

**TOWN OF GIBBONS
AGENDA
REGULAR MEETING OF COUNCIL
OCTOBER 8, 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 September 24, 2025
- 7.0 FINANCE
 - 7.1 Accounts Paid as at October 3, 2025
- 8.0 APPOINTMENTS
 - 8.1 RCMP Quarterly Update – Sergeant Mike Febbraro
- 9.0 OLD BUSINESS
 - 9.1 Update – Schedule of Sidewalk and Road Repairs – Verbal Report
- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
 - 11.1 Policy GA 88-25 Budget Preparation
- 12.0 STAFF REPORTS
 - 12.1 Administration Report – Verbal Report
- 13.0 COMMITTEE REPORTS
- 14.0 CORRESPONDENCE

15.0 NOTICE OF MOTIONS

16.0 CLOSED SESSION

16.1 Residents Concerns *ATIA S. 28*

17.0 ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON
WEDNESDAY, SEPTEMBER 24, 2025, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

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

Council Absent:

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

Staff Absent: Monique Jeffery – Director of Corporate Services with regrets.
Terra Pattison – Finance Manager 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:

9.1 CAO Recruitment

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

9.2 Landscaping Agreements

10.3 Discussion re: Bylaw MOG 1-24 Criminal Record Check

10.4 Law Firms representing the Town of Gibbons

4.0 ADOPTION OF THE AGENDA

Councillor Sandahl moved that Council accept the agenda as amended.

25.373 MOTION CARRIED

5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – SEPTEMBER 10, 2025

Councillor Millante moved that Council accept the minutes of the September 10, 2025, Regular Meeting of Council as presented.

25.374 MOTION CARRIED

7.0 FINANCE

7.1 ACCOUNTS PAID AS AT SEPTEMBER 19, 2025

Councillor Berry moved that Council the Accounts Paid be tabled until the next Regular Meeting

25.375 MOTION CARRIED

8.0 APPOINTMENTS

9.0 OLD BUSINESS

9.1 CAO RECRUITMENT

Councillor Berry moved that Council provide feedback to Administration by October 1, 2025, on the CAO Recruitment.

Councillor Haris requested a recorded vote:

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

25.376 MOTION CARRIED

9.2 LANDSCAPING AGREEMENTS

Councillor Harris moved to accept this as information.

25.377 MOTION CARRIED

10.0 NEW BUSINESS

10.1 ADVANCED POLL – 2025 MUNICIPAL ELECTION

Councillor Sandahl moved that Council direct Administration to set an advanced poll to be held before the upcoming Municipal Election with the date(s) to be determined by the Returning Officer.

25.378 MOTION CARRIED

10.2 SPONSORSHIP PROPOSAL

Councillor Millante recused himself due to a perceived pecuniary interest.

Councillor Sandahl moved that Council review Dr. Sonnie Oyama's proposal for sponsorship of an additional physician for the Town of Gibbons.

Councillor Haris requested a recorded vote:

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

25.379 MOTION DEFEATED

Councillor Harris moved to table this item until November and invite Dr. Oyama to present the proposal to Council for the Regular Meeting of Council scheduled for November 26, 2025.

Councillor Haris requested a recorded vote:

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

25.380 MOTION DEFEATED

10.3 DISCUSSION RE: BYLAW MOG 1-24 CRIMINAL RECORD CHECK

Councillor Harris requested that Bylaw MOG 1-24 Criminal Record Check be amended to remove the requirement for the Check to be completed by the RCMP.

Councillor Haris requested a recorded vote:

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

25.381 MOTION CARRIED

10.4 LAW FIRMS REPRESENTING THE TOWN OF GIBBONS

Councillor Berry moved that Council direct Administration to inquire on the Law Firms associated with the Town of Gibbons.

Councillor Haris requested a recorded vote:

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

25.382 MOTION CARRIED

11.0 BYLAWS AND POLICIES

11.1 OFF-HIGHWAY VEHICLES BYLAW – VERBAL REPORT

Councillor Berry moved to accept the update on the status of the Off Highway Vehicles Bylaw as information.

25.383 MOTION CARRIED

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Harris moved that Council direct Administration to bring forward Policy GA 79-23 to the next Council meeting with a draft replacement policy.

25.384 MOTION CARRIED

Councillor Berry moved to accept the Administration Report as information.

25.385 MOTION CARRIED

13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Gibbons Library Board meeting

Councillor Harris had nothing to report.

Councillor Kozak attended:

- Alberta Industrial Heartland Board Reception and Conference
- Municipal Planning Commission meetings

Councillor Millante attended:

- Alberta Industrial Heartland Reception and Conference
- Sturgeon Regional Watershed Alliance meeting
- Municipal Planning Commission meetings

Councillor Sandahl attended:

- Alberta Industrial Heartland Conference
- Capital Region Northeast Water Services Commission meetings

Acting Mayor Yushchyshyn attended:

- Alberta Industrial Heartland Board Reception and Conference
- Gibbons School Lunch BBQ
- Municipal Planning Commission meetings

Councillor Millante moved to accept the Committee Reports as information.

25.386 MOTION CARRIED

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTION

Acting Mayor Yushchyshyn called a recess at 8:07 pm.

Acting Mayor Yushchyshyn called the meeting back to order at 8:15 pm.

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 8:15 pm.

25.387 MOTION CARRIED

Councillor Berry moved that Council revert to normal seating 8:53

25.388 MOTION CARRIED

16.1 DISCUSSION WITH RESIDENT – ATIA S. 20

Councillor Sandahl moved that Council accept the discussion as information.

25.389 MOTION CARRIED

16.2 DISCUSSION WITH RESIDENT – ATIA S. 28

Councillor Kozak moved that Council accept the discussion as information.

25.389 MOTION CARRIED

16.3 INTER-ORGANIZATIONAL AGREEMENTS

Councillor Millante moved that Council accept the discussion as information.

25.340 MOTION CARRIED

17.0 ADJOURNMENT

There being no further business Acting Mayor Yushchyshyn adjourned the meeting at 8:54 pm.

