

**TOWN OF GIBBONS  
AGENDA  
REGULAR MEETING OF COUNCIL  
SEPTEMBER 10, 2025  
TO BE HELD AT THE MUNICIPAL OFFICE AT 10:00 AM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
  - 6.1 Regular Meeting of Council August 27, 2025
- 7.0 FINANCE
  - 7.1 Accounts Paid as at September 7, 2025
- 8.0 APPOINTMENTS
- 9.0 OLD BUSINESS
  - 9.1 Utility Infrastructure Fees
- 10.0 NEW BUSINESS
  - 10.1 Schedule of 2025 Organizational Meeting
- 11.0 BYLAWS & POLICIES
  - 11.1 Bylaw ALT 7-25 - Residential and Non-Residential Assessment Subclasses
- 12.0 STAFF REPORTS
  - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS

14.0 CORRESPONDENCE

14.1 Sturgeon County – Mayor Alanna Hnatiw

15.0 NOTICE OF MOTIONS

16.0 CLOSED SESSION

16.1 Emerald Ridge ASP Review *ATIA S.19*

17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON  
WEDNESDAY, AUGUST 27, 2025, AT 4807 – 50<sup>th</sup> AVENUE IN COUNCIL CHAMBERS**

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

**Council Absent:**

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

**Staff Absent:** Monique Jeffery – Director of Corporate Services with regrets.  
Mitchel Opryshko – Finance Officer 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 the following item be added to the agenda under ATIA S. 30:

16.2 – Street Sweeper

Councillor Sandahl requested that the following item be added to the agenda:

9.1 Off Highway Vehicles

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

10.1 Infrastructure Fee on Utility Bills

10.2 Creation Administrative Policy for the GATT Policy

10.3 Community Groups

**4.0 ADOPTION OF THE AGENDA**

Councillor Kozak moved that Council accept the agenda as amended.

**25.347 MOTION CARRIED**

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

**6.0 ADOPTION OF THE MINUTES**

**6.1 REGULAR MEETING OF COUNCIL – JULY 23, 2025**

Councillor Kozak moved that Council accept the minutes of the July 23, 2025, Regular Meeting of Council as presented.

**25.348 MOTION CARRIED**

**7.0 FINANCE**

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

Councillor Berry moved that Council accept the Accounts Paid as at August 21, 2025, as information as presented.

**25.349 MOTION CARRIED**

**8.0 APPOINTMENTS**

**8.1 MORINVILLE BYLAW SERVICES**

Supervisor Will Norton and CPO Carolyn LeCouvie presented the quarterly report to Council.

Mr. Norton and Ms. LeCouvie left the meeting at 7:33 pm.

Councillor Sandahl moved to the accept the Bylaw Services Quarterly Report as information.

**25.350 MOTION CARRIED**

**9.0 OLD BUSINESS**

**9.1 OFF HIGHWAY VEHICLES**

Councillor Sandahl moved that Council direct Administration to review the Off Highway Vehicle Bylaw and the fines associated with the offences on the Master Rates Bylaw and return it back to Council by September 24, 2025, Regular Meeting of Council.



**25.351 MOTION CARRIED**

**10.0 NEW BUSINESS**

**10.1 INFRASTRUCTURE FEES ON UTILITY BILLS**

Councillor Berry moved that Council direct Administration investigate the possibility that the Infrastructure Fees collected on Utility Bills be placed in a Restricted Reserve Fund to ensure the funds are used only as intended and return with a response to Council at the September 10, 2025, Regular Meeting of Council.

**25.352 MOTION CARRIED**

**10.2 CREATION OF ADMINISTRATIVE POLICY FOR THE GATT POLICY**

Councillor Harris moved that Council direct Administration to include in the Administration Report an Action List from Council motions required for follow up going forward.

**25.353 MOTION CARRIED**

**10.3 COMMUNITY GROUPS**

Councillor Harris moved that Council direct Administration to help fund the Community Gardens need for a shed for a cost of \$2,500.00.

Councillor Harris requested a recorded vote:

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

**25.354 MOTION DEFEATED**

**11.0 BYLAWS AND POLICIES**

**12.0 STAFF REPORTS**

## **12.1 ADMINISTRATION REPORT**

Councillor Harris moved that Council direct Acting Mayor Yushchyshyn to draft a letter to the Minister of Municipal Affairs inquiring on the status of the Legislative Compliance on behalf of Council.

**25.356 MOTION CARRIED**

Councillor Harris moved to accept the Administration Report as information.

