



AGENDA
REGULAR COUNCIL MEETING
June 9, 2025 @ 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 25-13 from the Regular Meeting of Council held on Monday, May 26, 2025.

3.2 Business arising from Minutes

4. PUBLIC HEARINGS

4.1 There are no Public Hearings

5. PRESENTATIONS & DELEGATIONS

5.1 There are no Presentations & Delegations

6. TOWN OPERATIONAL REPORTS

6.1 Utilities Report submitted by Carol McCallum;

6.2 Public Works Report Submitted by Dave Descheneaux;

6.3 Community Services Report submitted by Tracey Stewart;

6.4 Bank Reconciliation for month ending April 30, 2025:

COMMITTEE REPORTS (Boards, Commissions & Committee Minutes)

7.1 Valleyview Municipal Library Board Meeting Minutes, March 18, 2025

7.2 Heart River Housing Meeting Minutes April 17, 2025

8. OLD BUSINESS

8.1 There is no Old Business

9. NEW BUSINESS

9.1 RFD – 2025 Sidewalk Repair and Replacement Prioritization

- 9.2 RFD – Advance Vote 2025 Municipal Election
- 9.3 RFD – Municipal Emergency Management DEM/DDEM Appointments
- 9.4 RFD – 2026 Budget Cycle
- 9.5 RFD – Workplace Harassment and Violence Prevention Policy
- 9.6 RFD – Council Chambers Layout
- 9.7 RFD – Hold one Regular Council Meeting per month in July and August

10. BYLAWS

- 10.1 There are no Bylaws

11. CORRESPONDENCE

- 11.1 Town of Valleyview – Canada Day Invitation
- 11.2 Peace Library System – Updated Peace Library System Master Agreement
- 11.3 Alberta Water/Wastewater Partnership – WTP Process Upgrades
- 11.4 Hillside Junior Senior High School – ASAA Track & Field Provincials

12. CLOSED SESSION

- 12.1 There is no Closed Session

13. ADJOURNMENT



Town of Valleyview Request For Decision

Date:	June 23, 2025
From:	Kathy McCallum, Director of Corporate Services
Subject:	Hold one Regular Council Meeting per month in July and August 2025

1.0 PURPOSE

To seek Council's approval to hold one Regular Council Meeting per month for the months of July and August 2025, being July 14 and August 11, 2025.

2.0 BACKGROUND AND DISCUSSION

The Regular Council Meetings in July and August have been held only once per month in the summer months due to summer holidays and slower season for Agenda Items.

3.0 ALTERNATIVES

- 3.1 Council directs Administration to hold one Regular Council Meeting per month in July and August, being July 14, 2024, and August 11, 2025.
- 3.2 Council directs Administration to change the dates of the July and August meetings to alternative dates that better suit Councilor's schedules.
- 3.3 Council directs Administration to leave the Regular Council Meeting scheduled for the 2nd and 4th Mondays of each month.

4.0 FINANCIAL IMPLICATIONS

None

5.0 RECOMMENDATIONS

- 5.1 Council directs Administration to hold one Regular Council Meeting per month in July and August, being July 14, 2025, and August 11, 2025.

Submitted By: 
Kathy McCallum, Director of Corporate Services

Approved By: 
Jim Fedyk, Chief Administrative Officer



June 6, 2025

VIA EMAIL: lrobison@peacelibrarysystem.ab.ca

Peace Library System
8301 110 Street
Grande Prairie, AB T8W 6T2

Attention: Louisa Robison, CEO

Dear Ms. Robison,

Re: Updated Peace Library System Master Agreement

We are in receipt of your Board's letter enclosing an updated Peace Library System Master Agreement for consideration by Town Council and the membership as a whole.

First, we thank you and your team for their work in updating this Agreement, ensuring clarity and adding important clauses not previously captured in the original agreement. Your time and effort dedicated to this amendment is appreciated.

After reviewing the cover letter, we wish to address a slight misstatement regarding increases to PLS's annual levy. The letter suggests that the levy did not change between 2016 and 2023. However, the amending agreement updated in November 2014 clearly gives a 5% increase to the levies for the years 2014 through 2018.

Additionally, the rates applied under cover of PLS's June 2023 letter implemented increases for 2024 through 2026 contrary to the current Master Agreement and PLS Bylaws which state:

Current Master Agreement

17.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of the Parties to this Agreement that they have so authorized such amendment. The Parties to this Agreement shall conform with such amendment upon notification from the Board that this paragraph has been fulfilled.

Peace Library System Procedural Bylaws

4.3.2 Setting Membership Fees

...Amendment of the fee schedule in the Master Agreement for Full Members requires receipt by the Board of written authorization from two-thirds of the Full Members.



As far as Administration is aware, no such authorization was sought or received. Nevertheless, a 5% levy increase was applied to the rates in 2024 and 2025 and are set to be implemented in 2026. Cumulatively, the 5% increases equate to 25% over 2015 rates during the period between 2016-2025 and is set to be 30% in 2026.