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe



TOWN OF GIBBONS

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Cheque Listing For Council

2025-Oct-3

3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20251129	2025-09-10	RBC COMMERCIAL AVION VISA/SCS	V334_55604 V450_1272	LOWE/PUMP OP COURSE FOOD/FIR PINAULT/LEADERSHIP MASTERCLA	2,892.43 989.75	3,882.18
20251130	2025-09-10	RBC COMMERCIAL VISA/SCS	V205_360 V336_106801 V354_384 V369_337 V569_164 V594_60 V619_137 V629_172 V656_37 V660_72 V676_93	CHARTRAND/GFRC RENOS/SAFETY SANDAH/SUBSISTENCE MILLANTE/SUBSISTENCE SCHMIDT/TRUTH & REC EVENT/SUM PETERS/GCC/YOUTH CENTER/TOOL BERRY/LIBRARY CONFERENCE POWLESLAND/ARENA SUPP/STAFF KOBZA/RESALE PRODUCTS PATTISON/PARADE CANDY/STAFF LI EDMONDS/STAFF & BOARD CONF/E PAYROLL ASSO MEMBERSHIP/TAX E	3,222.48 24.44 45.05 1,686.85 3,325.37 323.37 3,970.02 187.92 689.23 3,750.24 632.72	17,857.69
20251131	2025-09-12	564045 ALBERTA LTD O/A RICHARDS	8596	SENIORS BUS REPAIRS	1,321.89	1,321.89
20251132	2025-09-12	ALBERTA MUNICIPAL SERVICES CORP/SCS	313433575028	AUG/25 INV#25-1061257 GAS/POWE	34,798.05	34,798.05
20251133	2025-09-12	BLANCHETT NEON LIMITED	250538-2	GIBBONS-STURG COUNTY RECOGN	504.43	504.43
20251134	2025-09-12	BROWNLEE LLP	587606 591013 591048	TAX ENFORCEMENT #832000 FOIP MATTER CONFIDENTIAL HR MATTER	426.04 2,554.13 281.46	3,261.63
20251135	2025-09-12	CAPITAL REGION NORTHEAST WATER	2025052	AUGUST 2025 CONSUMPTION	32,247.84	32,247.84
20251136	2025-09-12	CHEYENNE TREE FARMS LTD.	32227322	HEARTLAND PATHWAY/ROAD TREE	5,607.00	5,607.00
20251137	2025-09-12	CIMCO REFRIGERATION	90987095	SEPT 1/25 - AUG 31/26 ICE PLANT SE	8,722.13	8,722.13
20251138	2025-09-12	DEERLAND FARM EQUIP.(1985) LTD	P70641	BELT FOR DIAMONDS EQUIPMENT	11.39	11.39
20251139	2025-09-12	DONE RIGHT FIRE PROTECTION INC.	12205 12206 12207 12208 12210 12211 12212 12213 12214 12215 12216 12217 12218 12219	DEW DROP INN ANNUAL INSPECTIO FLEET VEHICLES ANNUAL INSPECTI MUSEUM ANNUAL INSPECTION POLE SHED ANNUAL INSPECTION PUMP STATION FIRE EXTINGUISHEF ARENA ANNUAL INSPECTION OF LIF CIVIC BLDG ANNUAL INSPECTION CURLING CLUB ANNUAL INSPECTIO ECHO GLEN PARK ANNUAL INSPEC FIRE HALL ANNUAL INSPECTION OUTDOOR RINK ANNUAL INSPECTIC GCC ANNUAL INSPECTION GFRC ANNUAL INSPECTION OF LIFE LTS ANNUAL INSPECTION	121.80 134.66 185.85 105.26 67.46 1,576.19 156.77 439.92 113.66 164.85 119.96 1,956.74 658.61 430.03	6,231.76
20251140	2025-09-12	FCSSAA	2119	2025-26 FCSS ASSOC. MEMBERSHIF	578.00	578.00
20251141	2025-09-12	FLOWPOINT ENVIRONMENTAL SYSTEMS	WE5939	AUGUST 970 TRANS @ 0.4266	434.49	434.49
20251142	2025-09-12	GFL ENVIRONMENTAL INC	388106	AUGUST 2025 GARBAGE CONTRAC	13,410.87	13,410.87
20251143	2025-09-12	HYDROBLAST	29702 29703	ARENA KITCHEN EXHAUST CLEANIN LTS KITCHEN EXHAUST CLEANING	766.50 766.50	1,533.00
20251144	2025-09-12	LAPP C/O ASP	146	AUG 24 - SEPT 6 2025 CONTRIBUTIC	12,721.99	12,721.99
20251145	2025-09-12	LINDE CANADA INC.	51238142/01	BALANCE OWING ON CYLINDER LEA	3.71	3.71
20251146	2025-09-12	ORKIN CANADA	SM-24018160	AUGUST/25 PEST CONTROL	749.06	749.06
20251147	2025-09-12	PETE'S LOCK & KEY	27585	LUBRICATE LOCK CYLINDERS	120.75	120.75
20251148	2025-09-12	PITNEY BOWES	3202613792	JULY 1 - SEPT 30, POSTAGE METER	551.25	551.25
20251149	2025-09-12	PUROLATOR COURIER LTD.	540219585	COURIER A PAYMENT TO BUNZL	34.08	34.08
20251150	2025-09-12	RFS CANADA	5035613407	OCTOBER GFRC COPIER LEASE	189.00	189.00
20251151	2025-09-12	RICOH CANADA INC.	SCO95003420 SCO95003421	MAY 20-AUG 20, GFRC COPY USAGE JULY 20 - AUG 30, COPY USAGE	41.80 722.21	764.01