**25.355 MOTION CARRIED**

## **13.0 COMMITTEE REPORTS**

Councillor Berry attended:

- Homeland Housing Board meeting
- Legal Fete au Village Parade
- Gibbons Library Board meetings
- Bon Accord Harvest Days Parade
- Roseridge Municipal Waste Service Update
- Town Hall Meeting

Councillor Harris attended:

- Town Hall Meeting

Councillor Kozak attended:

- Jessical Martel Memorial Foundation event
- Broncos Fundraiser
- Arrow Utilities Board Meeting
- Roseridge Municipal Waste Service Update
- Municipal Planning Commission meeting
- Town Hall Meeting
- Gibbons Community Wide Water Fight

Councillor Millante attended:

- Jessical Martel Memorial Foundation event
- Gibbons Broncos Fundraising event
- Municipal Planning Commission meeting
- Town Hall Meeting

Councillor Sandahl attended:

- Fundraiser for Town of Redwater

- Bon Accord Harvest Days Parade
- Jessica Martel Memorial Foundation event
- Redwater Discovery Days Parade
- Capital Region Northeast Water Services Commission meeting
- Fundraiser St. Albert Foundation
- Town Hall Meeting

Acting Mayor Yushchyshyn attended:

- Fundraiser for Town of Redwater
- Bon Accord Harvest Days Parade
- Roseridge Waste Commission meeting
- Redwater Discovery Days Parade
- Gibbons Broncos Fundraising event
- Roseridge Municipal Waste Service Update
- Municipal Planning Commission meeting
- Town Hall Meeting

Councillor Harris moved to accept the Committee Reports as information.

**25.356 MOTION CARRIED**

**14.0 CORRESPONDENCE**

**15.0 NOTICE OF MOTION**

**16.0 CLOSED SESSION**

Councillor Sandahl moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 8:23 pm.

**25.357 MOTION CARRIED**

Councillor Berry moved that Council revert to normal seating 8:57 pm.

**25.358 MOTION CARRIED**

**16.1 INTER-ORGANIZATIONAL AGREEMENT ATIA S. 19**

Councillor Harris moved to accept this as information.



**25.359 MOTION CARRIED**

**16.2 STREET SWEEPER ATIA S. 30**

Councillor Berry moved that Council direct Administration to sell the main engine and chassis from the V23 Cubex street sweeper and set the asking price at \$20,000 with a reserve price as discussed.

**25.360 MOTION CARRIED**

**17.0 ADJOURNMENT**

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 8:58 pm.

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Acting Mayor Dale Yushchyshyn

