



AGENDA
REGULAR COUNCIL MEETING
March 25, 2024 @ 5:00 p.m.
IN THE TOWN OF VALLEYVIEW
COUNCIL CHAMBERS

A small town with big economic opportunities, Valleyview is on the way up!

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA (adds & deletes)

3. ADOPTION OF MINUTES

3.1 Minutes 24-04 from the Regular Meeting of Council held on Tuesday, March 12, 2024.

3.2 Business Arising from Minutes.

4. PUBLIC HEARINGS

There is no Public Hearing.

5. PRESENTATIONS & DELEGATIONS

5.1 Presentation from Shane Mudryk, Business Division Manager of Minhas Group at 5:05pm

5.2 Presentation from Liana Munroe, Senior Software Sale Executive of Voyent Alert at 5:30pm.

6. TOWN OPERATIONAL REPORTS

There are no Town Operational Reports

7. COMMITTEE REPORTS (Boards, Commissions & Committee Minutes)

There are no Committee Reports

8. OLD BUSINESS

There is no Old Business

9. NEW BUSINESS

9.1 RFD – To request Council's decision on appointing additional signing authorities.

9.2 RFD – To have Council approve Policy PER 28-01 Workplace Harassment & Violence Prevention.

9.3 RFD – To seek Council's approval to amend the Town of Valleyview Land use Bylaw 2022-11 where it describes signs.

9.4 RFD – To seek Council's approval to commit funds for the proposed demolition of the structures located at 4627 51 ave.

10. BYLAWS

There are no Bylaws.

11. CORRESPONDENCE

11.1 2024 Minister's Awards for Municipal and Public Library Excellence.

11.2 Green View FCSS Volunteer Appreciation on April 9, 2024.

11.3 Alberta- Northwest Territories Command "Military Service Recognition Book" request for annual partnership ad.

12. CLOSED SESSION

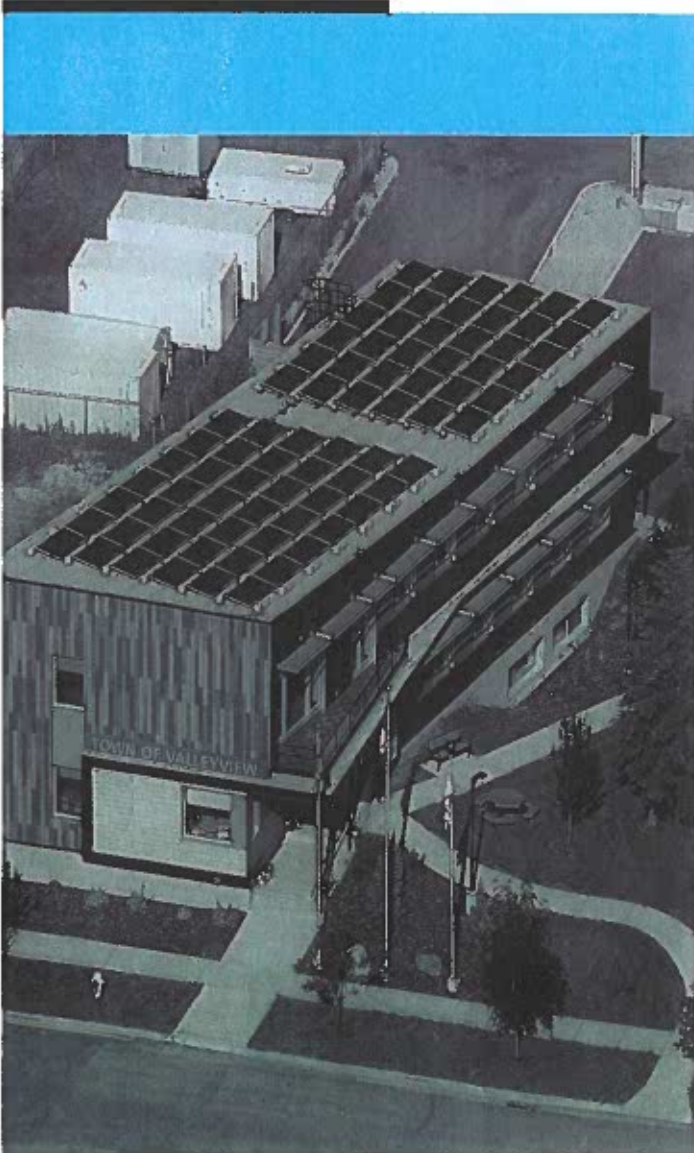
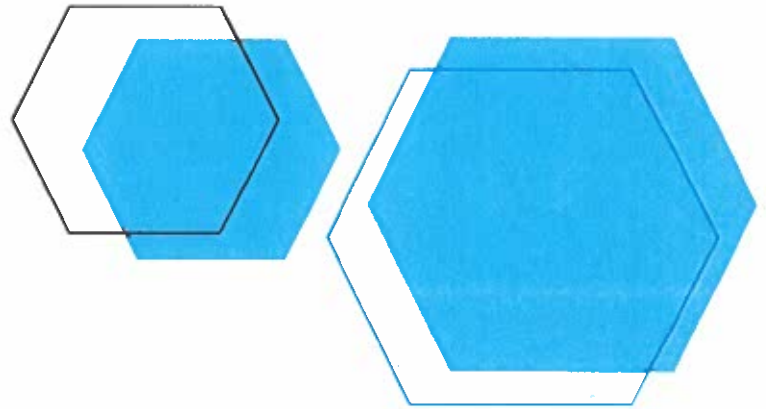
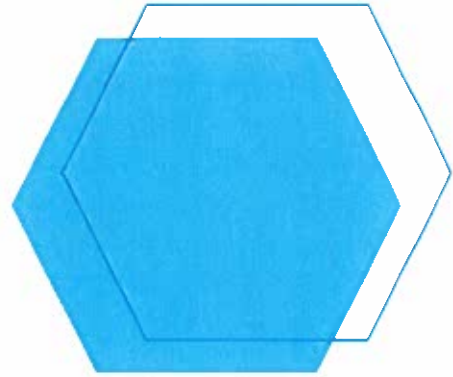
There is no Closed Session.

13. ADJOURNMENT



MINUTES

MINUTES



REGULAR COUNCIL MEETING

COUNCIL CHAMBERS
TOWN ADMINISTRATION OFFICE





**TOWN OF VALLEYVIEW
REGULAR COUNCIL MEETING MINUTES
MINUTES 24-04
Tuesday, March 12, 2023
AT 5:00PM IN THE TOWN OF VALLEYVIEW
COUNCIL CHAMBERS**

PRESENT

Mayor:

Councillors:

Vern Lymburner

Delwin Slemp

Ken Wittig

Samantha Steinke

Tanya Boman - via TEAMS

Danny McCallum left 5:00pm returned 5:18pm

REGRETS

Director of Community Services

Pat Brothers – informed Council beforehand unable to attend due to prior obligations.