7.1

Cheque Listing For Council

2025-Oct-3
3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20251152	2025-09-12	ROSERIDGE WASTE COMMISSION	20250489	AUGUST 2025 WEIGHTS	6,443.40	6,443.40
20251153	2025-09-12	SELECT COMMUNICATIONS INC.	7382475	SEPT 10 - OCT 7, TELE ANS SERVIC	177.05	177.05
20251154	2025-09-12	SELECT ENGINEERING CONSULTANTS LTD	2509-0058 2509-0059	0001-25067 2025 CONCRETE & ASPH 0001-25068 MEMORIAL PARK DEVEL	6,449.63 18,481.05	24,930.68
20251155	2025-09-12	SHERWOOD SHARP SHOP	4991	MOWER BLADES SHARPENING	262.50	262.50
20251156	2025-09-12	SOURCE OFFICE FURNISHINGS	678346	OFFICE FURNITURE	909.30	909.30
20251157	2025-09-12	THINKTEL	1374236	SEPTEMBER TELEPHONE SERVICE	521.23	521.23
20251158	2025-09-12	WORKERS' COMPENSATION BOARD - AB/SCS	28376661	SEPT 7 2025 INSTALLMENT & EARNI	7,374.26	7,374.26
20251159	2025-09-12		91592286	REFUND GCC DD RENTAL AUG 15-17	500.00	500.00
20251160	2025-09-12	CANSEL SURVEY EQUIPMENT INC.	91592285	SURVEY MARKING PAINT & MARKIN	278.61	278.61
20251161	2025-09-12	CELEBRATIONS FLARE CATERING	SI-1065	CATER MEET THE COMMUNITY NIGH	4,623.15	4,623.15
20251162	2025-09-12		15436	BANK CHARGE REFUND	50.00	50.00
20251163	2025-09-12	HACK 2 HOUSE LTD.	QB11751	BLADE SHARPENING	231.00	231.00
20251164	2025-09-12	MYERS, KRIS	05	GIBBONS NFPA1002 PUMP OP COUF	817.55	817.55
20251165	2025-09-12		696734	REFUND GARAGE SALE REGISTRAT	27.00	27.00
20251166	2025-09-12	SCHMIDT, CHRIS	277900	MILEAGE FOR ASBESTOS CLEANUP	63.00	63.00
20251167	2025-09-12		277899	SETUP ASSIST. TOWN HALL MEETIN	50.00	50.00
20251168	2025-09-12	STURGEON ALLIANCE CHURCH	277901	BLOCK PARTY GRANT 2025	250.00	250.00
20251169	2025-09-12		771	RUN EQUIPMENT AUG 21 TOWN HAI	100.00	100.00
20251170	2025-09-12		158126	MODERATING SERVICES-TOWN HAI	200.00	200.00
20251171	2025-09-12		8268	RUN EQUIPMENT TOWN HALL MEET	100.00	100.00
20251173	2025-09-15	RECEIVER GENERAL/SCS	1616 1617	RP0001- AUG 24 - SEPT 6 DEDUCTIC RP0002 - AUG 24 - SEPT 6 DEDUCTI	21,931.58 4,623.78	26,555.36
20251174	2025-09-15	RECEIVER GENERAL/SCS	1619	RP0002 - AUGUST FIRE DEDUCTION	5,040.83	5,040.83
20251175	2025-09-17	MEMJ CONSULTING LTD.	2021114	SEPT 2-15, 2025 CONTRACT	5,798.75	5,798.75
20251176	2025-09-24		202509231	CREDIT BALANCE PAID	180.00	180.00
20251177	2025-09-24	ALBERTA FIRE CHIEFS ASSOCIATION	IN25-987	GROUND COVER FIREFIGHTING	160.03	160.03
20251178	2025-09-24	ALBERTA WATER & WASTEWATER OPERATORS ASSC	63222	ANTHONY'S ANNUAL AWWOA MEMB	60.00	60.00
20251179	2025-09-24	AQUATECH DIVING SERVICES	25260	4 YEAR INSPECTION OF RESERVOIR	11,418.75	11,418.75
20251180	2025-09-24	BELL MOBILITY/SCS	323 324	CELL PHONES / IPADS - COUNCIL CELL PHONES / BULK WATER DATA	757.11 680.50	1,437.61
20251181	2025-09-24	BUFFALO HEATING & AIR CONDITIONING INC	535247 535251 535252	REPLACE BELT ON KITCHEN EXHAU WATER HEATERS/FURNACES/UNIT I FURNACE/UNIT HEATER & ROOFTOI	180.60 1,617.00 856.80	2,654.40
20251182	2025-09-24	BUNZL	1933742	GCC FLOOR AUTO SCRUBBER REPA	1,488.36	1,488.36
20251183	2025-09-24	CAPITAL REGION NORTHEAST WATER	2025031	MAY 2025 CONSUMPTION	38,070.09	38,070.09
20251184	2025-09-24	CHEYENNE TREE FARMS LTD.	554861 554944	TREES & BAMBOO STAKES TREE WRAPS FOR PROTECTION	2,448.60 493.50	2,942.10
20251185	2025-09-24	CIMCO REFRIGERATION	90988059	PAIL OF HFT 50/50 ETHYLENE GLYC	156.78	156.78
20251186	2025-09-24	COUTTS, CAROL	10 11	AUG 24 - SEPT 6 2025 CLEANING SEPT 7 - 20 2025 CLEANING	180.00 240.00	420.00
20251187	2025-09-24	CRYSTAL CLEAN WATER DELIVERY	W252801	WATER FOR SHOP	56.00	56.00
20251188	2025-09-24	GREEN LINE HOSE & FITTINGS LTD.	S7880459.001	FUEL HOSE ASSEMBLY FOR SHOP F	345.45	345.45