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Interim CAO Eric Lowe



# TOWN OF GIBBONS

Page 1 of 5

## Cheque Listing For Council

2025-Sep-7  
4:46:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20251017	2025-08-21	651 FIRE CONSULTING INC.	2026-001	FIRE INSPECT/CIRCLE K/DOLPHIN I	430.25	430.25
20251018	2025-08-21	BELL MOBILITY/SCS	321 322	AUG 15 - CELL PHONES / IPADS - CC AUG 8 - CELL PHONES / BULK WATE	757.11 680.50	1,437.61
20251019	2025-08-21	BROWNLEE LLP	589997 590239	GENERAL LEGAL FEES TAX SALE RECOVERY #348000 & #81	2,008.13 1,385.74	3,393.87
20251020	2025-08-21	CAPITAL REGION NORTHEAST WATER	2025045	JULY 2025 WATER CONSUMPTION	39,794.82	39,794.82
20251021	2025-08-21	DEERLAND FARM EQUIP.(1985) LTD	P70005	FITTINGS & HOSES FOR REPAIRS	184.95	184.95
20251022	2025-08-21	EVANS , JEANNE	11	YOUTH CENTRE SUPPLIES & MILEA	67.54	67.54
20251023	2025-08-21	LAPP C/O ASP	144	JULY 27 - AUG 9 2025 CONTRIBUTIO	12,164.36	12,164.36
20251024	2025-08-21	NORTHERN LIGHTS LIBRARY SYSTEM	11188 11563	SPINE LABELS LIBRARY SCIENCE PROGRAM	54.60 139.69	194.29
20251025	2025-08-21	PRIME 2 FINISH LTD.	A-00281 A-00282 A-00283	CURLING CLUB EXTERIOR WALL UP CURLING CLUB EXTERIOR WALL UP CURLING CLUB EXTERIOR WALL UP	4,725.00 5,145.00 4,830.00	14,700.00
20251026	2025-08-21	REGENT SUPPLY	378161 382340 382360	STAFF NAMETAGS - MFC SHOP SUPPLIES - GARBAGE BAGS, SUPPLIES FOR ALL FACILITIES	122.80 325.51 1,245.07	1,693.38
20251027	2025-08-21	RICOH CANADA INC.	SCO94973923	JUNE 20 - JULY 20 COPY USAGE	894.54	894.54
20251028	2025-08-21	ROSERIDGE WASTE COMMISSION	20250436	JULY 2025 WEIGHTS	6,750.67	6,750.67
20251029	2025-08-21	SELECT COMMUNICATIONS INC.	7361047	AUG 13-SEPT 9/25 TELE ANS SVC	177.05	177.05
20251030	2025-08-21	SHAW CABLESYSTEMS/SCS	3062948 3062949	AUGUST ADVANTAGE AUGUST ADVANTAGE	1,273.39 9,145.24	10,418.63
20251031	2025-08-21	STURGEON COUNTY	IVC23033	MUTUAL AID MAY 3 2025 - [REDACTED]	1,170.00	1,170.00
20251032	2025-08-21	STURGEON PLUMBING & HEATING 2018 INC	2294	GCC SINK LEAK REPAIR	246.75	246.75
20251033	2025-08-21	TOWN OF MORINVILLE	IV15266 IVC15494	UNIT & FIRE FIGHTER WAGES FOR I JULY 2025 BYLAW ENFORCEMENT	1,171.02 11,130.00	12,301.02
20251034	2025-08-21	U.F.A.	SOINV7859887 SOINV7903016	CURLING CLUB EXTERIOR WALL UP CURLING CLUB EXTERIOR WALL UP	4,900.08 569.27	5,469.35
20251035	2025-08-21	ALBERTA PETTING ZOO	854	SUMMER PROG FIELD TRIP TO FINN	157.50	157.50
20251036	2025-08-21	JARISCH, JASMIN	1116	JULY/25 BUS DRIVING & CLEANING	543.00	543.00
20251037	2025-08-21	KEET, ANNA	1342	MOVIE NIGHT PROGRAM SUPPLIES	21.18	21.18
20251038	2025-08-21	NATIONAL PAYROLL INSTITUTE	2508-194567	OCT 1/25 - SEPT 30/26 MEMBERSHIF	504.00	504.00
20251039	2025-08-21	PRAIRIE DOG FIRE TRAINING LTD.	GIBBONSSEARC	FIRE DEPT SEARCH COURSE TRAIN	4,164.55	4,164.55
20251040	2025-08-21	RICHARDSON, ELIZABETH	18797	LIBRARY CRAFT SUPPLIES MTCN	33.86	33.86
20251041	2025-08-21	SHANTI CARE LTD.	277892	GCC STRIP & WAX OFFICE & OFFICE	735.00	735.00
20251042	2025-08-21	VALLEN	31904001-00	AIR PACK TESTS/GASKETS/ON SITE	4,162.44	4,162.44
20251043	2025-08-21	[REDACTED]	158125	REFUND BALANCE ON BULK WATER	34.55	34.55
20251044	2025-08-21	[REDACTED]	202508201	CREDIT BALANCE PAID	583.58	583.58
20251045	2025-08-22	GOODBRAND AUTO	3703 3974	SWEEPER -TIRES - 6 HEAVY DUTY M SIDE-BY-SIDE -TIRES/SUSPENSION/	2,365.42 2,607.11	4,972.53
20251046	2025-08-28	CAM-TRAC INSPECTION SERVICES LTD	13763 13772	EMERGENCY SEWER REPAIR 53 AVE & 51 STREET SEWER BACKU	2,097.38 1,480.50	3,577.88
20251047	2025-08-28	CANOE PROCUREMENT GROUP OF CANADA	PF-12738-122540	PETRO CANADA FUEL	29.85	29.85
20251048	2025-08-28	COUTTS, CAROL	8 9	JULY 27 - AUG 9 2025 CLEANING AUG 10 - 23 2025 CLEANING	225.00 180.00	405.00