As for the proposed amendments to Schedule "B", we have concerns with adding the ability for the Board to unilaterally increase the annual levy by up to 5% year over year, indefinitely. This would mean that in a five-year period, PLS's levy could increase by 25%. In a time where municipalities are being asked to keep budget increases to a minimum, make cuts, and find spending efficiencies, the ability to increase rates by 5% without approval by the Parties is significant.

We of course recognize inflationary impacts, rising prices of goods, etc., on your budget, and appreciate your attempt to cut red tape and ease administrative burden by removing the need to seek approval of +/- 25 municipalities to implement needed levy increases to sustain optimal operations.

We suggest an amendment to schedule "B" that relates the levy increases to CPI. For example, enabling the Board to approve an increase equal to CPI up to a maximum of 3% per year with anything above requiring ratification by 2/3 of the membership. Such an increase better aligns with municipal budgetary practices, gives consideration to impacts on our budgets, and addresses concerns in relation to inflation, increased costs, and administrative burden in seeking ratification of members for annual increases.

We also note that any change to the Master Agreement with respect to how fee changes are implemented will need an accompanying amendment to PLS's Bylaws.

Thank you again for your time spent updating the Agreement and thank you for taking the time to consider our above-noted concerns.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Miller", written over a horizontal line.

Barbara Miller, CPA, CGA, CLGM
Chief Administrative Officer
/kp

cc: Peace Library System Board Chair, Carolyn Kolebaba
Peace Library System Members

June 6, 2025

Vern Lymburner
Mayor
Town of Valleyview
PO Box 270
Valleyview, AB T0H 3N0

Dear Mayor Lymburner,

**Subject: Alberta Municipal Water/Wastewater Partnership
Town of Valleyview – Water Treatment Plant Process Upgrades**

I am writing with respect to your application regarding grant funding for the above project under the Alberta Municipal Water/Wastewater Partnership (AMWWP).

Please be advised that the AMWWP fiscal year budget for 2025/2026 is committed, and your project was not recommended for funding approval at this time. The applications for the **Town of Valleyview – Water Treatment Plant Process Upgrades** will remain in our system for consideration for funding under future budgets. Please provide any updates regarding project cost and scope to this office as it becomes available.

If you require any further information, please contact Samantha Lee at 780-618-4357.

Regards,



Derek Young
Regional Director

SL

cc: Danny Jung, Infrastructure Manager
Samantha Lee, Infrastructure Technologist



Hillside Junior Senior High School

Postal Bag #3, Valleyview, Alberta T0H 3N0
Phone (780) 524-3277 Fax (780) 524-4205

June 02, 2025

Town of Valleyview
4802 – 50th Street
Valleyview, AB T0H 3N0

Attention: Kathy McCallum, Director of Corporate Services

Dear Mrs. McCallum

This year, Hillside High School qualified to send 4 representatives in Grades 10-12 to ASAA Track and Field Provincials in Calgary, Alberta. The event takes place from Friday June 6 to Saturday, June 7, 2025. The following athletes qualified: Miko Ambas, Breeze Caindec, Faith Polachuk, and Jennifer Finnie.

We are requesting assistance from the Town of Valleyview to keep costs at a minimum for these accomplished athletes. Our current costs associated with attending this event are as follows:

- Athlete Registration - \$100.00/team
- Accommodations - \$2622.54 (4 rooms x 2 nights)

Thank you in advance for your consideration.

Sincerely,

Derek Cooney
Head Coach
Hillside Jr. Sr. High School

base grant	100.00	+
athlete	50.00	+
athlete	50.00	+
athlete	50.00	+
athlete	50.00	+
	300.00	



TOWN OF VALLEYVIEW Policy COU-10-01

Policy Title: Financial Assistance for Recognition of Achievement
Authority: Council
Effective Date: April 25, 2016
Approval: April 25, 2016
Supersedes: February 28, 2005

PURPOSE:

To provide a guideline when awarding financial assistance to non-profit organizations and school participants in offsetting costs when participating in provincial, national or international events.

POLICY STATEMENT:

The Town of Valleyview will financially assist non-profit organizations and school groups or individuals when they qualify through competition to compete at provincial, national and/or international levels to recognize their significant achievement.

1. Non-profit organizations and school participants can apply for financial assistance from the Town.
2. Applicants must be a member of a recognized non-profit organization or school group to qualify.
3. Council will provide funding to individuals or teams that compete at provincial, national and/or international competitions.
4. The organization, group or individual must be based out of the Town of Valleyview.
5. The Town Manager may authorize the payment of a base grant of \$100.00 plus \$50.00 per participant, to a maximum of \$1,000 subject to available funds in the established annual budget.
6. The Town Manager will inform Council of all payments made under this policy.