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2025-Oct-3
3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20251189	2025-09-24	KOBZA, JENNIFER	172 173	AUG 24 - SEPT 6 2025 CLEANING CC SEPT 7 - 20 2025 CLEANING CONTR/	560.00 640.00	1,200.00
20251190	2025-09-24	MORINVILLE HOME HARDWARE	101-621577	SOCKET ADAPTERS	18.81	18.81
20251191	2025-09-24	MORINVILLE NAPA	033-225799 033-226461 033-227310 033-227559	BATTERY FOR HONDA ODYSSEY WEED TRIMMER SUPPLIES & PARTS DRILL BIT SET WEED WHACKER REPLACEMENT FC	221.30 281.07 23.08 976.49	1,501.94
20251192	2025-09-24	NIKIFORUK CONSTRUCTION LTD	2025-064	VALVE BOX REPAIRS & HYDRANT &	24,150.00	24,150.00
20251193	2025-09-24	NORTHERN LIGHTS LIBRARY SYSTEM	11654	THERMAL RECEIPT PAPER	10.29	10.29
20251194	2025-09-24	PETERS, STEPHANIE	165	WATER FOR MEET THE COMMUNITY	94.92	94.92
20251195	2025-09-24	PINAULT, CHRISTINA	1273	MILEAGE TO AIHA CONVENTION	50.40	50.40
20251196	2025-09-24	PITNEYWORKS	SEPT2025	POSTAGE FOR MAIL MACHINE	3,150.00	3,150.00
20251197	2025-09-24	REGENT SUPPLY	386683 387735	SUPPLIES FOR FIRE DEPT FACILITIES SUPPLIES	147.19 917.52	1,064.71
20251198	2025-09-24	TOWN OF MORINVILLE	2025-09-15	AUGUST 2025 BYLAW CONTRACT	11,066.40	11,066.40
20251199	2025-09-24	TRINUS TECHNOLOGIES INC.	11836	SEPTEMBER 2025 BILLING	13,082.84	13,082.84
20251200	2025-09-24	TRIPLE K STABLES	2025/09	AUG 25-SEPT 19/25 VACUUM TRUCK	1,632.00	1,632.00
20251201	2025-09-24	WEARPRO EQUIPMENT & SUPPLY LTD	S167933	CARBITE BITS & BLADES	2,712.36	2,712.36
20251202	2025-09-24	WOLF CREEK BUILDING SUPPLIES	832570 834447 835104	ARENA/CURLING CLUB SUPPLIES BOLTS & WASHERS FOR RAIL FENC WASHERS & SPADE BIT FOR RAIL FI	251.54 26.15 17.31	295.00
20251203	2025-09-24	BANNER TRAILERS	WM863&WM861	GFRC LEVEL TRAILER/GCC STEEL E	2,870.26	2,870.26
20251204	2025-09-24	BEYOND FACE PAINTING	30201498	PIONEER DAYS	834.30	834.30
20251205	2025-09-24	DOLLYWOOD FOUNDATION OF CANADA	1025620	IMAGINATION LIBRARY	484.07	484.07
20251206	2025-09-24	DUCHARME, JACOB	202509	LEVEL 2 LIVE FIRE TRAINING	49.97	49.97
20251207	2025-09-24	FUNSTON, LAYNE	5773	NORTHERN HEAT LIVE FIRE/CONFEE	1,223.80	1,223.80
20251208	2025-09-24	GALLASON INDUSTRIAL CLEANING SERVICES INC.	55052 & 55053	PORTABLE TOILETSD RENTALS & RI	609.00	609.00
20251209	2025-09-24	GIBBONS COLLISION & PAINT INC.	5355	REPAIRS TO BACK OF CAB RIGHT SI	540.75	540.75
20251210	2025-09-24	RICHARDSON, ELIZABETH	24618	MEET THE COMMUNITY NIGHT EVEI	50.40	50.40
20251211	2025-09-24	RYAN SNOW BAND	24619	SENIORS ALMOST XMAS ENTERTAIN	2,000.00	2,000.00
20251212	2025-09-24	TERLECKI, QUENTIN	1316	SPORTS FIELD LINE SPRAYER MAIN	658.96	658.96
20251213	2025-09-24	THE APPLIANCE GUY LTD.	1315	REPAIR DISHWASHER PARTS & LAB	243.73	243.73
20251214	2025-09-24	WARNER, JAMES	158127	NORTHERN HEAT REGIST/SUBSISTE	2,074.23	2,074.23
20251215	2025-09-25	LAPP C/O ASP	1374237	SEPT 7 - 20 2025 CONTRIBUTIONS	12,721.99	12,721.99
20251216	2025-10-02	BRANDT TRACTOR LTD	SEPT18-25	2025 JD 334P SKID STEER BUYBACK	30,576.00	30,576.00
20251217	2025-10-03	MEMJ CONSULTING LTD.	2021115	SEPTEMBER 16 - 29 CONTRACT	7,274.93	7,274.93
20251218	2025-10-03	RECEIVER GENERAL/SCS	1620	ACCT #640451399RI SEPT 2025 GAR	549.35	549.35
20251219	2025-10-03	GOVERNMENT OF ALBERTA	093025	GOVERNMENT OF ALBERTA FILE #3I	481.81	481.81
20251220	2025-10-03	RECEIVER GENERAL/SCS	1621 1622	RP0001 - SEPT 7 - 20 DEDUCTIONS RP0002 - SEPT 7 - 20 DEDUCTIONS	21,048.77 4,650.27	25,699.04
20251221	2025-10-03	RECEIVER GENERAL/SCS	1624	RP0002 - COUNCIL SEPT DEDUCTIC	3,392.25	3,392.25
2924	2025-09-10	LOWE, ERIC D				
2925	2025-09-10	WELLS, DYLAN R				



TOWN OF GIBBONS

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2025-Oct-3
3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2926	2025-09-10	DOUGLAS, NATHAN T				
2927	2025-09-10	PINAULT, CAMERON				
2928	2025-09-10	BENSON, WILLIAM R				
2929	2025-09-10	BARRETT, JASON				
2930	2025-09-10	MYERS, KRISTOPHER				
2931	2025-09-10	GENEAU, JAMIE				
2932	2025-09-10	POLLARD, SCOTT T				
2933	2025-09-10	POLLARD, SIERRA				
2934	2025-09-10	FUNSTON, LAYNE				
2935	2025-09-10	WARNER, JAMES				
2936	2025-09-10	PUCKETT, DUSTYN				
2937	2025-09-10	STEVENTON, KENDRA				
2938	2025-09-10	CHESTER, KENNEDY				
2939	2025-09-10	DUCHARME, JACOB				
2940	2025-09-10	WIGSTON, ANDRE				
2941	2025-09-10	RICE, ABIGAIL				
2942	2025-09-12	OSBORNE, CINDY				
2943	2025-09-12	LOWE, ERIC D				
2944	2025-09-12	CHARTRAND, DENISE M				
2945	2025-09-12	STEVENTON, CHRISTINE A				
2946	2025-09-12	SCHMIDT, LAURA L				
2947	2025-09-12	HERBOLD, MICHAEL W				
2948	2025-09-12	PARISIAN, NOELLE J				
2949	2025-09-12	PINAULT, CHRISTINA J				
2950	2025-09-12	ADAMS, JIM W				
2951	2025-09-12	TERLECKI, QUENTIN G				
2952	2025-09-12	STEVENTON, KENDRA N				
2953	2025-09-12	BRADLEY, HAILEY				
2954	2025-09-12	NORRIS, ANTHONY J				
2955	2025-09-12	PETERS, STEPHANIE G				
2956	2025-09-12	PATTISON, TERRA L				
2957	2025-09-12	POWLESLAND, JOEL F				
2958	2025-09-12	LOCHRIE, JAMES D				
2959	2025-09-12	FERGUSON, KYLIE				
2960	2025-09-12	PARSONS, CURTIS				
2961	2025-09-12	GINGELL, SUSAN				
2962	2025-09-12	ANTONIUK, LUKAS				
2963	2025-09-12	MOLNAR, BRAM				
2964	2025-09-12	CHISHOLM, MACKENZIE				
2965	2025-09-12	WIEBE, TRACEY				



