

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

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
 - 6.1 Regular Meeting of Council June 25, 2025
 - 6.2 Special Meeting of Council July 15, 2025
- 7.0 FINANCE
 - 7.1 Accounts Paid as at July 17, 2025
 - 7.2 2025 Taxes Collected to Date
 - 7.3 2nd Quarter Variance to Budget
 - 7.4 Tax Forfeiture Policy
 - 7.5 Revenue and Expense Report as at June 30, 2025
 - 7.6 Quarterly Balance Sheet Report
- 8.0 APPOINTMENTS
- 9.0 OLD BUSINESS
 - 9.1 Cottage Project – Timelines
 - 9.2 Shaw Cable Fibre Optic Installation
 - 9.3 Debit Limit and Borrowings
- 10.0 NEW BUSINESS
 - 10.1 Potential Dates for Town Hall Meeting
 - 10.2 Designation of Municipal Banking Institutions
 - 10.3 Community Services Grants – 2nd Intake
 - 10.4 Heartland Station – Pedestrian Access
- 11.0 BYLAWS & POLICIES

- 11.1 MOG 1-25 Public Hearings by Electronic Means
 - 11.2 MOG 2-25 Chief Administrative Officer Bylaw
 - 11.3 Bylaw ALT 7-25 – Residential and Non-Residential Assessment Subclasses
 - 11.4 PLU 2-25 and Amendment to Land Use Bylaw PLU 8-06
- 12.0 STAFF REPORTS
 - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 CORRESPONDENCE
 - 14.1 Royal Canadian Mounted Police - Notice of Commanding Officer
- 15.0 NOTICE OF MOTIONS
 - 15.1 Rural Community Bus Line
- 16.0 CLOSED SESSION
- 17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON
WEDNESDAY, JUNE 25, 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

Council Absent: Councillor Norm Sandahl with regrets

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 7:00 pm.

3.0 ADDITIONS TO THE AGENDA

Mr. Lowe requested that item 11.6 PLU 2-25 an Amendment to Bylaw PLU 8-06 Land Use Bylaw be added to the agenda.

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

- 9.4 Meeting with MLA Dale Nally
- 9.5 Trail cams
- 9.6 Cottage Project
- 10.4 Council being escorted in Municipal Office

4.0 ADOPTION OF THE AGENDA

Councillor Kozak moved that Council accept the agenda as amended.

25.281 MOTION CARRIED

5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – JUNE 11, 2025

Councillor Berry moved that Council accept the minutes of the June 11, 2025, Regular Meeting of Council as presented.

25.282 MOTION CARRIED

8.0 APPOINTMENTS

8.1 GIBBONS LIBRARY BOARD

Board Members Chantal Firmaniuk and Melissa Masse updated Council on the Gibbons Library Rural Mental Health Grant Update.

Ms. Firmaniuk and Ms. Masse left at 7:19 pm.

Councillor Berry moved to accept the Gibbons Library Board's presentation as information.

25.283 MOTION CARRIED

7.0 FINANCE

7.1 ACCOUNTS PAID AS AT JUNE 19, 2025

Councillor Kozak moved that Council accept the Accounts Paid as at June 19, 2025, as information as presented.

25.284 MOTION CARRIED

Councillor Harris that Council direct Administration to investigate the Shaw cable installation agreement on the south end and bring it back to Council at the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

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

25.285 MOTION CARRIED

9.0 OLD BUSINESS

9.1 TAX NOTICE INCONSISTENCIES

Councillor Berry moved that Council accept the Tax Notice Inconsistencies report as information.

25.286 MOTION CARRIED

9.2 VAC TRUCK WARRANTY UPDATE

Councillor Kozak moved that Council accept the Hydrovac Truck Warranty Update as information.

25.287 MOTION CARRIED

9.3 VAC TRUCK BORROWING UPDATE

Councillor Kozak moved that Council accept the Hydrovac Truck Borrowing Update report as information.

Councillor Harris requested a recorded vote:

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

25.288 MOTION CARRIED

Councillor Harris moved that Council direct Administration to investigate historical documents on the purchase of VAC truck including the motion from the October 11, 2023, Regular Meeting of Council and return a report back to Council at the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

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

25.289 MOTION CARRIED

Councillor Millante moved that Council direct Administration to report back to Council on the current debt limit and the upper threshold amount.

Councillor Harris requested a recorded vote:

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

25.290 MOTION CARRIED

9.4 MEETING WITH MLA DALE NALLY

Councillor Harris moved that Council direct Administration to investigate who attended the meeting and who received it and to provide documentation at the next regular meeting.

Councillor Harris requested a recorded vote:

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

25.291 MOTION CARRIED

9.5 TRAIL CAMS

Councillor Harris moved to accept as information.

25.292 MOTION CARRIED

9.6 COTTAGE PROJECT

Council Harris moved to direct Administration to report back to Council on the timeline of the cancellation of Cottage Project.

25.293 MOTION CARRIED

10.0 NEW BUSINESS

10.1 RESIDENTIAL PETITION

Councillor Harris moved that Council direct Administration to set the time and date of a Town Hall meeting and provide options to Council at the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

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

25.294 MOTION CARRIED

10.2 SETTING THE MUNICIPAL OFFICE

Councillor Berry moved that Council designate the Municipal Office as 4807-50 Ave. in Gibbons.

25.295 MOTION CARRIED

10.3 2025 TAX SALE PUBLIC AUCTION REPORT

Councillor Harris moved that Council accept the 2025 Tax Sale Public Auction report as information.

25.296 MOTION CARRIED

Councillor Harris moved to direct Administration to draft a Tax Forfeiture Policy for the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

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

25.297 MOTION CARRIED

10.4 FOR COUNCIL TO BE ESCORTED IN MUNICIPAL OFFICE

Councillor Harris moved to accept this as information.

25.298 MOTION CARRIED

11.0 BYLAWS AND POLICIES

11.1 POLICY PP 2-25 ZERO TOLERANCE OF ABUSE TOWARD MUNICIPAL EMPLOYEES

Councillor Berry moved that Council approve Policy PP 2-25 Zero Tolerance of Abuse Toward Municipal Employees as amended.

25.299 MOTION CARRIED

11.2 BYLAW MOG 1-25 PUBLIC HEARINGS BY ELECTRONIC MEANS

Councillor Berry moved to give 1st Reading to Bylaw MOG 1-25 Public Hearings by Electronic Means.

25.300 MOTION CARRIED

Councillor Kozak moved to give 2nd Reading to Bylaw MOG 1-25 Public Hearings by Electronic Means.

Councillor Harris requested a recorded vote:

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

25.301 MOTION CARRIED

Councillor Millante moved that council hold 3rd Reading of Bylaw MOG 1-25 Public Hearings by Electronic Means.

Councillor Harris requested a recorded vote:

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

25.302 MOTION DEFEATED

11.3 ALT 6-25 SHORT-TERM BORROWING BYLAW

Councillor Berry moved to give 2nd Reading to Bylaw ALT 6-25 Short-Term Borrowing Bylaw.

Councillor Harris requested a recorded vote:

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

25.303 MOTION CARRIED

Councillor Kozak moved to give 3rd Reading to Bylaw ALT 6-25 Short-Term Borrowing Bylaw.

Councillor Harris requested a recorded vote:

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

25.304 MOTION CARRIED

11.4 BYLAW MOG 1-16 COUNCIL PROCEDURAL BYLAW

Councillor Berry moved to table this item until the first regular meeting of September after the report from Municipal Affairs h received.

25.305 MOTION CARRIED

11.5 BYLAW MOG 2-25 CHIEF ADMINISTRATIVE OFFICER BYLAW

Councillor Millante moved that Council give 1st Reading to Bylaw MOG 2-25 Chief Administrative Officer Bylaw.

Councillor Harris requested a recorded vote:

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

25.306 MOTION CARRIED

Councillor Kozak moved that Council give 2nd Reading to Bylaw MOG 2-25 Chief Administrative Officer Bylaw.

Councillor Harris requested a recorded vote:

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

25.307 MOTION CARRIED

11.6 PLU 2-25 AMENDMENT TO LAND USE BYLAW PLU 8-06

Councillor Kozak moved that Council give 1st Reading to Bylaw PLU 2-25 Amendment to Land Use Bylaw PLU 8-06.

25.308 MOTION CARRIED

Councillor Kozak moved that Council call a Special Meeting of Council for the purposes of holding a Public Hearing on July 15, 2025, at 7:00 pm.

Acting Mayor Yushchyshyn called a recess at 9:32 pm.

Acting Mayor Yushchyshyn called the meeting back to order at 9:38 pm.

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

25.309 MOTION CARRIED

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Kozak moved to accept the Administration Report as information.

25.310 MOTION CARRIED

13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Gibbons Library Board meeting

Councillor Harris had nothing to report.

Councillor Kozak attended:

- Arrow Utilities 40th Anniversary
- Arrow Utilities Board meeting
- Dale Nally Town Hall Meeting in Redwater

Councillor Millante had nothing to report.

Councillor Sandahl is absent.

Acting Mayor Yushchyshyn attended:

- Arrow Utilities Open House
- Roseridge Landfill Commission Meeting
- Sturgeon Air Cadets Ceremonial Review
- Dale Nally Town Hall in Redwater

Councillor Kozak moved to accept the Committee Reports as information.

25.311 MOTION CARRIED

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTION

Acting Mayor Yushchyshyn relinquished the Chair to Deputy Mayor Berry.

Acting Mayor Yushchyshyn gave a notice of motion regarding rural bus lines.

Deputy Mayor Berry relinquished the Chair back to Acting Mayor Yushchyshyn.

16.0 CLOSED SESSION

Councillor Millante moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 9:51 pm.

25.312 MOTION CARRIED

Councillor Harris moved that Council revert to normal seating 10:44 pm.

25.313 MOTION CARRIED

16.1 INTER-ORGANIZATIONAL AGREEMENTS – ATIA S. 28

Councillor Kozak moved that Council accept this report as information.

25.314 MOTION CARRIED

16.2 BYLAW CONCERN – ATIA S. 28

Councillor Millante moved that Council direct Administration to investigate Off Highway Vehicles Bylaws as discussed.

25.315 MOTION CARRIED

17.0 ADJOURNMENT

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 10:46 pm.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON
TUESDAY, JULY 15, 2025, AT 4807 – 50th AVENUE AT 7:00 PM 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
Terra Pattison – Finance Manager
Mitchell Opryshko – Finance Officer
Chris Pinault – Recording Secretary

Staff Absent:

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

3.0 ADOPTION OF THE AGENDA

Councillor Sandahl moved to accept the agenda as presented.

25.316	MOTION CARRIED UNANIMOUSLY
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4.0 BUSINESS

4.1 PUBLIC HEARING – BYLAW PLU 2-25 AMENDMENT TO LAND USE BYLAW PLU 8-06

Mayor Yushchyshyn declared the Public Hearing open at 7:00 pm.

WRITTEN SUBMISSIONS

There were no written submissions received.

VERBAL SUBMISSIONS

There were no verbal submissions received.

Mayor Yushchyshyn declared the Public Hearing closed at 7:03 pm.

5.0 ADJOURNMENT

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 7:03 pm.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

DRAFT - NOT APPROVED

Cheque Listing For Council

2025-Jul-17
11:04:42AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250733	2025-06-20	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575025	INV#25-1059675 GAS/POWER	36,881.48	36,881.48
20250734	2025-06-20	ORKIN CANADA	SM-23585215	MAY 2025 PEST CONTROL	749.06	749.06
20250735	2025-06-20	M. JANI HOLDINGS INC.	202506191	CREDIT BALANCE PAID	491.39	491.39
20250736	2025-06-20		202506192	CREDIT BALANCE PAID	341.40	341.40
20250737	2025-06-23	RECEIVER GENERAL/SCS	1591 1592	RP0001- JUNE 1-14 DEDUCTIONS RP0002 - JUNE 1-14 DEDUCTIONS	24,642.04 6,023.45	30,665.49
20250738	2025-06-24	BROWNLEE LLP	586676	FOIP REQUESTS	5,773.01	5,773.01
20250739	2025-06-24	CAM-TRAC INSPECTION SERVICES LTD	13664 13677	CLEAR PLUGGED LINE UNDER TRAC LAGOON ROAD MANHOLE BLOCKAC	1,038.45 3,020.06	4,058.51
20250740	2025-06-24	CANOE PROCUREMENT GROUP OF CANADA	PF-12653-121802	PETROCANADA FUEL PURCHASES	152.31	152.31
20250741	2025-06-24	CHARTRAND, DENISE	355 356	SHOP SUPPLIES SHOP SUPPLIES - COSTCO	264.19 115.43	379.62
20250742	2025-06-24	CRYSTAL CLEAN WATER DELIVERY	w252433	WATER FOR SHOP	24.00	24.00
20250743	2025-06-24	EDMONTON KUBOTA LTD	P94993	PARTS FOR MOWERS	640.33	640.33
20250744	2025-06-24	FIRST EDITION FIRST AID TRAINING INC	27326	PHILIPS SMART PADS CARTRIDGES	1,097.55	1,097.55
20250745	2025-06-24	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE5697	MAY 1470 TRANS @ 0.4266	658.46	658.46
20250746	2025-06-24	GIBBONS GUARDIAN PHARMACY	2025/2-244654	PUBLIC WORKS SUNSCREEN	62.53	62.53
20250747	2025-06-24	GREGG DISTRIBUTORS CO. LTD.	000-239539 000-239540 000-338310 000-343098 000-349787	PARTS FOR AUTO SCRUBBERS - SQ BATH TISSUE FOR GCC PRESSURE WASHER & FLOOD HOSI SINGLE QUICKVIEW DISPENSER 33' EASY LOCK FLOOD HOSE	220.92 395.42 2,435.09 410.76 242.20	3,704.39
20250748	2025-06-24	LAPP C/O ASP	140	JUNE 1 - 15 2025 LAPP CONTRIBUTI	12,584.29	12,584.29
20250749	2025-06-24	LEVITT-SAFETY LIMITED	5426322-00	MASK FIT TESTS & 2 HALF MASKS	1,549.78	1,549.78
20250750	2025-06-24	METRIX GROUP LLP	EPD4471-PSC	PENSION AUDIT	1,260.00	1,260.00
20250751	2025-06-24	MORINVILLE HOME HARDWARE	101-589565 101-589848 101-591136	LIFT STATION FURNACE FILTER & SI FURNACE FILTERS FOR LIFT STATIC SPORTS FIELDS PAINT	170.51 86.91 552.68	810.10
20250752	2025-06-24	MORINVILLE NAPA	033-207364 033-208836 033-208885 033-208988 033-209186 033-209230	WEEDTRIMMER BUTTONS & CARRY 3 JERRYCAN SPOUTS 2011 CHEV TRUCK PARTS COVERALLS & EAR PLUGS COVERALLS 2011 CHEV TRUCK PARTS	222.47 45.96 103.94 147.67 99.67 45.13	664.84
20250753	2025-06-24	NORTHERN LIGHTS LIBRARY SYSTEM	11499	2025 MUNICIPAL LEVY	17,279.73	17,279.73
20250754	2025-06-24	OPRYSHKO, MITCHEL	1	GFOA CONFERENCE & CPA MEMBEI	2,195.22	2,195.22
20250755	2025-06-24	P3 CAPITAL PARTNERS INC.	1927 1945 1959	FEBRUARY 2025 ADVISORY MARCH 2025 ADVISORY APRIL 2025 ADVISORY	5,250.00 5,250.00 5,250.00	15,750.00
20250756	2025-06-24	PATTISON, TERRA	34	GFOA CONFERENCE MILEAGE & SU	799.00	799.00
20250757	2025-06-24	PETERS, STEPHANIE	161	SENIORS BBQ & POSITIVE TICKETIN	913.34	913.34
20250758	2025-06-24	PITNEY BOWES	3202570219	APRIL 1 - JUNE 30, POSTAGE METEF	551.25	551.25
20250759	2025-06-24	REDLINE EXCAVATION INC	339099	LABOUR FOR MUSEUM WORK	4,305.00	4,305.00
20250760	2025-06-24	REGENT SUPPLY	373631	CURLING CLUB SIGNAGE	192.91	192.91
20250761	2025-06-24	RFS CANADA	5034504705	JULY GFRC COPIER LEASE	189.00	189.00
20250762	2025-06-24	RICOH CANADA INC.	SCO94906407	APRIL 30 - MAY 20, COPY USAGE	1,167.55	1,167.55

7.1

Cheque Listing For Council

2025-Jul-17
11:04:42AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250763	2025-06-24	ROSERIDGE WASTE COMMISSION	20250299	MAY 2025 WEIGHTS	10,401.09	10,401.09
20250764	2025-06-24	SEALTECH ASPHALT SERVICES LTD	1563	ROADS CRACK SEALING	47,250.00	47,250.00
20250765	2025-06-24	SELECT COMMUNICATIONS INC.	7318478	JUNE 18 - JULY 15 2025 TELE ANS SI	177.05	177.05
20250766	2025-06-24	SELECT ENGINEERING CONSULTANTS LTD	2506-0119	0001-25067 GEN ENG & CONCRETE/	5,615.95	5,615.95
20250767	2025-06-24	SHERWOOD SHARP SHOP	4957 4960	12 MOWER BLADES SHARPENED 6 MOWER BLADES SHARPENED	126.00 201.60	327.60
20250768	2025-06-24	STEVENTON, KENDRA	35	BOOT ALLOWANCE & 4 DRIVERS AB	290.00	290.00
20250769	2025-06-24	TELSO SECURITY SYSTEMS INC.	1047261 1047262 1047277	GCC - UPGRADE 3G SECURITY SYS' GCC UPGRADE 3G FIRE SYSTEM TC PUBLIC WORKS BUILDING - UPGRAI	413.70 708.75 413.70	1,536.15
20250770	2025-06-24	THINKTEL	1367313	JUNE 2025 PHONE CHARGES	523.70	523.70
20250771	2025-06-24	TOWN OF MORINVILLE	IVC15233	MAY - BYLAW CPO SUPPORT	10,467.50	10,467.50
20250772	2025-06-24	TRINUS TECHNOLOGIES INC.	10953	BASIC LAPTOP FOR PUBLIC WORKS	3,711.95	3,711.95
20250773	2025-06-24	CHAPMAN, MANON	2243505068	PIONEER DAYS BALLOON ARTIST	650.00	650.00
20250774	2025-06-24	GALLASON INDUSTRIAL CLEANING SERVICES INC.	54237	PORTA POTTI RENTALS	1,234.80	1,234.80
20250775	2025-06-24	GOVERNMENT OF ALBERTA	05312025	MAY 2025 LAND TITLES	21.15	21.15
20250776	2025-06-24	[REDACTED]	89056	REFUND GCC MAY 22, 2025 DAMAGI	500.00	500.00
20250777	2025-06-24	[REDACTED]	89055	REFUND DEVELOPMENT PERMIT FE	300.00	300.00
20250778	2025-06-24	[REDACTED]	210	NEIGHBOUR DAY GRANT	250.00	250.00
20250779	2025-06-24	NEXTGEN AUTOMATION	637877/684391	FOLDING MACHINE REPAIRS	279.12	279.12
20250780	2025-06-24	PARTY KING	2959	PIONEER DAYS MECHANICAL BULL	1,022.70	1,022.70
20250781	2025-06-24	PINAULT, EVAN	2958	WORK BOOT ALLOWANCE	150.00	150.00
20250782	2025-06-24	[REDACTED]	277886	REFUND DD GIBBONS SCHOOL MAY	500.00	500.00
20250783	2025-06-24	[REDACTED]	277887	NEIGHBOUR DAY GRANT	250.00	250.00
20250784	2025-06-24	TURBOFLARE CANADA 2017 INC.	2592	TEST & REPAIR TWO SOS UNITS	68.25	68.25
20250785	2025-06-24	WOLSELEY CANADA INC.	20172	VALVES/O RINGS & VARIOUS PARTS	6,243.57	6,243.57
20250786	2025-06-25	RECEIVER GENERAL/SCS	1594	RP0002 - JUNE COUNCIL DEDUCTIO	3,584.77	3,584.77
20250787	2025-06-25	RECEIVER GENERAL/SCS	1595	ACCT #640451399RI JUNE 2025 GAR	547.42	547.42
20250788	2025-06-25	GOVERNMENT OF ALBERTA	06.25.25	GOV'T OF ALBERTA FILE #39778, JUI	477.31	477.31
20250789	2025-06-30	ANTONIUK, LUKAS	500	ARENA SUPPLIES - 2X4, 4X8 LUMBEI	415.00	415.00
20250790	2025-06-30	BELL MOBILITY/SCS	317 318	JUNE 15 CELL PHONES / IPADS - CO JUNE 8 CELL PHONES / BULK WATEI	930.75 668.90	1,599.65
20250791	2025-06-30	BUFFALO HEATING & AIR CONDITIONING INC	535164 535165	SERVICED 5 ROOF TOP UNITS - TOV AC ROOFTOP SERVICED AT GCC	892.50 714.00	1,606.50
20250792	2025-06-30	CANOE PROCUREMENT GROUP OF CANADA	PF12664-121908	PETRO CANADA FUEL JUNE	59.69	59.69
20250793	2025-06-30	CHARTRAND, DENISE	357	WORK GLOVES & 2 CAT DOORS	123.70	123.70
20250794	2025-06-30	DERITER INVESTMENTS LTD.	20 21 22	DEC 15 2024 TO JAN 14 2025 SERVIC JAN 15 2025 - FEB 14 2025 SERVICE! FEB 15 -- MARCH 14 2025 SERVICES	5,775.00 5,775.00 5,775.00	17,325.00
20250795	2025-06-30	DRIVEN REPAIR & MAINTENANCE LTD	119106 119107	SAFETY INSPECTION 2016 F550 TRL SAFETY INSPECTION 2023 WESTER	300.30 300.30	600.60
20250796	2025-06-30	EDMONTON GRANITE MEMORIALS LTD	12501	NICHE INSCRIPTION ADDED LETTEF	231.00	231.00
20250797	2025-06-30	EDMONTON KUBOTA LTD	P95372	BOSS, GUAGE WHEEL	19.19	19.19

Cheque Listing For Council

2025-Jul-17
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250798	2025-06-30	EVANS , JEANNE	10	YOUTH CENTER SUPPLIES	46.11	46.11
20250799	2025-06-30	FAHLMAN, KATIE	6	HOME DEPOT - SPRAY PAINT	19.88	19.88
20250800	2025-06-30	HIGH Q GREENHOUSES	SI-7203	CIB FLOWERS	10,220.60	10,220.60
20250801	2025-06-30	KOBZA, JENNIFER	166 167	JUNE 15 - 28 2025 CLEANING CONTF JUNE 1 - 14 2025 CLEANING CONTR	800.00 688.00	1,488.00
20250802	2025-06-30	MORINVILLE HOME HARDWARE	101-592075	SALT FOR WEED CONTROL	8.68	8.68
20250803	2025-06-30	MORINVILLE NAPA	033-210619 033-211001	FLASHER RELAY FOR TOOLCAT FILE FOR CHAIN SAW & SPOOLS OF	24.02 221.52	245.54
20250804	2025-06-30	MUNICIPAL PLANNING SERVICES (2009) LTD.	1770	JAN - MAY, LANDUSE BYLAW REVIE	10,006.50	10,006.50
20250805	2025-06-30	NORRIS, ANTHONY	73	SHOP SUPPLIES AND BOLT HOUSE I	151.90	151.90
20250806	2025-06-30	PARKLAND COUNTY	109871	APRIL - JUNE 2025 FIRE DISPATCH	1,951.79	1,951.79
20250807	2025-06-30	STURGEON COUNTY	IVC22756 IVC22880	MUTUAL AID ON APR 3,2025 IVC2275 MUTUAL AID ON MAR 14, 2025 IVC22	955.00 740.00	1,695.00
20250808	2025-06-30	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696021	JULY RENTAL OF WESTERN STAR V	12,075.00	12,075.00
20250809	2025-06-30	WEARPRO EQUIPMENT & SUPPLY LTD	S161595	SHORT SHANK FLANGED HD CARBII	698.25	698.25
20250810	2025-06-30	ACFA REGIONALE CENTRALTA	72680	SALC FRENCH CONVERSATION PRC	300.00	300.00
20250811	2025-06-30	AED ADVANTAGE SALES LTD.	INV-40649	FIRE DEPT - AEDS, AED CASE, RESC	6,096.30	6,096.30
20250812	2025-06-30	BERRY, LISA	30201494	JUNE 2025 MILEAGE	275.80	275.80
20250813	2025-06-30	DUCHARME, AMBER	725621	CHAIR YOGA INSTRUCTOR	50.00	50.00
20250814	2025-06-30	ENVIRO TRACE LTD.	W081	ADV. WATER LEAK DETECTION 5 KM	6,494.25	6,494.25
20250815	2025-06-30	GOVERNMENT OF ALBERTA	H3102	FIRE DEPT - HAZARDIUS MATERIALS	45.00	45.00
20250816	2025-06-30	HEATHERINGTON, KIM	202509	SALC PROG SUPPLIES, PRIDE WEEI	728.30	728.30
20250817	2025-06-30	HOFSTEDE, LYNNEA	202508	TRAIN TO ASSIST (3) & MILEAGE	53.25	53.25
20250818	2025-06-30	JARISCH, JASMIN	1115	MEMORIAL PARK	60.00	60.00
20250819	2025-06-30	SCHULTZ, BRAD	277888	TAI CHI INSTRUCTOR	115.50	115.50
20250820	2025-06-30	WARNER, JAMES	20173	WESTERN CANADIAN RESCUE SYM	649.67	649.67
20250821	2025-06-30	WOLSELEY CANADA INC.	33227	HOSE NOZZLE CAP GASKET	1,862.70	1,862.70
20250822	2025-07-03	LAPP C/O ASP	141	JUNE 15-28, LAPP CONTRIBUTION	12,397.31	12,397.31
20250823	2025-07-04	RECEIVER GENERAL/SCS	1596 1597	RP0001- JUNE 15-28 DEDUCTIONS RP0002 - JUNE 15 28 DEDUCTIONS	23,515.39 5,412.23	28,927.62
20250824	2025-07-08	ADAMS, JIM	25	IMMUNIZATIONS - HEP A & B	20.00	20.00
20250825	2025-07-08	AMSC INSURANCE SERVICES	47246	JULY/25 BENEFITS INV #1978-2025-0	25,024.59	25,024.59
20250826	2025-07-08	GFL ENVIRONMENTAL INC	388104	JUNE 2025 GARBAGE CONTRACT	13,888.60	13,888.60
20250827	2025-07-08	HERBOLD, MIKE	1077	CLASS 3 GENERAL KNOWLEDGE EX	17.00	17.00
20250828	2025-07-08	LOCHRIE, JAMES	42	ANT POWDER & CHAINSAW SERVIC	53.52	53.52
20250829	2025-07-08	LOWE, ERIC D	55600	COSTCO FIRE DEPT SUPPLIES	20.99	20.99
20250830	2025-07-08	MEMJ CONSULTING LTD.	2021110	JUNE 16 - 30 2025 CONTRACT	4,752.95	4,752.95
20250831	2025-07-08	REDLICK, BRIAN	51	JUNE 2025 BUS DRIVER	320.00	320.00
20250832	2025-07-08	SCHMIDT, LAURA	334	JUNE MILEAGE & SENIOR PROGRAM	164.05	164.05
20250833	2025-07-08	STEVENTON, KENDRA	36	REMAINDER OF 2025 BOOT ALLOWA	44.24	44.24
20250834	2025-07-08	TRIPLE K STABLES	2025/06	JUNE 2025 VACUUM TRUCK OPERAT	2,016.00	2,016.00
20250835	2025-07-08	GOVERNMENT OF ALBERTA	20240425	REFUND ON INCIDENT #06-24-0075 I	720.00	720.00

Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250836	2025-07-08	KOWALYSHYN, ROB	1340	PIONEER DAYS FIREWORKS	6,000.00	6,000.00
20250837	2025-07-08	MULLINS, SHEA	89057	2025 BOOT ALLOWANCE & COVERAI	472.06	472.06
20250838	2025-07-09	RECEIVER GENERAL/SCS	1599	RP0002 - JUNE FIRE DEPT DEDUCT	2,996.26	2,996.26
20250839	2025-07-09	ACCU-FLO METER SERVICE LTD	119665	8 - 5/8"X3/4" MACH 10 METERS	5,015.85	5,015.85
20250840	2025-07-09	AIR LIQUIDE CANADA	79007491	3 SMALL CYLINDERS	47.25	47.25
20250841	2025-07-09	AMILIA ENTERPRISES INC.	1579276	JUNE 2025 MONTHLY SUBSCRIPTIOI	1,139.66	1,139.66
20250842	2025-07-09	BROWNLEE LLP	588328	PETITION FOR MEETING	2,619.23	2,619.23
20250843	2025-07-09	CANADIAN NATIONAL RAILWAY COMPANY	91797669	JULY RR XING MAINTENANCE	365.50	365.50
20250844	2025-07-09	CRYSTAL CLEAN WATER DELIVERY	W252493	WATER FOR SHOP	40.00	40.00
20250845	2025-07-09	DRIVEN REPAIR & MAINTENANCE LTD	119110 119111	2020 FREIGHTLINER SAFETY INSPE SWEEPER FAN BEARINGS REPLACE	352.80 4,231.50	4,584.30
20250846	2025-07-09	EDMONTON KUBOTA LTD	P95485	KUBOTA PULLEY	71.93	71.93
20250847	2025-07-09	GOODBRAND AUTO	3973 4024 4049 4058 4071	2014 F150 OIL CHANGE 2016 F550 OIL CHANGE 2019 F150 OIL CHANGE 2024 MAZDA OIL SERVICE BOBCAT TOOLCAT SUSPENSION INS	194.23 214.52 220.23 192.83 416.59	1,238.40
20250848	2025-07-09	MUNICIPAL ASSESSMENT SERVICES	283	JULY - SEPT 2025 ASSESSMENT SEF	10,001.25	10,001.25
20250849	2025-07-09	PARKLAND CORPORATION	59875237	JUNE 2025 FUEL PURCHASES - FAS	1,927.78	1,927.78
20250850	2025-07-09	PRINTSOURCE SOLUTIONS LTD	13072 13073	GREEN UTILITY BILL PAPER TAX BILL PAPER	3,143.86 838.36	3,982.22
20250851	2025-07-09	REGENT SUPPLY	377140&-01	TOWN BLDGS. SUPPLIES	3,539.64	3,539.64
20250852	2025-07-09	ROSERIDGE WASTE COMMISSION	20250360	JUNE 2025 WEIGHTS	6,533.51	6,533.51
20250853	2025-07-09	SHAW CABLESYSTEMS/SCS	3026058 3026059	JUNE 2025 ADVANTAGE JULY 2025 ADVANTAGE	1,273.38 1,273.38	2,546.76
20250854	2025-07-09	SHERWOOD SHARP SHOP	4970	24 MOWER BLADES SHARPENED	252.00	252.00
20250855	2025-07-09	SIGN GURU EDMONTON NORTH INC.	1597	3 SIGN RENTAL JULY 2025	472.50	472.50
20250856	2025-07-09	TELSCO SECURITY SYSTEMS INC.	1047339 1053111	UPGRADE 3G SECURITY SYSTEM TC JULY - SEPT 2025 SECURITY MONIT	1,689.45 2,176.65	3,866.10
20250857	2025-07-09	TRINUS TECHNOLOGIES INC.	11242	JULY 2025 MONTHLY BILLING	12,489.89	12,489.89
20250858	2025-07-09	YARDVARK PROPERTY SERVICES INC	12115	LINE PAINTING & EV ADDITION	8,190.00	8,190.00
20250859	2025-07-09	ALBERTA DEVELOPMENT OFFICERS ASSOC.	72681	ADOA CONFERENCE REGISTRATION	550.00	550.00
20250860	2025-07-09	DOLLYWOOD FOUNDATION OF CANADA	0825620	IMAGINATION LIBRARY	470.38	470.38
20250861	2025-07-09	GOVERNMENT OF ALBERTA	06-2025	JUNE LAND TITLES	40.00	40.00
20250863	2025-07-09	HI PRO RECREATION SERVICES	25-46	ARENA BOARD CLEANING	838.95	838.95
20250864	2025-07-09	KEET, ANNA	1341	CONTRACT PROGRAMMING JUNE -	2,000.00	2,000.00
20250865	2025-07-09	██████████	277890	PRESSURE WASH SERVICES	708.75	708.75
20250866	2025-07-09	WCI WHYTE COMMUNICATIONS INC.	126000851-1	FIRE DEPT - REPAIR 2 HARRIS MICS	143.60	143.60
20250867	2025-07-09	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575026	INV# 25-1059872 GAS/POWER	36,567.79	36,567.79
20250868	2025-07-09	SHAW CABLESYSTEMS/SCS	3026060 3026061 3026062 3026063 3026064 3026065	1356 - PHONE / INTERNET CHARGES 0506 - PHONE / WIFI / FAX 1271 - INTERNET 5858 - INTERNET 3724 - GCC PHONES/ INTERNET / WI 1365 - INTERNET / PHONE / WIFI	173.25 223.55 173.25 173.25 173.25 186.85	1,983.30

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250868	2025-07-09	SHAW CABLESYSTEMS/SCS	3026066	4945- GCC INTERNET/WIFI	173.25	1,983.30
			3026067	3275 - SECONDARY WIFI CONNECTI	173.25	
			3026068	3662 GFRC INTERNET	173.25	
			3026069	5751-FITNESS PHONE/ TV/ WIFI	360.15	
20250869	2025-07-09	TELUS MOBILITY/SCS	24232452	JUNE 11- CELL PHONES / IPADS	469.95	469.95
20250870	2025-07-11	RBC COMMERCIAL AVION VISA/SCS	V334_55601	LOWE/TRAINING SUBSISTENCE/2 W	3,471.90	4,802.71
			V450_1270	PINAULT/OFFICE SUPPLIES/AIHA CC	1,330.81	
20250871	2025-07-11	RBC COMMERCIAL VISA/SCS	V205_358	CHARTRAND/RIVER ROCK @ MUSEI	4,709.02	22,753.22
			V369_335	SCHMIDT/MUSEUM, SUMMER PROG	3,283.99	
			V569_162	PETERS/ PIONEER DAYS, PRIDE, YC	1,970.16	
			V619_133	POWLESLAND/ARENA,GCC & SPOR	3,844.72	
			V629_168	KOBZA/EQUIP REPAIR/RESALE/SUPI	302.99	
			V656_35	PATTISON/GFOA CONF/TAX ANNUAL	2,931.82	
			V660_70	EDMONDS/LIBRARY,OFFICE,PROGR	2,441.90	
			V676_91	JEFFREY/TAX ENFORCEMENT ADVE	3,268.62	
2557	2025-06-20	LOCKEN, JODY L				
2558	2025-06-20	KUGLER, SARA E				
2559	2025-06-20	RICHARDSON, ELIZABETH D				
2560	2025-06-20	PINAULT, EVAN J				
2561	2025-06-20	KOBZA, JENNIFER L				
2562	2025-06-20	EDMONDS, RYAN A				
2563	2025-06-20	BOETTGER, VALERIE				
2564	2025-06-20	CONLEY, MICHELLE				
2565	2025-06-20	MULLINS, SHEA				
2566	2025-06-20	ANTONIUK, LILY				
2567	2025-06-20	HOFSTEDE, JULIANNE G				
2568	2025-06-20	HEATHERINGTON, ELI B				
2569	2025-06-20	HEDSTROM, REESE				
2570	2025-06-20	COUTTS, CAROL				
2571	2025-06-20	HEATHERINGTON, KIM				
2572	2025-06-20	BERRY, LISA				
2573	2025-06-20	NEITHERCUT, AYA				
2574	2025-06-20	CARSON, GRACE				
2575	2025-06-20	LEMOINE, OLIVIA				
2576	2025-06-20	LOVE, SADIE				
2577	2025-06-20	CORRY, MITCHELL				
2578	2025-06-20	HOFSTEDE, LYNNEA				
2579	2025-06-20	BRAKE, REEGAN				
2580	2025-06-20	KELLAR, HANNAH				
2581	2025-06-20	OSBORNE, CINDY				
2582	2025-06-20	LOWE, ERIC D				
2583	2025-06-20	CHARTRAND, DENISE M				
2584	2025-06-20	STEVENTON, CHRISTINE A				
2585	2025-06-20	SCHMIDT, LAURA L				
2586	2025-06-20	HERBOLD, MICHAEL W				

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2587	2025-06-20	PARISIAN, NOELLE J				
2588	2025-06-20	PINAULT, CHRISTINA J				
2589	2025-06-20	ADAMS, JIM W				
2590	2025-06-20	TERLECKI, QUENTIN G				
2591	2025-06-20	STEVENTON, KENDRA N				
2592	2025-06-20	BRADLEY, HAILEY				
2593	2025-06-20	NORRIS, ANTHONY J				
2594	2025-06-20	PETERS, STEPHANIE G				
2595	2025-06-20	PATTISON, TERRA L				
2596	2025-06-20	POWLESLAND, JOEL F				
2597	2025-06-20	LOCHRIE, JAMES D				
2598	2025-06-20	FERGUSON, KYLIE				
2599	2025-06-20	PARSONS, CURTIS				
2600	2025-06-20	GINGELL, SUSAN				
2601	2025-06-20	ANTONIUK, LUKAS				
2602	2025-06-20	MOLNAR, BRAM				
2603	2025-06-20	DURAND, BRETT M				
2604	2025-06-20	CHISHOLM, MACKENZIE				
2605	2025-06-20	CORRY, TYLER				
2606	2025-06-20	FAHLMAN, KATARINA				
2607	2025-06-20	EVANS, JEANNE M				
2608	2025-06-20	OPRYSHKO, MITCHEL G				
2609	2025-06-27	SANDAHL, NORMAN				
2610	2025-06-27	HARRIS, AMBER C				
2611	2025-06-27	BERRY, LORAIN M				
2612	2025-06-27	MILLANTE, JAYCINTH J				
2613	2025-06-27	KOZAK, WILLIS				
2614	2025-06-27	YUSHCHYSHYN, DALE				
2615	2025-07-04	OSBORNE, CINDY				
2616	2025-07-04	LOWE, ERIC D				
2617	2025-07-04	CHARTRAND, DENISE M				
2618	2025-07-04	STEVENTON, CHRISTINE A				
2619	2025-07-04	SCHMIDT, LAURA L				
2620	2025-07-04	HERBOLD, MICHAEL W				
2621	2025-07-04	PARISIAN, NOELLE J				
2622	2025-07-04	PINAULT, CHRISTINA J				
2623	2025-07-04	ADAMS, JIM W				
2624	2025-07-04	TERLECKI, QUENTIN G				
2625	2025-07-04	STEVENTON, KENDRA N				
2626	2025-07-04	BRADLEY, HAILEY				

Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2627	2025-07-04	NORRIS, ANTHONY J				
2628	2025-07-04	PETERS, STEPHANIE G				
2629	2025-07-04	PATTISON, TERRA L				
2630	2025-07-04	POWLESLAND, JOEL F				
2631	2025-07-04	LOCHRIE, JAMES D				
2632	2025-07-04	FERGUSON, KYLIE				
2633	2025-07-04	PARSONS, CURTIS				
2634	2025-07-04	GINGELL, SUSAN				
2635	2025-07-04	ANTONIUK, LUKAS				
2636	2025-07-04	MOLNAR, BRAM				
2637	2025-07-04	CHISHOLM, MACKENZIE				
2638	2025-07-04	CORRY, TYLER				
2639	2025-07-04	FAHLMAN, KATARINA				
2640	2025-07-04	EVANS, JEANNE M				
2641	2025-07-04	OPRYSHKO, MITCHEL G				
2642	2025-07-04	LOCKEN, JODY L				
2643	2025-07-04	KUGLER, SARA E				
2644	2025-07-04	PINAULT, EVAN J				
2645	2025-07-04	KOBZA, JENNIFER L				
2646	2025-07-04	EDMONDS, RYAN A				
2647	2025-07-04	BOETTGER, VALERIE				
2648	2025-07-04	CONLEY, MICHELLE				
2649	2025-07-04	MULLINS, SHEA				
2650	2025-07-04	ANTONIUK, LILY				
2651	2025-07-04	HOFSTEDE, JULIANNE G				
2652	2025-07-04	HEATHERINGTON, ELI B				
2653	2025-07-04	HEDSTROM, REESE				
2654	2025-07-04	COUTTS, CAROL				
2655	2025-07-04	HEATHERINGTON, KIM				
2656	2025-07-04	BERRY, LISA				
2657	2025-07-04	NEITHERCUT, AYA				
2658	2025-07-04	LEMOINE, OLIVIA				
2659	2025-07-04	LOVE, SADIE				
2660	2025-07-04	CORRY, MITCHELL				
2661	2025-07-04	HOFSTEDE, LYNNEA				
2662	2025-07-04	BRAKE, REEGAN				
2663	2025-07-04	KELLAR, HANNAH				
2664	2025-07-10	LOWE, ERIC D				
2665	2025-07-10	WELLS, DYLAN R				
2666	2025-07-10	DOUGLAS, NATHAN T				



TOWN OF GIBBONS

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Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2667	2025-07-10	BENSON, WILLIAM R				
2668	2025-07-10	BARRETT, JASON				
2669	2025-07-10	MYERS, KRISTOPHER				
2670	2025-07-10	GENEAU, JAMIE				
2671	2025-07-10	POLLARD, SCOTT T				
2672	2025-07-10	POLLARD, SIERRA				
2673	2025-07-10	FUNSTON, LAYNE				
2674	2025-07-10	WARNER, JAMES				
2675	2025-07-10	SCHEEPERS, JUSTIN				
2676	2025-07-10	PUCKETT, DUSTYN				
2677	2025-07-10	STEVENTON, KENDRA				
2678	2025-07-10	CHESTER, KENNEDY				
2679	2025-07-10	DUCHARME, JACOB				
2680	2025-07-10	WIGSTON, ANDRE				
2681	2025-07-10	RICE, ABIGAIL				

Total 717,161.40

*** End of Report ***



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: 2025 TAXES COLLECTED TO DATE

Introduction

This purpose of this report is to advise Council on the status of the current year taxes collected to date.

Background

In 2025 \$4,967,572.48 taxes were levied; (this amount includes all taxes including school, senior housing, etc.) As of June 30, 2025, 71% of the current year's levy has been collected. Further for Council's information, 33% of our tax accounts are on the Tax Installment Program (TIP); meaning that every month \$172,141.25 is received of the current taxes. Currently there are \$189,498.82 in arrears of taxes of which only \$53,059.99 are in tax sale status. The remainder of arrears are all working under a tax agreement.

Options Available

That Council accepts the 2025 Tax Collection Report as information.

Recommendation for Action

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

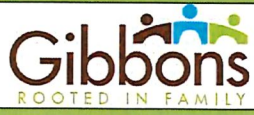
1. That Council accepts the 2025 Tax Collection Report as information.

Submitted By:

Monique Jeffrey
Director of Corporate Services

Approved by:

Eric Lowe
Interim CAO



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: 2025 BUDGET VARIANCE AS AT JUNE 30TH, 2025

Introduction

This purpose of this report is to present to Council the 2nd Quarter Variance to Budget as at June 30th, 2025.

Background

Financial reports for January to June 2025 inclusive have been completed. To date the Town of Gibbons revenues are slightly above budget at 62.57% of expected as the 2025 taxes have been levied and expenditures are below anticipated budget at 40.66% of total budget.

Options Available

That Council accepts the 2025 2nd Quarter Budget Variance Report as information.

Recommendation for Action

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

1. That Council accepted the 2025 2nd Quarter Budget Variance Report as information.

Submitted By:

Monique Jeffrey
Director of Corporate Services


Approved by:

Eric Lowe
Interim CAO

Town of Gibbons		7/15/2025			
Budget Variances					
For the Period Ending June 30, 2025					
Revenue	2025 Budget	YTD Actual	2025 Variance	% of Budget	Variance - Notes
General Administration	\$ 49,744.00	\$ 35,584.71	\$ 14,159.29	71.54%	above budget as most of the rental revenues have been collected
Police Services	\$ 70,539.00	\$ 8,024.00	\$ 62,515.00	11.38%	reserve transfers only take place at year-end
Fire Fighting	\$ 192,012.00	\$ 122,980.18	\$ 69,031.82	64.05%	over budget due to many recent calls MVA and County calls
Disaster Services	\$ -	\$ -	\$ -	0.00%	
By-Law Enforcement	\$ 18,600.00	\$ 6,151.00	\$ 12,449.00	33.07%	slightly below budget fines have yet to come in
Common Services	\$ 5,450.00	\$ 1,500.00	\$ 3,950.00	27.52%	below budget as grants for summer students have not come in yet
Road Transportation	\$ 14,800.00	\$ 171.52	\$ 14,628.48	1.16%	below budget, very few permits fees to date
Water Supply & Distib.	\$ 1,245,514.00	\$ 565,413.45	\$ 680,100.55	45.40%	on par with budget
Sanitary Sewer Services	\$ 842,925.00	\$ 361,549.39	\$ 481,375.61	42.89%	on par with budget
Garbage Collection	\$ 307,000.00	\$ 132,391.41	\$ 174,608.59	43.12%	on par with budget
Environmental	\$ -				function deleted in 2025
FCSS	\$ 187,031.00	\$ 55,229.87	\$ 131,801.13	29.53%	below budget less donations than expected to date
SALC	\$ 166,329.00	\$ 163,867.10	\$ 2,461.90	98.52%	above budget as all grant funds have been received for the year
Cemetary	\$ 11,525.00	\$ 1,271.49	\$ 10,253.51	11.03%	below budget as one niche was vacated in early winter
Municipal Planning & Dev	\$ 1,418,131.00	\$ 320,300.52	\$ 1,097,830.48	22.59%	below budget as we are awaiting the sale proceeds on the downtown lots
Communities in Bloom	\$ 6,700.00	\$ 2,005.40	\$ 4,694.60	29.93%	below budget student grants not yet received
Community Services Brd/Staff	\$ -	\$ -	\$ -		
Recreation/Parks	\$ 395,046.00	\$ 387,385.67	\$ 7,660.33	98.06%	over budget because recreation agreement funds received
Fitness Center	\$ 56,200.00	\$ 29,375.64	\$ 26,824.36	52.27%	on par with budget
Arena	\$ 278,702.00	\$ 116,588.37	\$ 162,113.63	41.83%	on par with budget
Arena Concession	\$ 2,000.00	\$ 1,150.00	\$ 850.00	57.50%	on par with budget
Curling Rink	\$ 45,400.00	\$ 33,333.33	\$ 12,066.67	73.42%	billing for curling club for the year
Facilities	\$ 3,551.00	\$ 4,189.25	\$ (638.25)	117.97%	above budget more rentals than expected
Museum	\$ 5,900.00	\$ (200.00)	\$ 6,100.00	-3.39%	no revenues as museum still closed for the season
SSDLC	\$ -	\$ -	\$ -		building sold
Resource Centre Revenue	\$ 39,400.00	\$ 11,142.86	\$ 28,257.14	28.28%	below budget transfers have not taken place yet
Cultural Center	\$ 253,217.00	\$ 122,349.12	\$ 130,867.88	48.32%	on par with budget
Library	\$ 74,415.00	\$ 27,742.98	\$ 46,672.02	37.28%	slightly below budget
Other Revenue	\$ 7,251,641.00	\$ 5,588,671.62	\$ 1,662,969.38	77.07%	above budget as taxes have been levied
Total Revenues - Municipal Operations Includes Tax Revenue and Requisitions	\$ 12,941,772.00	\$ 8,098,168.88	\$ 4,843,603.12	62.57%	Revenues are slightly above budget as the 2025 taxes have been levied
	\$ -	\$ -	\$ -		

Town of Gibbons					
Budget Variances					
For the Period Ending June 30, 2025					
Expenditures	2025 Budget	YTD Actual	2025 Variance	% of Budget	Variance - Notes
Council	\$ 362,424.00	\$ 109,381.09	\$ 253,042.91	30.18%	below budget conventions have not been attended yet this year
General Administration	\$ 2,347,356.00	\$ 1,017,200.60	\$ 1,330,155.40	43.33%	on par with budget
Police Services	\$ 166,156.00	\$ 166,419.00	\$ (263.00)	100.16%	policing cost have been paid
OH & S	\$ 39,086.00	\$ 17,054.49	\$ 22,031.51	43.63%	on par with budget
Fire Fighting	\$ 607,841.00	\$ 203,390.12	\$ 404,450.88	33.46%	below budget as training has not started and equipment has not been purchased yet
Disaster Services	\$ 31,625.00	\$ 29,726.94	\$ 1,898.06	94.00%	above budget memberships have been paid for the year
Bylaw Enforcement Operations	\$ 177,882.00	\$ 65,106.07	\$ 112,775.93	36.60%	slightly below budget
Common Services Operations	\$ 912,005.00	\$ 361,623.62	\$ 550,381.38	39.65%	slightly below budget debenture principle capitalized
Road Transportation	\$ 371,987.00	\$ 174,627.89	\$ 197,359.11	46.94%	on par with budget
Water Supply & Distrib	\$ 1,245,514.00	\$ 281,351.59	\$ 964,162.41	22.59%	below budget - debenture principle capitalized
Sanitary Sewer Services	\$ 842,925.00	\$ 410,428.54	\$ 432,496.46	48.69%	on par with budget
Garbage Collection	\$ 307,000.00	\$ 98,518.60	\$ 208,481.40	32.09%	below budget - transfers not yet done
Environmental	\$ -	\$ -	\$ -	#DIV/0!	program closed in 2025
FCSS	\$ 457,143.00	\$ 137,253.11	\$ 319,889.89	30.02%	below budget - big events have not taken place yet
SALC	\$ 166,329.00	\$ 80,446.35	\$ 85,882.65	48.37%	on par with budget
Cemetary	\$ 26,875.00	\$ 1,354.28	\$ 25,520.72	5.04%	below budget
Municipal Planning	\$ 895,985.00	\$ 314,625.48	\$ 581,359.52	35.12%	below budget - debenture principle capitalized
Communities In Bloom	\$ 40,165.00	\$ 18,002.45	\$ 22,162.55	44.82%	on par with budget
Community Services Board	\$ 154,994.00	\$ 69,348.90	\$ 85,645.10	44.74%	on par with budget
Recreation/Parks	\$ 685,162.00	\$ 422,502.56	\$ 262,659.44	61.66%	above budget as cost for Memorial Park are recorded but they will be transferred to capital at year-end
Fitness Center	\$ 240,070.00	\$ 81,319.09	\$ 158,750.91	33.87%	below budget - debenture principle capitalized
Arena	\$ 629,802.00	\$ 219,679.10	\$ 410,122.90	34.88%	below budget - debenture principle capitalized
Arena Concession	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	closed for the season
Curling Rink	\$ 104,061.00	\$ 46,149.61	\$ 57,911.39	44.35%	on par with budget
Facilities	\$ 137,594.00	\$ 70,216.23	\$ 67,377.77	51.03%	above budget - carbon tax higher than anticipated
Museum	\$ 58,083.00	\$ 20,826.63	\$ 37,256.37	35.86%	only insurance and utilities paid to date
SSDLC	\$ -	\$ 228.12	\$ (228.12)		small repairs needed to be done before the sale took place
Resource Centre Exp.	\$ 108,222.00	\$ 72,971.64	\$ 35,250.36	67.43%	above budget - repairs required to be done earlier in the year
Cultural Center	\$ 209,202.00	\$ 107,482.17	\$ 101,719.83	51.38%	on par with budget

Town of Gibbons					
Budget Variances					
For the Period Ending June 30, 2025					
Expenditures	2025 Budget	YTD Actual	2025 Variance	% of Budget	Variance - Notes
Library	\$ 239,408.00	\$ 106,453.41	\$ 132,954.59	44.47%	on par with budget
Requisitions - Prov Schools	\$ 1,143,297.00	\$ 509,919.75	\$ 633,377.25	44.60%	on par with budget
Requisitions - Seniors Foundation	\$ 35,077.00	\$ 35,076.98	\$ 0.02	100.00%	on par with budget
Requisition Allowance MGA 359(2) - Uncollected	\$ -				
2024 Shortfall coverage	\$ 130,000.00	\$ -		0.00%	not yet recorded
Operating Contingency	\$ 35,000.00	\$ -	\$ 35,000.00	0.00%	
Total Expenditures	\$ 12,910,270.00	\$ 5,248,684.41	\$ 7,531,585.59	40.66%	overall all expenses are either on par with budget or below budget
Net surplus (Deficit)	\$ 31,502.00	\$ 2,849,484.47			

	TOWN OF GIBBONS	REQUEST FOR DECISION
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DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: TAX FORFEITURE POLICY

Introduction

The purpose of this report is to respond to the request from the Council as per resolution of Council 25.296 for Administration to draft a Tax Forfeiture Policy.