7.1





# TOWN OF GIBBONS

Page 2 of 5

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20251049	2025-08-28	GREGG DISTRIBUTORS CO. LTD.	000-442053	BINS	84.00	84.00
20251050	2025-08-28	KOBZA, JENNIFER	170 171	JULY 27 - AUG 9 2025 CLEANING CO AUG 10 - 23 2025 CLEANING CONTR.	560.00 640.00	1,200.00
20251051	2025-08-28	LAPP C/O ASP	145	AUG 10 - 23 2025 CONTRIBUTIONS	12,425.70	12,425.70
20251052	2025-08-28	LOOP, A DIVISION OF BOX CLEVER INCORPORATED	L-431	SEPT 7/25-SEPT 6/26 CONTRACT WE	5,129.25	5,129.25
20251053	2025-08-28	MORINVILLE NAPA	033-220783 033-220902	HEADLIGHTS 2 MILWAKEE BATTERIES FOR CHAIN	71.49 345.44	416.93
20251054	2025-08-28	NORTHERN LIGHTS LIBRARY SYSTEM	11379	THERMAL RECEIPT PAPER	12.50	12.50
20251055	2025-08-28	OPRYSHKO, MITCHEL	2	STAFF WATER & DQ ICE CREAM	107.01	107.01
20251056	2025-08-28	PEACE COUNTRY PETROLEUM SALES LTD.	358419	DIESEL PURCHASE	3,422.58	3,422.58
20251057	2025-08-28	PETE'S LOCK & KEY	27551	KEYS	1,030.05	1,030.05
20251058	2025-08-28	POWLESLAND, JOEL	135	ARENA TOOLS & SUPPLIES	375.86	375.86
20251059	2025-08-28	PUROLATOR COURIER LTD.	525124434	TCS MUNICIPAL AFFAIRS ACCREDIT.	37.93	37.93
20251060	2025-08-28	ROCKY MOUNTAIN PHOENIX	IN0153038	EDRAULIC MINOR SERVICE	1,858.50	1,858.50
20251061	2025-08-28	SELECT ENGINEERING CONSULTANTS LTD	2508-0095 2508-0096	0001-25067 2025 GENERAL ENGINEE 0001-25068 MEMORIAL PARK DEVEL	1,307.25 11,057.82	12,365.07
20251062	2025-08-28	SHAW CABLESYSTEMS/SCS	3062950 3062951 3062952 3062953 3062954 3062955 3062956 3062957 3062958 3062959	1356 - PHONE / INTERNET CHARGE\$ 0506 - PHONE / WIFI / FAX 1271 - INTERNET 5858 - INTERNET 3724 - GCC PHONES/ INTERNET / WI 1365 - INTERNET / PHONE / WIFI 4945- GCC INTERNET/WIFI 3275 - SECONDARY WIFI CONNECTI 3662 GFRC INTERNET 5751-FITNESS PHONE/ TV/ WIFI	173.25 223.55 173.25 173.25 173.25 186.85 173.25 173.25 173.25 360.15	1,983.30
20251063	2025-08-28	TELUS MOBILITY/SCS	24232456	(AUG-SEPT 2025) CELL PHONES / IP	469.95	469.95
20251064	2025-08-28	WOLF CREEK BUILDING SUPPLIES	820354	WOOD TO REBUILD MUSEUM BENCI	106.05	106.05
20251065	2025-08-28	FUNSTON, LAYNE	5772	PUMP COURSE SUPPLIES	44.07	44.07
20251066	2025-08-28	GOVERMENT OF ALBERTA	H3350	PUMPER OPERATOR EXAM - FUNST	360.00	360.00
20251067	2025-08-28	MOTOROLA SOLUTIONS CANADA INC.	1940162399&374	MHZ MOBILE & ADAPTOR FIRE GRAI	6,554.00	6,554.00
20251068	2025-08-28	RM PRECAST	24617	BLOCKS FOR TIM HORTONS PATH	2,656.50	2,656.50
20251069	2025-08-28	THE APPLIANCE GUY LTD.	1284	CHECK DISHWASHER	90.00	90.00
20251070	2025-08-28	BUNZL	1925072	TOWN CLEANUP & FACILITY SUPPLI	735.40	735.40
20251071	2025-09-03	STAPLES	098971b4	OFFICE SUPPLIES - DESK FAN	31.89	31.89
20251072	2025-09-03	RECEIVER GENERAL/SCS	1611 1612	RP0001- AUG 10-23 DEDUCTIONS RP0002 - AUG 10- 23 DEDUCTIONS	20,851.05 5,299.49	26,150.54
20251073	2025-09-03	RECEIVER GENERAL/SCS	1614	RP0002 - AUGUST COUNCIL DEDUK	3,392.25	3,392.25
20251074	2025-09-03	RECEIVER GENERAL/SCS	1615	ACCT #640451399RI AUG 2025 GARN	549.35	549.35
20251075	2025-09-03	GOVERNMENT OF ALBERTA	09032025	GOVERNMENT OF ALBERTA FILE #3	481.81	481.81
20251076	2025-09-04		26	2025 SAFETY BOOT ALLOWANCE	245.69	245.69
20251077	2025-09-04	AIR LIQUIDE CANADA	79254238	CYLINDER FEE	48.83	48.83
20251078	2025-09-04	AMILIA ENTERPRISES INC.	1582530	AUGUST 2025 MONTHLY SUBSCRIP	1,068.98	1,068.98
20251079	2025-09-04	BENSON, WILLIAM R	174	PROCTOR & EVALUATION NFPA 100	400.00	400.00
20251080	2025-09-04	BON ACCORD/GIBBONS FOOD BANK	27	COMMUNITY GRANT	150.00	400.00