TOWN OF GIBBONS

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Cheque Listing For Council

2025-Oct-3
3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
2966	2025-09-12	CORRY, TYLER				
2967	2025-09-12	FAHLMAN, KATARINA				
2968	2025-09-12	EVANS, JEANNE M				
2969	2025-09-12	OPRYSHKO, MITCHEL G				
2970	2025-09-12	LOCKEN, JODY L				
2971	2025-09-12	KUGLER, SARA E				
2972	2025-09-12	RICHARDSON, ELIZABETH D				
2973	2025-09-12	KOBZA, JENNIFER L				
2974	2025-09-12	EDMONDS, RYAN A				
2975	2025-09-12	BOETTGER, VALERIE				
2976	2025-09-12	CONLEY, MICHELLE				
2977	2025-09-12	ANTONIUK, LILY				
2978	2025-09-12	HOFSTEDE, JULIANNE G				
2979	2025-09-12	COUTTS, CAROL				
2980	2025-09-12	HEATHERINGTON, KIM				
2981	2025-09-12	BERRY, LISA				
2982	2025-09-12	NEITHERCUT, AYA				
2983	2025-09-12	CARSON, GRACE				
2984	2025-09-12	LOVE, SADIE				
2985	2025-09-12	BRAKE, REEGAN				
2986	2025-09-12	KELLAR, HANNAH				
2987	2025-09-12	WATSON, BUFFY				
2988	2025-09-12	MEANEY, EMMA				
2989	2025-09-16	LOVE, SADIE				
2990	2025-09-26	OSBORNE, CINDY				
2991	2025-09-26	LOWE, ERIC D				
2992	2025-09-26	CHARTRAND, DENISE M				
2993	2025-09-26	STEVENTON, CHRISTINE A				
2994	2025-09-26	SCHMIDT, LAURA L				
2995	2025-09-26	HERBOLD, MICHAEL W				
2996	2025-09-26	PARISIAN, NOELLE J				
2997	2025-09-26	PINAULT, CHRISTINA J				
2998	2025-09-26	ADAMS, JIM W				
2999	2025-09-26	TERLECKI, QUENTIN G				
3000	2025-09-26	STEVENTON, KENDRA N				
3001	2025-09-26	BRADLEY, HAILEY				
3002	2025-09-26	NORRIS, ANTHONY J				
3003	2025-09-26	PETERS, STEPHANIE G				
3004	2025-09-26	PATTISON, TERRA L				
3005	2025-09-26	POWLESLAND, JOEL F				



TOWN OF GIBBONS

Page 6 of 6

Cheque Listing For Council

2025-Oct-3
3:38:04PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
3006	2025-09-26	LOCHRIE, JAMES D				
3007	2025-09-26	FERGUSON, KYLIE				
3008	2025-09-26	PARSONS, CURTIS				
3009	2025-09-26	GINGELL, SUSAN				
3010	2025-09-26	ANTONIUK, LUKAS				
3011	2025-09-26	MOLNAR, BRAM				
3012	2025-09-26	CHISHOLM, MACKENZIE				
3013	2025-09-26	WIEBE, TRACEY				
3014	2025-09-26	CORRY, TYLER				
3015	2025-09-26	FAHLMAN, KATARINA				
3016	2025-09-26	EVANS, JEANNE M				
3017	2025-09-26	OPRYSHKO, MITCHEL G				
3018	2025-09-26	LOCKEN, JODY L				
3019	2025-09-26	KUGLER, SARA E				
3020	2025-09-26	RICHARDSON, ELIZABETH D				
3021	2025-09-26	KOBZA, JENNIFER L				
3022	2025-09-26	EDMONDS, RYAN A				
3023	2025-09-26	CONLEY, MICHELLE				
3024	2025-09-26	ANTONIUK, LILY				
3025	2025-09-26	HOFSTEDE, JULIANNE G				
3026	2025-09-26	COUTTS, CAROL				
3027	2025-09-26	HEATHERINGTON, KIM				
3028	2025-09-26	BERRY, LISA				
3029	2025-09-26	NEITHERCUT, AYA				
3030	2025-09-26	CARSON, GRACE				
3031	2025-09-26	BRAKE, REEGAN				
3032	2025-09-26	KELLAR, HANNAH				
3033	2025-09-26	WATSON, BUFFY				
3034	2025-09-26	MEANEY, EMMA				
3035	2025-09-29	SANDAHL, NORMAN				
3036	2025-09-29	HARRIS, AMBER C				
3037	2025-09-29	BERRY, LORAIN M				
3038	2025-09-29	MILLANTE, JAYCINTH J				
3039	2025-09-29	KOZAK, WILLIS				
3040	2025-09-29	YUSHCHYSHYN, DALE				

Total 606,889.03

*** End of Report ***



September 24, 2025

Dale Yushchyshyn
Acting Mayor
Gibbons, AB

Dear Dale,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

S/Sgt. Darcy McGunigal
Chief of Police
RCMP Morinville Detachment





Morinville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	2	2	2	N/A	0%	0.6
Robbery		0	0	4	1	1	N/A	0%	0.3
Sexual Assaults		14	7	10	5	10	-29%	100%	-1.0
Other Sexual Offences		10	4	7	1	5	-50%	400%	-1.3
Assault		55	50	42	44	52	-5%	18%	-1.2
Kidnapping/Hostage/Abduction		1	0	1	0	0	-100%	N/A	-0.2
Extortion		1	4	0	1	0	-100%	-100%	-0.5
Criminal Harassment		6	9	15	18	8	33%	-56%	1.3
Uttering Threats		24	26	20	32	23	-4%	-28%	0.4
TOTAL PERSONS		111	100	101	104	101	-9%	-3%	-1.6
Break & Enter		32	28	29	34	30	-6%	-12%	0.2
Theft of Motor Vehicle		30	33	28	28	21	-30%	-25%	-2.3
Theft Over \$5,000		7	6	5	5	2	-71%	-60%	-1.1
Theft Under \$5,000		61	58	53	31	33	-46%	6%	-8.3
Possn Stn Goods		30	24	27	28	31	3%	11%	0.6
Fraud		24	22	28	38	31	29%	-18%	3.0
Arson		8	3	1	0	4	-50%	N/A	-1.1
Mischief - Damage To Property		50	53	52	36	45	-10%	25%	-2.7
Mischief - Other		29	19	40	36	31	7%	-14%	2.1
TOTAL PROPERTY		271	246	263	236	228	-16%	-3%	-9.6
Offensive Weapons		5	6	9	8	6	20%	-25%	0.4
Disturbing the peace		11	13	18	16	24	118%	50%	2.9
Fail to Comply & Breaches		27	23	21	14	41	52%	193%	1.9
OTHER CRIMINAL CODE		17	23	19	21	18	6%	-14%	0.0
TOTAL OTHER CRIMINAL CODE		60	65	67	59	89	48%	51%	5.2
TOTAL CRIMINAL CODE		442	411	431	399	418	-5%	5%	-6.0



