

**TOWN OF GIBBONS
AGENDA
REGULAR MEETING OF COUNCIL
JUNE 25, 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 June 11, 2025
- 7.0 FINANCE
 - 7.1 Accounts Paid as at June 19, 2025
- 8.0 APPOINTMENTS
 - 8.1 Gibbons Library Board
 - Chantal Firmaniuk – Board Member
 - Melissa Masse
- 9.0 OLD BUSINESS
 - 9.1 Tax Notice Inconsistencies
 - 9.2 Vac Truck Warranty Update
 - 9.3 Vac Truck Borrowing Update
- 10.0 NEW BUSINESS
 - 10.1 Residential Petition
 - 10.2 Setting the Municipal Office
 - 10.3 2025 Tax Sale Public Auction Report
- 11.0 BYLAWS & POLICIES
 - 11.1 Policy PP 2-25 Zero Tolerance of Abuse Toward Municipal Employees
 - 11.2 Bylaw MOG 1-25 Public Hearings by Electronic Means

- 11.3 Bylaw ALT 6-25 Short-Term Borrowing Bylaw
- 11.4 Bylaw MOG 1-16 Council Procedural Bylaw
- 11.5 Bylaw MOG 2-25 Chief Administrative Officer Bylaw

12.0 STAFF REPORTS

- 12.1 Administration Report

13.0 COMMITTEE REPORTS

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTIONS

16.0 CLOSED SESSION

- 16.1 Inter-Organizational Agreements – *ATIA* S. 28
- 16.2 Bylaw Concern – *ATIA* S. 28

17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON
WEDNESDAY, JUNE 11, 2025, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

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

Council Absent:

Staff Present: Eric Lowe – Interim CAO
Stephanie Peters – Director of Community Services
Curtis Parsons – Manager of Operations
Terra Pattison – Finance Manager
Mitchel Opryshko – Finance Officer
Chris Pinault/Kylie Ferguson – Recording Secretary

Staff Absent: Monique Jeffery – Director of Corporate Services 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 Berry requested that item 9.2 Bylaw MOG 1-16 Council Procedural Bylaw be added to the agenda.

Mr. Lowe requested that item 11.1 – Short Term Borrowing Bylaw ALT 6-25 be added to the agenda and 16.1 be moved to 16.2 and that 16.1 now be Inter-Organizational Agreements under FOIP S. 23.

4.0 ADOPTION OF THE AGENDA

Councillor Millante moved that Council accept the agenda as amended.

25.262 MOTION CARRIED

5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – MAY 28, 2025

Councillor Berry moved that Council accept the minutes of the May 28, 2025, Regular Meeting of Council as presented.

25.263 MOTION CARRIED

7.0 FINANCE

7.1 ACCOUNTS PAID AS AT JUNE 5, 2025

Councillor Sandahl moved that Council accept the Accounts Paid as at June 5, 2025, as information as presented.

25.264 MOTION CARRIED

7.2 2025 MUNICIPAL TAX COMPARISON

Councillor Sandahl moved to accept the 2025 Municipal Tax Comparison report as information.

25.265 MOTION CARRIED

7.3 ANNUAL REPORT

Councillor Millante moved that Council accept the 2024 Annual Report as information and that it be posted on the Town's website and available to the public at the front counter as amended.

25.266 MOTION CARRIED

7.4. REVENUES AND EXPENDITURES AS OF MAY 31, 2025

Councillor Sandahl moved that Council accept the Revenues and Expenditures Report as of May 31, 2025, as information.

25.267 MOTION CARRIED

Councillor Harris moved that Council direct Administration to make the changes to the Expenditures Report as discussed for the next time it is brought forward to Council.

25.268 MOTION CARRIED

7.5 2025 BUDGET VARIANCE AS AT MARCH 31, 2025

Councillor Kozak moved that Council accept the 2025 1st Quarter Budget Variance Report as information.

25.269 MOTION CARRIED

8.0 APPOINTMENTS

9.0 OLD BUSINESS

9.1 COUNCIL COMMITTEE APPOINTMENTS

Councillor Millante moved that Council appoint the following Council members to the listed committees as either the member or alternate:

Committee	Member	Alternate
Edmonton Regional Waste Advisory Committee	Councillor Amber Harris	Councillor Jay Millante
Edmonton Salutes	Councillor Amber Harris	Councillor Willis Kozak
Recycling Council of Alberta	Councillor Amber Harris	N/A

25.270 MOTION CARRIED

9.2 BYLAW MOG 1-16 COUNCIL PROCEDURAL BYLAW

Councillor Berry moved that Council advise Administration of any proposed changes to Bylaw MOG 1-16 Council Procedure Bylaw by June 18, 2025, and that Administration bring back the draft bylaw at the next Regular Meeting of Council.

25.271 MOTION CARRIED

Councillor Kozak moved that Council direct Administration to contact the Town's lawyers regarding the statement requiring all of Council to be present and that a unanimous decision is required to amend or repeal Bylaw MOG 1-16.

25.272 MOTION CARRIED

10.0 NEW BUSINESS

11.0 BYLAWS AND POLICIES

11.1 BYLAW ALT 6-25 SHORT TERM BORROWING BYLAW \$1,000,000

Councillor Berry moved that Council give 1st Reading to Bylaw ALT 6-25 Short-Term Borrowing Bylaw.

Councillor Harris requested a recorded vote:

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

25.273 MOTION CARRIED

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Berry moved to accept the Administration Report as information.

25.274 MOTION CARRIED

13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Homeland Housing Board meeting
- Meeting with MLA Dale Nally
- Gibbons Library Board meeting

Councillor Harris had nothing to report.

Councillor Kozak attended:

- Arrow Utilities meeting
- Edmonton Global Shareholders meeting
- Seniors' Almost Summer BBQ

Councillor Millante attended:

- Edmonton Regional Waste Advisory Committee meeting

Councillor Sandahl attended:

- Seniors' Almost Summer BBQ

Acting Mayor Yushchyshyn attended:

- Seniors' Almost Summer BBQ

Councillor Sandahl moved to accept the Committee Reports as information.

25.275 MOTION CARRIED

14.0 CORRESPONDENCE

14.1 CITIZEN RESPONSE

Councillor Berry moved that Council accept the correspondence as information.

25.276 MOTION CARRIED

15.0 NOTICE OF MOTION

16.0 CLOSED SESSION

Councillor Sandahl moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 10:41 am.

25.277 MOTION CARRIED

Councillor Kozak left the meeting at 11:42 am.

Councillor Kozak returned to the meeting at 11:44 am.

Councillor Berry moved that Council revert to normal seating 11:50 am.

25.278 MOTION CARRIED

16.1 INTER-ORGANIZATIONAL AGREEMENT *FOIP S.23*

Councillor Millante moved that Council accept this report as information.

25.279 MOTION CARRIED

16.2 PERSONNEL *FOIP S.19*

Councillor Sandahl moved that Council accept this as information.

25.280 **MOTION CARRIED**

17.0 **ADJOURNMENT**

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 11:51 am.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

DRAFT - NOT APPROVED

Cheque Listing For Council

2025-Jun-19
5:46:15PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20250671	2025-06-05	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575024	INV#25-1059165 GAS/POWER	40,962.90	40,962.90
20250672	2025-06-05	AMSC INSURANCE SERVICES	47245	JUNE/25 BENEFITS INV #1978-2025-	25,017.29	25,017.29
20250673	2025-06-05	BON ACCORD/GIBBONS FOOD BANK	26	NEIGHBOUR DAY GRANT	250.00	250.00
20250674	2025-06-05	COUTTS, CAROL	1	SUCKERS FOR SUMMER PROGRAM	16.15	616.15
			2	MAY 4 - 17 2025 GFRC CLEANING	375.00	
			3	MAY 18 - 31 2025 GFRC CLEANING	225.00	
20250675	2025-06-05	EVANS , JEANNE	9	YOUTH CENTER - GROCERIES & MIL	315.65	315.65
20250676	2025-06-05	JEFFREY, MONIQUE	89	FLOAT FOR MUSEUM	200.00	200.00
20250677	2025-06-05	PARKWORKS SOLUTIONS CORP	14200	MEMORIAL PARK - DEPOSIT TABLES	46,006.57	46,006.57
20250678	2025-06-05	REDLICK, BRIAN	48	MAY 2025 SENIORS BUS DRIVER	320.00	410.00
			50	SENIORS BUS - DRIVERS MEDICAL	90.00	
20250679	2025-06-05	SCHMIDT, LAURA	331	EMERG PREPARE EVENT GROCERII	496.27	496.27
20250680	2025-06-05	SHAW CABLESYSTEMS/SCS	298309	APR & MAY 2025 ADVANTAGE	3,177.29	6,359.61
			2989308	APRIL & MAY 2025 ADVANTAGE	3,182.32	
20250681	2025-06-05	STURGEON RIVER HISTORICAL SOCIETY	38559	NEIGHBOUR DAY GRANT	250.00	250.00
20250682	2025-06-05	TELUS MOBILITY/SCS	24232449	MAY 31 TABLETS	43.17	565.11
			24232450	MAY 11 - CELL PHONES / IPADS	521.94	
20250683	2025-06-05	BERRY, LISA	30201492	MAY 2025 MILEAGE	289.80	289.80
20250684	2025-06-05	CONFIDENT CONSULTING FIRST AID TRAINING	1415545	HOME ALONE COURSE INSTRUCTOI	975.00	975.00
20250685	2025-06-05	DOLLYWOOD FOUNDATION OF CANADA	0725620	PROGRAM EXPENSES - DPIL	502.69	502.69
20250686	2025-06-05		5769	NEIGHBOUR DAY GRANT	250.00	250.00
20250687	2025-06-05	GIBBONS COMMUNITY GARDEN SOCIETY	54015	NEIGHBOUR DAY GRANT	250.00	250.00
20250688	2025-06-05	JARISCH, JASMIN	1114	SENIORS BUS - DRIVERS ABSTRAC	135.00	135.00
20250689	2025-06-05	RODYCH, KAREN	18796	YOGA INSTRUCTOR	300.00	300.00
20250690	2025-06-05	ZOO 2 U LTD.	131783	PD DAY - ZOO TO U PROGRAM EXPE	262.50	262.50
20250691	2025-06-10	RECEIVER GENERAL/SCS	1587	RP0001- MAY 18-31 DEDUCTIONS	24,948.02	31,021.36
			1588	RP0002 - MAY 18-31 DEDUCTIONS	6,073.34	
20250692	2025-06-10	RECEIVER GENERAL/SCS	1590	RP0002 - MAY FIRE DEDUCTIONS	7,908.25	7,908.25
20250693	2025-06-11	ALTALIS LTD	67663	ANNUAL SUBSCRIPTION RENEWAL	170.10	170.10
20250694	2025-06-11	DEERLAND FARM EQUIP.(1985) LTD	P63448	SNAP RING	58.70	58.70
20250695	2025-06-11	GFL ENVIRONMENTAL INC	388103	MAY 2025 GARBAGE CONTRACT	26,854.72	26,854.72
20250696	2025-06-11	RBC COMMERCIAL AVION VISA/SCS	V334_55599	LOWE/APPLE SUBSCRIPTION/FIRE I	91.22	1,387.64
			V450_1269	PINAULT - AB MUN CAUCUS, OFFICE	1,296.42	
20250697	2025-06-11	RBC COMMERCIAL VISA/SCS	V205_354	CHARTRAND/AIR COMPRESSOR FIS	1,257.74	11,799.89
			V369_333	SCHMIDT/SALC OFFICE SUPPL/DRIV	899.89	
			V569_161	PETERS-PIONEERS DAY, MENTAL HI	3,989.15	
			V619_132	POWLESLAND-ARENA&CUR SUPPL/	1,201.76	
			V629_165	KOBZA-RESALE WATER, 2 TVS FOR	819.54	
			V656_33	PATTISON/GFOA/LGAA/CPC SCP FRI	386.93	
			V660_69	EDMONDS-PROGRAM SUPPL/OFFIC	2,039.24	
			V676_90	JEFFREY-ADOBE SUBSC, AMTPA ME	1,039.00	
			V699_45	KOZAK/SUBSISTENCE	45.89	
			V991_15	YUSHCHYSHYN/AB MUNI SUMMER C	120.75	
20250698	2025-06-11	SHAW CABLESYSTEMS/SCS	298310	1356 - PHONE / INTERNET CHARGE\$	173.25	1,983.30
			298311	0506 - PHONE / WIFI / FAX	223.55	
			298312	1271 - INTERNET	173.25	
			298313	5858 - INTERNET	173.25	
			298314	3724 - GCC PHONES/ INTERNET / WI	173.25	