ADMINISTRATION

Chief Administrative Officer

Director of Public Works:

Manager of Community Services:

Director of Utilities & Asset Management:

Director of Corporate Services

Administrative Officer

Ben Berlinguette

Dave Descheneaux

Tracey Stewart

Carol McCallum

Kathy McCallum

Karen Staples

OTHERS PRESENT

Reeve Tyler Olsen

Michael Caouette – Utility Operator

1. CALL TO ORDER

Call to Order

Mayor Lymburner called the Regular Council Meeting to order at 5:02p.m.

2. ACCEPTANCE OF AGENDA (adds & deletes)

Councillor Steinke moved that Town Council adopt the March 12, 2024 Regular Council Meeting Agenda as amended with additions:

7.2 NAEL Meeting, Reynolds Mirth Lawyer Seminar, Municipal Affairs chat.

9.4 Voyent Alert System

Agenda Acceptance
Resolution #24-04-073

CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting Minutes 24-03 dated Monday February 26, 2024.

Councillor Steinke moved that Town Council approve the Regular Town Council Meeting Minutes 24-03 as presented.

RCM Minutes
Resolution #24-04-074

CARRIED UNANIMOUSLY

3.2 Business arising from Minutes.

4. CLOSED SESSION

11.1 Closed Session, FOIP Section(s) 17 (1), 21 (1a, I, ii), 23 (1b)

Councillor Steinke moved that Town Council move into Closed Session at 5:06 pm for FOIP section(s) 17 (1), 21 (1a, I ii), 23(1b), with CAO Berlinguette to stay.

Into Closed Session
Resolution #24-04-075

CARRIED UNANIMOUSLY

Attendance:
Mayor Lymburner
CAO Berlinguette
Councillor Slemp
Councillor Steinke
Councillor Wittig
Councillor McCallum
Councillor Boman

Councillor Boman moved that Town Council move out of Closed Session at 5:57pm and accept as information.

Out of Closed Session
Resolution #24-04-076

CARRIED UNANIMOUSLY

Councillor McCallum moved to allow Councillor Burke to take a 3 month leave and continue to serve on the Heart River Housing Board and the Rural Crime Watch Board.

Resolution # 24-04-077

(4) FOR (2) OPPOSED - CARRIED

5. PRESENTATIONS & DELEGATIONS

There are no Presentations & Delegations.

6. TOWN OPERATIONAL REPORTS

6.1 Utilities Report submitted by Carol McCallum; read into record date change for water break to February 26 not February 27, 2024

6.2 Public Works Report submitted by Dave Descheneaux;

6.3 Community Services Report submitted by Tracey Stewart.

6.4 Bank reconciliation from month ending February 29, 2024.

Town Operational Reports
Resolution #24-04-078

Councillor Steinke moved to accept the Town Operational Reports as presented.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS (Boards, Commissions & Committee Minutes)

- 7.1 Heart River Housing Minutes from January 18, 2024.
- 7.2 Mayor reported on information collected at Northern Alberta Elected Leaders Meeting, Reynolds Mirth Lawyers seminar and chat with Municipal Affairs Minister Ric McIver.

Committee Reports
Resolution #24-04-079

Councillor Wittig moved to accept the Committee Reports as information.

CARRIED UNANIMOUSLY

8. OLD BUSINESS

- 8.1 Electronic vote for March 11th Council meeting to be moved to March 12th.

Old Business
Resolution #24-04-080

Council voted electronically.

6 FOR 1 OPPOSED - CARRIED

9. NEW BUSINESS

- 9.1 RFD – To have Council approve a temporary leave of absence from the Green View FCSS Board.

Councillor Steinke moved that Council approves a temporary leave of absence for up to six (6) months for Kristine Gavin member of the Green View FCSS Board and Council approves that this Board member may return to the Green View FCSS Board upon completion of their temporary job position with Green View FCSS.

New Business
Resolution #24-04-081

CARRIED UNANIMOUSLY

9.2 (a) The Coalition of Inclusive Municipalities: Small and Rural Municipalities
9.2 (b) The Coalition of Inclusive Municipalities: A Guide for New and Established Members.

Councillor McCallum moved that Council will not move forward at this time.

New Business
Resolution #24-04-082

CARRIED UNANIMOUSLY

9.3 RFD – To seek Council’s approval for accepting Malcolm Knowles as a new member of the Valleyview Recreation Board.

Councillor Steinke moved that Council approves Malcolm Knowles as a new member of the Valleyview Recreation Board.

New Business
Resolution #24-04-083

CARRIED UNANIMOUSLY

9.4 Yoyent Alert– App for phones that alerts people of upcoming situations in the community. Council requested Administration to look into costs and viability.

10. BYLAW

There are no Bylaws.

11. CORRESPONDENCE

There is no Correspondence.

12. PUBLIC HEARING

There is no Public Hearing.

13 ADJOURNMENT

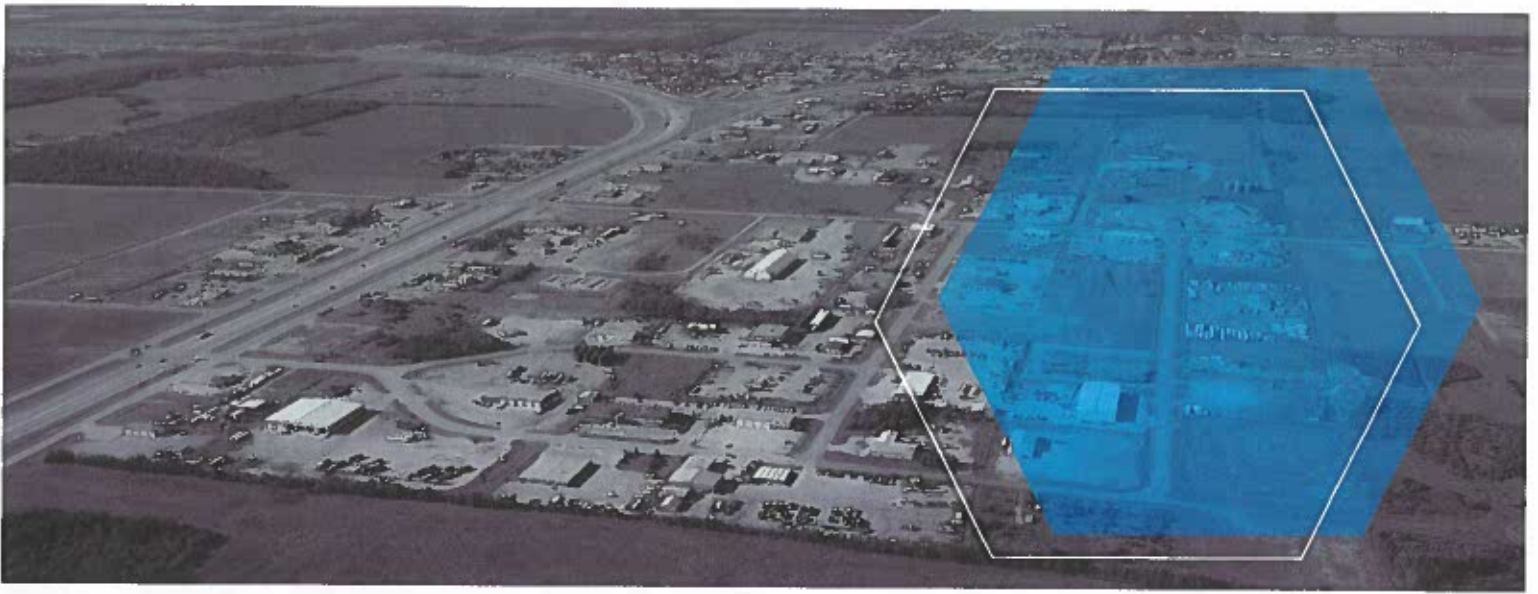
Councillor Slemp declared the Tuesday March 12, 2024 Regular Council Meeting adjourned at 6:16p.m.