Morinville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	1	1	1	0%	0%	0.0
Drug Enforcement - Trafficking		5	1	1	3	5	0%	67%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	2	2	4	6	0%	50%	0.2
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		5	8	7	3	2	-60%	-33%	-1.1
TOTAL FEDERAL		11	10	10	8	8	-27%	0%	-0.8
Liquor Act		12	6	5	5	17	42%	240%	0.9
Cannabis Act		1	1	2	1	3	200%	200%	0.4
Mental Health Act		49	47	38	30	37	-24%	23%	-4.1
Other Provincial Stats		86	67	58	75	98	14%	31%	3.2
Total Provincial Stats		148	121	103	111	155	5%	40%	0.4
Municipal By-laws Traffic		2	0	3	3	3	50%	0%	0.5
Municipal By-laws		18	13	12	15	25	39%	67%	1.6
Total Municipal		20	13	15	18	28	40%	56%	2.1
Fatals		2	1	0	3	2	0%	-33%	0.2
Injury MVC		9	13	14	8	20	122%	150%	1.7
Property Damage MVC (Reportable)		48	69	51	50	46	-4%	-8%	-2.3
Property Damage MVC (Non Reportable)		9	12	10	17	11	22%	-35%	0.9
TOTAL MVC		68	95	75	78	79	16%	1%	0.5
Roadside Suspension - Alcohol (Prov)		8	1	7	12	14	75%	17%	2.3
Roadside Suspension - Drugs (Prov)		0	0	1	1	0	N/A	-100%	0.1
Total Provincial Traffic		839	564	503	674	761	-9%	13%	-4.6
Other Traffic		2	7	2	3	3	50%	0%	-0.2
Criminal Code Traffic		49	23	15	30	17	-65%	-43%	-5.7
Common Police Activities									
False Alarms		27	27	18	24	28	4%	17%	-0.1
False/Abandoned 911 Call and 911 Act		38	2	3	10	20	-47%	100%	-2.8
Suspicious Person/Vehicle/Property		152	105	139	158	117	-23%	-26%	-1.7
Persons Reported Missing		12	19	12	13	13	8%	0%	-0.4
Search Warrants		0	1	0	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		54	47	50	73	63	17%	-14%	4.4
Form 10 (MHA) (Reported)		8	5	1	0	3	-63%	N/A	-1.5



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Morinville

Detachment Commander

Click or tap here to enter text.

Report Date

Click or tap to enter a date.

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Property - Crime Reduction**Updates and Comments:**

Excellent updates on General Investigation Section (GIS) contributions, implementation of Habitual Offender Management program, and crime prevention and awareness initiatives in the community. Q1 has seen projected reductions in break and enters and vehicle thefts. YTD B&E reduction is not on target but still seeing a year over year reduction. Vehicle thefts projecting to annual total of 96, far exceeding target.

Priority #2: Community Engagement**Updates and Comments:**

Monthly roundup emails have been sent to all municipalities at the end of April, May, and June. These include summaries of notable police activity for the month, with the respective municipalities distributing this information to the public through their social media platforms.

Positive Ticketing program also launched on May 1. Approximately 400 tickets handed out during Q1 with another 100 expected for July/August.

Weekly RAVE bulletins started in May and continue every Friday. These include weekly summaries of policing activities, including weekly call volumes.

Members attended four Coffee with a Cop sessions in Q1 (Gibbons, Bon Accord, Morinville, Sturgeon County). We also participated in this year's local festival and Show N' Shine on June 14.





Priority #3: Police Visibility

Updates and Comments:

Three joint operations held with local enforcement partners with a focus on visible patrols and traffic enforcement. Well organized by a detachment member, especially with the demands of G7 this quarter. RAVE updates being completed by the watches in addition to weekly posts.

Weekly RAVE bulletins started in May and continue every Friday. These include weekly summaries of policing activities, including weekly call volumes.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	15	3	0
Detachment Support	4	4	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 15 officers are currently working. There are three officers on special leave (one Parental and two Medical). One of these positions have been backfilled to ensure coverage. There are two positions that have two officers assigned to each. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is one position that is Surplus to Establishment and one position with two resources assigned to it. There is no hard vacancy at this time.



Morinville RCMP 1st Quarter Report

S/Sgt. Darcy McGunigal
Detachment Commander
Morinville R.C.M.P.



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

Purpose

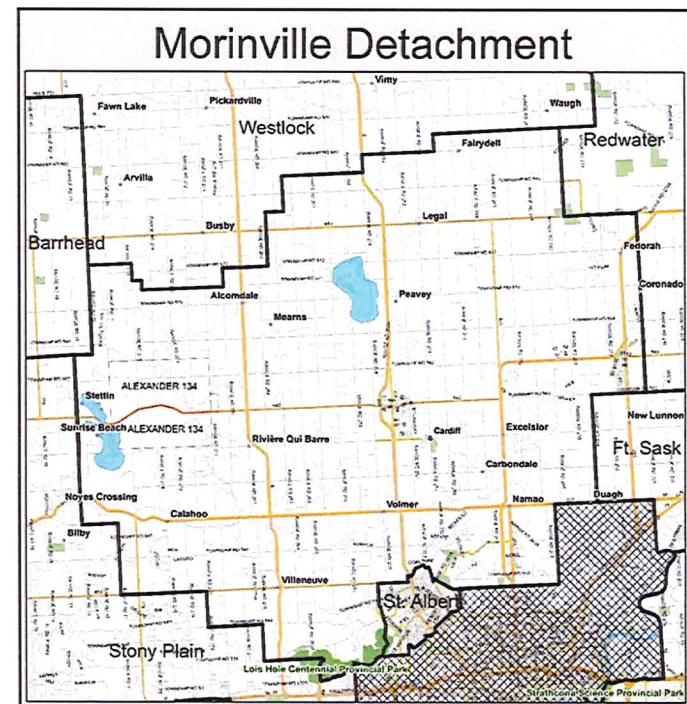
To provide an update to Council on the operations of the Morinville RCMP Detachment.



Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



Human Resources

Morinville Detachment is comprised of 40 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

RCMP Morinville Detachment 2025/26 Policing Priorities

1. Property Crime Reduction
2. Community Engagement
3. Police Visibility



Morinville Detachment Crime Statistics

Town of Gibbons

OFFENCE	Quarter 1 (Apr 1 to Jun 30)	Quarter 1 (2024 Comparison)	Year to Date (Apr 1 to Jun 30)	Year to Date (2024 Comparison)
Spousal Abuse	3	4	3	4
Mental Health Act	1	5	1	5
RPACT Referrals	0	0	0	0
Break and Enter (Residential)	0	0	0	0
Break and Enter (Commercial)	2	2	2	2
Theft of Vehicles	2	1	2	1
Fraud	4	3	4	3
Suspicious Persons	9	15	9	15

Morinville Detachment Crime Statistics Town of Gibbons

Total RCMP Calls for Service with the Town of Gibbons

Quarter 1 (April 1 to June 30): 143

Previous Quarter (Jan 1 to April 30): 142

Year to Date (April 1 to June): 143

2024 Quarter 1 Comparison (April 1 to June 30): 133

2024 Year to Date Comparison (April 1 to June 30): 133

Notable Investigations

April 4: 24 y.o. male arrested in possession of a truck stolen from Ponoka near Township Road 572 north of Bon Accord. RCMP Crime Reduction Unit and air services followed vehicle from Edmonton. The vehicle was disabled with a spike belt and suspect arrested after fleeing on foot. Suspect charged with theft, dangerous driving, possessing break-in instruments, several weapons related charges, and failing to comply with previous conditions of release. Sentenced to 210 days in custody and lifetime firearms ban.

