



**AGENDA**  
**REGULAR COUNCIL MEETING**  
**September 22, 2025 @ 5:00 p.m.**  
**IN THE TOWN OF VALLEYVIEW**  
**COUNCIL CHAMBERS**

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1. **CALL TO ORDER**
2. **ACCEPTANCE OF AGENDA** (adds & deletes)
3. **ADOPTION OF MINUTES**
  - 3.1 Minutes 25-17 from the Regular Meeting of Council held on Monday, September 8, 2025.
  - 3.2 Business arising from Minutes
4. **PUBLIC HEARINGS**
  - 4.1 There are no Public Hearings
5. **PRESENTATIONS & DELEGATIONS**
  - 5.1 Valleyview Municipal Library Board 2026 Budget
6. **TOWN OPERATIONAL REPORTS**
  - 6.1 There are no Operational Reports

**COMMITTEE REPORTS** (Boards, Commissions & Committee Minutes)

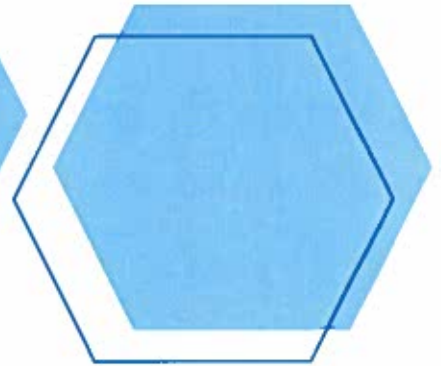
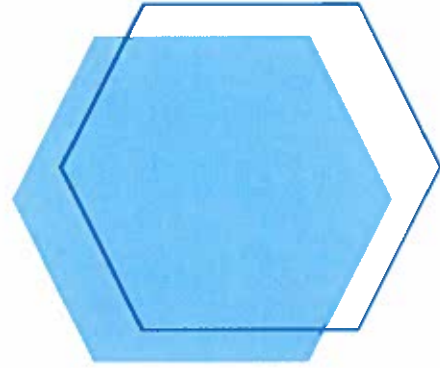
  - 7.1 Green View Family and Community Support Services Regular Board Meeting Minutes, Wednesday June 18, 2025
  - 7.2 Municipal Planning Commission Minutes June 9, 2025
8. **OLD BUSINESS**
  - 8.1 There is no Old Business
9. **NEW BUSINESS**
  - 9.1 RFD – ATCO – 2026 Franchise Fee
  - 9.2 RFD – Rescheduling Organizational Meeting and First Regular Council Meeting
  - 9.3 RFD – Library Board Appointments
  - 9.4 RFD – Adoption of ADM-25-02 Restricted Reserves Policy
  - 9.5 RFD – Reserve Transfers and Adjustments in Alignment with Reserve Policy

- 9.6 RFD – Reschedule October 13, 2025 Regular Council Meeting
- 10. BYLAWS**
- 10.1 RFD – Bylaw #2025-07 Fees and Charges Bylaw  
10.2 RFD – Bylaw #2025-16 Amendment #1 to the Cemetery Bylaw  
10.3 RFD – Bylaw #2025-17 Valleyview Municipal Library Board Bylaw  
10.4 RFD – Bylaw #2025-18 Designated Officers Bylaw
- 11. CORRESPONDENCE**
- 11.1 RCMP K Division Commanding Officer Meeting Request  
11.2 MD Greenview Reeve or alternate – Alberta Municipalities 2025 Convention  
11.3 Little Smoky Community Center 60<sup>th</sup> Anniversary Party  
11.4 Grand Re-Opening Caribou Child & Youth Centre October 21, 2025
- 12. CLOSED SESSION**
- 12.1 FOIP Section 16
- 13. ADJOURNMENT**



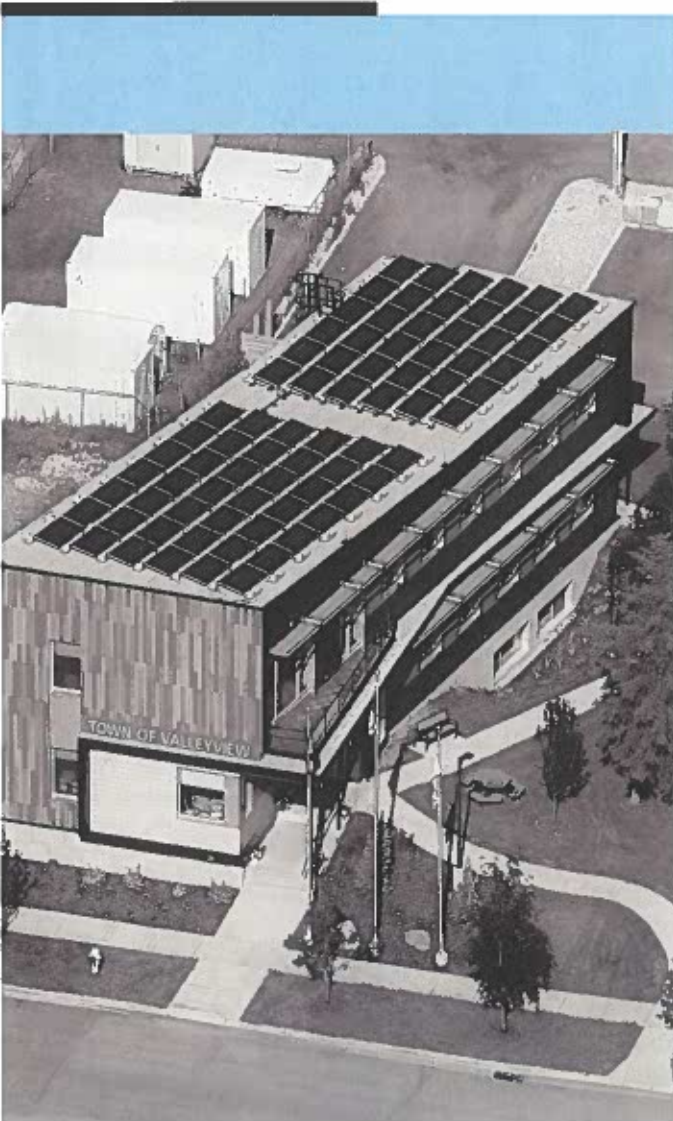
# MINUTES

MINUTES



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE





**TOWN OF VALLEYVIEW  
REGULAR COUNCIL MEETING MINUTES  
MINUTES 25-17  
Monday September 8, 2025  
5:00 PM IN THE TOWN OF VALLEYVIEW  
COUNCIL CHAMBERS**

**PRESENT**

Mayor

Councillors:

Vern Lymburner

Delwin Slemp in at 5:03pm

Ken Wittig

Danny McCallum in at 5:09pm

Tanya Boman

Samantha Steinke

**REGRETS**

Councillor:

**ADMINISTRATION**

Chief Administrative Officer

Director of Corporate Services:

Director of Utilities & Asset Management

Director of Community Services:

Director of Public Works:

Administrative Officer/Recording Secretary:

Jim Fedyk

Kathy McCallum

Carol McCallum

Archie Stewart

Dave Descheneaux

Karen Staples

**1. CALL TO ORDER**

Call to Order

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

**2. ACCEPTANCE OF AGENDA (adds & deletes)**

Agenda Acceptance  
Resolution #25-17-237

2.1 Councillor Boman moved that Town Council adopt the August 11, 2025, Regular Council Meeting Agenda as amended.

CARRIED

**3. ADOPTION OF MINUTES**

3.1 Regular Council Meeting Minutes 25-16 August 11, 2025.

RCM Minutes  
Resolution #25-17-238

Councillor Wittig moved that Town Council approve the Regular Town Council Meeting Minutes 25-16 dated Monday August 11, 2025, as presented.

CARRIED

3.2 Business arising from Minutes

No Business arising from the 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 August 31, 2025

Town Operational Reports  
Resolution #25-17-239

Councillor Steinke moved that Town Council accept the Town Operational Reports as presented.

CARRIED

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

- 7.1 Valleyview & Districts Recreation Board Meeting Minutes from August 12, 2025
- 7.2 Valleyview Municipal Library Board Meeting from April 16, 2025
- 7.3 Valleyview Municipal Library Board Meeting from May 21, 2025

Committee Reports  
Resolution #25-17-240

Councillor Wittig moved that Town Council accept the Committee Reports as presented.

CARRIED

#### **8. OLD BUSINESS**

8.1 There is no Old Business

#### **9. New Business**

9.1 RFD – Fall Council Orientation – to contract a consultant to deliver Council Orientation training as required under the Municipal Government Act (MGA), as amended by the Municipal Affairs Statutes Amendment Act, 2024

New Business  
Resolution #25-17-241

Councillor Steinke moved that Town Council approve alternative 3.2 and have training delivered in house by administration on Saturday November 1, 2025.

CARRIED

9.2 RFD – 2026 Utility Rate Changes Public Participation Plan – informing residents and businesses about upcoming 2026 utility rate plan for cost recovery and the addition of infrastructure fees.

New Business  
Resolution #25-17-242

Councillor Steinke moved that Town Council approves the 2026 Utility Rate Changes Public Participation Plan as presented.

CARRIED

9.3 RFD – Community Development Initiative Agreement (CDI) with the MD of Greenview No. 16, which provides annual grant funding for operating and capital priorities, as well as Tax Equivalency Funding for critical infrastructure.

New Business  
Resolution #25-17-243

Councillor Steinke moved that Town Council approve the community Development Initiative (CDI) Agreement with the Municipal District of Greenview No. 16 as presented and authorize the Mayor and Chief Administrative Officer to execute the agreement.

CARRIED

9.4 RFD – Budget Postponement – Postpone 2026 budget deliberations (Committee of the Whole) from September 23, 2025, and to reschedule the draft Operating and Capital Budgets presentation to Council from the originally planned September 22 Regular Meeting to October 13, 2025

New Business  
Resolution #25-17-244

Councillor McCallum moved that Town Council approve rescheduling the Committee of the whole budget deliberations from September 9, 2025, to September 23, 2025, and the draft Operating and Capital Budgets presentation from the Regular Meeting of September 22, 2025, to the Regular Meeting of October 13, 2025

CARRIED

9.5 RFD – Policy #25-01 Water Rate Relief Policy – which will provide financial assistance to eligible low-income households toward the water portion of their utility bills, effective January 1, 2026

New Business  
Resolution #25-17-245

Councillor McCallum moved that Town Council table the Water Relief Policy #25-01 until such time we receive feedback from the public and accept as information at this time.

CARRIED

9.6 RFD – Emergency Heater Replacement – Edson Trail Lift Station – replacement of the failed heater at the Edson trail Lift Station awarded to a qualified contractor for up to \$13,500.00.

New Business  
Resolution #25-17-246

Councillor Boman moved that Town Council approve the cost of up to \$13,500.00 to replace the heater at Edson Trail Lift Station with funding from unrestricted reserves and authorize the CAO to award the work to a qualified contractor and execute the necessary documents

CARRIED

9.7 RFD – FCSS Member Appointment – To seek Council approval to advertise (1) member at large position on the Green View FCSS Board, and that Both Ms. Gavin and Mr. Jensen be advised of their ability to apply.

New Business  
Resolution #25-17-247

Councillor McCallum moved that Town Council approve the advertisement of (1) member-at-large and advise Ms. Gavin and Mr. Jensen of their eligibility to apply and further there will be one vacant spot until a person is appointed.

CARRIED

## 10. BYLAW

10.1 RFD – Bylaw #2025-08 The Municipal Planning Commission Bylaw – The current Municipal Planning Commission Bylaw makes it difficult to obtain quorum when members-at-large or Council members are absent. Proposed new Bylaw will replace the existing one with the only change being Council members may step in to fill vacant seats as needed to achieve quorum.

Bylaw  
Resolution #25-17-248

Councillor Steinke moved to give first reading of The Municipal Planning Commission Bylaw #2025-08.

CARRIED

Bylaw  
Resolution #25-17-249

Councillor Slemm moved to give the second reading of The Municipal Planning Commission Bylaw #2025-08.

CARRIED

Bylaw  
Resolution #25-17-250

Councillor McCallum moved to consider the third reading of The Municipal Planning Commission Bylaw #2025-08.

CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-17-251

Councillor Wittig moved to give the third and final reading of The Municipal Planning Commission Bylaw #2025-08.

CARRIED

10.2 RFD – Bylaw #2025-09 The Subdivision Authority Bylaw – establishing a new bylaw to replace the current version. While most provisions remain unchanged, the new bylaw introduces a key improvement by granting the CAO authority to delegate Subdivision Authority to an external agency through a contractual arrangement with the Town.

Bylaw  
Resolution #25-17-252

Councillor Slemm moved to give first reading of The Subdivision Authority Bylaw #2025-09

CARRIED

Bylaw  
Resolution #25-17-253

Councillor McCallum moved to give the second reading of The Subdivision Authority Bylaw #2025-09.

CARRIED

Bylaw  
Resolution #25-17-254

Councillor Wittig moved to consider the third reading of The Subdivision Authority Bylaw #2025-09.

CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-17-255

Councillor Boman moved to give the third and final reading of The Subdivision Authority Bylaw #2025-09.

CARRIED

10.3 RFD – Bylaw #2025-10 Rescinding Bylaw #2023-09 – to rescind Bylaw #2023-09, an amendment to the Land Use Bylaw (LUB), which removed fencing regulations from the LUB and placed them in the Community Standards Bylaw.

Bylaw  
Resolution #25-17-256

Councillor Boman moved to give first reading of Rescinding Bylaw #2025-10.

CARRIED

Bylaw  
Resolution #25-17-257

Councillor Steinke moved to give the second reading of Rescinding Bylaw #2025-10.

CARRIED

Bylaw  
Resolution #25-17-258

Councillor Slemp moved to consider the third reading of The Rescinding Bylaw #2025-10.

CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-17-259

Councillor McCallum moved to give the third and final reading of The Rescinding Bylaw #2025-10.

CARRIED

10.4 RFD – Bylaw #2025-11 Enforcement Procedures Bylaw – consolidation of fine schedules from multiple bylaws, for review and approval, ensuring consistency in enforcement and ease of administration.

Bylaw  
Resolution #25-17-260

Councillor Wittig moved to give first reading of the Enforcement Procedures Bylaw #2025-11

CARRIED

Bylaw  
Resolution #25-17-261

Councillor Boman moved to give the second reading of the Enforcement Procedures Bylaw #2025-11

CARRIED

Bylaw  
Resolution #25-17-262

Councillor Steinke moved to consider the third reading of the Enforcement Procedures Bylaw #2025-11

CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-17-263

Councillor Slemp moved to give the third and final reading of the Enforcement Procedures Bylaw #2025-11

CARRIED

10.5 RFD – Bylaw #2025-12 Community Standards Bylaw – Replacing Bylaw #2023-11 to ensure the municipality can effectively enact and enforce the bylaw.

Bylaw  
Resolution #25-17-264

Councillor McCallum moved to give first reading of the Community Standards Bylaw #2025-12.

CARRIED

Bylaw  
Resolution #25-17-265

Councillor Wittig moved to give the second reading of the Community Standards Bylaw #2025-12

CARRIED



Bylaw Resolution #25-17-266	Councillor Boman moved to consider the third reading of The Community Standards Bylaw #2025-12  CARRIED UNANIMOUSLY
Bylaw Resolution #25-17-267	Councillor Steinke moved to give the third and final reading of The Community Standards Bylaw #2025-12.  CARRIED
	10.6 RFD – Bylaw #2025-13 Traffic Control Bylaw – replacing Bylaw 2024-08, following a complete review to ensure the municipality can effectively enact and enforce the bylaw.
Bylaw Resolution #25-17-268	Councillor Slomp moved to give first reading of the Traffic Control Bylaw #2025-13  CARRIED
Bylaw Resolution #25-17-269	Councillor McCallum moved to give the second reading of the Traffic Control Bylaw #2025-13  CARRIED
Bylaw Resolution #25-17-270	Councillor Wittig moved to consider the third reading of The Traffic Control Bylaw #2025-13  CARRIED UNANIMOUSLY
Bylaw Resolution #25-17-271	Councillor Boman moved to give the third and final reading of The Traffic Control Bylaw #2025-13.  CARRIED
	10.7 RFD – Bylaw #2025-14 Waste Management – Replacing Bylaw #2024-06 with Bylaw #2025-14 following a complete review to ensure the municipality can effectively enact and enforce the bylaw.
Bylaw Resolution #25-17-272	Councillor McCallum moved to give first reading of the Waste Management Bylaw #2025-14  CARRIED
Bylaw Resolution #25-17-273	Councillor Wittig moved to give the second reading of the Waste Management Bylaw #2025-14  CARRIED
Bylaw Resolution #25-17-274	Councillor Boman moved to consider the third reading of The Waste Management Bylaw #2025-14  CARRIED UNANIMOUSLY
Bylaw Resolution #25-17-275	Councillor Steinke moved to give the third and final reading of The Waste Management Bylaw #2025-14.  CARRIED

## 11.CORRESPONDENCE

	11.1 Alberta RCMP Provincial Policing Report
Correspondence Resolution #25-17-276	Councillor McCallum moved that Town Council accept the Alberta RCMP Provincial Policing Report as information.

