROWNLEE LLP	583052 583664	CONFIDENTIAL COUNCIL MATTER - : TAX RECOVERY & ENFORCEMENT F	383.36 421.31	804.67
20250485	2025-04-16	DRIVEN REPAIR & MAINTENANCE LTD	I19019	2013 FREGHTLINER SAFETY INSPEC	441.00	441.00
20250486	2025-04-16	EVANS , JEANNE	8	MILEAGE & YOUTH CENTER SUPPLI	115.76	115.76
20250487	2025-04-16	J.R. PAINE & ASSOCIATES LTD.	ainvt01643	HEARTLAND COMMONS - CORE DEI	3,962.28	3,962.28
20250488	2025-04-16	KOBZA, JENNIFER	159 160	MARCH 9 - 22 2025 CLEANING MARCH 23 - APR 5 2025 CLEANING	851.60 851.60	1,703.20
20250489	2025-04-16	MEMJ CONSULTING LTD.	2021105	APRIL 1 - 15 2025 CONTRACT	8,002.42	8,002.42
20250490	2025-04-16	MORINVILLE HOME HARDWARE	103-110823	KEY HANGER & DEAD BOLT & KNOB	46.63	46.63
20250491	2025-04-16	ORKIN CANADA	C-4943768	INV #C-4943768 FIRE HALL PEST CO	119.07	119.07
20250492	2025-04-16	RICOH CANADA INC.	SCO94837018 SCO94837020	NOV 30/24 - MAR 18/25, COPY USAG FEB 25 - MAR 21, COPY USAGE	4,289.68 910.73	5,200.41





# TOWN OF GIBBONS

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## Cheque Listing For Council

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Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20250493	2025-04-16	SPROUSE FIRE & SAFETY	AB0005780	REPAIR EMERGENCY LIGHTING & E:	780.82	780.82
20250494	2025-04-16	TOWN OF MORINVILLE	IVC14961 IVC14962 IVC14963	JANUARY 2025 ENFORCEMENT SER FEBRUARY 2025 ENFORCEMENT SE MARCH 2025 ENFORCEMENT SERVI	10,414.50 11,554.00 10,202.50	32,171.00
20250495	2025-04-16	XYLEM CANADA LP	3558421311 3558421361 3558422155	LIFT STATION - RETURN CHAIN CON LIFT STATION - 2 CHAIN SLING, GRIF LIFT STATION - PMA FLYGTS (3) BRC	(6,232.80) 2,516.85 6,015.46	2,299.51
20250496	2025-04-16	BOONSTRA CONSULTING	30201487	SALC BOARD PRESENTATION REFR	315.00	315.00
20250497	2025-04-16	KENTAX	3035	2024 TAX RETURN PREPARATION X	325.00	325.00
20250498	2025-04-16	NOEL PLANTE ENTERPRISES	0209	DELIVER SAND & SALT SHED TO PW	3,360.00	3,360.00
20250499	2025-04-16	THOMPSON, LORI	9357375	FOOD - LIBRARY EVENT	149.75	149.75
20250500	2025-04-16	UNFUSSY INC	1007-312	SALC WEBSITE DESIGN & DEVELOP	9,975.00	9,975.00
2241	2025-04-10	LOWE, ERIC D				
2242	2025-04-10	WELLS, DYLAN R				
2243	2025-04-10	DOUGLAS, NATHAN T				
2244	2025-04-10	MACSWEEN, DAVID				
2245	2025-04-10	PINAULT, CAMERON				
2246	2025-04-10	BENSON, WILLIAM R				
2247	2025-04-10	BARRETT, JASON				
2248	2025-04-10	MYERS, KRISTOPHER				
2249	2025-04-10	GENEAU, JAMIE				
2250	2025-04-10	POLLARD, SCOTT T				
2251	2025-04-10	FUNSTON, LAYNE				
2252	2025-04-10	WARNER, JAMES				
2253	2025-04-10	SCHEEPERS, JUSTIN				
2254	2025-04-10	PUCKETT, DUSTYN				
2255	2025-04-10	GLOVER, TYLER				
2256	2025-04-10	TOWLE, KRISTEN				
2257	2025-04-10	STEVENTON, KENDRA				
2258	2025-04-10	CHESTER, KENNEDY				
2259	2025-04-10	ZEE, SPENCER				
2260	2025-04-10	DUCHARME, JACOB				
2261	2025-04-10	WIGSTON, ANDRE				
2262	2025-04-10	RICE, ABIGAIL				
2263	2025-04-11	OSBORNE, CINDY				
2264	2025-04-11	ALLEN, JAMES R				
2265	2025-04-11	LOWE, ERIC D				
2266	2025-04-11	CHARTRAND, DENISE M				
2267	2025-04-11	STEVENTON, CHRISTINE A				
2268	2025-04-11	SCHMIDT, LAURA L				
2269	2025-04-11	HERBOLD, MICHAEL W				
2270	2025-04-11	PARISIAN, NOELLE J				



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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2271	2025-04-11	PINAULT, CHRISTINA J				
2272	2025-04-11	ADAMS, JIM W				
2273	2025-04-11	TERLECKI, QUENTIN G				
2274	2025-04-11	STEVENTON, KENDRA N				
2275	2025-04-11	BRADLEY, HAILEY				
2276	2025-04-11	NORRIS, ANTHONY J				
2277	2025-04-11	PETERS, STEPHANIE G				
2278	2025-04-11	PATTISON, TERRA L				
2279	2025-04-11	POWLESLAND, JOEL F				
2280	2025-04-11	LOCHRIE, JAMES D				
2281	2025-04-11	FERGUSON, KYLIE				
2282	2025-04-11	PARSONS, CURTIS				
2283	2025-04-11	GINGELL, SUSAN				
2284	2025-04-11	ANTONIUK, LUKAS				
2285	2025-04-11	MOLNAR, BRAM				
2286	2025-04-11	DURAND, BRETT M				
2287	2025-04-11	CHISHOLM, MACKENZIE				
2288	2025-04-11	CORRY, TYLER				
2289	2025-04-11	FAHLMAN, KATARINA				
2290	2025-04-11	EVANS, JEANNE M				
2291	2025-04-11	OPRYSHKO, MITCHEL G				
2292	2025-04-11	LOCKEN, JODY L				
2293	2025-04-11	KUGLER, SARA E				
2294	2025-04-11	RICHARDSON, ELIZABETH D				
2295	2025-04-11	GIBBONS, DENISE A				
2296	2025-04-11	KOBZA, JENNIFER L				
2297	2025-04-11	KOBZA, BROOKELYN L				
2298	2025-04-11	EDMONDS, RYAN A				
2299	2025-04-11	SAUNDERS, MIKAYLA				
2300	2025-04-11	BOETTGER, VALERIE				
2301	2025-04-11	ANTONIUK, LILY				
2302	2025-04-11	HEDSTROM, REESE				
2303	2025-04-11	COUTTS, CAROL				
2304	2025-04-11	DRAKE, LESLIE				
2305	2025-04-11	HEATHERINGTON, KIM				
2306	2025-04-11	BERRY, LISA				
2307	2025-04-11	NEITHERCUT, AYA				
2308	2025-04-11	CARSON, GRACE				



TOWN OF GIBBONS

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Cheque Listing For Council

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Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount

Total 542,947.44

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



**TOWN OF GIBBONS**  
**TOWN OF GIBBONS**  
**CASH FLOW STATEMENT**  
For the Period Ending March 31, 2025

General Ledger	Description	2024 Actual	March 2025 Actual	2025 YTD Actual	2025 Budget
<b>REVENUE - GENERAL ADMINISTRATI</b>					
* TOTAL REVENUE		(49,536.50)	(1,558.24)	(10,395.69)	0.00
<b>EXPENSES - COUNCIL LEGISLATIVE</b>					
* TOTAL EXPENSES		312,308.18	20,702.01	59,107.79	0.00
<b>EXPENSE - GENERAL ADMINISTRATI</b>					
* TOTAL EXPENSES		1,711,217.91	86,920.63	530,412.88	0.00
<b>EXPENSES - OH &amp; S</b>					
* TOTAL EXPENSES - OH & S		35,656.71	2,572.60	8,827.02	0.00
<b>REVENUE - POLICE DEPT. &amp; SERVI</b>					
* TOTAL REVENUE		(11,910.00)	(100.00)	(2,303.00)	0.00
<b>EXPENSE - POLICE DEPT. &amp; SERVI</b>					
* TOTAL EXPENSE		155,357.11	0.00	0.00	0.00
<b>REVENUE - FIRE FIGHTING</b>					
* TOTAL FF REVENUE		(234,656.45)	(19,612.11)	(68,933.60)	0.00
<b>EXPENSE - FIRE FIGHTING</b>					
* TOTAL FF EXPENSE		598,901.17	26,395.41	79,198.24	0.00
<b>REVENUE - DISASTER SERVICES</b>					
* TOTAL REVENUE		0.00	0.00	0.00	0.00
<b>EXPENSE - DISASTER SERVICES</b>					
* TOTAL EXPENSE		16,650.70	0.00	12,528.45	0.00
<b>REVENUE - BY-LAW ENFORCEMENT</b>					
* TOTAL REVENUE		(7,925.00)	(400.00)	(4,625.00)	0.00
<b>EXPENSE - BYLAW ENFORCEMENT</b>					



* TOTAL EXPENSE	79,465.48	2,606.51	38,469.45	0.00
<b>REVENUE - COMMON SERVICES</b>				
* TOTAL REVENUE	(31,927.15)	(75.00)	(525.00)	0.00
<b>EXPENSE - COMMON SERVICES</b>				
* TOTAL EXPENSE	964,766.19	55,262.63	197,265.82	0.00
<b>REVENUE - ROAD TRANSPORT</b>				
* TOTAL REVENUE	650.20	0.00	(34.55)	0.00
<b>EXPENSE - ROAD TRANSPORT</b>				
* TOTAL EXPENSE	676,580.10	38,311.88	64,497.39	0.00
<b>REVENUE - WATER SUPPLY &amp; DISTR</b>				
* TOTAL REVENUE	(1,003,942.47)	(76,545.82)	(171,760.24)	0.00
<b>EXPENSE - WATER SUPPLY &amp; DISTR</b>				
* TOTAL EXPENSE	979,228.77	63,533.98	178,438.03	0.00
<b>REVENUE - SANITARY SEWAGE SERV</b>				
* TOTAL REVENUE	(843,831.05)	(64,204.77)	(130,645.39)	0.00
<b>EXPENSE - SANITARY SEWAGE SERV</b>				
* TOTAL EXPENSE	946,177.65	6,951.96	37,194.30	0.00
<b>REVENUE - GARBAGE COLLECTION</b>				
* TOTAL REVENUE	(294,593.45)	(24,676.12)	(55,346.12)	0.00
<b>EXPENSE - GARBAGE COLLECTION</b>				
* TOTAL EXPENSE	219,158.18	14,848.89	44,823.02	0.00
<b>REVENUE - ENVIRONMENTAL</b>				
* TOTAL REVENUE - ENVIRONMENTAL	0.00	0.00	0.00	0.00
<b>EXPENSES - ENVIRONMENTAL</b>				
* TOTAL EXEPNSES - ENVIRONMENTAL	0.00	0.00	0.00	0.00
<b>REVENUE - FCSS</b>				
* TOTAL REVENUE	(154,901.04)	(1,537.00)	(29,727.02)	0.00
<b>EXPENSE - FCSS</b>				
* TOTAL EXPENSE	400,562.27	22,965.28	67,538.58	0.00
<b>SALC - REVENUE</b>				
* TOTAL SALC - REVENUE	(85,315.92)	0.00	0.00	0.00
<b>SALC - EXPENSES</b>				