April 5: 40 y.o. male arrested in a car stolen from Edmonton on Highway 651 near Legal. Suspect charged with two counts of stolen property and two counts of failing to comply with previous release conditions. Sentenced to 150 days in custody.

April 6: 34 y.o. male arrested driving on Highway 651 near Legal. Driver arrested on multiple arrest warrants and subject to numerous court ordered conditions. Charged with four counts of failing to comply with release conditions. Sentenced to 1 day in custody.

Notable Investigations

April 10: Complaint of suspicious activity led to search warrant at residence in Sturgeon County near NMAO. Stolen motorcycle from Sturgeon County and stolen car from Edmonton were recovered. 30 y.o. man arrested and charged with possession stolen property and failing to comply with previous release conditions. Sentenced to 150 days in custody.

April 17: 46 y.o. female arrested in truck on Highway 2 just outside of St. Albert. Traffic stop and vehicle search led to seizure of drug paraphernalia and 50 grams of crystal meth. Suspect charged with drug possession.

April 29: 59 y.o. male arrested on TR 554 near Highway 28 in a truck stolen from Edmonton with a travel trailer stolen from Spruce Grove. Suspect charged with two counts of stolen property.

April 30: Residence broken into on TR 570 south of Legal resulting in various items being stolen. Investigation led to charge of break and enter against a 41 y.o. female from Edmonton.

Notable Investigations

April 30: Complaint of suspicious activity on RR 250 south of Legal led police to a truck stolen from Edson and involved in a hit and run in St. Albert earlier that day. 33 y.o. man arrested and charged with possessing stolen property, break-in instruments, driving while prohibited, and resisting arrest. Sentenced to 210 days in custody.

May 20: 69 y.o. male arrested on Alexander First Nation after setting fire to a recreational vehicle with two occupants inside. Both people survived and escaped. Suspect charged with arson with disregard for human life.

May 23: 47 y.o. male arrested in stolen vehicle near Highway 37 and Range Road 234. Truck stolen from Edmonton. Suspect charged with possession of stolen property.

May 26: 27 y.o. man arrested for stealing a bike that was parked by a 16 year old boy at a convenience store in Gibbons. Further investigation led to a suspect arrested and charged with theft.

Notable Investigations

May 31: Police responded to report of suspicious activity near Range Road 233 north of Bon Accord. 28 y.o. female arrested in a truck stolen from Edmonton. Suspect charged with possessing stolen property and three counts of failing to comply with previous release conditions.

June 3: Police responded to alarm at a business in Gibbons. Suspects had broken in and stolen three all terrain vehicles and fled before police arrived. Investigation led to recovery of all three vehicles and arrest of a 30 y.o. male. Suspect charged with break & enter and theft.

June 5: Police responded to report of suspicious activity near Range Road 233 north of Bon Accord. 27 y.o. male arrested in a truck stolen from St. Albert. Suspect charged with possessing stolen property.

June 27: Police responded to report of suspicious activity on 107 Avenue in Morinville. 23 y.o. male arrested in possession of motorcycle stolen from St. Albert. Suspect charged with possessing stolen property, resisting arrest, and five counts of failing to comply with previous release conditions. Sentenced to 58 days in custody.

Community Engagement & Police Visibility

- School Resource Officer Program
- Sturgeon Regional Positive Ticketing
- Monthly Police Bulletins
- 4 Coffee with a Cop Sessions
- RAVE Program
- Coordinated Patrols



Questions?



**DATE****SUBMITTED:****OCTOBER 8, 2025****SUBMITTED TO: MAYOR YUSHCHYSHYN AND MEMBERS OF COUNCIL****REPORT TOPIC:****POLICY GA 88-25
BUDGET PREPARATION****SUBMITTED BY: TERRA PATTISON – FINANCE MANAGER****Introduction**

The purpose of this report is to respectfully request that Council give consideration to Policy GA 88-25 Budget Preparation

Background

At the September 24, 2025, Regular Meeting of Council, Administration was directed to bring forward this policy with the updated timelines as Interim CAO Eric Lowe advised Council at this meeting. Attached is the draft policy for Council's review.

Options Available

The options for consideration by Council include the following:

1. That Council approve Policy GA 88-25 as presented.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

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

1. That Council approve Policy GA 88-25 as presented.

Submitted by:


Terra Pattison

Finance Manager

Approved by:

Eric Lowe

Interim CAO

	COUNCIL POLICY	
	BUDGET PREPARATION	
	Policy Type: GENERAL ADMINISTRATION Date: October 8, 2025	GA 88-25

PURPOSE:

To provide good overall budgeting practices for the municipality.

POLICY STATEMENT:

The municipal portion of the annual budget will be prepared by December 31 of each year for interim use until such time as the final budget is in place.

DEFINITIONS:

GUIDING PRINCIPLES:

The Budget process starts in early September with the Finance team and the Department Heads.


The following shall be used as a guideline in the preparation, control, and evaluation of budgets by the Department Heads:

1. BUDGET CRITERIA

Short term planning, or budgeting, usually spans the period of one year, and is the process whereby funds are allocated for the implementation or execution of one specific course of action. The approved budget represents the local government's formal statements of approved plans to be realized within one year and with specified financial and other resources.

The budgeting process is essentially one of reconciling various goals and objectives with the resources available to achieve these. Through budgetary review and approval, the cost of services is examined, estimated revenues gauged and within perceived citizen ability-to-pay constraints, a course of action is approved. Almost all decisions in the budget process are concerned with cost. After all, the objective of the process is to squeeze the maximum objectives from available financial resources, and this process relies heavily on cost information to be achieved. The type of questions to be answered during budgeting are the following:

- a. How much did this service level cost last year and what is it estimated to cost this year?
- b. What are the costs of alternative levels of service? Can we afford to introduce a new service?