		CARRIED
	11.2 Working Together to Address Electricity Distribution Rates Disparities.	
Correspondence Resolution #25-17-277	Councillor Steinke moved to accept the Electricity Distribution Rates Disparities as information	
		CARRIED
	11.3 ATCO Electric Revenue Forecast for 2026 Franchise Fee	
Correspondence Resolution #25-17-278	Councillor Wittig moved that Town Council accept the ATCO Electric Revenue Forecast for 2026 Franchise Fee as information.	
		CARRIED
	Councillor Wittig stepped out at 6:19pm, back in at 6:20pm	
	<b>12. CLOSED SESSION</b>	
	12.1 FOIP 17 CAO Contract	
Closed Session Resolution #25-17-279	Councillor McCallum moved that Town Council move into Closed Session at 6:20pm.	
		CARRIED
	Attendance: CAO Jim Fedyk Mayor Vern Lymburner Councillor Danny McCallum Councillor Ken Wittig Councillor Delwin Slomp Councillor Samantha Steinke Councillor Tanya Boman	
	Councillor Boman moved that Town Council reconvene in Open Session at 6:33pm	
Closed Session Resolution #25-17-280		CARRIED
Closed Session Resolution #25-17-281	Councillor Steinke moved that Town Council waive the condition of the four-month contractual period and confirm that the agreement continues immediately under its standard terms.	
		CARRIED
	<b>13. ADJOURNMENT</b>	
Adjournment Resolution #25-17-282	Councillor Slomp moved the Monday, September 8, 2025, Regular Council Meeting adjourned at 6:36pm.	
		CARRIED

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Mayor, Vern Lymburner

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CAO, Jim Fedyk



# REGULAR COUNCIL MEETING

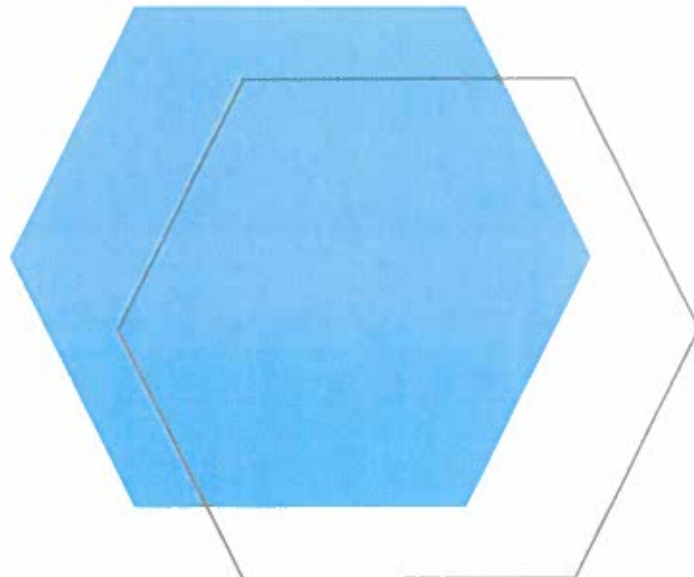
COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE

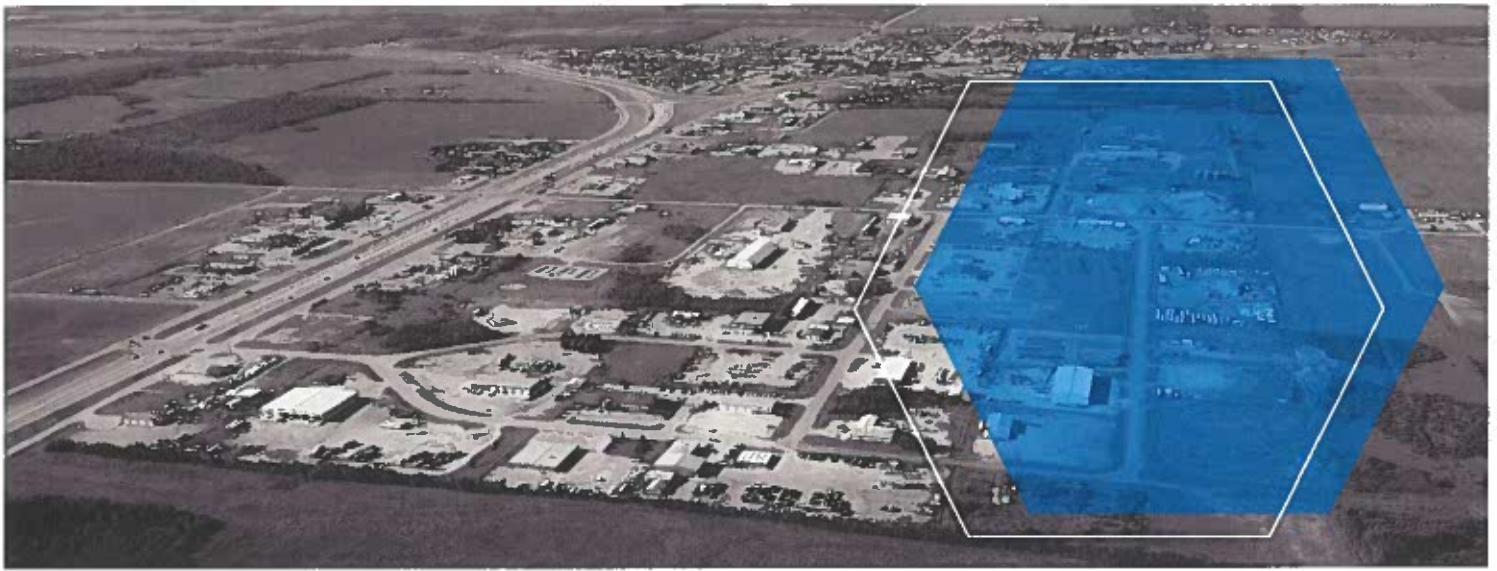


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# PUBLIC HEARINGS

PUBLIC HEARINGS





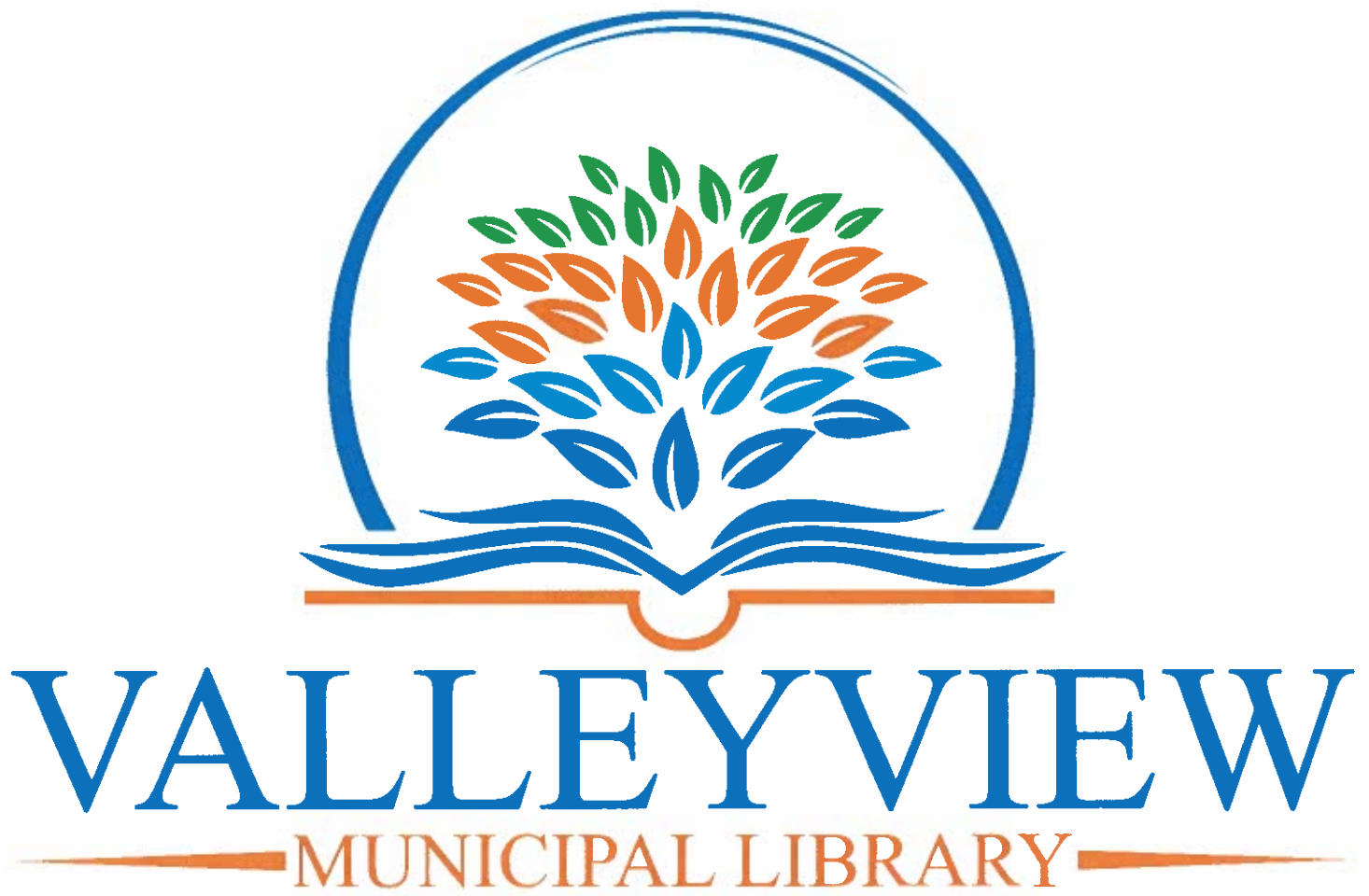
# PRESENTATIONS & DELEGATIONS

PRESENTATIONS & DELEGATIONS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



## **2026 Budget**

## **The Valleyview Municipal Library is funded through three main funding streams:**

- Town of Valleyview
- MD of Greenview #16 via the MD of Greenview Library Board
- Province of Alberta—Municipal Affairs, Public Library Services Branch (PLSB)

## **The Library also generates income in the following ways:**

- Fees for various library services such as printing, scanning, email
- Fees paid to the Library from Library users and other Alberta libraries for lost or damaged items.
- Donations and fundraising
- Grants from organizations
- Bank interest
- Rent for using space in the Library.

The MD of Greenview Library Board and the Town of Valleyview Library Board have a Memorandum of Understanding in place in which the MD of Greenview Library Board has agreed to provide \$125,000 per year to the Valleyview Municipal Library.

The Province of Alberta provides an Annual Operating Grant for all Alberta libraries based on population size. The current grant amount from the Province is \$19,433 per year.

## 2026 Projected Income

Income Source	Projected Income
<b>401-Town of Valleyview</b>	<b>\$60,000</b>
<b>402-MD of Greenview Library Board</b>	<b>\$125,000</b>
<b>403-Province of Alberta Annual Operating Grant</b>	<b>\$19,433</b>
<b>404-Other Income/Grants:</b> <ul style="list-style-type: none"> <li>Pembina Pipeline Corporation (DPIL Grant)</li> <li>VCLC Office Space Rental</li> <li>Other grants as available</li> </ul>	\$5,000 <sup>1</sup> \$3,000 <sup>2</sup> <u>\$1,000</u> <b>\$9,000</b>
<b>407-Lost/Damaged Income from Library Users and other Alberta Libraries</b>	<b>\$1,250</b>
<b>405-Library Services Revenue</b>	<b>\$1,680</b>
<b>406-Donations/Fundraising</b>	<b>\$420</b>
<b>421-Income from Bank Interest</b>	<b>\$3,000<sup>3</sup></b>
<b>TOTAL PROJECTED INCOME</b>	<b>\$219,783</b>

<sup>1</sup>Pembina Pipeline Corporation pledged \$5,000 per year for five years. 2026 is the last year of funding from this grant.

<sup>2</sup>VCLC has rented office space from the Library for several years, and have committed to the same for 2026, but may not continue after 2026.

<sup>3</sup>Bank interest is based on 2025 interest and may be lower as reserves are used.

## 2026 Projected Expenses

<b>HUMAN RESOURCES:</b>	
601-Staff Salaries/Wages	\$ 85,578
602-CRA Remittances	\$ 37,580
603-Pension Plan	\$ 12,520
604-Employee Benefit Plan	\$ 12,220
605-Payroll Service Charges	\$ 950
606-Workers Compensation	\$ 650
618-Staff Professional Development	\$ 1,200
619-Staff Travel/Meals/Accommodation	\$ 1,200
<b>TOTAL HUMAN RESOURCES</b>	<b>\$151,898</b>
<b>LIBRARY RESOURCES:</b>	
630-Collection Development	\$ 2,000
<b>TOTAL LIBRARY RESOURCES:</b>	<b>\$ 2,000</b>
<b>ADMINISTRATIVE EXPENSES:</b>	
623-Professional Services (Financial/Legal)	\$ 6,800
620-Board Professional Development	\$ 500
621-Board Travel/Meals/Accommodation	\$ 500
622-Board Honoraria	\$ 4,200
615-Equipment Lease/Rental	\$ 2,075
613-Contracted Services	\$ 7,500



625-Bank/Moneris Charges	\$ 1,320
612-Library & Office Supplies	\$ 1,000
626-Association Memberships	\$ 800
627-Postage, Freight, Staff vehicle use	\$ 800
624-Programs Expense	\$ 1,020
628-Public Relations Expense	\$ 500
629-Advertising/Promotions Expense	\$ 100
614-General Goods & Services	\$ 4,200
633-GST Paid on Goods & Services	\$ 600
634-Lost/Damaged Fees paid to other Libraries	\$ 720
611-Telephone/Internet/Software	\$ 3,920
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 36,555</b>
<b>BUILDING EXPENSES</b>	
617-Insurance	\$ 4,600
610-TVV Snow Removal	\$ 3,500
616-Building & Grounds Repair	\$ 1,000
608-Power	\$ 7,800
609-Utilities	\$ 4,740
<b>TOTAL BUILDING EXPENSES</b>	<b>\$ 21,640</b>

<b>OTHER EXPENSES:</b>	
631-PLS Allotment Expense	\$ 5,500
637-Technology/Computers/Furnishings	\$ 1,700
<b>TOTAL OTHER EXPENSES:</b>	<b>\$ 7,200</b>
<b>TOTAL PROJECTED OPERATING EXPENSES</b>	<b>\$219,293</b>

## **EXPENSE DETAILS**

### **HUMAN RESOURCES:**

The largest portion of expenses for the Valleyview Municipal Library is Human Resources. Human Resource costs include: Salary/Wages; Canada Revenue Agency Remittances; Employee Benefits; Pension Plan; Workers Compensation Fees, Payroll Fees and Staff Professional Development/Travel.

#### **601-Staff Salary & Wages:**

The salary project for 2026 is based on four staff: (1 Library Director—32-36 hours per week; 1 Program Coordinator/Assistant Manager—32 hours per week; 1 Circulation Clerk—30 hours per week) Tuesday through Saturday for 50 weeks per year; and one janitor with monthly salary of \$1050.

#### **602-Canada Revenue Agency (CRA) Remittances:**

Remittances deducted from employee wages and employer required remittances that are sent to the CRA.

#### **603-Employee Pension Plan**

The Library Director is the only employee eligible for a Pension Plan through the Rural Municipalities Association (RMA) Alberta Communities Pension Plan (ACCP).

Currently, the Library Director and the Library each contribute 9% of the Library Director's bi-weekly salary totalling \$490 per pay period. In 2026, the Library Board will reduce their contribution to 3%, or approximately \$85 per pay period.

#### **604-Employee Benefits**

The Library Director has benefits coverage as part of the Alberta Municipalities Benefit Plan. The premium for this plan is \$722 per month. Benefits for the Program Coordinator/Assistant Manager are provided under Oasis at a premium of \$330 per month.

## **605-Payroll Fees:**

The Library uses payroll software to simplify the payroll process and reduces costs and workload for the Library Director. The program calculates all wages, remittances, direct deposit cheques to staff, remits payments due to CRA, simplifies ROEs and automatically produces T4s. Valleyview Community Learning Council currently reimburses the Library for half the payroll fees, which reduces our cost to \$17.50 per pay period.

## **606-Workers Compensation Board Fees:**

WCB fees are calculated by industry code and the number of employees & volunteers employed. Premiums are paid twice per year. WCB premiums for 2026 are projected at \$650 for the year.

## **618-Staff Professional Development:**

The Library Plan of Service encourages Library Staff to pursue library-related professional development opportunities. It is important for staff to attend training sessions, courses and conferences to ensure they stay up to date on current library issues.

There are two library conferences held in Alberta each year. Peace Library System hosts a regional library symposium in Grande Prairie annually in spring. The Provincial Government and the Alberta Library Trustees Association (ALTA) host a Provincial Library Conference usually held in Edmonton.

**Peace Library System Spring Symposium**—Takes place over 1-2 days in Grande Prairie, AB. We budget for 1 night shared accommodation, travel and meals for 1-2 staff. \$60 each for registration; accommodation \$180/night; mileage from Valleyview to Grande Prairie, return trip 220 km x \$0.58/km \$127.60; Meals \$115.

### **Stronger Together Provincial Library Conference**

The Provincial Library Conference takes place over 2 days in October of each year. Based on 2025 numbers, costs would include \$299 per person registration (early bird is \$299 per person—\$399 per person after); 2 nights shared accommodation \$396.76; Mileage 700 km x \$0.58/km is \$385; Meals \$240.

### **Other Courses:**

Staff often take online courses and webinars to build their skills to provide better services to our community. These might include First Aid; Mental Health First Aid; Working with Marginalized People; etc. Costs for these types of courses have not been included in the 2026 budget. Staff also look for training opportunities that are free or low-cost.

## **630-Collection Development:**

Funds for Collection Development are set aside to supplement the Annual Allotment Funding provided to Peace Library System for purchasing library books and other materials. Libraries may submit up to a maximum of \$2,000 per year without penalties.

Libraries may submit amounts over \$2,000 per year to supplement the allotment subject to a 10% processing fee. To avoid additional processing fees, the Library generally stays under the \$2,000 per year amount.

### **623-Professional Services**

As per the Libraries Act, the Library must have an Annual Financial Review completed by a professional accountant approved by the Town of Valleyview. The Library currently uses Metrix Group, LLP to conduct the review. Metrix Group, LLP is the same firm used by the Town of Valleyview. They provide this service at approximately \$1,800 per year.

### **620-Board Professional Development/Travel & Accommodation:**

Funds are set aside for Library Trustees to attend courses or conferences. Our Library Board usually sends one representative to the Peace Library System Regional Symposium in Grande Prairie. We usually allocate up to \$500 for conference fees and \$500 for Travel/Meals.