* TOTAL SALC - EXPENSES	119,201.01	7,007.93	19,280.23	0.00
<b>REVENUE - CEMETARY</b>				
* TOTAL REVENUE - CEMETARY	(12,391.72)	(26.25)	1,223.75	0.00
<b>EXPENSE - CEMETARY</b>				
* TOTAL EXPENSE - CEMETARY	22,541.60	0.00	590.00	0.00
<b>REVENUE - PLAN/ZNG ECON DEV</b>				
* TOTAL REVENUE	(253,042.87)	(47,879.32)	(299,637.30)	0.00
<b>EXPENSE - PLAN/ZNG ECON DEV</b>				
* TOTAL EXPENSE	2,756,964.87	29,274.60	279,708.35	0.00
<b>REVENUE - COMM IN BLOOM</b>				
* TOTAL REVENUE - COMM IN BLOOM	(9,278.75)	(975.00)	(1,280.40)	0.00
<b>EXPENSE - COMM IN BLOOM</b>				
* TOTAL EXPENSE - COMM IN BLOOM	26,722.49	0.00	0.00	0.00
<b>REVENUE - COMM SERVICES BOARD</b>				
* TOTAL REVENUE	0.00	0.00	0.00	0.00
<b>EXPENSE - COMM SERVICES BOARD</b>				
* TOTAL EXPENSE	127,577.94	10,208.49	35,412.83	0.00
<b>REVENUE - RECREATION PARKS</b>				
* TOTAL REVENUE	(519,978.69)	(604.52)	(375,810.57)	0.00
<b>EXPENSE - RECREATION PARKS</b>				
* TOTAL EXPENSE	543,255.61	23,147.98	62,813.08	0.00
<b>REVENUE - FITNESS CENTER</b>				
* TOTAL FITNESS CENTER REVENUES	(55,683.21)	0.00	0.00	0.00
<b>EXPENSE - FITNESS CENTER</b>				
* TOTAL FITNESS CENTER EXPENDITU	167,453.67	9,693.32	39,501.48	0.00
<b>REVENUE - ARENA</b>				
* TOTAL REVENUE - ARENA	(308,317.26)	(23,740.00)	(85,552.92)	0.00
<b>EXPENSE - ARENA</b>				
* TOTAL EXPENSE - ARENA	581,423.02	39,132.85	98,966.82	0.00
<b>REVENUE - ARENA CONCESSION</b>				
* TOTAL REVENUE ARENA CONCESSION	(2,200.00)	0.00	(900.00)	0.00
<b>EXPENSE - ARENA CONCESSION</b>				

<b>* TOTAL EXPENSES</b>	<b>185.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE - CURLING RINK</b>				
<b>* TOTAL CURLING RINK REVENUE</b>	<b>(49,204.16)</b>	<b>(33,333.33)</b>	<b>(33,333.33)</b>	<b>0.00</b>
<b>EXPENSE - CURLING RINK</b>				
<b>* TOTAL EXPENSE - CURLING RINK</b>	<b>91,750.59</b>	<b>11,260.89</b>	<b>23,429.38</b>	<b>0.00</b>
<b>REVENUE - FACILITIES</b>				
<b>* TOTAL REVENUE</b>	<b>(4,692.75)</b>	<b>(1,125.25)</b>	<b>(2,672.75)</b>	<b>0.00</b>
<b>EXPENSE - FACILITIES</b>				
<b>* TOTAL EXPENSE</b>	<b>238,726.45</b>	<b>17,241.29</b>	<b>42,648.19</b>	<b>0.00</b>
<b>REVENUE - MUSEUM</b>				
<b>* TOTAL REVENUES - MUSEUM</b>	<b>(3,083.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSE - MUSEUM</b>				
<b>* TOTAL</b>	<b>25,732.30</b>	<b>1,364.55</b>	<b>6,166.12</b>	<b>0.00</b>
<b>REVENUE - SSDLC</b>				
<b>* TOTAL REVENUE - SSDLC</b>	<b>(33,470.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES - SSDLC</b>				
<b>* TOTAL EXPENSES - SSDLC</b>	<b>9,673.31</b>	<b>0.00</b>	<b>228.12</b>	<b>0.00</b>
<b>REVENUE - RESOURCE CENTER</b>				
<b>* TOTAL RESOURCE CENTER REVENUE</b>	<b>(11,228.57)</b>	<b>0.00</b>	<b>(1,142.86)</b>	<b>0.00</b>
<b>EXPENSE - RECOURCE CENTER</b>				
<b>* TOTAL RECOURCE CENTER EXPENDIT</b>	<b>114,326.61</b>	<b>14,207.05</b>	<b>40,435.59</b>	<b>0.00</b>
<b>REVENUE - CULT CENTRE</b>				
<b>* TOTAL REVENUE</b>	<b>(234,628.48)</b>	<b>(21,430.47)</b>	<b>(62,198.77)</b>	<b>0.00</b>
<b>EXPENSE - CULT CENTRE</b>				
<b>* TOTAL EXPENSE</b>	<b>173,923.21</b>	<b>19,822.97</b>	<b>52,543.89</b>	<b>0.00</b>
<b>REVENUE LIBRARY</b>				
<b>* TOTAL REVENUE</b>	<b>(79,651.58)</b>	<b>(21,192.00)</b>	<b>(27,372.00)</b>	<b>0.00</b>
<b>EXPENSE LIBRARY</b>				
<b>* TOTAL EXPENSE</b>	<b>215,954.97</b>	<b>11,299.03</b>	<b>54,125.96</b>	<b>0.00</b>
<b>TAXES GENERAL MUNICIPAL REVENU</b>				
<b>* TOTAL TAXES</b>	<b>(4,801,598.57)</b>	<b>0.00</b>	<b>1,001.10</b>	<b>0.00</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>				



* TOTAL GRANTS	(343,074.85)	(34,195.78)	(134,903.46)	0.00
PROVINCIAL GRANTS				
* TOTAL UNCOND. GRANTS	0.00	0.00	0.00	0.00
REQUISITIONS				
* NET TAXES	1,029,877.62	0.00	35,076.98	0.00
SURPLUS TRANSFER				
**P NET SURPLUS/DEFICIT	3,901,907.40	161,521.75	612,352.87	0.00

*\*Positive Denotes Deficit*

<b><u>March Decrease As Per Above</u></b>	<b>- 161,521.75</b>
<b><u>Bank Transactions Not Included Above</u></b>	
School Requisition First Quarter	- 254,959.88
Debenture Payment P39	- 82,614.62
Approximate Previous Outstanding Cheques Clearing March	- 71,028.26
CFEP Grant Transfer (Separate Cash Account)	- 46,679.41
Alberta Capital Region Waste Water Commission Monthly Sewer	- 32,275.00
Line Of Credit Transfers (Separate Cash Account)	- 22,404.10
AMWWP Grant Transfer (Separate Cash Account)	- 4,313.04
<b>Expected Ending Cash Increase</b>	<b>- 675,796.06</b>
<b><u>Operating Bank</u></b>	
Beginning March 1 Bank Balance	926,346.30
Ending March 31 Bank Balance	250,550.24
<b>March Cash Decrease</b>	<b>- 675,796.06</b>



## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** OPERATING BUDGET FOR 2025 AND PROPOSED 2026-2029 OPERATING BUDGET

---

### **Introduction**

The purpose of this report is to respectfully request that Council consider the proposed 2025 Operating Budget and the 2026 – 2029 Operating Budget to allow for day-to-day operations.

### **Background**

After public meetings and Council deliberations the proposed 2025 Operating Budget and the proposed 2026 – 2029 Operating Budget is before Council for consideration. The proposed 2025 Operating Budget includes an increase in revenues of 27.605%, an increase in expenditures minus repayment of debt of 8.558%. (See Appendix “A”). The municipal tax required to be levied amounts to \$3,454,076.00 of the proposed projects as detailed in the Attached Appendix “B”. The repayment of debt is 15.05% of total expenditures.

### **Options Available**

1. That Council approve the 2025- 2029 Operating Budget as presented in the total amount of \$9,456,196.00 in revenues, \$12,910,272.00 in expenditures leaving a tax levy requirement of \$3,454,076.00.
2. That Council present proposed changes and request Administration to rework the proposed 2025- 2029 Operating Budget.

### **Recommendation for Action**

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

1. That Council adopt the 2025-2029 Operating Budget based upon expenditures of \$10,967,748.00 plus debt repayment of \$1,942,524.00 for total expenditures of \$12,910,272.00 against revenues of \$9,456,196.00 leaving \$3,454,076.00 to be levied through taxation.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO



## TOWN OF GIBBONS

### 2025 PROPOSED OPERATING BUDGET

### BUDGET COMMENTS & NOTES

#### 1. COLA:

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The Cost of Living (COLA) Rate in Alberta in accordance with Statistics Canada to December 31, 2024, was 3.75%.

#### 2. 2024 Municipal Operating Budget Approvals and/or Pending:

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The information below represents a snapshot of tax increases around Alberta that have been approved to-date.

- |                   |                              |
|-------------------|------------------------------|
| • Calgary         | 8.9% municipal tax increase  |
| • Morinville      | 5.57% municipal tax increase |
| • Edmonton        | 6.1% municipal tax increase  |
| • Sherwood Park   | 3.9% municipal tax increase  |
| • St. Albert      | 3.6% municipal tax increase  |
| • Medicine Hat    | 5.6% municipal tax increase  |
| • Beaumont        | 5.82% municipal tax increase |
| • Canmore         | 3.9% municipal tax increase  |
| • Red Deer        | 10.5% municipal tax increase |
| • Parkland County | 2.5% municipal tax increase  |
| • Banff           | 6.5% municipal tax increase  |
| • Cochrane        | 2.63% municipal tax increase |

- |   |
|---|
| • Represents an Average Increase of 5.46% |
|---|

The administration is proposing a 1.5% tax increase.
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#### 3. Assessment:

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The 2024 assessment for the 2025 tax year has increased by \$29,034,820.00 that is an increase in assessment of 7.32%. This includes the growth and inflation factor. Inflation on residential properties increased by 5.11% whereas growth increased by .53%. Growth on non-residential increased by 16.38% and inflation on non-residential increased by 1.7%. Administration expected an inflation factor to affect the residential assessments because most sales on residential properties in 2024 were from \$75,000 to \$100,000 over assessed value. That means that your home is worth more in 2025 than it was in 2024 and that affects what you will pay in taxes and that the Council has no control over.

### **3. Council Expense:**

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The 2025 Operating budget proposes a 13% increase in expenditure, to cover legal counsel matters plus a 2% increase in Council remuneration.

### **4. General Administration:**

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The budget includes a proposed 61% increase to cover the severance of our previous CAO and the payments for the 2.5 mil bridge financing that needed to occur.

### **5. Policing:**

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The Town in 2025 is set to see a 13% decrease in policing costs invoiced by the province that is non-negotiable. The policing costs represent 4.4% of the tax levy required.

### **6. Fire Fighting:**

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Firefighting revenues are anticipated to increase by 21% and expenditures are anticipated to increase by 91% due to the legal opinion that was received from the Town Solicitors. Fire Fighters under the Provincial Labor Standards are considered employees therefore they must be paid for training and on-call.

### **7. Disaster Services:**

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This component will experience a projected increase in expenditure of 21% to cover the costs related to the celebration of Emergency Preparedness, which was very well received by our community in 2024.

#### **8. Bylaw Services:**

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This department is projected to increase by 35% which includes an increase in contract services with enhanced hours of service and associated labor costs.

#### **9. Common Services (Public Works):**

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The expenses in 2025 are projected to increase by 9%.

#### **10. Roads:**

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The expenses are projected to increase by 26%, which is due in large part because of an increase in street lighting with the remainder allocated for street maintenance and the overlay to Heartland Drive.

#### **11. FCSS:**

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The proposed expenditure increase is 3%. This covers the normal increase in the costs of operation.

#### **12. Planning & Development:**

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The revenues for this department are increasing by 80%, which represents the possible sale of the cottage lands, the two lots downtown and the learning center building. Overall expenditure is anticipated to be reduced by 3% as some of the contracts with consultants have been suspended.