	COUNCIL POLICY	
	BUDGET PREPARATION	
	Policy Type: GENERAL ADMINISTRATION Date: October 8, 2025	GA 88-25

- c. What services can the community afford? Should more costs be recovered through user fees?
- d. At what level should utility charges be set? Should existing charges be modified? Are the general revenue (tax) fund subsidizing utility operations? Utilities need to be covered by utility charges not general revenue.
- e. How can grant funding be maximized? Have the full costs of service delivery been considered?
- f. Are we subsidizing other governmental jurisdictions?
- g. What costs are controllable? What costs can be reduced without affecting service?
- h. Should this building be scrapped and a new one built? What are the life cycle costs of the building? (Operating and maintenance cost of the building)
- i. Can cheaper resources be substituted for existing ones? Can existing resources be utilized more productively?

2. EXECUTION AND CONTROL OF THE BUDGET

The execution and control function are one of ensuring that expenditures are incurred in a fashion consistent with established and accepted norms, and in accordance with approved limits and objectives. The control function is particularly concerned with the variances between actual costs and estimated or budgeting costs. Control is not limited to the responsibility of the CAO but comprises an intrinsic part of any department head's role. Execution and control are two necessary aspects of effective management, for execution must be controlled to successfully achieve service delivery objectives within approved constraints. The application of cost analysis is relevant to answering the following questions arising from the execution of the plan.

- a. What was spent relative to the budget? Were the service delivery objectives met at the estimated cost per unit?
- b. What are the main components of cost for this service? Can any costs be reduced? What costs are controllable?
- c. Is this allocation of overhead costs fair, considering the benefits received? What are the direct and indirect costs?
- d. Can this over expenditure be reduced by reducing output? What are the fixed and variable costs? Why was an over expenditure incurred?
- e. What cost trends are developing? Are there any differences in the cost patterns of the different areas of the Community?
- f. Can a less costly source of this resource be found? Would cost savings accrue if the service was centralized? Decentralized? Provided in-house? Contracted out?

	COUNCIL POLICY	
	BUDGET PREPARATION	
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- g. How can peak period demand be rationed to cut down utility costs?

3. EVALUATION OF THE BUDGET


A retrospective examination of performance permits decision makers to evaluate whether an action was effective, whether resources were effectively used, whether the most economical use of resources were made, and whether the impact of the service itself was equitable. In other words, evaluation is necessary to determine whether the local government is properly achieving its role. Cost analysis is conducive to answering many of the questions pertaining to cost efficiency and cost economy, as well as those regarding the equitable distribution of a cost, or the effective delivery of a service in house or externally. Evaluations aided by cost analysis include the following:

- What is the cost per unit of service? Why is the cost increasing?
- How can productivity be improved? How does it compare to last year? To other jurisdictions? To the private sector?
- What would the unit cost be if the service were delivered through contract by the private sector?
- Have targeted levels of service been achieved for budgeted dollars?
- What are the costs and benefits of this service?
- Who pays for the financial cost of this service? Is the method of cost recovery equitable? How are prices set?


For budget presentation to Council, department heads must substantiate their proposals and prioritize their projects. In doing this long-term planning must come into effect. For projects that are to be undertaken a complete funding outline must accompany the budget proposal.

4. TIME-LINES ON THE BUDGETING PROCESS:


DATE	PERSONS INVOLVED	PROCESSES UNDERTAKEN
September	Department Heads	Department Heads are requested to provide their wish list to the Finance Department
September	Finance Department	Does an in-depth analysis of the previous years budget, the actuals to date and the wish list form the Department Heads
Late September	Leadership Team	1 st initial meeting of the team for discussion on next years budget, discussion projects and wish lists

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October	Finance Department	In-depth analysis of revenues and expenditures from previous years to review what has been accomplished and what still needs to be done, as well as review of the utilities and analyzing if consideration needs to take place on whether the utility rates need to be increased or left the same.
October	Finance Team with Members of the Leadership Team	Many meetings are held between the Department Heads and the Finance Team to review and reevaluate the next years budget and how their wish lists impact the budget.
October	Leadership Team	A 2 nd meeting of the team to review how their wish lists and anticipated revenues are fitting in the budget so far.
October	Finance Team & CAO	Extensive work begins on anticipated salaries for the coming year, as well as looking at the staffing needs of every department to ensure that enough staffing is in place to accomplish and complete the workload as anticipated.
October	Finance Team	Salary considerations are then inputted in the budget to ascertain if the needs and the budget are within reason for the coming year taking into consideration the CPI and the economy.
October	Leadership Team	A 3 rd budget meeting is held to review the anticipated budget and to adjust if needed to remain competitive within the region and to meet the needs of the community.
November	Finance Team	Continues to review and revisit the budget to ensure that nothing has been missed, more meetings with department heads to ensure that all their needs are met.

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November	Finance and CAO	Another review of the salaries for the coming year and its impact on the budget
November	Leadership Team	4 th budget meeting with the leadership team to review the budget; consideration is now given to the tax implication on the property owners as the Finance Team has estimated the increase in assessment for the coming year and has now estimated what the mill rate increase could be if the budget is left the way that it is.
November	Finance Team and Department Heads	The Department heads need to reassess their needs and wants for the coming year if the impact to the ratepayers is too high.
November	Finance Team	Amendments are now made to the budget to bring it more in line following the recommendations from the Leadership team.
November	Leadership Team	Another review of the budget once all the changes and amendments are completed
Mid-Late November	Administration and Council	Begin Line by Line review of the Operating and Capital Budgets. Number of meetings required will be determined by Council. (These timings may change in an election year due to MGA requirements for Council training
1st Council Meeting in December	Administration	It is expected that both the Capital and Operating Budgets will be ready for Council's resolution. Should it be necessary, Council may pass an Interim Operating Budget until the final Operating Budget is ready. Council must pass a Capital Budget by December 31 of each year.
December	Finance Team	Presentation for Council is now prepared
December	Council Budget Meeting	The proposed budget is presented to the Council. Council makes recommendations, the budget is

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		taken-back-for-amendments-and resubmission-to-a-second-budget meeting; but if no recommendations come from Council the budget presentation is prepared for Council consideration and its next regular Council meeting for adoption.
December	Council	If not all the information is available for Administration to present to the Council a proposed final budget, then recommendation to Council is to approve an interim budget prior to December 31, of that year and the budgeting process continues into the new year.

SUPERCEDES:

Policy GA 79-23

Acting Mayor Dale Yushchyshyn

Interim CAO Eric Lowe

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DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	NEXT REVIEW DATE