Adjournment
Resolution #24-04-084

CARRIED UNANIMOUSLY

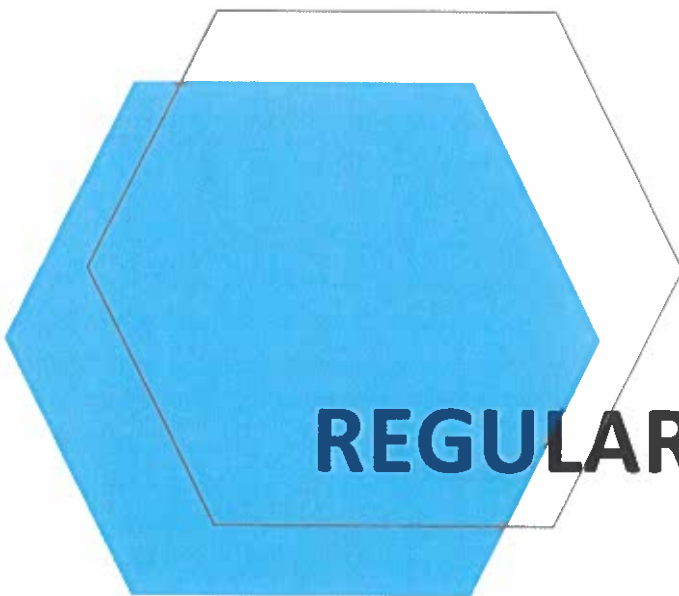
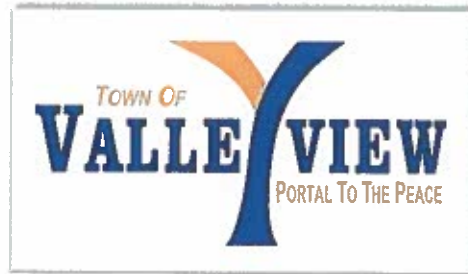
Mayor, Vern Lymburner

CAO, Ben Berlinguette



PRESENTATIONS & DELEGATIONS

PRESENTATIONS & DELEGATIONS



REGULAR COUNCIL MEETING

COUNCIL CHAMBERS
TOWN ADMINISTRATION OFFICE

From: Liana Munroe <lmunroe@icesoft.com>
Sent: Thursday, March 14, 2024 1:31 PM
To: Ben Berlinguette <bBerlinguette@valleyview.ca>
Subject: Voyent Alert Informational Items for approval for Council Minutes

Hi Ben,

Please see brochure attached. The links below is for the 2 minute explainer video.

Explainer Business Video: <https://youtu.be/DQLQBuQgJ4A>

Kind Regards,

Liana Munroe

Senior Software Sales Executive,
Voyent Alert! | ICESoft Technologies

[1\(877\)263-3822 ext. 330](tel:1(877)263-3822)
liana.munroe@icesoft.com
vozent-alert.com
icesoft.com



STAY INFORMED

KEEP YOUR CITIZENS UP-TO-DATE & ENGAGED

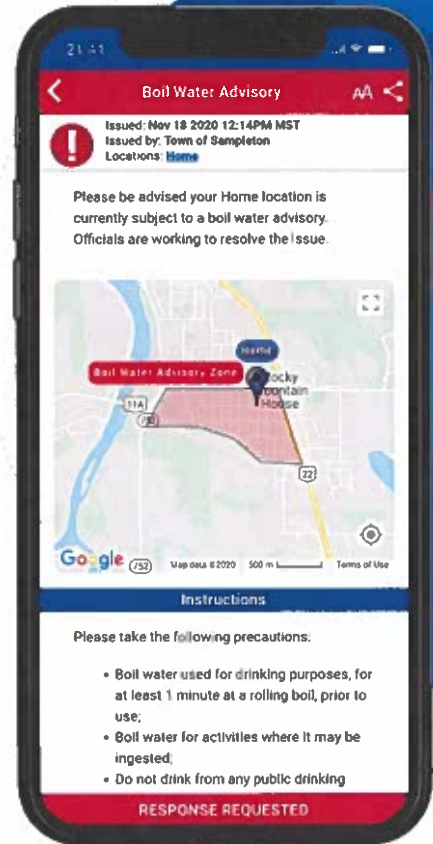
CRITICAL INCIDENTS, EMERGENCY ALERTS, PUBLIC NOTICES, DAY-TO-DAY COMMUNITY NOTIFICATIONS

When critical incidents occur or community notification is required, how do you communicate relevant information to your citizens?

Voyent Alert! can help provide personalized and engaging information to the people you are trying to reach when it matters most.

Designed to meet the unique needs of your community, Voyent Alert!'s multipurpose nature allows you to send critical event notifications as well as everyday communications with one application, eliminating the need to subscribe to multiple services.

- **Easy To Use**
- **Affordable**
- **Saves You Time**
- **Reliable**
- **Personalized**
- **Targeted**



REAL LIFE SCENARIOS



- **Wildfire Warnings**
- **Flood Evacuation**
- **Man-Made Critical Incidents/Shootings**



- **Public Work Notices**
- **Road Closures & Construction**
- **Boil Water Orders**



- **Garbage Collection Reminders**
- **Snow Removal**
- **Digital Council Meetings**
- **Trail Closures & Park Policies**

ASSISTANCE WITH

COMMUNITY REGISTRATION

Together we will help you launch in your community. We help increase user adoption by offering customized, press-ready artwork with your logo and geographical location in mind, such as:

- **Sample Web & Social Media Content**
- **Banners**
- **Posters**
- **One-Pagers**
- **Mailers**

FEATURES THAT **MATTER**



ENRICHED MEDIA **ALERTS**

Visually engaging and personalized alerts provide more context to your citizens in less time. Easily include images, documents, and map directions relative to them.



ADVANCED **GEOFENCING**

Easily define a precise region to notify. Whether it is one street or many, only the impacted residents are notified. You have greater control over the targeting of your message.



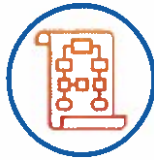
TWO-WAY **COMMUNICATION**

Receive status updates or responses from citizens and/or emergency responders to gain real time insights and make quicker, more informed decisions.



TIME **SAVING**

Increase your productivity with relevant notifications that are sent to the correct people at the right time. Schedule notifications ahead of time and save yourself the trouble.