Background

The Town of Gibbons presently is mandated by the *Municipal Government Act* on the processes and procedures that are required to be followed in the tax recovery process for the Province of Alberta.

Please find attached the guide that is provided by Municipal Affairs written in plain English that is followed by every municipality in the Province of Alberta and that follows the sections of the *Municipal Government Act*. This document is available online for anyone's information.

In discussions with the Town Solicitor, Administration inquired about a tax forfeiture policy and his comment was that he is not aware of any municipality in Alberta that has such a thing because they are all mandated to follow the attached policy.

Options Available

The options for consideration by the Council include the following:

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

Recommendation for Action


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

1. That Council receives the information on the tax forfeiture process and procedures as presented as information.

Submitted by:

Monique Jeffrey
Director of Corporate Services

Approved by:


 Eric Lowe
Interim CAO

A Guide to Tax Recovery In Alberta



Government

Alberta Municipal Affairs

Municipal Capacity Building, Municipal Capacity and Sustainability Branch
A Guide to Tax Recovery in Alberta
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Legal Notice:

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this manual. While Municipal Affairs attempts to ensure the accuracy of the information contained within this manual, a municipality may wish to obtain advice from a lawyer, in order to ensure the correct steps are taken throughout the tax recovery process. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this manual.

It is important to recognize that this manual has been developed as a reference for, and as an explanatory document to, Part 10 of the *Municipal Government Act* (MGA), RSA 2000, Chapter M-26. This manual is not legal advice, and it cannot be used in place of consulting with a lawyer. This manual cannot anticipate every aspect, circumstance or situation that municipalities may encounter while working through their specific tax recovery process. If a municipality needs help finding a lawyer, please visit the [Law Society of Alberta website](http://www.lawsocietyofalberta.ca).

Should this manual conflict with the *Municipal Government Act* (MGA), RSA 2000, Chapter M-26, in word or interpretation, the legislation shall prevail.

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Introduction

This manual has been created to assist municipal officials and other stakeholders in working through the three tax recovery processes allowed under the *Municipal Government Act* (MGA), RSA 2000, Chapter M-26. This manual contains detailed descriptions of the steps required to satisfy the legislative requirements relating to the various tax recovery processes. It also contains checklists that highlight the main steps and timelines. Links to the various forms required by Alberta Land Titles or the Personal Property Registry are also included.

How to Use this Manual

This manual has been separated into five “Units.” Unit 1 provides a general overview of the tax recovery process. It outlines the main purpose of the tax recovery process and highlights the key principles that apply to each of the tax recovery proceedings. Unit 1 also describes the general roles and responsibilities of the various parties that are involved in the tax recovery process – specifically, the municipality, the assessed person, and Alberta Municipal Affairs.

Units 2, 3 and 4 outline the three separate tax recovery processes as set out in Part 10 of the MGA. Unit 2 covers “Recovery of Taxes Related to Land” (Division 8); Unit 3 covers “Recovery of Taxes Related to Designated Manufactured Homes” (Division 8.1); and Unit 4 covers “Recovery of Taxes Not Related to Land” (Division 9).

Units 2, 3 and 4 are each divided into three parts, each containing the following:

- A detailed explanation of the specific tax recovery process - its purpose, as well as the steps, timelines and legal requirements stated in the MGA. This material is particularly helpful for anyone who is unfamiliar with the tax recovery process or who wishes to refresh their understanding and knowledge with respect to tax recovery.
- A checklist that summarizes the key steps that must be carried out during each tax recovery process.
- A tax agreement template, sample letters and best practices for municipalities to utilize during the tax recovery process are also included in the Appendix.

UNIT 1: THE TAX RECOVERY PROCESS

Understanding the Tax Recovery Process

Municipalities rely on the collection of property taxes to provide services, to make improvements to their infrastructure and to meet their financial obligations. The provincial government recognizes municipalities' reliance on property tax revenue. To ensure that everyone who is required to pay municipal taxes does so, the province passed legislation that ensures the municipality can collect the taxes that are due.

The legislation gives the municipality the authority to enforce payment of legally levied taxes.

Part 10 of the MGA provides for three tax recovery processes:

1. Recovery of Taxes Related to Land (Division 8);
2. Recovery of Taxes Related to Designated Manufactured Homes (Division 8.1); and,
3. Recovery of Taxes Not Related to Land (Division 9)

It is important to recognize that the purpose of the tax recovery process is to provide a means through which the municipality receives the taxes to which it is entitled.

Municipalities should be aware of the provisions of the *Farm Debt Mediation Act*, when tax recovery proceedings are undertaken involving land, designated manufactured home(s) and/or other property owned by a farmer.

The *Farm Debt Mediation Act* is Government of Canada legislation that provides for mediation between insolvent farmers and their secured creditors. Municipalities should take note of Section 21 of the federal *Farm Debt Mediation Act*, which states:

- (1) *Every secured creditor who intends to:*
 - (a) *enforce any remedy against the property of a farmer, or*
 - (b) *commence any proceedings or any action, execution or other proceedings, judicial or extra-judicial, for the recovery of a debt, the realization of any security or the taking of any property of a farmer*

shall give the farmer written notice of the creditor's intention to do so, and in the notice shall advise the farmer of the right to make application under Section 5.
- (2) *The notice must be given to the farmer and to an administrator, in the form established by the Minister and in accordance with the regulations, at least 15 business days before the doing of any act described in paragraph (1) (a) or (b)."*

An insolvent farmer may apply to the administrator appointed under the *Farm Debt Mediation Act* for a stay of proceedings or assistance with mediation. Where an insolvent farmer has applied for and received a stay of proceedings, no action can be taken by the secured creditor. When section 21 has not been complied with, section 22 declares any acts taken by the creditor against the property of the farmer to be null and void.

The *Farm Debt Mediation Act* has been the subject of considerable litigation much of which is highly dependent on the specific factual circumstances of the particular case. Accordingly, municipalities are strongly encouraged to consult with their legal counsel regarding the application of the *Farm Debt Mediation Act* and especially prior to taking any action that may involve the property of a farmer and require notice under section 21 of that Act.

Additional information may be obtained by contacting:

Agriculture and Agri-Food Canada
Farm Debt Mediation Service
301-2010 12th Avenue
Regina, SK S4P 0M3
Toll Free Number: 1-866-452-5556

The Role of the Municipality in the Tax Recovery Process

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right. If the municipality chooses to recover the arrears using 411(2) it must occur before the municipality sells the parcel at public auction or before the parcel is disposed of under section 425. The municipality must ensure that the process is completed as required by the legislation. The municipality is the central participant in the tax recovery process.

It is the municipal council that establishes the tax rates for each fiscal year and administration that is responsible for the collection of taxes. If attempts to collect overdue taxes from assessed persons are unsuccessful, the council is responsible for setting reserve bids for properties, or designated manufactured homes, at as close as reasonably possible to fair market value (the amount a property might be expected to realize if it were sold on the open market by a willing seller to a willing buyer), and the conditions of sale for the auction, while administration conducts the tax auctions.

Given these numerous responsibilities, it is extremely important that each municipality put in place a process that ensures not only that the steps are completed properly and at the proper times, but also that an accurate and complete record of each step is kept.

If proper controls and processes are not developed, the tax recovery process can become more complicated than need be. The municipality must act in the best interest of the person responsible to pay the tax and to protect the rights of the landowner throughout the entire process. Therefore, it is critical that the municipality ensures that all steps are followed. Failure on the municipality's part to do this may result in the tax

recovery process being set aside by the courts and the municipality being directed to begin the process all over again.

Similarly, other parties who hold a registration against the title to the parcel (mortgage holders, lien holders, etc.) must also be advised of the tax recovery proceedings so that they are aware and have the opportunity to protect their interests. Given that all encumbrances, with the exception of those outlined in sections 423(1), 424(3), 428.2(4), 436.14(1), and 436.2(1)(b), are removed following the sale of land or property at public auction it is important that municipalities ensure that anyone who has an interest or encumbrance registered against the land or property is notified of the tax recovery proceedings.

The Role of the Assessed Person in the Tax Recovery Process

Section 304 of the MGA identifies the assessed person responsible for paying the appropriate property tax. Section 331 of the MGA obligates this person to pay taxes. The fact that tax recovery proceedings are being undertaken reflects that the assessed person has not or cannot fulfill this obligation. Regardless of how co-operative an assessed person is in terms of paying taxes, it is critical to ensure that they are advised of the key steps of the tax recovery process and are aware of the options available so that they have every opportunity to pay the taxes owing.

The Role of Municipal Affairs in the Tax Recovery Process

Municipal Advisors with the Municipal Services and Legislation Branch of Alberta Municipal Affairs are available as resources if municipal staff needs assistance. If a municipality is conducting a tax recovery proceeding and cannot find the information needed in this manual, or if there is a detail in the MGA that needs to be clarified, please contact the Branch at:

Municipal Services and Legislation Branch
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: 780-427-2225
Fax: 780-420-1016

Staff at the Alberta Land Titles Office and at Alberta Personal Property Registries are not responsible to ensure that the proper steps are taken with respect to the registration of the tax arrears notification or tax recovery liens. Guaranteeing that forms are completed properly, that land descriptions or serial numbers are correct and complete, and that there is no duplication of Tax Recovery Notifications or Tax Recovery Liens is the sole responsibility of the municipality. Alberta Land Titles will not accept Tax Arrears Lists at any time other than in a period just before March 31 of each year.

UNIT 2: RECOVERY OF TAXES RELATED TO LAND

Unit 2.1: Overview Part 10, Division 8

The Purpose of Part 10, Division 8

The purpose of Part 10, Division 8 is to provide municipalities with the authority to collect tax arrears that relate to property taxes for parcels of land. Division 8 defines the taxes applicable to this process as a property tax, a community revitalization levy, a special tax, a local improvement tax or community aggregate payment levy. The Alberta Land Titles system is a tool used to aid in the enforcement of the collection of taxes levied against land and improvements as all properties must be associated with land for tax recovery under this Division.

When are Taxes in Arrears?

The issue of when parcels of land with outstanding taxes are to be placed on the tax recovery arrears list causes confusion for some. Therefore, before the tax recovery process is considered, it is important to understand when taxes are in arrears.

The MGA identifies outstanding taxes in two different ways; taxes that are “unpaid” and taxes that are in “arrears.” It is important to understand the difference between these terms to ensure that parcels of land are not mistakenly placed on, or left off, the tax arrears list.

Section 326(1)(c) of the MGA defines “tax arrears” as “taxes that remain unpaid after December 31 of the year in which they are imposed.” The key part of this definition is the phrase “that remain unpaid after December 31 of the year in which they are imposed.” Many individuals confuse unpaid taxes, which may be subject to penalty under section 344, with taxes in arrears. Again, taxes are in arrears only if they are unpaid as of January 1 of the year following the year in which they are imposed.

Section 332 states that taxes imposed under Part 10, other than a supplementary property tax or a supplementary business tax, are deemed to have been imposed on January 1. Therefore, regardless of whether the tax notice is sent in May or October, legally, January 1 is the date the taxes are considered imposed.

For example, the Town of Wherever mails its tax notice on May 1, 2017. The taxes are due by June 30. On July 1 any outstanding taxes are considered “unpaid” and a tax penalty may be applied under section 344. If these taxes remain unpaid as of January 1, 2018, the taxes are then considered to be in arrears (section 326(1)(c)). However, the property taxes must continue to be in arrears past January 1, 2019, (two years after the date imposed), before the property is added to the tax arrears list – (March 31, 2019).

Therefore, when a municipality is preparing a tax arrears list for properties that have tax arrears of more than one year, they must begin their calculations from January 1 following the year in which the tax was imposed, not from the date the tax notice was sent.

When discussing the penalty associated with unpaid taxes do not refer to the penalty as “interest.” The MGA provides for a penalty for non-payment of taxes and while the

amount of penalty is determined by using a percentage calculation as set out in a Tax Penalty Bylaw, municipalities should ensure that ratepayers are aware that they are being penalized for not paying their taxes.

Adding Amounts Owing to the Tax Roll

Section 553(1)(f) allows municipalities to add the costs associated with tax recovery proceedings to the tax roll of a parcel of land. From the date the tax recovery costs are added to the tax roll, they are deemed to be a tax imposed under Part 10, Division 2 of the MGA.

The Tax Recovery Process

Prepare an Arrears List

Section 412

The tax recovery process begins with the preparation of a tax arrears list. Each year a municipality **must, not later than March 31**, prepare a list of all parcels of land in the municipality that are more than one year in arrears.

Prior to developing the tax arrears list, a municipality may want to consider sending a letter to each affected property owner. Late January to mid-February is a good time to send such a letter. Advise him or her that the property is going to have a tax notification placed on the title and that he or she can avoid this action from occurring by paying the outstanding amount of taxes that have been in arrears for more than one year. This is because taxes must be in arrears for more than one year before the tax recovery process is started. If the property owner pays the taxes that have been in arrears for more than one year, then the property would no longer qualify for the tax recovery process.

Municipalities should complete the tax arrears lists and have the designated officer, in most cases the Chief Administrative Officer, sign and put the municipal seal on the forms. **Two lists with the municipality's seal must be forwarded to the Registrar at the Land Titles Office no later than March 31 of each year.** The postmark for a list must clearly indicate that it was forwarded by or on March 31, or other evidence must be obtained to substantiate any claim that it was forwarded on time. For complete information on tax related documents, please visit [Alberta Land Titles Procedures Manual](#) and review TAX-1 through TAX- 6.

The contact information for both Calgary and Edmonton offices can be found on the website at www.spin.gov.ab.ca or by emailing lto@gov.ab.ca.

A copy of the arrears list must also be sent to the Minister of Treasury Board and Finance, for the [Unclaimed Property Program](#) prior to March 31 of each year.

EMAIL: unclaimed.property@gov.ab.ca

Enter "Unclaimed Property" in the subject line and please include your return address in your message.

MAIL:

Tax and Revenue Administration
Alberta Treasury Board and Finance
9811 - 109 Street
Edmonton, AB T5K 2L5

PHONE: 780-427-3044 - For toll free service in Alberta, call 310-0000; then enter 780-427-3044

A copy of the arrears list must then be posted in a place in the municipal office that is accessible to the general public during regular business hours.

A tax arrears list must not include a parcel of land that has a tax recovery notification from previous years, unless that notification has been removed from the certificate of title for that parcel.

Therefore, when completing the tax arrears list, ensure that one of two things occur:

- If a previous tax recovery notification should be there (a tax recovery process is underway), exclude the property from the new tax arrears list.
- If a previous tax recovery notification should not be there (a previous tax recovery process has been concluded but the notice was not removed when it should have been), have the tax recovery notification previously endorsed against the parcel of land removed prior to the registration of a new tax recovery notification. There is no prescribed form for requesting the removal of the tax notification, but the “Discharge of Tax Notification” form, provided in the Land Titles Procedures Manual (Tax-2) can be used. The request for removal must be sent to the Land Titles Office. The municipality is solely responsible to ensure that no duplicate tax notifications occur.

The municipality must also notify the persons who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar of Land Titles. It is suggested that this letter be sent at the same time that the arrears list is forwarded to the Land Titles Office. While it is not a legislated requirement, a municipality may wish to send a letter prior to preparing the arrears list advising of what is coming in order to mitigate and encourage property owners to pay before the tax notification is placed on the certificate of title.

Section 23(1) of the *Interpretation Act* states that when notification is properly addressed and sent by prepaid mail other than double registered or certified mail, it is presumed, unless the contrary is proved, to be received seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta, or 14 days from the date of mailing if the document is mailed in Canada to an address in Canada. If the document is returned to the sender by someone other than the addressee presumption of service does not apply. When a municipality receives a returned letter, the letter should be filed in the tax arrears file so the municipality can prove the effort to contact the person responsible for paying the taxes.

It is the taxpayer’s responsibility to ensure that the municipality and the Land Titles Office has the current and correct address on file.

Tax Recovery Notification

Section 413

Once the Alberta Land Titles receives the arrears list, prior to April 1 of each year, the Registrar must endorse a tax recovery notification on the Certificate of Title. One of the two copies of the tax arrears list submitted by the municipality should be stamped with the certification stamp and returned to the municipality with a statement of the costs payable to the Land Titles Office by the municipality and a computer generated hardcopy of the list. The municipality is responsible for this cost but it may add this cost to the taxes owing for the appropriate parcel(s) shown on the tax arrears list (section 553(f)).

Once the tax recovery notification is in place, only the municipality that requested the endorsement can authorize the removal of the notification. Again, there is no prescribed form for requesting the removal of the tax notification, but the "Discharge of Tax Notification" form, provided in the Land Titles Procedures Manual (Tax-2) can be used.

When a tax recovery notification has been endorsed on the Certificate of Title for a parcel of land, the person who is liable to pay the taxes must not remove any improvements for which taxes can be levied and for which that person is responsible (section 414) without the approval of the municipality.

Right to Pay Tax Arrears

Section 415

After a tax recovery notification has been endorsed on the Certificate of Title, anyone can pay the tax arrears owing against the property. When the municipality receives payment of the tax arrears (and related costs, such as administrative cost, penalties, or any other charges related to the parcel), the designated officer requests the discharge of the tax recovery notification, which may be done with the "Discharge of Tax Recovery Notification" form, and sends it to the Land Titles Office.

Do not request the discharge of a tax recovery notification until the arrears and penalties are received in full (e.g., the cheque clears the bank). Remember, after a notice is removed, it is not possible to have it reinstated without starting the tax recovery process from the beginning.

Warning of Sale

Section 417

Once the Registrar of Land Titles has endorsed the tax recovery notification he or she must, not later than August 1, send a notice to the owner of the parcel of land, to any person who has an interest evidenced by a caveat registered against the parcel, and to each owner of an encumbrance as shown on the Certificate of Title. The notice states that if the tax arrears are not paid by March 31 of the following year, the municipality will offer the parcel for sale at public auction, and the municipality may become the owner of the parcel if it is not sold at public auction.

Unless the municipality decides to pursue the options listed at the end of this Unit under

the heading Alternate Collection Options, the municipality must wait until after March 31 of the following year before proceeding with the following tax recovery steps.

Offer of Parcel for Sale

Section 418

If the taxes have not been paid, an action under s. 411(2) has not been started, and a tax agreement providing for the payment of arrears is not reached between the municipality and the landowner, the municipality **must** offer for sale at a public auction any land shown on its tax arrears list.

An agreement can be for no more than three years and should include the current taxes, future penalty charges, and an estimate of the future taxes over the length of the agreement in the payment calculation. If the property owner breaches the agreement, the property must then be offered at public auction.

Properties that are offered for sale are those properties that received notification from the Registrar of Land Titles by August 1 of the previous year.

Reserve Bid and Conditions of Sale

Section 419

The council must establish a reserve selling price before it can auction a property. The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel. The municipality may acquire the services of an independent, professional appraiser to provide it with a written report that establishes market value for setting the reserve price.

In addition to the reserve bid, the council must establish any terms and conditions that apply to the sale. For example, the council may require full payment for the parcel by cash or certified cheque or the council may allow partial payment on the day of the auction with full payment to be made within 30 or 60 days following the auction.

Advertisement of Public Auction

Section 421

The municipality must advertise the public auction. The information in the advertisement must specify the date, time, and location of the auction and a description of each parcel of land to be offered for sale. The advertisement must also include any terms and conditions of the sale (e.g., cash only, percentage down or payment by a specified date). The advertisement must also state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the auction.

The property or properties being auctioned must be advertised in one issue of the Alberta Gazette. The auction date must be listed in the Gazette not less than 40 days and not more than 90 days before the auction. It is strongly advised that the municipality contact the Gazette to determine the time frame for publication.

Municipalities may wish to list the Certificate of Title number in Gazette advertisements along with the legal land description of the parcel.

For advertising in the Alberta Gazette contact:

The Alberta Gazette
7th Floor, Park Plaza
10611 – 98 Avenue
Edmonton, Alberta
T5K 2P7

Website : http://www.qp.alberta.ca/Alberta_Gazette.cfm

Email: albertagazette@gov.ab.ca

Fax: 780-452-0668

The Gazette is published twice monthly, first on the 15th and again at the end of the month. A calendar of Gazette publication dates can be viewed at www.qp.alberta.ca/alberta_gazette.cfm?page=gazette_publication_dates.cfm. The deadline for submission of an advertisement is two weeks prior to the publishing day. Make sure the submission deadline is taken into account when setting the auction timelines.

A second advertising requirement is that the auction must be advertised in one issue of a newspaper having general circulation in the municipality. The advertisement must appear not less than 10 days and not more than 20 days before the date on which the public auction is to be held.

These advertising processes are mandatory requirements. If they are not met the auction results can be nullified if challenged through the courts.

Contacting the Owner and Interested Parties Before the Auction

Section 421(4)

Besides sending a copy of the advertisement to the assessed person named on the tax roll, the municipality must also obtain a copy of the current Certificate of Title in order to send a copy of the advertisement to all individuals or organizations with a registered interest in the property. A copy of the advertisement must be sent to all parties not less than four weeks before the date of the public auction.

Adjournment of Auction

Section 422

A municipality may adjourn a public auction to any date within two months of the advertised sale date. The municipality is not required to advertise the adjournment but a notice must be posted, in an accessible public place, which includes the new date and place when the auction will be held.

Adjournments are often put in place to extend the time so that the auction will fit within advertisement or notification requirements when those requirements are in danger of not being met.

An example is, if the advertisement in a local newspaper was not placed within the 10 to 20 day period preceding the auction, the auction could be postponed to meet this condition.

Holding the Auction

Section 423

The municipality must select a person to conduct the auction. While a professional auctioneer may be used, in most cases the Chief Administrative Officer or other designated officer will act as the auctioneer. Guidelines for the auction process are included in this manual.

Once the auctioneer declares a property as sold, the sale is final and no further approval is required. The auctioneer cannot reopen a property for sale after it is declared sold. The municipality should maintain a record of sale activities for reporting to council. While no report is required, a report provides council with information in case a sale is protested. The person purchasing the property acquires the land free of all encumbrances, except those listed in section 423(1).

Section 429 restricts the auctioneer, councillors, the Chief Administrative Officer, and the employees of the municipality from bidding on, or acting as an agent in buying the property. However, a designated officer or employee can be directed by council to bid for or buy a parcel of land for the municipality if it wishes to become the owner.

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

If no offer is received on a property or the reserve bid is not met, the property cannot be sold at the auction. In this case the property remains unsold. The following sections describe options for dealing with unsold properties.

Municipal Responsibilities/Rights Following the Auction

The municipality has three options when a property is not sold at public auction.

