

**AGENDA**  
**REGULAR COUNCIL MEETING**  
October 14, 2025 @ 5:00 p.m.  
IN THE TOWN OF VALLEYVIEW  
COUNCIL CHAMBERS

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

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- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA** (adds & deletes)
- 3. ADOPTION OF MINUTES**
  - 3.1 Minutes 25-18 from the Regular Meeting of Council held on Monday, September 22, 2025.
  - 3.2 Business arising from Minutes
- 4. PUBLIC HEARINGS**
  - 4.1 There are no Public Hearings
- 5. PRESENTATIONS & DELEGATIONS**
  - 5.1 Better Way Health & Safety – First Aid in Schools – Leanne Eshleman
- 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 September 30, 2025:
- 7. COMMITTEE REPORTS** (Boards, Commissions & Committee Minutes)
  - 7.1 Valleyview & District Chamber of Commerce Meeting Minutes September 4, 2025
  - 7.2 Heart River Housing Minutes June 26, 2025
- 8. OLD BUSINESS**
  - 8.1 There is no Old Business
- 9. NEW BUSINESS**
  - 9.1 RFD – Policy #ADM 25-01 – Water and Wastewater Bill Adjustment

- 9.2 RFD – FCSS Board Member Appointment
- 9.3 RFD – 2026 Interim Operating Budget
- 9.4 Better Way Health & Safety in Schools

**10. BYLAWS**

- 10.1 RFD – Bylaw #2025-15 Animal Control Bylaw

**11. CORRESPONDENCE**

- 11.1 Heart River Housing Ministerial Order Application Points Discussion

**12. CLOSED SESSION**

- 12.1 There is no Closed Session

**13. ADJOURNMENT**

TOWN OF

VALLEYVIEW



# REGULAR COUNCIL MEETING

2<sup>ND</sup> & 4<sup>TH</sup> MONDAY OF THE MONTH

COMMENCING AT 5:00PM

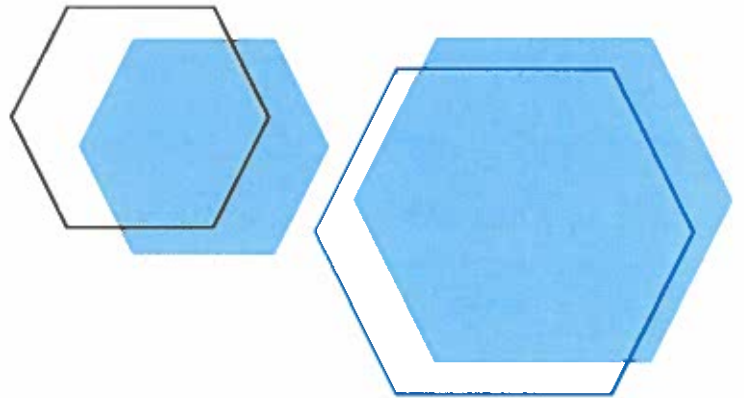
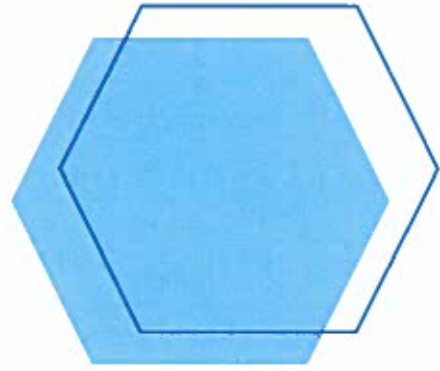






# MINUTES

MINUTES



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE





TOWN OF VALLEYVIEW  
REGULAR COUNCIL MEETING MINUTES  
MINUTES 25-18  
Monday September 22, 2025  
5:00 PM IN THE TOWN OF VALLEYVIEW  
COUNCIL CHAMBERS

**PRESENT**

Mayor

Councillors:

Vern Lymburner  
Delwin Slemm  
Ken Wittig  
Danny McCallum  
Tanya Boman via Teams  
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 5:00pm.

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

Agenda Acceptance  
Resolution #25-18-283

2.1 Councillor Steinke moved that Town Council adopt the September 22, 2025, Regular Council Meeting Agenda as presented.