# TOWN OF GIBBONS

Page 3 of 5

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Cheque #	Date				Amount	Amount
20251080	2025-09-04	BON ACCORD/GIBBONS FOOD BANK	28	BLOCK PARTY GRANT 2025	250.00	400.00
20251081	2025-09-04	CANADIAN NATIONAL RAILWAY COMPANY	91806701	SEPTEMBER RR XING MAINTENANC	365.50	365.50
20251082	2025-09-04	CANADIAN RECREATION SOLUTIONS INC	3517	SHELTER AT MEMORIAL PARK	73,185.00	73,185.00
20251083	2025-09-04	CANOE PROCUREMENT GROUP OF CANADA	AB478019	FOUNTAIN TIRE BACKHOE REPAIRS	417.67	417.67
20251084	2025-09-04	DRINKILL, GRAHAM	131	AUG 2025 BUS DRIVER	60.00	60.00
20251085	2025-09-04	EDMONTON KUBOTA LTD	P97399	SEAT FOR KUBOTA MOWER	1,411.88	1,411.88
20251086	2025-09-04	ELITE PROMOTIONAL MARKETING	644736	HOODIES	162.55	162.55
20251087	2025-09-04	EUROPEAN CUTTERS LTD	96263	ZAMBONI BLADES SHARPENED	640.50	640.50
20251088	2025-09-04	GIBBONS TWILIGHT CLUB	28	COMMUNITY GRANT	350.00	350.00
20251089	2025-09-04	HEATHERINGTON, KIM	7	AUGUST 2025 MILEAGE & PROGRAM	387.96	387.96
20251090	2025-09-04	MEMJ CONSULTING LTD.	2021113	AUG 25 - 28 2025 CONTRACT	2,945.84	2,945.84
20251091	2025-09-04	MILLANTE, JAYCINTH	382 383	MAY 2025 MILEAGE AUG 2025 MILEAGE	37.80 33.60	71.40
20251092	2025-09-04	MORINVILLE NAPA	033-223137	BELTS FOR VENTRAC MOWER	66.70	66.70
20251093	2025-09-04	NIKIFORUK CONSTRUCTION LTD	2025-041	3825 47 STREET CC REPAIR	12,036.73	12,036.73
20251094	2025-09-04	PARKLAND CORPORATION	60750488	AUGUST 2025 FAS GAS PURCHASE	2,158.59	2,158.59
20251095	2025-09-04	PARKWORKS SOLUTIONS CORP	PW-24938	MEMORIAL PARK - BENCHES, TABLE	65,066.79	65,066.79
20251096	2025-09-04	PINAULT, CAMERON	001	NFPA 1002 PUMP OP COURSE INSTF	1,027.50	1,027.50
20251097	2025-09-04	PUROLATOR COURIER LTD.	590205045	COURIER TO LAPP	32.18	32.18
20251098	2025-09-04	REDLICK, BRIAN	53	AUGUST 2025 BUS DRIVER	180.00	180.00
20251099	2025-09-04	SHAW CABLESYSTEMS/SCS	3100020 3100021	SEPT 2025 ADVANTAGE SEPT 2025 ADVANTAGE	1,273.38 5,209.31	6,482.69
20251100	2025-09-04	STURGEON RIVER HISTORICAL SOCIETY	38561	COMMUNITY GRANT	200.00	200.00
20251101	2025-09-04	SUMMIT TRUCK EQUIPMENT LTD (CANADA)	0101696023	SEPT RENTAL OF WESTERN STAR V	12,075.00	12,075.00
20251102	2025-09-04	TRIPLE K STABLES	2025/08	AUGUST 2025 VACUUM TRUCK SER'	1,888.00	1,888.00
20251103	2025-09-04	WELLS, DYLAN	0001 176	NFPA 1002 PUMP COURSE INSTRUC FIRE SERVICE INSTRUCTOR 2 COUF	765.00 456.42	1,221.42
20251104	2025-09-04	WIEBE, TRACEY	20	AUG 2025 MILEAGE & TOOLS FOR S	161.35	161.35
20251105	2025-09-04	BERRY, LISA	30201496	AUGUST 2025 MILEAGE	368.20	368.20
20251106	2025-09-04	[REDACTED]	30201497	BLOCK PARTY GRANT 2025	250.00	250.00
20251107	2025-09-04	CULTURADRONE SOLUTIONS INC.	1005	NFPA 1002 PUMP OPERATIONS COU	480.00	480.00
20251108	2025-09-04	[REDACTED]	202508	BLOCK PARTY GRANT 2025	250.00	250.00
20251109	2025-09-04	DOUGLAS EMERGENCY SERVICES CONSULTING	0014	NFPA 1002 PUMP OPERATOR INSTR'	300.00	300.00
20251110	2025-09-04	[REDACTED]	1847	BLOCK PARTY GRANT 2025	250.00	250.00
20251111	2025-09-04	GIBBONS BRONCOS	1846	BLOCK PARTY GRANT 2025	250.00	250.00
20251112	2025-09-04	GIBBONS PICKELBALL CLUB	1845	COMMUNITY GRANT	450.00	450.00
20251113	2025-09-04	GOVERNMENT OF ALBERTA	08312025	AUGUST 2025 LAND TITLE CHARGE	10.00	10.00
20251114	2025-09-04	JARISCH, JASMIN	1118	AUG 2025 BUS DRIVER	170.00	170.00
20251115	2025-09-04	KIDSSPORT FORT SASKATCHEWAN	218018	COMMUNITY GRANT	750.00	750.00
20251116	2025-09-04	KINGS KIDS PRESCHOOL	218019	COMMUNITY GRANT	200.00	200.00
20251117	2025-09-04	KORTECH	218017	CALCIUM SPREADING FOR DUST CC	6,825.00	6,825.00