#### **13. Communities in Bloom:**

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A proposed increase of 45% which covers reallocation of wages to accurately reflect where staff perform their duties.

#### **14. Community Services:**

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The proposed expenditure decreases by 19%, which reflects the reallocation of salaries and wages to accurately reflect where staff are performing their duties.

#### **15. Recreation & Parks:**

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There is a proposed decrease in revenues of 35% reflecting the loss of government grants received in 2024 for the planting of trees and an increase in

expenditure of 6% reflecting the funds that the Town must provide towards the development of Memorial Park.

#### **16. Fitness Center:**

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Proposed increase in revenues of 4% and increase in expenditure of 12%.

#### **17. Arena:**

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The proposed 2025 budget includes a revenue decrease of 42%, that is a result of no transfer from reserves as was budgeted in 2024. The proposed increase in expenditure is 10%, which covers an increase in staffing and the cost of utilities. At present, staffing is tight at the arena to the point that should our three full-time positions become sick or require longer term leave, the Town may have to adjust its operations significantly due to limited staff to operate it. One more full-time position is required for the arena. This was approved by Council in December and will not occur until late summer for the new season.

#### **18. Curling Rink:**

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The expenditure is anticipated to decrease by 7%, which reflects how staffing is allocated.

#### **19. Facilities:**

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The proposed expenditures to budgeted to increase by 2% to cover the cost of inflation.

#### **20. Museum:**

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In the coming year, we anticipate the expenditure to increase by 64%. The museum requires some major maintenance to maintain this site for many years to come. The museum has a major problem with squirrels and this issue must be resolved. The squirrels have also caused damage to the wiring in Robert's house which will need to be repaired. The windmill also needs some repairs.



## **21. Resource Center:**

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The expenditures are anticipated to increase by 6% due to the need for a new furnace and replacement of flooring.

## **22. Gibbons Cultural Center:**

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Revenues are expected to increase by 4%, which is the increase in franchise fees from Fortis. Expenditure is anticipated to increase by 3% to cover door maintenance and painting.

## **23. Library:**

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In 2025, the library is anticipating revenues to remain the same and expenditures seeing a slight increase of 2%.

## **24. Proposed 2024 Operating Budget Changes as a Percentage**

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The 2025 Operating Budget presented containing an overall decrease of -0.86% of taxes required to which allow Council to raise the mill rate if they so wish. A 1.5% increase to the 2025 mill rate at this time would generate a surplus of \$353,155.24. A 1% mill rate increase will generate a surplus of \$334,400.00.

A 1.5% mill rate increase will result in an increase of \$38.43 in taxes per year while a 1% mill rate increase will result in an increase of \$25.62 in taxes per year.

## **25. Mill rate impacts:**

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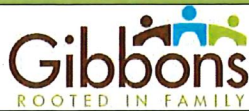
A \$319,999 house in 2024 experienced \$2,562.01 municipal taxes whereas the same house in 2025 may experience the following:

House Assessment	1.5% increase
\$319,999	\$2,600.44
Yearly increase	\$38.43
Monthly increase	\$3.20
Daily increase	\$0.11









## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** PROPOSED 2025-2029 CAPITAL BUDGET

---

### **Introduction**

The purpose of this report is to respectfully request that Council consider the proposed 2025-2029 Capital Budget in the amount of \$3,030,019.00 that consists of the proposed projects as detailed in the Attached Appendix "A" and Appendix "B".

### **Background**

Administration along with the different departments of the Town of Gibbons have diligently reviewed several proposed Capital Projects that will have significant impact to our community for many years to come and is requesting Council review the proposed capital budget that is before you.

### **Options Available**

1. That Council approve the 2025-2029 Capital Budget as presented in the total amount of \$3,030,019.00.
2. That Council present proposed changes and request Administration to rework the proposed 2025-2029 Capital Budget.

### **Recommendation for Action**

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

1. That Council approve the 2025-2029 Capital Budget in the amount of \$3,030,019.00 to be funded through the utilization of Federal and Provincial Grant Programs and municipal reserves and operating funds as identified.

Submitted By:

Monique Jeffrey.  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO

## **NARRATIVE ON 2025-2029 CAPITAL BUDGET**

### **INFRASTRUCTURE (Engineered Structures)**

- Overlay of Heartland Drive – after two years of being constructed an overlay must take place - \$100,000.00 – Funding \$55,979.00 – LGFF and \$44,021.00 from operating.
- Roads – Asphalt Maintenance – Maintenance of the Town's roads infrastructure by resurfacing some of the deteriorated areas \$200,000 – funding through LGFF.
- Hydrants – the addition of three hydrants in the downtown core between 50<sup>th</sup> Avenue and 51<sup>st</sup> Avenue – please see the attached map. The three are numbered 24. \$20,000 each for a total of \$60,000 – funding through LGFF.

### **BUILDINGS**

- Skid shack at Resource Center – cost \$45,484 – funding through reserves set aside for capital upgrades when SALC was turned over to the Town from Sturgeon County in 2019.
- Sand & Salt Structure P/W – \$35,000 - funding through LGFF

### **LAND IMPROVEMENT**

- Memorial Park Phase 2 and start of Phase 3 – cost \$1,572,535.00 – funding CFEP from Ag Society \$714,128.00 - \$658,407.00 CCBF funding – \$200,000.00 recreation Capital Grant from Sturgeon County.
- Double Niche Columbarium – cost \$25,000.00 – funding operating funds.

### **MAINTENANCE**

- Sidewalk – pedestrian corridor expansion - \$200,000 – funding LGFF

### **VEHICLES REPLACEMENT & UPGRADES**

- Community Services/P/W truck - \$25,000.00 – funding LGFF.
- Skid Steer Buy-back program – cost \$35,000.00 – funding LGFF \$35,000.00.

### **EQUIPMENT UPGRADES & REPLACEMENT**

- Truck plough - \$13,000.00 – funding through LGFF
- Water Reservoir upgrades - \$704,000.00 – funding \$466,000.00 LGFF, \$113,000.00 Off-Site Levies, \$125,000.00 – MCAC grant.
- IT Main Server – cost \$35,000.00 – funding Operating Fund.

Total 2025 capital budget items total \$3,030,019.00 making the best use of both the Local Government Fiscal Framework dollars, the Canada Community Building Fund dollars, Off-Site levies and the operating fund.

\$178,591.00 off-site levies remaining. The Town is looking at using any \$200,000.00 of the \$204,109.00 reserve funds that are set aside every year from the recreation funding provided by Sturgeon County.

There remains \$14,294.00 of CCBF funds, \$178,591.00 in off-site levies, and \$4,109.00 in reserves for a grand total of \$196,994.00.



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	2025 - 2029 FINAL CAPITAL BUDGET													
2		17-Apr-25	PLAN					Grant		Reserves		Other	2025 Capital Budget Cost	
3		Project Name	2025 Expenses	2026 Expenses	2027 Expenses	2028 Expenses	2029 Expenses	LGFF Capital (MSI)	CCBF (FGTF)	Off Site	Reserves	Grants or other funding source such as operating		
4		Reserve Fwd	\$ -	\$ 182,700				-	0	W-10,397	\$ -			
5		Grant Funds Fwd CCBF (\$518,824)	\$ 518,824	\$ 14,294				518,824	-		\$ -			
6		New BMTG - est	\$ -	\$ -	\$ -	\$ -	\$ -	-		S-218,091	\$ -			
7		New LGFF - actual	\$ 566,155	\$ -	\$ -	\$ -	\$ -	566,155	-	R-63,103	\$ -			
8		New CCBF- est	\$ 237,471	\$ 237,471	\$ 237,471	\$ 237,471	\$ 237,471		237,471		\$ 204,109	Rec Cap Replace Reserves		
9		Total Funds Available	\$ 1,322,450	\$ 434,465	\$ 237,471	\$ 237,471	\$ 237,471	\$ 1,084,979	\$ 237,471	\$ 291,591	\$ 204,109		\$495,700	
10	Infrastructure (Engineered Structures)	53 Avenue between 51/Hwy 28A	\$ -	\$ 210,000				\$ -	\$ -		\$ -	\$ -	\$0	
11		Overlay on Heartland Drive	\$ 100,000					\$ (55,979)				\$ (44,021)	(\$100,000)	
12		Roads - Asphalt Maintenance	\$ 200,000					\$ (200,000)					(\$200,000)	
13		Back Lanes	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -			\$ -	\$ -	\$0	
14		Roads 50 St Culdesac (N of 44 Ave) South Access from Lunnon-Reconstruction	\$ -	\$ 487,200	\$ -								0.00	
15		Roads 51 St (48 Ave to 44 Ave)Asphalt Overlay		\$ 139,200	\$ -	\$ -							0.00	
16		Roads 51 St - Oliver Park, Reconstruction		\$ 192,000	\$ -	\$ -							0.00	
17		3 Hydrants Downtown Core - between 50 Ave and 49 Ave	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 150,000	\$ (60,000)	\$ -		\$ -	\$ -	\$ -	(60,000.00)
18		Roads 51 St (44 Ave to Poplar) Asphalt Overlay			\$ 372,000	\$ -	\$ -							0.00
19			Total Infrastructure	\$ 360,000	\$ 1,338,400	\$ 682,000	\$ 310,000	\$ 400,000	\$ (315,979)	\$ -	\$ -	\$ -	\$ (44,021)	(360,000.00)
20	Buildings	Demolition of two downtown buildings	\$ -		\$ -			\$ -	\$ -		\$ -	\$ -	0	
21		3 Car Garage behind Office	\$ -	\$ 100,000	\$ -				\$ -		\$ -	\$ -	0	
22		Back-Up Generators (GCC)		0	\$ 75,000	\$ 75,000	\$ -						0	
23		Accessibility for Dew Drop Inn & Museum	\$ -	\$ 36,000				\$ -	\$ -			\$ -	0	
24		Sand & Salt Structure	\$ 35,000					\$ (35,000)	\$ -		\$ -	\$ -	(35,000)	
25		ATCO Trailer GFRC	\$ 45,484					\$ -	\$ -			\$ (45,484)	(45,484)	
26		Refinish Cultural Center Auditorium Walls	\$ -	\$ 50,000	\$ -			\$ -	\$ -		\$ -		0	
27			Total Buildings	\$ 80,484	\$ 186,000	\$ 75,000	\$ 75,000	\$ -	\$ (35,000)	\$ -	\$ -	\$ -	\$ (45,484)	(80,484)
28	Land Improvement	Playgrounds Upgrades	\$ -	\$ 150,000	\$ 75,000		\$ 150,000	\$ -	\$ -		\$ -	\$ -	0	
29		Tennis court include pickleball court nets	\$ -	\$ -	\$ 37,000	\$ -		\$ -	\$ -		\$ -		0	
30		South Common Developments	\$ -									\$ -	0	
31		Cottage Project	\$ -									\$ -	0	
32		Toanes Subdivision Sewer upgrades	\$ -	\$ -								\$ -	0	
33		Memorial Park Finish Phase 2 and start Phase 3	\$ 1,572,535	\$ -	\$ -				\$ (223,177)		\$ (200,000)	\$ (1,149,358)	(1,572,535)	
34		Cemetary Columbarium	\$ 13,000	\$ -	\$ -	\$ -		\$ -			\$ -	\$ (13,000)	(13,000)	
35		Community Message Board (Post Office)	\$ -					\$ -				\$ -	0	
36		Soccer Field Upgrades	\$ -	\$ -	\$ -	\$ 250,000	\$ -						0	
37		Recreation Development-1	\$ -	\$ 250,000	\$ -								0	
38		Recreation Development-2		\$ 350,000	\$ -	\$ -							0	
39		Recreation Development-3			\$ 500,000	\$ -	\$ -						0	
40		Trail Phase-2	\$ -	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000						0	
41			Total Land Improvement	\$ 1,585,535	\$ 950,000	\$ 712,000	\$ 350,000	\$ 250,000	\$ -	\$ (223,177)	\$ -	\$ (200,000)	\$ (1,162,358)	(1,585,535)
42														