1) 'Tax Forfeiture' Title

The municipality does not purchase the property, but registers its name on title if the property goes unsold at public auction by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form). This allows the municipality to rent, license, lease, or dispose of the property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes. If the property is not disposed of under s. 425(1), the municipality may, 15 years following the date of the public auction, request that the Registrar cancel the existing certificate of title marked 'Tax Forfeiture' and issue a certificate of title in the name of the municipality.

2) Clear Title

After the municipality has acquired Tax Forfeiture Title, the municipality can acquire the property by depositing an amount equal to the reserve bid (market value) into a separate account. The amount paid goes to the tax arrears and all costs and expenses as required under s. 427(2). The municipality must notify the previous owner if there is money remaining. The property is then the municipality's to do with as they wish.

3) Do nothing:

Taxes continue to accrue, and remain on the municipalities' books as a growing liability. The municipality cannot dispose of the property or rent, licence or lease it. This option does not allow the property to revert to the municipality after the 15 year time period.

Municipalities' Right to Possession Following the Public Auction

Section 420

When a property is not sold, a municipality is entitled to possess the property from the date on which a parcel of land is offered for sale at public auction. If a property is occupied and the municipality encounters resistance, it will have to apply to the Court of Queen's Bench for an order for possession (section 420(2)).

In the case of properties being rented out as a residence by the previous owner, the municipality must follow the processes to obtain vacant possession outlined in the *Residential Tenancies Act*.

Transfer of Parcel to Municipality

Section 424 ('Tax Forfeiture' Title)

A municipality may become the owner of a parcel immediately after the public auction if the parcel is not sold. If it chooses to take title, the municipality must request that the Land Titles Office cancel the existing Certificate of Title and issue a new one in the municipality's name (section 424(2)). This request is made by submitting the "Notification of Municipal Acquisition" form to the Land Titles Office.

If the municipality takes title, the property is exempt from future taxation under MGA section 362(1)(b), and the municipality can dispose of the property in accordance with section 425 of the MGA. If the municipality chooses not to take title, the property remains taxable; however, the municipality cannot dispose of the property.

Where a municipality acquires title under this section, the title, while placed in the municipality's name, retains a tax forfeiture notification against it.

Municipal Responsibilities for Properties Sold at the Public Auction

Anyone purchasing a property at a public auction acquires the property free of all encumbrances aside from the exceptions listed in section 423(1).

After the successful sale of a property at a public auction, the "Notification of Sale by Public Auction" form must be completed and submitted to a Land Titles Office. The form should be accompanied by an "Affidavit re Value" form, and (if applicable) a "Foreign Ownership of Land Declaration" form, available from a Land Titles Office.

Municipal Process for Disposing of Unsold Properties

The municipality must acquire title to the land, pursuant to section 424, before disposing of the property in accordance with section 425(1).

After title is obtained under section 424, the municipality may sell the property at a price as close as reasonably possible to the market value, per section. 425(1)(a).

After receiving the title to a property under section 424, a municipality may also grant a lease, licence, or permit in respect of the parcel. The municipality can establish the conditions for these types of dispositions.

If the municipality should rent or lease a property before selling or acquiring it under section 425(1), and in the process generate revenue equal to or exceeding the taxes in arrears plus any costs or lawful expenses incurred by the municipality, the municipality must return the title and any surplus revenues to the previous owner. The owner must honour the remaining term of the lease.

Some possible options to assist in selling the property include direct sale, by tender, or through a real estate agreement. On selling the property, the municipality must transfer the title to the purchaser by submitting a "Transfer of Land" form to a Land Titles Office. Also contained on the "Transfer of Land" document is an "Affidavit Re Value of Land," which must be completed. The only liens and encumbrances remaining will be those in favour of the Crown in right of Canada and the other exceptions noted in section 424(3).

Following the sale of a property, the municipality must request the discharge of the tax recovery notification for the Registrar of Land Titles to remove the words "Tax Forfeiture" from the new title.

Should the municipality wish to acquire clear title to a property, the property can be purchased by the municipality by paying the market value of the property in accordance with section 425(1)(b).

There is a substantial difference between the titles the municipality receives to properties not sold at public auction (and subsequently transferred to the municipality), and the title that the municipality receives should it purchase the property under section 425(1)(b). In the first situation (Tax Forfeiture Title), the Certificate of Title retains the Tax Forfeiture clause and in the second (Clear Title) it does not. In the latter situation, the municipality can use or dispose of the property, the same as any other clear title landowner and in accordance with section 70 of the MGA.

Revival of Title

Section 426

If the tax arrears in respect of a property are paid after the municipality acquires the title to the property (Tax Forfeiture Title) under section 424 but before selling the property under section 425, it must notify the Registrar to revive the title of the original owner. As noted previously, payment of tax arrears can be handled in a number of ways, including by lease or rent or by payment by the previous owner(s) or by any other party. Under section 426(3)(a), the property would then be subject to the same notifications, charges and encumbrances before the municipality became the owner. A "Notification of Revival of Title" form must be completed and sent to the Registrar of Land Titles.

Proceeds from the Sale or Rental of Tax Recovery Property

Sections 427 and 428

All sale, lease, licence, or permit revenues must be paid into a separate account maintained by the municipality for proceeds from Division 8 tax recovery properties. It is important to recognize that any remedial costs owed to the province have first priority in terms of the sale proceeds. The issue of remedial costs is described in greater detail under “*Contaminated Land*” below.

The municipality must pay itself the tax arrears and other legal costs provided for under section 427(2). Any money remaining after the payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister of Treasury Board and Finance if the municipality is notified that the property is vested in the Crown. A property may be vested in the Crown by virtue of being owned by a dissolved business corporation. (See section 15(a) of the *Unclaimed Personal Property and Vested Property Act*.)

The municipality may, if it is satisfied that there are no debts secured by an encumbrance against the certificate of title of the property, pay the remaining funds to the previous landowner. If the municipality is not satisfied that there are no debts secured by an encumbrance against the certificate of title of the property, it must notify the previous owner of the surplus funds and that he or she must make application under section 428 to recover all or part of the proceeds.

Under section 428, the former owner or other interested party will have up to 10 years after either the date of the public auction or the date of a sale under section 425, depending on how the property was sold, to make an application to the courts to be paid the surplus sale proceeds. If no application is made within the 10 year period, the municipality may use the money for its own purposes (section 428.1). This does not apply if the municipality is notified that the property is vested in the Crown.

Transfer to Municipality after 15 Years

Section 428.2

When a tax forfeiture parcel of land has been offered for sale but not sold at a public auction, and has been designated as a ‘tax forfeiture’ on its certificate of title (s. 424), the municipality may, 15 years after the date of the public auction, request the Registrar to cancel the existing certificate of title and issue a new one in the name of the municipality.

Once this new title is issued, all responsibilities of the municipality to the previous owner of the parcel under Part 10, Division 8 of the MGA cease.

A municipality that becomes the owner of a parcel of land under this section acquires it free of all encumbrances, except those listed in section 428.2(4).

Special Cases

Tax Arrears on Subdivided Land

Section 429.1

If there are tax arrears on a parcel of land that is to be subdivided, the municipality may distribute the tax arrears and any taxes that may be imposed on the newly created parcels.

Contaminated Land

Section 434.1

One area of concern for many municipalities is their potential liability should they acquire property under tax arrears and then find out that the property is contaminated.

Section 434.1 relieves a municipality of liability for such contamination provided that the municipality did not cause the contamination, that the municipality does not release any additional or new substance onto the parcel of land, or that the municipality does not aggravate the adverse effect of the contaminant that already exists on the parcel of land.

Should a contaminated tax arrears parcel be sold, the proceeds of the sale must first be applied to any remedial costs relating to the property. Remedial costs are defined as all expenses incurred by the Government of Alberta to perform work under an environmental protection order or an enforcement order issued under the *Environmental Protection and Enhancement Act* (section 410 of the MGA). Any remaining funds are available to satisfy the tax arrears and administrative costs specified in section 427(2).

Alternative Collection Options

Collection of Rent

Section 416

After a tax recovery notification has been placed on a title, a municipality may send a notice to any person holding a lease on a parcel of land to pay rent to the municipality instead of to the owner (section 416(1)). Any rent received must be applied to the taxes until the arrears have been paid. Once the arrears have been paid the municipality must request the Land Titles Office to remove the notification.

Not less than 14 days before asking a renter to pay rent to the municipality, the municipality must notify the owner of the municipality's intent (section 416(2)).

Tax Agreement

Section 418(4)

A municipality may enter into an agreement with the landowner to provide for the payment of the taxes. The term of such an agreement cannot exceed three years.

Should the municipality choose to exercise this option, future taxes and penalties that will occur during the term of the agreement should be considered within the agreement. A template is included in the Appendix.

Lease of Property

Section 425(2)

For the municipality to exercise this option it must first acquire title to the property under section 424. Once the municipality holds title, should it enter into a lease agreement through which the municipality receives enough money to offset the tax arrears, the municipality must return the title to the landowner. The landowner would be required to adhere to the conditions of the lease entered into by the municipality while the title was in its name.

Extension of Time

If a municipality misses any of the legislated time lines under this division, they must request a Ministerial Order providing an extension of time to complete the tax recovery process. The most common time extension provided is for not meeting the designated time period to auction the property.

The request must be sent to the Minister of Municipal Affairs and include:

- the reason that the time commitment was not met;
- legal land description;
- Linc Number
- Certificate of Title number; and
- the date the municipality requires the extension to for each property that was not auctioned during the designated time period.

All forms required are available in the [Alberta Land Titles Procedures Manual](#).

Unit 2.2: Municipal Checklist

The following checklist provides an outline of the legislated requirements and various steps in Division 8, **Recovery of Taxes Related to Land** and provides a cross-reference to those sections.

MGA Section	Action	Date Completed	Person Completing Action
412	Prepare Tax Arrears list: Send 2 copies of list to the Registrar of Land Titles no later than March 31. Send a fax or email a copy to the Unclaimed Property Program. Post 1 copy for public viewing. Notify the person liable to pay arrears that the property has been placed on the tax arrears list.		
413	Registrar's endorsement on Certificate of Title for each parcel with a Tax Recovery Notification; Registrar's certification on copy of the tax arrears list received. Costs for Registrar's endorsement can be added to applicable property.		
414	With Tax Recovery Notification in place improvements on property for which taxes are imposed cannot be removed without municipal consent.		
415	If tax arrears, penalties and costs are paid in full (any time prior being sold at public auction or disposal under s. 425), remove tax recovery notification.		
416	If parcel is rented at the time the tax notification is placed on the property the municipality may send a notice to the renter and owner directing that the rent be paid to the municipality. If municipality decides to exercise this option, the owner must be notified 14 days before the notice is sent to the renter.		
418	If tax agreement is in place, or an action has been started under s. 411(2), then there is no auction held. If the agreement is defaulted on the municipality must start where they left off prior to entering into the agreement. (Tax notification remains on title until the agreement has been fulfilled.		
418	The date set for Public Auction is _____. Remember, this date must be between April 1 st and the following March 31 st one year after placing property on tax arrears list.		

Municipal Checklist
Recovery of Taxes Related to Land

MGA Section	Action	Date Completed	Person Completing Action
419	Council must set Reserve Bid as close as reasonably possible to market value. Council must set any terms and conditions that apply to sale of property.		Council Council
420	Municipality is entitled to possession of parcel from the date of the public auction. Application may be made to courts if owner resists.		
421	Advertise public auction in Alberta Gazette not less than 40 days and not more than 90 days prior to date of auction. Gazette Publication Date: _____ Place in one issue of a local newspaper, not less than 10 days and not more than 20 days from the date of the public auction. Publication Date: _____		
421	Send a copy of the Gazette advertisement not less than four weeks before the date of the auction to: 1. owner/owners of the parcel 2. each holder of a registration against the title to the parcel		
422	If a postponement of the auction is required or if the auction is cancelled due to taxes being paid, post the appropriate notice in a public place.		
423	If a parcel is sold at public auction, and upon the purchaser meeting the conditions of the sale, transfer the title to the new owner by submitting the appropriate form to a Land Titles Office.		
424	If parcel is not sold at public auction, municipality may, if it wishes, take title by forwarding request to a Land Titles Office to cancel existing Certificate of Title and issue new one in the name of the municipality.		
425	If municipality acquires title pursuant to section 424 it may sell property by: Selling parcel at price as close as reasonable to market value. Purchase price \$ _____ Municipality acquires clear title by paying amount required under section 425(1)(b). Purchase price \$ _____ Municipality may grant lease, licence or permit.		

Municipal Checklist
Recovery of Taxes Related to Land

MGA Section	Action	Date Completed	Person Completing Action
426	After municipality acquires title under section 424 but before parcel is sold under section 425, should all tax arrears be paid, the municipality must request a Land Titles Office to revive the title of the previous owner.		
427	Money paid for property sold at or after the public auction, or paid through a lease, licence, or permit are to be deposited into a separate account designated solely for Division 8 tax recovery proceeds. Surplus funds are determined as follows: Revenue from sale, rent, lease		

UNIT 3: RECOVERY OF TAXES RELATED TO DESIGNATED MANUFACTURED HOMES

Unit 3.1: Overview Part 10, Division 8.1

The Purpose of Part 10, Division 8.1

Division 8.1 came into effect January 1, 1999. This Division provides for the collection of tax arrears associated with designated manufactured homes (DMH); specifically, manufactured homes, mobile homes, modular homes and travel trailers – and uses the Personal Property Registry to enforce collection of property taxes levied against mobile property.

Please note that Division 8.1 only relates to DMHs that are assessed under section 304(1)(j)(i) or (k) of the *Municipal Government Act* (MGA). This Division does not apply to DMHs that are affixed to and considered improvements to land.

Divisions 8.1 and 9 may be used to recover taxes on DMHs, but in different ways. Division 8.1 allows municipalities to auction DMHs to pay tax arrears. Division 9 allows municipalities to seize goods owned by persons in tax arrears (from a tax on a designated manufactured home) and sell those goods to pay tax arrears.

When are Taxes in Arrears?

It is important to understand when DMHs with outstanding taxes are to be placed on the tax arrears list. Therefore, before looking at the Division 8.1 tax recovery process, let us consider when taxes are in arrears for a designated manufactured home.

The MGA identifies outstanding taxes in two different ways - taxes that are “unpaid” and taxes that are in “arrears.” Section 326 and section 332 are important sections in understanding this issue.

Section 326(1)(c) of the MGA defines “tax arrears” as “taxes that remain unpaid after December 31 of the year in which they are imposed.” The key part of this definition is the phrase “that remain unpaid **after December 31** of the year in which they are imposed.” Many individuals confuse unpaid taxes, which may be subject to penalty under section 344, with taxes in arrears. Again, taxes are in arrears only if they are unpaid as of January 1 of the year following the year in which they are imposed.

Section 332 states that taxes imposed under Part 10, other than a supplementary property tax or a supplementary business tax, are deemed to have been imposed on January 1. Therefore, regardless of whether the tax notice is sent in May or October, the taxes are considered to be imposed as of January 1 and are therefore one year in arrears if they remain unpaid on January 1 of the following year.

For example, the Town of Wherever mails its tax notice on May 27, 2017. The taxes are due by June 30. On July 1 any outstanding taxes are considered “unpaid” and a tax penalty may be applied under section 344. If these taxes remain unpaid as of January 1, 2018, the taxes are then considered to be in arrears (section 326(1)(c)).

With respect to tax recovery related to DMHs, section 436.03 directs municipalities regarding the preparation of the arrears list.

Municipalities should note that section 436.03 requires them to place DMHs with taxes in arrears of more than one year on the arrears list. Section 436.03 also authorizes municipalities to place DMHs with taxes in arrears for less than one year on the list. Should a municipality choose to exercise its option to list DMHs with taxes less than one year in arrears on the tax arrears list, the municipal council should adopt a policy directing its administration to undertake this action. The policy should address the circumstances under which the municipality will take this action and ensure consistent treatment.

For example, the Town of Wherever mails its tax notices on May 27, 2015, to the owner of a designated manufactured home. Any taxes that remain unpaid on that property on January 1, 2016, are considered in arrears. If those taxes remain unpaid in the year 2017, the municipality must include the designated manufactured home on its tax arrears list. However, given that section 436.03 allows a municipality to place DMHs with taxes less than one year in arrears on the tax arrears list, a municipality may include the designated manufactured home on the tax arrears list in the year 2016.

Section 357(1.1) provides for the municipality to pass a bylaw for compulsory tax installment payments for DMHs. If the installments are not kept current, a policy for including homes with less than one year of arrears on the tax arrears list may improve collections.

The Tax Recovery Process

Prepare an Arrears List

Section 436.03

The tax recovery process begins with the preparation of a tax arrears list. A sample is provided in this manual.

Each year a municipality **must, not later than March 31**, prepare a list of all DMHs that are in arrears for more than one year. As noted above, municipalities must place DMHs on the tax arrears list where taxes are in arrears for more than one year and have the option of placing DMHs on the tax arrears list with taxes less than one year in arrears.

Four to six weeks before developing its tax arrears list, the municipality may wish to send a letter to the owner of each affected DMH advising that tax recovery proceedings against his or her DMH will be started unless the tax arrears are paid. The letter should advise the owner that the municipality is required to register a lien for the amount of the arrears by March 31, and that this may be avoided by the payment of the outstanding taxes and penalties.

Once the tax arrears list is completed the municipality must post a copy of it in a place that is accessible to the general public during regular business hours, which is generally the municipal office.

Tax Recovery Lien

Section 436.03

The municipality must register a tax recovery lien against each DMH shown on its tax arrears list. The tax recovery lien is registered by completing and submitting a Financing Statement to a registry agent or a Registries Online Customer of the Personal Property Registry.

The Division 8.1 tax recovery process is dependent on the municipality having the correct serial number for the designated manufactured home. To confirm that the serial number the municipality has is correct, they may wish to check that number against the serial number located on the DMH.

Common practice today has all the relevant information about the homes placed on a Data Label. On newer homes, those produced after 1985, this label is inside the door that covers the electrical panel. Older homes, those produced prior to 1985, should have the serial number in the same location as described above. In homes built prior to 1980 the data label is usually mounted on the inside of a door on one of the kitchen cabinets. The cabinet under the sink is the most likely location. It could also be on the electrical panel door. Be sure to check all locations. If nothing is found inside the home, the most likely place to look is the front cross member of the home.

The owner of a manufactured home community should also have the serial number, make, and model of the designated manufactured home and is required to provide monthly reports regarding ownership and movement of all DMH containing this information to the municipality (section 436.24).

Another way that a municipality may be able to obtain the serial number is to require the serial number on the development application form, where required, when the designated manufactured home is moved into the municipality.

Municipalities are strongly encouraged to complete an electronic search through the Personal Property Registry using the name of the owner to see if the designated manufactured home has a unique identification number or description to determine and/or verify the serial number of the home. It may also be useful to search the Personal Property Registry by the serial number identified and any other identifiable numbers to ensure the DMH is not listed under a different owner.

If a serial number does not exist, the Modular Housing Association - Prairie Provinces may be able to provide a unique identification number for the DMH. The Modular Housing Association, located in Sherwood Park, Alberta, may be contacted at 780-429-1798. To request a new Manufactured Housing Identification Number (MHIN) the municipality will be required to complete the appropriate request form which is available from the Association.

It is critical that the municipality uses the correct serial number throughout the Division 8.1 tax recovery process. If an incorrect serial number is used, the municipality may be unable to collect its taxes or it will have to begin the process all over again.

Registering the Tax Recovery Lien (Statutory Charge)

Registries Online Customers or registry agents may not be familiar with the term “tax recovery lien.” Within the Personal Property Registry, the term used is “statutory charge,” which refers to a broader group of liens of which a tax recovery lien is only one.

Section 436.03(1)

To register the Tax Recovery Lien, the municipality must submit a **Financing Statement (Form REG 3411)**, to one of the registry agents throughout the province or to a Registries Online Customer (e.g., a law firm).

Unless otherwise indicated, the following areas on the Financing Statement form must be completed.

Type of Registration

The type of registration is “Statutory Charge”. Enter the amount of tax arrears.

Print or type the phrase “Designated Manufactured Home Tax Recovery Lien” in this area of the form. Also include the applicable legislation, e.g., MGA Section 436.03(1).

Debtor #1

Identify whether the Debtor is a Business or Individual. The Business or Last Name, the First Name, Middle Name, Street Address, City, Province, and Postal Code areas must all be completed. Include the birth date of the debtor (if available).

If the municipality needs to register the tax recovery lien against more than one debtor for the same designated manufactured home, use the “Debtor/Secured Party Additions” form and submit it along with the Financing Statement.

Secured Party

Select “Business” and include the complete municipal name, municipal office street address, province, and postal code. A municipality that deals with the Personal Property Registry frequently may have been issued a “Secured Party Code”, if so, use it.

Collateral: Serial Number Goods

It is extremely important that municipalities use the correct serial number. Also include the year, make and model of the designated manufactured home.

Collateral: General

Do not complete this section.

Authorized Signature

Type or print the name of the registering party, the phone number and sign the appropriate area of the form. If the municipality assigns file numbers to its tax recovery files, it can include this number under the “Your Reference #.” If other forms such as a “Financing Change Statement,” or “Debtor/Secured Party Additions,” are included, complete the “Page Of” section so that the Registries Online customer or registry agent knows that there are other documents associated with the Financing Statement form.

The “Court Order, Other Changes and Additional Information” form, should also be submitted along with the Financing Statement. The “Additional Information” area of that form should be completed to state the type of statutory charge and specify the Act that authorizes the charge. For example, the area should state “Manufactured Home Tax Recovery Lien - Part 10 of the *Municipal Government Act*, Division 8.1”

Personal Property Security Act

There are additional rules contained in the *Personal Property Security Act* (RSA 2000, c P-7) that apply to registrations in the Personal Property Registry. Those requirements must also be met during the Division 8.1 tax recovery process.

Avoid Duplication

Section 436.03 (2) and (3)

Do not register a tax recovery lien if one already exists on the designated manufactured home. If two tax recovery liens are registered against a designated manufactured home, the second lien has no effect.

If the municipality wishes to make a change to an existing lien they would complete a Financing Change Statement.

The Financing Change Statement is completed as follows:

Fill out all areas in the “Identification of Original Registration and Amendments.” This information will be available from the original Financing Statement or the verification statement that the municipality received when the original statement was filed. The “Additional Information” area of “Court Order, Other Changes and Additional Information” form should be completed listing the amount of the subsequent tax arrears and the year for which the additional taxes are due. This form should be included with the Financing Change Statement.

By amending the tax recovery lien, the municipality retains its priority in terms of registration and also ensures that the additional tax arrears are registered against the DMH.

Information may also be amended or corrected by using a Financing Change Statement form. For example, if the year of the DMH was listed incorrectly, a Financing Change Statement is used to make that correction.

Notification by Municipality

Section 436.03 (4) and (5)

The municipality must give written notice to the owner of each DMH shown on the tax arrears list that a tax recovery lien has been registered against it. The municipality must also give written notice to the owner of each manufactured home community where the DMH is located, advising that a tax recovery lien has been registered against the DMH.

Removal of Designated Manufactured Home or Improvements

Section 436.05

Once the tax recovery lien is registered, no person is allowed to remove the designated manufactured home or any other improvement for which the owner of the DMH is also liable to pay the taxes without the permission of the municipality.

Right to Pay Taxes

Section 436.06

After a tax recovery lien has been registered, any person can pay the tax arrears owing against that home before it is sold at public auction or disposed of in accordance with section 436.15(a).

When the municipality receives payment of the tax arrears, the municipality must discharge the tax recovery lien. Again, this discharge can be done either through a "Financing Change Statement" or by using the discharge form on the bottom of the verification statement that the municipality, or its agent, received when the Tax Recovery Lien was registered. The form is then submitted to any registry agent office or Registries Online Customer throughout the Province.

Do not discharge a tax recovery lien until the arrears and penalties are received in full (e.g., the cheque clears the bank). Remember, after a lien is removed, it is not possible to have it reinstated without starting the tax recovery process from the beginning.

Section 436.08(1)

The **municipality must, not later than August 1**, send a notice to the owner of the DMH, the owner of the manufactured home community where the designated manufactured home is located, and to each person who has a security interest in or a lien, writ, charge or other encumbrance against the designated manufactured home. These interests can be discovered by doing an electronic search through the Personal Property Registry using the serial number of the designated manufactured home. Again, this search is done through a registry agent or Registries Online Customer.

The notice must state that if the tax arrears are not paid by March 31 of the following year, the municipality will offer the designated manufactured home for sale at public auction.

Offer of Designated Manufactured Home for Sale

Section 436.09

If the taxes have not been paid, the municipality hasn't started an action under s. 436.02(2), and a tax agreement has not been reached between the municipality and the homeowner, the municipality **must** offer for sale at a public auction any DMH shown on its tax arrears list. The public auction must be held following the period referred to in the notice sent pursuant to section 436.08(2) and ending on March 31 of the year immediately following that date.

Advertising the Auction

Section 436.12

The municipality must advertise the public auction by placing an advertisement in a local paper not less than 10 days and not more than 30 days before the auction. The information in the advertisement must specify the date, time, and location of the auction and a description of each DMH to be offered for sale. The advertisement must also include any conditions of the sale (e.g., cash only, percentage down, or payment by a specified date) as set by council (see section 436.1).

These advertising processes are mandatory. If they are not met the auction results can be nullified.