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Page 4 of 5

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20251118	2025-09-04	LANDING TRAIL SCHOOL	1006	BLOCK PARTY GRANT 2025	250.00	250.00
20251119	2025-09-04	LIONEL'S GRADALL SERVICE LTD.	1005	FILL DITCH & INSTALL CULVERT & L	21,380.63	21,380.63
20251120	2025-09-04	MEYER, KRIS	001	NFPA 1002 PUMP OP INSTRUCTOR	817.55	817.55
20251121	2025-09-04	PEASKIE MINERALS INC.	37919&37918	SAND FOR BRUMFIT PARK RENOS	1,551.80	1,551.80
20251122	2025-09-04	SACRED HEART CHURCH GIBBONS	277894	COMMUNITY GRANT	100.00	100.00
20251123	2025-09-04	SCHMIDT, CHRIS	277898	FIRE DEPT LABOUR & SUPPLIES ASI	1,208.27	1,208.27
20251124	2025-09-04		277896	BLOCK PARTY GRANT 2025	250.00	250.00
20251125	2025-09-04	STURGEON ALLIANCE CHURCH	277893	COMMUNITY GRANT	300.00	300.00
20251126	2025-09-04	AMSC INSURANCE SERVICES	47248	SEPT/25 BENEFITS INV #1978-2025-C	26,019.92	26,019.92
20251127	2025-09-04	TELUS MOBILITY/SCS	24232457	JULY/AUG 2025) TABLETS	69.83	69.83
20251128	2025-09-05		REPL-20250778 REPL-20250778	Replacement Cheque Replacement Cheque	250.00	250.00
2862	2025-08-29	LOCKEN, JODY L				
2863	2025-08-29	KUGLER, SARA E				
2864	2025-08-29	RICHARDSON, ELIZABETH D				
2865	2025-08-29	PINAULT, EVAN J				
2866	2025-08-29	KOBZA, JENNIFER L				
2867	2025-08-29	EDMONDS, RYAN A				
2868	2025-08-29	BOETTGER, VALERIE				
2869	2025-08-29	CONLEY, MICHELLE				
2870	2025-08-29	MULLINS, SHEA				
2871	2025-08-29	ANTONIUK, LILY				
2872	2025-08-29	HOFSTEDE, JULIANNE G				
2873	2025-08-29	HEATHERINGTON, ELI B				
2874	2025-08-29	COUTTS, CAROL				
2875	2025-08-29	HEATHERINGTON, KIM				
2876	2025-08-29	BERRY, LISA				
2877	2025-08-29	NEITHERCUT, AYA				
2878	2025-08-29	LEMOINE, OLIVIA				
2879	2025-08-29	LOVE, SADIE				
2880	2025-08-29	CORRY, MITCHELL				
2881	2025-08-29	HOFSTEDE, LYNNEA				
2882	2025-08-29	BRAKE, REEGAN				
2883	2025-08-29	KELLAR, HANNAH				
2884	2025-08-29	WATSON, BUFFY				
2885	2025-08-29	OSBORNE, CINDY				
2886	2025-08-29	LOWE, ERIC D				
2887	2025-08-29	CHARTRAND, DENISE M				
2888	2025-08-29	STEVENTON, CHRISTINE A				
2889	2025-08-29	SCHMIDT, LAURA L				