### **621-Board Honoraria:**

Library Board Trustees may claim \$50 per meeting attended. Usually there are 10 meetings per year with two months off during summer. There may occasionally be special meetings or presentations that trustees may need to attend. Trustees who are also elected council representatives do not claim honoraria, as they are paid through the municipality to attend. Honoraria are paid out at the end of each calendar year.

### **615-Equipment Lease:**

The Library has a five-year photocopier lease through Xerox Canada Ltd. We are currently in year three of the five-year contract. Lease installment payments of \$518.14 are made quarterly.

### **613-Contracted Services:**

Canadian Linen provides us with a once per month entry mat service which costs \$200 per month on a three-year contract. We are in year two of the three-year contract.

Alexander Security monitors our alarm system for entry/motion, glass breakage, water and fire, which costs \$600 per year.

### **625-Bank Service Charges:**

This includes monthly bank account service charges, Moneris fees and transaction fees for debit and credit cards. Average of \$100/month.

### **612-Library and Office Supplies:**

Consumable Library supplies including book preparation supplies; book tape; plastic book jacket; spine labels; DVD cases; Library Cards. Office supplies include printer paper; stationery items; laminating supplies, etc.

## **626-Association Memberships:**

The Library and Library Board hold memberships with a variety of professional library organizations, including: Alberta Library Trustees Association (ALTA); Library Association of Alberta (LAA); Alberta Public Library Administrators Council (APLAC); Rural Municipalities Association (RMA); and Alberta Municipalities. Based on the past two years, project \$800 for the year.

## **627-Postage, Freight and Staff Vehicle Use:**

Includes postage for sending out invoices or, interlibrary loans that are not covered through PLS Courier, freight charges for shipping, and a \$10/trip rate for staff to use their personal vehicle to collect the mail and do other library-related errands once per week. Projected \$800 for the year.

## **Programs Expense/Public Relations/Advertising:**

**624-Programs Expense**—Covers expenses related to Library programs for the community and may include program supplies, honoraria for guest speakers, movie licenses, incentive prizes, etc. Estimate for 2026 is \$1020 for the year for programs.

**628-Public Relations Expense**—Covers items used to serve the public, for outreach, such as: Hot Chocolate for the Santa Parade, water for public consumption, refreshments/food for events, Candy for Halloween if it falls on an open day. Projected at \$500 for the year.

**629-Advertising and Promotions**—As there is not a local newspaper, the Library doesn't have a large advertising budget. Costs may include employment ads, advertising for special events, or promotional materials.

## **614-General Goods and Services:**

This category covers any goods and services not included within other budget line items.

Examples might include: Xerox copying charges (which we recover back by charging library users for their printing); supplies for simple repairs; janitorial supplies, sidewalk salt; shovels; brooms; mops; vacuum parts; etc. Projected at \$4,200 for the year.

## **633-GST paid for Goods & Services:**

GST spent on Goods & Services throughout the year. Projected at \$600 for the year.

## **634-Lost/Damaged Fees paid to other Alberta Libraries:**

When our library users borrow items through interlibrary loan from other Alberta Libraries, if items are lost or damaged, our Library is billed for the item and we pay the owning library. These fees are recovered by charging the library user for the damaged or lost materials. Projected at \$720 for the year.

## **611-Telephone/Internet & Software:**

This includes the landline and fax line through Telus. We have a savings agreement through The Alberta Library (TAL). The average monthly cost is \$145. Also included is our software and software licensing through Peace Library System which includes: Windows software/upgrades and licensing for all staff and public workstations; website hosting; Security software/Antivirus Software; management software and upgrades to any of our communications equipment.

## **617-Insurance:**

Our insurance policy is through Rural Municipalities of Alberta (RMA). We are billed in November of each year and are usually informed of any increases to the premium at that time. Based on 2024 and 2025, projected at \$4,600 for the year.

## **610-Snow Removal—Town of Valleyview:**

The Town of Valleyview and Town of Valleyview Library Board have a Memorandum of Agreement dated March 18, 2025, Section 8.4.3—states that the Town of Valleyview will complete snow removal on an as-needed basis at an hourly charge out rate of \$175 per hour for an operator and equipment. The Town will invoice the Library on a monthly basis for all snow removal hours incurred for that month. It is challenging to project for snow removal as it depends on the weather conditions each winter. Based on 2024/2025, projected for \$ 3,500 for the year.

## **616-Building and Grounds Repairs:**

This includes costs to hire contractors to complete repairs or maintenance on HVAC; Electrical; Plumbing; etc. This is also difficult to project for since it is contingency based. Using 2024/2025 numbers, projected at \$1,000 for the year, but could be more or less if there are emergency maintenance issues.

## **608-609-Power and Utilities:**

Power provided through ATCO but billed under a special rate through Alberta Municipalities, averages \$550-650 per month. Utilities are provided through the Town of Valleyview, averaging \$395 per month. Projecting \$12,540 for the year for Power & Utilities.

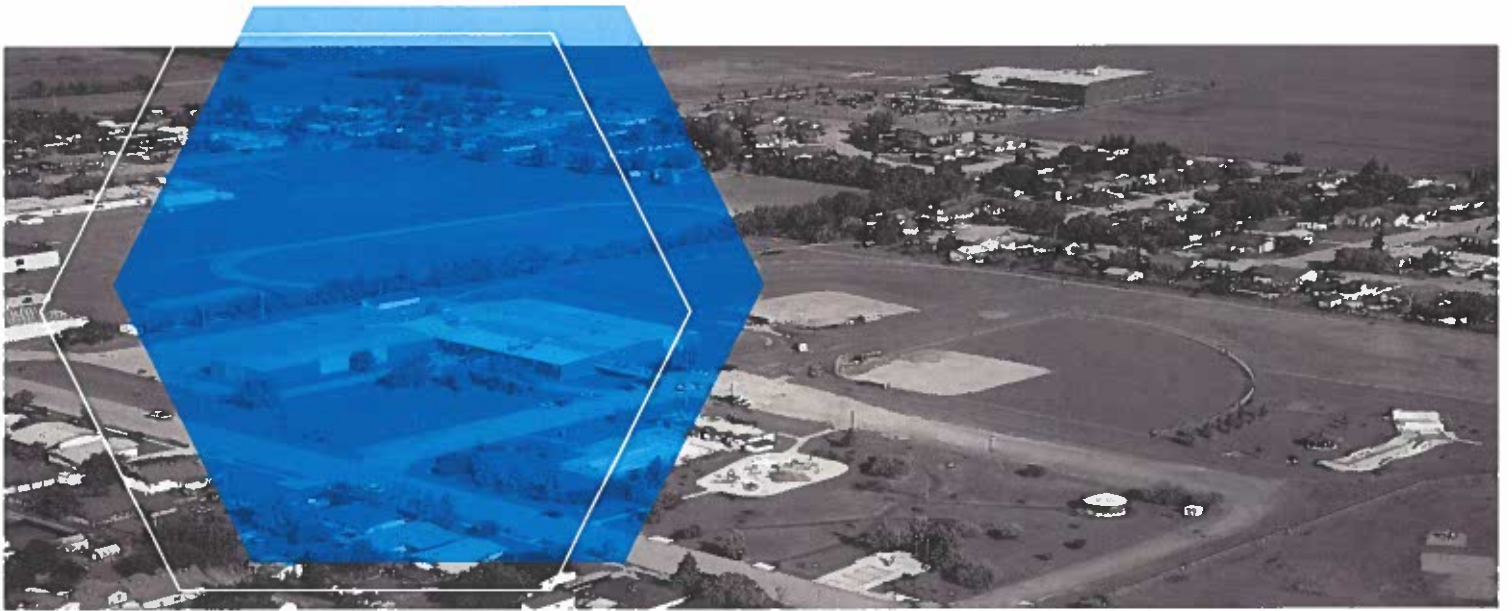
## **Other Expenses:**

### **631-Peace Library System Allotment Expense**

Allotment funds are paid annually to Peace Library System (PLS) and are kept in trust with PLS to allow our library to take advantage of substantial discounts through a wide variety of vendors to purchase library materials for our local collection. The allotment funds are calculated using a per capita formula used by all member libraries in the Peace Library System. Current allotment is \$5,500 per year.

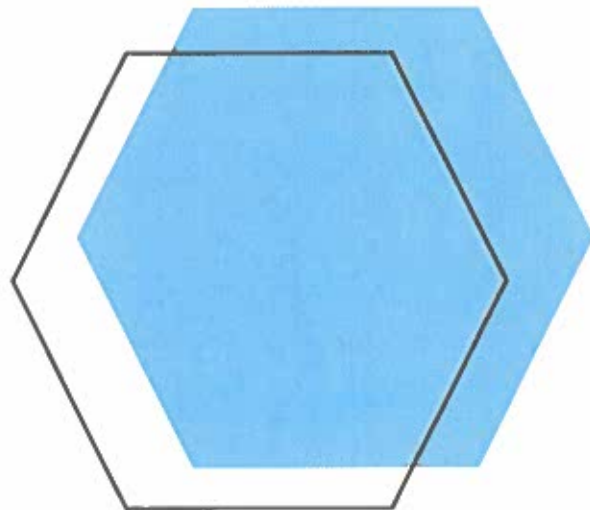
**637-Technology/Computers/Furnishings:**

To keep up with technology and replace outdated equipment, we typically budget for 1-2 new computer workstations every three years. We currently have three staff workstations and four public workstations. Even though we plan to replace workstations every 3 years, sometimes if a system breaks down, we may need to purchase sooner. We have two public computers that will no longer be able to update Windows as of October 2025. Estimated cost to purchase two new computers is \$1,700. Valleyview Community Learning Council has offered to purchase one public computer, which will remain their property, but can be used by the Library in 2026. This is appreciated, but is not a permanent solution to technology upgrades.



# REPORTS

TOWN OPERATIONAL & COMMITTEE REPORTS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



Minutes of a  
**REGULAR BOARD MEETING**  
**GREEN VIEW FAMILY AND COMMUNITY SUPPORT SERVICES**  
Green View Family and Community Support Services Building  
Valleyview, Alberta, on Wednesday, June 18, 2025

**# 1:**  
**CALL TO ORDER** Chair Perron called the meeting to order at 9:33 am.

<b>PRESENT</b>	Chair, Member at Large, Greenview Board Member, Member at Large, Greenview (Zoom) Board Member, Member at Large, Greenview Board Member, Town of Valleyview Mayor Board Member, Member at Large, Town of Valleyview Board Member, Greenview Councillor Board Member, Greenview Councillor	Roxanne Perron Tammy Day Gwen Villebrun Vern Lymburner Fred Jensen Sally Rosson Christine Schlieff
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<b>ATTENDING</b>	FCSS Manager Recording Secretary	Lisa Hannaford Corinne D'Onofrio
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**ABSENT**

**#2**  
**AGENDA** **2.1 GREEN VIEW FCSS AGENDA**  
**MOTION: 25.06.19** Moved by: BOARD MEMBER, CHRISTINE SCHLIEF  
That the June 18, 2025 agenda be adopted as presented.

CARRIED

**#3.1**  
**REGULAR**  
**MEETING**  
**MINUTES** **3.1 GREEN VIEW FCSS REGULAR BOARD MEETING MINUTES**  
**MOTION: 25.06.20** Moved by: BOARD MEMBER, SALLY ROSSON  
That the Minutes of the Regular Green View FCSS Board Meeting held on Wednesday,  
March 26, 2025 be adopted as presented.

CARRIED

**#3.2 BUSINESS**  
**ARISING FROM**  
**MINUTES** **3.2 BUSINESS ARISING FROM THE MINUTES**

**#4 DELEGATION**

Delegates Lacy Schramm, Kourtney Horseman, Shawn O'Shea, and Penny Rose entered the meeting at 10:01 am.

Delegates Lacy Schramm, Kourtney Horseman, Shawn O'Shea, and Penny Rose exited the meeting at 10:37 am.

Chair Perron called the meeting to recess at 10:37am.

Chair Perron reconvened the meeting at 10:47am.

**4.1 PEACE WAPITI SCHOOL DIVISION**

**MOTION: 25.06.21** Moved by: BOARD MEMBER, VERN LYMBURNER

That Green View Family and Community Support Services Board accept the presentation from the Peace Wapiti School Division, for information.

CARRIED

**#5 OLD BUSINESS**

**5.0 OLD BUSINESS**

**#6 NEW  
BUSINESS**

**6.1 FCSS MANAGER REPORT**

**MOTION: 25.06.22** Moved by: BOARD MEMBER, GWEN VILLEBRUN

That the Green View FCSS Board accept the June Manager's report as presented for information.

CARRIED

**#7 CHAIR/  
MEMBER  
REPORTS**

**7.1 CHAIR/MEMBER REPORTS**

**BOARD MEMBER GWEN VILLEBRUN**

- No report at this time

**BOARD MEMBER DAY**

- No report at this time

**BOARD MEMBER LYMBURNER**

- Reported the Town of Valleyview has a new CAO
- Reported that Heart River Housing did an analysis, and seniors will reach a peak in 2046, and numbers will begin to decrease after that. There is a 30-unit housing project planned to be constructed in the next few years.

**BOARD MEMBER JENSEN**

- Attended the Spring Regional Conference in Grande Cache

**BOARD MEMBER SCHLIEF**

- Attended the Spring Regional Conference and thought it was very well done

**BOARD MEMBER ROSSON**

- Attended a golf tournament to fundraise for the Odyssey House
- Attended a luncheon for "Work Northwest Alberta" project and website
- Attended the Red Willow Lodge barbeque
- Attended Northern Lakes College convocation ceremony

**CHAIR PERRON**

- Reported inviting MLA Todd Loewen to a Green View FCSS Board meeting
- Attended the Spring Regional Conference in Grande Cache and engaged in numerous conversations about community engagement and connections
- Reported having a conversation with a local bank manager about community safety and a new process that is being done with the alarm system in the lobby with the ATM
- Reported on Food Bank business as the Chair of the Food Bank Board, such as new volunteers coming on board and clean up that is being done, and a potential addition onto the building in the future

**#8  
CORRESPONDENCE 8.0 CORRESPONDENCE**

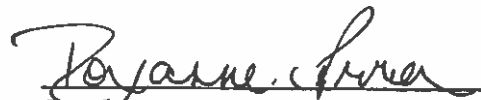
**#9 CLOSED  
SESSION 9.0 CLOSED SESSION**

**#10  
ADJOURNMENT 10.0 ADJOURNMENT**

**MOTION: 25.06.23** Moved by: BOARD MEMBER, VERN LYMBURNER  
That this meeting adjourns 12:35pm.

CARRIED

  
\_\_\_\_\_  
F.C.S.S. MANAGER

  
\_\_\_\_\_  
F.C.S.S. CHAIR



## TOWN OF VALLEYVIEW MUNICIPAL PLANNING COMMISSION

Monday June 09, 2025  
12:00 PM IN THE TOWN OF VALLEYVIEW  
COUNCIL CHAMBERS

### PRESENT

Members at Large:

Chair:

Leslie Burke Danny  
McCallum Tanya  
Boman -Teams  
Malcolm Knowles  
Bev Moro

### REGRETS

Samantha Steinke

### ADMINISTRATION

Development Officer/Recording Secretary  
Town of Valleyview CAO

Amy Almond  
Jim Fedyk

### OTHERS PRESENT

Planning and Development Manger -  
Municipal District of Greenview No. 16

Renee DeMolitor

#### 1. CALL TO ORDER

Call to Order

Member Burke called the Municipal Planning Commission Meeting to order at 12: 02 PM.

#### 2. ACCEPTANCE OF AGENDA (adds & deletes)

Agenda Acceptance  
Resolution #25-09-19

Member Knowles moved that MPC adopt the September 10, 2024, Municipal Planning Commission Meeting Agenda as presented.

CARRIED

#### 3. ADOPTION OF MINUTES

3.1 Member Knowles moved that MPC approve the Municipal Planning Commission Meeting Minutes dated June09, 2025 as presented.

CARRIED

## 0.0 OLD BUSINESS

1. There is no old business.

## 1.0 NEW BUSINESS

1. There is no new business.

### 1.1.1 APPLICATIONS

#### 1.1.1.1 25680-25-09 Dane Santos -ACI Architecture for Northern Gateway Public School Division

**Zoning:** Public Service (PS) District

**Purpose:** Variance to:  
**the west property line to accommodate the proposed school addition**

Request permission for a School (k-12) at 4701 56 Avenue Highway on  
Lot: 3SR, Block: 3, Plan: 1822717

Member Knowles departed the meeting at 12:50 p.m.

Member McCallum accepts that the Municipal Planning Commission approve Development Permit #25680-25-09 for the Valleyview K-12 School located at 4701 56 Avenue on Lot 3SR, Block 3, Plan 1822717, including a variance to the West Side yard setback of 2.0 meters attaching to the Greenview Regional Multiplex and subject to the conditions as recommended by the Development Authority.

1. The applicant shall enter into a Development Agreement with the Town of Valleyview to address timing, design approval, construction standards, and security requirements for all off-site improvements.
2. The applicant shall enter into a Cross-lot access agreement including any necessary easements which shall be registered on title prior to occupancy.
3. The applicant shall construct and provide a minimum of 21 signed and marked Pick-Up/Drop Off (PUDO) stalls to be operational prior to school occupancy.

4. The applicant shall provide a minimum of 3 Class II bicycle racks, located near the main school entrance(s), to the satisfaction of the development authority.
5. The applicant shall be responsible for all costs and construction of a westbound left-turn treatment at 48 street and 56 Avenue, designed to Alberta Highway Geometric Design Guidelines and Town of Valleyview Standards with engineered drawings, completed prior to school occupancy.
6. The applicant must submit a Crime Prevention Through Environmental Design (CPTED) review with practical recommendations implemented during construction. The report shall be shared with the Town of Valleyview.
7. The applicant must include appropriate fire lane and no parking signage at the fire lane along the South of the building.
8. The applicant must provide a stamped geotechnical report to confirm there will be no long-term damage to the Greenview Regional Multiplex foundations due to the proximity of the school.
9. The applicant shall have a professional assessment conducted for the HVAC and Air Intake Risks. If modifications are needed to protect Greenview Regional Multiplex air quality, they must be done at the developer's cost.
10. The development must include an emergency exit along the west hallway connecting the school and the Greenview Regional Multiplex.