Contacting the Owner and Interested Parties Before the Auction

Section 436.12(3) states that not less than four weeks before the date of the public auction, the municipality must send a copy of the newspaper advertisement to the owner of the DMH, the owner of the manufactured home community and to each person who has a security interest in or a lien, writ, charge or other encumbrance against the DMH as disclosed by doing a search of the Personal Property Registry using the serial number of the DMH.

It is strongly suggested that municipalities complete another search of the Personal Property Registry at this time to ensure that no other registrations have occurred since the previous year.

Setting a Reserve Bid and Sale Conditions

Section 436.1

Council must establish a reserve selling price before the DMH can be auctioned. The reserve bid must be set as close as reasonably possible to the DMH's market value. The municipality's assessor or an independent appraiser can provide Council with a written report that establishes market value.

Remember, the reserve bid must be set as close as reasonably possible to market value and not just at the amount that is owed to the municipality (taxes and costs). Council must also set any conditions applying to the sale.

For example, Council may require full payment by cash or certified cheque or Council may allow partial payment at the time of auction with full payment required within 30 or 60 days.

Adjourning the Auction

Section 436.13

A municipality may adjourn a public auction to any date within two months after the advertised sale date (section 436.13). It is not required to advertise the adjournment, but the municipality must post a notice, in an accessible public place, of the new date

and place when the auction will be held and send a notice to the parties referred to in s. 436.08(1).

Adjournments can be used to extend the time so that the auction will fit within advertisement or notification requirements when those requirements are in danger of not being met.

For example, if the municipality failed to place the advertisement in a local newspaper within the 10-to-30 day period preceding the auction, the municipality can postpone the auction to meet this condition.

Sometimes tax arrears are paid just hours or days prior to the public auction. In such cases, it is recommended that the auction be adjourned rather than cancelled, to allow for the cheque to clear the bank. Municipalities should remember that if the public auction is cancelled, and the cheque does not clear the bank, the tax recovery process will have to begin again from the advertising point.

Holding the Auction

The municipality must select the person to conduct the auction. It can choose a professional auctioneer, but in most cases the designated officer acts as the auctioneer. Guidelines for conducting the auction process are provided in this manual.

Once the auctioneer declares a DMH sold, the sale is final and no further approval is required. The previous owner has no further right to pay the tax arrears.

Section 436.21 restricts the auctioneer, councillors, the Chief Administrative Officer, and the employees of the municipality from bidding on, or acting as an agent in buying the DMH. However, a designated officer or employee can be directed to bid for or buy a DMH for the municipality if the municipality wishes to become the owner of the DMH.

The municipality should maintain a record of sale activities for reporting to council. While no report is required, a report provides council with information in case a sale is protested.

If no bids are received on a DMH or if the reserve bid is not met, the DMH cannot be sold at the auction.

Municipal Responsibilities/Rights Following the Auction

Section 436.15

A municipality can dispose of a DMH not sold at the public auction at any time following the auction. However, it must follow the steps as outlined below in disposing of the DMH and in retaining and paying out any proceeds generated from selling the DMH.

Municipality's Rights to Possession Following the Public Auction

Section 436.11

The municipality is entitled to possession of the DMH from the date on which the DMH is offered for sale at a public auction. If a DMH is occupied and the municipality

encounters resistance, the municipality may apply to the Court of Queen's Bench for an order for possession.

Municipal Rights and Responsibilities for DMHs Not Sold at the Public Auction

Section 436.15

When disposing of an unsold DMH, the municipality is obligated to sell the DMH at a price as close as reasonably possible to the market value. Options regarding this sale include direct sale, sale by tender, sale through a real estate agreement

A municipality has three options with respect to the disposal of the DMH should it not sold at public auction.

First, it can sell the DMH at a price as close as reasonably possible to the market value previously established. If the municipality exercises this option, transfer of the DMH is accomplished by issuing a bill of sale under the name of the municipality to the purchasing party. The bill of sale should reflect that the sale is in relation to tax recovery proceedings. On selling the DMH, the municipality must discharge the tax recovery lien using a Financing Change Statement. It must also amend or discharge any security interest in, or lien, writ, charge or other encumbrance against the DMH that exists as of the date of the sale (see section 436.14(2)).

If a DMH is sold, the municipality should advise the purchaser that it is his or her responsibility to deal with the community owner regarding site rental if they wish to leave the home in the community.

Second, the municipality can purchase the home itself by depositing in its tax sale account an amount equal to the amount at which it would be prepared to sell the DMH to a private individual.

The third option is to lease the DMH. If the municipality exercises this option it must ensure that the lease agreement includes a thirty (30) day cancellation condition given the provisions of section 436.16.

Municipal Responsibilities on DMHs Sold at the Public Auction

Section 436.14

Anyone purchasing a DMH at a public auction acquires the DMH free of all security interests, liens, writs, charges and other encumbrances except claims arising of the Crown in right of Canada.

After the sale of a DMH at a public auction or sale under section 436.15(a), the municipality must complete and submit through a registry agent office or Registries Online Customer office a Financing Change Statement to amend or discharge the tax recovery lien. The municipality must also amend to exclude the home from, or discharge, as necessary, any security interest in or lien, writ, charge or other encumbrances against the DMH that exists as of the date of the sale.

Return of Designated Manufactured Home

Section 436.16

If tax arrears for the DMH are paid before the municipality sells the DMH under section 436.15(a), or while leasing the DMH, the municipality must return the DMH to its owner.

Before returning the DMH to the owner, the municipality must send a written notice to the owner of the DMH, to the owner of the manufactured home community where the DMH is located, and to each person who has a security interest in or a lien, writ, charge or other encumbrance against the DMH as registered in the Personal Property Registry. If the municipality leased the DMH, the municipality must also send a notice to the person who has leased the DMH.

Municipalities must ensure that this notification occurs as it allows the notified parties an opportunity to ensure that their secured interests, writs, etc., are still in place, or to reinstate those interests if the situation requires.

The notice must state that the DMH will be returned to the owner after 30 days from the date of the notice. If a lease was entered into, the lease will expire 30 days after the date of the notice.

Ensure that any lease the municipality enters into concerning DMHs includes a 30-day termination clause. The lease provisions of section 436.16 apply despite anything contained in the *Residential Tenancies Act*. Any lease beyond that 30 day notification period will be null and void.

Selling Occupied Designated Manufactured Homes

Sometimes a sale of a DMH cannot be completed without, or is conditional on, the previous owner or a renter being removed from the DMH. If the municipality encounters resistance from the DMH owner when they attempt to take possession, the municipality may apply to the Court of Queen's Bench for an order for possession (section 436.11).

Proceeds from Sales and Leases

Sections 436.17 and 436.18

All funds generated from the public auction, a private sale, leases or other forms of revenues from a DMH must first be deposited into a separate account established solely for Division 8.1 tax recovery revenues.

The municipality must pay, in order of priority, the tax arrears, any lawful expenses related to the tax recovery process, and an administration fee of 5 percent of the sale amount.

If any funds from the public auction or sale remain, the municipality must notify the previous owner that there is money remaining. If the municipality is satisfied after a search of the Personal Property Registry using the serial number of the DMH that there

are no security interests in, liens, writs or other encumbrances against the DMH, the municipality may pay the money remaining to the previous owner.

If the municipality is not satisfied after a search of the Personal Property Registry using the serial number of the DMH that there are no security interests in, liens, writs or other encumbrances against the DMH, it must notify the previous owner that an application may be made to the Court of Queen's Bench to recover all or a part of the proceeds.

Under section 436.18, the former owner or other interested party will have five (5) years after the date of the public auction or the date of sale, depending on how the DMH was sold, to make an application to the courts to be paid any surplus sale proceeds. If no application is made within either five-year period, the municipality may use the money for its own purposes (section 436.19).

Transfer to the Municipality After 10 years

Section 436.2

If a DMH has not been sold ten (10) years after the date of the auction, sections 436.16, 436.17 and 436.18 no longer apply. The municipality becomes the owner of the DMH free of all security interests, liens, writs, charges or other encumbrances, except encumbrances arising from claims of the Crown in Right of Canada. To accomplish this, the municipality needs to discharge, or amend as necessary, the registrations.

Designated Manufactured Home Moved to Another Municipality

Section 436.22

If the DMH is moved to, or its site becomes part of, another municipality, the other municipality must continue the tax recovery proceedings. The designated officer of the receiving municipality should ensure that a Financing Change Statement is registered to list the new municipality as the Secured Party.

The receiving municipality must pay to the municipality that started the tax recovery proceedings, to the extent that the second municipality receives sufficient money to do so, the costs incurred by the original municipality in connection with the tax recovery proceedings.

Alternative Collection Options

Collection of Rent

Section 436.07

After a tax recovery lien has been registered against a DMH, the municipality may send a notice to any person who rents or leases the DMH directing them to pay the rent for the DMH only to the municipality, instead of to the owner of the DMH. The rent for the DMH must be applied to the outstanding taxes until the arrears have been paid. Once the arrears have been paid, the municipality must then direct the tenant to forward payment to the DMH owner.

At least 14 days before asking a renter to pay rent to the municipality, the municipality must notify the owner of its intention to collect the rent. The municipality must also send a copy of the notification to the owner of the DMH community.

Tax Agreement

Section 436.09(4)

A municipality may enter into an agreement with the owner of the DMH to provide for the payment of the taxes. It is suggested that when drafting such an agreement, the municipality should also consider any penalties and taxes that may accrue during the term of the agreement.

A tax agreement template is included in the Appendix.

Lease of Designated Manufactured Home

Section 436.15

If a DMH is not sold at a public auction, the municipality may grant a lease in respect of it.

Should the lease payment pay off the tax arrears, the DMH is to be returned to the previous owner and the lease will be considered null and void 30 days after the date of the notice (section 436.16(3)).

Extension of Time

If a municipality misses any of the legislated timelines under this division, they must request a Ministerial Order providing an extension of time to complete the tax recovery process. The most common time extension provided is for not meeting designated time period to auction the property.

The request must be sent to the Minister of Municipal Affairs and include:

- the reason that time commitment was not met;
- the year;
- make/model;
- serial number; and
- the date to which the extension is required;

for each DMH that requires an extension of time during the tax recovery process.

All forms are available online at [Personal Property \(Lien\) Registry Information and Forms](#) or from a registry agent.

Unit 3.2: Checklist

The following checklist provides an outline of the legislated requirements and various steps in Division 8.1, **Recovery of Taxes Related to Designated Manufactured Homes** and a cross-reference to those sections.

MGA Section	Action	Date Completed	Person Completing Action
436.03	Prepare Tax Arrears list: Date: _____ (ensure date is prior to March 31). <ul style="list-style-type: none"> - Post one copy for public viewing. - The serial number has to be obtained to register the Tax Recovery Lien on the Personal Property Registry. - Notify the owner that a tax recovery lien has been registered against the DMH. - Notify the owner of the manufactured home community that a tax recovery lien has been registered against a DMH. 		
436.05	With Tax Recovery Lien in place the DMH and improvements on the site cannot be removed without municipal consent.		
436.06	If the tax arrears, penalties and costs are paid in full (any time prior to being sold at public auction or being disposed of under s. 436.15(a)), discharge the tax recovery lien.		
436.07	If the DMH is rented at the time the tax recovery lien is registered against the DMH, the municipality may send a notice to the renter and owner directing that the rent be paid to the municipality. If the municipality exercises this option, the owner of the DMH and the owner of the manufactured home community must be notified at least 14 days before the notice is sent to the renter.		
436.08	Not later than August 1, send a written notice advising that unless the tax arrears are paid by March 31, the municipality will offer the DMH for sale at public auction. Notice sent to: <ul style="list-style-type: none"> - owner of the DMH. - owner of the manufactured home community. - each person with a security interest in or a lien, writ, charge or other encumbrance against the DMH. 		
436.09	If tax agreement is in place, or an action has been started under s. 436.02(2), then there is no auction held. If the agreement is defaulted on the municipality must start where they left off prior to entering into the tax agreement. (Tax notification remains on title until the agreement has been fulfilled.		
436.09	The date set for Public Auction is _____. Remember, this date must be between April 1 st and March 31 st in the year following when the DMH was placed on the tax arrears list.		

Municipal Checklist
Recovery of Taxes Related to Designated Manufactured Homes (DMH)

MGA Section	Action	Date Completed	Person Completing Action
436.1	Council must set the reserve bid as close as reasonably possible to market value. Council must set any conditions that apply to the sale of the DMH.		Council Council
436.11 436.12	The municipality is entitled to possession of the DMH from the date of the public auction. Application may be made to the courts if owner or renter resists. Place a notice of the public auction in one issue of a local newspaper, not less than 10 days and not more than 30 days before the date of the public auction. Publication Date: _____ Send a copy of the advertisement not less than four weeks before the date of the auction to: <ol style="list-style-type: none"> 1. owner/owners of the DMH. 2. manufactured home community owner. 3. each person/organization with a security interest in or a lien, writ, charge or other encumbrance against the DMH. 		
436.13	If a postponement of the auction is required, or if the auction is cancelled as the taxes are paid, post the appropriate notice, as required by either ss. 436.13(2) or 436.13(3), in a public place and send notice to all parties referred to in s. 436.08(1).		
436.14	If the DMH is sold at a public auction, and the purchaser meets the conditions of the sale, transfer the ownership to the purchaser by: <ul style="list-style-type: none"> - issuing a bill of sale, and discharge the tax recovery lien and discharge or amend other security interests, liens, writs, charges or other encumbrances by completing and registering a Financing Change Statement. - sell the DMH at a price as close as reasonable to market value. Sale price \$ _____ - purchase the DMH at the amount equal to the price the municipality would be willing to sell the DMH under 436.15(a)(i) at. Purchase price \$ _____ - grant a lease. Date of lease: _____ Lessor's Name: _____ 		
436.16	If all tax arrears are paid before the municipality disposes of the DMH, or while a lease is in place, the DMH must be returned to the previous owner. Written notice of this action must be sent to: <ol style="list-style-type: none"> 1. owner of the DMH. 2. owner of the manufactured home community. 3. each person with a security interest in or a lien, writ, charge or other encumbrance against the DMH. 4. the person leasing the DMH (if applicable). 		

Municipal Checklist
Recovery of Taxes Related to Designated Manufactured Homes (DMH)

MGA Section	Action	Date Completed	Person Completing Action
436.17	<p>Money paid for property sold at the public auction, sold after the public auction, or paid through a lease is to be deposited into a separate account designated solely for Division 8.1 tax recovery proceeds.</p> <p>Surplus funds are determined as follows:</p> <p>Revenue from the sale and/or lease \$_____</p> <p>Less: (in order of priority)</p> <p> Tax arrears \$_____</p> <p> Lawful expenses of the Municipality re: DMH \$_____</p> <p> Administration fee (5% of amount paid for DMH) \$_____</p> <p>Balance: Tax Recovery Surplus \$_____</p> <p>If there are surplus proceeds following a sale, the municipality must notify the previous owner and may pay the surplus to the previous owner if, the municipality is satisfied that there are no security interests in or liens, writs, charges or other encumbrances against the DMH (section 436.17(5)).</p>		
436.18	<p>If the municipality is not satisfied after a search of the Personal Property Registry that there are no security interests in or liens, writs, charges or other encumbrances against the DMH, the surplus funds are not paid out and the previous owner must be notified that he or she may apply to the Court of Queen's Bench to obtain the surplus funds within 5 years after the date of the public auction or date of sale.</p>		
436.19	<p>If the previous DMH owner, or other persons who may be entitled to the surplus proceeds, does not apply to the Courts within a five (5) year period after the date of public auction or sale, the municipality can use the surplus funds for any purpose.</p>		
436.2	<p>If the DMH has been offered for sale but is not sold at public auction and the municipality has not disposed of it by private sale, the municipality becomes owner of the DMH, free of all security interests, liens, writs, charges and other encumbrances except encumbrances arising from claims of the Crown in right of Canada, 10 years after the date of the public auction. The municipality may complete a Financing Change Statement to amend the collateral description in a registration in order to exclude the DMH, or discharge registrations, if the DMH is the only collateral described in the registration. The municipality should discharge the tax recovery lien.</p>		
436.22	<p>If the DMH is moved to another municipality, the new municipality must continue with tax recovery proceedings.</p> <p>Records forwarded Date: _____</p> <p>Recovery costs paid on: _____ Amount \$_____</p>		

UNIT 4: RECOVERY OF TAXES NOT RELATED TO LAND

Unit 4.1: Overview Part 10, Division 9

The Purpose of Part 10, Division 9

Division 9 provides for the collection of tax arrears not related to land. **The taxes to which Division 9 applies are: a business tax, a well drilling equipment tax, a community aggregate payment levy, or a property tax or community revitalization levy imposed in respect of property referred to in section 304(1)(c), (f), (g), (h), (i), (j)(i) or (k) of the MGA.** Division 9 provides for the **seizure of personal property** of the person responsible for the taxes, through an order called a “distress warrant,” to enforce collection of the tax arrears. When using this method for tax recovery on a designated manufactured home, you are still seizing goods, not the home.

When are Taxes in Arrears?

The tax arrears provisions of Division 9 are different than the provisions that apply to Division 8 and Division 8.1. Therefore, before discussing the tax recovery process, it is important to understand when taxes are in arrears.

The MGA identifies outstanding taxes in two different ways, taxes that are “unpaid” and taxes that are in “arrears.” Section 437(d) of the MGA defines “tax arrears” as “taxes that remain unpaid after the expiry of the period for payment.”

The “period of payment” (section 437(b)) is defined as:

- (i) if the person liable to pay the tax is a resident of the municipality, the 14 days following the sending of the tax notice by the municipality, or
- (ii) if the person liable to pay the tax is not a resident of the municipality, the 30 days following the sending of the tax notice by the municipality;

This means, if the notice is mailed to an address within your municipality, the taxes are in arrears after the 14 day payment period; and if the notice is mailed to an address outside your municipality, the taxes are in arrears after the 30 day payment period.

It is important to note that the tax notice must indicate and allow for the correct period of payment, before this method of tax recovery is used.

It is also important to ensure that the person or business considered in tax arrears under Part 10, Division 9 is the “assessed person” identified under Column 2 of section 304 of the MGA, the person liable to pay a business tax according to section 373 of the MGA, or the person liable to pay a well drilling equipment tax according to section 389 of the MGA.

The Tax Recovery Process

Preparing a Distress Warrant

Section 437 of the MGA defines a distress warrant as “written instruction to seize goods of the person named in the warrant.”

Basically, a distress warrant is the formal authorization from the municipality directing a civil enforcement agency or a designated officer of the municipality to enforce the collection of the tax arrears through the seizure of personal property.

Section 439

The tax recovery process provided for within Part 10, Division 9 begins with the preparation of a distress warrant. Prior to the issuance of the distress warrant, the municipality will have to determine who will be acting on its behalf regarding the preparation and issuance of the distress warrant. It may use a civil enforcement agency (previously known as a “sheriff”) or the municipality may use one of its staff, who must either be, or be appointed as, a designated officer.

The distress warrant should:

- a) identify the person or agency authorized to act on behalf of the municipality;
- b) identify the person or business whose personal property is being seized;
- c) include the amount of the debt to be satisfied;
- d) identify the location of the personal property to be seized;
- e) include the date, the location where the warrant is signed, and the name of the person authorizing the issuance of the distress warrant.

The distress process used by the designated officer or the civil enforcement agency is guided by the MGA, not the *Civil Enforcement Act*.

The nearest civil enforcement agency can be located by contacting the Sheriff’s Civil Enforcement Office at 780-422-2481 or visiting [Service Alberta’s website](#).

Except when specifically authorized, a distress warrant must not be issued until the period for payment has expired. If circumstances require, the municipality may apply to a justice of the peace for an order authorizing it to issue the distress warrant before the period of payment expires (section 442).

For example, if the municipality is aware that an oil company intends to move some equipment out of the municipality and the period of payment has not expired, the municipality may make an application to a justice of the peace to allow it to issue the distress warrant prematurely.

Seizure of Goods

Section 440

Once the distress warrant has been issued, a civil enforcement agency or the designated officer must place **sufficient** goods under seizure to satisfy the claim shown on the warrant.

Section 441

The person or agency directing the seizure must ensure that the value of the goods is sufficient to satisfy the value of the tax arrears and other lawful expenses (as per section 449(2) of the municipality.

For example, a person owes \$8,000 in tax arrears. If the person has a house valued at \$80,000, the civil enforcement agency cannot place the house under seizure. If that person has a boat valued at \$3,000, a stereo valued at \$1,000 and a truck valued at \$5,000, those items could be seized because their total value is equal to the person's tax arrears. A motor home valued at \$9,000 could also be seized to satisfy the tax arrears.

While not a requirement of the tax recovery process, it would be prudent for the municipality to have an independent appraiser determine the value of the goods at the time of seizure.

Section 441

The following goods may be seized under a distress warrant:

- (a) Goods belonging to the person who is liable to pay the tax arrears or in which that person has an interest;
- (b) Goods of a business that is liable to pay business tax arrears, even if the goods have been sold to a purchaser of the business; and
- (c) Goods of a corporation that are in the hands of
 - i) a receiver appointed for the benefit of creditors,
 - ii) an authorized trustee in bankruptcy, or
 - iii) a liquidator appointed under a winding-up order.

If the person who is responsible to pay the taxes is storing goods for someone else, the municipality must not seize those goods. Therefore, it is prudent to check on the ownership of the goods the municipality is seizing.

It is also recommended to seek legal advice to ensure any requirements under other provincial and federal legislation are met.

Bailee's Undertaking

Section 440(2)

The designated officer or civil enforcement agency placing the goods under seizure may ask the person who owns or has possession of the seized goods to sign a bailee's undertaking.

The bailee's undertaking is an agreement between the municipality and the person whose property is being seized or, in the case where a third party is storing property for the person whose property is being seized, the third party. By signing the bailee's undertaking the individual is agreeing to hold and be responsible for the seized property for the municipality. The individual also agrees to deliver the personal property whenever and wherever it may be required. This means that the municipality does not have to remove the goods from the property. If the person refuses to sign a

bailee's undertaking, the designated officer or the civil enforcement agency is allowed to remove the goods from the premises.

Leaving seized goods in their environment is especially useful in cases where removing them is complicated or impossible. For instance, if an oil company owes \$8,000 in tax arrears and the municipality places \$8,000 worth of pumps under seizure, it will be much easier to leave the pumps in place and simply earmark them as having been seized. Once the goods have been placed under seizure and the bailee's undertaking signed, only the municipality - not the person from whom they have been seized - can legally remove or sell them.

If seized goods are left in their place, there is a chance that someone else may remove them, leaving the municipality with nothing to cover its tax arrears. Therefore, the municipality should consider the implications and risk to the municipality before agreeing to leave the seized goods.

Once a bailee's undertaking has been signed, the goods specified in it are considered seized until the municipality abandons the seizure by written notice or sells the goods at a public auction. In addition, the goods are to be released from seizure if the taxes and the municipality's lawful expenses are paid before the goods have been sold.

If a bailee's undertaking is signed the municipality is not liable for wrongful or illegal seizure or for loss or damage to the goods that it has seized.

Right to Pay Tax Arrears

Section 443

Once the goods have been seized under a distress warrant any person may pay the taxes until the goods are sold under section 445(1) or acquired by the municipality under section 448.

Do not release the goods from seizure until the arrears and penalties are received in full (e.g., the cheque clears the bank). Remember, after the distress warrant is removed, it is not possible to have it reinstated without starting the tax recovery process by issuing another distress warrant.

Advertising the Auction

Section 445

Advertisement of the public auction must be posted not less than 10 days before the date of the auction in at least 3 public places in the municipality near the goods to be sold.

The information in the advertisement must specify the date, time, and location of the auction, a description of the goods to be sold, and the name of the person whose goods are to be sold. The advertisement must also include any conditions of the sale (e.g., cash only, percentage down, or payment by a specified date). As well, the advertisement must state that the municipality will become the owner of any goods not sold at the auction immediately after the public auction.

The advertisement of the public auction must be properly posted. If the above requirements are not met the auction results can be nullified.

Date of Auction

Section 446

Unless the municipality has started another type of legal action under another Act or common law right, the municipality must hold a public auction **not more than 60 days after seizing the property.**

Section 447

There is one exception: grain does not have to be sold at public auction. The grain can be hauled to an elevator or other convenient storage place and be disposed of at the current market price.

Adjourning the Auction

Section 446(2)

The municipality may adjourn the public auction by posting new auction notices in at least 3 public places in the municipality near the goods showing the new date when the auction will occur.

Adjournments are often put in place to extend the time so that the auction will fit within advertisement or notification requirements when those requirements are in danger of not being met. If payment is received shortly before an auction, the municipality should adjourn, rather than cancel, the auction to ensure that the cheque clears the bank.

Holding the Auction

The municipality **must hire an auctioneer** to conduct the auction. Under section 120(2) of the *Fair Trading Act*, goods taken in distress for the recovery of taxes must be sold by a qualified auctioneer. See section 6 of the Public Auctions Regulation, Alta Reg 196/1999.

Once the auctioneer declares the goods as sold, the sale is final and no further approval is required.

The municipality should maintain a record of sale activities for reporting to council. While no report is required, a report provides council and the municipality with information in case a sale is protested.