CARRIED

**3. ADOPTION OF MINUTES**

RCM Minutes  
Resolution #25-18-284

3.1 Regular Council Meeting Minutes 25-17 September 8, 2025.

Councillor Wittig moved that Town Council approve the Regular Town Council Meeting Minutes 25-17 dated Monday September 8, 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 Valleyview Municipal Library Board 2026 Budget presented by Tracie Craig, Tina Caron and Bruce Leslie.

Presentations & Delegations  
Resolution #25-18-285

Councillor Wittig moved to accept the Valleyview Municipal Library Board 2026 Budget as information.

CARRIED

**6. TOWN OPERATIONAL REPORTS**

6.1 There are no Operational Reports

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

7.1 Green View Family and Community Support Services Regular Board Meeting Minutes, Wednesday Jun 18, 2025

7.2 Municipal Planning Commission Minutes June 9, 2025

Committee Reports  
Resolution #25-18-286

Councillor McCallum 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 – ATCO – 2026 Franchise Fee

New Business  
Resolution #25-18-287

Councillor McCallum moved that Town Council approve the proposed percentage increase of 1% to the ATCO Franchise Fee for a total of 8%.

5 For 1 Apposed

9.2 RFD – 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.

New Business  
Resolution #25-18-288

Councillor Steinke moved that Town Council approve moving the Organizational Meeting and the first Regular Council Meeting of the new term to Monday, November 3, 2025, following the completion of Councillor Orientation on November 1, 2025

CARRIED

9.3 RFD – Library Board Appointments – To decide on the appointment and/or reappointment of trustees to the Valleyview

New Business  
Resolution #25-18-289

Municipal Library Board in accordance with the Libraires Act, RSA 2000, c. L-11 and the Town of Valleyview Library Board Bylaw.

Councillor McCallum moved that Town Council appoint Tina Caron and Tracie Craig to the Library Board for staggered one year terms ending October 31, 2026, and Annette McCullough and Bruce Leslie for two year terms ending October 31, 2027, this being the second consecutive term, conditional on the passing of the Municipal Library Board Bylaw at the September 22, 2025 Regular Council Meeting. Administration will advertise for the vacant positions.

CARRIED

New Business  
Resolution #25-18-290

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

Councillor Wittig moved that Town Council adopt the policy ADM-25-02 as presented as presented.

CARRIED

New Business  
Resolution #25-18-291

9.5 RFD – Reserve Transfers and Adjustments in Alignment with Reserve Policy recently adopted Restricted Reserve Fund Policy ADM-25-02.

Councillor Steinke moved that Town Council approve the following reserve transfers, in alignment with the policy ADM 25-02, the Restricted Reserve Policy.

1. Transfer \$100,000 from account 4-00-00-910 (Unrestricted) to 4-00-00-761 (General Operating Reserve)
2. Transfer \$1009.66 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.

CARRIED

New Business  
Resolution #25-18-292

9.6 RFD – 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.

Councillor Wittig moved that Town Council directs Administration to reschedule the October 13, 2025, Regular Council Meeting to October 14, 2025 due to the Thanksgiving Statutory Holiday

CARRIED

## 10. BYLAW

Bylaw  
Resolution #25-18-293

10.1 RFD – Bylaw #2025-07 Fees and Charges Bylaw – 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.

Councillor Wittig moved to give first reading of The Fees and Charges Bylaw #2025-07

CARRIED

Bylaw  
Resolution #25-18-294      Councillor Steinke moved to give the second reading of The Fees and Charges Bylaw #2025-07  
CARRIED

Bylaw  
Resolution #25-18-295      Councillor Slemp moved to consider the third reading of The of Fees and Charges Bylaw #2025-07.  
CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-18-296      Councillor McCallum moved to give the third and final reading of The Fees and Charges Bylaw #2025-07.  
CARRIED

10.2 RFD – Bylaw #2025-16 Amendment #1 to the Cemetery Bylaw – Present Council with an amendment to #2016-02 Cemetery Bylaw, to reflect the cemetery is no longer administered by an Advisory Committee.