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20250698	2025-06-11	SHAW CABLESYSTEMS/SCS	298315 298316 298317 298318 298319	1365 - INTERNET / PHONE / WIFI 4945- GCC INTERNET/WIFI 3275 - SECONDARY WIFI CONNECTI 3662 GFRC INTERNET 5751-FITNESS PHONE/ TV/ WIFI	186.85 173.25 173.25 173.25 360.15	1,983.30
20250699	2025-06-11	LAPP C/O ASP	139	MAY 18 - 31 2025 CONTRIBUTIONS	12,584.29	12,584.29
20250700	2025-06-11	564045 ALBERTA LTD O/A RICHARDS	8075	REPAIRS TO SENIORS BUS	4,138.99	4,138.99
20250701	2025-06-11	ACCU-FLO METER SERVICE LTD	118937	1" METER & 8 5/8 METERS	1,014.30	1,014.30
20250702	2025-06-11	AIR LIQUIDE CANADA	78884479	3 SMALL CYLINDER RENTALS	48.83	48.83
20250703	2025-06-11	AMILIA ENTERPRISES INC.	1577663	MAY 2025 CHARGES	941.90	941.90
20250704	2025-06-11	BROWNLEE LLP	585782 586979	AUDITORS LETTERS CONFIDENTIAL HR MATTER	367.50 1,093.31	1,460.81
20250705	2025-06-11	CANADIAN NATIONAL RAILWAY COMPANY	91793455	JUNE RR XING MAINTENANCE	365.50	365.50
20250706	2025-06-11	CANOE PROCUREMENT GROUP OF CANADA	AB404768 AB438638	BRANDT TRUCK & TRAILER - SANDE INSPECTION & REPAIRS TO BACKHC	2,869.52 14,790.67	17,660.19
20250707	2025-06-11	CATALIS TECHNOLOGIES CANADA LTD.	INV308352140	ANIMAL LICENSE INCREASE OF 200	420.00	420.00
20250708	2025-06-11	CRYSTAL CLEAN WATER DELIVERY	W252386	WATER FOR SHOP	16.00	16.00
20250709	2025-06-11	DRINKILL, GRAHAM	130	MAY 14 & JUNE 3 2025 SENIORS BU	290.00	290.00
20250710	2025-06-11	DRIVEN REPAIR & MAINTENANCE LTD	I19073	2 HYDRAULIC HOSES	403.20	403.20
20250711	2025-06-11	GREGG DISTRIBUTORS CO. LTD.	000-331806	SINGLE QUICKVIEW DISPENSER	273.84	273.84
20250712	2025-06-11	GUARDIAN CHEMICALS INC	INV111901	FREECHLOR 2	1,142.40	1,142.40
20250713	2025-06-11	HEATHERINGTON, KIM	5	SALC TRAINING/PROGRAM SUPPL/A	2,038.66	2,038.66
20250714	2025-06-11	MORINVILLE NAPA	033-203017 033-203597	OIL/BACKPACK TUNEUPS & CHAIN S BATTERIES FOR STREET SWEEPER	234.80 416.91	651.71
20250715	2025-06-11	MUNICIPAL PLANNING SERVICES (2009) LTD.	20-R-244	SUBDIVISION PLAN ENDORSEMENT	420.00	420.00
20250716	2025-06-11	NORTHERN LIGHTS LIBRARY SYSTEM	11449 11458	FREE COMIC BOOK DAY THERMAL RECEIPT PAPER	66.94 12.50	79.44
20250717	2025-06-11	PARKLAND CORPORATION	59435747	MAY FUEL PURCHASES	3,410.96	3,410.96
20250718	2025-06-11	PITNEYWORKS	06082025	POSTAGE FOR MAIL MACHINE	3,150.00	3,150.00
20250719	2025-06-11	PUROLATOR COURIER LTD.	555164009 580153274	COURIER TO LAPP & DRUMHELLER COURIER TO LAPP	87.56 38.39	125.95
20250720	2025-06-11	SIGN GURU EDMONTON NORTH INC.	1337	MAY 25 - JUNE 24 2025 (3) SIGN REN	472.50	472.50
20250721	2025-06-11	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696020	JUNE RENTAL OF WESTERN STAR V	12,075.00	12,075.00
20250722	2025-06-11	TRINUS TECHNOLOGIES INC.	10814	JUNE 2025 IT SUPPORT BILLING	11,761.08	11,761.08
20250723	2025-06-11	TRIPLE K STABLES	2025/05	MAY 2025 VACUUM TRUCK SERVICE	1,408.00	1,408.00
20250724	2025-06-11	CNN SPURS MINOR HOCKEY ASSOCIATION	2243505067	ANNUAL TEAM DEPOSIT RETURN 24	500.00	500.00
20250725	2025-06-11	CONFIDENT CONSULTING FIRST AID	037	STANDARD FIRST AID TRAINING	1,732.50	1,732.50
20250726	2025-06-11	CRYSTAL GLASS CANADA LTD.	2243505066	SENIORS BUS WINDSHIELD	232.01	232.01
20250727	2025-06-11	GOVERNMENT OF ALBERTA	1800028323	PROVINCIAL POLICE COSTS	166,419.00	166,419.00
20250728	2025-06-11	LANE BUILT	288	WATERPROOFING BACK OF GFRC T	730.28	730.28
20250729	2025-06-11	LEDOR HIGHWAYS LTD.	762708	INSTALL ENGINE RETARDER BRAKE	1,238.40	1,238.40
20250730	2025-06-11	SPORTFACTOR	0277885	SQUARE COLUMN PAD	813.75	813.75
20250731	2025-06-11	WARNER, JAMES	111331	PROTEIN BARS/GATORADE/TOOLRC	324.56	324.56
20250732	2025-06-13	MEMJ CONSULTING LTD.	2021109	JUNE 2 - 12 2025 CONTRACT	6,207.94	6,207.94



TOWN OF GIBBONS

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2025-Jun-19
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2479	2025-06-06	OSBORNE, CINDY				
2480	2025-06-06	LOWE, ERIC D				
2481	2025-06-06	CHARTRAND, DENISE M				
2482	2025-06-06	STEVENTON, CHRISTINE A				
2483	2025-06-06	SCHMIDT, LAURA L				
2484	2025-06-06	HERBOLD, MICHAEL W				
2485	2025-06-06	PARISIAN, NOELLE J				
2486	2025-06-06	PINAULT, CHRISTINA J				
2487	2025-06-06	ADAMS, JIM W				
2488	2025-06-06	TERLECKI, QUENTIN G				
2489	2025-06-06	STEVENTON, KENDRA N				
2490	2025-06-06	BRADLEY, HAILEY				
2491	2025-06-06	NORRIS, ANTHONY J				
2492	2025-06-06	PETERS, STEPHANIE G				
2493	2025-06-06	PATTISON, TERRA L				
2494	2025-06-06	POWLESLAND, JOEL F				
2495	2025-06-06	LOCHRIE, JAMES D				
2496	2025-06-06	FERGUSON, KYLIE				
2497	2025-06-06	PARSONS, CURTIS				
2498	2025-06-06	GINGELL, SUSAN				
2499	2025-06-06	ANTONIUK, LUKAS				
2500	2025-06-06	MOLNAR, BRAM				
2501	2025-06-06	DURAND, BRETT M				
2502	2025-06-06	CHISHOLM, MACKENZIE				
2503	2025-06-06	CORRY, TYLER				
2504	2025-06-06	FAHLMAN, KATARINA				
2505	2025-06-06	EVANS, JEANNE M				
2506	2025-06-06	OPRYSHKO, MITCHEL G				
2507	2025-06-06	LOCKEN, JODY L				
2508	2025-06-06	KUGLER, SARA E				
2509	2025-06-06	RICHARDSON, ELIZABETH D				
2510	2025-06-06	PINAULT, EVAN J				
2511	2025-06-06	GIBBONS, DENISE A				
2512	2025-06-06	KOBZA, JENNIFER L				
2513	2025-06-06	KOBZA, BROOKELYNN L				
2514	2025-06-06	EDMONDS, RYAN A				
2515	2025-06-06	BOETTGER, VALERIE				
2516	2025-06-06	CONLEY, MICHELLE				
2517	2025-06-06	MULLINS, SHEA				
2518	2025-06-06	ANTONIUK, LILY				