TEMPLATES TO **REDUCE ERRORS**

Pre-designed templates suited to your community help you get information out fast without errors. Simply fill in placeholders and send.



GROUP & TEAM **FUNCTIONALITY**

Communicate efficiently to the right people in your organization. Public works, recreation, emergency management, search and rescue, and maintenance personnel.



MOBILE **ADMINISTRATION**

Send out notifications and receive updates on the go. When a critical incident occurs, you may not have access to your office, but will have access to Voyent Alert!



CUSTOMIZATION & **SUPPORT**

Your account, your way. We will help create templates for situations unique to your community and support you 24/7/365.



MULTI-CHANNEL **DELIVERY**

Send relevant notifications to your citizens where they want to receive it.

OTHER WAYS WE HELP

TRAINING, SUPPORT & COMPLIANCE

Located in Canada, our support team provides the online training and support for your organization. Anybody can be easily trained on the service.

A dedicated training environment and online knowledge base is provided to your team to ensure they can easily send out an alert or review our online reference material, tutorials and videos.

Our support team is available 24/7/365.

As a Canadian company we are compliant with both federal and provincial privacy legislation.



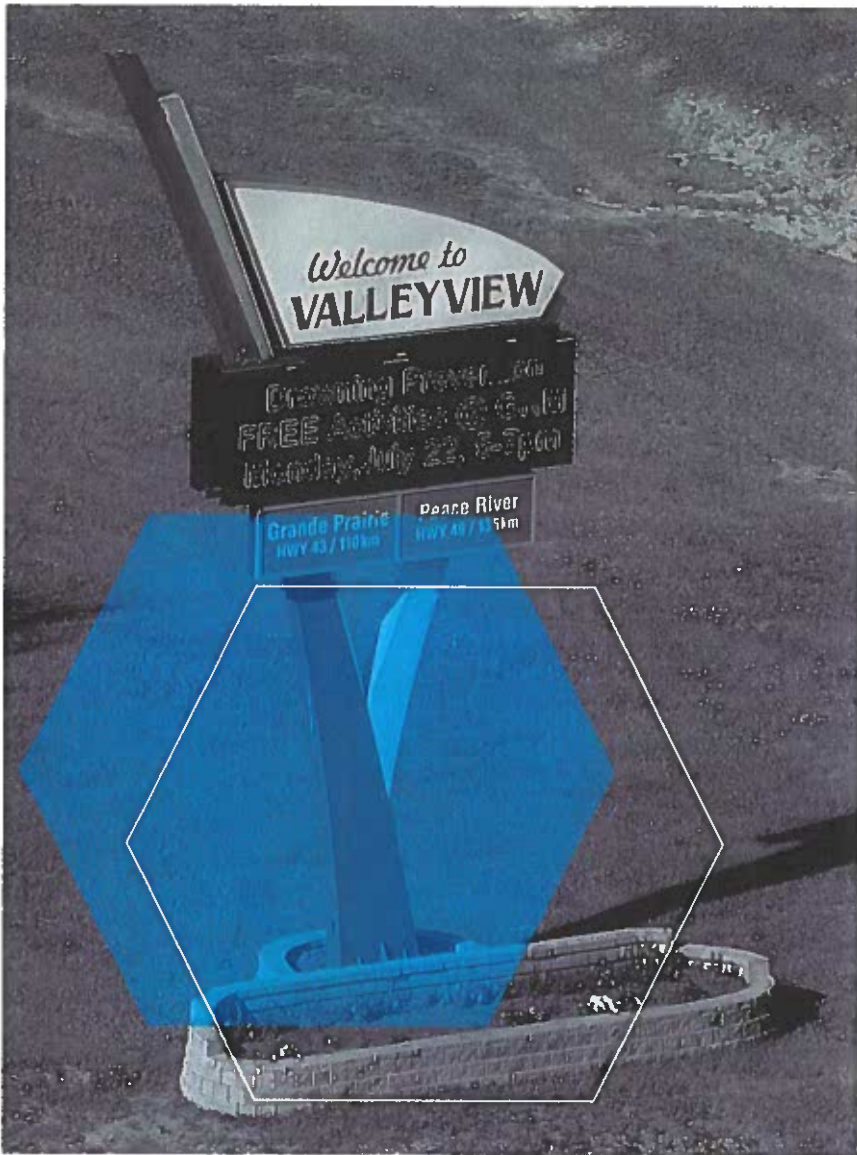
CALL

1-877-263-3822



LEARN

voyent-alert.com



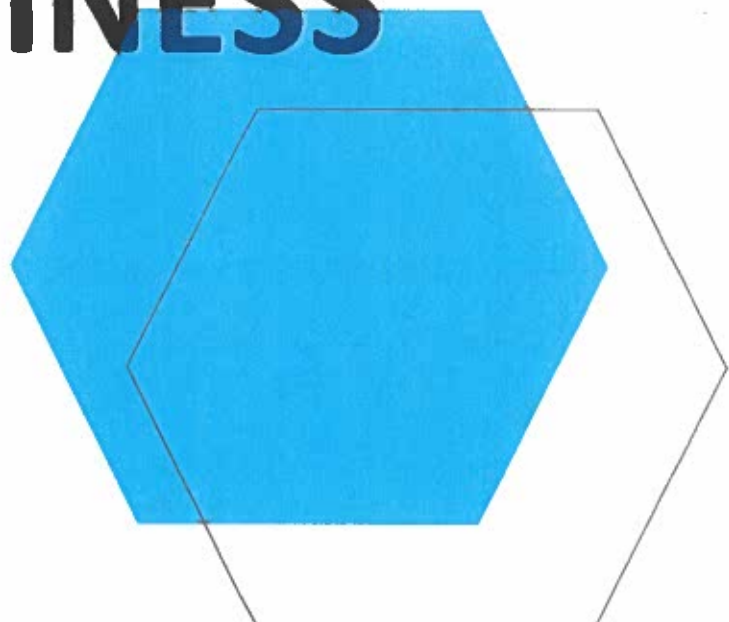
REGULAR COUNCIL MEETING

COUNCIL CHAMBERS
TOWN ADMINISTRATION OFFICE



NEW BUSINESS

NEW BUSINESS





Town of Valleyview Request For Decision

Date:	March 25, 2024
From:	Kathy McCallum, Director of Corporate Services
Subject:	Signing Authority

1.0 PURPOSE

To request Council's decision on appointing additional signing authorities.

2.0 BACKGROUND AND DISCUSSION

2.1 With upcoming summer months and Council members being away for prior commitments, it is requested that Samantha Steinke, Ken Wittig, and Delwin Slemph be added as additional signing authorities for Council. Cheques and Accounts Payable requisitions require (1) signature from Administration and (1) signature from Council.

3.0 ALTERNATIVES

- 3.1 Council appoints Samantha Steinke, Ken Wittig and Delwin Slemph as additional signing authorities for Council.
- 3.2 Council changes the designated signing authorities.
- 3.3 Council makes no changes to the current signing authorities.

4.0 FINANCIAL IMPLICATIONS

No financial implications.