# TOWN OF GIBBONS

Page 5 of 5

## Cheque Listing For Council

2025-Sep-7  
4:46:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2890	2025-08-29	HERBOLD, MICHAEL W				
2891	2025-08-29	PARISIAN, NOELLE J				
2892	2025-08-29	PINAULT, CHRISTINA J				
2893	2025-08-29	ADAMS, JIM W				
2894	2025-08-29	TERLECKI, QUENTIN G				
2895	2025-08-29	STEVENTON, KENDRA N				
2896	2025-08-29	BRADLEY, HAILEY				
2897	2025-08-29	NORRIS, ANTHONY J				
2898	2025-08-29	PETERS, STEPHANIE G				
2899	2025-08-29	PATTISON, TERRA L				
2900	2025-08-29	POWLESLAND, JOEL F				
2901	2025-08-29	LOCHRIE, JAMES D				
2902	2025-08-29	FERGUSON, KYLIE				
2903	2025-08-29	PARSONS, CURTIS				
2904	2025-08-29	GINGELL, SUSAN				
2905	2025-08-29	ANTONIUK, LUKAS				
2906	2025-08-29	MOLNAR, BRAM				
2907	2025-08-29	CHISHOLM, MACKENZIE				
2908	2025-08-29	WIEBE, TRACEY				
2909	2025-08-29	CORRY, TYLER				
2910	2025-08-29	FAHLMAN, KATARINA				
2911	2025-08-29	EVANS, JEANNE M				
2912	2025-08-29	OPRYSHKO, MITCHEL G				
2913	2025-08-28	SANDAHL, NORMAN				
2914	2025-08-28	HARRIS, AMBER C				
2915	2025-08-28	BERRY, LORAIN M				
2916	2025-08-28	MILLANTE, JAYCINTH J				
2917	2025-08-28	KOZAK, WILLIS				
2918	2025-08-28	YUSHCHYSHYN, DALE				
2919	2025-09-03	PINAULT, EVAN J				
2920	2025-09-03	MULLINS, SHEA				
2921	2025-09-03	LEMOINE, OLIVIA				
2923	2025-09-05	ELENIAC, RONALD J				

Total 548,576.97

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

**DATE SUBMITTED:** SEPTEMBER 10, 2025

**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL

**SUBMITTED BY:** MITCHEL OPRYSHKO, FINANCE OFFICER

**REPORT TOPIC:** WATER AND SEWER INFRASTRUCTURE REPLACEMENT FEES

---

### **Introduction**

The purpose of this report is to provide Council with information regarding the collection and allocation of the Water and Sewer Infrastructure Replacement Fees.

### **Background**

At the August 27, 2025, Regular Meeting of Council, Council directed Administration to investigate the possibility of Infrastructure Fees collected on Utility Bills be placed in a Restricted Reserve Fund to ensure funds are used only as intended.

Starting in 2025 Council approved the issuance of Water and Sewer Infrastructure Replacement Fees collected through residential monthly utility billings at the following rate:

- Water Replacement Infrastructure - \$19.30 per month
- Sewer Replacement Infrastructure - \$3.25 per month.

The timing and amount of expenditures vary throughout the year, as costs are incurred based on project progress and do not align precisely with the timing of fee collection. While the year-end reporting clearly shows whether funds have been over or underexpended, ongoing monitoring throughout the year can be labor-intensive and may not provide a complete or accurate picture due to the timing mismatch.

To ensure transparency and proper alignment of expenditures with collected fees, it is recommended to review the Infrastructure Replacement charges at year-end. At that point, any expenditures can be clearly identified, and a deferral account can be established to carry forward unspent funds. This approach ensures that Infrastructure Fees are applied appropriately to their intended purpose in a manner consistent with financial reporting best practices.

### **Options Available**

The options for consideration by Council include the following:

1. That Council receive the Infrastructure report as information and review the collection and expenditure of Infrastructure Replacement Fees again at year-end in determining if a deferral account should be established.
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 receive the Infrastructure report as information, and review the collection and expenditure of Infrastructure Replacement Fees again at year-end in determining if a deferral account should be established.

Submitted by:

Mitchel Opryshko  
Finance Officer

Approved by:

Stephanie Peters  
Interim Assistant CAO

	TOWN OF GIBBONS	REQUEST FOR DECISION
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**DATE SUBMITTED:**            **SEPTEMBER 10, 2025**

**SUBMITTED TO:**            **ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL**

**SUBMITTED BY**            **STEPHANIE PETERS, INTERIM ASSISTANT CAO**

**REPORT TOPIC:**            **SCHEDULE OF COUNCIL MEETINGS**

---

### **Introduction**

The purpose of this report is to respectfully request that Council give consideration to the Council Meeting Schedule presented at the Organizational Meeting on October 23, 2024.

### **Background**

Changes to Section 201.1 of the *Municipal Government Act*, via Bill 20, include timelines for Mandatory Orientation Training. Orientation has been split into 2 sessions. The Government of Alberta has stated that Session 1 must be completed prior to or on the same day as the Organizational Meeting following a general election. (See attached notices from the Government of Alberta.)

The election timeline is as follows:

Date of Election	October 20, 2025
Recount days (if necessary)	October 21 – 23, 2025
Declaration Date	By noon on the 4 <sup>th</sup> day after the election - October 24, 2025, (Section 97 of the <i>Local Authorities Election Act</i> )

Historically, our Organizational Meeting is held before the Regular Meeting of Council on the 4<sup>th</sup> Wednesday in October and is currently set as October 22, 2025. Given that the Declaration date is after the Organizational Meeting date, a change is required to the schedule. As an additional consideration to setting the date of the Organizational meeting, the MGA also requires that an Organizational Meeting needs to be held not more than 2 weeks after the 3<sup>rd</sup> Monday in October (Section 192) which means that an Organizational Meeting must be held by November 3, 2025.