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2025-Jun-19
5:46:15PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2519	2025-06-06	HOFSTEDE, JULIANNE G				
2520	2025-06-06	HEATHERINGTON, ELI B				
2521	2025-06-06	HEDSTROM, REESE				
2522	2025-06-06	COUTTS, CAROL				
2523	2025-06-06	DRAKE, LESLIE				
2524	2025-06-06	HEATHERINGTON, KIM				
2525	2025-06-06	BERRY, LISA				
2526	2025-06-06	NEITHERCUT, AYA				
2527	2025-06-06	CARSON, GRACE				
2528	2025-06-06	LEMOINE, OLIVIA				
2529	2025-06-06	LOVE, SADIE				
2530	2025-06-06	CORRY, MITCHELL				
2531	2025-06-06	HOFSTEDE, LYNNEA				
2532	2025-06-06	BRAKE, REEGAN				
2533	2025-06-06	KELLAR, HANNAH				
2534	2025-06-10	LOWE, ERIC D				
2535	2025-06-10	WELLS, DYLAN R				
2536	2025-06-10	DOUGLAS, NATHAN T				
2537	2025-06-10	MACSWEEN, DAVID				
2538	2025-06-10	PINAULT, CAMERON				
2539	2025-06-10	BENSON, WILLIAM R				
2540	2025-06-10	BARRETT, JASON				
2541	2025-06-10	MYERS, KRISTOPHER				
2542	2025-06-10	GENEAU, JAMIE				
2543	2025-06-10	POLLARD, SCOTT T				
2544	2025-06-10	POLLARD, SIERRA				
2545	2025-06-10	FUNSTON, LAYNE				
2546	2025-06-10	WARNER, JAMES				
2547	2025-06-10	SCHEEPERS, JUSTIN				
2548	2025-06-10	PUCKETT, DUSTYN				
2549	2025-06-10	GLOVER, TYLER				
2550	2025-06-10	TOWLE, KRISTEN				
2551	2025-06-10	STEVENTON, KENDRA				
2552	2025-06-10	CHESTER, KENNEDY				
2553	2025-06-10	DUCHARME, JACOB				
2554	2025-06-10	WIGSTON, ANDRE				
2555	2025-06-10	RICE, ABIGAIL				
2556	2025-06-11	TOWLE, KRISTEN				



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Cheque Listing For Council

2025-Jun-19
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Total 556,354.05

*** End of Report ***



GIBBONS MUNICIPAL LIBRARY

RURAL MENTAL HEALTH GRANT UPDATE

JUNE 25, 2025



PRESENTED BY: CHANTAL FIRMANIUK & MELISSA MASSE, LIBRARY BOARD MEMBERS

PURPOSE OF TODAY'S PRESENTATION

- Provide an overview of the Gibbons Municipal Library's Involvement in the Rural Mental Health program
- Provide an update on grants received to date
- Highlight key outcomes and community impact
- Share success stories and next steps



LIBRARY AS A COMMUNITY HUB

- Almost 9000 in-person visits to the Library in 2024
- Consistent weekly visits from youth and families
- Outreach services to Senior's Lodge
- Supports wellbeing, education, literacy, employment, and more
- Strong partnerships with local organizations and community groups
- Supported by 23 volunteers who provided over 600 hours



Gibbons
joined the
network in
2024

JOINING THE RURAL MENTAL HEALTH PROJECT

Funded by
Canadian
Mental
Health
Association
– Alberta
Division

Focus on local
leadership,
grassroots
programming,
and capacity
building

Aims to
support rural
communities
in improving
mental health
and wellness

WHY THIS IS IMPORTANT IN GIBBONS

Residents are telling us that:
There are many community
assets in Gibbons;
However, there are also minimal
opportunities for social
connections and building a
sense of community



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RMH GRANTS SECURED TO DATE

Year	Amount Secured	Project Name	Status
2024	\$7,950	Gibbons: Stronger Together	Completed
2025	\$21,000	Gibbons: Rooted in Connections	Ongoing



**Enhanced
Community Space:**

Improvements to
create a more
welcoming,
multi-purpose
environment in the
library for connection
and programming

*HIGHLIGHTS &
ACHIEVEMENTS
FROM RMH GRANTS*

**Mental Health
Week Initiatives:**

Community-wide
events to raise
awareness and
reduce stigma
across age groups
with accessible,
inclusive activities

**Special Events
& Activities:**

One-time and seasonal
events designed to
create new
opportunities for
residents to meet and
build relationships,
while fostering a sense
of community.

**Expanded
Programming:**

Programs
fostering social
connection,
wellness, and
skill-building
for all ages.

Date.

Page.

SUCCESS STORIES



"Personally I leave the Snack and Play program each week feeling happy, connected with others and with a deeper, rejuvenated connection to my sense of purpose as a parent."

— Rebecca, resident



NEXT STEPS

Continue Program Delivery

- Ongoing Rooted in Connections programming
- Consistent, accessible opportunities for all residents

Plan for Sustainability

- Future grant applications & new funding streams
- Strengthen partnerships & resources
- Ongoing collaboration with Rural Mental Health Project

Collaborate with Council

- Regular updates to Council
- Explore Town support (advocacy, in-kind contributions, promotion)

THANK YOU



DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MITCHEL OPRYSHKO, FINANCE OFFICER
REPORT TOPIC: TAX NOTICE INCONSISTENCIES

Introduction

The purpose of this report is to provide Council with information regarding the tax notice monthly payment inaccuracy printed on certain Tax Notices.

Background

The 2025 Property Tax Notices were mailed out to residents the week of May 19th, shortly after the Town was contacted and informed that the tax installment amount beginning July 1, 2025, appeared inaccurate. The Town investigated and identified that the information received about the tax repayment error was correct.

Through inspection of the Tax System within Catalis ERP it was identified that monthly tax payments received on March 1st were not posted through the financial ledger of the accounting system. The tax amounts were received and the receipt information prepared, however the payment did not have the final posting completed at the time the tax notices were sent out. As a result, approximately 200 residents who remitted a tax installment on March 1st did not have this payment included in the automated 2025, tax notice calculation for monthly installment payment plans.

The Catalis ERP system does not have a function built into the software that allows for re-printing of Tax Notices. As an alternative the Town prepared tax notification letters outlining the incorrect tax installment value and recalculated the correct tax installment amount beginning July 1, 2025. These letters were sent within the May 19th week. Residents affected have had the correct information input in the Tax System module, those on the tax installment payment plan will have the correct amount withdrawn on July 1, 2025.

Options Available

The options for consideration by Council include the following:

1. That Council receives the Tax Notice report as information.

Recommendation for Action

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

1. That Council receives the Tax Notice report as information.

Submitted by:



Mitchel Opryshko
Finance Officer

Approved by:



Eric Lowe
Interim CAO

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: CURTIS PARSONS, OPERATIONS MANAGER, PUBLIC WORKS
REPORT TOPIC: VAC TRUCK – WARRANTY UPDATE

Introduction

The purpose of this report is to update Council on the Vac Truck Warranty as requested at the Regular Meeting of Council on April 9, 2025.

Background

The following parts are still under warranty on the Vac Truck:

Expiring November 1, 2025

Engine Warranty
Front Axel
Rear Axel
Transfer Case
Transmission

Expiring November 1, 2028

Cab Corrosion and Perforation
Cab Structure
Cross Members
Framing Rails

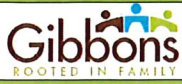
Options Available

The options for consideration by Council include the following:

1. That Council accept the Vac Truck Warranty Update Report as information

Recommendation for Action

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



TOWN OF GIBBONS

REQUEST FOR DECISION

1. That Council accept the Vac Truck Warranty Update Report as information

Submitted by:

Curtis Parsons

Operations Manager, Public Works

Approved by:

Eric Lowe

Interim CAO

DATE SUBMITTED: JUNE 19, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MITCHEL OPRYSHKO, FINANCE OFFICER
REPORT TOPIC: HYDROVAC TRUCK – BORROWING BYLAW UPDATE

Introduction

The purpose of this report is to provide Council with information regarding the Hydrovac Truck and an update on the related Bylaw ALT 2-25 Short Term Borrowing Bylaw – Hydrovac Truck.

Background

At the Regular Meeting of Council held on March 12, 2025, Council approved Bylaw Alt 2-25 Short-Term Borrowing Bylaw authorizing Administration to finance the purchase of the Hydrovac Truck. The debenture borrowing approved was for \$303,320, which is calculated by the estimated total cost of the project of \$387,500 less the rental credits earned in the amount of \$84,180.

Administration worked with the approved financial institution in obtaining this financing and reviewed the debt limit under the *Municipal Government Act, Section 252* to ensure adequate borrowing space was available. Since that time the Audited Financial Statements were finalized and presented to Council on April 23, 2025. The Audited Financial Statements contained disclosure on the Debt Limit of the Town as of December 31, 2024, and identified that the Total Debt Limit Remaining was \$519,420. When factoring the financial activities of the 2025 fiscal year, the Town identified that there was not adequate space for additional borrowings.

Due to this updated calculation the Town cannot proceed with additional borrowings without contravening the *Municipal Government Act, Section 252* at this time.