	A	B	C	D	E	F	G	H	I	J	K	L	M
43													
47			2025 Expenses	2026 Expenses	2027 Expenses	2028 Expenses	2029 Expenses	LGFF Capital (I	CCBF (FGTF)	Off Site	Reserves	Other	
48	Maintenance & Operating	Sidewalk -Pedestrian Corridor Expansion	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ (200,000)	\$ -		\$ -	\$ -	(200,000)
49		Arena Replacement Study	\$ -	\$ 80,000	\$ 150,000								0.00
50		Sidewalk accessibility improvements	\$ -	\$ -					\$ -			\$ -	0.00
51		Total Maintenance	\$ 200,000	\$ 230,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ (200,000)	\$ -	\$ -	\$ -	\$ -	\$ (200,000)
52	Vehicle Upgrades & Replacements	Electric SUV	\$ -		\$ -			\$ -			\$ -	\$ -	\$0
53		Community Services Truck/PW truck upgrades	\$ 20,000	\$ -	\$ -			\$ (20,000)				\$ -	(\$20,000)
54		Backhoe			\$ 300,000	\$ -			\$ -				\$0
55		Skid Steer (buy back program)	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ (35,000)	\$ -		\$ -	\$ -	(\$35,000)
56		2 Electric Gators	\$ -	\$ -		\$ -		\$ -	\$ -		\$ -	\$ -	\$0
57		Flat Deck Truck chassis	\$ -	\$ 30,000	\$ 150,000	\$ -		\$ -	\$ -				\$0
58		Ventrax	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -		\$ -		\$0
59		Sweeper	\$ -	\$ 335,000	\$ -			\$ -	\$ -		\$ -		\$0
60		Service truck	\$ -		\$ 200,000			\$ -	\$ -			\$ -	\$0
61		Total Vehicles	\$ 55,000	\$ 365,000	\$ 750,000	\$ -	\$ -	\$ (55,000)	\$ -	\$ -	\$ -	\$ -	(\$55,000)
62	Land	Heartland Cottages Properties - funds to come from LOC	\$ -									\$ -	\$0
63		Total Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
64	Equipment Upgrades & Replacement	Mower	\$ -		\$ 30,000	\$ -	\$ -					\$ -	\$0
65		Truck Plow	\$ 13,000					\$ (13,000)					(\$13,000)
66		Land File Digitization	\$ -					\$ -	\$ -				\$0
67		Water Reservoir Upgrades	\$ 704,000	\$ -	\$ -	\$ -	\$ -	\$ (466,000)	\$ -	\$ (113,000)	\$ -	\$ (125,000)	(\$704,000)
68		AFRAC Radios	\$ -					\$ -				\$ -	\$0
69		John Deere (Lawn mower)I585	\$ -	\$ -	\$ 77,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70		IT-Main Server	\$ 32,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ (32,000)	(\$32,000)
71		Total Equipment Upgrades & Replacement	\$ 749,000	\$ -	\$ 107,000	\$ -	\$ -	\$ (479,000)	\$ -	\$ (113,000)	\$ -	\$ (157,000)	(\$749,000)
72		Total Annual Capital	\$ 3,030,019	\$ 3,069,400	\$ 2,626,000	\$ 885,000	\$ 800,000						(\$3,030,019)
73													
79		Grant and Reserve spent						\$ (1,084,979)	\$ (223,177)	\$ (113,000)	\$ (200,000)	\$ (1,408,863)	
80		Unspent Grant and Reserves Available						\$ -	\$ 14,294	\$ 178,591	\$ 4,109	\$ (1,408,863)	\$ 196,994
81		Total Capital Budget	\$ 3,030,019	\$ 3,069,400	\$ 2,626,000	\$ 885,000	\$ 800,000						\$ (3,030,019)
82													
83										196,994			
84		Date Final Capital Budget Passed:											
85			Acting Mayor:			Interim CAO:							



DRAFT - NOT APPROVED

TOWN OF GIBBONS  
Financial Statements  
For The Year Ended December 31, 2024

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## INDEPENDENT AUDITORS' REPORT

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To the Mayor and Council of Town of Gibbons

### *Opinion*

We have audited the financial statements of Town of Gibbons (the Town), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance (Council) are responsible for overseeing the Town's financial reporting process.





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

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta

April 23, 2025

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of Town of Gibbons

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Town Council to express an opinion on the Town's financial statements.

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Eric Lowe  
Chief Administrative Officer

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Monique Jeffrey  
Director of Corporate Services

**TOWN OF GIBBONS**  
**Statement of Financial Position**  
**As At December 31, 2024**

	2024	2023
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ -	\$ 459,915
Receivables (Note 2)	6,636,316	7,744,361
Loans receivable (Note 3)	24,706	40,542
Land held for resale	986,254	811,276
	<u>7,647,276</u>	<u>9,056,084</u>
<b>LIABILITIES</b>		
Bank indebtedness	\$ 528,898	\$ -
Short-term debt (Note 4)	3,799,116	2,406,291
Accounts payable and accrued liabilities (Note 5)	1,257,640	874,059
Deposit liabilities	31,842	51,203
Deferred revenue (Note 6)	2,325,477	1,678,497
Asset retirement obligations (Note 7)	332,068	377,245
Long-term debt (Note 8)	7,890,634	8,101,911
Capital lease obligation (Note 10)	291,353	363,350
	<u>16,457,028</u>	<u>13,852,556</u>
<b>NET DEBT</b>	<u>(8,809,752)</u>	<u>(4,796,522)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 9)	39,419,114	39,272,340
Inventories for consumption	227,663	353,438
Prepaid expenses	27,649	30,124
	<u>39,674,426</u>	<u>39,655,902</u>
<b>ACCUMULATED SURPLUS (Note 11)</b>	<u>\$ 30,864,674</u>	<u>\$ 34,859,380</u>

Contingencies (Note 12)

**ON BEHALF OF THE TOWN COUNCIL:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councillor

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

# TOWN OF GIBBONS

## Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2024

	2024 (Budget) (Note 16)	2024 (Actual)	2023 (Actual)
<b>REVENUE</b>			
Net municipal taxes (Schedule 2)	\$ 3,443,499	\$ 3,415,721	\$ 3,186,444
Sales and user charges (Schedule 4)	3,084,508	2,691,939	4,949,399
Government transfers for operating (Schedule 3)	906,987	880,189	927,560
Franchise and concession contracts (Note 13)	434,935	455,015	399,968
Rentals	422,672	398,231	393,744
Local improvement taxes	165,299	332,038	4,514,439
Penalties and costs on taxes	65,407	62,044	65,098
Licenses and permits	18,600	37,874	19,655
Interest	20,000	25,856	24,416
Other	565,726	21,460	84,804
Fines	21,350	13,315	10,587
	<u>9,148,983</u>	<u>8,333,682</u>	<u>14,576,114</u>
<b>EXPENSES</b>			
Planning, zoning, & development	748,914	2,520,522	1,473,118
Administration	1,457,371	1,602,528	1,548,030
Water and wastewater	1,421,698	1,530,525	1,302,531
Parks and recreation	1,472,896	1,276,016	1,274,245
Common services	776,569	840,242	820,598
Culture	707,015	621,002	555,280
Fire and disaster services	345,058	443,465	245,512
Family and community support	443,159	397,553	286,023
Subdivision land and development	35,982	380,129	1,691,855
Legislative	316,959	313,521	296,568
Roads, streets, walks and lighting	294,161	268,871	265,495
Waste management	183,370	233,777	203,409
Policing	190,555	155,357	166,165
Other public health & welfare	205,697	154,858	205,700
Bylaw enforcement	131,647	111,187	69,040
Cemetery	14,000	10,293	11,554
Amortization	1,500	1,700,759	1,523,877
	<u>8,746,548</u>	<u>12,560,605</u>	<u>11,939,000</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	<u>402,435</u>	<u>(4,226,923)</u>	<u>2,637,114</u>
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	3,493,242	208,255	1,017,981
Gain (loss) on disposal of tangible capital assets	-	23,962	(90,071)
	<u>3,493,242</u>	<u>232,217</u>	<u>927,910</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>3,895,677</u>	<u>(3,994,706)</u>	<u>3,565,024</u>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>34,859,380</u>	<u>34,859,380</u>	<u>31,294,356</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 11)</b>	<u>\$ 38,755,057</u>	<u>\$ 30,864,674</u>	<u>\$ 34,859,380</u>

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



**TOWN OF GIBBONS**  
**Statement of Changes in Net Debt**  
**For the Year Ended December 31, 2024**

	2024 (Budget) (Note 16)	2024 (Actual)	2023 (Actual)
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ 3,895,677	\$ (3,994,706)	\$ 3,565,024
Acquisition of tangible capital assets	(22,989,077)	(2,064,084)	(4,061,152)
Amortization of tangible capital assets	-	1,700,759	1,523,877
Proceeds on disposal of tangible capital assets	-	240,513	152,420
Loss (gain) on disposal of tangible capital assets	-	(23,962)	90,071
	(19,093,400)	(4,141,480)	1,270,240
Use of inventory held for consumption	-	125,775	35,526
Use (acquisition) of prepaid expenses	-	2,475	(4,977)
Asset retirement obligations	-	-	(358,359)
<b>INCREASE IN NET DEBT</b>	(19,093,400)	(4,013,230)	942,430
<b>NET DEBT - BEGINNING OF YEAR</b>	(4,796,522)	(4,796,522)	(5,738,952)
<b>NET DEBT - END OF YEAR</b>	<u>\$ (23,889,922)</u>	<u>\$ (8,809,752)</u>	<u>\$ (4,796,522)</u>

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

**TOWN OF GIBBONS**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2024**

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Annual surplus (deficit)	\$ (3,994,706)	\$ 3,565,024
Non-cash items not included in annual surplus:		
Amortization of tangible capital assets	1,700,759	1,523,877
Loss (gain) on disposal of tangible capital assets	(23,962)	90,071
Asset retirement obligations expense (recovery) (Note 7)	(45,177)	18,886
	<u>(2,363,086)</u>	<u>5,197,858</u>
Changes in non-cash working capital balances related to operations:		
Receivables	1,107,985	(6,698,401)
Loans receivable	15,836	(24,477)
Land held for resale	(174,978)	1,003,311
Accounts payable and accrued liabilities	383,581	382,232
Deferred revenue	646,980	347,998
Deposit liabilities	(19,340)	1,008
Inventories for consumption	125,775	35,526
Prepaid expenses	2,475	(4,977)
	<u>2,088,314</u>	<u>(4,957,780)</u>
Cash flow from (used by) operating activities	<u>(274,772)</u>	<u>240,078</u>
<b>CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	240,513	152,420
Purchase of tangible capital assets	(2,064,084)	(4,061,152)
Cash flow used by capital activities	<u>(1,823,571)</u>	<u>(3,908,732)</u>
<b>FINANCING ACTIVITIES</b>		
Advances from bank indebtedness	1,392,803	446,855
Long-term debt repaid	(842,108)	(636,560)
Long-term debt issued	630,832	3,850,000
Capital lease obligations repaid	(71,997)	(24,150)
Capital lease obligations proceeds	-	387,500
Cash flow from financing activities	<u>1,109,530</u>	<u>4,023,645</u>
<b>CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR</b>	<u>(988,813)</u>	<u>354,991</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>459,915</u>	<u>104,924</u>
<b>CASH AND CASH EQUIVALENTS (BANK INDEBTEDNESS) - END OF YEAR</b>	<u>\$ (528,898)</u>	<u>\$ 459,915</u>