### **Additional Information**


Elected Officials Education Program has offered the required training for both sessions in a one-day course. Administration has reserved the necessary number of spots for in-person training at the Fort Saskatchewan Community Hall from 9-4 pm on October 30, 2025.

### **Options Available**

The options for consideration by Council include the following:

1. That Council move the Organizational and Regular Meetings of Council to October 30, 2025, with the Organizational Meeting time to be set at 6:30 pm and the Regular Meeting of Council to be set at 7:00 pm.
2. That Council advise Administration as to how it would like to proceed.

### **Recommendation for Action**

	TOWN OF GIBBONS	REQUEST FOR DECISION

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

1. That Council move the Organizational and Regular Meetings of Council to October 30, 2025, with the Organizational Meeting time to be set at 6:30 pm and the Regular Meeting of Council to be set at 7:00 pm.

Submitted by:

Stephanie Peters,  
Interim Assistant CAO



## TOWN OF GIBBONS

## REQUEST FOR DECISION

**DATE SUBMITTED:** SEPTEMBER 10, 2025  
**SUBMITTED TO:** ACTING MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL  
**SUBMITTED BY:** TERRA PATTISON, FINANCE MANAGER  
**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**

At the Regular Meeting of Council held on July 23, 2025, Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading of this Bylaw.

### **Options Available**

The options for consideration by the Council include the following:

1. That Council give 3<sup>rd</sup> Reading to Bylaw ALT 7-25 Residential and Non-Residential Assessment Subclass Bylaw.
2. 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 give 3<sup>rd</sup> Reading to Bylaw ALT 7-25 Residential and Non-Residential Assessment Subclasses Bylaw.

Submitted by:

A handwritten signature in black ink, appearing to read "Terra Pattison".

Terra Pattison  
Finance Manager

Approved by:

A handwritten signature in black ink, appearing to read "Stephanie Peters".

Stephanie Peters  
Interim Assistant 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 23<sup>rd</sup> day of July 2025.

-----  
Acting Mayor Dale Yushchyshyn

-----  
Interim CAO Eric Lowe

READ a second time on this 23<sup>rd</sup> day of July 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

# ADMINISTRATION REPORT TO COUNCIL

## Community Services

- Fall Recreation Programs are starting mid - late September
- Upcoming events include Truth & Reconciliation events - Learn to Bead, Fishing with a Purpose, Tipi Teaching, Storytime
- See our newsletter for more events and happenings around Town.

## Corporate Services

- Tax Enforcement
- Financial Analysis
- Capital Assets Management Program
- 2026 Budget Process has started

## Public Works

- Water Meter changeouts as appointments are made and as time permits
- Branch and Grass Recycle is now open
- Manhole Lining in easement is now complete
- Concrete/Asphalt work is ongoing
- RV Dump Station is still open but no water is available
- Spray Park is closed for the season
- Mowing and Grass Maintenance is ongoing

## Planning and Development

- 2025 Year to Date Development Permit Total - \$9.27 million
- 2 Town owned lots have sold and a development application has been received.
- Ongoing meetings with Landowners and Developers regarding future projects.

# ADMINISTRATION REPORT TO COUNCIL

## Fire Department

- County Calls - 147
- Town Calls - 136
- Current Membership - 20
- 6 Recruits have started

## Interim CAO

- Meetings:
  - Meeting with Select Engineering and Landrex
  - Meeting with Resident
- Vacation Sept 5-15, 2025

## Project Updates

- **Memorial Park:**
  - Asphalt and concrete work is underway and expected to be completed by the end of September.
  - Park furnishing have been delivered and ready for installation
  - Waiting on delivery date of washroom facility and shelter



July 30, 2025

Acting Mayor Dale Yushchyshyn  
Town of Gibbons  
4807 - 50 Avenue Box 68  
Gibbons AB T0A 1N0



Dear Acting Mayor Dale Yushchyshyn and Council,

On behalf of Sturgeon County Council, administration, and our residents, I wish to extend our heartfelt gratitude for your municipality's invaluable support during the recent Redwater Natural Area Fire.

Your swift response and generous contribution of resources, personnel, and expertise were critical in helping us contain the fire and protect our community. The collaboration and solidarity demonstrated by your team exemplify the very best of what it means to be neighbours and partners in public service.

We recognize the sacrifices made by your staff and volunteers, who worked tirelessly alongside our own crews under challenging conditions. Their professionalism and dedication were instrumental in safeguarding lives, property, and our cherished natural environment.

Please convey our thanks to everyone involved from your municipality. We are deeply appreciative of your commitment and friendship, and we look forward to continuing to work together to ensure the safety and well-being of all our communities.

With sincere appreciation,



Alanna Hnatiw  
Mayor

C: Council, Sturgeon County  
Travis Peter, Chief Administrative Officer