Application Resolution  
#25-09-20

CARRIED

**6. NEW BUSINESS/INFORMATION**  
No new business

## 7. ADJOURNMENT

7.1 Member Boman adjourns the meeting at 1:14 p.m.

Adjournment Resolution  
#25-09-21

CARRIED

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Chairman, Leslie Burke

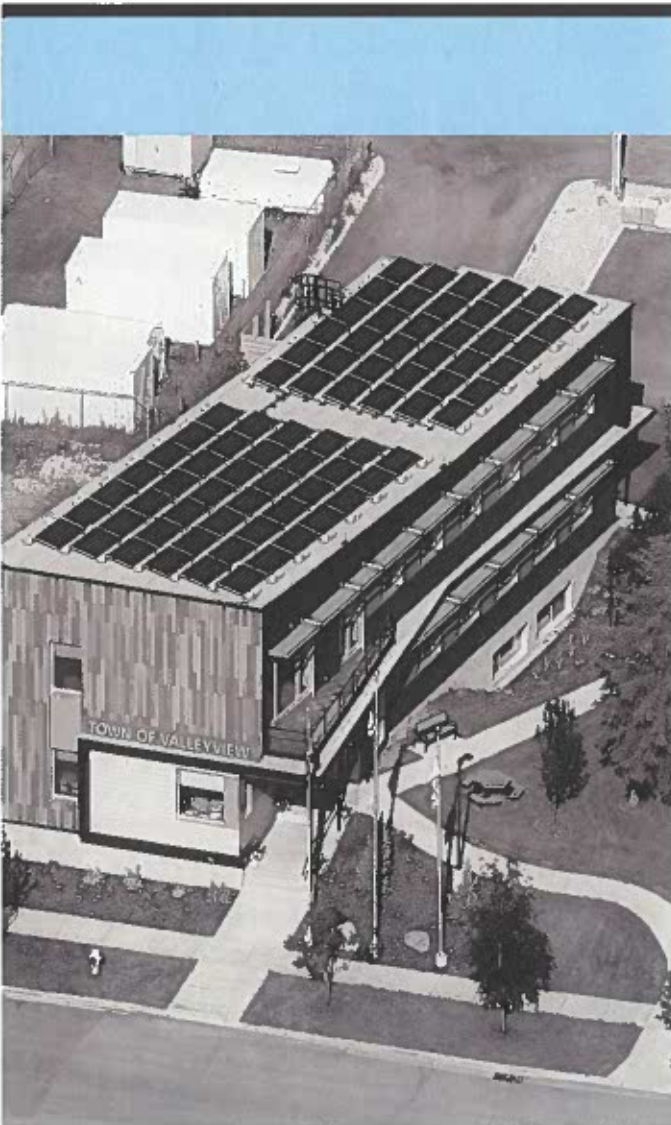
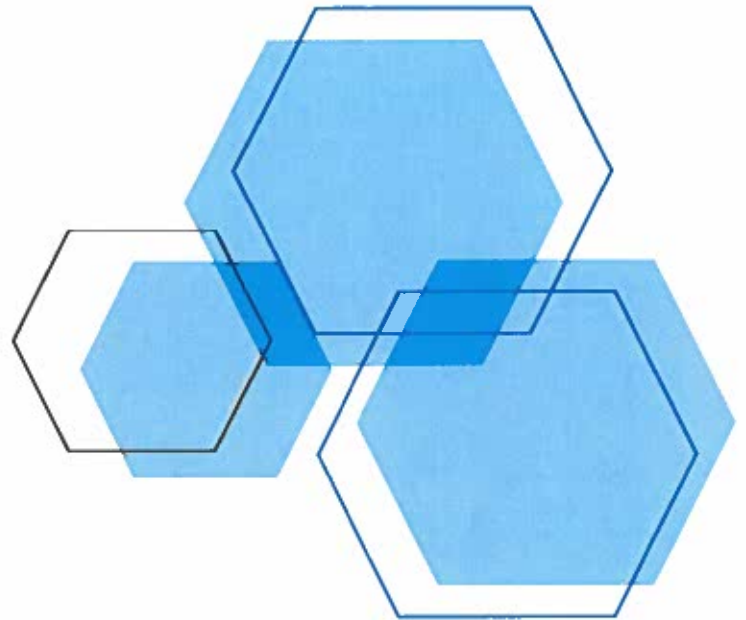
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Development Officer, Amy Almond



# OLD BUSINESS

OLD BUSINESS



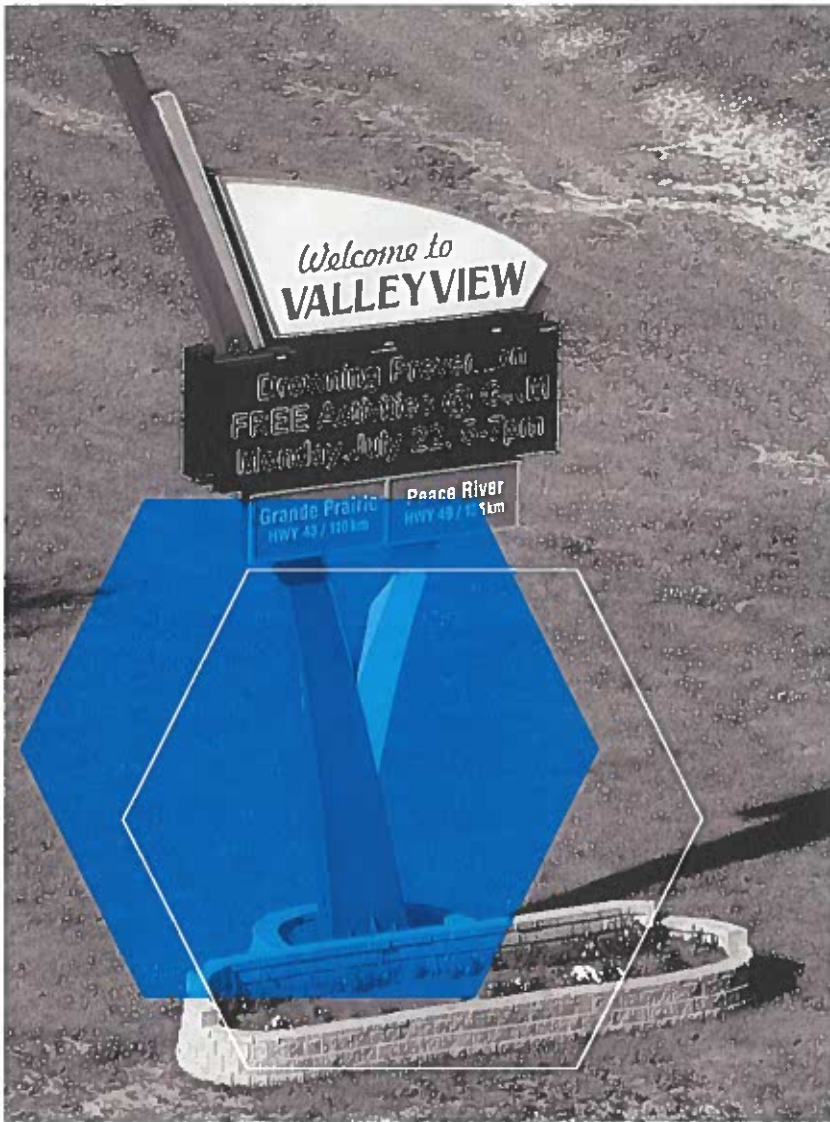
## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

TOWN ADMINISTRATION OFFICE







# REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



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# NEW BUSINESS

NEW BUSINESS





## Town of Valleyview Request For Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Kathy McCallum, Director of Corporate Services</b>
<b>Subject:</b>	<b>ATCO – 2026 Franchise Fee</b>

### 1.0 PURPOSE

To seek Council's direction regarding the Town of Valleyview's 2026 franchise fee percentage rate for ATCO Electric customers.

### 2.0 BACKGROUND AND DISCUSSION

Each year, the Municipality has the ability to review, and at its sole discretion, adjust the franchise fee that ATCO pays to the Town of Valleyview, to a maximum fee cap of 20%. This fee permits ATCO to provide electrical distribution services to residents and businesses within the municipality and to utilize municipal property for the construction and operation of their distribution system. The Town's franchise fee, at 7% will generate \$221,202 in revenue in 2025

An increase in Valleyview's 2026 fee from 7.00% to 8.00% would result in a \$1.83 monthly increase on customer utility bills from 1,454 sites within the municipality. Based on ATCO's estimated delivery tariff revenue of \$3,191,650, this will generate \$255,332 revenue for the municipality.

### 3.0 ALTERNATIVES

- 3.1 Council supports the increase of 8.00% and directs Administration to initiate the procedure to increase to the ATCO – 2026 franchise fee effective January 1<sup>st</sup>, 2026.
- 3.2 Council denies the rate increase to the ATCO - 2026 franchise fee.
- 3.3 Council receives this RFD "ATCO – 2026 Franchise Fee" as information only at this time.

### 4.0 FINANCIAL IMPLICATIONS

#### 2025

Current fee percentage: 7.00%  
Franchise fee: \$221,202.17

\*\*Based on forecasted distribution revenue of \$3,160,031.

2026

Current fee percentage: 7.00%

Franchise fee: \$223,415

\*\*\*Based on forecasted distribution revenue of \$3,191,650.

2026

Proposed fee percentage: 8.00%

Franchise fee: \$255,332\*

\*\*\*Based on forecasted distribution revenue of \$3,191,650.

## **5.0 ATTACHMENTS**

5.1 ATCO Electric Distribution Revenue Forecast for 2026 Franchise Fee

## **6.0 RECOMMENDATIONS**

Council approves the proposed percentage increase of 1% to 8.00%.

August 18, 2025

Town of Valleyview  
PO Box 270  
Valleyview, Alberta T0H 3N0

Attention: Jim Fedyk

**Re: ATCO Electric Distribution Revenue Forecast for 2026 Franchise Fee**

As per the electric distribution system franchise agreement between ATCO Electric (ATCO) and the Town of Valleyview, ATCO pays the Town of Valleyview a franchise fee. The franchise fee is collected from customers within the Town of Valleyview that receive electric distribution service and is calculated as a percentage of ATCO's revenue derived from the distribution tariff.

The franchise agreement requires that we provide you with ATCO's total revenues derived from the distribution tariff within the Town of Valleyview for 2024 and an estimate of total revenues to be derived from the distribution tariff within the Town of Valleyview for 2026. The chart below provides this information as well as the estimated franchise fees for the Town of Valleyview in 2026.

ATCO's Delivery Tariff Revenue In 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$3,072,675	\$3,191,650	7%	\$223,415

The estimates above are based on the best information currently available. These estimates are subject to change due to final approval of tariffs by the Alberta Utilities Commission, weather variations, and changes in customer consumption.

Under the franchise agreement, the Town of Valleyview has the option of changing its franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process and timing requirements. We will guide you through the process and file an application with the Alberta Utilities Commission for approval. A request to change the franchise fee must be made in writing and submitted to ATCO, along with all required documentation, on or before November 1, 2025.

Should you have any questions or require anything further, please do not hesitate to contact me at 780-849-7655.

Yours truly,

*Tanya Fillion*

Tanya Fillion  
Customer Support Representative  
ATCO Electric Ltd.



## Town of Valleyview Request for Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>Rescheduling Organizational Meeting and First Regular Council Meeting</b>

### 1.0 PURPOSE

To seek Council approval to move the Organizational Meeting and the first Regular Council Meeting after the election to Monday, November 3, 2025, in order to comply with the MGA requirement that the Organizational Meeting occur within two weeks of the municipal election and ensure that Councillor orientation is completed beforehand.

### 2.0 BACKGROUND AND DISCUSSION

The 2025 municipal election is scheduled for October 20, 2025. Under the Municipal Government Act, the Organizational Meeting must occur within two weeks of the election. The first regular meeting of Council follows this meeting.

Councillor orientation is scheduled in-house for November 1, 2025, and must take place prior to the Organizational Meeting/first Regular Meeting. Following the regular meeting schedule (second and fourth Monday of each month) these meetings were originally scheduled for October 27, 2025. Rescheduling to November 3, 2025 would align the meetings with MGA requirements.

### 3.0 ALTERNATIVES

- 3.1 Council may approve moving both meetings to November 3, 2025
- 3.2 Council may choose a different date that would still align with MGA requirements

### 4.0 FINANCIAL/OTHER IMPLICATIONS

None

### 5.0 ATTACHMENTS

None

### 6.0 RECOMMENDATIONS

That Council approve moving the Organizational Meeting and the first Regular Council Meeting of the new term to Monday, November 3, 2025, following completion of Councillor orientation on November 1, 2025.

Submitted By: Jim Fedyk, CAO

Approved By:  \_\_\_\_\_



## Town of Valleyview Request for Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>Library Board Appointments</b>

### 1.0 PURPOSE

To decide on the appointment and/or reappointment of trustees to the Valleyview Municipal Library Board in accordance with the Libraries Act, RSA 2000, c. L-11 and the Town of Valleyview Library Board Bylaw.

### 2.0 BACKGROUND AND DISCUSSION

The terms of seven Library Board members expire in October 2025 (five on October 1, and two on October 31). The Library Board's next meeting is October 22, 2025. Unless Council makes appointments on September 22, members whose terms expire October 1 will be ineligible to participate.

The **proposed** Valleyview Municipal Library Board Bylaw, **scheduled for consideration later in this meeting**, requires staggered terms to ensure continuity of governance. Council should therefore consider including a mix of one-year and two-year terms.

There is significant public attention on Library Board governance. Council may wish to balance continuity with opportunities for new appointments.

Timely action on September 22 is required to avoid vacancies that would prevent the Board from meeting quorum on October 22.

Council has discretion to:

- Reappoint all members with staggered terms;
- Reappoint some and advertise the remaining vacancies; or
- Allow terms to lapse and advertise all vacancies.

Each approach carries trade-offs between continuity, public confidence, and the Library Board's ability to function effectively.

### CURRENT BOARD STATUS

Name	Residency	Term	Ending	Notes
Annette McCullough	Town	1	Oct 1, 2025	Eligible for reappointment
Bruce Leslie	Town	1	Oct 1 2025	Eligible for reappointment
Dave Berry	MD Councillor	1	Apr 2026	Eligible for reappointment
Debra Wedel	Town	2	Oct 1, 2025	Eligible for reappointment (max term = 3)
Judy Smith	MD	2	Oct 31, 2025	Eligible for reappointment (max term = 3)
Kelli Reimer	MD	0	Resigned	Vacancy
Ken Wittig	Town Councillor	1	Oct 31, 2025	Eligible for reappointment
Scott Biggin	Town	4	Apr 2026	Requires 2/3 Council approval if reappointed
Tina Caron	MD	1	Oct 1, 2025	Eligible for reappointment
Tracie Craig	MD	1	Oct 1, 2025	Eligible for reappointment

### 3.0 ALTERNATIVES

- 3.1 Council may reappoint all expiring members with staggered one- and two-year terms.
- 3.2 Council may reappoint some members and advertise remaining positions.
- 3.3 Council may decide not to reappoint and advertise all positions.

### 4.0 FINANCIAL/OTHER IMPLICATIONS

None

### 5.0 ATTACHMENTS

None

### 6.0 RECOMMENDATIONS

That Council appoint members to the Library Board for staggered one-year terms ending October 31, 2026, and two-year terms ending October 31, 2027, conditional on the passing of the Municipal Library Board Bylaw at the September 22, 2025 Regular Meeting of Council.

That Council appoint [Name] ([Town/MD]) to the Town of Valleyview Library Board for a [1- or 2-year] term ending [Month Day, 2026/2027], being their [first/second/third] consecutive term, conditional on the passing of the Valleyview Municipal Library Board Bylaw #2025-17 at the September 22, 2025 Regular Meeting of Council.

Submitted By: Jim Fedyk, CAO

Approved By: 





## Town of Valleyview Request For Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Kathy McCallum, Director of Corporate Services</b>
<b>Subject:</b>	<b>Adoption of ADM-25-02 Restricted Reserves Policy</b>

### 1.0 PURPOSE

To seek Councils approval to adopt ADM-25-02, Restricted Reserves Policy, as presented, effective September 22, 2025

### 2.0 BACKGROUND AND DISCUSSION

The Town of Valleyview recognizes the importance of maintaining long-term financial sustainability and resilience. Financial reserves are a critical tool in managing economic uncertainty, supporting the renewal of municipal infrastructure, and ensuring uninterrupted delivery of essential services. Currently, the Town does not have a formalized Restricted Reserves Policy. The absence of such a policy presents risks to the financial consistency and accountability of reserve management practices

Policy ADM-25-02 establishes a clear framework for the creation monitoring review of financial reserves. It is aligned with municipal best practices and incorporates the following key elements:

- Defined reserve categories (Operating Reserves, Capital Reserves, Legislated/Statutory Reserves))
- Establishment and approval process for new reserves
- Clear conditions for contributions and withdrawals
- Annual review and reporting requirements to Council
- Target and minimum balances for key reserves (Schedule A)

The Policy introduces Schedule A, which outlines purpose, funding sources, and recommended balance levels for reserve. This provides clarity and transparency in fiscal planning and enhances Councils' ability to make informed financial decisions.

This policy supports improved financial forecasting, more stable budgeting outcomes, and proactive management of capital replacement and operating contingencies.

**CAO Approval:**

### **3.0 ALTERNATIVES**

- 3.1 Adopt Policy ADM-25-02 as presented. *(Recommended)*
- 3.2 Request revisions to the policy prior to adoption.
- 3.3 Do not adopt the policy and continue without a formal reserve policy in place.

### **4.0 FINANCIAL IMPLICATIONS**

Adopting the policy does not directly alter budgeted reserve contributions but sets consistent targets and guidelines for future financial planning.