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

**TOWN OF GIBBONS**

**Schedule of Equity in Tangible Capital Assets**

**(Schedule 1)**

**For the Year Ended December 31, 2024**

	2024	2023
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 30,518,044</b>	<b>\$ 32,143,195</b>
Acquisition of tangible capital assets	2,064,084	4,061,152
Amortization of tangible capital assets	(1,700,759)	(1,528,877)
Long-term debt repaid	842,108	636,560
Long-term debt issued	(630,832)	(3,850,000)
Capital lease obligations repaid	71,586	24,160
Capital lease obligations issued	-	(387,500)
Cost of tangible capital assets disposed of	(328,253)	(278,961)
Accumulated amortization of tangible capital assets disposed of	112,114	33,733
Net book value of asset retirement obligation tangible capital asset adoption	-	31,837
Asset retirement obligations incurred (Note 7)	-	(358,359)
Asset retirement obligations expense (recovery) (Note 7)	45,177	(18,886)
<b>BALANCE, END OF YEAR</b>	<b>\$ 30,993,269</b>	<b>\$ 30,518,044</b>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 39,419,114	\$ 39,272,340
Long-term debt	(7,890,634)	(8,101,911)
Asset retirement obligations	(332,068)	(377,245)
Capital lease obligation	(291,353)	(363,350)
Total long-term debt issued but unexpended	88,210	88,210
	<b>\$ 30,993,269</b>	<b>\$ 30,518,044</b>

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

**TOWN OF GIBBONS**  
**Schedule of Net Municipal Taxes**  
**For the Year Ended December 31, 2024**

**(Schedule 2)**

	2024 (Budget) (Note 16)	2024 (Actual)	2023 (Actual)
<b>TAXATION</b>	\$ 4,528,144	\$ 4,469,561	\$ 4,213,615
<b>REQUISITIONS</b>			
Alberta School Foundation	1,048,614	1,019,840	993,167
Homeland Housing	35,709	34,000	34,004
Designated Industrial Property	322	-	-
	1,084,645	1,053,840	1,027,171
<b>NET MUNICIPAL PROPERTY TAXES</b>	\$ 3,443,499	\$ 3,415,721	\$ 3,186,444

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



**TOWN OF GIBBONS**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2024**

**(Schedule 3)**

	2024 (Budget) (Note 16)	2024 (Actual)	2023 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Local governments	\$ 404,315	\$ 414,617	\$ 387,117
Provincial government	397,972	352,943	383,893
Federal government	104,700	112,629	156,550
	906,987	880,189	927,560
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	3,493,242	158,255	967,981
Local governments	-	50,000	50,000
	3,493,242	208,255	1,017,981
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>\$ 4,400,229</b>	<b>\$ 1,088,444</b>	<b>\$ 1,945,541</b>

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

**TOWN OF GIBBONS**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2024**

(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 1,220,952	\$ 580,971	\$ 455,518	\$ 1,106,735	\$ 51,546	\$ -	\$ 3,415,721
Sales and user charges	19,497	128,306	206,478	278	2,080,453	256,927	2,691,939
All other	30,040	578,571	28,035	-	2,710	374,439	1,013,795
Local improvement taxes	332,038	-	-	-	-	-	332,038
Government transfers	-	609,170	19,978	2,100	-	248,941	880,189
	<u>1,602,527</u>	<u>1,897,018</u>	<u>710,009</u>	<u>1,109,113</u>	<u>2,134,709</u>	<u>880,307</u>	<u>8,333,682</u>
<b>EXPENSES</b>							
Materials, goods, and supplies	168,749	333,551	271,881	143,489	243,511	2,730,631	3,891,812
Salaries, wages and benefits	727,732	1,066,026	276,512	541,110	239,788	751,349	3,602,517
Contracted and general services	282,985	12,691	123,215	115,562	1,046,410	63,684	1,644,547
Repairs & maintenance	168,326	206,571	14,995	49,365	80,716	2,349	522,322
Utilities	20,242	213,747	17,973	185,501	74,596	5,145	517,174
Interest on long-term debt	-	26,067	-	65,425	63,604	219,296	374,392
Interest and bank charges	186,909	-	-	-	-	-	186,909
Insurance	47,584	38,013	5,433	8,661	15,677	4,423	119,791
All other	-	382	-	-	-	-	382
	<u>\$ 1,602,527</u>	<u>\$ 1,897,018</u>	<u>\$ 710,009</u>	<u>\$ 1,109,113</u>	<u>\$ 1,764,302</u>	<u>\$ 3,776,877</u>	<u>\$ 10,859,846</u>
<b>NET REVENUE BEFORE AMORTIZATION</b>	-	-	-	-	370,407	(2,896,570)	(2,526,164)
Amortization	79,523	411,473	173,268	610,775	378,852	46,868	1,700,759
<b>NET REVENUE (DEFICIT)</b>	<u>\$ (79,523)</u>	<u>\$ (411,473)</u>	<u>\$ (173,268)</u>	<u>\$ (610,775)</u>	<u>\$ (8,445)</u>	<u>\$ (2,943,438)</u>	<u>\$ (4,226,923)</u>

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

**TOWN OF GIBBONS**

**Schedule of Segmented Information**

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

**(Schedule 5)**

	General Administration	Recreation & Culture	Protective Services	Public Works & Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Sales and user charges	\$ 26,227	\$ 113,439	\$ 117,217	\$ 22,052	\$ 1,938,935	\$ 2,731,529	\$ 4,949,399
Local improvement	150,391	-	-	-	-	4,364,048	4,514,439
Taxation	1,346,105	537,076	292,966	1,010,297	-	-	3,186,444
All other	25,306	544,381	44,823	51,643	4,761	327,358	998,272
Government transfers	-	634,629	25,712	2,100	-	265,119	927,560
	<u>1,548,029</u>	<u>1,829,525</u>	<u>480,718</u>	<u>1,086,092</u>	<u>1,943,696</u>	<u>7,688,054</u>	<u>14,576,114</u>
<b>EXPENSES</b>							
Materials, goods, and supplies	166,962	357,361	245,088	133,423	106,160	3,214,320	4,223,314
Salaries, wages and benefits	793,156	931,407	99,723	585,570	142,780	629,752	3,182,388
Contracted and general services	223,043	4,792	100,167	114,101	981,341	55,579	1,479,023
Utilities	21,547	252,299	21,985	187,450	84,077	4,740	572,098
Repairs & maintenance	136,035	202,853	9,229	49,764	97,924	16,254	512,059
Interest on long-term debt	-	41,529	-	6,313	78,728	40,337	166,907
Insurance	46,231	39,284	4,526	9,471	14,930	3,837	118,279
Interest and bank charges	161,055	-	-	-	-	-	161,055
	<u>1,548,029</u>	<u>1,829,525</u>	<u>480,718</u>	<u>1,086,092</u>	<u>1,505,940</u>	<u>3,964,820</u>	<u>6,191,809</u>
<b>NET REVENUE BEFORE AMORTIZATION</b>	-	-	-	-	437,756	3,723,235	4,160,991
Amortization	78,184	427,949	44,709	581,373	365,412	26,250	1,523,877
<b>NET REVENUE (DEFICIT)</b>	<u>\$ (78,184)</u>	<u>\$ (427,949)</u>	<u>\$ (44,709)</u>	<u>\$ (581,373)</u>	<u>\$ 72,344</u>	<u>\$ 3,696,985</u>	<u>\$ 2,637,114</u>

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

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

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**1. ACCOUNTING POLICIES**

The financial statements of the Town of Gibbons (the Town) are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

*(a) Reporting Entity*

The financial statements reflect the assets, liabilities, revenues and expenses, and cash flows of the reporting entity. The entity is comprised of all the organizations that are owned or controlled by the Town and are, therefore, accountable to Town Council for the administration of their financial affairs and resources.

The schedule of property taxes also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

*(b) Basis of Accounting*

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Town has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

*(c) Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Town has used estimates to determine accrued liabilities, tangible capital asset useful lives as well as provisions made for allowances for amounts receivable or any provision for impairment, and asset retirement obligations.

*(continues)*

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

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**1. ACCOUNTING POLICIES (continued)**

*(d) Valuation of Financial Assets and Liabilities*

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

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

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

*(e) Cash and Cash Equivalents*

Cash and cash equivalents includes items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition.

*(f) Land Held for Resale*

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

*(g) Asset Retirement Obligations*

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

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

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

*(continues)*

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

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**1. ACCOUNTING POLICIES (continued)**

*(h) Contaminated Sites*

Contaminated sites are defined as a result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

*(i) Inventories for Consumption*

Inventories of materials and supplies for consumption are recorded at the lower of cost or net realizable value with cost determined using the average cost method.

*(j) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Engineered structures:	
Water system	45 - 75 years
Wastewater system	45 - 75 years
Other	10 - 40 years
Buildings	25 - 50 years
Vehicles	10 - 25 years
Land improvements	15 - 25 years
Machinery and equipment	5 - 40 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

*(k) Tax Revenue*

Property taxes are recognized as revenue in the year they are levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and are recognized as revenue in the year in which the local improvement project is completed.

*(continues)*

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**1. ACCOUNTING POLICIES (continued)**

*(l) Over-levy and Under-levy*

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

*(m) Non-Financial Assets*

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

*(n) Pension Expenses*

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

**2. RECEIVABLES**

	2024	2023
Local improvement taxes *	\$ 4,459,247	\$ 4,459,247
Government transfers	954,054	837,848
Trade and other	599,635	1,710,861
Taxes and grants in place of taxes	339,929	339,800
Utilities	192,898	154,223
Goods and Services tax	95,553	247,322
	<b>6,641,316</b>	<b>7,749,301</b>
Less: allowance for doubtful accounts	(5,000)	(5,000)
	<b>\$ 6,636,316</b>	<b>\$ 7,744,301</b>

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

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

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**3. LOANS RECEIVABLE**

In 2018, as part of the its Williams Park Sanitary Service Upgrades project and upon residents entering into a Letter of Agreement for Repayment, the Town undertook remediation work necessary to upgrade or replace the sanitary lines originating from resident homes to the Town's primary service line, which was approved under Council motion 18.158.

The loans were issued to residents of 18 tax rolls. Loans are repayable in equal annual installments ranging between 1 and 10 years and are non-interest bearing as long as the resident does not default on a regularly scheduled payment without prior authorization of the Town.

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

The loans were issued to residents of 13 tax rolls. Loans are repayable in equal annual installments ranging between 1 and 10 years and are non-interest bearing as long as the resident does not default on a regularly scheduled payment without prior authorization of the Town.

For both projects in the event of a defaulted payment without prior authorization of the Town, the Town has secured the loans by way of requiring the loan balance to be due in full and applied against the applicable tax roll, bearing interest at a rate of 3% per annum beginning from the first day after the date of the defaulted regularly scheduled payment.

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**4. SHORT-TERM DEBT**

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

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**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2024	2023
Trade and other	\$ 1,128,873	\$ 750,282
Accrued employee vacation pay	105,530	100,540
Accrued debenture interest	23,237	23,237
	<u>\$ 1,257,640</u>	<u>\$ 874,059</u>

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**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**6. DEFERRED REVENUE**

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

	2023	Funds Received	Funds Expended	2024
Alberta Community Facility Enhancement Program	\$ 710,020	\$ -	\$ -	\$ 710,020
Local Government Fiscal Framework	-	518,824	-	518,824
Canada Community-Building Fund	191,077	237,471	-	428,548
Other	332,787	180,866	(172,842)	340,811
Alberta Municipal Water / Wastewater Program	313,807	13,467	-	327,274
Municipal Sustainability Initiative Capital Program	130,806	-	(130,806)	-
	<u>\$ 1,678,497</u>	<u>\$ 950,628</u>	<u>\$ (303,648)</u>	<u>\$ 2,325,477</u>

**7. ASSET RETIREMENT OBLIGATIONS**

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

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

	2024	2023
Balance, beginning of year	\$ 377,245	\$ -
Liability incurred	-	358,359
Change in estimate	(50,288)	-
Accretion expense	5,111	18,886
Balance, end of year	<u>\$ 332,068</u>	<u>\$ 377,245</u>

Additionally, the Town is a member of the Roseridge Solid Waste Management Services Commission (the Commission) and, pursuant to the *Alberta Environmental Protection and Enhancement Act*, the Town may be required to fund its share of the closure and post-closures costs of the landfill site and provide for its share of the post-closure costs of the facility. By statute, the Commission must provide for these costs and it is the opinion of the Town's management that the Commission has sufficient reserves to cover the future closure and post-closure costs.