Options Available

The options for consideration by Council include the following:

1. That Council accept this report as information.

Recommendation for Action

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

1. That Council accept this report as information.

Submitted by:



Mitchel Opryshko
Finance Officer

Approved by:



Eric Lowe
Interim CAO

DATE SUBMITTED: JUNE 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: RESIDENTIAL PETITION

Introduction

The purpose of this report is to advise Council on the status of a residential petition received on May 29, 2025.

Supplemental Information

On May 29, 2025, a petition requesting a Town Hall meeting was submitted to the Interim CAO.

With regards to petitions, the *Municipal Government Act* (MGA) states:

- **S. 223(1)** - *A petition must be signed by the required number of petitioners.*
- **S. 222** - *Unless otherwise provided in this or any other enactment, only electors of a municipality are eligible to be petitioners.*
- **S. 223(2)(a)** - *If requirements for the minimum number of petitioners are not set out under other provisions of this or any other enactment, then to be sufficient, the petition must be signed, in the case of a municipality other than a summer village by electors of the municipality equal in number to at least 10% of the population.*
- **S. 225(1)** - *A petition must be filed with the chief administrative officer and the chief administrative officer is responsible for determining if the petition is sufficient.*
- **S. 226(1)** - *Within 45 days after the date on which a petition is filed, the chief administrative officer must make a declaration to the council or the Minister on whether the petition is sufficient or insufficient.*
- **S. 226(2)** - *If a petition is not sufficient, the council or the Minister is not required to take any notice of it.*

According to the Alberta Regional Dashboard, as of 2024, the population of Gibbons is 3,290, 10% of which would be 329.

Background

The petition was reviewed by Eric Lowe, Interim CAO and Chris Pinault, Executive Assistant/Legislative Services only and in accordance with the *Municipal Government Act* and with advice from Brownlee LLP.

When determining the sufficiency of a petition, Section 225(3) of the MGA states:

S. 225(3) – *In counting the number of petitioners on a petition there must be excluded the name of a person*

- (a) *whose signature is not witnessed,*
- (a.1) *whose signature is witnessed but for which no affidavit is attached to the petition,*
- (b) *whose signature appears on a page of the petition that does not have same purpose statement that is contained on all the other pages of the petition,*
- (c) *whose printed name is not included or is incorrect,*
- (d) *whose street address or legal description of land is not included or is incorrect,*
- (e) *if the date when the person signed the petition is not stated,*
- (f) *when a petition is restricted to certain persons,*
 - (i) *who is not one of those persons, or*
 - (ii) *whose qualification as one of those persons is not, or is incorrectly, described or set out*


Or

- (g) *who signed the petition more than 60 days before the date on which the petition was filed with the chief administrative officer, unless a bylaw under section 226.1(1)(e) provides otherwise.*

A count of the number of petitioners received was conducted before reviewing for sufficiency was counted by each person for accuracy and was determined to be a total 332 petitioners.

Upon review of the petitioners in accordance with the MGA and with advice from Brownlee LLP, the following were removed from the total petitioners for the reasons stated below:

Printing is illegible and unable to determine who signed petition	1
No Street Address or legal description of land (PO Box Only or invalid address)	20
No printed last name	1
Date incorrectly stated (year incorrect or missing, Witness date is before petitioner signed)	16

	TOWN OF GIBBONS	REQUEST FOR DECISION
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Petitioners did not date when petition was signed (only witness signature is dated)	30
Address is incorrectly stated	2
Total number of petitioners to be excluded	70
Total number of petitioners received	332
Grand Total of sufficient petitioners (Total number received – excluded)	262
Total number required for sufficiency (10% of pop. Of 3290)	329

Based on the requirements as defined in the Municipal Government Act, this petition is insufficient.

Options Available

The options for consideration by Council include the following:

1. That Council accept the Residential Petition report as information.

Recommendation for Action

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

1. That Council accept the Residential Petition report as information.

Submitted by:



Eric Lowe
Interim CAO

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: MUNICIPAL OFFICE

Introduction

The purpose of this report is to respectfully request that Council give consideration to setting the Municipal Office.

Background

The preliminary information gathering meeting held with Municipal Affairs indicated that there were some motions of Council that could not be determined if they had ever been done or had simply been missed previously. To ensure that the Town is in compliance with Legislative requirements, Council, by motion, needs to set the Municipal Office as set out in the *Municipal Government Act* under Section 204:

204 A Council must name a place as its municipal office.

Therefore, a motion from Council is required to designate the Municipal Office.

Going forward, this item will be on the Organizational Meeting Agenda yearly to ensure the information is always forefront and current.

Options Available

The options for consideration by Council include the following:

1. That Council designate the Municipal Office be located at 4807-50 Avenue, Gibbons, AB
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 designate the Municipal Office be located at 4807 – 50 Avenue, Gibbons, AB.

Submitted by:



Eric Lowe
Interim CAO



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: 2025 TAX SALE PUBLIC AUCTION REPORT

Introduction

This purpose of this report is to inform Council on the status of the Tax Sale Public Auction that took place on June 20th, 2025, at 10:00 am.

Background

The Town of Gibbons auctioned two properties at the June 20, 2025, Public Auction.

Certificate of Title	Legal Land Description	Assessed Value
212140772	Lot 5, Block 10, Plan 6091NY	\$222,720.00
212140762	Lot 5, Block 30, Plan 7922517	\$229,690.00

The third property that was previously listed was removed from the public auction as a tax agreement was entered into with the owner.

No bids were received on either property, therefore as per the tax forfeiture regulations: *A municipality may become the owner if a parcel immediately after the public auction if the parcel is not sold at the auction.*

In this case as both properties are residences with renters residing in them. Administration has contacted a lawyer to assist with the proper way of addressing this matter and the residential properties have been added to the Town's insurance.

As information is received from the Town's solicitors Administration will keep Council informed of the developments.

Options Available

1. That the Council receives this report as information.

Recommendation for Action

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

1. That Council receives the 2025 Tax Sale Public Auction report as information.

Prepared by:

Monique Jeffrey
Director of Corporate Services

Approved By:

Eric Lowe
Interim CAO

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: POLICY PP 2-25 ZERO TOLERANCE OF PUBLIC ABUSE TOWARD MUNICIPAL EMPLOYEES

Introduction

The purpose of this report is to respectfully request that Council give consideration to Policy PP 2-25, Zero Tolerance of Public Abuse Toward Municipal Employees.

Background

At the May 28, 2025, Regular Meeting of Council, Administration advised Council of the threatening emails that had been received and that the RCMP had been advised. Administration also took the time to discuss this situation with our Municipal lawyers. Both the RCMP and Brownlee LLP advised that the Town of Gibbons adopt a policy surrounding Zero Tolerance of Abuse. The policy is attached for Council's review.

Options Available

The options for consideration by Council include the following:

1. That Council approve Policy PP 2-25 Zero Tolerance of Abuse Toward Municipal Employees as presented.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action


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

1. That Council approve Policy PP 2-25 Zero Tolerance of Abuse Toward Municipal Employees as presented.

Submitted by:



Eric Lowe
Interim CAO

	TOWN OF GIBBONS Policy	ZERO TOLERANCE OF PUBLIC ABUSE TOWARD MUNICIPAL EMPLOYEES	
POLICY TYPE Administrative	DATE APPROVED	RESOLUTION	POLICY # PP 2-25

STATEMENT

The Town of Gibbons is committed to ensuring the safety and respect of its employees, volunteers, and contractors in their interactions with the public. This policy affirms a zero-tolerance stance on any form of abuse directed by the public at municipal representatives. It complements, but is separate from, the Town's Workplace Harassment Policy and Procedure (Policy #PP 1-25), which governs internal conduct.

PURPOSE

To provide a clear and consistent approach to protecting Town of Gibbons personnel from public abuse in the course of their duties.

SCOPE

This policy applies to all members of the public interacting with Town staff, volunteers, and contractors—whether in person, by phone, electronically, or through social media.


GUIDING PRINCIPLES

1. DEFINITIONS

- 1.1 **"Abuse"** means threatening, harassing, intimidating, degrading, or violent behavior toward municipal personnel (e.g., yelling, threats, personal insults)
- 1.2 **"Public"** means any individual not employed by the Town of Gibbons but engaging with its representatives.
- 1.3 **"Staff"** means employees, contractors, volunteers, and any individuals acting under the direction or authority of the Town including temporary or casual personnel.

2. PUBLIC CONDUCT EXPECTATIONS

- 2.1 Abuse by members of the public will not be tolerated. Staff are entitled to disengage from abusive encounters. This may include ending the interaction, asking the individual to leave the premises, or contacting enforcement authorities as appropriate.
- 2.2 In all responses to abuse, staff will take reasonable care to protect the privacy of the reporting party in accordance with applicable legislation and Town policy.

			
TOWN OF GIBBONS Policy		ZERO TOLERANCE OF PUBLIC ABUSE TOWARD MUNICIPAL EMPLOYEES	
POLICY TYPE Administrative	DATE APPROVED	RESOLUTION	POLICY # PP 2-25

3. RESPONSIBILITIES

- 3.1 Employees must report incidents of abuse
- 3.2 Supervisors must document and respond to incidents of abuse
- 3.3 CAO/Designate: Must determine appropriate response measures to protect staff and prevent further instances of abuse (e.g. service restrictions, legal action)

4. INCIDENT REPORTING

- 4.1 All instances of abuse must be promptly documented using the Public Harassment/Abuse Incident Report Form (available on the shared drive or by request from any member of the JHSC) and submitted to the immediate supervisor and a member of the Joint Health and Safety Committee.
- 4.2 Serious or violent incidents should be reported to 911.


5. CONSEQUENCES FOR ABUSIVE CONDUCT

- 5.1 The Town will impose consequences for abuse according to severity as determined by the CAO. Potential consequences include, but are not limited to:
 - 5.1.1 Issuance of a warning
 - 5.1.2 Restricting access to services
 - 5.1.3 Reporting incidents to law enforcement
 - 5.1.4 Legal action

6. DOCUMENTATION AND RECORD RETENTION

- 6.1 Reports of abuse or harassment will be retained securely in accordance with Alberta's privacy legislation, with a record of actions taken and the individuals involved.