Bylaw  
Resolution #25-18-297      Councillor Steinke moved to give first reading of the Amendment #1 to the Cemetery Bylaw #2025-16  
CARRIED

Bylaw  
Resolution #25-18-298      Councillor Slemp moved to give the second reading of the Amendment #1 to the Cemetery Bylaw #2025-16  
CARRIED

Bylaw  
Resolution #25-18-299      Councillor McCallum moved to consider the third reading of the Amendment #1 to the Cemetery Bylaw #2025-16  
CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-18-300      Councillor Boman moved to give the third and final reading of the Amendment #1 to the Cemetery Bylaw #2025-16  
CARRIED

10.3 RFD – Bylaw #2025-17 The Valleyview Municipal Library Board Bylaw – To repeal outdated Bylaw #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 practices.

Bylaw  
Resolution #25-18-301      Councillor Slemp moved to give first reading of The Valleyview Municipal Library Board Bylaw #2025-17.  
CARRIED

Bylaw  
Resolution #25-18-302      Councillor McCallum moved to give the second reading of The Valleyview Municipal Library Board Bylaw #2025-17.  
CARRIED

Bylaw  
Resolution #25-18-303      Councillor Boman moved to consider the third reading of The Valleyview Municipal Library Board Bylaw #2025-17.  
CARRIED UNANIMOUSLY



Bylaw  
Resolution #25-18-304

Councillor Wittig moved to give the third and final reading of The Valleyview Municipal Library Board Bylaw #2025-17.

CARRIED

10.4 RFD – Bylaw #2025-18 Designated Officers Bylaw – To establish a new Town of Valleyview Designated Officers Bylaw that formally documents the CAO's authority to appoint designated officers on the 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 the previous Bylaw 2014-10 as it was never repealed.

Bylaw  
Resolution #25-18-305

Councillor Boman moved to give first reading of the Designated Officers Bylaw #2025-18.

CARRIED

Bylaw  
Resolution #25-18-306

Councillor Wittig moved to give the second reading of the Designated Officers Bylaw #2025-18.

CARRIED

Bylaw  
Resolution #25-18-307

Councillor Steinke moved to consider the third reading of the Designated Officers Bylaw #2025-18.

CARRIED UNANIMOUSLY

Bylaw  
Resolution #25-18-308

Councillor Slemp moved to give the third and final reading of the Designated Officers Bylaw #2025-18.

CARRIED

## 11.CORRESPONDENCE

### 11.1 RCMP K Division Commanding Officer Meeting request

Correspondence  
Resolution #25-18-309

Councillor Steinke moved that Town Council accept the RCMP K division as information.

CARRIED

### 11.2 MD Greenview Reeve or Alternate invitation to attend the Alberta Municipalities 2025 Convention with the Town of Valleyview Council on November 12-14, 2025, in Calgary

Correspondence  
Resolution #25-18-310

Councillor Wittig moved that Town Council Accept as information.

CARRIED

### 11.3 Little Smoky Community Center 60<sup>th</sup> Anniversary Party Donation

Correspondence  
Resolution #25-18-311

Councillor McCallum moved that Town Council accept the Little Smoky Community Center 60<sup>th</sup> Anniversary party Donation as information and pass it over to the Recreation Board for execution.

CARRIED

### 11.4 Invitation to the Grand Re-Opening Caribou Child & Youth Centre October 21, 2025.

Correspondence  
Resolution #25-18-312

Councillor McCallum moved that Town Council accept the invitation as information.

CARRIED

**12. CLOSED SESSION**

12.1 FOIP

Closed Session  
Resolution #25-18-313

Councillor Wittig moved that Town Council move into Closed Session at 5:55pm.

CARRIED

Attendance:  
CAO Jim Fedyk  
Mayor Vern Lymburner  
Councillor Danny McCallum  
Councillor Ken Wittig  
Councillor Delwin Slemp  
Councillor Samantha Steinke  
Councillor Tanya Boman  
Director of Corporate Services Kathy McCallum

Closed Session  
Resolution #25-18-314

Councillor Wittig moved that Town Council reconvene in Open Session at 6:46pm.