### **5.0 RECOMMENDATIONS**

- 5.1 Adopt Policy ADM-25-02 as presented. *(Recommended)*

**CAO Approval:**



# POLICY

## Restricted Reserves #ADM-25-02

### 1) POLICY STATEMENT

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To ensure the Town of Valleyview maintains long-term financial sustainability by establishing clear guidelines for the creation, maintenance, use, and review of financial reserves. This policy supports the protection and renewal of municipal infrastructure and the continuity of essential services.

### 2) PURPOSE AND INTENT

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This policy establishes the framework through which the Town of Valleyview will ensure long-term financial sustainability. It does so by defining standards for the creation, use, and monitoring of financial reserves. These reserves provide funding for infrastructure renewal, protect service delivery during emergencies, and support the financial resilience of the municipality. It is recognized that current reserve balances are below the minimum levels identified in Schedule A. As such, the Town will work toward building reserves over time in a fiscally responsible manner.

### 3) DEFINITIONS

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**Capital Reserves** means funds that Council has designated for use in maintaining an adequate reserve to acquire, construct, replace or rehabilitate a capital asset as required, and as identified in the Capital Plan.

**Capital Plan** means a multi-year plan that outlines major projects, infrastructure, and equipment purchases with their costs and funding sources.

**Dedicated Reserves** are funds collected for a specific purpose (e.g., developer contributions), which cannot be repurposed.

**Legislated / Statutory Reserves** means restricted funds required by law, usable only for the purposes specified in legislation

**Operating Expenses** means the annual expenditures to fund regular operations and for greater certainty, do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital assets.

**Operating Reserves** means funds set aside by Council for specific operating purposes, created through bylaw or resolution, and not available for general use unless formally redirected by Council.

**Public Reserve** is a Dedicated Reserve that holds proceeds from the sale or lease of reserve land, which may only be used for parks, recreation, or school purposes as permitted under the Municipal Government Act.

#### **4) GUIDING PRINCIPLES**

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The Town is committed to transparency, ensuring that all reserve transactions are clearly documented and made available for public review. Accountability is maintained by ensuring that reserves are used strictly for Council-approved purposes. Reserves will be preserved at sustainable levels that reflect the long-term financial interests of the community. Finally, reserves will offer the flexibility needed to manage risks and respond to unforeseen events.

#### **5) GUIDELINES**

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##### **a) CREATION OF RESERVES**

- I. Reserves may be created by:
  - a. Council resolution,
  - b. by legal requirement, or
  - c. under the conditions of funding agreements.
- II. Each reserve will be defined by:
  - a. a specific purpose,
  - b. identified sources of funding,
  - c. minimum balances where applicable, and
  - d. target balances where applicable.
- III. Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a like nature will be considered.

##### **b) CONTRIBUTIONS TO RESERVES**

- I. Funds may be added to reserves through the Town's annual budgeting process, year-end surpluses, interest income, and extraordinary revenue sources such as grants or land sales.
- II. The Town will strive to maintain reserve balances at or above the minimum levels outlined in Schedule A. Where current balances are below minimums, the Town will prioritize incremental contributions as fiscal conditions allow.

- III. At the end of each year, interest will be paid to all reserve funds based on the average balance, calculated as the opening plus closing balances divided by two, and at the annual average interest rate in which the funds are being held.

**c) USE OF RESERVES**

- I. Withdrawals from reserves must be formally authorized by Council, either through the approved budget or by separate resolution.
- II. Funds must only be used for the purposes identified for each reserve and must be recorded and reported appropriately.
- III. Amounts that have been allocated for specific projects that remain unused after the project is completed may be returned to the reserve from which they originated without Council approval.
- IV. Draws from reserves must not exceed the fund balance unless it can be demonstrated to Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.

**d) REVIEW AND REPORTING**

All reserve accounts will be reviewed each year as part of the annual budget cycle. Council will receive a comprehensive Reserve Summary Report, which outlines the opening and closing balances, transactions, reasons for changes, and any variances between actual and target balances.

**6) POLICY REVIEW**

The Reserve Fund Policy will be reviewed every four years, or sooner if directed by Council.

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INITIALLY APPROVED	DATE REVIEWED	NEXT REVIEW DATE	DATE(s) REVISED
September 22, 2025		September 2029	

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## SCHEDULE A

Fund	Purpose	Source	Recommended Minimum	Minimum Balance	Recommended Target	Target Balance
<b>OPERATING RESERVES</b>						
<b>General Operating</b>	To fund unexpected operating or emergency expenditures in the course of providing municipal services	One-time transfers and unbudgeted sources of revenue	15% of annual municipal operating budget	\$100,000	3 months of operating expenses	\$2,500,000
<b>Recreation Operating</b>	To fund operating costs, special programming, or unexpected repairs related to recreational services.	Voluntary contributions from tax revenue	3 months of rec-related operating costs	\$115,000	6 months of rec operating costs	\$230,000
<b>Town Beautification</b>	To fund grants for projects that improve, maintain, or enhance the appearance and aesthetics of the town.	Surplus funds from the Visitor Information Centre operations	N/A	N/A	N/A	N/A
<b>CAPITAL RESERVES</b>						
<b>Cemetery</b>	To fund cemetery maintenance, capital improvements, or future land development for burial purposes.	Perpetual care fee on all cemetery invoices	Maintenance and care for two years	\$150,000	N/A	N/A
<b>Fire Equipment</b>	To fund the replacement, upgrade, or emergency purchase of fire protection equipment and apparatus.	Voluntary contributions from tax revenue	10% of total replacement cost of fleet	None	Fleet Replacement	\$300,000
<b>Land/Subdivision Development</b>	To fund infrastructure, servicing, and land acquisition associated with subdivision and development projects.	Collected from developers or other growth-related sources	N/A	N/A	N/A	N/A
<b>Nat Gas Infrastructure</b>	To fund the maintenance, expansion, and replacement of natural gas distribution infrastructure.	Nat Gas Infrastructure Fees	Equivalent to 1 year of capital depreciation	\$200,000	10% of total system value	
<b>PW Equipment</b>	To fund the acquisition, replacement, or major repair of public works vehicles, machinery, and equipment.	Voluntary contributions from tax revenue	10% of fleet replacement value	\$600,000	Full replacement of highest-cost unit + 5-year replacement schedule	\$1,000,000
<b>Recreation Capital</b>	To fund the construction, expansion, or major rehabilitation of recreation facilities and amenities.	Voluntary contributions from tax revenue	Cost of a one major project	\$250,000	5-year plan for facility upgrades or new amenities	\$500,000

<b>Sanitary Sewer Infrastructure</b>	To fund the maintenance, repair, and replacement of sanitary sewer collection and treatment infrastructure.	Voluntary contributions from tax revenue	Equivalent to 1 year of capital depreciation	\$400,000	10% of replacement value	\$3,300,000
<b>Solid Waste Equipment</b>	To fund the replacement or acquisition of solid waste collection and disposal equipment.	Waste Infrastructure Fees	Cost of one truck/compactor	\$150,000	Full fleet replacement over 10 years	\$400,000
<b>Water Infrastructure</b>	To fund the maintenance, repair, and replacement of water distribution and treatment infrastructure.	Voluntary contributions from tax revenue	Equivalent to 1 year of capital depreciation	\$500,000	10% of replacement value	\$4,070,000
<b>LEGISLATED/STATUTORY RESERVES</b>						
<b>Land Sale Trust</b>	Holds funds from the sale of properties for unpaid taxes, intended to return any surplus to the former property owner after outstanding taxes, penalties, and municipal costs are recovered	Property tax sales	N/A	N/A	N/A	N/A
<b>Public Reserve</b>	Proceeds from the sale of land that is Dedicated under the Municipal Government Act (MGA) for public purposes.	Usually cash-in-lieu of reserve land collected at subdivision	N/A	N/A	N/A	N/A



## Town of Valleyview Request For Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Kathy McCallum, Director of Corporate Services</b>
<b>Subject:</b>	<b>Reserve Transfers and Adjustments in Alignment with Reserve Policy</b>

### 1.0 PURPOSE

To seek Council's approval to authorize reserve transfers and archives required to align with the recently adopted Restricted Reserve Fund Policy (ADM-25-02)

### 2.0 BACKGROUND AND DISCUSSION

Following Council's adoption of Policy ADM-25-02 Restricted Reserve Policy, Administration recommends the reserve transfers and adjustments below to align existing accounts with the new policy requirements:

- Authorization for Council to create or archive reserves as required, in accordance with the approved policy.
- A transfer of \$100,000 from 4-00-00-910 (unrestricted) to 4-00-00-761 (General Operating Reserve) in order to meet the minimum balance threshold established by the policy.
- A transfer of \$1,009.66 from 4-70-00-471 (recreation Reserve) to 4-70-00-761 (recreation Operating Reserve), and archive of account 4-70-00-471, to properly establish the recreation Operating Reserve.

By archiving any outdated or unused reserve accounts, the Town will ensure that reporting and monitoring are streamlined and aligned with the Restricted Reserves Policy. Only reserves deemed relevant under the policy will be used and reported to Council, thereby enhancing clarity in financial oversight without affecting the Town's overall financial position.

These adjustments will ensure compliance with the new reserve policy and provide a solid foundation for ongoing financial management and reporting.

### 3.0 ALTERNATIVES

- 3.1 Council approves the recommended reserve transfers and archives.
- 3.2 Council approves the policy alignment but amend the reserve transfers.

**CAO Approval:**



- 3.3 Council chooses not to approve the transfers and archives, leaving reserves misaligned with the policy.

#### **4.0 FINANCIAL IMPLICATIONS**

The proposed transfers do not require new funding but reallocate existing reserves to align with policy requirements. The changes will ensure:

- The General Operating Reserve meets the minimum balance threshold.
- The Recreation Operating Reserve is properly established with an initial balance of \$1,009.66.
- The Recreation Reserve (4-00-00-471) is archived in order to remove redundancy.

By making outdated reserve accounts archived, reporting will be clearer, more focused, and consistent with the Restricted Reserves Policy—without affecting the Town's overall financial position.

#### **5.0 RECOMMENDATIONS**

That Council approve the following reserve transfers, in alignment with the policy ADM 25-02, the Restricted Reserves Policy.

1. Transfer \$100,000 from account 4-00-00-910 (Unrestricted) to 4-00-00-761 (General Operating Reserve).
2. Transfer \$1,009.66 from account 4-70-00-471 (Recreation Reserve – to be archived) to 4-70-00-761 (Recreation Operating Reserve).
3. Archive the Recreation Reserve (account 4-70-00-471).
4. Archive any outdated or unused reserve accounts.



## Town of Valleyview Request For Decision

**Date:** September 22, 2025

**From:** Kathy McCallum, Director of Corporate Services

**Subject:** To change the date of October 13, 2025, Regular Council Meeting

### 1.0 PURPOSE

To seek Council's approval to change the date of the October 13, 2025, Council Meeting to Tuesday, October 14, 2025 due to the Thanksgiving Statutory holiday.

### 2.0 BACKGROUND AND DISCUSSION

Due to Thanksgiving falling on the Monday of the regular scheduled Council meeting, we suggest moving the meeting to Tuesday, October 14, 2025, as this holiday will be observed.

### 3.0 ALTERNATIVES

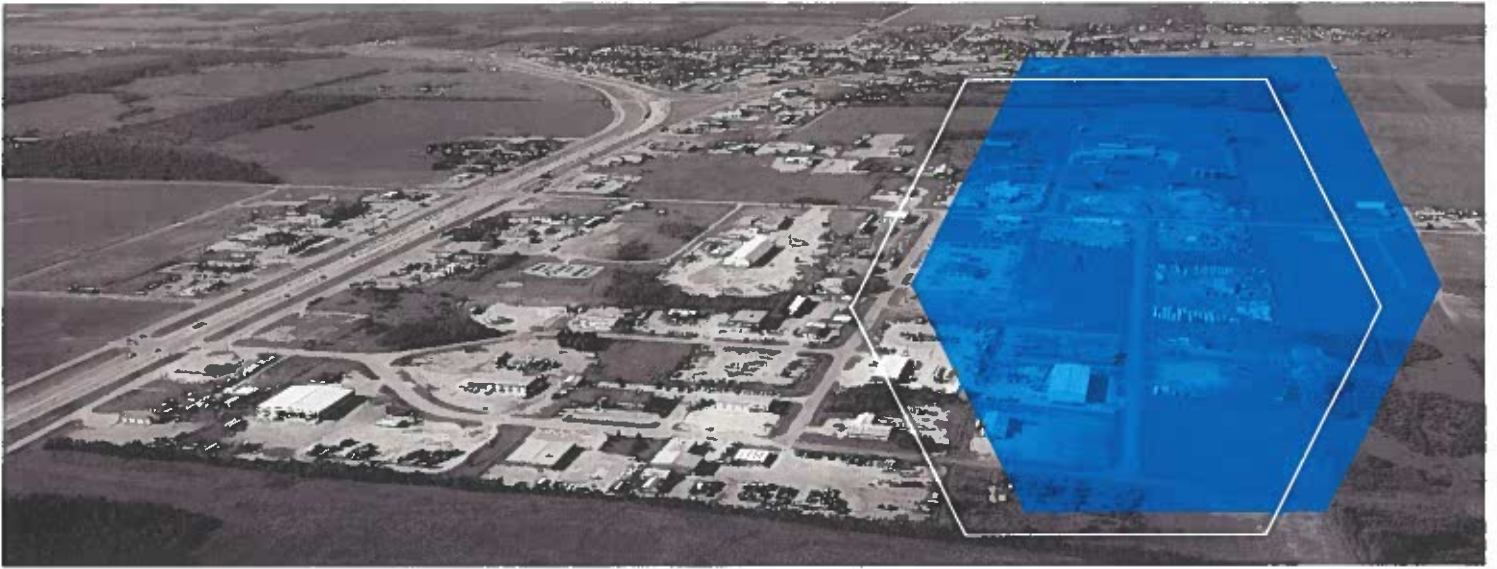
- 3.1 Council directs Administration to reschedule the October 13, 2025 Regular Council Meeting to October 14, 2025.
- 3.2 Council directs Administration to reschedule the October 13, 2025 Regular Council Meeting to another date as determined by Council.
- 3.3 Council does not reschedule the Regular Council meeting for October 13, 2025.

### 4.0 FINANCIAL IMPLICATIONS

None

### 5.0 RECOMMENDATIONS

Council directs Administration to reschedule the October 13, 2025 Regular Council Meeting to October 14, 2025.



# BYLAWS

BYLAWS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



## Town of Valleyview Request For Decision

**Date:** September 22, 2025

**From:** Kathy McCallum, Director of Corporate Services

**Subject:** 2025-07 Fees and Charges Bylaw

### 1.0 PURPOSE

To seek Council's approval of Bylaw 2025-07 Fees and Charges Bylaw, which establishes municipal fees, utility rates, penalties, and related charges for services by the Town of Valleyview.

### 2.0 BACKGROUND AND DISCUSSION

The Town of Valleyview does not currently have a consolidated Fees and Charges Bylaw.

Sections 7 and 8 of the Municipal Government Act (RSA 2000, Chapter M-26) provide municipalities with the authority to pass bylaws for municipal purposes, including the ability to:

- Establish fees for licenses, permits, approvals, and municipal services;
- Impose penalties related to unpaid fees or charges; and
- Promote accountable and transparent financial practices.

This bylaw aligns with the Town's legislative authority by consolidating all applicable fees and charges into a single, enforceable bylaw.

An annual review of this bylaw will allow Council to ensure that fees remain current and cost- recoverable.

### 3.0 ALTERNATIVES

- 3.1 Council gives all three readings to Bylaw 2025-07 Fees and Charges Bylaw, as presented.
- 3.2 Council gives first and second reading of Bylaw 2025-07 Fees and Charges Bylaw with consideration for third and final reading at the next Council meeting.
- 3.3 Council chooses to take no action at this time.

### 4.0 FINANCIAL IMPLICATIONS

This bylaw allows the Town to consistently recover the costs of providing municipal services and to apply appropriate penalties for non- payment.

### 5.0 ATTACHMENTS

5.1 Bylaw 2025-07 Fees and Charges Bylaw

## **6.0 RECOMMENDATIONS**

6.1 3.1 Council gives all three readings of Bylaw 2025-07 Fees and Charges Bylaw as presented.

**TOWN OF VALLEYVIEW  
BYLAW NUMBER 2025-07  
FEES AND CHARGES BYLAW**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act* (“Act”), RSA 2000, Chapter M-26, Town of Valleyview Council may pass bylaws for municipal purposes respecting services provided by or on behalf of a municipality;

**AND WHEREAS** pursuant to Section 8 the Act provides for a municipality to pass bylaws to establish fees for licenses, permits and approvals on behalf of the municipality.

**NOW THEREFORE THE COUNCIL OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**PART 1 – INTERPRETATION AND DEFINITIONS**

1.1 This Bylaw may be cited as the **“Fees and Charges Bylaw.”**

1.2 In this Bylaw, unless the context otherwise requires:

**“Charge”** means a monetary amount levied by the Municipality for a service, facility, program, or activity.

**“Council”** means the Council of the Town of Valleyview.

**“Fee”** means the prescribed amount payable under this Bylaw for a service, license, permit, approval, or facility use.

**“Municipality”** means the Town of Valleyview.

**“Utility Account”** means an account established by the Municipality for the purpose of billing and collecting charges related to the provision of municipal utilities, including but not limited to water, sewer, garbage, gas, and recycling services.

**“User”** means any person, business, or entity that receives or benefits from a municipal service, program, facility, or utility, whether as an account holder or otherwise.

**PART 2 – PROVISIONS**

2.1 The fees, rates, and charges set out in **Schedule “A”** are hereby established and form part of this Bylaw.

2.2 No service, license, permit, approval, facility use, or program shall be provided unless the applicable fee or charge has been paid in full, unless otherwise expressly provided for in this Bylaw or approved by Council resolution.

2.3 All fees and charges are due and payable at the time of application, registration, purchase, or use, unless otherwise specified.

2.4 Goods and Services Tax (GST) shall be applied to the fees and charges in accordance with the *Excise Tax Act (Canada)*, as indicated in Schedule “A.”