5.0 RECOMMENDATIONS

Council chooses Alternative 3.1 to add Samantha Steinke, Ken Wittig, and Delwin Slemph as additional signing authorities for Council..

Submitted By: 
Kathy McCallum, Director of Corporate Services

Approved By: 
Ben Berlinguette, Chief Administrative Officer



Town of Valleyview

Request For Decision

Date:	March 25, 2024
From:	Ben Berlinguette, Chief Administrative Officer
Subject:	Policy PER 28-01 Workplace Harassment & Violence Prevention

1.0 PURPOSE

To have Council approve Policy PER 28-01 Workplace Harassment & Violence Prevention.

2.0 BACKGROUND AND DISCUSSION

Policy PER 28-01 Workplace Harassment & Violence Prevention has been amended to align with the current requirements of Alberta's Occupational Health & Safety regulations, Human Rights Act, and other relevant legislation.

Changes to Policy PER 28-01 Workplace Harassment & Violence Prevention include:

- Inclusiveness in the workplace;
- Responsibilities of all person(s) at or outside of workplace to work together to prevent workplace harassment and violence;
- Addition: domestic violence;
- Addition: "reasonable actions taken by Employers, director, and or managers relating to management and direction of workers or a worksite in not workplace harassment;
- Addition: workplace harassment and or violence procedures including their support to be implemented and maintained;
- Disclosure of information: minimal amount necessary to inform workers of specific or general threat of violence or potential violence.

Policy PER 28-01 replaces Policy PER 20-01 in its entirety.

3.0 ALTERNATIVES

- 3.1 Council approves Policy PER 28-01 Workplace Harassment & Violence Prevention.
- 3.2 Council moves to further amend Policy PER 28-01 Workplace Harassment & Violence Prevention and provides Administration direction.
- 3.3 Council accepts this RFD "Policy PER 28-01 Workplace Harassment & Violence Prevention" as information only.

4.0 FINANCIAL IMPLICATIONS

None.

5.0 ATTACHMENTS

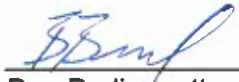
5.1 Policy PER 20-01 Workplace Harassment & Violence Prevention Policy dated February 10, 2020

5.2 Policy PER 28-01 Workplace Harassment & Violence Prevention

6.0 RECOMMENDATIONS

Council approves Policy PER 28-01 Workplace Harassment & Violence Prevention.

Submitted By:



Ben Berlinguette, Chief Administrative Officer



**POLICY TITLE: WORKPLACE HARASSMENT &
 VIOLENCE PREVENTION POLICY**

AUTHORITY: COUNCIL EFFECTIVE DATE: February 10, 2020

APPROVAL: February 10, 2020 POLICY NO.: PER 20-01

SUPERCEDES: April 11, 1990

POLICY STATEMENT:

Town of Valleyview is committed to provide a physically, psychologically healthy and safe workplace. The management of the Town of Valleyview recognizes that workers and the municipality have a shared responsibility to promote the principles of mutual respect, confidentiality and cooperation as outlined in this policy. Any act of harassment or violence committed by or against any worker or member of the public is unacceptable and will not be tolerated.

PURPOSE:

This policy outlines our commitment to protecting the physical and psychological health and safety of our employees. The purpose of this policy is to ensure that individuals are aware that any harm to psychological health and safety is considered a serious offence and therefore will be addressed accordingly. Those subjected to psychological harm will be assisted in the pursuit of their complaint and victims will be provided with appropriate support.

DEFINITIONS:

Psychologically healthy and safe workplace

A workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health, including neglect, reckless, or intentional ways.

Workplace harassment

Means any objectionable or unwelcome conduct, comment, bullying or action that a person knows or ought reasonably to know will or would cause offence or humiliation to a worker or adversely affects the worker's health and safety, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the workplace. Examples of workplace harassment includes:

- Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender expression and sexual orientation;
- A sexual solicitation or advance.

Workplace violence

As stated in Alberta's Occupational Health and Safety Code, workplace violence means: "the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury." Examples of workplace violence include:



- Threatening behavior such as shaking fists, destroying property or throwing objects;
- Verbal or written threats (any expression of intent to cause harm);
- Physical attacks such as hitting, shoving, pushing or kicking.

Psychological health

A state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community. – Assembling the Pieces, CSA, SPE-Z1003-Guidebook.

Psychological health and safety management system (PHSMS)

An organizational management system consisting of policies, procedures, and practices put in place to assist organizations in creating a psychologically healthy and safe workplace.

GENERAL:

Management Responsibility (managers, supervisors, administrators, officers)

- Foster an organizational culture that promotes psychological health and safety and a work environment free from acts of violence, both physical and implied.
- Ensure that a psychological health and safety management system is in place to provide a work environment that is free from psychological harm.
- Ensure compliance with relevant occupational health and safety laws as well as applicable best practices, guidelines and voluntary standards affecting workplace mental health which may include the CSA National Standard on Psychological Health and Safety, CSA Z1003/BNQ 9700-803, Psychological health and safety in the workplace - Prevention, promotion, and guidance to staged implementation.
- Ensure that workers are trained in recognizing and responding to situations involving psychological and physical harm.
- Ensure that every reported incident of psychological and physical harm is investigated, in an objective and timely manner, and potential areas of improvement are identified.
- Ensure that the worker is advised to consult a health professional if the worker reports psychological injuries or adverse symptoms from psychological harm.
- Maintain the confidentiality of the individuals concerned, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the alleged complaint if discipline is being imposed.
- Providing appropriate support for workers who are affected.

Worker Responsibility (employee, operator, staff)

- Workers of the Town of Valleyview are required to be familiar with and follow the procedures that are in place to protect their psychological health.
- All employees are to participate in the instruction of violence and harassment prevention.
- Workers have the responsibility to treat each other with respect.
- Workers are required to immediately report all violations of this policy to their supervisor.
- Workers are responsible to co-operate in the investigation of complaints. Anyone who investigates or gives evidence in a complaint investigation shall keep details confidential.
- Workers are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.
- Workers are responsible to provide a workplace environment free from violence and harassment, both physical and psychological, which fosters positive organizational culture.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.



Reasonable actions by management to help manage, guide or direct workers or the workplace are not harassment. Appropriate worker performance reviews, counselling or discipline by management is not harassment.

CONFIDENTIALITY:

Town of Valleyview and its management will not identify any involved parties or circumstances about a reported incident, except:

- When it is necessary in investigating the complaint,
- If it is part of disciplinary action, or
- Where it is required by law.

PROGRAM EVALUATION:

The success of this policy and the procedures involves not only the implementation of the program but also ongoing evaluation.

The Chief Administrative Office or alternate will evaluate this policy and procedures and will make adjustments whenever necessary to ensure the success of this program.