CARRIED

Closed Session  
Resolution #25-18-315

Councillor McCallum moved that Town Council have Administration take alternate options to Northern Gateway public Schools to address conditions imposed by the MPC.

CARRIED

**13. ADJOURNMENT**

Adjournment  
Resolution #25-18-316

Councillor Slemp moved the Monday, September 22, 2025, Regular Council Meeting adjourned at 6:48pm.

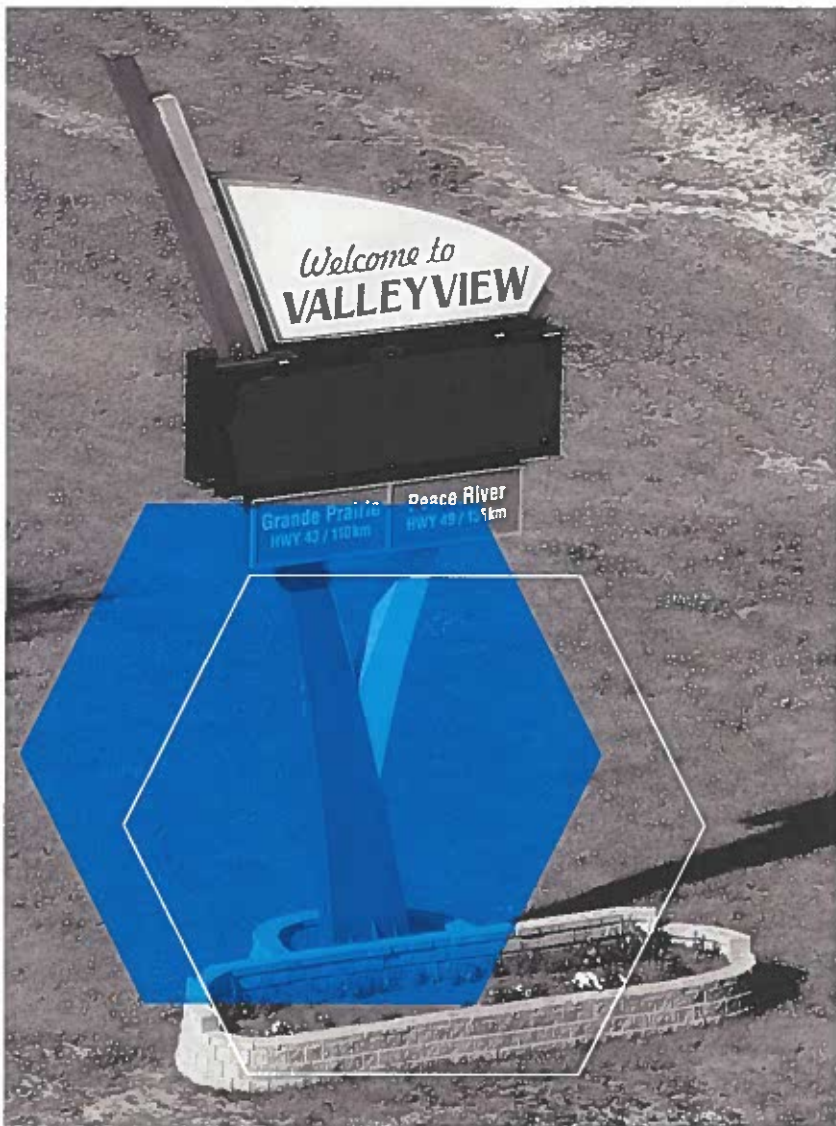
CARRIED

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Mayor, Vern Lymburner

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CAO, Jim Fedyk



# REGULAR COUNCIL MEETING

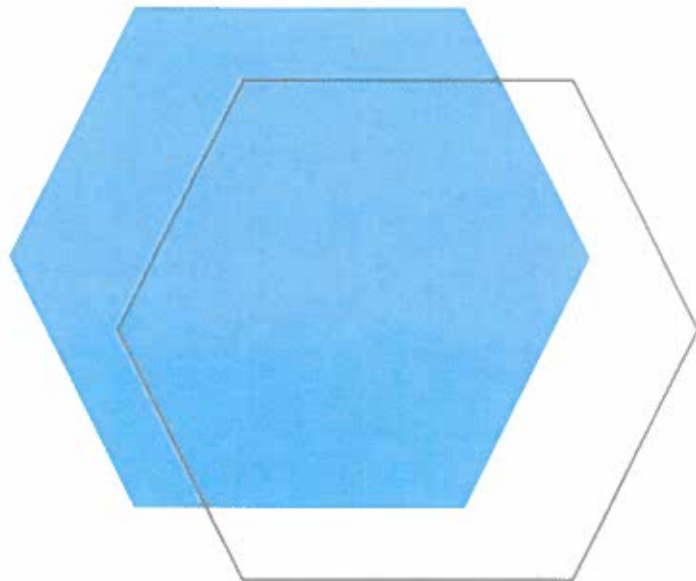
COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE

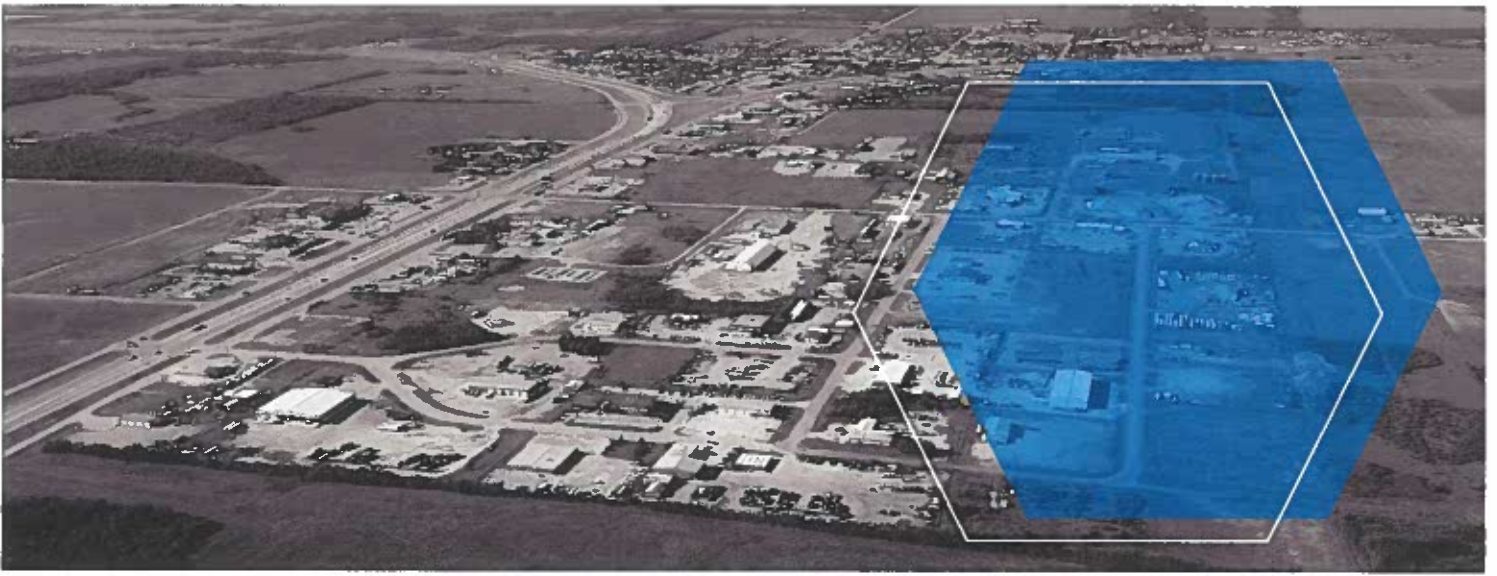


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# PUBLIC HEARINGS

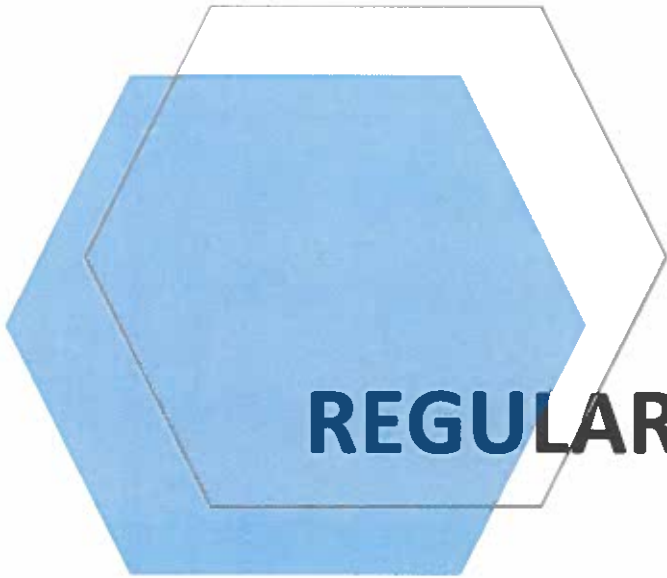
PUBLIC HEARINGS





# PRESENTATIONS & DELEGATIONS

PRESENTATIONS & DELEGATIONS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



5:00 pm

Council meetings are typically held the second and fourth Monday of every month. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by Council, your presentation will be subject to the guidelines on the reverse.

Submit your complete application to the Town of Valleyview office at 4909 50 St, Valleyview, AB T0H 3N0 or email [kmccallum@valleyview.ca](mailto:kmccallum@valleyview.ca).

Requested Date of Council Meeting	Oct 14, 2025	Date	
Application Name	First Aid in Schools by Leanne Eshleman		
Title / Organization	Better Way Health & Safety		
Address of Applicant	Drayton Valley, AB		
Contact Phone Number	780-621-2147	Email	info@betterwayhs.com
Subject of Presentation	First Aid in schools		
Individuals Making the Presentation to Council	Name	Title	
	1	Leanne Eshleman Registered Nurse	
Purpose of Presentation	Information only	<input checked="" type="checkbox"/> Request for support	
	Request for funding	Request for action	
Details of Request	<p><small>If request is about property, please provide legal description of the property. If more room is needed, please attach and additional paper.</small></p> <p>Oct 20 I will be presenting to the Chief of Staff of the Min. of Education asking that First Aid be prioritized for every High School student. I have taught</p>		
Will you be providing support documentation?	<input checked="" type="checkbox"/> Yes video attachment	No many high school students from valleyview free of charge	
	<input checked="" type="checkbox"/> Handouts at meeting (bring 10 copies)	I want to share with you this vision!!	
Technical Requirements (laptop, projector)	Specify		
	- (ability to play <sup>attached</sup> video) & show slides		

The personal information is being collected under the authority of Section 33(c) the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a speaker before Town of Valleyview Council. Your information and any attachments/materials distributed will be collected for the purpose of creating an agenda package. If you have any questions about the collection and use of this information, contact the Town of Valleyview FOIP Coordinator at 4909 50 St, Valleyview, AB T0H 3N0 or call (780) 524-5150.

Leanne Eshleman  
Print Name

Leanne Eshleman  
Signature





## First Aid in Every Alberta High School

### About the Initiative

Better Way Health & Safety, an Indigenous-owned business led by Registered Nurse Leanne Eshleman in Drayton Valley, will have trained over 90 high school students in certified Intermediate First Aid by the end of August 2025 at no cost to students, thanks to the support of local industry and community sponsors. Our vision is for every Alberta high school graduate to leave school trained in Intermediate First Aid, ready to save lives at home, work, and in their communities.