### **PART 3 – INTEREST CHARGES**

**Any fee, rate, or charge imposed by this Bylaw that remains unpaid after the due date shall accrue interest as follows**

- 3.1 General Fees and Charges – overdue invoices shall accrue interest at the rate of two percent (2%) per month, compounded monthly, commencing on the day following the due date and continuing until paid in full; and
- 3.2 Utility Accounts – overdue utility rates shall accrue interest at the rate of one and one-half percent (1.5%) per month, compounded monthly, commencing on the day following the due date and continuing until paid in full.
- 3.3 Interest charges under this section are in addition to any enforcement action or penalties provided for in this Bylaw.
- 3.4 In addition to the interest charges described above, property tax penalties shall be applied in accordance with the schedule of fees and charges set out in Schedule ‘A’. Such penalties form part of the property taxes due and owing and shall be subject to the same collection and enforcement provisions under this Bylaw and the Municipal Government Act.

### **PART 4 – REFUNDS, WAIVERS, AND DISCRETION**

- 4.1 Council, or a designate, may waive, reduce, or refund any fee or charge where, in their opinion, it is equitable to do so.

### **PART 5 – REVIEW OF FEES**

- 5.1 Council shall review Schedule “A” annually, with any amendments taking effect on **January 1** of the following year, unless otherwise specified by Council resolution.

### **PART 6 – ENFORCEMENT AND PENALTIES**

- 6.1 Any person who fails to pay a fee, rate, or charge established under this Bylaw when due is guilty of an offence.
- 6.2 Unpaid fees, rates, or charges may be collected by the Municipality by any or all of the following means:
  - a. Civil action in a court of competent jurisdiction;
  - b. Addition of the unpaid amount OVER 30 DAYS to the tax roll of a parcel of land in accordance with the Act;
  - c. Any other lawful remedy available to the Municipality.
- 6.3 Enforcement options are in addition to interest charges.

## **PART 7 – SEVERABILITY AND REPEAL**

7.1 If any section, subsection, clause, or phrase of this Bylaw is declared invalid by a court of competent jurisdiction, that portion shall be deemed severed and the remainder shall remain in full force and effect.

## **PART 8 – CONFLICT**

8.1 Where there is a conflict between the fees and charges established in this Bylaw and any other of the Municipality, the provisions of this Bylaw shall prevail.

## **PART 9 – COMING INTO FORCE**

9.1 This Bylaw shall come into force on the date of its final passing.

**READ a first time** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ a second time** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ a third time and finally passed** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Mayor

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CAO



BYLAW 2025-07  
SCHEDULE  
"A"

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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**Animal License**

Dog License	\$40.00	N	\$40.00
Dog License (spayed / neutered)	\$20.00	N	\$20.00
Dog License (after June 30 <sup>th</sup> ) ½ price	\$20.00	N	\$20.00
Dog License (spayed/neutered) (after June 30 <sup>th</sup> ) ½ price	\$10.00	N	\$10.00
Nuisance Animal License	\$100.00	N	\$100.00
Replacement Dog tag	\$10.00	N	\$10.00
Cat Trap Rental (refundable Deposit)- cash only	\$50.00	N	\$50.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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**Business License**

Resident/year	\$75.00	N	\$75.00
Resident/year (1/2 price after June 30 <sup>th</sup> )	\$37.50	N	\$37.50
Out of Town	\$250.00	N	\$250.00
Out of Town – per day	\$60.00	N	\$60.00
Home Occupation (home based business)	\$100.00	N	\$100.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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**Cemetery**

Columbarium Niche (inc/1 <sup>st</sup> opening)	\$600.00	Y	\$630.00
Columbarium Niche – open/close (2 <sup>nd</sup> opening)	\$100.00	Y	\$105.00
Columbarium Niche Replacement Granite Plate	\$100.00	Y	\$105.00
Plot	\$50.00	Y	\$52.50
Plot Establishment Fee (not for ongoing care)	\$175.00	Y	\$183.75
Plot (single burial)	\$375.00	Y	\$393.75
Plot (double depth burial)	\$575.00	Y	\$603.75
Plot open / close (for cremation)	\$75.00	Y	\$78.75
Vaulted ***price available upon request***			
Perpetual care fee - A one-time 15% fee is added to each plot purchase. These funds are placed into a Cemetery Reserve fund to provide for the continuous maintenance of common areas, landscaping, and infrastructure within the cemetery.	15%	N	15%

	Fee and Charges	GST Applicable	Fee with applicable GST
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### Utility Billing

Garbage – bin dumps – commercial 2 yard bin	\$20.00/dump	N	\$20.00/dump
Garbage – bin dumps – commercial 3 yard bin	\$20.00/dump	N	\$20.00/dump
Garbage – bin dumps – commercial 6 yard bin	\$35.00/dump	N	\$35.00/dump
Garbage – commercial (no bin) 2 bags / week	\$17.00/month	N	\$17.00/month
Garbage – commercial bin rental fee; 2 yard bin (bins checked Monday, Wednesday and Friday)	\$32.50/month	N	\$32.50/month
Garbage – commercial bin rental fee; 3 yard bin (bins checked Monday, Wednesday and Friday) Garbage - commercial	\$43.50/month	N	\$43.50/month
Garbage – commercial bin rental fee; 6 yard bin (bins checked Monday, Wednesday and Friday)	\$80.00/month	N	\$80.00/month
Garbage – Administration fee	\$2.33/account	N	\$2.33/account
Garbage – residential pickup (residential pickup for north of 50 <sup>th</sup> avenue is weekly on Tuesdays; south of 50 <sup>th</sup> avenue is weekly on Thursdays)	\$23.00/month	N	\$23.00/month
Garbage waste receptacle - residential (additional to one provided) – deposit fee	\$200.00	N	\$200.00
Garbage waste receptacle - residential (additional to one provided) –additional garbage cart disposal	\$3.00/month	N	\$3.00/month
Gas – delivery rate per GJ	\$1.70/GJ	Y	
Gas – fixed rate for gas riser	\$18.45	Y	\$19.37
Gas- *** the rate for gas usage is variable and changes monthly***			
Infrastructure fees – drainage (per account)	\$2.34/month	N	\$2.34/month
Infrastructure fees – sewer (per account)	\$2.31/month	N	\$2.31/month
Infrastructure fees – water (per account)	\$3.70/month	N	\$3.70/month
Recycling – commercial	\$30.00/month	N	\$30.00/month
Recycling – residential	\$12.00/month	N	\$12.00/month
Sewer – commercial (minimum monthly rate; calculation for sewer billing in relation to water cost is 40% of water charge)	\$29.00/minimum	N	\$29.00/minimum
Sewer – residential (minimum monthly rate; calculation for sewer billing in relation to water cost is 40% of water charge)	\$23.00/minimum	N	\$23.00/minimum
Sewer – flat rate, Mobile Home Park (west side of Valleyview)	\$100.00/month	N	\$100.00/month
Water (Bulk Water) – commercial (per cube) (account set up required.)	\$10.00/m3	N	\$10.00/m3
Water (Bulk Water) – residential (per cube)	\$5.00/m3	N	\$5.00/m3
Water (Bulk Water) – residential/commercial account deposit (to sit on account and monthly charges withdrawn from)	\$200.00	N	\$200.00
Water utility - commercial base rate (first 15 cubes)	\$50.00/ month	N	\$50.00/month
Water utility – commercial variable rate (15.1 – 50 cubes)	\$3.50/m3	N	\$3.50/m3
Water utility – commercial variable rate (50.1 + cubes)	\$4.50/m3	N	\$4.50/m3
Water utility – commercial (charge for truck fill in shop)	\$10.00/m3	N	\$10.00/m3
Water utility – residential base rate (first 15 cubes)	\$35.00/ month	N	\$35.00/ month
Water utility – residential variable rate (15.1 – 50 cubes)	\$3.50/m3	N	\$3.50/m3
Water utility – residential variable rate (50.1 + cubes)	\$4.50/m3	N	\$4.50/m3
Water utility – rural residential – MD of Greenview lines	\$3.00/m3	N	\$3.00/m3
Water utility – rural residential – flat rate charge up to 10m3	\$30.00	N	\$30.00
Water utility – rural residential – charge for usage over 10m3	\$3.00/m3	N	\$3.00/m3
Disconnection / reconnection fees (per service)	\$50.00	N	\$50.00

	Fee and Charges	GST Applicable	Fee with applicable GST
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**Planning & Development** \*\*\*does not include SCC levy\*\*\*

<b>Building Permits</b>			
Decks, solid fuel burning appliances, demolition	\$90.00	N	\$90.00
Garage, renovation, basement development	\$0.25 per sq ft	N	\$0.25 per sq ft
Manufactured/mobile home (on piles or blocking)	\$90.00	N	\$90.00
Minimum residential fee	\$90.00	N	\$90.00
New single-family dwellings and additions	\$5.50/per \$1000 project value	N	\$5.50/per \$1000 project value
Relocation of a building (on crawlspace or basement)	\$0.25 per sq ft	N	\$0.25 per sq ft
<b>Commercial, Industrial, Institutional</b>			
New construction, addition, renovation, demolition	\$5.50/per \$1000 project value	N	\$5.50/per \$1000 project value
Minimum fee	\$150.00	N	\$150.00
<b>Electrical Permits (homeowner permits over \$500.00 installation cost add \$50.00)</b>			
Annual maintenance	\$350.00	N	\$350.00
<b>Residential Installations</b>			
Single family dwellings, additions (up to 1200 sq ft)	\$130.00	N	\$130.00
Single family dwellings, additions (1201 – 1500 sq ft)	\$150.00	N	\$150.00
Single family dwellings, additions (1501 – 2000 sq ft)	\$175.00	N	\$175.00
Single family dwellings, additions (2001 – 2500 sq ft)	\$200.00	N	\$200.00
Single family dwellings, additions (2501 – 3500 sq ft)	\$225.00	N	\$225.00
Single family dwellings, additions (over 3500 sq ft)	\$225.00 + \$0.10 per sq ft	N	\$225.00 + \$0.10 per sq ft
<b>Other than New Single Family Residential (basement development, garage, renovation, minor work)</b>			
Installation cost - (\$0 - \$500)	\$90.00	N	\$90.00
Installation cost - (\$501 - \$1000)	\$110.00	N	\$110.00
Installation cost - (\$1001 - \$2000)	\$120.00	N	\$120.00
Installation cost - (\$2001 - \$3000)	\$140.00	N	\$140.00
Installation cost - (\$3001 - \$4000)	\$160.00	N	\$160.00
Installation cost - (\$4001 - \$5000)	\$80.00	N	\$80.00
Installation cost - (over \$5000)	\$200.00	N	\$200.00
Permanent service connection only	\$90.00	N	\$90.00
Temporary Power underground service	\$90.00	N	\$90.00
<b>Gas Permits (Residential)</b>			
Residential Installations (#of outlets 1)	\$75.00	N	\$75.00
Residential Installations (# of outlets 2)	\$80.00	N	\$80.00
Residential Installations (# of outlets 3)	\$85.00	N	\$85.00
Residential Installations (# of outlets 4)	\$100.00	N	\$100.00
Residential Installations (# of outlets 5)	\$115.00	N	\$115.0
Residential Installations (# of outlets 6)	\$130.00	N	\$130.00
Residential Installations (# of outlets 7)	\$145.00	N	\$145.00
Residential Installations (# of outlets 8)	\$160.00	N	\$160.00
Residential Installations (# of outlets 9)	\$175.00	N	\$175.00
Residential Installations (# of outlets 10)	\$190.00	N	\$190.00
Residential Installations (# of outlets - over 10)			
Propane Tank Set (does not include connection to appliance)	\$75.00	N	\$75.00
Temporary Heat	\$75.00	N	\$75.00

<b>Gas Permits (Commercial, Institutional, Industrial) – Contractor Only</b>			
New additions, renovations, alterations, replacements, temp heat			
BTU Input (0 to 50,000)	\$75.00	N	\$75.00
BTU input (50,001 to 100,000)	\$85.00	N	\$85.00
BTU input (100,001 to 150,000)	\$95.00	N	\$95.00
BTU Input (150,001 to \$250,000)	\$105.00	N	\$105.00
BTU Input (250,001 to 350,000)	\$135.00	N	\$135.00
BTU Input (350,001 to 500,000)	\$165.00	N	\$165.00
BTU input (500,001 to 750,000)	\$195.00	N	\$195.00
BTU Input (750,001 to 1,000,000)	\$250.00	N	\$250.00
BTU Input (over 1,000,000)	Add \$5.00 for each 10,000 BTU over 1,000,000 BTU		
Propane Tanks (does not include connection to appliance)			
Propane Tank set	\$75.00	N	\$75.00
Propane Cylinder Refill Centre	\$150.00	N	\$150.00
<b>Plumbing Permit Fee</b>			
Residential & non-Residential Installations (# of fixtures 1)	\$75.00	N	\$75.00
Residential & non-Residential Installations (# of fixtures 2)	\$75.00	N	\$75.00
Residential & non-Residential Installations (# of fixtures 3)	\$75.00	N	\$75.00
Residential & non-Residential Installations (# of fixtures 4)	\$80.00	N	\$80.00
Residential & non-Residential Installations (# of fixtures 5)	\$85.00	N	\$85.00
Residential & non-Residential Installations (# of fixtures 6)	\$95.00	N	\$95.00
Residential & non-Residential Installations (# of fixtures 7)	\$100.00	N	\$100.00
Residential & non-Residential Installations (# of fixtures 8)	\$105.00	N	\$105.00
Residential & non-Residential Installations (# of fixtures 9)	\$110.00	N	\$110.00
Residential & non-Residential Installations (# of fixtures 10)	\$115.00	N	\$115.00
Residential & non-Residential Installations (# of fixtures 11)	\$120.00	N	\$120.00
Residential & non-Residential Installations (# of fixtures 12)	\$125.00	N	\$125.00
Residential & non-Residential Installations (# of fixtures 13)	\$135.00	N	\$135.00
Residential & non-Residential Installations (# of fixtures 14)	\$145.00	N	\$145.00
Residential & non-Residential Installations (# of fixtures 15)	\$155.00	N	\$155.00
Residential & non-Residential Installations (# of fixtures 16)	\$160.00	N	\$160.00
Residential & non-Residential Installations (# of fixtures 17)	\$165.00	N	\$165.00
Residential & non-Residential Installations (# of fixtures 18)	\$170.00	N	\$170.00
Residential & non-Residential Installations (# of fixtures 19)	\$175.00	N	\$175.00
Residential & non-Residential Installations (# of fixtures 20)	\$180.00	N	\$180.00
Residential & non-Residential Installations (over 20)	\$180.00 plus \$5.00 per fixture over 20		
Homeowner Permits over 5 fixtures – add \$50.00			
Private Sewage Permit Fee			
Holding tanks	\$150.00	N	\$150.00
Open discharge, fields, mounds, treatment plants	\$250.00	N	\$250.00

	Fee and Charges	GST Applicable	Fee with applicable GST
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### **Permits & Applications**

Minimum charge	\$25.00	N	\$25.00
Demolition permit	\$20.00	N	\$20.00
Development permit – minor development & home occupation	\$30.00	N	\$30.00
Development permit –garage	\$75.00	N	\$75.00
Development permit – single family building	\$100.00	N	\$100.00
Development permit – two family development	\$150.00/unit	N	\$150.00/unit
Development permit – multi family development	\$150.00/unit	N	\$150.00/unit
Development permit – mobile home placement	\$75.00	N	\$75.00
Development permit – commercial/industrial/institutional	\$100.00	N	\$100.00
Development permit – signs	\$30.00	N	\$30.00
Moving permit	\$20.00	N	\$20.00
Gas Permit	\$25.00	N	\$25.00
Plumbing Permit	\$10.00	N	\$10.00
Rezoning application	\$200.00	N	\$200.00
All other permits not listed herein	\$20.00	N	\$20.00

	Fee and Charges	GST Applicable	Fee with applicable GST
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### **Memorial Hall**

- **Damage deposit and rental fee must be paid in full by cash, cheque, credit or debit card before lessee is allowed in the hall**
- **If there are back-to-back bookings, the party booking for the next day may have access to the hall no earlier than 10:0am**

Memorial Hall – main hall damage deposit	\$300.00	N	\$300.00
Memorial Hall – small hall damage deposit	\$300.00	N	\$300.00
Main Hall - dances, banquet, weddings (including kitchen & PA system)	\$350.00	Y	\$367.50
Small Hall - dances, banquet, weddings (including kitchen & PA system)	\$150.00	Y	\$157.50
Anniversaries – main hall	\$350.00	Y	\$367.50
Anniversaries – small hall	No rental		No rental
Catering (food service only – not guest seating) small hall	\$50.00	Y	\$52.50
Sales/ Tea's/ Farmer's Markets – main hall	\$200.00	Y	\$210.00
Sales/ Tea's/ Farmer's Markets – small hall	\$150.00	Y	\$157.50
Public meetings – main hall	\$200.00	Y	\$210.00
Public meetings – small hall	\$125.00	Y	\$131.25
Funerals – main hall	\$100.00	Y	\$105.00
Funerals – small hall	\$50.00	Y	\$52.50
Kitchen use	\$50.00	Y	\$52.50
Kitchen use for Legion/Elks/Royal Purple	\$35.00	Y	\$36.75
Bingo rates (per Bingo)	\$200.00	N	\$200.00
Day before set-up/ Day after clean-up	\$200.00	Y	\$210.00
Supervision (per hour)	\$40.00	Y	\$42.00
**Extra fees for supervision will be charged for the duration that alcohol is present in the building**			
Cleaning (per hour)	\$22.00	Y	\$23.10

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **Swanson Room**

- **Size is 25' x 60'**
- **Damage deposit and rental fee must be paid in full by cash, cheque, credit or debit card before lessee is allowed access**