Municipal Responsibilities/Rights Following the Auction

Section 448

The municipality becomes the owner of any goods offered for sale that are not sold at a public auction immediately after the public auction, and may dispose of the goods by selling them. There is no need for the establishment of a reserve bid.

Proceeds from Sale of Goods

Section 449

The money received from the sale of the goods must first be deposited into a separate account specifically established for Division 9 tax recovery proceeds. The municipality must then pay in order of priority:

- 1) the tax arrears, and
- 2) any lawful expenses incurred by the municipality in respect of the goods.

Examples of lawful costs are: civil enforcement agency fees, advertising costs, auctioneer costs, filing fees, legal costs, etc.

Distribution of Surplus Sale Proceeds

Section 450

If there are any funds remaining, the municipality must notify the previous owner that there are surplus funds, and that the owner may apply to the Court of Queen's Bench for the money. This application may be made within 5 years after the date of the public auction. It is up to the Court to decide whether any person other than the applicant should be notified.

Seizure of Designated Manufactured Homes

Section 451

In addition to the provisions of Division 8.1, a municipality may use the provisions of Division 9 to seize goods in the amount of the tax arrears owed for designated manufactured homes located in a manufactured home community. Part 10 of the Civil Enforcement Act deals with who can be appointed as a civil enforcement bailiff. The MGA allows the CAO or a designated officer to fill that role.

Alternative Collection Options

Collection of Rent

Section 444

If the distress warrant has been issued to recover tax arrears in respect of a business, and the person who is liable to pay the business tax arrears owns property and leases or rents the property to one or more tenants, the municipality may direct those tenants to pay their rent to the municipality until the business tax arrears have been paid.

Not less than 14 days before notifying a renter to pay rent to the municipality, the municipality must notify the owner of the municipality's intent.

If the municipality exercises this option, it may still pursue the distress warrant options or any other right to collect taxes.

If you choose not to hire an authorized Civil Enforcement Agency to perform the seizure of goods, the required **forms** are available from the Alberta Queen's Printer in the [Civil Enforcement Regulation](#).

Unit 4.2: Checklist

The following checklist provides an outline of the legislated requirement and various steps in Division 9, **Recovery of Taxes Not Related to Land** and provides a cross-reference to those sections.

MGA Section	Action	Date Completed	Person Completing Action
442	Period of Payment determined to have expired. Date of Tax Notice: _____ Person liable for taxes lives: in municipality (14 days). outside municipality (30 days).		
439/440	Prepare Distress Warrant. Authorize designated officer, in writing, to prepare and issue a Distress Warrant and to seize goods, or Appoint staff member to position of designated officer, and authorize in writing the preparation and issuance of a Distress Warrant, and the seizure of goods, or Hire a Civil Enforcement Agency to seize goods on behalf of the municipality.		
449	Estimate of Tax & Other Costs Amount of taxes owing \$ _____ Estimated total lawful costs \$ _____		
440 441	Seize Goods Date Seized _____ Items Seized: Description _____ Serial # _____ Estimated Value _____ (list as necessary) TOTAL: _____ Bailee's Undertaking Signed (optional)		
440/443	Seizure discontinued because: Taxes Paid (s. 443(2)) Abandoned Reason (Section 440(5)(a)) _____ Other (e.g., sold the goods; Court Order) (describe) _____		
443	Tax arrears, penalties and costs are paid in full (any time prior to public auction). Date Paid _____		
444	Collection of Rent for Business Tax arrears. Notice sent to person liable to pay tax (if a property owner) 14 days prior to notification of renter, advising of municipality's intention to collect rent. Date Sent _____		

MGA Section	Action	Date Completed	Person Completing Action				
445	<p>Sale of Personal Property</p> <p>Municipality has initiated other action under 438(2). Auction delayed. If not, then:</p> <ul style="list-style-type: none"> Set date for Auction (must be within 60 days after goods seized - section 446). Date for Auction: _____ Post notice in at least 3 public places in the municipality close to goods advertising date of auction (at least 10 days notice). Locations Posted: _____ _____ Notice must include date, time, location, conditions of sale, description of goods to be sold, and name of person whose goods are to be sold, and must also state that the municipality will become the owner immediately after auction if goods are not sold. 						
446	<p>Adjournment of Public Auction</p> <ul style="list-style-type: none"> Auction adjourned to: _____ Post notice in at least 3 public places in the municipality close to goods advertising new date of auction (at least 10 days notice). Locations Posted: _____ _____ Notice must include date, time, location, conditions of sale, description of goods to be sold, and name of person whose goods are to be sold, and must also state that the municipality will become the owner immediately after auction if goods are not sold. 						
447	<p>Sale of Grain</p> <p>Grain seized:</p> <table border="0"> <tr> <td>Type</td> <td>Grade</td> <td>Sold At</td> <td>Price</td> </tr> </table>	Type	Grade	Sold At	Price		
Type	Grade	Sold At	Price				
448	<p>Goods not sold at auction so municipality becomes owner</p> <p>Municipality:</p> <p>retained ownership</p> <p>sold personal property</p>						
448	<p>Money received:</p> <table border="0"> <tr> <td>Item</td> <td>Serial #</td> <td>\$ Received</td> </tr> </table>	Item	Serial #	\$ Received			
Item	Serial #	\$ Received					
449	<p>Money paid for goods sold at the public auction, sold after the public auction, or paid through rent from leased property owned by the person liable to pay business tax arrears, are to be deposited into a separate account designated solely for Division 9 tax recovery proceeds.</p> <p>Surplus funds are determined as follows:</p> <p>Revenue from the sale or rent from \$ _____</p> <p>property per s. 444(1)</p> <p>Less: (in order of priority)</p> <p>Tax arrears \$ _____</p>						

MGA Section	Action	Date Completed	Person Completing Action
449 cont.	<p>Lawful expenses of the municipality in respect of the goods (e.g., Sheriff's fee) \$ _____</p> <p>Balance: Tax Recovery Surplus \$ _____</p> <p>If there are surplus proceeds following a sale, the municipality must notify the previous owner of the surplus money and that an application may be made under s. 450 to recover all or part of the money.</p>		
450	<p>If there are surplus funds, the previous owner can make an application to the Court of Queen's Bench to obtain the surplus funds.</p>		

Appendix

Tax Agreement Template

Disclaimer: This template is provided as an example of what a tax agreement concerning tax recovery might contain. Municipalities wishing to enter into such a tax agreement are strongly encouraged to contact their lawyer with respect to an agreement. The inclusion of this template within this manual is in no way intended as an endorsement of the legality of it.

MEMORANDUM OF AGREEMENT made this ____ day of _____, ____.

BETWEEN:

(hereinafter referred to as the "Landowner")

AND

(hereinafter referred to as the "Municipality")

WHEREAS the Landowner is the owner of the parcel legally described as

(hereinafter after referred to as the "Lands") and,

WHEREAS the Landowner acknowledges that the Lands are in tax arrears, as property taxes have not been paid since (insert date) and are subject to tax recovery proceedings; and,

WHEREAS, the Landowner wishes to enter into an agreement to provide for the timely payment of all tax arrears and any taxes that will be levied during the term of this Agreement; and,

WHEREAS, the Municipality is agreeable to entering into such an agreement, pursuant to section 418(4) of the *Municipal Government Act* (MGA);

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual terms, covenants, and conditions herein, the parties hereto agree as follows:

1. **TERM OF THIS AGREEMENT**
The term of this Agreement shall be from _____, ____ to _____, _____. (Note: The term of the agreement cannot exceed three years.)
2. **METHOD OF PAYMENT**
 - a) Payment shall be made as calculated _____.

b) Payment shall be received on the _____ day of each month beginning on the _____ day of _____.

3. MUNICIPAL RESPONSIBILITIES

a) _____
b) _____.

4. GENERAL

a) _____.
b) _____.

5. TERMINATION

This Agreement shall come to an end:

a) As per section 418(4).

6. REPRESENTATIVES

For the Landowner:

For the Municipality

(Name)

(Name)

(Address)

(Address)

(Municipality)

(Municipality)

(Phone)

(Phone)

7. SIGNATURE

Witness

Witness

Landowner

Municipality

Letter - Early Notice (Optional)

[Date]

[Name]

[Address]

Dear [Name]

This letter is to inform you that (your property taxes for Insert legal description or a tax recovery lien has been registered against your designated manufactured home) are more than one year in arrears. If payment in the amount of \$XXX (arrears balance) is not received by March 31 we will, under the *Municipal Government Act*, be required to start tax recovery proceedings. The end result of this process may be the sale of your property (designated manufactured home) through a public auction. Please contact the office at (XXX) XXX-XXX to discuss this matter further or to make arrangements for the payment of the outstanding taxes.

Thank you.

Sincerely,

John Doe

Title (e.g., Chief Administrative Officer)

Municipality of Anywhere

Note: Also send a similarly worded letter to the owner of the DMH community and each individual/organization with registration against DMH (per sections 436.03(5) and 436.08(1)).

Letter – Notification of Public Auction

[Date]

[Name]

[Address]

Dear [Name]:

Enclosed is a copy of the advertisement relating to the public auction of your property.

Please be aware that unless payment in the amount of \$XXX (arrears balance) is received prior to the public auction the auction will proceed and the parcel (or designated manufactured home) may be sold. If your parcel (or designated manufactured home) does not sell, the municipality will have the option of taking title.

If you have any questions regarding the public auction or with respect to payment options please contact me at (XXX) XXX-XXXX.

Sincerely,

John Doe

Title (e.g., Chief Administrative Officer)

Municipality of Anywhere

Note: Also send a similarly worded letter to the owner of the DMH community and each individual/organization with registration against DMH (per sections 436.03(5) and 436.08(1)).

Public Auctions

The following are considered best practices for conducting a public auction:

- Declare the public auction open.
- Advise the audience of the auction procedures - how the auction will be conducted.
- Repeat the terms and conditions as outlined in the advertisement; for example, full payment, partial payments (percent down with remainder over a prescribed period, etc).
- Announce that you will be reading, only once, the description of each property that is being offered for sale, and, if there are no bids, you will automatically go on to announce the next property up for bid. Bidders will not be able to go back and bid on a property that has closed (which is after subsequent properties have been put up for auction). The order of properties being auctioned will follow the order presented in the advertisement.
- Announce that bidders will be notified of the reserve bid for each property at the time it is put up for auction.
- Remind bidders that if there are any questions, they should ask them now, or they may question specifics of a particular property at the time the property is offered.
- Let potential bidders know that after all properties have been announced, the auction will be concluded. There will not be an opportunity to bid after that time.
- Notify successful bidders that payment for properties will be received after bidding has been concluded for all properties.
- If there is a question and you do not know the answer, adjourn the auction until you are able to obtain and give an answer. You can adjourn the auction to any date within 2 months after the advertised date.
- If you have hired a private auctioneer, it is advisable to have a municipal representative present at the auction to verify that the proper processes and procedures have been followed. This is important so that the council is not put in an awkward position by unhappy bidders following the auction.
- Minutes and/or a report of the auction should be kept and the information included in a report to council (for example, legal descriptions or designated manufactured home description, whether or not the property was purchased, and the amount of the sale) for each property.

Arrears List - Designated Manufactured Homes

Tax Recovery Arrears List

To be posted no later than March 31

Municipal Government Act s. 436.03

Municipality:		Telephone Number:	
Street:	City:	Prov:	Postal Code:
P.O. Box (if applicable):		Reference #:	
Signature of authorized officer and seal:		Date:	

The descriptive information is not required if the make, model and serial number is provided.

Serial Number	Year	Make	Model	Location of Manufactured Home Community



TOWN OF GIBBONS
TOWN OF GIBBONS
REVENUE AND EXPENSE - REPORT
FOR THE PERIOD ENDING JUNE 30, 2025

General Ledger	Description	2024 Actual	June 2024 Actual	June 2025 Actual	2025 YTD Actual	2025 Budget
REVENUE - GENERAL ADMINISTRATI						
* TOTAL REVENUE		- 49,536.50	- 3,023.21	- 4,704.42	- 35,584.71	- 49,744.00
EXPENSES - COUNCIL LEGISLATIVE						
* TOTAL EXPENSES		313,521.08	37,010.72	15,164.21	109,381.09	362,424.00
EXPENSE - GENERAL ADMINISTRATI						
* TOTAL EXPENSES		1,713,503.29	176,883.86	160,384.57	1,017,200.60	2,347,356.00
EXPENSES - OH & S						
* TOTAL EXPENSES - OH & S		35,656.71	2,398.50	2,912.38	17,054.49	39,086.00
REVENUE - POLICE DEPT. & SERVI						
* TOTAL REVENUE		- 11,910.00	- 1,238.00	- 1,022.00	- 8,024.00	- 70,539.00
EXPENSE - POLICE DEPT. & SERVI						
* TOTAL EXPENSE		155,357.11	-	166,419.00	166,419.00	166,156.00
REVENUE - FIRE FIGHTING						
* TOTAL FF REVENUE		- 234,656.45	- 21,832.60	- 53,626.89	- 122,980.18	- 192,012.00
EXPENSE - FIRE FIGHTING						
* TOTAL FF EXPENSE		600,081.73	31,119.47	51,288.47	203,390.12	607,841.00
REVENUE - DISASTER SERVICES						
* TOTAL REVENUE		-	-	-	-	-
EXPENSE - DISASTER SERVICES						
* TOTAL EXPENSE		16,650.70	622.18	5,095.58	29,726.94	31,625.00
REVENUE - BY-LAW ENFORCEMENT						
* TOTAL REVENUE		- 7,925.00	-	- 475.00	- 6,151.00	- 18,600.00
EXPENSE - BYLAW ENFORCEMENT						
* TOTAL EXPENSE		111,187.48	1,568.75	12,113.38	65,106.07	177,882.00
REVENUE - COMMON SERVICES						
* TOTAL REVENUE		- 31,927.15	- 4,761.90	- 150.00	- 1,500.00	- 5,450.00
EXPENSE - COMMON SERVICES						

* TOTAL EXPENSE	962,567.76	73,015.41	71,090.24	361,623.62	912,005.00
REVENUE - ROAD TRANSPORT					
* TOTAL REVENUE	650.20	-	122.50	171.52	14,800.00
EXPENSE - ROAD TRANSPORT					
* TOTAL EXPENSE	682,137.08	14,603.26	82,476.86	174,627.89	371,987.00
REVENUE - WATER SUPPLY & DISTR					
* TOTAL REVENUE	- 1,003,942.47	- 87,332.33	- 220,370.75	- 565,413.45	- 1,245,514.00
EXPENSE - WATER SUPPLY & DISTR					
* TOTAL EXPENSE	1,014,640.59	63,624.84	41,986.81	281,351.59	1,245,514.00
REVENUE - SANITARY SEWAGE SERV					
* TOTAL REVENUE	- 843,831.05	- 66,330.23	- 93,748.91	- 361,549.39	- 842,925.00
EXPENSE - SANITARY SEWAGE SERV					
* TOTAL EXPENSE	949,238.65	83,218.08	100,863.65	410,428.54	842,925.00
REVENUE - GARBAGE COLLECTION					
* TOTAL REVENUE	- 294,593.45	- 24,388.89	- 26,178.50	- 132,391.41	- 307,000.00
EXPENSE - GARBAGE COLLECTION					
* TOTAL EXPENSE	233,776.58	30,495.82	35,987.65	98,518.60	307,000.00
REVENUE - ENVIRONMENTAL					
* TOTAL REVENUE - ENVIRONMENTAL	-	-	-	-	-
EXPENSES - ENVIRONMENTAL					
* TOTAL EXPENSES - ENVIRONMENTAL	-	-	-	-	-
REVENUE - FCSS					
* TOTAL REVENUE	- 154,901.04	- 402.00	- 1,012.00	- 55,229.87	- 187,031.00
EXPENSE - FCSS					
* TOTAL EXPENSE	401,052.27	28,106.93	26,526.45	137,253.11	457,143.00
SALC - REVENUE					
* TOTAL SALC - REVENUE	- 119,395.29	- 257.14	- 163,867.10	- 163,867.10	- 166,329.00
SALC - EXPENSES					
* TOTAL SALC - EXPENSES	119,201.01	25,128.85	11,425.17	80,446.35	166,329.00
REVENUE - CEMETARY					
* TOTAL REVENUE - CEMETARY	- 12,391.72	- 1,900.00	-	- 1,271.49	- 11,525.00
EXPENSE - CEMETARY					
* TOTAL EXPENSE - CEMETARY	23,131.60	-	444.28	1,354.28	26,875.00
REVENUE - PLAN/ZNG ECON DEV					
* TOTAL REVENUE	- 253,042.87	- 8,876.32	- 11,399.07	- 320,300.52	- 1,418,131.00
EXPENSE - PLAN/ZNG ECON DEV					
* TOTAL EXPENSE	2,953,585.60	237,543.90	148,102.25	314,625.48	895,985.00

REVENUE - COMM IN BLOOM						
* TOTAL REVENUE - COMM IN BLOOM	-	9,278.75	-	375.00	-	320.00
					-	2,005.40
						-
						6,700.00
EXPENSE - COMM IN BLOOM						
* TOTAL EXPENSE - COMM IN BLOOM		26,722.49		13,452.26		17,972.45
						18,002.45
						40,165.00
REVENUE - COMM SERVICES BOARD						
* TOTAL REVENUE	-	-	-	-	-	-
EXPENSE - COMM SERVICES BOARD						
* TOTAL EXPENSE		127,577.94		9,632.79		12,315.94
						69,348.90
						154,994.00
REVENUE - RECREATION PARKS						
* TOTAL REVENUE	-	519,978.69	-	12,303.74	-	4,530.00
					-	387,385.67
						-
						395,046.00
EXPENSE - RECREATION PARKS						
* TOTAL EXPENSE		543,954.21		93,278.66		73,386.33
						422,502.56
						685,162.00
REVENUE - FITNESS CENTER						
* TOTAL FITNESS CENTER REVENUES	-	55,683.21	-	4,806.85	-	-
					-	29,375.64
						-
						56,200.00
EXPENSE - FITNESS CENTER						
* TOTAL FITNESS CENTER EXPENDITU		167,575.10		13,050.94		15,463.87
						81,319.09
						240,070.00
REVENUE - ARENA						
* TOTAL REVENUE - ARENA	-	308,317.26		6,235.44	-	12,290.00
					-	116,588.37
						-
						278,702.00
EXPENSE - ARENA						
* TOTAL EXPENSE - ARENA		583,246.71		34,393.63		39,388.53
						219,679.10
						629,802.00
REVENUE - ARENA CONCESSION						
* TOTAL REVENUE ARENA CONCESSION	-	2,200.00	-	-	50.00	-
					-	1,150.00
						-
						2,000.00
EXPENSE - ARENA CONCESSION						
* TOTAL EXPENSES		185.00		-	-	-
						2,000.00
REVENUE - CURLING RINK						
* TOTAL CURLING RINK REVENUE	-	49,204.16	-	37.50	-	-
					-	33,333.33
						-
						45,400.00
EXPENSE - CURLING RINK						
* TOTAL EXPENSE - CURLING RINK		93,759.04		15,470.20		10,067.01
						46,149.61
						104,061.00
REVENUE - FACILITIES						
* TOTAL REVENUE	-	4,692.75	-	228.00	-	674.50
					-	4,189.25
						-
						3,551.00
EXPENSE - FACILITIES						
* TOTAL EXPENSE		241,901.69		7,846.63		9,318.60
						70,216.23
						137,594.00
REVENUE - MUSEUM						
* TOTAL REVENUES - MUSEUM	-	3,083.00	-	-	200.00	200.00
						-
						5,900.00
EXPENSE - MUSEUM						
* TOTAL		25,923.06		2,742.71		7,895.48
						20,826.63
						58,083.00

* TOTAL REVENUE - SSDLC

* TOTAL REVENUE - SSDLC										-	33.470.00	-	3.095.00	-	-	-
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* TOTAL EXPENSES - SSDLC

* TOTAL EXPENSES - SSDLC	9.673.31	4.559.15	-	228.12	-
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* TOTAL RESOURCE CENTER REVENUE

REVENUE RESOURCE CENTER										
* TOTAL RESOURCE CENTER REVENUE										
	-	11,228.57	-	7,800.00	-	-	11,142.86	-	39,400.00	

* TOTAL RESOURCE CENTER EXPENDITURE

* TOTAL RESOURCE CENTER EXPENDIT	115,572.78	16,608.31	9,395.68	72,971.64	108,222.00
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* TOTAL REVENUE

* TOTAL REVENUE	-	234,628.48	-	16,478.19	-	21,184.70	-	122,349.12	-	253,217.00
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* TOTAL EXPENSE

* TOTAL EXPENSE	175,709.72	16,562.56	15,167.06	107,482.17	209,202.00
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* TOTAL REVENUE

* TOTAL REVENUE	-	79,651.58	-	-	370.98	-	27,742.98	-	74,415.00
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* TOTAL EXPENSE

* TOTAL EXPENSE	216,453.59	11,889.87	28,565.07	106,453.41	239,408.00
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* TOTAL TAXES

* TOTAL TAXES											
	-	4,801,598.57	-	2,026.29	-	337,409.61	-	5,359,105.87	-	3,429,577.00	

* TOTAL GRANTS

* TOTAL GRANTS												-	343,074.85	-	21,419.37	-	32,370.09	-	229,565.75	-	367,988.00
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* TOTAL UNCOND. GRANTS

* TOTAL UNCOND. GRANTS	-	-	-	-
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* NET TAXES

* NET TAXES	1,029,877.62	248,291.82	254,959.87	544,996.73	1,308,374.00
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****P** NET SURPLUS/DEFICIT

**P	NET SURPLUS/DEFICIT	4,169,928.84	1,010,442.98	440,499.82	-	2,849,484.47	3,422,574.00	*Negative denotes
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surplus, positive
denotes deficit.

Balance in Bank Account

	30-Jun-25	
Operating	1,430,400.40	
AMWWP	355,666.30	
CFEP	992,175.82	
Tax Sale Trust	78,737.54	
Reserve	<u>260.99</u>	
	2,857,241.05	*Increase of \$970,136 from May
Fire Truck	567,748.80	
Bridge Financing	2,389,155.42	
Operating Line-of-Credit	753,669.86	
Capital Line-of-Credit	<u>2,543,007.19</u>	
	6,253,581.27	*Decrease of \$585,242 from May
Grader	157,409.60	

Loans

Water Meter Replacement	220,695.14	
Sewer Upgrade	999,100.99	
P39 Project	1,402,957.44	
4.5 Acres	3,350,614.77	
Outdoor Rink	60,546.83	
Ice Plant	441,559.46	
Family Resource Centre	62,448.05	
Fitness Centre	132,651.69	
	<u>6,827,983.97</u>	*Decrease of \$366,079 from May

TOWN OF GIBBONS



TOWN OF GIBBONS

BALANCE SHEET

Description	31-Dec-24	30-Jun-25
Prepaid Expenses		
* Prepaid Expenses	30,123.74	27,649.29
Inventory		
* Inventory	353,437.50	227,662.50
Cash and Cash Equivalents		
* Cash and Cash Equivalents	2,008,446.84	3,021,619.38
Accounts Receivable		
* Accounts Receivable	8,772,074.44	7,301,858.60
Loans receivable		
* Loans receivable	32,308.31	18,290.22
Land held for resale		
* Land held for resale	811,275.89	986,253.71
Tangible Capital Assets		
* Tangible Capital Assets	39,272,339.45	39,419,114.33
*** Total Assets	<u>51,280,006.17</u>	<u>51,002,448.03</u>
Accounts Payable		
** Accounts Payable	(411,709.25)	(559,477.44)
Deposit Liabilities		
** Deposit Liabilities	(68,271.11)	(140,459.59)
Deferred Revenue		
** Deferred Revenue	(2,064,461.08)	(2,368,764.08)
Asset Retirement Obligations		
** Asset Retirement Obligations	(377,244.89)	(332,068.06)
Short and Long term debt		
** Short and Long term debt	(11,109,459.23)	(13,596,083.28)
Capital lease obligation		

7.6

**	Capital lease obligation	(363,350.00)	(291,352.50)
***	Total Liabilities	<u>(14,394,495.56)</u>	<u>(17,288,204.95)</u>
Accumulated Surplus			
***	Accumulated Surplus	<u>(36,885,607.88)</u>	<u>(33,714,243.07)</u>

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: COTTAGE PROJECT - TIMELINES

Introduction

The purpose of this report is to provide Timelines on the Cottage Project as requested by Council at the June 25, 2025, Regular Meeting of Council.

Background

The Cottage Project was reviewed for viability at the March 26, 2025, Regular Meeting of Council, during the “Closed Session” portion of the meeting. Coming out of “Closed Session” Council made the following motion (minutes are attached for Council’s information):

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

25.155 MOTION CARRIED

Once the decision by Council had been made to sell the land, Administration brought forward Bylaw ALT 4-25, the bylaw to rescind both the Local Improvement Tax Bylaw and the Local Improvement Borrowing Bylaw as these bylaws were no longer required. Bylaw ALT 4-25 received 1st and 2nd Reading at the April 9, 2025, Regular Meeting of Council and 3rd Reading was held at the April 23, 2025, Regular Meeting of Council (minutes and bylaw attached).