7. TRAINING AND AWARENESS

		TOWN OF GIBBONS Policy	ZERO TOLERANCE OF PUBLIC ABUSE TOWARD MUNICIPAL EMPLOYEES
POLICY TYPE Administrative	DATE APPROVED	RESOLUTION	POLICY # PP 2-25

- 7.1 All Town employees will receive training in managing abusive interactions during orientation.
- 7.2 Refresher training will be provided as needed.
- 7.3 If required, public education materials (e.g. signs, notices) may be developed to raise awareness.

8. POLICY REVIEW

- 8.1 This policy will be reviewed at the earliest of the following: every three years, after five reported incidents, upon regulatory changes, or following recommendations from a committee.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: BYLAW MOG 1-25 PUBLIC HEARINGS BY ELECTRONIC MEANS

Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw MOG 1-25 Public Hearings by Electronic Means bylaw.

Background

With recent changes to the *Municipal Government Act*, municipalities are mandated to have a bylaw that provides a way for the public to be able to attend Public Hearings electronically under section 199(2.1).

Options Available

The options for consideration by Council include the following:

1. That Council give 1st, 2nd, and 3rd Reading of Bylaw MOG 1-25 Public Hearings by Electronic Means
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 1st, 2nd, and 3rd Reading to Bylaw MOG 1-25 Public Hearings by Electronic Means

Submitted by:



Eric Lowe
Interim CAO



TOWN OF GIBBONS

Council Code of Conduct

Bylaw MOG 1-25

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO ESTABLISH A PROCEDURE AND CONDUCT OF PUBLIC HEARINGS

WHEREAS under provisions of the Municipal Government Act, being chapter M-26, Section 216.4 (3) of the Revised Statutes of Alberta 2000 or thereof amended, authorizes a municipality to establish, by bylaw, procedures for Public Hearings.

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 "Public Hearings by Electronic Means"

2. ***DEFINITIONS***

- 2.1 **"CAO"** shall mean the Chief Administrative Officer
- 2.2 **"Electronic Means"** means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.
- 2.3 **"MGA"** shall mean the *Municipal Government Act*, RSA 2000 Chapter M-26, as amended or replaced from time to time.

Document History

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

3. PUBLIC HEARINGS

- 3.1 Public Hearings shall be held during Regular Meetings of Council in Council Chambers or at a Special Meeting of Council in accordance with the MGA.
- 3.2 Public Hearings shall be included on the Agenda of the regularly scheduled Council Meetings as required by the MGA or when Council directs that a matter be considered through a public hearing.
- 3.3 Advertising of the Public Hearing shall be the responsibility of the CAO or his designate and shall be in accordance with the Town's Public Notification bylaw.
- 3.4 The agenda of the Public Hearing shall be posted on the Town's website as part of the Council Meeting agenda package if so scheduled or posted separately in the case of a Public Hearing being scheduled outside of a regularly scheduled Council Meeting.

4. PUBLIC HEARING PARTICIPATION BY ELECTRONIC MEANS

- 4.1 Public Hearing presentations can be made electronically through Microsoft Teams or Zoom. Instructions for how to attend and participate in a public hearing either in person or electronically will be provided in the notice of the public hearing.
- 4.2 People who wish to present electronically at a public hearing, whether on their own behalf or on behalf of a group, must register to speak prior to the advertised submission deadline by contacting the Executive Assistant at the Town of Gibbons. Individuals will be required to provide their contact information in the event that they are disconnected from the Public Hearing. The Town will make every reasonable attempt to reconnect with any pre-registered speaker in the event they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
- 4.3 During the Public Hearing process all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- 4.4 When electronically presenting at a public hearing, presenters must:
 - 4.4.1 identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.

Document History

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

- 4.4.2 keep their cameras and microphones deactivated before and after their presentation; and
- 4.4.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- 4.5 Members of Council shall be identified by their name plate at their designated spot at the Council table.
- 4.6 The CAO is authorized to deactivate cameras and microphones during public hearings to avoid disruptions to the proceedings
- 4.7 The Chair has the authority to end a presenter's electronic participation in a public hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

5. SEVERABILITY

- 5.1 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.

6. ENACTMENT

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

Read a first time this _____ of _____, 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Read a second time this _____ of _____, 2025.

Document History

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

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

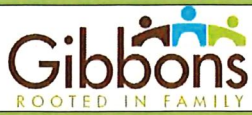
Read a third and final time this _____ of _____, 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

DRAFT

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



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JUNE 25, 2025

SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL

SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES

REPORT TOPIC: SHORT-TERM BORROWING BYLAW ALT 6-25 - OPERATING LOC

Introduction

The purpose of this report is to respectfully request that Council consider establishing a revolving line of credit of \$1,000,000 that can be utilized to offset Operating expenses by adopting the Short-Term Borrowing Bylaw ALT 6-25.

Background

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

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

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

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

As discussed at the June 11, 2025 Regular Meeting of Council, this Bylaw replaces the old Bylaw ALT 7-24.

Supplemental Information

Administration is requesting that Council give consideration to giving all 2nd and 3rd Readings to Bylaw ALT 6-25 Short-Term Borrowing Bylaw as it is being presented with no changes other than technical details (i.e. update bylaw numbers, dates, etc.)

**Options Available**

The options for consideration by the Council include the following:

1. That Council proceeds with the establishment of a Revolving Line of Credit in the amount of \$1,000,000 by giving Bylaw ALT 6-25 Short-Term Borrowing Bylaw 2nd and 3rd and final Reading.
2. That Council receives this report as information.
3. Council directing Administration as to how it would like to proceed.

Recommendation for Action

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

1. That Council proceeds with the establishment of a Revolving Line of Credit in the amount of \$1,000,000 by giving Bylaw ALT 6-25 short-Term Borrowing Bylaw 2nd and 3rd Readings.

Submitted by:

Monique Jeffrey
Director of Corporate Services

Approved by:

Eric Lowe
Interim CAO



**Town of Gibbons
Short-Term Borrowing Bylaw No. ALT 6-25**

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

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

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

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

1. This Bylaw may be cited as the **"Short-Term Borrowing Bylaw"**.
2. The municipality may borrow from Servus Credit Union, (SERVUS) up to the principal sum of One Million Dollars (\$1,000,000.00) repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Servus, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to SERVUS for the aforesaid loan to the Corporation and to arrange with SERVUS the amount, terms and conditions for the loan and security or securities to be given to SERVUS.
 - b. As security for any money borrowed from SERVUS:
 - i. To execute promissory note and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debt.
 - ii. To give or furnish to SERVUS all such securities and promises as SERVUS may require repayment of such loans and interest thereon.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from SERVUS are: annual property taxes and/or Federal and/or Provincial Grants.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

6. This bylaw shall come into force and take effect once this bylaw has received third and final reading and is duly signed.
7. This bylaw shall expire March 31, 2026.

READ a first time on this 11th day of June 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

READ a second time on this _____ day of _____ 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

READ a third and final time on this _____ day of _____ 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Council
Meeting
Procedures
Bylaw
MOG 1/16

February 10

2016

Community Governance Guidelines

Town of
Gibbons



11.4

TOWN OF GIBBONS
Bylaw MOG 1/16

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING THE MEETING PROCEDURES AND CONDUCT OF COUNCIL and COUNCIL COMMITTEES and OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS under the provisions of the Municipal Government Act, being Chapter M-26.1, of the Statutes of Alberta 2000 or thereof amended or replaced from time to time.

AND WHEREAS: a council may pass bylaws in relation to the meeting procedures and conduct of Council, council committees and other bodies established by the Council, the conduct of Council and the conduct of members of council committees and other bodies established by Council;

AND WHEREAS: to provide a standard, familiar format for council meetings and to make it clear for members of council, staff, the media and the public to understand the decision making process;

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

TITLE:

1. This Bylaw may be cited as the "Council Meeting Procedures Bylaw".

DEFINITIONS:

"Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting.

"Agenda" means the statement of the order of business to be brought before the Council.

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

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

"Councillor" means a member of Council and includes the Chief Elected Official.

"Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter.

"Deputy Mayor" means the person appointed to act as Mayor in the absence or incapacity of the Mayor.

"Inaugural meeting" means the first organizational meeting after a general municipal election.

"Mayor" means the person elected as the Chief Elected Official.

"Minutes" means the record of decisions of any meeting recorded in the English language without note or comment that has been adopted by resolution of Council.

"MGA" means the Province of Alberta Municipal Government Act and any amendments thereto.

"Municipality" means the Town of Gibbons, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

"Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

"Point of Order" means a demand by a Councillor that the Chair enforce the rules of procedure.

"Presiding Officer or Chair" shall mean the Mayor, Deputy-Mayor, or Chairperson charged with maintaining order and proceedings of a meeting either by appointment at the Annual Organizational Meeting or by resolution of Council.

"Public hearing" means a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.

"Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table.

"Quorum" means the majority of all Councillors that comprise the Council under the MGA. If there is a vacancy on Council and the Council is not required to hold a by-election under the MGA, a quorum shall consist of the majority of the remaining Councillors that comprise Council.

AMENDING PROCEDURES:

1. This Bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
 - (i) by a Bylaw unanimously passed at a regular or special meeting of Council at which all of the Council members thereof are present; or
 - (ii) by a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of Council and setting out the terms of the substantial effect of the proposed Bylaw.

GENERAL:

1. This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council.
 2. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a standing committee, such committee and its mandate shall be established by bylaw.
 3. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
 4. A motion to waive any provision of this Bylaw may be brought at any time, and if unanimously accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed and is only in order if it does not conflict with the MGA.
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5. The precedence of the rules governing the procedure of Council is:
 - i. The Province of Alberta Municipal Government Act
 - ii. Other Provincial Legislation
 - iii. Town of Gibbons Bylaw MOG 1/15 and any amendments thereto
 - iv. Most current edition of Robert's Rules of Order
6. The Mayor, unless otherwise provided for in this Bylaw, when present, shall preside as Chair over all meetings of Council,
7. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor as a result of a Resolution passed by the majority of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
8. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster or otherwise appointed by resolution of the majority of Council shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
9. As a rule, the Chair does not make any motions, but shall be able to voice what he/she sees as a useful motion and seek someone to move the motion.
10. When the Chair wishes to participate in the debate on a question or motion properly before the meeting, they shall vacate the Chair and request the Member of Council responsible to act in the absence of the Chair to assume the chair.
11. Direction to administration by Council shall be limited to Council as a whole directing the CAO only.
12. Any member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions, and who, when so requested by the presiding officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be guilty of an offense and liable on conviction to the penalties provided in the MGA, and shall be subject to removal from the Council Chambers by Peace Officers.
13. Electronic communication devices used other than for purposes outlined in this bylaw with the exception of emergency equipment, shall be silenced or placed in vibration mode during Council meetings.