FOOTNOTES:

Alberta Government – Workplace Harassment and Violence Prevention, Sample policy statement for employers, February 2017:

<https://open.alberta.ca/dataset/9b70068b-7829-4672-8877-850717d5202f/resource/d9f4a36f-b1ba-4fbc-b11b-7853b32ac468/download/ohs-bulletin-bp024-2.pdf>


Vern Lymburner, Mayor

FEB 10, 2020
Date


Ben Berlinguette, CAO

FEB 10, 2020
Date



WORKPLACE HARASSMENT & VIOLENCE PREVENTION POLICY

POLICY #: PER 28-01

AUTHORITY: COUNCIL

APPROVAL: MARCH 25, 2024

EFFECTIVE DATE: MARCH 25, 2024

SUPERSEDES: PER 20-01

PURPOSE AND INTENT

To foster a safe, healthy, and inclusive workplace, to express a commitment to a workplace that prevents violence and harassment from occurring, and to ensure that the Town of Valleyview meet its obligations and responsibilities as set out in relevant legislation.

POLICY STATEMENT

The Town of Valleyview is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment and or violence will not be tolerated by any person(s) at or outside the worksite including other employers, other workers, clients, or members of the public. The Town of Valleyview as the Employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment and or violence. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment and violence.

GENERAL

Workplace harassment and or violence means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person(s) that the person knows or ought reasonably to know will or would cause offense or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying, or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and sexual solicitation or advance, and domestic violence.

When an Employer is aware that a worker may be subject to domestic abuse (domestic violence) at a work site, the Employer must take reasonable precautions to protect the worker and any other person(s) at the worksite likely to be affected.

Reasonable action taken by the Employer, directors, and or managers relating to the management and direction of workers or a worksite, is not workplace harassment.

COMPLIANCE, RESPONSIBILITIES, and PROCEDURES

In support of this policy, we have put in place workplace harassment and or violence procedures. It includes measures and procedures to protect workers from the hazard of harassment, violence, and domestic violence, and a process for workers to report incidents or raise concerns.



WORKPLACE HARASSMENT & VIOLENCE PREVENTION POLICY

POLICY #: PER 28-01

AUTHORITY: COUNCIL

APPROVAL: MARCH 25, 2024

EFFECTIVE DATE: MARCH 25, 2024

SUPERSEDES: PER 20-01

The Employer will ensure this policy and the supporting procedures are implemented and maintained. All directors, managers, and workers will receive relevant information and instruction on the contents of the policy and procedures.

Directors and managers will adhere to this policy and the supporting procedures. Directors are responsible for ensuring that measures and procedures are followed by all workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment, violence, and domestic violence and report any incidents to the appropriate person formally or informally.

Any individual subjected to harassment and or violence has a responsibility to make it clear, either to the alleged offender or a person of authority, or to both, that the behavior is unacceptable or inappropriate.

Harassment or violence may occur when the offender is unaware of the inappropriateness of their comment or actions. The harassment may promptly discontinue if the recipient responds by making it clear they find the comments or actions offensive, humiliating, or threatening, either directly or through a person in authority. Every effort should be made to resolve the concern through discussion. This does not include violence that poses an immediate threat to the person's safety. Employees shall follow reporting incident procedures by filling out an incident report, with the date, time, and place the incident occurred.

The Employer will ensure that every reported incident of harassment and or violence is investigated and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner. The complaint and harasser will both be interviewed along with those who may be able to provide relevant information.

The Employer will not disclose the circumstances related to an incident of harassment and or violence, or disclose the names of the complaint, the person(s) alleged, any person(s) to have committed the offense, and any witness(es), except where necessary to:

- investigate the incident or to take corrective action;
- inform the parties involved in the incident the results of the investigation and any corrective action to be taken to address the incident;
- inform the workers of a specific or general threat of violence or potential violence; or
- as required by law.

The Employer will disclose only the minimum amount of personal information that is necessary to inform workers of a specific or general threat of violence or potential violence.



WORKPLACE HARASSMENT & VIOLENCE PREVENTION POLICY

POLICY #: PER 28-01

AUTHORITY: COUNCIL

APPROVAL: MARCH 25, 2024

EFFECTIVE DATE: MARCH 25, 2024

SUPERSEDES: PER 20-01

No workers can be penalized, reprimanded, or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

This policy is not intended to discourage a worker from exercising the worker’s right pursuant to any other law, including the Alberta Human Rights Act.

PROGRAM EVALUATION

The success of this policy and the procedures involves not only the implementation of the program but also ongoing evaluation.

The Town of Valleyview’s Chief Administrative Officer or their alternate, along with the Joint Health & Safety Committee (JHSC), will evaluate this policy and its procedures every three (3) years, or when / if the JHSC requests, or an incident of harassment and or violence triggers a review of the program.

The workplace harassment and violence policy and its procedures will be adjusted whenever necessary to ensure the success of this program.

Mayor

Date

CAO

Date

JHSC Employer Co-Chair

Date

JHSC Employee Co-Chair

Date



Town of Valleyview REQUEST FOR DECISION

Date: March 25, 2024
From: Amy Almond, Administrative Officer
Subject: To Include portable and electronic signs

1.0 PURPOSE

To seek Council's approval to amend the Town of Valleyview Land Use Bylaw 2022-11 where it describes signs.

2.0 BACKGROUND AND DISCUSSION

The Town of Valleyview Land Use Bylaw 2023-11 Table C4.1 does not show that portable signs are permitted or discretionary in any district. We would like to add either or as displayed on the attached. We would also like to display Electronic Signs as Discretionary in the Public Service District.

3.0 ALTERNATIVES

- 3.1 Council agrees to give 1st reading of bylaw 2024-07 and to set a public hearing date and time of April 22, 2024, at 5:00 p.m.
- 3.2 Council does not agree to 1st reading of bylaw 2024-07 or set a public hearing date and time of April 22, 2024 at 5:00p.m
- 3.3 Council accepts this as information only.

4.0 FINANCIAL IMPLICATIONS

none

5.0 ATTACHMENTS

Town of Valleyview Land Use Bylaw amendment #2024-07

6.0 RECOMMENDATIONS

Council gives motion to the 1st reading of bylaw 2024-07 and set a public hearing date and time of April 22, 2024 at 5:00 p.m.

Submitted By: 
Amy Almond, Administrative Officer

Approved By: 
Ben Berlinguette, Chief Administrative Officer



BYLAW # 2024-07

AUTHORITY: Mayor & Council

APPROVAL:

EFFECTIVE DATE:

OF THE TOWN OF VALLEYVIEW IN THE PROVINCE OF ALBERTA

BYLAW # 2024-07 (A BYLAW TO AMEND THE LAND USE BYLAW)

A Bylaw of the Town of Valleyview, Province of Alberta, to amend Land Use Bylaw #2022-11.

WHEREAS: The Municipal Council of the Town of Valleyview, Province of Alberta, has adopted a Land Use Bylaw;

WHEREAS: The Council has the authority under the provisions of the Municipal Government Act, RSA 2000, Chapter M-26, Section 191 (1) to amend the Land Use Bylaw; and

WHEREAS: The Council deems it desirable to amend Land Use Bylaw #2022-11;

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

1. That Table C4.1: Signs by Land Use District in Section C4 (Signs) be amended by including Portable Signs as use and Electronic Signs as discretionary use in the Public Service district illustrated on Schedule "A" attached hereto.
2. That this Bylaw shall come into effect on the date of final passage thereof.