Swanson room – meetings, showers, kids' birthday (includes 14 tables & 115 chairs in rental)	\$75.00	Y	\$78.75
Swanson Room - damage deposit	\$200.00	N	\$200.00
Swanson Room – social event (if RWCC is doing the bar, PAL insurance and liquor license not needed)	\$150.00	Y	\$157.50
Swanson Room – social event damage deposit	\$300.00	N	\$300.00
Swanson Room – hourly rate (does not apply to social events)	\$25.00	Y	\$26.25
Event supervision (April – September fee applied hourly after regular office hours)	\$40.00	Y	\$42.00
Arts and crafts room (25' x 25') – day rate	\$50.00	Y	\$52.50
Swanson Room Kitchen – day rate	\$30.00	Y	\$31.50
	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>

### **Polar Palace Arena**

Arena - floor rental (day rate)	\$550.00	Y	\$577.50
Arena - damage deposit	\$500.00	N	\$500.00
Arena – Ice rental – family rental	\$72.00	Y	\$75.60
Arena– Ice rental – adult rental	\$120.00	Y	\$126.00
Arena– Ice rental – youth (under 17)	\$72.00	Y	\$75.60
Arena– Ice rental – non residential (18+)	\$162.00	Y	\$170.10
Arena– Ice rental – non residential (youth)	\$102.00	Y	\$107.10
Arena– Ice rental – special event (adult 18+)	\$120.00	Y	\$126.00
Arena– Ice rental – special event (youth)	\$72.00	Y	\$75.60
Public Skate – child (0-6)	free		free
Public Skate – student (7-17)	\$2.00	N	\$2.00
Public Skate – adult (18+)	\$3.00	N	\$3.00
Public Skate – senior (55+)	\$2.00	N	\$2.00
Public Skate – Family (2 adults & 3 kids)	\$8.00	N	\$8.00
Season Passes - child (0-6)	free		free
Season Passes - student (7-17)	\$30.00	Y	\$31.50
Season Passes - adult (18+)	\$55.00	Y	\$57.75
Season Passes - senior (55+)	\$30.00	Y	\$31.50
Season Passes - Family (2 adults & 3 kids)	\$150.00	Y	\$157.50

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **Ball Diamonds**

Ball diamonds (2 diamonds available) – day rate	\$100.00	Y	\$105.00
Ball diamonds – damage deposit	\$400.00	N	\$400.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **RV Park**

- **12 sites**
- **30 amp power**
- **75ft long sites**

RV Park – summer rates (daily) power and water included		included	\$35/00 daily
RV Park – summer rates (weekly) power and water included		included	\$210.00/weekly
RV Park – summer rates (monthly) power and water included		included	\$840.00/month
RV Park – winter rates (daily) includes power only		included	\$25.00/daily
RV Park – winter rates (weekly) includes power only		included	\$150.00/weekly
RV Park – winter rates (monthly) includes power only		included	\$600.00/monthly

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **Equipment Rentals**

Tables – brown table (6' x 2.5'), 28 available – day rate	\$7.50 each	Y	\$7.88 each
Tables – brown table (6' x 2.5'), 28 available – damage deposit	\$200.00	N	\$200.00
Tables – white table, 21 available – day rate	\$7.50 each	Y	\$7.88 each
Tables – white table, 21 available – damage deposit	\$200.00	N	\$200.00
Chairs – plastic brown, 18 available – day rate	\$1.00 each	Y	\$1.05 each
Chairs – plastic brown, 18 available – damage deposit	\$200.00	N	\$200.00
Chairs – wood brown, 27 available – day rate	\$1.00 each	Y	\$1.05 each
Chairs – wood brown, 27 available – damage deposit	\$200.00	N	\$200.00
Event Tent – 10'x 20'	\$100.00	Y	\$105.00
Event Tent – 10'x 20' – damage deposit	\$400.00	N	\$400.00
Corn boiler – (renter must provide propane & bottle)	\$25.00/day	Y	\$26.25/day
Corn boiler – damage deposit	\$200.00	N	\$200.00
Coffee Urns	\$10.00/day	Y	\$10.50/day
Coffee Urns – damage deposit	\$200.00	N	\$200.00
Stanchions – 18 available	\$5.00/day	Y	\$5.25/day
Stanchions – damage deposit	\$200.00	N	\$200.00
Sound System	\$125.00/day	Y	\$131.25/day
Sound System – damage deposit	\$200.00	N	\$200.00
Karaoke Machine	\$250.00/day	Y	\$262.50/day

Karaoke Machine -damage deposit	\$200.00	N	\$200.00
LCD Projector	\$50.00/day	Y	\$52.50/day
LCD Projector – damage deposit	\$200.00	N	\$200.00
Cotton Candy Machine	\$50.00/day + \$20.00 supplies flat rate	Y	\$73.50/day
Cotton Candy Machine – damage deposit	\$200.00	N	\$200.00
Sno cone machine	\$50.00/day + \$20.00 supplies flat rate	Y	\$73.50/day
Sno cone machine – damage deposit	\$200.00	N	\$200.00
Popcorn Machine	\$50.00/day + \$2.50 kernel pack	Y	\$63.00/day
Popcorn Machine – damage deposit	\$200.00	N	\$200.00
Giant Games (checkers, chess, connect 4)	\$25.00/day	Y	\$26.25/day
Giant Games – damage deposit	\$200.00	N	\$200.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### Gas Department

Gas installations will be cost plus 15% admin fees			
Cost from inventory (ei: meters, regulators, pipe, risers, fittings, tracer, wire) will be priced from market value			

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### Water Department

Water meters(various sizes)	Priced from current market value		



	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **Public Works Department**

All equipment rentals will be paid out of the previous year's ARHCA book.	100% of previous year's ARCHA rate	Y	100% of previous year's ARCHA rate
Dumping fees at landfill– commercial operators, (tandem)	\$50.00	N	\$50.00
Dumping fees at landfill – commercial operators, (end dump)	\$100.00	N	\$100.00
Snow dump fees – commercial operators (body job)	\$110.00	N	\$110.00
Snow dump fees – commercial operators (truck & pup)	\$155.00	N	\$155.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **General Office Fees**

Administration fee	15%		15%
Letter of Compliance	\$50.00	N	\$50.00
Photocopies	\$0.25 each	Y	\$0.27
Postcards	\$0.50 each	Y	\$0.53
Tax Certificate	\$35.00	N	\$35.00
Taxi Permit	\$25.00	N	\$25.00
Town Flags	\$150.00	Y	\$157.50
Town Maps (large 24" wide x 36" long)	\$50.00	Y	\$52.50
Town Pins	\$1.00	Y	\$1.05
Land use Bylaw Book	\$35.00	Y	\$36.75
Laminating – pouch	\$1.00/each	Y	\$1.05
Laminating – Letter size	\$2.00/each	Y	\$2.10
Laminating – legal size	\$2.50/each	Y	\$2.63
Laminating- custom size	\$3.00/ft	Y	\$3.15
NSF fees	\$25.00	Included	\$25.00

	<u>Fee and Charges</u>	<u>GST Applicable</u>	<u>Fee with applicable GST</u>
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### **Property Tax Penalties**

August 1 <sup>st</sup> of the current year	10%	N	10%
September 1 <sup>st</sup> of the current year	5%	N	5%
unpaid as of January 1 <sup>st</sup> of the following year	5%	N	5%
Further penalty of unpaid taxes levied on the first of the month	1%	N	1%



## Town of Valleyview Request For Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Tracey Stewart, Director of Community Services</b>
<b>Subject:</b>	<b>Bylaw #2025-16 – Amendment #1 to the Cemetery Bylaw</b>

### 1.0 PURPOSE

To present Council with an amendment to #2016-02 Cemetery Bylaw, to reflect that the cemetery is no longer administered by an Advisory Committee.

### 2.0 BACKGROUND AND DISCUSSION

Part 1 of Bylaw #2016-02 establishes the cemetery committee and addresses governance matters. As this committee no longer exists, removal of Part 1 of this bylaw is necessary. The remainder of the bylaw will stay intact.

### 3.0 ALTERNATIVES

- 3.1 Council may pass Bylaw #2025-16.
- 3.2 Council may accept this report as information only at this time.

### 4.0 FINANCIAL IMPLICATIONS

None.

### 5.0 ATTACHMENTS

Bylaw #2025-16 Amendment #1 to the Cemetery Bylaw.

### 6.0 RECOMMENDATIONS

That Council give first, second, and if unanimously approved, third reading to Bylaw #2025-16 – Amendment #1 to the Cemetery Bylaw as presented.

Submitted By:   
Tracy Stewart, Director of Community Services

Approved By:   
Jim Fedyk, Chief Administrative Officer

**TOWN OF VALLEYVIEW  
BYLAW NUMBER 2025-16  
TOWN OF VALLEYVIEW AMENDMENT #1 TO THE CEMETERY BYLAW**

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**WHEREAS**, the Council of the Town of Valleyview deems it advisable to amend Cemetery Bylaw No. 2016-02 to reflect that the cemetery is no longer administered by an Advisory Committee.

**AND WHEREAS** the Town of Valleyview wishes to provide for the operation, maintenance, and administration of the cemetery.

**NOW THEREFORE**, the Council of the Town of Valleyview, duly assembled, enacts as follows:

**1. Citation**

1.1. This Bylaw may be cited as “Amendment #1 to the Cemetery Bylaw”.

**2. Provisions**

2.1. That Part 1 – Advisory Committee of Cemetery Bylaw No. 2016-02 is hereby repealed in its entirety.

2.2. That all references to an Advisory Committee throughout the bylaw are hereby repealed.

**3. Enactment**

3.1. This Bylaw shall take effect at the date of the final passing.

READ A FIRST TIME ON **SEPTEMBER 22, 2025**

READ A SECOND TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

READ A THIRD TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

SIGNED AND PASSED ON **SEPTEMBER 22, 2025**

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**Vern Lymburner, Mayor**

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**Date**

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**Jim Fedyk, CAO**

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**Date**



## Town of Valleyview Request for Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>Bylaw #2025-17 - Valleyview Municipal Library Board Bylaw</b>

### 1.0 PURPOSE

To repeal outdated Bylaw No. 21-70 (1970) and adopt a modernized Valleyview Municipal Library Board Bylaw that aligns with the Libraries Act, RSA 2000, c. L-11 and current governance best practices.

### 2.0 BACKGROUND AND DISCUSSION

In 1970, Council passed Bylaw No. 21-70 establishing the Valleyview Municipal Library and Library Board. The bylaw is legally valid but outdated, referencing the 1956 version of the Libraries Act and lacking clarity on trustee numbers, terms of office, and appointment procedures.

Since 1970, the Libraries Act has been revised several times, most recently consolidated in 2000.

The Valleyview Municipal Library continues to operate under the authority of the Act and Council's appointments, but updating the bylaw will:

- align references to current legislation,
- clearly set out trustee composition and term limits,
- improve transparency and governance clarity,
- reduce reliance on administrative agreements (such as the MOU) to duplicate legislative provisions

The proposed Bylaw No. 2025-17, Valleyview Municipal Library Board Bylaw:

- Establishes the Valleyview Municipal Library Board in compliance with the Libraries Act;
- Defines Board composition (minimum 5, maximum 10 trustees, with up to 2 council representatives from the Town of Valleyview [the establishing municipality] permitted);
- Clarifies terms of office (up to 3 years, renewable to a maximum of 3 consecutive terms unless reappointed by 2/3 of Council);
- Provides for staggered appointments to ensure continuity;
- Affirms the Board's powers and duties as set out in the Libraries Act;
- Repeals Bylaw No. 21-70.

The proposed bylaw is concise and avoids duplication of provincial legislation while ensuring clear local governance.

### **3.0 ALTERNATIVES**

- 3.1 Council may pass all three readings of Bylaw No. 2025-17 – repealing Bylaw 21-70 and enacting the new Valleyview Municipal Library Board Bylaw.
- 3.2 Council may amend the draft bylaw and provide direction for revisions prior to second or third reading.
- 3.3 Council may take no action and retain the existing 1970 bylaw.

### **4.0 FINANCIAL/OTHER IMPLICATIONS**

None

### **5.0 ATTACHMENTS**

- Proposed Bylaw #2025-17, the Valleyview Municipal Library Board Bylaw
- Bylaw #1970-21, a Bylaw for the Establishment of a Municipal Library

### **6.0 RECOMMENDATIONS**

That Council give first, second, and if unanimously approved, third reading to Bylaw No. 2025-17, the Valleyview Municipal Library Board Bylaw, thereby repealing Bylaw No. 21-70 and establishing a modernized Library Board Bylaw in accordance with the Libraries Act.

Submitted By: Jim Fedyk, CAO

Approved By:  \_\_\_\_\_

**TOWN OF VALLEYVIEW  
BYLAW NUMBER 2025-17  
VALLEYVIEW MUNICIPAL LIBRARY BOARD BYLAW**

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**BEING A BYLAW OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF  
ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF THE TOWN OF  
VALLEYVIEW MUNICIPAL LIBRARY BOARD.**

**WHEREAS** the Libraries Act, RSA 2000, c. L-11, as amended, provides that a council may, by bylaw, establish a municipal library board; and

**AND WHEREAS** The Council of the Town of Valleyview deems it expedient and proper to continue the establishment and operation of a municipal library board for the purpose of providing public library services to the residents of Valleyview and surrounding areas;

**NOW THEREFORE** the Council of the Town of Valleyview, duly assembled, enacts as follows:

**PART 1 – INTERPRETATION AND DEFINITIONS**

- 1.1 This Bylaw may be cited as the “Valleyview Municipal Library Board Bylaw.”

**PART 2 – PROVISIONS**

**2.1 Establishment**

There is hereby established a municipal library board to be known as the Valleyview Municipal Library Board (“the Board”).

**2.2 Board Composition**

- a. The Board shall consist of not fewer than five (5) and not more than ten (10) trustees, appointed by Council in accordance with the Libraries Act.
- b. One member of Council shall be appointed to the Board annually at Council's organizational meeting and shall act as a liaison between the Board and Council.
- c. One member of the MD of Greenview shall be appointed to the Board.
- d. No person who is an employee of the Town of Valleyview or of the Valleyview Municipal Library is eligible to be a trustee.
- e. Not more than two (2) members of Council may serve as trustees at any one time, as permitted under the Libraries Act.

**2.3 Appointment and Terms**

- a. Trustees shall be appointed by resolution of Council at the annual organizational meeting or as vacancies arise.

- b. The term of office for trustees shall be up to three (3) years, in accordance with the Libraries Act.
- c. Trustees may serve a maximum of three consecutive terms, unless reappointed by a two-thirds majority of Council, in accordance with the Libraries Act.
- d. Appointments shall be staggered to ensure continuity of Board membership.

#### **2.4 Powers and Duties**

- a. The Board shall have full management and control of the Valleyview Municipal Library in accordance with the Libraries Act and its regulations.
- b. The Board shall:
  - i. organize, promote, and maintain comprehensive and efficient library services in the community;
  - ii. operate in accordance with the Libraries Act and all applicable regulations;
  - iii. submit an annual budget and request for appropriation to Council as required by the Act;
  - iv. report to Council in accordance with legislation and as requested.

### **PART 3 – SEVERABILITY AND REPEAL**

- 3.1 If any section, subsection, sentence, clause, phrase, or portion of this Bylaw is declared invalid or unconstitutional by a court of competent jurisdiction, that portion shall be deemed severed and the remainder of the Bylaw shall remain in full force and effect.
- 3.2 Bylaw No. 21-70, being a bylaw of the Town of Valleyview to establish a municipal library, is hereby repealed.

### **PART 4 – COMING INTO FORCE**

- 4.1 This Bylaw comes into force on the day it is passed.

READ A FIRST TIME ON **SEPTEMBER 22, 2025**

READ A SECOND TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

READ A THIRD TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

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**Vern Lymburner, Mayor**

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**Date**

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**Jim Fedyk, CAO**

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**Date**

BYLAW NO. 21-70

BEING A BYLAW OF THE TOWN OF VALLEYVIEW IN THE  
PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISH-  
MENT OF A MUNICIPAL LIBRARY

WHEREAS the Council of the Town of Valleyview deem  
it expedient to propose the establishment of a Municipal Library.

NOW THEREFORE with the authority and under the  
provisions of Part 111 of the Libraries Act and Amendments thereto,  
being Chapter 27 of the Statutes of Alberta, 1956, the Council of  
the Town of Valleyview duly assembled enacts as follows:

1. There shall be established a Municipal Library for  
the Town of Valleyview.

2. The Municipal Library shall be managed, regulated  
and controlled by a Library Board.

3. The policies of the Municipal Library Board shall  
be governed by Parts 111 and V11 of the Libraries Act and Amend-  
ments and Regulations pertaining thereto.

4. This Bylaw shall take effect on the date of the  
final passing thereof.

READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> day of October 1970AD

Ed H. Bruntz  
MAYOR

James F. D. ...  
SECRETARY-TREASURER-MANAGER

READ A THIRD TIME THIS 5<sup>th</sup> day of October 1970AD  
and finally passed in Open Council.

Ed H. Bruntz  
MAYOR

James F. D. ...  
SECRETARY-TREASURER-MANAGER

"SEAL"





## Town of Valleyview Request for Decision

<b>Date:</b>	<b>September 22, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>Bylaw #2025-18 – Designated Officers Bylaw</b>

### 1.0 PURPOSE

To establish a new Town of Valleyview Designated Officers Bylaw that formally documents the CAO's authority to appoint designated officers on behalf of Council, including contracted officers, ensuring legal clarity and consistency with the Municipal Government Act (MGA), while replacing the existing Bylaw 2022-09 and previous Bylaw 2014-10 as it was never repealed.

### 2.0 BACKGROUND AND DISCUSSION

The current Designated Officers Bylaw (2022-09) establishes the Assessor and Director of Corporate Services as designated officers.

The proposed bylaw adds the **Bylaw Enforcement Officer** and **Development Officer**, ensuring all positions with statutory authority are formally recognized. By consolidating all designated officers into a single bylaw, the Town creates a clear and consistent framework for appointments and authority.

The bylaw also clarifies delegation and documentation practices, ensuring that all bylaw enforcement officers, including contracted staff, have formally defined powers to carry out their duties, such as issuing orders, stop orders, and enforcing municipal bylaws.