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**8. LONG-TERM DEBT**

Government of Alberta debenture repayable in semi-annual amounts of \$173,724 including interest at 5.15% maturing December 2038.

2024	2023
\$ 3,435,865	\$ 3,600,000

Government of Alberta debenture repayable in semi-annual amounts of \$82,615 including interest at 2.298% maturing September 2034.

1,468,697	1,597,944
-----------	-----------

Government of Alberta debenture repayable in semi-annual amounts of \$75,879 including interest at 4.781% maturing June 2033.

1,049,883	1,147,918
-----------	-----------

Government of Alberta debenture repayable in semi-annual amounts of \$144,782 including interest at 2.532% maturing December 2027.

831,461	1,094,958
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Servus Credit Union loan repayable in semi-annual amounts of \$63,083 including interest at a fixed rate 5.321% maturing December 2029.

630,832	-
---------	---

Government of Alberta debenture repayable in semi-annual amounts of \$75,397 including interest at 2.480% maturing December 2026.

292,466	433,380
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Government of Alberta debenture repayable in semi-annual amounts of \$28,602 including interest at 5.05% maturing June 2028.

181,430	227,711
<b>\$ 7,890,634</b>	<b>\$ 8,101,911</b>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 997,163	\$ 323,657	\$ 1,320,820
2026	1,027,177	286,767	1,313,944
2027	906,636	247,886	1,154,522
2028	615,264	216,006	831,270
2029	606,863	188,610	795,473
To maturity	3,737,531	746,805	4,484,336
	<b>\$ 7,890,634</b>	<b>\$ 2,009,731</b>	<b>\$ 9,900,365</b>

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**9. TANGIBLE CAPITAL ASSETS**

	2024 Net Book Value	2023 Net Book Value
Engineered structures	\$ 18,387,888	\$ 18,846,467
Buildings	6,651,766	6,834,218
Land	5,982,176	5,982,176
Work in progress	2,579,548	2,254,798
Land improvements	2,204,159	2,230,065
Machinery and equipment	1,681,056	1,712,181
Vehicles	1,596,688	1,049,085
Vehicle under capital lease	335,833	363,350
	<u>\$ 39,449,114</u>	<u>\$ 39,272,340</u>

	Cost Beginning of Year	Additions	Disposals	Transfers	Cost End of Year
Engineered structures	\$ 36,612,387	\$ 300,469	\$ -	\$ -	\$ 36,912,856
Land	5,982,176	-	-	-	5,982,176
Buildings	10,408,378	38,135	-	(10,068)	10,436,445
Vehicles	2,608,150	313,169	(328,253)	833,900	3,426,966
Land improvements	3,681,563	146,128	-	-	3,827,691
Machinery and equipment	2,530,622	107,533	-	-	2,638,155
Work in progress	2,264,798	1,158,650	-	(833,900)	2,579,548
Vehicle under capital lease	387,500	-	-	-	387,500
	<u>\$ 64,465,574</u>	<u>\$ 2,064,084</u>	<u>\$ (328,253)</u>	<u>\$ (10,068)</u>	<u>\$ 66,191,337</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Transfers	Accumulated Amortization End of Year
Engineered structures	\$ 17,765,920	\$ 759,048	\$ -	\$ -	\$ 18,524,968
Buildings	3,574,160	220,175	-	(9,656)	3,784,679
Vehicles	1,559,065	383,327	(112,114)	-	1,830,278
Land improvements	1,451,498	172,034	-	-	1,623,532
Machinery and equipment	818,441	138,658	-	-	957,099
Vehicle under capital lease	24,150	27,517	-	-	51,667
	<u>\$ 25,193,234</u>	<u>\$ 1,700,759</u>	<u>\$ (112,114)</u>	<u>\$ (9,656)</u>	<u>\$ 26,772,223</u>

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**10. CAPITAL LEASE OBLIGATION**

Capital lease obligation bearing interest at 15% per annum, payable in blended monthly instalments of \$12,075, with automotive equipment pledged as security with net book value of \$363,350.

Future minimum capital lease payments are approximately:

Total minimum payments	\$ 291,353
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**11. ACCUMULATED SURPLUS**

	2024	2023
Unrestricted surplus (deficit)	\$ (278,595)	\$ 4,241,336
Equity in tangible capital assets (Schedule 1)	30,993,269	30,518,044
Capital reserves	150,000	100,000
	<u>\$ 30,864,674</u>	<u>\$ 34,859,380</u>

**12. CONTINGENCIES**

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Town could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

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

**13. FRANCHISE FEES AND CONCESSION CONTRACTS**

Disclosure of franchise fees under each utility franchise agreement entered into by the Town as required by Alberta Regulation 313/2000 is as follows:

	2024 (Budget) (Note 16)	2024 (Actual)	2023 (Actual)
ATCO Gas	\$ 265,339	\$ 255,175	\$ 232,773
Fortis Alberta	169,596	199,840	167,195
	<u>\$ 434,935</u>	<u>\$ 455,015</u>	<u>\$ 399,968</u>



**TOWN OF GIBBONS****Notes to Financial Statements****For the Year Ended December 31, 2024****14. SALARIES AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for Town officials, the Town Chief Administrator Officer and designated officers are required by *Alberta Regulation 313/2000* is as follows:

	Salary (1)	Benefits (2, 3)	2024	2023
<b>Mayor Deck</b>	\$ 36,827	\$ 2,214	\$ 39,041	\$ 37,920
<b>Councillors</b>				
Millante	23,514	1,421	24,935	24,238
Kozak	23,514	1,421	24,935	24,225
Yushchyshyn	24,347	2,336	26,683	22,225
Berry	23,514	112	23,626	22,952
Sandahl	23,514	112	23,626	22,952
Harris	17,353	1,054	18,407	20,320
 <b>Chief Administrative Officer</b>				
O'Malley	206,078	48,214	254,292	235,092
 <b>Designated Officers (5)</b>	455,455	47,225	502,680	470,195
	<u>\$ 834,116</u>	<u>\$ 104,109</u>	<u>\$ 938,225</u>	<u>\$ 882,119</u>

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships, and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

**15. FUNDS HELD IN TRUST**

The Town administers the following trust funds on behalf of third parties. As related trust assets are not owned by the Town, the trust funds have been excluded from the financial statements. Transactions during the year are as follows:

	2024	2023
Balance, Beginning of Year	\$ 12,930	\$ 12,308
Tax sale proceeds	77,241	-
Interest income	1,923	622
Balance, End of Year	<u>\$ 92,094</u>	<u>\$ 12,930</u>

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

**16. BUDGET FIGURES**

	2024 (Budget)	2024 (Actual)
Annual surplus (deficit)	\$ 3,895,677	\$ (3,994,706)
Amortization	-	1,700,759
Acquisition of tangible capital assets	(22,989,077)	(2,064,084)
Long-term debt repayments	(631,692)	(842,108)
Long-term debt proceeds	15,151,967	-
Local improvement taxes	4,221,409	-
Net transfers (to) from reserves	289,257	-
	<u>\$ (62,459)</u>	<u>\$ (5,200,139)</u>

The budget data presented in these financial statements is based on the operating and capital budgets approved by Town Council on December 11, 2024. The table above reconciles the approved financial plan to the figures reported in these financial statements.

**17. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Gibbons be disclosed as follows:

	2024	2023
Total debt limit	\$ 12,500,523	\$ 21,864,171
Total debt	<u>(11,981,103)</u>	<u>(10,871,552)</u>
<b>Total debt limit remaining</b>	<b>\$ 519,420</b>	<b>\$ 10,992,619</b>
Service on debt limit	\$ 2,083,421	\$ 3,644,029
Service on debt	<u>(1,320,820)</u>	<u>(1,161,997)</u>
<b>Total service on debt limit remaining</b>	<b>\$ 762,601</b>	<b>\$ 2,482,032</b>

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Town. Rather, the financial statements must be interpreted as a whole.

**18. SEGMENTED INFORMATION**

The Town provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. For additional information see the Schedules of Segmented Disclosure (Schedule 4 & Schedule 5).

**TOWN OF GIBBONS**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2024**

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**19. FINANCIAL INSTRUMENTS RISKS**

The Town is exposed to the following risks with respect to its financial instruments at December 31, 2024.

*Credit risk*

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

*Liquidity risk*

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

*Interest rate risk*

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

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

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

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

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

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

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**21. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

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**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY  
**REPORT TOPIC:** ACCOUNTS PAYABLE FOLLOW-UP

---

### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to the attached documentation.

### **Background**

At the April 9, 2025<sup>8</sup>, Regular Meeting of Council, Administration was directed to provide follow-up information on some items of question on the Accounts Payable listing.

Attached is documentation for both of these items.

### **Options Available**

The options for consideration by Council include the following:

1. That Council accept the documentation provided as information.
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 accept the documentation provided as information.

Submitted by:

Monique Jeffrey  
Director of Corporate Services

Approved by:



Eric Lowe  
Interim CAO



LIFO CLEANING LTD

... A Tradition of Quality Cleans....

INVOICE PAID  
\$1113.67

paid in state cash  
INVOICE # 0249

Date of service: May 2, 2024

6030491260410222

INVOICE  
0249

LIFO CLEANING LTD  
PO Box 71515 Oxford Park PO  
Edmonton AB  
T6V 0E3

780-819-3182  
[www.lifocleaning.ca](http://www.lifocleaning.ca)  
[lifocleaning@gmail.com](mailto:lifocleaning@gmail.com)  
GST Number 816736128RT0001  
WCB Number 7453089

TO [REDACTED]  
Gibbons Alberta

Date	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
May 2, 2024		Full Exterior Pressure house clean			\$480.64
		Exterior window Cleaning			\$320.00
		Full Interior House Clean			\$260.00
			TOTAL DISCOUNT		
				SUBTOTAL	\$1060.64
				SALES TAX	\$53.032
				TOTAL	\$1113.67

Thank you for your business!

PAID



Vendor # 9002 PO             
GL 2610429000  
Approval [Signature]  
Date 26 March 25  
Attachments:                                 

*Housecleaning*

## Monique Jeffrey

---

**From:** Michelle Nelson <michelle.nelson@summitbodies.com>  
**Sent:** Wednesday, March 19, 2025 1:04 PM  
**To:** Monique Jeffrey  
**Subject:** Fwd: Rental Payments 10R230021  
**Attachments:** 0101696010\_20250318\_154740.PDF; 0101696015\_20250318\_154814.PDF

Hello Monique,

I sent this request yesterday, and did not receive a response back. My accountant was asking about these payments yesterday and am following up.

Thanks!

**Michelle Nelson**  
Summit Truck Equipment (Canada) Ltd.  
403-588-0768

----- Forwarded message -----

**From:** Michelle Nelson <[michelle.nelson@summitbodies.com](mailto:michelle.nelson@summitbodies.com)>  
**Date:** Tue, Mar 18, 2025 at 3:55 PM  
**Subject:** Rental Payments 10R230021  
**To:** <[accountspayable@gibbons.ca](mailto:accountspayable@gibbons.ca)>

Good Afternoon,

It was just brought to my attention that the attached invoices have not been paid/applied on our end. Can you please look into your records to see if this matches on your end?

The unit has been on rent since November 2023 and a total of 17 invoices have been sent in total and paid by cheque.

We are looking to have these cleared ASAP on our end and bring your account up to date.

Thank you!