DEPUTY MAYOR:

1. At the annual organizational meeting, Council shall appoint one member of Council as Deputy Mayor to act as Mayor in the absence or incapacity of the Mayor for a term that is established through resolution.
2. Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

OATH OF OFFICE:

1. A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act.
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2. At the inaugural meeting of Council, the CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act.

RESIGNATION:

1. A resignation of a Councillor must be in writing and given to the CAO; the CAO is required to report the resignation at the first council meeting after receiving the resignation.
2. The resignation is deemed effective immediately in accordance with the Province of Alberta Municipal Government Act.

MEETINGS — Organizational:

1. The annual organizational meeting shall be held on the fourth (4th) Wednesday in October of each year, with the meeting to be scheduled 30 minutes prior to the Regular Meeting of Council unless otherwise authorized by resolution of Council.
 2. The CAO shall have available for each member of Council and the public, a copy of the organizational meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the organizational meeting is scheduled.
 3. Immediately prior to the Call to Order of the annual organizational meeting, the seating arrangements of Council shall be determined. The Chair shall occupy the centre seat at the head of the Council table. The seating of Councillors shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor chairs are also numbered from 1 through 6, with the chair numbered 1 being to the immediate left of the Chair's chair and the chair numbered 2 being to the immediate right of the Chair's chair, and the number three chair immediately to the right of the number 2 chair, and so on until all chairs are numbered 1 through 6.
 4. At an organizational meeting at which all of Council is present, or at the first regular council meeting where all of Council is present, Council shall by resolution, decide to hold regularly scheduled council meetings on specific dates, times and place for the next twelve month period.
 5. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
 6. Changes by way of resolution, can be made to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not present at the meeting at which the change was made and that notice is given to the public.
 7. The order of business at the annual organizational meeting shall be stated in the agenda in the following order:
 1. Call to order.
 2. Adoption of the Organizational Meeting Agenda.
 3. Date, Time and Location of regular council meetings for the next twelve month period.
-

4. Date, Time and Location of any Standing Committee meetings for the next twelve month period.
5. Deputy Mayors Schedule for the next twelve month period.
6. Appointments of Council Members to Authorities, Boards, Commissions and Committees.
7. Adjournment.

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS — Regular:

1. As a rule, regular council meetings are held the second (2nd) Wednesday at 10:00 a.m. and the fourth (4th) Wednesday at 10:00 a.m., of each month, notwithstanding any deviations as established at the annual organizational meeting.
 2. Each Council meeting shall be no longer than three (3) hours in length from when the meeting was called to order. If additional time is desired, then a motion granting a time extension stating the specific amount of time required must be passed by two-thirds ($\frac{2}{3}$) of those present at the meeting.
 3. The CAO shall have available for each member of Council and the public, a copy of the regular meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the regular council meeting is scheduled.
 4. Agendas, reports and supplementary materials that are received too late to be included with the Agenda Package, or that are intended for "IN CAMERA" discussions will be made available as soon as reasonably possible, or will be circulated at the Council Meeting.
 5. Among the reports to each Council Meeting shall be written reports from Administration upon matters requiring the Council's decision or providing information to Council, or including any other matter that is submitted at the request of Council, or because Administration deems it to be a matter that should properly be placed before Council.
 6. Council must vote to adopt the Agenda prior to transacting other business and may:
 - (i) add new items, including reports that were to be distributed when available to the Agenda; and/or
 - (ii) delete any matter from the Agenda by majority vote.
 7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 - 1.0 ROLL CALL
 - 2.0 CALL TO ORDER
 - 3.0 ADDITIONS TO THE AGENDA
 - 4.0 ADOPTION OF THE AGENDA
 - 5.0 UNAPPROVED MINUTES
 - 6.0 ADOPTION OF THE MINUTES
 - 7.0 FINANCE
 - 8.0 APPOINTMENTS
 - 9.0 OLD BUSINESS
-

- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
- 12.0 STAFF REPORTS
- 13.0 COMMITTEE REPORTS
- 14.0 PRESS COMMENTS & QUESTIONS
- 15.0 CORRESPONDENCE
- 16.0 IN-CAMERA
- 17.0 ADJOURNMENT

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS — In-Camera:

1. Council can meet "in-camera" to discuss matters relating to land, legal or labour. Issues that are private under the Freedom of Information and Protection of Privacy may also be discussed "in-camera." Resolutions or bylaws cannot be passed while in-camera. Any decision must be made at a meeting open to the public.
2. Councillors are to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.

MEETINGS — Special Council Meeting:

1. Whenever the Mayor deems it appropriate to do so, a special council meeting can be called. At least twenty-four (24) hours' notice shall be provided in writing, to each Councillor and the public, stating the purpose of the meeting and the date, time and place at which the special meeting shall be held.
 - a) Written notice of a special council meeting called under section 194 of the Municipal Government Act, providing 24 hours' notice is attached as Schedule 'A'
 - b) Written notice to the public shall mean the written notice is posted at the front entrance to the Town of Gibbons Offices at 4807 — 50 Avenue, Gibbons Alberta or any other location identified in writing and posted on the Town of Gibbons website at www.gibbons.ca and further, that written notice is provided to the local print and radio media.
 - c) A special council meeting called under section 194 of the Municipal Government Act, waiving 24 hours' notice to all Councillors and without notice to the public can be held if at least two-thirds ($\frac{2}{3}$) of the whole Council agrees to this in writing, before the beginning of the special council meeting. Written notice of a special council meeting called under this section is attached as Schedule 'B'.
 2. If the Mayor receives a written request for a special meeting stating its purpose, from a majority of the Councillors, a special council meeting shall be held within fourteen (14) days after the date that the Mayor received the written request.
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3. No matter, other than that stated in the notice calling the special council meeting, can be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

QUORUM:

1. Should a member of Council arrive late at a meeting or depart prior to the completion of the meeting, the CAO, or as designated by the CAO, shall record the time of arrival and departure of the Councillor.
2. In the case where the Chair and Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the next Councillor scheduled to be Deputy Mayor on the roster shall assume the Chair of the council meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the CAO, or as designated by the CAO, shall record the names of the members of Council present, and the Council shall stand adjourned until the next regular or special meeting.
4. Whenever a vote on any order, resolution, or question before Council cannot be taken because of loss of a quorum, the loss of quorum resulting from:
 - a) the excusing of a Council member or Council members of Council from voting by a resolution of Council; or
 - b) the disqualification of a Council member or Council members of Council from voting;then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of Council under that particular order of business. If a quorum is lost for any reason other than the aforementioned reasons in (i) or (ii), the meeting is at an end; and
5. A quorum of Council shall be a majority of those Council members elected and serving on Council, including the Chair.

ATTENDANCE:

1. Pursuant to the MGA, Councillors are to attend and participate in council meetings and council committee meetings.

CANCELLATION OF MEETINGS:

1. Council meetings maybe cancelled:
 - a) by a majority of Council at a previous meeting; or
 - b) with written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or,
 - c) with the written or oral consent of two-thirds ($\frac{2}{3}$) of Council if twenty-four (24) hours' notice is not provided to the public.
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2. Special Meetings may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to Councillors and the public; or,
- b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written or oral consent of two-thirds ($\frac{2}{3}$) of the Councillors.

CONDUCT OF MEETINGS:

1. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.
 2. The Chair or other presiding officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling of the Chair.
 3. The Chair or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Chair or other presiding officers.
 4. A motion may be withdrawn at any time before voting, subject to there being no objection from any member of Council.
 5. The following motions are not debatable by Council:
 - Adjournment
 - Take a Recess
 - Question of Privilege
 - Point of Order
 - Limit Debate on the Matter before Council
 - Table the Matter to another Meeting
 6. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Chair or other presiding officer so directs.
 7. A motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.
 8. Motions containing a negative statement shall be avoided whenever possible.
 9. Whenever the Chair or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall appraise the member of Council immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds ($\frac{2}{3}$) majority vote of the members of Council present.
 10. After the Presiding Officer has declared the vote, and subject to a motion for reconsideration, no change of vote can be made except by the unanimous consent of the Council members who were present when the vote was put.
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11. To the extent that a matter is not dealt with in the MGA or this Bylaw, Council shall have regard to the most current edition of Robert's Rules of Order and in such cases the decision of the Chair or other presiding officer shall be final and accepted without debate.