Options Available

The options for consideration by Council include the following:

1. That Council accept the Cottage Project – Timelines as information.

Recommendation for Action

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

1. That Council accept the Cottage Project – Timelines as information.

Submitted by:



Eric Lowe
Interim CAO

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

25.154 MOTION CARRIED

16.2 COTTAGE LAND

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

25.155 MOTION CARRIED

16.3 LEGAL OPINION

Councillor Harris moved to accept this as information.

25.156 MOTION CARRIED

16.4 CODE OF CONDUCT

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

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

25.157 MOTION CARRIED

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

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

16.5 INTERGOVERNMENTAL RELATIONS

Councillor Sandahl moved to accept this as information.

25.158 MOTION CARRIED

17.0 ADJOURNMENT

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

Councillor Berry	Against
Councillor Harris	In Favour
Councillor Kozak	In Favour
Councillor Millante	In Favour
Councillor Sandahl	Against

25.179 MOTION CARRIED

11.0 BYLAWS AND POLICIES
--

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

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

Councillor Harris requested a recorded vote:

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

25.180 MOTION CARRIED

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

Councillor Harris requested a recorded vote:

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

25.180 MOTION CARRIED

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

Councillor Harris requested a recorded vote:

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

25.181 MOTION DEFEATED

11.2 BYLAW MOG 3-23 CHIEF ADMINISTRATIVE OFFICE BYLAW

Councillor Kozak moved that Council accept this as information.

Councillor Kozak rescinded the motion.

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

25.182 MOTION CARRIED

11.3 POLICY PP 1-25 WORKPLACE HARASSMENT POLICY

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

Councillor Berry rescinded the motion.

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

Councillor Harris requested a recorded vote:

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

25.183 MOTION CARRIED

12.0 STAFF REPORTS

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

Councillor Berry moved that Council give 3rd Reading to Bylaw ALT 4-25 Rescind Cottage Land Bylaws.

Councillor Harris requested a recorded vote:

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

25.209 MOTION CARRIED

11.2 BYLAW ALT 5-25 2025 TAX RATE BYLAW

Councillor Berry moved that Council proceed with Option 2 with a tax rate increase of 1.5% with a surplus of \$353,155.24.

Councillor Harris requested a recorded vote:

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

25.210 MOTION DEFEATED

Councillor Sandahl moved that Council proceed with Option 1 with a tax rate increase of 1% with a surplus of \$334,400.40

Councillor Harris requested a recorded vote:

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

25.211 MOTION CARRIED



TOWN OF GIBBONS

Rescind Cottage Land Bylaws

Bylaw ALT 4-25

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

WHEREAS under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass and rescind bylaws for municipal purposes.

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

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

1. TITLE

This bylaw may be cited as the "Rescind Cottage Lands Bylaws".

2. RESCIND BYLAW

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

2.1.1 Bylaw ALT 1-24 – Local Improvement Tax Bylaw

2.1.2 Bylaw ALT 2-24 – Local Improvement Borrowing Bylaw

3. SEVERABILITY

- 3.1 Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

4. ENACTMENT

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

Read a first time this 9th of April 2025.

[ORIGINAL DOCUMENT IS SIGNED]

Acting Mayor Dale Yushchyshyn

[ORIGINAL DOCUMENT IS SIGNED]

Interim CAO Eric Lowe

Read a second time this 9th of April 2025.

[ORIGINAL DOCUMENT IS SIGNED]

Acting Mayor Dale Yushchyshyn

[ORIGINAL DOCUMENT IS SIGNED]

Interim CAO Eric Lowe

Read a third and final time this 23rd of April 2025.

[ORIGINAL DOCUMENT IS SIGNED]

Acting Mayor Dale Yushchyshyn

[ORIGINAL DOCUMENT IS SIGNED]

Interim CAO Eric Lowe

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: TERRA PATTISON, FINANCE MANAGER
REPORT TOPIC: SHAW CABLE FIBRE OPTICS INSTALLATION

Introduction

The purpose of this report is to provide Council with information on the Shaw Cable Fibre Optics Line installation as part of the development on the south end of Gibbons as requested at the June 23, 2025, Regular Meeting of Council.

Background

The Offer to Purchase Agreement between the Town of Gibbons and 1685802 Alberta Ltd. (Davis Developments) included that “all utilities main services, including fibre optic cable shall be available at the property line”. Davis Developments was responsible for installation to the businesses within the property boundaries.

As a result of this stipulation, the Town of Gibbons installed a fibre optic line to the property line at a cost of \$278,250.00 and is payable over 2 overlapping phases as noted below:

Phase 1 Summary already on billing starting Jan 2025.

Billing	Account	Monthly Charge	Term	Onetime Charge	Total
Phase 1	40798 / BPSO140675	\$ 1,212.75	36	\$ 25,000.00	\$ 68,659.00
Phase 1	40769 / BPSO140511	\$ 1,212.75	36	\$ 25,000.00	\$ 68,659.00
Total	Phase 1 total	\$ 2,425.50		\$ 50,000.00	\$ 137,318.00


Phase 2 Summary – 12 month term started July 1st, 2025 -

Billing	Account	Monthly Charge	Term	Onetime Charge	Total
Phase 2	-	\$ 1,212.75	36	\$ 0.00	\$ 43,659.00
Phase 2	40769 / BPSO 145446	\$ 2,082.50	12	\$ 0.00	\$ 24,990.00
Phase 2	-	\$ 1,078.00	36	\$ 0.00	\$ 38,808.00
Phase 2	40769 / BPSO 145455	\$ 1,666.00	12	\$ 0.00	\$ 19,992.00
Total	Phase 2 total	\$ 6,039.25		\$ 0.00	\$ 127,449.00

Options Available

The options for consideration by Council include the following:

1. That Council accept the Shaw Cable Fibre Optics Installation report as information.

	TOWN OF GIBBONS	REQUEST FOR DECISION
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Recommendation for Action

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

1. That Council accept the Shaw Cable Fibre Optics Installation Report as information.

Submitted by:

Terra Pattison
Finance Manager

Approved by:



Eric Lowe
Interim CAO

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MITCHEL OPRYSHKO, FINANCE OFFICER
REPORT TOPIC: DEBT LIMIT AND BORROWINGS

Introduction

The purpose of this report is to provide Council with information regarding the Debt Limit Threshold.

Background

At the Regular Meeting of Council held on June 25, 2025, Council requested information on the status of the Debt Limit and an update on the Town Borrowings.

The Audited Financial Statements contained disclosure on the Debt Limit and Service on Debt Limit of the Town as of December 31, 2024, and identified that the Total Debt Limit Remaining was \$519,420 and the Service on Debt Limit remaining was \$762,601. Since 2024 Year-end the Town has engaged in the following financial borrowing activities during 2025:

- Withdrawn a Bridge Financing Loan in the amount of \$2.5 million in February,
- Made required repayments on Debenture Loans in the amount of \$564,000 in June,
- Partially repaid the Bridge Finance Loan in the amount of \$144,000 from March-June,
- Partially repaid the Capital Line of Credit in the amount of \$318,000 from March-June,
- Fully repaid the Operating Line of Credit in the amount of \$1.024 million in July.

Repayment figures listed above are blended payments which include principal and interest. The borrowing in February resulted in the Debt Limit Threshold being exceeded; however, the Service on Debt Limit was not. Repayment activities have since reduced the amount which the Threshold was surpassed, however the Town will still have overdrawn compared to the Debt Limit Remaining at the end of 2025. As per requirements of the Municipal Government Act Section 252(1) the Town is working with Municipal Affairs on obtaining approval for exceeding the Debt Limit from the Minister. The Town forecasts that the Debt Limit will not be exceeded by the end of 2026.

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:

Approved by:

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: POTENTIAL DATES FOR TOWN HALL MEETING

Introduction

The purpose of this report is to provide Council with potential dates for a Town Hall meeting.

Background

At the Regular Meeting of Council held on June 23, 2025, Council made the following motion:

Councillor Harris moved that Council direct Administration to set the time and date of a Town Hall meeting and provide options to Council at the next Regular Meeting of Council.

Councillor Harris requested a recorded vote:

<i>Councillor Berry</i>	<i>In Favour</i>
<i>Councillor Harris</i>	<i>In Favour</i>
<i>Councillor Kozak</i>	<i>In Favour</i>
<i>Councillor Millante</i>	<i>In Favour</i>
<i>Acting Mayor Yushchyshyn</i>	<i>In Favour</i>

25.294	MOTION CARRIED
---------------	-----------------------

To ensure that an opportunity to attend is provided to as many members of the public as possible, and considering staff availability, Administration is proposing one of the following dates for an evening meeting to be held at the Gibbons Cultural Centre:

August 13, 14, 19, or, 21

Once a date has been selected, Administration will need to advertise the Town Hall meeting as per our Public Notification Bylaw and request that questions from the public be submitted in writing either by email or dropped off in person prior to the meeting by the Thursday prior to the meeting date by the end of the business day.

Options Available

The options for consideration by Council include the following:

1. That Council set a Town Hall meeting to be held at the Gibbons Cultural Centre on August ____, 2025.
2. That Council direct Administration to advertise the Town Hall Meeting as per the Public Notification Bylaw with questions from the public to be submitted by 4:30 pm on the Thursday prior to the meeting.

Recommendation for Action

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

1. That Council set a Town Hall meeting to be held at the Gibbons Cultural Centre on August __, 2025.
2. That Council direct Administration to advertise the Town Hall as per the Public Notification Bylaw with questions to be submitted by 4:30 pm on the Thursday prior to the meeting.

Submitted by:



Eric Lowe
Interim CAO

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: ERIC LOWE, INTERIM CAO
REPORT TOPIC: MUNICIPAL BANKING INSTITUTIONS

Introduction

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

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 Banking Institution as set out in the *Municipal Government Act* 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.*

Therefore, a motion of Council is required to set the Municipal Banking Institution as:

Servus Credit Union

And for the sole purpose of RRSP Contributions:

The Royal Bank

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 set the Municipal Financial Institutions as Servus Credit Union at 4616 – 50 Ave for the. and the Royal Bank at ?? for the sole purpose of RRSP Contributions.
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 set the Municipal Financial Institutions as Servus Credit Union and the Royal Bank for the sole purpose of RRSP Contributions.

Submitted by:

Eric Lowe

Interim CAO



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: STEPHANIE PETERS, DIRECTOR OF COMMUNITY SERVICES
REPORT TOPIC: COMMUNITY SERVICE GRANTS

Introduction

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

Background

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

The following recommended applications have been received for a total of \$2500.00:

Community Group	Amount Requested	Total Project Cost	Recommended
Bon Accord/Gibbons Food Bank Signage and Costume for Parades	\$150	\$300	\$150
Gibbons Pickleball Club Outdoor Pickleball & Tennis Court Windscreen	\$450	\$819 +tax	\$450
Sturgeon River Historical Society Outfit the kitchen at the Museum	\$200	\$400	\$200
Gibbons Seniors Twilight Club Replace outdated laptop/printer	\$700	\$1400	\$700
Sturgeon Alliance Church Coffee & Chaos Safety Mats replacement	\$300	\$567	\$300
Sacred Heart Church Gibbons Hospitality Project	\$100	\$200	\$100
KidSport-Fort Saskatchewan 1st Annual Golf Tournament Fundraiser	\$1000	\$4100	\$750
Kings Kids Preschool Range Replacement (stove/oven)	\$524.99	\$1049	\$200



TOWN OF GIBBONS

REQUEST FOR DECISION

Options Available

The options for consideration by Council include the following:

1. That Council approves the recommended Community Services Grant applications.
2. That Council does not approve the Community Services Grant applications.
3. That Council advises Administration as to how it would like to proceed.

Recommendation for Action

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

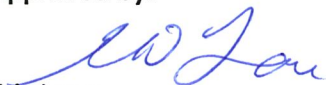
1. **That Council approve the following Community Services Grant applications for a total of \$2450.00:**

Community Group	Amount Requested	Total Project Cost	Recommended
Bon Accord/Gibbons Food Bank Signage and Costume for Parades	\$150	\$300	\$150
Gibbons Pickleball Club Outdoor Pickleball & Tennis Court Windscreen	\$450	\$819 +tax	\$450
Sturgeon River Historical Society Outfit the kitchen at the Museum	\$200	\$400	\$200
Gibbons Seniors Twilight Club Replace outdated laptop/printer	\$700	\$1400	\$700
Sturgeon Alliance Church Coffee & Chaos Safety Mats replacement	\$300	\$567	\$300
Sacred Heart Church Gibbons Hospitality Project	\$100	\$200	\$100
KidSport-Fort Saskatchewan 1st Annual Golf Tournament Fundraiser	\$1000	\$4100	\$750
Kings Kids Preschool Range Replacement (stove/oven)	\$500	\$1049	\$200

Submitted by:

Stephanie Peters
Director of Community Services

Approved by:


Eric Lowe
Interim CAO



COMMUNITY GRANTS APPLICATION FORM

\$ 150.00

CONTACT INFORMATION

NAME OF ORGANIZATION: Bon Accord Gibbons Food BankCONTACT PERSON: Pam Yakymchuk POSITION: SecretaryMAILING ADDRESS: Box 419
GibbonsPHONE: (home/work): 790 923 2344 EMAIL: bonaccordgibbonsfoodbank@gmail.com

PROJECT INFORMATION

NAME OF PROJECT: Signage & Costumes for ParadesPROJECT DESCRIPTION: As part of our community outreach
we like to attend parades at multiple
communities that we serve.EXPECTED BENEFITS TO THE COMMUNITY: Having proper signage will
make us more visible in our communities.
Dressing in food costumes always brings a
smile to spectators faces!

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
<u>Magnetic Car Signs</u>	<u>\$ 200.00</u>
<u>Costumes</u>	<u>\$ 100.00</u>

TOTAL EXPENSES: \$ 300.00

Requests for rental costs are still subject to the required damage deposit

APPENDIX A- con't

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons:

\$ 150

Funding provided by your organization:

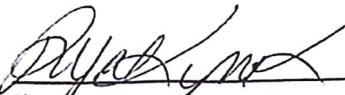
\$ 150

Funding from fundraising:

Funding from other sources:
(Please list other sources)

TOTAL REVENUES:

\$ 300


Signature

June 12/25
Date

Cheque is payable to: Bon Accord Gibbons Food Bank

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied

Approved Amount

Administration Signature

Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: gov@gibbons.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33 © of the Freedom of Information and Protection of Privacy Act and may become public information. Questions regarding the collection of this information can be directed to the Town office at (780)923-3331, 4801 - 50 Avenue, P.O. Box 68, Gibbons, Alberta T0A 1N0.



COMMUNITY GRANTS APPLICATION FORM

\$450.00

CONTACT INFORMATION

NAME OF ORGANIZATION: GIBBONS Pickleball Club

CONTACT PERSON: Joe Frison POSITION: President

MAILING ADDRESS: P.O. Box 506
GIBBONS, AB TOA INO

PHONE: (home/work): 780-975-6837 EMAIL: j.frison@shaw.ca

PROJECT INFORMATION

NAME OF PROJECT: Outdoor Pickleball & Tennis Court Windscreen

PROJECT DESCRIPTION: To erect wind screens on the outer perimeter of the Pickleball & tennis courts (attached).
There are existing wind screens but the center wind screen on windy days affects the playing court because of the bulging of the screen & extends into the playing court.

EXPECTED BENEFITS TO THE COMMUNITY: With the windy conditions becoming more predominant the addition of additional wind screens would allow more usage of the courts from Spring to fall.

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
7 Screens - 92" x 50' @ \$117.00 each	\$ 819.00 + tax (total)
TOTAL EXPENSES:	\$ 819.00 + tax

Requests for rental costs are still subject to the required damage deposit

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons: _____

Funding provided by your organization: balance of funds not provided by GrantFunding from fundraising: 0Funding from other sources: 0

(Please list other sources) _____

TOTAL REVENUES: \$ _____

Signature [Signature]Date FEB 4 / 2025Cheque is payable to: Gibbons Pickleball Club**THIS SECTION IS FOR OFFICE USE ONLY**

Approved/Denied _____

Approved Amount _____

Administration Signature _____

Date _____

* Note: I (Joe Feison) will be gone until March 1st / 2025.

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons

P.O. Box 68

Gibbons, AB

T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: gov@gibbons.ca

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\$200.00

APPENDIX A



COMMUNITY GRANTS APPLICATION FORM

CONTACT INFORMATION

NAME OF ORGANIZATION: Sturgeon River Historical Society

CONTACT PERSON: Louise Bauder POSITION: Secretary

MAILING ADDRESS: _____

PHONE: (home/work): (780) 996-1202 EMAIL: jlbauder@shaw.ca

PROJECT INFORMATION

NAME OF PROJECT: Outfit the kitchen at the museum

PROJECT DESCRIPTION: We need to stock the kitchen with cooking supplies

EXPECTED BENEFITS TO THE COMMUNITY: With pots, pans and cooking utensils the museum board, summer program staff and re
Will be able prepare food for fund raisers, children's programs and guests.

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
<u>Pots, pans & utensils</u>	<u>\$400.00</u>
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES: \$ \$400.00

****Requests for rental costs are still subject to the required damage deposit****

APPENDIX A- con't

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons: \$200.00

Funding provided by your organization: \$200.00

Funding from fundraising: _____

Funding from other sources: _____
(Please list other sources) _____

TOTAL REVENUES: \$ \$400.00

Louise Boudew June 7, 2025
Signature Date

Cheque is payable to: Sturgeon River Historical Society

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied Approved Amount

Administration Signature Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331
Fax: 780-923-3691
Email: gov@gibbons.ca

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\$350.00

APPENDIX A



COMMUNITY GRANTS APPLICATION FORM

CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ POSITION: _____
Gibbons Seniors Twilight Club

MAILING ADDRESS: _____
Louise Bauder President

PHONE: (home/work): _____ EMAIL: _____

(780) 996-1202

jlbauder@shaw.ca

PROJECT INFORMATION

NAME OF PROJECT: _____

PROJECT DESCRIPTION: _____
Replace out dated equipment

We need to replace out laptop and printer

EXPECTED BENEFITS TO THE COMMUNITY: _____

_____ We need to keep records of membership, do newsletters for our members, make infor
And be able to be in contact with other seniors groups in the area.

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
_____	_____
_____	_____
Laptop	\$900.00
Printer	\$500.00

TOTAL EXPENSES: \$ \$1400.00

****Requests for rental costs are still subject to the required damage deposit****

APPENDIX A- con't

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons: \$700.00

Funding provided by your organization: \$700.00

Funding from fundraising: _____

Funding from other sources: _____
(Please list other sources)

TOTAL REVENUES: \$ \$1400.00

Louise Bender June 7, 2025
Signature Date

Cheque is payable to: Gibbons Seniors Twilight Club.

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied Approved Amount

Administration Signature Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: gov@gibbons.ca

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\$300.00

APPENDIX A



COMMUNITY GRANTS APPLICATION FORM

CONTACT INFORMATION

NAME OF ORGANIZATION: Sturgeon Alliance Church
CONTACT PERSON: Naomi stretch POSITION: Family Ministry Director
MAILING ADDRESS: Box 1080 Gibbons, AB, T0A 1N0
PHONE (home/work): 780-923-2727 EMAIL: naomi@sturgeonalliance.org

PROJECT INFORMATION

NAME OF PROJECT: Safety
PROJECT DESCRIPTION: Our current play mats in our Nursery room, which we use to host coffee and chaos for the community, are disintegrating. This make it unsafe to keep them in the play space with young children.
EXPECTED BENEFITS TO THE COMMUNITY: We use this space to host young children during our weekly Sunday gatherings. We also host a weekly young parent play group called coffee and chaos.

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
<u>Safety floor tiles</u>	<u>\$ 540</u>
<u>GST</u>	<u>\$ 27.00</u>
<u>Pickup</u>	<u>/</u>

TOTAL EXPENSES: \$ 567.00

Requests for rental costs are still subject to the required damage deposit

APPENDIX A- con't

REVENUE/ FUNDING SOURCES:


Funding requested for the Town of Gibbons: \$ 300

Funding provided by your organization: \$ 267.00

Funding from fundraising: N/A

Funding from other sources: N/A
(Please list other sources)

TOTAL REVENUES: \$ 567.00

 June 9, 2025
Signature Date

Cheque is payable to: Sturgeon Alliance Church

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied	Approved Amount
Administration Signature	Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331
Fax: 780-923-3691
Email: gov@gibbons.ca

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COMMUNITY GRANTS APPLICATION FORM

\$100.00

CONTACT INFORMATION

NAME OF ORGANIZATION: Sacred Heart Church Gibbons

CONTACT PERSON: Penny Hovis POSITION: member

MAILING ADDRESS: 19-56420-RR231, Sturgeon County, AB
TOA1N4

PHONE: (home/work): 780 942 2364 EMAIL: mphovis@hotmail.ca
780 940 1508

PROJECT INFORMATION

NAME OF PROJECT: Community Grant Sacred Heart Church Gibbons

PROJECT DESCRIPTION: form attached

EXPECTED BENEFITS TO THE COMMUNITY: form attached

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)

AMOUNT

<u>coffee, huge urn full</u>	<u>\$15.99 / can</u>
<u>Tea</u>	<u>18.00 bag of 100</u>
<u>cream</u>	<u>3.50</u>
<u>sugar</u>	<u>17.00 bag</u>
<u>paper plates</u>	<u>21.45 - 125 pk</u>
<u>napkins</u>	<u>14.00 - 500 pk</u>
<u>paper cups</u>	<u>4.50 - 100</u>
TOTAL EXPENSES:	\$ <u>94.44</u>

Requests for rental costs are still subject to the required damage deposit

\$94.44

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons: \$100.00

Funding provided by your organization: usually I put a donation basket

Funding from fundraising: near coffee and we get nickles, dimes,

Funding from other sources: quarters & some Toonies about
(Please list other sources) \$5.00-10.00 donated

TOTAL REVENUES: \$110.00 ask for ~~for~~

MPHovis January 24 - 2025
Signature Date

Cheque is payable to: Monique P. Hovis/c/o Sacred Heart Church Gibbons

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied

Approved Amount

Administration Signature

Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: gov@gibbons.ca

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Community grants application form January 22, 2025

Project information for Sacred Heart Church Gibbons

We at Sacred Heart church in Gibbons don't really have an activity per say but we offer our facilities twice a year to two big events the town sponsors. We always get involved with the townwide garage sale in September and we participate in the walk of the cross at Easter time to the other churches here in Gibbons.

We provide a benefit to the town residents to the health, well-being and safety of all town residents and many visitors during the town wide garage sale.

At the town wide garage sale we volunteer at the church by opening the doors very early so residents and visitors that day may come in and use our facilities. Our washrooms also have counter space for mothers to safely change babies. Also are washrooms have enough room for baby buggies and wagons. A bassinet is available also and a rocking chair to nurse or feed the babies. *and wheelchairs.*

During the Good Friday walk of the cross our church event has room to accommodate many faithful followers from each church Emmanuel Anglican church, Alliance church, our parishioners too.

Usually after the services on Good Friday we all congregate at our church for hospitality. We put out tea, coffee, sugar, cream and participants bring goodies sandwiches, cookies, fruit & veggie trays and cheese and crackers.

During the town wide garage sale we make a huge pot of coffee free to all who stop by and use the facilities till noon time; coffee, cream, sugar and paper cups.

We demonstrate partnership with all other churches and members.

We have many returning residents and visitors from past townwide garage sales and Easter Walk About who are very thankful for our doors to be open during these events. They don't have to walk from one end of town to the other to use the porta potties also.

M. Hovis
Monique "Penny" Hovis
Sacred Heart Church Gibbons



COMMUNITY GRANTS APPLICATION FORM

CONTACT INFORMATION

NAME OF ORGANIZATION: KidSport - Fort Saskatchewan

CONTACT PERSON: Brenda Jacobs

POSITION: Fundraising Coordinator

MAILING ADDRESS: PO Box 20051, Fort Saskatchewan, Alberta T8L 4C8

PHONE: (home/work): (780) 983-4799

EMAIL: bimbyj@gmail.com

PROJECT INFORMATION

NAME OF PROJECT: KidSport 1st Annual Golf Tournament Fundraiser

PROJECT DESCRIPTION: KidSport Fort Saskatchewan is embarking on a new fundraiser for 2025. We are hosting our 1st Annual Golf Tournament Fundraiser. Funding received from the Gibbons Community Grant Program will assist in helping our group pay for items such as raffle tickets, licenses, 'hole' prizes, etc. It is a big switch for us but with support from our Community and help from supporters such as the Town of Gibbons; we are hoping for a very successful event that we can continue to host in the future.

EXPECTED BENEFITS TO THE COMMUNITY: KidSport Fort Saskatchewan is a nonprofit organization that assists economically disadvantaged children to overcome the financial barriers which prevent them from participating in organized sports. KidSport firmly believes that through participation in organized sports; children learn the values of cooperation, commitment to goals, healthy competition, self esteem and personal excellence. Monies received from this event will enable us to fulfill all of our obligations to make sure that ALL KIDS CAN PLAY!