Kind Regards,



**Michelle Nelson**  
Sales and Rental Coordinator

Summit Truck Equipment (Canada) Ltd.  
7690 Edgar Industrial Ct  
Red Deer Alberta T4P 4E2  
403.347.1400 | 403.588.0768  
[www.summittruckequipment.ca](http://www.summittruckequipment.ca)

Thanks for sending this!

It looks like on our end, that cheque was applied to 0101696016.

C0364	TOWN OF GIBBONS #202500096	0101696016
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Have you sent a cheque that was applied to 0101696016 by chance ?

	Inv Br	Invoice	P/O	Inv Date	Due Date	Invoice Tot	Discount	Invoice Bal	Payment	Reference	Ap
▶	10	0101696010		7/29/2024	7/30/2024	12,075.00	0.00	12,075.00			
	10	0101696015		12/27/202	12/28/202	12,075.00	0.00	12,075.00			
	10	0101696017		2/24/2025	2/25/2025	12,075.00	0.00	12,075.00			

**Michelle Nelson**  
Summit Truck Equipment (Canada) Ltd.

403-588-0768

On Wed, Mar 19, 2025 at 1:51 PM Monique Jeffrey <[MJeffrey@gibbons.ca](mailto:MJeffrey@gibbons.ca)> wrote:

Good Afternoon Michelle;

In response to your email earlier today please accept my apologies we totally missed invoice #0101696010. I will submit this to accounts payable and we will get that rectified this week. As for invoice #0101696015 please find attached a copy of when cheque #20250096 was cleared through our bank. That cheque was written on December 27, 2024 and could have been late in coming due to the mail strike.

Should you have any further questions please feel free to contact me further.

Sincerely

Monique Jeffrey  
Town of Gibbons  
Director of Corporate Services  
Email: [mjeffrey@gibbons.ca](mailto:mjeffrey@gibbons.ca)

Thank you very much, did you happen to cut a cheque for 0101696016? I can resend the invoice if required!

**Michelle Nelson**

Summit Truck Equipment (Canada) Ltd.

403-588-0768

On Wed, Mar 19, 2025 at 2:10 PM Monique Jeffrey <[MJeffrey@gibbons.ca](mailto:MJeffrey@gibbons.ca)> wrote:

Dear Michelle

I have given the invoice to accounts payable and they are preparing the cheque as we speak. The cheque should be in the mail to you by the end of the week.

Sincerely

**Monique Jeffrey**

**Town of Gibbons**

**Director of Corporate Services**

**Email: [mjeffrey@gibbons.ca](mailto:mjeffrey@gibbons.ca)**

**Telephone 780-923-3331**

---

**From:** Michelle Nelson <[michelle.nelson@summitbodies.com](mailto:michelle.nelson@summitbodies.com)>

**Sent:** Wednesday, March 19, 2025 2:06 PM

**To:** Monique Jeffrey <[MJeffrey@gibbons.ca](mailto:MJeffrey@gibbons.ca)>

**Subject:** Re: FW: Message from "RNP583879B620B2"



## Monique Jeffrey

---

**From:** Michelle Nelson <michelle.nelson@summitbodies.com>  
**Sent:** Wednesday, March 19, 2025 2:17 PM  
**To:** Monique Jeffrey  
**Subject:** Re: FW: Message from "RNP583879B620B2"

Ok perfect!!

Appreciate it, have a great afternoon 😊

**Michelle Nelson**  
Summit Truck Equipment (Canada) Ltd.  
403-588-0768

On Wed, Mar 19, 2025 at 2:16 PM Monique Jeffrey <[MJeffrey@gibbons.ca](mailto:MJeffrey@gibbons.ca)> wrote:

Yes we are cutting a cheque for 0101696016 and thank you but the invoice that I got in a prior email is sufficient.  
Thank you.

Sincerely

**Monique Jeffrey**

**Town of Gibbons**

**Director of Corporate Services**

**Email:** [mjeffrey@gibbons.ca](mailto:mjeffrey@gibbons.ca)

**Telephone 780-923-3331**

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**From:** Michelle Nelson <[michelle.nelson@summitbodies.com](mailto:michelle.nelson@summitbodies.com)>  
**Sent:** Wednesday, March 19, 2025 2:14 PM  
**To:** Monique Jeffrey <[MJeffrey@gibbons.ca](mailto:MJeffrey@gibbons.ca)>  
**Subject:** Re: FW: Message from "RNP583879B620B2"



7690 Edgar Industrial Ct  
Red Deer Alberta T4P 4E2  
Office Phone: 403-347-1400  
GST Registration No. 834801201

3475 Simcoe County Rd 88  
Bradford, ON L3Z 2A4  
Office Phone: 705-435-5822  
GST Registration No. 834801201

Invoice: 0101696010  
Date / Hour: 7/29/2024 11:10 AM  
Rental Contract: 1696  
Customer: C0364  
Branch: 10  
Total Invoice: \$12,075.00  
Page 1 of 1

**Bill To:** TOWN OF GIBBONS  
4807 50 AVE, PO BOX 68  
GIBBONS, AB T0A 1N0

**Contract Address:** TOWN OF GIBBONS  
4807 50 AVE, PO BOX 68  
GIBBONS, AB T0A 1N0

Unit: 10R230021	VIN/Serial: 5KKHBPFE3PLUE2377	Year: 2023
Make: WESTERN STAR	Model: 47X	
Fixed Charge	QTY Description: Meter Type:	Rate: Total:
	1 Monthly Rent	\$11,500.00 \$11,500.00
	07/28/2024-08/26/2024	
	Unit Total Fixed:	\$11,500.00
	Unit Total:	\$11,500.00

**Detail Tax Info:**

Canada Tax \$575.00  
Total Tax: \$575.00

Total Fixed: \$11,500.00  
Total Fuel: \$0.00  
Invoice Subtotal: \$11,500.00  
Total Tax: \$575.00  
Total Invoice: \$12,075.00

Payment Method  
LEASE

Terms  
Due on Receipt

Due Date  
07/30/2024

GST/HST Number:

Remit To:  
Summit Truck Equipment (Canada) Ltd.  
7690 Edgar Industrial Court  
Red Deer, AB T4P 4E2



7690 Edgar Industrial Ct  
Red Deer Alberta T4P 4E2  
Office Phone: 403-347-1400  
GST Registration No. 834801201

3475 Simcoe County Rd 88  
Bradford, ON L3Z 2A4  
Office Phone: 705-435-5822  
GST Registration No. 834801201

Invoice: 0101696015  
Date / Hour: 12/27/2024 2:15 PM  
Rental Contract: 1696  
Customer: C0364  
Branch: 10  
Total Invoice: \$12,075.00  
Page 1 of 1

**Bill To:** TOWN OF GIBBONS  
4807 50 AVE, PO BOX 68  
GIBBONS, AB T0A 1N0

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4807 50 AVE, PO BOX 68  
GIBBONS, AB T0A 1N0

Unit: 10R230021	VIN/Serial: 5KKHBPFE3PLUE2377	Year: 2023
Make: WESTERN STAR	Model: 47X	
Fixed Charge	QTY Description:	Meter Type: Rate: Total:
	1 Monthly Rent	\$11,500.00 \$11,500.00
	12/25/2024-01/23/2025	
		Unit Total Fixed: \$11,500.00
		Unit Total: \$11,500.00

**Detail Tax Info:**

Canada Tax \$575.00  
Total Tax: \$575.00

Total Fixed: \$11,500.00  
Total Fuel: \$0.00  
Invoice Subtotal: \$11,500.00  
Total Tax: \$575.00  
Total Invoice: \$12,075.00

**Payment Method** **Terms** **Due Date**  
LEASE Due on Receipt 12/28/2024

**GST/HST Number:**

Remit To: \_\_\_\_\_  
Summit Truck Equipment (Canada) Ltd.  
7690 Edgar Industrial Court  
Red Deer, AB T4P 4E2

**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** NATIONAL DAY OF MOURNING

---

### **Introduction**

The purpose of this report is to respectfully request Council proclaim April 28, 2025 as the Worker's Compensation Board Day of Mourning

### **Background**

On April 28, 2025, the Worker's Compensation Board is asking for everyone to pause and honour the 203 Alberta Workers who lost their lives due to workplace injuries or illnesses. As part of this request, Administration would like to request that Council proclaim April 28, 2025, as a Day of Mourning in support of this initiative.

### **Options Available**

1. That Council proclaim April 28, 2025, as the Day of Mourning for those who lost their lives due to workplace injuries and illnesses.
2. That Council directs administration on how to proceed.

### **Recommendation for Action**

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

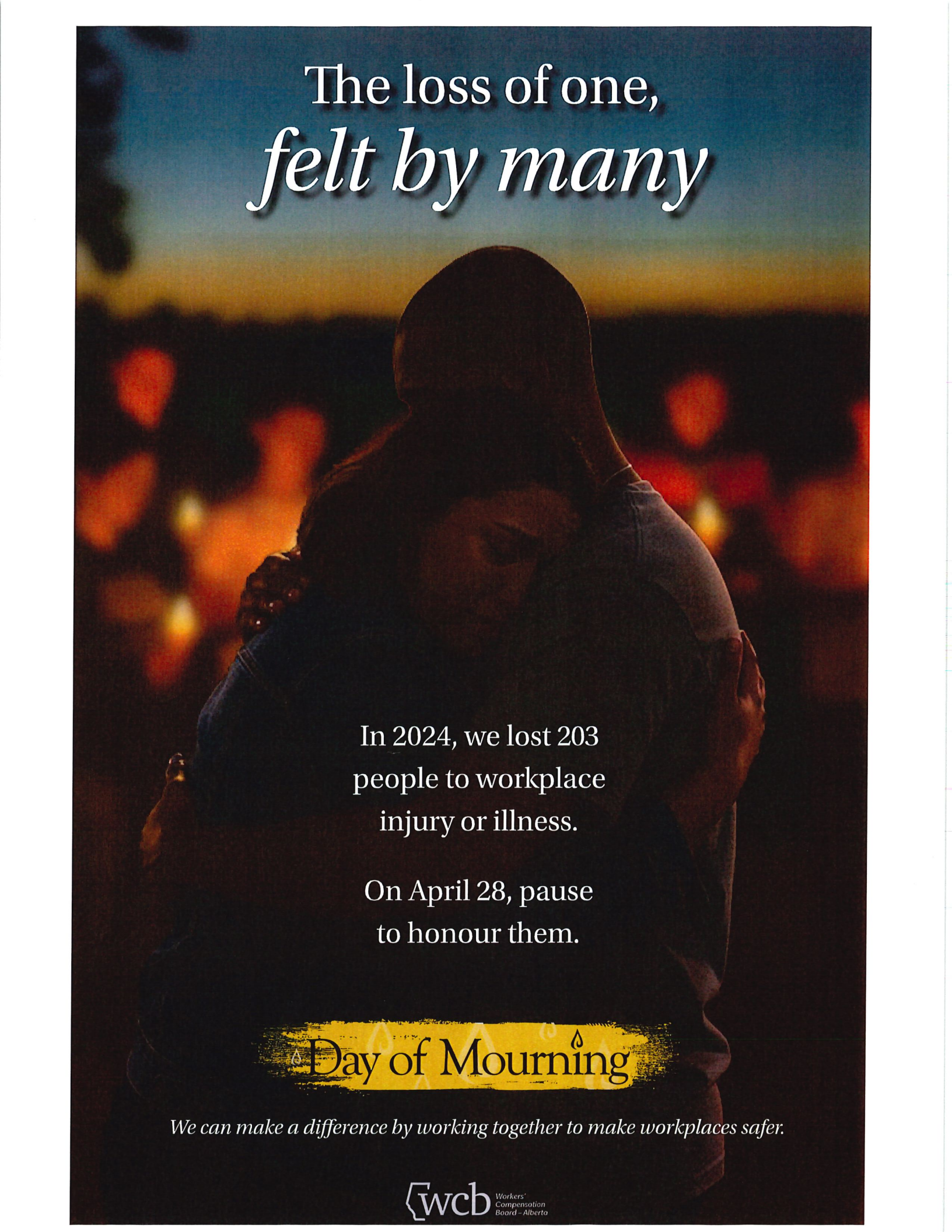
1. That Council proclaim April 28, 2025, as the Day of Mourning for those who lost their lives due to workplace injuries and illnesses.