NOTICE OF MOTION:

1. A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion. The Notice of Motion shall:
 - i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
 - ii. specify the meeting proposed to bring the matter to, for reconsideration;
 - iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter;
 - iv. a template for a Notice of Motion outlined in this section is attached as Schedule 'C'.
 2. Notwithstanding section 1 if a Notice of Motion was not provided, the requirement for Notice contained in this section may be waived on a two-thirds ($\frac{2}{3}$) majority vote and the item considered as urgent business.
 3. Notwithstanding the other provisions of this Section, no motion made or action taken shall be reconsidered unless:
 - a) it is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a two-thirds ($\frac{2}{3}$) vote prior to reconsideration.
 - c) Only a member of Council who voted with the prevailing side may move to reconsider an item. When a motion is lost on a tie vote, the prevailing side is those who voted against the motion.
 4. Prior to Council adjourning a regular council meeting, a Councillor can bring forward a notice of motion, other than a request to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting, by reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice to be included on the next regular council meeting agenda.
 5. A notice of motion given at one regular council meeting will automatically appear on the agenda of the next regular council meeting unless otherwise stated.
 6. A notice of motion cannot be made at a special council meeting.
 7. A notice of motion is not debatable until the motion has been moved by a member of Council.
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DELEGATIONS:

1. A person or, a representative of any delegation or, group of persons who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council shall address a letter or other communication outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1:00 p.m. in the afternoon at least five (5) days before the date scheduled meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the communication.
2. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their communication. Where the Chair or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Chair or other presiding officer.
3. Where the Chair or other presiding officer determines that sufficient time has been granted to a delegation to present the matter, the Chair or other presiding officer may limit the length of time granted to the delegation.
4. Delegations who have not submitted a written letter may be granted by the Chair or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Chair or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

PUBLIC HEARING:

1. Council shall hold a public hearing when the MGA or other enactment requires Council to hold a public hearing on a proposed bylaw or, resolution or, any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
 2. Council shall by resolution set a time, date and location of a public hearing.
 3. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - a. The Chair of a public hearing shall declare the public hearing open.
 - b. A background shall be given on the proposed bylaw or resolution.
 - c. Presentations shall be limited to five (5) minutes.
 - d. Persons speaking will be given an opportunity to speak only once.
 - e. Order of presentations shall be as follows:
 - i. Those in support
 - ii. Those opposed
 - iii. Those deemed affected
 - f. Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
 - g. For clarification purposes, Council may ask questions of the speakers after each presentation.
-

- h. No verbal or written submissions shall be received after the hearing has been deemed closed.
- i. The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate c, d, e, f, g as listed above.

- 4. After the close of the public hearing Council:
 - a. may pass the bylaw or resolution;
 - b. may make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;
 - c. can defeat the bylaw or resolution.

MINUTES:

- 1. That all Regular and Special Council Meetings are to be recorded by audio and may be video recorded upon receiving the direction of Council.
- 2. That all Council Meetings are open to audio and/or video recording by the public.
- 3. All minutes of council meetings shall be recorded in the English language, without note or comment.
- 4. The names of the Councillors present at the meetings shall be recorded as present, the names of the Councillors absent shall be recorded as absent.
- 5. The minutes of each council meeting shall be presented to Council for adoption at the next council meeting.
- 6. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
- 7. The CAO, or as designated by the CAO, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

RULES OF DEBATE:

- 1. Every Council member in speaking to any question or motion shall address him/herself only to the Presiding Officer.
 - 2. When two or more Council members desire to speak to a matter, the Presiding Officer shall settle the priority.
 - 3. Unless otherwise provided for in this Bylaw, Council members may speak only twice on any motion, once in debate, and once to ask questions; however, Council may, by majority of those present, give permission to speak again.
 - 4. During the reading of minutes, reports, communications or other papers, and when a Council member or any other person is addressing Council, silence shall be observed and no one shall be allowed to disturb the meeting.
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5. A Council member called to order shall immediately cease to speak, but may afterwards explain, and Council (if appealed to) shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be submitted to.

6. When a Councilor has been warned about breaches of order but continues to engage in them, the Chair may name the Councilor by stating his/her name and declaring the offense. The CAO must note the offense in the Minutes.

7. Council members must NOT:

(i) speak disrespectfully of the Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province; or

(ii) use offensive words in or against Council or against any Council member thereof; or

(iii) speak except upon the question in debate; or

(iv) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded; or

(v) resist the rules of Council; or

(vi) disobey the decision of the Presiding Officer or of Council on any question of order or practice or upon the interpretation of the question of order or practice or upon the interpretation of the rules of Council; and in case any Council member shall so resist or disobey, he/she may be ordered by Council by a majority vote to leave his/her seat for that meeting, and in case of his/her refusing to do so, he/she may on order of the Presiding Officer, be removed therefrom by a Peace Officer, however, in case of ample apology being made by the offender, he/she may, by vote of Council without debate, be permitted forthwith to take his/her seat.

8. Any Council member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Council member while speaking.

9. The presiding officer will give each Council member who wishes to speak an opportunity to do so before putting the question to vote.

VOTING:

1. A Councillor has one (1) vote each time a vote is held at a council meeting at which a Councillor is present.

2. A Councillor attending a council meeting is required to vote on a matter put to a vote, unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.

3. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.

4. A Councillor shall abstain from voting on a bylaw or resolution if the Councillor was absent from all of the public hearing,

5. A Councillor may choose to abstain from voting on the bylaw or resolution if the Councillor was only absent for a part of the public hearing.
6. Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.
7. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
8. The Chair or other presiding officer shall make reasonable efforts, including the calling of a recess, to ensure all Members of Council in attendance at a meeting are present while a vote is being taken, unless a Member of Council is excused from voting in accordance with the Province of Alberta Municipal Government Act or as otherwise in this Bylaw.

APPOINTMENT AND ORGANIZATION OF COMMITTEES:

Whereas the MGA gives Council the authority to establish committees and determine functions of Council Committees, as well as regulate the procedure and conduct of those Committees, this Section is to set those functions, procedures and conduct.

1. All Boards, Committees and Commissions shall follow the guidelines stated in the MGA, a list of Council's committees both locally and regionally are listed in the attached Schedule "D".
 2. All standing and special committees shall be appointed by motion of a member of Council by consent of a majority of the Council members present at a meeting of Council.
 3. When any Special Committee or Council Committee is appointed, Council must, by Bylaw:
 - (i) name it;
 - (ii) establish Terms of Reference;
 - (iii) establish term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
 - (iv) establish requirements for reporting to Council or a Standing Committee; and
 - (v) allocate any necessary budget or other resources.
 4. Any Council member may be placed on a committee notwithstanding the absence of any such Council member at the time of his/her being named upon such committee.
 5. The Mayor shall be an 'ex-officio' member of all Council established committees unless otherwise restricted by resolution of Council whereas the Deputy Mayor will take the Mayor's place. The Mayor, as such member of the committees, shall have all the powers and privileges of any Council member of the same including the right to vote upon all questions to be dealt with by such committee,
 6. Appointees in Absence:
 - (i) In any case where a Council member of a standing or special committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he/she is a Council member, the Mayor may appoint a Council member to such committee to attend the meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council; and
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- (ii) The Council member so appointed by the Mayor shall, during the term of such appointment have all the powers, rights and duties as a Council member of the Committee concerned as if appointed by Council thereto.
- 7. Council members, at their Organizational Meeting, shall select from among themselves the Chairperson and Council members of all standing Committees of Council, who shall continue in such position until the next Organizational Meeting of Council, unless determined otherwise by a majority vote of Council.
- 8. Council membership of Committees:
 - a. The Council membership of standing committees shall be subject to revision on a yearly basis at the Organizational Meeting of each year of a Council's term of office; and
 - b. Each proposed change will be noted upon and decided by a majority vote; and
 - c. The Mayor shall recommend to Council appointments of Councillors to Committees and Boards.
 - d. The Mayor will base recommendations for appointments on the following considerations in the order listed:
 - (i). the best interests of the Town,
 - (ii). the convenience of members,
 - (iii). the competence of members,
 - (iv). willingness to serve, and
 - (v). the desires expressed by members
- 9. Committee actions are only binding on the Town when power to take such action has been specifically delegated to a Committee by Council.

BYLAW ENACTMENT AND ATTACHMENTS:

- 1. The following Schedules, attached to and forming part of this Bylaw, shall be amended by Resolution of Council from time to time:
 - (i) Schedule A – Special Meeting Notice Template
 - (ii) Schedule B – Waiver of Notice of Special Meeting Template
 - (iii) Schedule C – Notice of Motion Template
 - (iv) Schedule D – List of Council Committees, Boards and Commissions
 - 2. The Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 with amendments from time to time, shall have precedence over this bylaw in case of error or contradiction.
 - 3. This Bylaw shall repeal Meeting Bylaw **MOG 2/06** and Amending Bylaw **MOG 1/14** any other previously approved and passed Council Procedure Bylaws or Policies to do with Council or Committee Procedures.
 - 4. Any amendments to this Bylaw may be consolidated into this Bylaw copy as amended and changed from time to time.
 - 5. This Bylaw and Schedules attached thereto shall be copied and circulated to new Councillors upon election to Council.
-

6. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

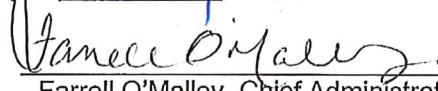
Read for a first time on the 27th day of January, 2016.

Read for a second time on the 10th day of February, 2016.

Read for a third and final time on the 10th day of February, 2016.



Louise Bauder, Deputy Mayor



Farrell O'Malley, Chief Administrative Officer

Signed by the Deputy Mayor and Chief Administrative Officer this 10th day of February, 2016.

SCHEDULE 'A',

TOWN OF GIBBONS

WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT

TO: MAYOR

COUNCILLORS

Signature	
Signature	Signature
Signature	Signature
Signature	Signature

The Mayor has requested that a special meeting of council be held in the (location) of the Town of Gibbons on (date), commencing at (time) for the purpose of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____

SCHEDULE 'B,

**WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

We the undersigned members of the Council of the Town of Gibbons, hereby waive notice of a Special Meeting of Council to be held in the (location) of the Town of Gibbons on (date), commencing at (time) for the purposes of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____

SIGNED: (2/3 of the whole of council must agree to this in writing)

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

Name _____

Date _____

SCHEDULE 'C'

TOWN OF GIBBONS

Reference: Procedure Bylaw: Notice of Motion, Section 1:

A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion.

The Notice of Motion shall:

- i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
- ii. specify the meeting proposed to bring the matter to, for reconsideration;
- iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.