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
<u>Food</u>	<u>\$3600.00</u>
<u>Raffle tickets, licenses, hole prizes, miscellaneous</u>	<u>\$1500.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
TOTAL EXPENSES:	<u>\$ 5100.00</u>

****Requests for rental costs are still subject to the required damage deposit****

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons: \$1000.00

Funding provided by your organization: \$4100.00

Funding from fundraising: Unknown at this time; we are hoping to raise \$14K

Funding from other sources: At this time; we do not have funding from other sources;
(Please list other sources)

We are researching those avenues at this time

TOTAL REVENUES: \$ 5100.00

Brenda Jacobs May 31, 2025
Signature Date

Cheque is payable to: KidSport - Fort Saskatchewan

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied Approved Amount

Administration Signature Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons
P.O. Box 68
Gibbons, AB
T0A 1N0

Phone: 780-923-3331
Fax: 780-923-3691
Email: gov@gibbons.ca

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KidSport Fort Saskatchewan:

2024 Reporting

Revenues:

Donations - Receipted (KidSport Canada) \$0.00

Donations - Non-Receipted \$15,619.39

KSC National revenue distribution \$0.00

KSC - Sport Canada CSAI grants \$0.00

Government \$56,358.07

Sponsorship \$0.00

Fundraising \$21,220.55

Events \$0.00

Other Revenue \$24,836.13

Total Revenue \$118,034.14

Expenses:

Grants (Registration Fees) \$104,221.00

Grants (Equipment) \$0.00

Grants (Projects) \$0.00

Marketing/Promotion \$0.00

Fundraising/Events \$765.00

Office Administration \$0.00

Consulting & Staff \$0.00

Other Expenses \$291.52

Total Expenses \$105,277.52

Net Income/Loss \$12,756.62

Kidsport Fort Saskatchewan Funding

Year	# of Kids	\$\$ Funded
1997	0	\$0.00
1998	0	\$0.00
1999	13	\$1,565.50
2000	62	\$6,435.31
2001	63	\$6,693.33
2002	69	\$8,591.15
2003	66	\$7,718.65
2004	98	\$11,578.12
2005	110	\$13,576.25
2006	107	\$11,783.00
2007	73	\$9,302.00
2008	79	\$14,070.00
2009	78	\$13,785.00
2010	80	\$14,003.00
2011	74	\$13,772.00
2012	79	\$17,573.00
2013	63	\$14,782.00
2014	85	\$15,284.00
2015	70	\$19,372.00
2016	99	\$28,782.00
2017	128	\$34,149.69
2018	155	\$40,516.00
2019	155	\$46,487.08
2020	66	\$22,687.00
2021	67	\$22,344.00
2022	138	\$52,483.00
2023	234	\$91,334.06
2024	271	\$104,221.00
TOTAL	2582	\$642,888.14

2024 Funding by Community

Community	# of Kids	\$\$ Funded
Ardrossan	8	\$3,622.65
Bon Accord	7	\$2,623.75
Bruderheim	8	\$3,643.85
Fort Sask	221	\$72,013.45
Gibbons	26	\$9,302.00
Lamont	21	\$6,705.30
Redwater	14	\$5,810.00



COMMUNITY GRANTS APPLICATION FORM

CONTACT INFORMATION

NAME OF ORGANIZATION: Kings Kids Preschool
 CONTACT PERSON: Sara Kugler POSITION: Preschool Teacher
 MAILING ADDRESS: Box 1080
Gibbons, AB T0A 1N0
 PHONE: (home/work): 780-923-2727 EMAIL: kingskidsgibbons@gmail.com

PROJECT INFORMATION

NAME OF PROJECT: Range Replacement (Stove/Oven)
 PROJECT DESCRIPTION: Samsung 30 in 6.3 cu. ft. Stainless Steel Electric Range. We would like to replace the old electric range that is downstairs and accessible to our preschool. Approximately once ^{a month} or more we do preschool cooking with children, and the range downstairs is no longer working correctly.

EXPECTED BENEFITS TO THE COMMUNITY:

This new range would allow the preschool to show the children how to safe around a range and do some cooking with them. We have around 75% of the children in our program are from the community.

PROPOSED BUDGET

DESCRIPTION OF EXPENSE(S)	AMOUNT
<u>Range Samsung</u>	<u>\$ 999.99</u>
<u>GST</u>	<u>\$ 50.00</u>
TOTAL EXPENSES:	<u>\$ 1049.99</u>

Requests for rental costs are still subject to the required damage deposit

REVENUE/FUNDING SOURCES:

Funding requested for the Town of Gibbons:

\$ 524.99

Funding provided by your organization:

\$ 525.00

Funding from fundraising:

Funding from other sources:

(Please list other sources)

TOTAL REVENUES:

\$ 1049.99

Signature



Date

Jan 30, 2025

Cheque is payable to:

Kings Kids Preschool

THIS SECTION IS FOR OFFICE USE ONLY

Approved/Denied

Approved Amount

Administration Signature

Date

Submit Application, no later than the second Friday of February or the second Friday in June every year to:

Town of Gibbons

P.O. Box 68

Gibbons, AB

T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: gov@gibbons.ca

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DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY ERIC LOWE, INTERIM CAO
REPORT TOPIC: HEARTLAND STATION – PEDESTRIAN ACCESS

Introduction

The purpose of this report is to respectfully request that Council give consideration to modifying the pedestrian access route to Heartland Station.

Background

Previous Administration, during the construction of Heartland Station and the pedestrian access route, consulted with the resident adjacent to the access route and assured the resident that trees would be planted along the edge of the resident's fence.

Recently, Administration and Acting Mayor Yushchyshyn had a site meeting with the residents and provided 2 options:

Option 1

Golden willows are a deciduous tree that are quick growing and can be planted in the ditch without any further preparation work, other than the digging and planting of the tree.

- Total Cost - \$4,550.00 (exclusive of GST)

Given that the Operating Budget for 2025 is tight, Council would need to decide which program or service the funds would need to come from for this option.


Option 2

Conifer trees can be planted but requires a lot more site preparation. It would require relocating the culvert, filling in the ditch, compacting it and stabilizing the road.

It would be prudent to note, that this is the preferred option of the resident.

- Total Cost - \$15,640.00 (exclusive of GST)

Given that the Operating Budget for 2025 is tight, Council would need to decide which program or service the funds would need to come from for this option.

	TOWN OF GIBBONS	REQUEST FOR DECISION
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Administration would also like to give Council a 3rd Option. Council can also choose to defer this project and direct Administration to include this project in the 2026 Operating Budget.

Options Available

The options for consideration by Council include the following:

1. That Council proceed with Option 1 and identify from which program or service the funds are to be taken from.
2. That Council proceed with Option 2 and identify from which program or service the funds are to be taken from.
3. That Council proceed with Option 3 and direct Administration to include this project in the 2026 Operating Budget.
4. 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:

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

Submitted by:



Eric Lowe

Interim CAO







DATE SUBMITTED: JULY 23, 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).

At the June 25, 2025, Regular Meeting of Council, Council gave 1st and 2nd Reading to this Bylaw.

Options Available

The options for consideration by Council include the following:

1. That Council give 3rd Reading to 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 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 25th of June 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Read a second time this 25th of June 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	

DATE SUBMITTED: JULY 23, 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.

At the June 25, 2025, Regular Meeting of Council, Council gave 1st and 2nd Reading of this bylaw.

Options Available

The options for consideration by Council include the following:

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



TOWN OF GIBBONS

REQUEST FOR DECISION

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 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;

Document History

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

- 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.

Document History

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

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.

Document History

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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.

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
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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

Document History

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

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

Document History

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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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Bylaw Adopted – Resolution #		Bylaw Repealed	
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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.

Document History

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

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 25th of June 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Read a second time this 25th of June 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Document History

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

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

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Document History

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



TOWN OF GIBBONS

REQUEST FOR DECISION

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: RESIDENTIAL AND NON-RESIDENTIAL ASSESSMENT SUBCLASSES BYLAW ALT 7-25

Introduction

The purpose of this report is to request that Council give consideration to Bylaw ALT 7-25 Residential and Non-Residential Assessment Subclasses.

Background

As part of the preliminary Legislative Compliance Check by Municipal Affairs, it was identified that we require a sub-class bylaw for properties that are assessed as vacant residential and vacant non-residential for property taxes.

According to Section 297(2) and (2.1) of the *Municipal Government Act*:

- 297(2)** *A council may, by bylaw, divide class 1 into sub-classes on any basis it considers appropriate, and if the council does so, the assessor may assign one or more sub-classes to property in class 1.*
- (2.1)** *A council may, by bylaw, divide class 2 into the sub-classes prescribed by subsection (3.1), and if the council does so, the assessor must assign one or more of the prescribed sub-classes to a property in class 2.*
- (3.1)** *For the purpose of subsection (2.1), the following sub-classes are prescribed for the property in class 2: (a) vacant non-residential property; (b) small business property; (c) other non-residential property.*

Administration is proposing that Council adopt the Residential and Non-Residential Assessment Subclasses Bylaw ALT 7-25 in order to comply with the *Municipal Government Act*.

Included in this bylaw under Definitions Section 2.10 and 2.11 the bylaw also gives the ability for the Town to implement a supplementary assessment roll and to prepare a supplementary tax roll. As per information from Alberta Municipal Affairs, a supplementary property tax is defined as follows:

A municipality may pass a bylaw that allows it to assess newly constructed improvements that have been added to land after the December 31 condition date and collect property taxes on a pro-rated basis for the remainder of the tax year. This approach provides fairness among property owners because, as new buildings are completed and occupied, the property owner receives municipal services, so the supplementary tax contributes towards the cost of providing those services. Supplementary taxes can only be collected on the value of new improvements that are completed in the current year. An example would be a homeowner that constructs a house on vacant land and completes it in August. The municipality may levy a supplementary tax on the new value of the property for the remaining five months in the tax year.



TOWN OF GIBBONS

REQUEST FOR DECISION

Each year thereafter that Council wishes a bylaw imposing a supplementary tax, it must be adopted along with the yearly tax rate bylaw.

Supplemental Information

Administration is requesting that Council consider giving all 3 readings to Bylaw ALT 7-25 the Residential and Non-Residential Assessment Subclass Bylaw ALT 7-25.

Options Available

The options for consideration by the Council include the following:

1. That Council proceeds with the first reading of Residential and Non-Residential Assessment Subclass Bylaw ALT 7-25.
2. That Council proceeds with second and third reading of Residential and Non-Residential Assessment Subclass Bylaw ATL 7-25.
3. That Council receives this report as information.
4. 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 1st reading of the Residential and Non-Residential Assessment Subclasses Bylaw ALT 7-25.
2. That Council proceeds with 2nd reading of the Residential and Non-Residential Assessment Subclasses Bylaw ATL 7-25.
3. That the Residential and Non-Residential Assessment Subclasses Bylaw ATL 7-25 be presented for 3rd reading.
4. That Council proceeds with 3rd reading and final adoption of the Residential and Non-Residential Assessment Subclasses Bylaw ALT 7-25.

Submitted by:

Monique Jeffrey
Director of Corporate Services

Approved by:

Eric Lowe
Interim CAO



**TOWN OF GIBBONS
RESIDENTIAL AND NON-RESIDENTIAL ASSESSMENT SUB-CLASSES BYLAW NO. ALT 7-25**

A BYLAW TO ESTABLISH THE SUB-CLASSES OF RESIDENTIAL AND NON-RESIDENTIAL ASSESSMENT WITHIN THE TOWN OF GIBBONS.

WHEREAS, the Town Gibbons intends to sub-classify class 1 – residential assessment and class 2 non-residential assessment, as defined in Section 297 of the *Municipal Government Act, R.S.A. 2000, M-26*, into residential assessment and vacant residential assessment and non-residential assessment and vacant non-residential assessment for the 2025 taxation year and beyond; and

WHEREAS, Section 297 of the *Municipal Government Act, R.S.A. 2000, M-26*, as amended, permits a Town Council to divide the Class 1 residential assessment and Class 2 non-residential assessment into sub-classes.

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

1. BYLAW TITLE

- 1.1 This Bylaw shall be cited as the "Assessment Sub-class Bylaw".

2. DEFINITIONS

- 2.1 **"Assessment"** means assessment role as defined in Section 303 of the MGA.
- 2.2 **"Council"** means the duly elected officers of the Municipality.
- 2.3 **"Municipal Government Act (MGA)"** means the *Municipal Government Act, R.S.A.2000 Chapter M-26* as amended or legislation substituted, therefore.
- 2.4 **"Non-Residential Property"** means property that is generally where the primary use is for business purposes.
- 2.5 **"Non-Residential"** means the assessment classification assigned to assessable class 2 – non-residential property that does not qualify as Vacant Non-Residential.
- 2.6 **"Residential Property"** means property included in the Town of Gibbons residential land use district as defined by the Town of Gibbons Land Use Bylaw.
- 2.7 **"Residential"** means the assessment classification assigned to assessable class 1 – residential property that does not qualify as Vacant Residential.
- 2.8 **"Vacant Non-Residential Property"** means the assessment classification assigned to class 2 – non-residential property that is subdivided by a plan of subdivision registered in a land titles office that contains no permanent structures and that is approved for non-residential purposes.
- 2.9 **"Vacant Residential Property"** means the assessment classification assigned to class 1 – residential property that is subdivided by a plan of subdivision registered in a land titles office that contains no permanent structures and that is approved for Residential purposes.
- 2.10 **"Supplementary Assessment"** means an assessment made pursuant to Section 314 of the MGA.

2.11 **"Supplementary Assessment Roll"** means a supplementary assessment roll as defined by Section 315 of the MGA.

3. **RESIDENTIAL, NON-RESIDENTIAL ASSESSMENT AND SUPPLEMENTARY ASSESSMENT SUB-CLASSES**

3.1 For the purpose of the Assessment and Supplementary Assessment Rolls for the 2025 taxation year, and any future Assessment and Supplementary Assessment Rolls, all Residential and Non-Residential Property within the Town of Gibbons is hereby divided into the following subclasses of assessment.

- 3.1.1 Residential
- 3.1.2 Vacant Residential
- 3.1.3 Non-Residential
- 3.1.4 Vacant Non-Residential

4. **SEVERABILITY**

4.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

5. **COMING INTO FORCE**

That this Bylaw shall come into full force and effect upon final passing thereof.

READ a first time on this ____ day of ____, 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

DATE SUBMITTED: JULY 23, 2025
SUBMITTED TO: ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL
SUBMITTED BY: TERRA PATTISON, FINANCE MANAGER
REPORT TOPIC: BYLAW PLU 2-25 – AMENDMENT TO LAND USE BYLAW 8-06

Introduction

The purpose of this report is to respectfully request that Council give consideration to Bylaw PLU 2-25 an amendment to Land Use Bylaw PLU 8-06.

Background

Administration is seeking an amendment to the Schedule “A” Land Use District Map to redistrict Lots 10 & 11, Block 4, Plan 1130HW from Primary Commercial (C-1) District to High Density Residential District (R-4) District to facilitate a development permit application for a multi-family residential project. A Public Hearing will be required for this Bylaw prior to 2nd Reading.

The two lots were previously single-family dwellings which were demolished in 2024 with the vacant properties then being listed for sale. There is currently an offer on the properties pending the rezoning and development permit approval.

Options Available

The options for consideration by Council include the following:

1. That Council give 2nd and 3rd Reading to Bylaw PLU 2-25 An Amendment to Bylaw PLU 8-06 Land Use bylaw.
2. That Council advise Administration on 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 2nd and 3rd Reading of Bylaw PLU 2-25 An Amendment to Bylaw PLU 8-06 Land Use bylaw.

Submitted By:

Terra Pattison
Finance Manager

Approved By:



Eric Lowe
Interim CAO



TOWN OF GIBBONS

Land Use Bylaw No. PLU 8/06, Schedule "A" Land Use District Map Amendment

Bylaw PLU 2-25

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, AMENDING LAND USE BYLAW NO. PLU 8/06 OF THE TOWN OF GIBBONS, SCHEDULE "A" LAND USE DISTRICT MAP

WHEREAS the Municipal Government Act R.S.A. 2000, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw.

WHEREAS the Council of the Town of Gibbons wishes to amend its Land Use Bylaw as it affects certain lands.

NOW THEREFORE the Council of the Town of Gibbons, duly assembled, enacts as follows.

1. ***TITLE***

This Bylaw may be cited as the "Land Use Bylaw No. PLU 8/06, Schedule "A" Land Use District Map Amendment".

2. ***OBJECTIVE***

Amend Land Use Bylaw PUL 8/06, Schedule "A" - Land Use District Map to redistrict Lots 10 & 11, Block 4, Plan 1130HW from Primary Commercial (C-1) District to High Density Residential District (R-4) District as shown on the attached Schedule "A".

3. ***SEVERABILITY***

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.

Document History

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

4. ENACTMENT

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

Read a first time this 25th of June 2025.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

Read a second time this _____ of _____, 2025

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

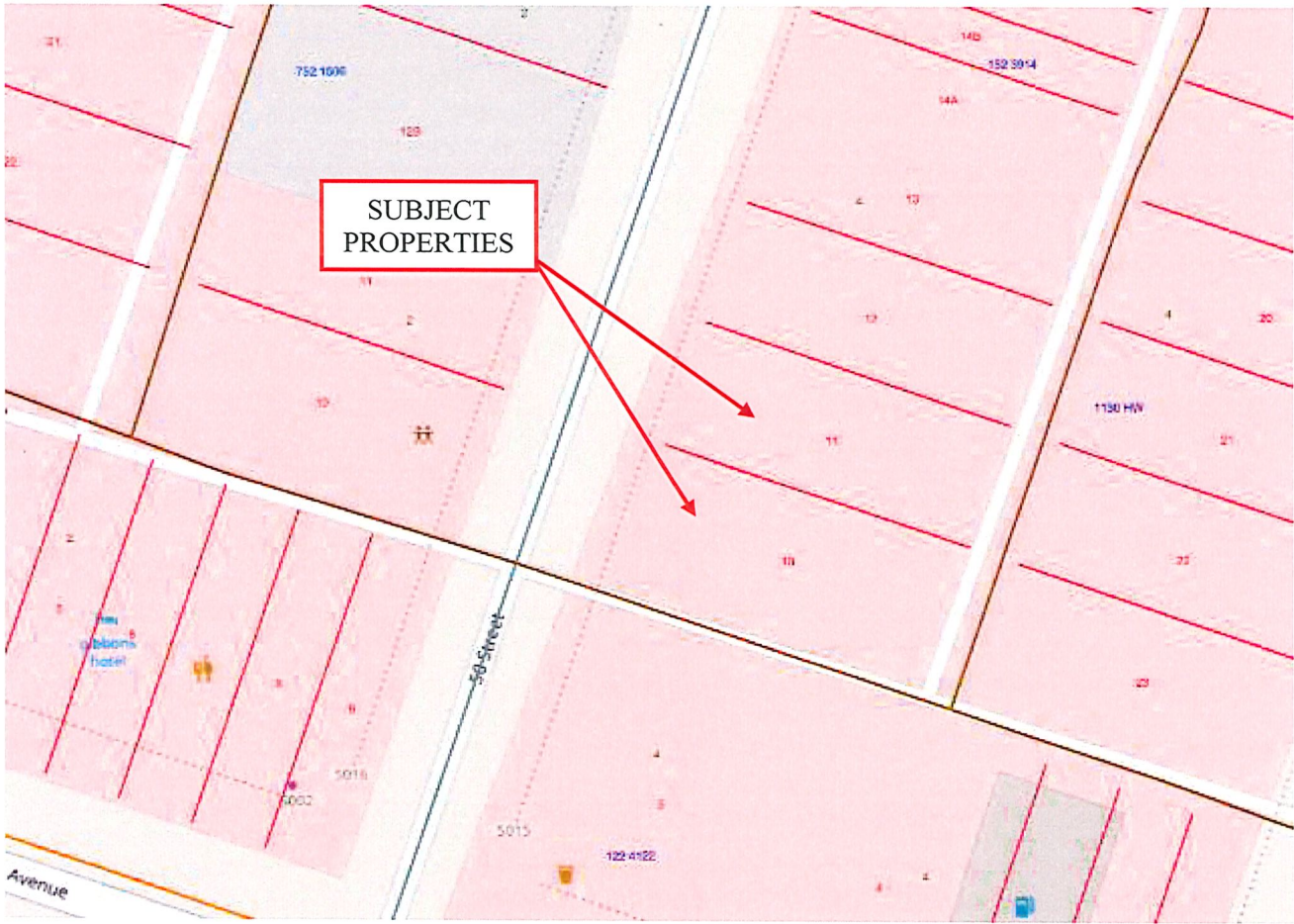
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BYLAW 02-25

SCHEDULE "A"

LOTS 10 & 11; BLOCK 4; PLAN 1130HW



Document History

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ADMINISTRATION REPORT TO COUNCIL

Community Services

- Pioneer Days was successful and well attended.
- Summer Programs and field trips are running smoothly with high participation.
- The GFRC is once again supporting a Tools for Schools Program, registration is currently being accepted.
- Upcoming events include the Town Wide Garage Sale and Meet the Community Night.
- See our newsletter for more events and happenings around Town.

Corporate Services

- Tax Enforcement
- Human Resources
- WCB Audit and Library Audit
- Financial Analysis

Public Works

- Water Meter changeouts as appointments are made and as time permits
- Street Sweeping is ongoing
- Branch and Grass Recycle is now open
- Line Painting is now complete
- Manhole Lining has now started
- Dust Control on gravel roads is now complete
- 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 - 109
- Town Calls - 103
- Current Membership - 19
- Recruitment has started

Interim CAO

- Meetings:
 - AB Munis Summer Leaders Caucus
 - Alberta Industrial Heartland
 - Meeting with Resident
 - Meeting with Landrex and Nest Homes
 - Meeting with Travis Peter - CAO Sturgeon County

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
- There is ongoing interest in the the land the Town has for sale

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

His Worship Dan Deck
Town of Gibbons
PO Box 68,
Gibbons, AB T0A 1N0



Dear Mayor Dan Deck:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

14.1
Canada

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

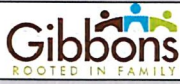
Yours truly,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



TOWN OF GIBBONS

NOTICE OF MOTION

DATE SUBMITTED	JUNE 25, 2025
DATE OF COUNCIL MEETING	JULY 23, 2025
SUBMITTED BY	DALE YUSHCHENSKY
REPORT TOPIC	Rural Community Bus Line

Councillor YUSHCHENSKY makes the following motion:

Council to support a Rural Bus line servicing rural communities in our Area as proposed by Municipality of Gold Lake.

Council Member Signature

JUNE 25, 2025

Date Submitted

CLERK'S USE ONLY

Date Received

Date for next Regular Council Meeting



City of *Cold Lake*

OFFICE OF THE MAYOR

May 2, 2025

Via Email dyushchyshyn@gibbons.ca

Town of Gibbons
PO Box 68
Gibbons, AB T0A 1N0



Attention: Interim Mayor Dale Yushchyshyn

Dear Intermin Mayor ^{Dale}_Yushchyshyn:

I am writing on behalf of the City of Cold Lake to determine if there is an appetite for communities in our region to form a working group and jointly request that the Government of Alberta consider a program to support rural bus lines that serve our communities.

I have been in contact with the owner of the Cold Shot bus company, who has been experiencing challenging times maintaining many of the rural routes the company offers. As I am sure you are aware, the company has reached out to the municipalities it serves, as well as the provincial government, to seek assistance in maintaining its operations.

Affordable, alternative transportation options in northeast Alberta have been dwindling, and the service that our communities receive is, admittedly, basic at best. It remains, however, a crucial option for many people in our communities who do not have access to a vehicle but must access crucial services that cannot be found in a rural setting. Living in a rural setting, away from major metropolitan centers, means that our residents have greater difficulty accessing important services, many of which are concentrated in the big cities. We all know that many of our residents must, at times, travel to our province's larger urban centers to access healthcare specialists, national and international flights, or simply connect with friends and family.

Public transportation options are important and should be expanded regionally and should also be supported by the Government of Alberta, but we must realize that with the current state of rural public transit infrastructure, the private sector can serve a larger number of communities more efficiently than municipalities are able to.

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OFFICE OF THE MAYOR

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Neither municipalities nor the provincial government would be able to replace the existing private bus network in northeast Alberta in a timely and efficient manner. Support for private industry willing to serve rural communities would provide the largest service possible at the smallest cost to the taxpayer, all while still allowing municipalities and Indigenous communities to expand their public bus systems as demand and resources allow.

The Government of Alberta has spent billions to support public transportation in large urban centres, and to encourage regional public systems to develop. These are important investments and should be encouraged. At the same time, however, a small fraction of this investment would help to assist the private sector in maintaining its service to areas of the province that would otherwise have no options.

I invite you as community leaders to meet and hear about the challenges faced by the rural bus industry, the support that they need, and how we might assist the private sector in maintaining this last link to affordable inter-city transportation in Alberta's northeast. Once we have gauged our region's interest in this matter, and find a convenient time to convene, we will offer a venue to meet – either in person or virtually - so that we may advance this important discussion.

I understand that the municipal election is upon us, however we need to press forward on matters of urgency and kindly ask that you provide feedback and/or your interest by May 30, 2025.

I thank you in advance for your support and look forward to the opportunity to discuss this matter at greater length. We look forward to your feedback on the need and support for the establishment of a working group.

Please feel free to reach out to me directly should you have any questions. My direct contact is mayor@coldlake.com or 780.573.9897.

Sincerely,

Craig Copeland
Mayor

cc: Council
CAO Kevin Nagoya