Submitted by:



Eric Lowe,  
Interim CAO



A couple is shown from behind, embracing each other. They are standing in front of a blurred cityscape at night, with warm, glowing lights from buildings and streetlights creating a bokeh effect. The sky is a deep blue and purple.

# The loss of one, *felt by many*

In 2024, we lost 203  
people to workplace  
injury or illness.

On April 28, pause  
to honour them.

Day of Mourning

*We can make a difference by working together to make workplaces safer.*



**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** ERIC LOWE, INTERIM CAO  
**REPORT TOPIC:** BYLAW ALT 4-25 – RESCINDING BYLAW – 3<sup>RD</sup> READING

---

### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to 3<sup>rd</sup> Reading of 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. Both 1<sup>st</sup> and 2<sup>nd</sup> Reading were held at the April 9, 2025, Regular Meeting of Council.

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 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 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 9<sup>th</sup> of April 2025.

-----  
Acting Mayor

-----  
Interim CAO

Read a second time this 9<sup>th</sup> of April 2025.

-----  
Acting Mayor

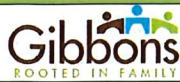
-----  
Interim CAO

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

-----  
Acting Mayor

-----  
Interim CAO





## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** APRIL 23, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES  
**REPORT TOPIC:** BYLAW ALT 5-25 2025 TAX RATE BYLAW

### Introduction

As the 2025 Operating and Capital Budgets have now been adopted by Council, Administration respectfully requests that council consider passing the 2025 Tax Rate Bylaw ALT 5-25. The Tax Rate Bylaw includes all the required requisitions collected by the Municipality in addition to our Municipal Taxes.

Cost of Living (COLA) rate in Alberta as of December 31, 2024	3.75%
Operating Budget expenses overall increase	18.502%
Debt Requirements	15.05% of expenses
Revenue Increases	27.605%

Residential 2025	Option 1	Option 2	Option 3
Average Municipal Tax Rate	1%	1.5%	1.9%
School Requisition Increase	12.1%	12.1%	12.1%
Homeland Housing Increase	3.17%	3.17%	3.17%
<b>Overall Tax Increase</b>	<b>1.32%</b>	<b>1.7%</b>	<b>2%</b>

### RESIDENTIAL

2024

Average Municipal Tax Rate increase	4%
School Requisition increase	2.65%
Homeland Housing Requisition decrease	-0.12%
<b>Overall Tax Rate increase</b>	<b>2.93%</b>

Non-Residential 2025	Option 1	Option 2	Option 3
Average Municipal Tax Rate	1%	1.5%	1.9%
School Requisition Increase	12.1%	12.1%	12.1%
Homeland Housing Increase	3.17%	3.17%	3.17%
<b>Overall Tax Increase</b>	<b>1.26%</b>	<b>1.66%</b>	<b>1.99%</b>

**NON-RESIDENTIAL**
**2024**

Average Municipal Tax Rate increase	4%
School Requisition increase	2.88%
Homeland Housing Requisition decrease	-0.12%
Overall Tax Rate increase	0.75%

The information below represents a snapshot of the 2025 tax increases around Alberta that have been approved to date

Calgary	8.9% municipal tax increase
Morinville	5.57% municipal tax increase
Edmonton	6.1% municipal tax increase
Sherwood Park	3.9% municipal tax increase
St. Albert	3.6% municipal tax increase
Medicine Hat	5.6% municipal tax increase
Beaumont	5.82% municipal tax increase
Canmore	3.9% municipal tax increase
Red Deer	10.5% municipal tax increase
Parkland County	2.5% municipal tax increase
Banff	6.5% municipal tax increase
Cochrane	2.63% municipal tax increase

An average residence in Gibbons in 2025 is assessed at \$319,999 an increase of \$17,396.00 from last year and the non-residential average assessment for 2025 has increased by \$68,879.00 to \$725,983.00.

**Background**

The Town of Gibbons 2025 Operating Budget requires a Net Municipal tax of \$3,454,076.00. The Province of Alberta requires a school requisition of \$1,143,296.00. Homeland Housing requires a Seniors' Housing requisition of \$35,076.95. The Province of Alberta requires a Designated Industrial Property Requisition from DI Properties of \$345.54. The Municipal Government Act stipulates that the 2025 Tax notice must be mailed before May 31<sup>st</sup>, 2025 and the country could be facing a mail strike any time after May 22, 2025.

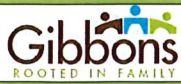
**Options Available**

Administration has provided to Council with 3 options for consideration for a tax rate increase in 2025.

**Option 1** – tax rate increase of 1% with a surplus of **\$334,400.40**

**Option 2** – tax rate increase of 1.5% with a surplus of **\$353,155.24**



**Option 3 – tax rate increase of 2% with a surplus of \$368,159.10**

Administration respectfully requests that Council consider the following:

1. That Council provide Administration with the Option it would like to proceed with.
2. That Council give 1<sup>st</sup> Reading to Bylaw ALT 5-25 2025 Tax Rate Bylaw.
3. That Council advise Administration as to how it would like to proceed.

**Recommendation for Action**

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

1. That Council proceed with Option \_\_\_\_\_ of the 2025 for ALT 5-25 2025 Tax Rate Bylaw
2. That Council give 1<sup>st</sup> Reading to Bylaw ALT 5-25 2025 Tax Rate Bylaw

Submitted By:

Monique Jeffre  
Director of Corporate Services

Approved by:

Eric Lowe  
Interim CAO



**Town of Gibbons  
2025 Property Tax Bylaw No. ALT 5-25**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF GIBBONS FOR THE 2025 TAXATION YEAR.**

**WHEREAS**, the Town Gibbons has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on \_\_\_\_\_, 2025; and

**WHEREAS**, the estimated municipal expenses and transfers (excluding non-cash items) set out in the annual budget for the Town of Gibbons for 2025 total \$12,910,272.00; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than property taxation is estimated \$9,456,196.00.00 and the balance of \$3,454,861.00 plus a surplus of \$353,155.24 for a total of \$3,807,231.24 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF) (2025)	
- Residential/Farm land	\$996,372.66
- Non-residential	<u>\$146,923.94</u>
o Total Requisitions	\$1,143,296.60
o 2024 over levy	<u>\$-17,127.35</u>
o Total levied	\$1,126,169.34
Requisition Allowance MGA 359(2)	\$16,991.89
Seniors Foundation	\$35,076.95
DI Properties	\$345.54

**WHEREAS**, the Council of the Town of Gibbons is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Town of Gibbons as shown on the assessment roll is:

	<b><u>Assessment</u></b>
Residential	\$374,719,020
Residential – Vacant	\$5,413,620
Farmland	\$296,810
Non-Residential	\$37,187,590
Non-residential Vacant	\$2,274,270
Machinery & Equipment (only)	\$705,230
DI Property	\$105,630
Linear	\$4,735,020
Legion (School purposes only)	\$65,260
	<u>\$425,502,450</u>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Town of Gibbons, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Gibbons:



	TAX LEVY	ASSESSMENT	TAX RATE
<b>GENERAL MUNICIPAL</b>			
Residential	\$3,045,112.90	374,719,020	8.12639
Residential – Vacant	\$70,943.33	5,413,620	13.1046
Non-residential/M&E	\$644,078.86	42,733,470	15.072
Non-residential - vacant	\$42,091.97	2,274,270	18.5079
Farmland	\$5,000.99	296,810	16.8491
(Surplus levied \$4,334.11)			
<b>TOTAL</b>	<b>\$3,807,228.05</b>	<b>425,437,190</b>	
<b>ALBERTA SCHOOL FOUNDATION FUND</b>			
Residential	\$979,245.38	380,429,450	2.5740525
Non-Residential	\$146,923.96	44,367,770	3.3115020
<b>TOTAL</b>	<b>\$1,126,169.34</b>		
<b>Plus 2024 over levy</b>	<b>\$17,127.35</b>		
<b>TOTAL SCHOOL REQUISITION</b>	<b>\$1,143,296.69</b>		
<b>REQUISITION ALLOWANCE</b>	<b>\$15,830.27</b>	<b>424,797,220</b>	<b>.04</b>
<b>SENIORS FOUNDATION</b>	<b>\$35,077.15</b>	<b>425,502,450</b>	<b>.082437</b>
<b>DI PROPERTIES</b>	<b>\$345.54</b>	<b>5,545,880</b>	<b>.062305</b>

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this \_\_\_\_\_ day of April, 2025.

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

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

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

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

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

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

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

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

# ADMINISTRATION REPORT TO COUNCIL

## Community Services

- Summer students have now been hired and will be starting mid May
- Upcoming events:
  - Emergency Preparedness Event - May 6
  - Mental Health Week Lunch and Learn - May 4
  - Seniors Lunch - May 8
  - Youth Amazing Race - May 8
- See the newsletter on our website for more information and events

## Corporate Services

- Working on 2025 Operating and Capital Budgets
- Cash Flow Management
- Tax Enforcement

## Public Works

- Water Meter changeouts as appointments are made and as time permits
- Seasonal Equipment Changeovers as time permits
- Branch and Grass Recycling opens May 5th
- RV Dump Station opens May 5th. No water available until weather warms up.
- Pot Hole Repairs are on going.

## Planning and Development

- 16 Development permits have been issued for a total value of over \$3 million including 1 duplex, 1 manufactured home and 5 new single family dwellings
- Public Hearing for Landuse Bylaw PLU 1-25
- Attended the AIHA Board Meeting
- Inside Gibbons magazine was sent to the publisher for May distribution
- Business Breakfast on April 24 at 7:00 am at Coaches Corner

# ADMINISTRATION REPORT TO COUNCIL

## Fire Department

- County Calls - 53
- Town Calls - 54
- Current Membership - 24

## Interim CAO

- Meeting with Sturgeon Public Schools
- CAO Briefing Session with Council - Budget
- ABMunis Bill 50 Review with CAOS - virtual
- Municipal Affairs Town Hall - Bill 50

## Project Updates

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



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR118157

April 7, 2025

His Worship Dale Yushchyshyn  
Acting Mayor  
Town of Gibbons  
PO Box 68  
Gibbons AB T0A 1N0

Dear Acting Mayor Yushchyshyn and Council:

Thank you for your letter of March 14, 2025, regarding council's resolution to withdraw the prior request for a municipal inspection and instead request a Legislative Compliance Check (LCC).

I commend council and administration for recognizing the importance of compliance with provincial legislation, and I appreciate the town's interest in the LCC program and the value it provides to Alberta municipalities.

The Government of Alberta is dedicated to supporting vibrant, sustainable communities. Municipal Affairs is proud to deliver the LCC program to enhance administrative capacity and legislative understanding in municipalities.

I am pleased to inform you that your request for an LCC has been accepted. Ministry staff will be in contact with you shortly to initiate this process and discuss next steps. If you have any questions or concerns, please contact Kevin Miller, Manager, Municipal Accountability, at 780-266-8509, or at [kevin.miller@gov.ab.ca](mailto:kevin.miller@gov.ab.ca).

Thank you in advance for your cooperation as we move forward.

Sincerely,

*Ric McIver*

Ric McIver  
Minister

cc: Honourable Dale Nally, MLA, Morinville-St. Albert  
Brandy Cox, Deputy Minister, Municipal Affairs  
Eric Lowe, Interim Chief Administrative Officer, Town of Gibbons  
Gary Sandberg, Assistant Deputy Minister, Municipal Affairs  
Kevin Miller, Manager, Municipal Accountability, Municipal Affairs