### Impact Snapshot

- 90+ students trained in Drayton Valley & Valleyview
- Certified through St. John Ambulance or Canadian Red Cross (OHS & CSA compliant)
- Community-funded with strong industry and local leader support

### Student Voices

*"It would be awesome if courses like this were part of the mainstream curriculum. This course is super useful and important!"*

*"This course made me want to pursue paramedics more!"*

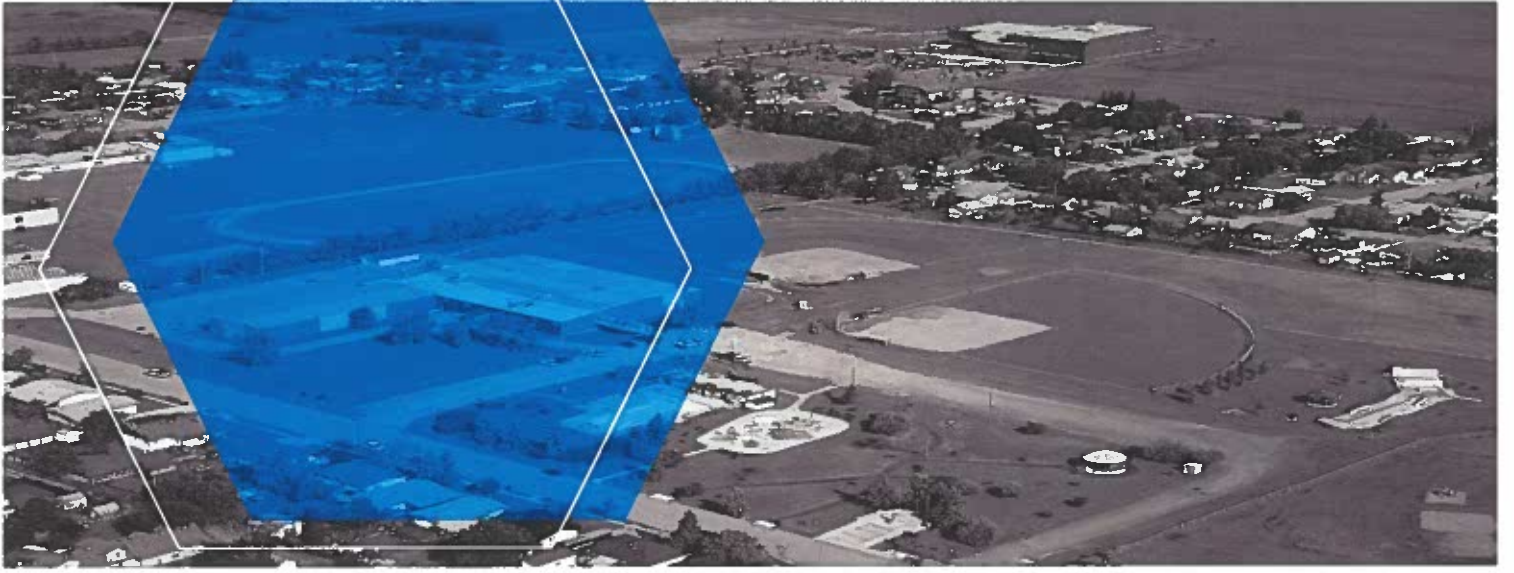
### From a Founding Sponsor

*"This is so important. We will sponsor again next year and do anything to help these kids."*

### Ask

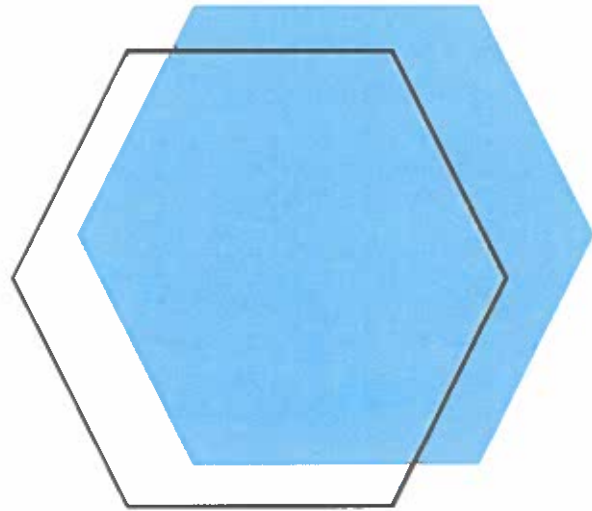
Endorse it. Promote it. Help us scale province-wide. We are ready to work with government, school boards, and industry to make Intermediate First Aid training standard for every Alberta high school student.