NOTICE OF MOTION

Member of Council bringing the Notice of Motion forward: _____
(name)

ii to bring the following for reconsideration: (Specify the meeting date)

iii. The substantive portion of the motion, the action which is proposed to be taken on the matter:

SCHEDULE 'D'

TOWN OF GIBBONS

Appointments: Committees, Commissions and Boards – Local and Non-local:

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

	Councillor Names						
Outside Bodies							
Sturgeon Foundation							
Capital Region Board							
Capital Region Board Land Use Planning Committee							
Capital Region Northeast Water Commission							
Capital Region Wastewater Commission							
Rosieridge Landfill Commission							
Northern Lights Library System							
Capital Region Waste Minimization Advisory Committee							
Enbridge Northern Gateway Pipeline Community Advisory Board							
Community Futures Tawatinaw *							
Sturgeon River Watershed Alliance							
Alberta Industrial Heartland Association							
Edmonton Salutes							

* Recommended Member

	Councillor Names						
Local Bodies							
Assessment Review Board							
Citizens on Patrol							
Community Services Board							
Disaster Services Committee							
Gibbons Fire Department							
Gibbons Trail Services Committee							
Intermunicipal Subdivision and Development Appeal Board							
Library Board							
Sturgeon Regional Economic Development Committee							
Subdivision Authority							

DATE SUBMITTED: JUNE 25, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: BYLAW MOG 2-25 CHIEF ADMINISTRATIVE OFFICER BYLAW

Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw MOG 2-25 Chief Administrative Officer Bylaw.

Background

A preliminary review with Municipal Affairs for the Legislative Compliance Check indicated that Council is to designate the banking institution(s) that the Town uses under Section 270(2):

270(2) *A municipality must ensure that all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council.*

However, Bylaw MOG 3-23, the current Chief Administrative Officer Bylaw gives that power to the CAO and is therefore in contradiction to the MGA. Administration is therefore bringing this Bylaw forward, removing this clause as well as removing the reference to FOIP and replacing it with the new Access to Information Act and the Protection of Privacy Act.

Once this Bylaw is passed, Administration will be bringing forward a Report for Decision requesting that Council designate the financial institutions at the next Regular Meeting of Council.

Options Available

The options for consideration by Council include the following:

1. That Council give 1st, 2nd, and 3rd Reading to Bylaw MOG 2-25 Chief Administrative Officer Bylaw.
2. That Council advise Administration as to how it would like to proceed.

**Recommendation for Action**

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

1. That Council give 1st, 2nd, and 3rd Reading to Bylaw MOG 2-25 Chief Administrative Officer Bylaw.

Submitted by:

Eric Lowe

Interim CAO



TOWN OF GIBBONS

Chief Administrative Officer

Bylaw MOG 2-25

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

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

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

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

1. TITLE

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

2. DEFINITIONS

- 2.1 **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto;
- 2.2 **"Administration"** means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act;

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- 2.3 **"Chief Administrative Officer or (CAO)"** means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw;
- 2.4 **"Council"** means the municipal Council of the Town of Gibbons;
- 2.5 **"Enactment"** means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada;
- 2.6 **"Town"** means the municipal corporation of the Town of Gibbons.

3.0 Office

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

4.0 Appointment

- 4.1 Council shall, by resolution, appoint an individual to the position of CAO.
- 4.2 Council shall establish the terms and conditions of the appointment of the CAO including:
- 4.2.1 the term of the appointment; and
 - 4.2.2 the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.
- 4.3 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.
- 4.4 Council may appoint, by resolution, an interim CAO in the event of:
- 4.4.1 the CAO's inability to delegate their powers, duties, and functions pursuant to Section 4.3 or;
 - 4.4.2 an unscheduled absence, long-term illness, or other incapacity of the CAO.

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5.0 Accountability

- 5.1 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.
- 5.2 The CAO shall carry out their powers, duties, and functions in compliance with:
- 5.2.1 the Act and any other Enactment, except for the designated officer powers, duties and functions expressly given to the Town Assessor;
 - 5.2.2 this bylaw;
 - 5.2.3 any other bylaw, resolution, policy, or procedure passed or adopted by Council; or
 - 5.2.4 any contract binding on the Town.
- 5.3 The CAO shall:
- 5.3.1 be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
 - 5.3.2 be responsible for advising on and communicating with Council with respect to:
 - 5.3.2.1 the operations of the Town;
 - 5.3.2.2 the financial state of the Town;
 - 5.3.2.3 Council bylaws, policies, and procedures, and
 - 5.3.2.4 Administrative policies and procedures;
 - 5.3.3 prepares and submit to Council such reports, including recommendations where appropriate, and answer such inquires, as required by Council; and
 - 5.3.4 attends all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.

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- 5.4 The CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties, and functions to a designated officer of the Town or to a Town employee.
- 5.5 The CAO has the authority to delegate any of the powers, duties and functions given to the CAO and can authorize the recipients of such delegations to further delegate their powers, duties, and functions to other Town employees.

~~6.0~~ *FOIP Head Access to Information and Protection of Privacy*

- 6.1 The CAO is the head of the Town for the purposes of the *Freedom of Information and Protection of Privacy Act, R.S.A 2000 c. F-25: Access to Information Act R.S.A. 2000 c. A-1.4 and Protection of Privacy Act R.S.A 2000 c. P-28.5*

7.0 Administration

- 7.1 The CAO is the administrative head of the Town.
- 7.2 The CAO has the authority to:
- 7.2.1 establish and implement Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
 - 7.2.2 hire, appoint, suspend, remove, or terminate any employee from any position in the Town;
 - 7.2.3 direct, supervise and review the performance of the Administration; and
 - 7.2.4 establish the structure of the Administration including creating, eliminating, merging or dividing departments.
- 7.3 The CAO shall ensure that there are an appropriate number of employees that are familiar with the duties and responsibilities of the CAO, Council processes and procedures, issues being addressed by Council and issues of concern to the Town.

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8.0 Financial Powers and Functions

8.1 The CAO shall:

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

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

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

~~8.4 The CAO shall designate the financial institution(s) to be used by the Town and shall open and close accounts on behalf of the Town.~~

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

9.0 Contracts and Agreements

9.1 The CAO is authorized to:

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

10.0 Miscellaneous Powers

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10.1 The CAO is authorized to:

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

11.0 Code of Conduct

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- 11.1 The CAO, holding a position of trust, must demonstrate the highest standards of ethics and behaviour as a steward of the Town.
- 11.2 Without limiting the generality of Section 10.0 the CAO shall:
- 11.2.1 provide timely and reliable advice that is in the best interest of the Town to Council, and propose viable options for decision making using professional judgement and expertise;
 - 11.2.2 respect and abide by Council decision and direction;
 - 11.2.3 serve all members of Council impartially, provide no special privilege to any individual member;
 - 11.2.4 promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
 - 11.2.5 be compliant, and ensure the Town is compliant, with all applicable federal, provincial, and municipal legislation and regulations, and any agreements or contracts the Town is a party to;
 - 11.2.6 always act in good faith in their relationships with other people, and deal fairly and respectfully with Council, the Town's residents, customers, suppliers, stakeholders, and employees;
 - 11.2.7 avoid actual or perceived conflicts of interest or preferential treatment, placing public interest above personal gain or interest;
 - 11.2.8 be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
 - 11.2.9 not accept gifts, hospitality or other benefits valued over \$100 that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved, and not related to any particular transaction or activity or decision of the Town;
 - 11.2.10 maintain confidentiality regarding those affairs and decisions of the Town that are protected by legislative, contractual, or other requirements of confidentiality;
 - 11.2.11 foster a work environment where the interaction among Council and Town Administration, residents and other

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stakeholders is conducted fairly, without discrimination, harassment, or abuse;

11.2.12 effectively and efficiently manage the use of public monies, assets, property, and resources;

11.2.13 fully cooperate with audits and other investigations or inquires;

11.2.14 ensure a code of ethics and conduct for employees is in place and in practice; and

11.2.15 disclose any contravention of this Code of Conduct to Council forthwith.

12.0 Evaluation

12.1 The appointment of a person to the position of CAO shall not be suspended or revoked except as outlined in s. 206 of the Act.

12.2 Council shall review the performance of the CAO not less than once in a twelve-month period.

13.0 Indemnification

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

14.0 Effectiveness and Review

14.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

14.2 Bylaw No. ~~3/95~~ **MOG 2-23** and **all** amendments thereto are hereby repealed.

14.3 This bylaw shall be reviewed ~~within its fifth year, being 2028~~ **each year at the Organizational Meeting of Council**, or as deemed necessary.

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14.4 This bylaw comes into force ~~on the date it is passed~~ when it has received third and final reading and it is duly signed thereof.

15.0 SEVERABILITY

15.1 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.

16.0 REVIEW

The Chief Administrative Officer Bylaw shall be reviewed every four years following the general municipal election ~~or as deemed necessary~~.

17.0 ENACTMENT

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

Read a first time this _____ of _____, 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Read a second time this _____ of _____, 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

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Read a third and final time this _____ of _____, 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

DRAFT

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ADMINISTRATION REPORT TO COUNCIL

Community Services

- Pride event was well attended
- Summer Programs begin July 2nd.
- Pioneer Days is July 11 & 12. Events include, bike parade, barn dance, pancake breakfast, farmers market, show n'shine and many more family activities.
- See our newsletter for more events and happenings around Town.

Corporate Services

- Tax Enforcement/Tax Sales
- Human Resources
- Legislative Compliance Check
- Financial Analysis

Public Works

- Water Meter changeouts as appointments are made and as time permits
- Street Sweeper to resume after repairs expected week of June 23
- Branch and Grass Recycle is now open
- Crack Sealing is now complete
- Line Painting to start when weather cooperates
- Hydrant repairs and flushing ongoing
- Mowing and Grass Maintenance is ongoing

Planning and Development

- 2025 Year to Date Development Permit Totals:
 - 29 Residential for a value of \$6,377,600.00
 - 2 Commercial for a value of \$3,700.00
 - 1 Industrial for a value of \$12,000.00

ADMINISTRATION REPORT TO COUNCIL

Fire Department

- County Calls - 97
- Town Calls - 86
- Current Membership - 20

Interim CAO

- Meetings:
 - Municipal Affairs for Legislative Compliance Check
 - Alberta OH & S Proactive Inspection Program for Municipal Districts
 - Cold Wash (multi-agency review) for the Redwater Fire ECC

Project Updates

- **Memorial Park:**
 - Washroom Facility has been ordered
 - Park Furnishings have been ordered
 - Engineer is getting pricing for underground and surface work
- **Heartland Station**
 - Pet Valu is now hiring and should be opening soon
- **Heartland Meadows**
 - All lots have been sold
- There is ongoing interest in the the land the Town has for sale