These updates strengthen municipal governance, improve operational efficiency, provide legal clarity, and ensure the Town's practices fully align with the MGA.

### 3.0 ALTERNATIVES

- 3.1 Council may adopt the new Designated Officers Bylaw as presented, replacing Bylaw 2022-09.
- 3.2 Council may decide not to adopt but instead to maintain the current bylaw, which leaves ambiguity regarding CAO appointment authority and contracted officers.

### 4.0 FINANCIAL/OTHER IMPLICATIONS

None

## **5.0 ATTACHMENTS**

Proposed Bylaw #2025-18, the Designated Officers Bylaw  
Bylaw 2022-09 – Designated Officers Bylaw

## **6.0 RECOMMENDATIONS**

That Council give first, second, and if unanimously agreed upon, third reading to Bylaw  
#2025-18, the Designated Officers Bylaw.

Submitted By: Jim Fedyk, CAO

Approved By:  \_\_\_\_\_

**TOWN OF VALLEYVIEW  
BYLAW NUMBER 2025-18  
DESIGNATED OFFICERS BYLAW**

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**BEING A BYLAW OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF  
ALBERTA, TO ESTABLISH DESIGNATED OFFICER POSITIONS AND TO  
AUTHORIZE THEIR POWERS, DUTIES, AND FUNCTIONS.**

**WHEREAS** a Council may, in accordance with Section 210 of the Municipal Government Act, establish one or more positions to carry out the powers, duties or functions of a designated officer under this or any other enactment;

**NOW THEREFORE** the Council of the Town of Valleyview, duly assembled, enacts as follows:

**PART 1 – INTERPRETATION AND DEFINITIONS**

**1.1** This bylaw may be cited as the “Designated Officers Bylaw.”

**1.2** The following definitions shall apply to this Bylaw

“**Act**” means the Municipal Government Act, RSA 2000, c. M-26, as amended or replaced.

“**CAO**” means the Chief Administrative Officer of the Town of Valleyview.

“**Council**” means the municipal council of the Town of Valleyview.

“**Town**” means the Town of Valleyview.

**PART 2 – PROVISIONS**

**2.1 Designated Officer Positions**

a. The following positions are hereby appointed as Designated Officers for the specific purposes mentioned below:

i. **Director of Corporate Services** – The Director of Corporate Services is authorized to carry out powers, duties, and functions under Section 213 MGA.

ii. **Municipal Assessor** – The Municipal Assessor, as appointed by Council, shall exercise the powers, duties, and functions of an assessor as defined in Section 284(1) of the Act, including the duties of assessments and taxation as permitted or required by Parts 9 and 10 of the Act.

iii. **Bylaw Enforcement Officer** – Any Town of Valleyview Bylaw Enforcement Officer, including contracted officers, are authorized to exercise all powers, duties, and functions under Sections 542, 545, 546, and 555 MGA, including the

authority to issue and sign written orders and stop orders related to bylaw enforcement.

- iv. **Development Officer** – The Development Officer, as appointed by Council, authorized to exercise all powers, duties, and functions under Sections 645, 646, and related provisions of the MGA, including the authority to issue and sign development and stop orders and enforce compliance with the Land Use Bylaw.

## **2.2 Delegation**

- a. Council delegates to the CAO the authority to:
  - i. Appoint individuals to the designated officer positions established in this bylaw on behalf of Council;
  - ii. Further delegate administrative powers, duties, and functions in accordance with Section 209 MGA.

## **PART 3 – SEVERABILITY AND REPEAL**

- 3.1 If any section, subsection, sentence, clause, phrase, or portion of this Bylaw is declared invalid or unconstitutional by a court of competent jurisdiction, that portion shall be deemed severed and the remainder of the Bylaw shall remain in full force and effect.
- 3.2 Bylaw No. 2022-09 and 2014-10 are hereby repealed.

## **PART 4 – COMING INTO FORCE**

- 4.1 This Bylaw comes into force on the day it is passed.

READ A FIRST TIME ON **SEPTEMBER 22, 2025**

READ A SECOND TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

READ A THIRD TIME, AS AMENDED, ON **SEPTEMBER 22, 2025**

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**Vern Lymburner, Mayor**

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**Date**

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**Jim Fedyk, CAO**

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**Date**



## DESIGNATED OFFICERS BYLAW

**BYLAW #: 2022-09**

**AUTHORITY: COUNCIL**

**APPROVAL DATE: October 11, 2022**

**EFFECTIVE DATE: October 11, 2022**

A Bylaw of the Town of Valleyview, in the Province of Alberta, to establish Designated Officers.

**WHEREAS** a Council may, in accordance with Section 210 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, establish one or more positions to carry out the powers, duties, and functions of a designated officer under this or any other enactment or bylaw,

**AND WHEREAS** Section 284.2 (i) of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, requires the position of Assessor to be appointed as a Designated Officer;

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF VALLEYVIEW ENACTS AS FOLLOWS:**

### **TITLE**

1. This Bylaw will be referred to as the Designated Officers Bylaw.

### **DESIGNATED OFFICER POSITIONS**

2. The following positions are hereby appointed as Designated Officers for the specific purposes mentioned below:
  - a. The Director of Corporate Services be authorized to carry out the powers, duties and functions mentioned in Section 213 of the Municipal Government Act
  - b. The Town's Assessor, as appointed by Council from time to time, be authorized to perform the powers, duties, and functions associated with that position as outlined in the Municipal Government Act

This Bylaw comes into force on the day it is passed, and Bylaw #2014-10 is repealed in its entirety.

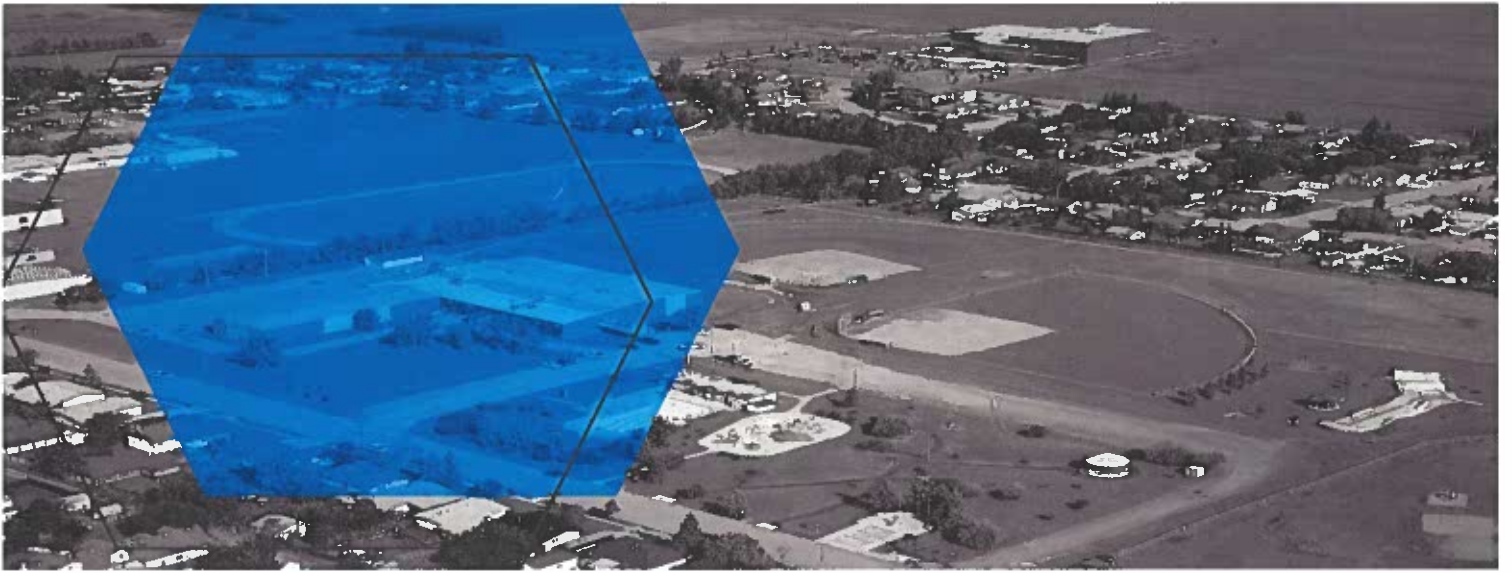
**READ A FIRST TIME this 11<sup>th</sup> day of October, 2022**

**READ A SECOND TIME this 11<sup>th</sup> day of October, 2022**

**READ A THIRD TIME and finally passed this 11<sup>th</sup> day of October, 2022**

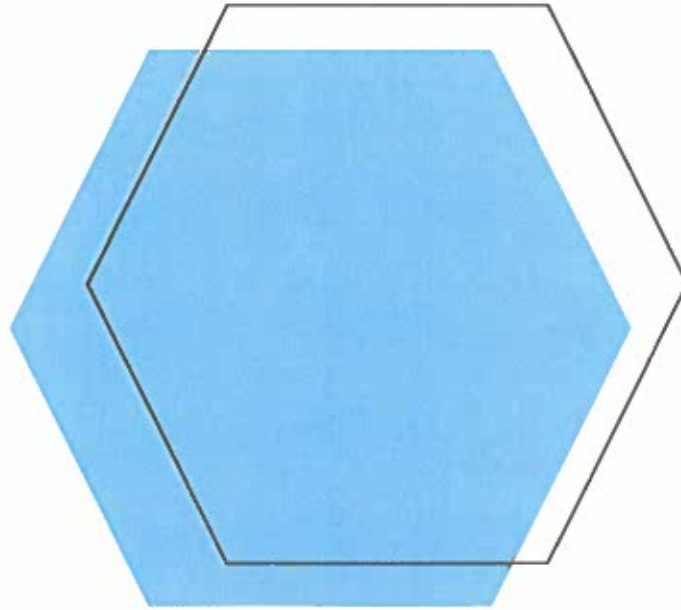
  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER



# CORRESPONDENCE

CORRESPONDENCE



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE

## Karen Staples

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**From:** Jim Fedyk  
**Sent:** Wednesday, September 10, 2025 8:07 AM  
**To:** Kathy McCallum; Karen Staples  
**Subject:** FW: Alberta Municipalities + RMA Conventions Information Request  
**Attachments:** Commanding Officer Meeting Request Form.pdf

Jim Fedyk  
Chief Administrative Officer



4909-50th Street,  
Box 270, Valleyview, AB T0H 3N0

T: (780)524-5150  
F: (780)524-2727  
E: [jfedyk@valleyview.ca](mailto:jfedyk@valleyview.ca)  
[www.valleyview.ca](http://www.valleyview.ca)

### PRIVILEGED INFORMATION AND CONFIDENTIALITY NOTICE

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**From:** Vern Lymburner <[mayor@valleyview.ca](mailto:mayor@valleyview.ca)>  
**Sent:** Tuesday, September 9, 2025 4:59 PM  
**To:** Jim Fedyk <[jfedyk@valleyview.ca](mailto:jfedyk@valleyview.ca)>  
**Subject:** Fw: Alberta Municipalities + RMA Conventions Information Request

Agenda item

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**From:** Park, Craig (RCMP/GRC) <[craig.park@rcmp-grc.gc.ca](mailto:craig.park@rcmp-grc.gc.ca)>  
**Sent:** September 9, 2025 2:12 PM  
**To:** Vern Lymburner <[mayor@valleyview.ca](mailto:mayor@valleyview.ca)>; [jsedyk@valleyview.ca](mailto:jsedyk@valleyview.ca) <[jsedyk@valleyview.ca](mailto:jsedyk@valleyview.ca)>;  
[tyler.olsen@mdgreenview.ab.ca](mailto:tyler.olsen@mdgreenview.ab.ca) <[tyler.olsen@mdgreenview.ab.ca](mailto:tyler.olsen@mdgreenview.ab.ca)>  
**Subject:** Alberta Municipalities + RMA Conventions Information Request

Good afternoon,

As we are currently preparing for upcoming fall conventions to coordinate meetings between communities and the Alberta RCMP Commanding Officer, I am reaching out to inquire if you would like to meet with the CO and other senior executive members.

The Alberta Municipalities Convention will be taking place from November 12<sup>th</sup>-14<sup>th</sup> at the Calgary TELUS Convention Center and the Rural Municipalities of Alberta Convention will be taking place from November 17<sup>th</sup>-20<sup>th</sup> at the Edmonton Convention Centre.

If you would like to meet with the Commanding Officer I reaching out determine the topics you are interested in discussing. **In the attached form, please provide all necessary information to ensure that the CO and his team are well briefed for the discussions. Please also indicate in the form which convention you will be attending so that we can create the schedules accordingly.**

In order to coordinate the response in the most efficient manner, please send a response/filled out forms no later then **Thursday, September 25<sup>th</sup>, 2025.**

If you have any questions or concerns, please do not hesitate to contact me.

Craig



**Sgt. Craig Park**

**Valleyview Detachment | Détachement de Valleyview**

PO Box 1050, Valleyview AB T0H 3N0

Office Phone (780)524-3345

Cell Phone (780)286-9152

**Email: [craig.park@rcmp-grc.gc.ca](mailto:craig.park@rcmp-grc.gc.ca)**

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





# Commanding Officer Meeting Request

## K Division

Date Form Completed (yyyy-mm-dd)

### Detachment / Municipality Information

Type of Conference (required)

☐ Association of Alberta Municipalities (AMA) Conference

☐ Rural Municipalities Association (RMA) Conference

☐ Other specify:

Convention Type

☐ Spring ☐ Fall ☐ Other Date (yyyy-mm-dd)

Detachment Commander Name

Detachment

County Name (if applicable)

Office Address

City/Town/Hamlet

Province  
AB

Postal Code (A9A 9A9)

### Mayor/Reeve Information

Mayor/Reeve Name

Telephone Number (include area code)

Email Address

### Chief Administrative Officer (CAO) Information

CAO Name

Telephone Number (include area code)

Email Address

### Conference Contact Information

Conference Contact Name

Telephone Number (include area code)

Email Address

### Meeting Participants or Attendees

List Meeting Participants or Attendees (this field expands)

### Discussion Details

#### Topic # 1

Topic To Be Discussed with CO (this field expands)

Detachment Commander Comment on Topic (this field expands)

District officer Comment on Topic (this field expands)

Community Safety and Wellness Branch Comment on Topic (if applicable; this field expands)

Operational Strategy Branch Comment on Topic (if applicable; this field expands)

Criminal Operations Officer Comment on Topic (if applicable; this field expands)

### Submission Instructions

Once completed, send a copy of the form to [OSB\\_General\\_Mailbox@rcmp-grc.gc.ca](mailto:OSB_General_Mailbox@rcmp-grc.gc.ca).



BOX 270  
VALLEYVIEW, ALBERTA  
T0H 3N0  
PHONE: (780) 524-5150  
FAX: (780) 524-2727

September 15, 2025

Reeve Tyler Olsen and Council  
Municipal District of Greenview No. 16  
4806 – 36 Avenue  
Valleyview, AB T0H 3N0

**Re: Alberta Municipalities 2025 Convention**

Dear Reeve Olsen and Council,

The Town of Valleyview would like to invite you to attend the Alberta Municipalities 2025 Convention and Trade Show, taking place November 12 – 14, 2025 at the Calgary TELUS Convention Centre.

We would like to cover the registration and travel costs for the Reeve, or an alternate if the Reeve is unable to attend. Please let us know if your Council is agreeable to this arrangement so we may finalize the arrangements.

The convention is a valuable opportunity to connect with other municipalities, attend informative sessions, and see the latest products and services relevant to local governments.

Thank you for considering this invitation. We look forward to your response.

Sincerely,

Jim Fedyk  
Chief Administrative Officer  
Town of Valleyview



4909-50<sup>th</sup> Street,  
Box 270, Valleyview, AB T0H 3N0

T: (780)524-5150  
F: (780)524-2727

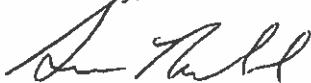
The team at the Little Smoky Community Center will be hosting our 60<sup>th</sup> Anniversary Party on November 22<sup>nd</sup>, 2025. This event will show-case our community's history and our future endeavors. We will have posters, pictures and plans of both past projects as well as upcoming ones like our playground revamp, ball-diamond revival and of course showing how far the community has come through the last 60 years.

The support of local companies who provide valuable products and services to the surrounding communities means so much to Little Smoky and makes events like this possible for everyone to enjoy. Would you be willing to donate to help make this year's event an even bigger success? Currently, we are specifically looking for **silent auction items**. Our community LOVES a good-natured bidding war, and it has been quite some time since we have had an event where we had the space to host a silent auction. We have set aside the meeting room for the silent auction and hope to fill it! The proceeds from the silent auction will be one of our biggest fundraisers of 2025 and will help keep the Little Smoky Community Center hosting events for the whole community to enjoy.

If you don't have time to shop but would still like to support the Little Smoky Community Center, we have volunteers that can do the shopping for you and attach your business name/card/logo to the donations.

All donators will be featured on our Little Smoky Community Facebook Page and our community website, and we hope to see you at our party!

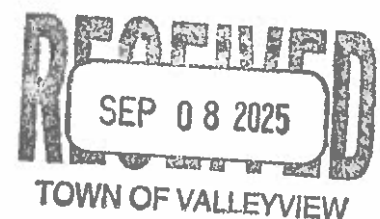
Sincerely,



Sara Nichol

Vice-President

780-524-9394



YOU ARE INVITED TO OUR

# GRAND RE-OPENING CARIBOU CHILD & YOUTH CENTRE

ENJOY DELICIOUS FOOD, ENGAGING  
SPEECHES, AND GUIDED TOURS OF OUR  
NEWLY REFRESHED SPACE. COME SEE  
WHAT'S NEW AND BE PART OF THIS  
EXCITING NEW CHAPTER.

OCTOBER 21, 2025  
10:00 AM TO 2:00 PM  
(SPEECHES START AT 11:00 AM)

10031 103 AVE.  
GRANDE PRAIRIE, AB



PLEASE SCAN TO RSVP