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time and finally passed this _____ day of _____, 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

Table C4.1: Signs by Land Use District

District	Sign Type										
	Billboard	Canopy/Awning	Construction	Electronic Display	Fascia	Freestanding	Portable	Projecting	Sandwich Board	Vehicle	Window
RR			P								P
RG			P								P
RMD			P								P
RMH			P								P
RL			P								P
CD		P	P		P		D	P	P		P
CG		P	P		P		D	P	P		P
CS	D	P	P	P	P	P	D	P	P	P	P
CH	D	P	P	P	P	P	D	P	P	P	P
IG	D	P	P	P	P	P	P	P	P	P	P
PS			P	D	P		P	P	P		
UR	D		P		P		P	P	P	D	

P = Permitted D = Discretionary



Town of Valleyview Request For Decision

Date:	March 25, 2024
From:	Kathy McCallum – Director of Corporate Services
Subject:	Commitment of Funds for Proposed Demolition

1.0 PURPOSE

To seek Councils approval to commit funds for the proposed demolition of the structures located at 4627-51 Avenue. Includes: 1975 Double Wide Trailer, decking, shed and contents and the fence on the north, west and south side of the property.

2.0 BACKGROUND AND DISCUSSION

Property located at 4627-51 Avenue has completed the tax sale process and has been acquired by the Town via Tax Forfeiture as per section 424(1) of the MGA.

In an effort to work towards beautification of the community, it is Administrations request to have Council confirm commitment of associated demolition/disposal expenditures up to \$10,000.00, to cover the Town's cost of this project.

3.0 ALTERNATIVES

- 3.1 Council approves the commitment of funds up to \$10,000.00, of the associated demolition expenditures/disposal of the structures located at 4627-51 Avenue.
- 3.2 Council receives this RFD "4627-51 Avenue – Commitment of Funds for Proposed Demolition" as information only at this time.

4.0 FINANCIAL IMPLICATIONS

Upset limit of \$10,000.00 with funds coming from accumulated surplus.


5.0 ATTACHMENTS

- 5.1 Quotation to demolish double wide trailer located at 4627-51 Avenue, shed, contents, decking, trees located alongside trailer.

6.0 RECOMMENDATIONS

Council approves the commitment of funds up to \$10,000.00, of the associated demolition expenditures of the structures located at 4627-51 Avenue.

Council approves the commitment of funds up to \$10,000.00, of the associated demolition expenditures of the structures located at 4627-51 Avenue.

Submitted By: 
Kathy McCallum, Director of Corporate Services

Approved By: 
Ben Berlinguette, Chief Administrative Officer

Northpoint Contracting

Quotation

Box 573
Valleyview, Alberta T0H 3N0

(780)524-9538

Quotation for:
Town of Valleyview
4627-51 Ave. Demo

QUOTATION NUMBER 1012
DATE Mar. 14, 2024

Sales Tax Rate:

5.00%

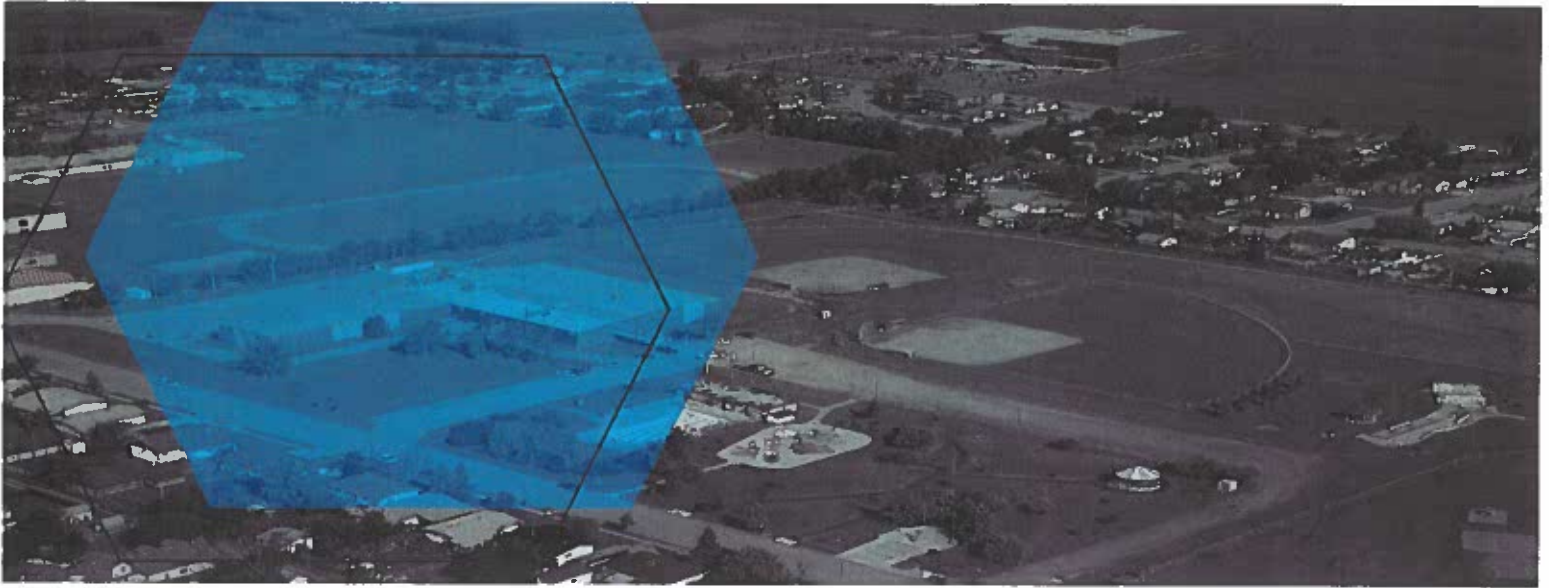
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Quotation to demolish double wide trailer located at 4627-51 Ave. Remove fence, decks and shed. Remove trees alongside trailer. Demolish trailer separating shingles, wood debris and metal or concrete. Supply worksite fencing around lot perimeter. Cap water and sewer lines below frost line. Grade site after demo is completed . Will supply grade material as needed. Tipping fees are in addition to quotation with 10% handling fee if Northpoint landfill account is used. Work can proceed immediately if quotation is accepted. Quotation is based on the absence of asbestos.</p>		9,440.00
		SUBTOTAL	9,440.00
		TAX	472.00
		FREIGHT	9,912.00

DIRECT ALL INQUIRIES TO:
Dean Adolphson
(780) 524-9538
ddadolph@telusplanet.net

Northpoint Contracting
Box 573
Valleyview, Alberta
T0H 3N0

THANK YOU FOR YOUR BUSINESS!

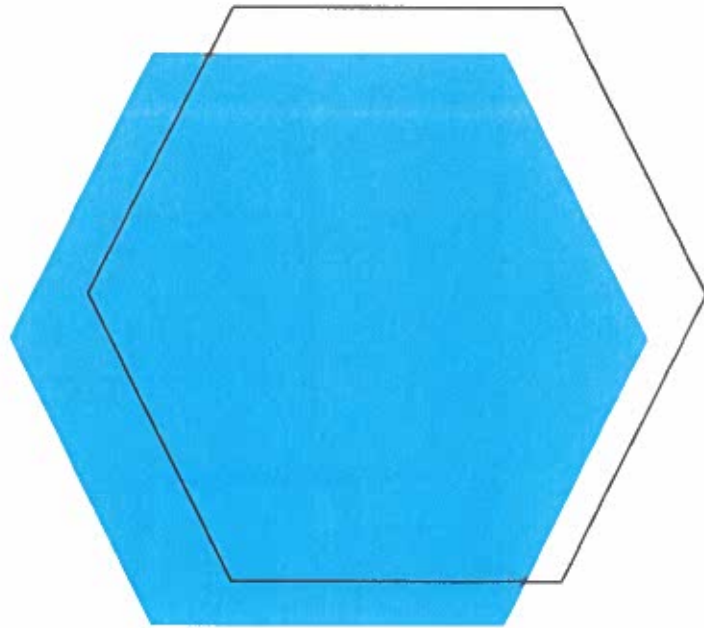
GST # 827406042



CORRESPONDENCE



CORRESPONDENCE



REGULAR COUNCIL MEETING

COUNCIL CHAMBERS
TOWN ADMINISTRATION OFFICE





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2

- **Public Library Services (open to Library Boards serving a population under 10,000) –** Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities) –** An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities) –** An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000) –** An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

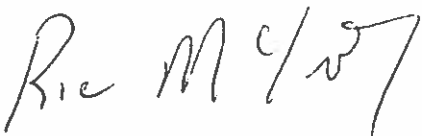
Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



Green View FCSS *Volunteer Appreciation*

Annual Event to Honour our Volunteers

Green View FCSS would like to invite all volunteers, and their families, to the Volunteer Appreciation Dinner, which is held annually to recognize the many volunteers that keep our community strong & growing.

Dinner will be held on April 9, 2024

At Valleyview - Memorial Hall

From 5:00pm to 7:00pm

Please share this invitation with others in your community, so that all volunteers can be involved in the celebration!

If you would like to nominate a volunteer, please visit or call Green View FCSS Valleyview at 780-524-7603
Nomination Deadline: April 5, 2024



Green View Family & Community Support Services
4707 - 50 St. Box 1049
Valleyview, AB T0H 3N0



Volunteer Nomination Form

<input type="checkbox"/> Individual	<input type="checkbox"/> Group	<input type="checkbox"/> Youth
Volunteer or Group Name		
*Group Contact Person (if nominating a group)		
Volunteer or Group Address		
*Volunteer Phone Number		
Nominator Name		
Nominator Phone Number		

*Denotes mandatory fields

List the volunteer activities this person or group is involved with and why you think they should be recognized for their volunteer contributions. Please limit description to 250 words.

Volunteer nominees will be contacted to attend an Appreciation Dinner on April 9, 2024 in Valleyview.
Nomination deadline is April 5th, 2024

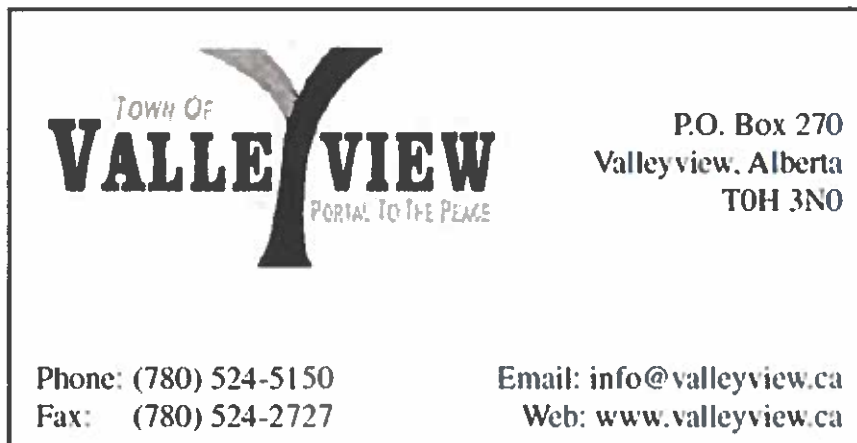
Return Form To:
Green View Family & Community Support Services
4707 – 50 St.
Phone: 780-524-7603
Fax: 780-524-4130
Email: Lisa.Hannaford@MDGreenview.ab.ca

** The personal information on this form is collected under the authority of s33 (c) and s39(1)(a)(b)(c) of the Freedom of Information and Privacy (FOIP) Act. The information is required for the purpose of carrying out an operating program or activity of Greenview, Volunteer Nominations. If you have any questions about the collection, use or disclosure of your personal information, please contact Greenview's FOIP coordinator at 780-524-7600 or foip@mdgreenview.ab.ca

Here is the information regarding our 18th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

Here's your annual partnership ad Still only \$345 tax incl.



The logo for the Town of Valleyview features a large stylized 'Y' with 'TOWN OF' above it and 'VALLEYVIEW' in large bold letters across it. Below the 'Y' is the tagline 'PORTAL TO THE PEACE'. To the right of the logo is the address: 'P.O. Box 270, Valleyview, Alberta, T0H 3N0'. Below the logo and address are contact details: 'Phone: (780) 524-5150', 'Fax: (780) 524-2727', 'Email: info@valleyview.ca', and 'Web: www.valleyview.ca'.

2022 - \$315.00
2023 - \$315.00
2024 - \$345.00
* Increase of \$30.00 *

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

We would sincerely appreciate your organization's support and appreciation for our Veterans by purchasing an advertisement in our next edition. If you require any additional information, please reply to this email or phone me at our toll-free number below.

I will be in contact in a few days for your response. Thank you again for your consideration.

Respectfully,

Christopher Melanson.

Advertising Rep/Military Service Recognition Book

Alberta / NWT Command - Royal Canadian Legion

Campaign Office 1-888-404-1877



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CAUTION: This e-mail has originated from outside your organization.



**Alberta-Northwest Territory Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,776.19	+ \$138.81	= \$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,414.29	+ \$120.71	= \$2,535.00
Full Colour 2 Page Spread	\$3,861.90	+ \$193.10	= \$4,055.00
Full Page (Full Colour)	\$1,928.57	+ \$96.43	= \$2,025.00
Full Page	\$1,447.62	+ \$72.38	= \$1,520.00
½ Page (Full Colour)	\$1,085.71	+ \$54.29	= \$1,140.00
½ Page	\$842.86	+ \$42.14	= \$885.00
¼ Page (Full Colour)	\$657.14	+ \$32.86	= \$690.00
¼ Page	\$533.33	+ \$26.67	= \$560.00
1/10 Page (Full Colour)	\$395.24	+ \$19.76	= \$415.00
1/10 Page (Business Card)	\$328.57	+ \$16.43	= \$345.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6





**Alberta-Northwest Territories Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave **Veterans** who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

Rosalind LaRose
President