Leanne Eshleman – Owner, Better Way Health & Safety  
Email: [info@betterwayhs.com](mailto:info@betterwayhs.com) | Phone: 780-542-1232 | Website: [BetterWayHS.com](http://BetterWayHS.com)



# REPORTS

TOWN OPERATIONAL & COMMITTEE REPORTS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



<b>Date:</b>	<b>October 14, 2025</b>
<b>From:</b>	<b>Carol McCallum, Director of Utilities &amp; Asset Management</b>
<b>Department:</b>	<b>Utilities &amp; Asset Management</b>

## Utilities – Gas Department

### Service Calls/Changes in Service:

- Completed 29 utility locate requests during the month of September.

### System Maintenance:

- Gate Station line heater replaced due to a cracked component within the old one.
- Gas service line disconnected 5214 – 52 Avenue due to property damage.
- Alberta Odorant Service (AOS) forwarded onto us the 5 Year Odorant Delivery Summary and AOS Services Report. The Town of Valleyview RMO Station received 16 fills over the past 5 years, totaling 1,507 litres of odorant.
- Gas Managers Fall Meeting was held on September 17-19, 2025, attended by Director.

## Utilities – Water/Wastewater Department

### Raw Water:

- River pumping started on September 24, 2025, and will continue until raw water ponds are at a comfortable level.
- Water Quality Assurance at the Water Treatment Plant was conducted by a Drinking Water Operations Specialist with Alberta Environment and Protected Areas alongside Town Water Operators.
- The Water License Amendment met all regulatory requirements and was posted on the Town's website, Facebook page, and at the post office. The notice was removed on October 8, 2025. To date, no public comments or communications have been received.

### Water Distribution System:

- Water service line repair from after the CC completed at 4814-45 Street.
- Fire hydrant repair at 5013-47 Street.
- RV Park water shutdown, meter removed, and lines were winterized.
- Hydrant flushing and system winterization activities have begun and will continue until completion. The Airport hydrant was flushed in collaboration with the M.D. of Greenview Environmental Services during their south rural line flushing program.
- A Transmitter was installed in the Lagoon building to monitor the performance of the systems pressure regulating valves (PRVs), as the Lagoon location represents the highest point of water pressure in the network.

### Wastewater System:

- RV Park Sewer Dumping Station closed for the season.

## Utilities – Administration

- GIS Mapping Training completed with Utilities staff on new instruments and programs.



# Directors Operational Report

<b>Date:</b>	<b>October 14, 2025</b>
<b>From:</b>	<b>Carol McCallum, Director of Utilities &amp; Asset Management</b>
<b>Department:</b>	<b>Utilities &amp; Asset Management</b>

- Sanitary Sewer awareness campaign continues with posting(s) on the Towns Website and Facebook page.
- W/WW Operator Level II position interviews in process.
- Manager of Utilities position has been posted on Towns Website and Facebook page, along with Fed Gas and AWWOA Careers page.
- Water North Coalition Meeting was held on October 8, 2025, attended by Director via zoom.



## Directors Operational Report

<b>Date:</b>	<b>October 14, 2025</b>
<b>From:</b>	<b>Dave Descheneaux, Director of Public Works</b>
<b>Department:</b>	<b>Public Works</b>

### Fleet Management:

- Winter maintenance equipment is ready for mobilization by October 15.

### Streets and Alley Maintenance:

- Line painting, crack sealing and pothole repairs are complete for the season.

### Water and Sewer:

- Sewer line flushing commenced October 2 in Red Willow Subdivision; 2.62 km of line was completed.
- One fire hydrant was replaced on 47<sup>th</sup> Street near 51<sup>st</sup> Avenue and a second repaired on 54<sup>th</sup> Street near 49<sup>th</sup> Avenue.
- Crews excavated and repaired a water service line on 45<sup>th</sup> Street.

### Right-of-Way Maintenance:

- 2025 mowing operations are complete. With each mowing cycle, operators mowed approximately 40 hectares.
- A culvert at the Water Treatment Plant was repaired, and the roundabout gravelled.
- Twenty-one street name blades have been installed; the remaining 18 will be installed once the necessary hardware arrives.

### Airport Operations:

- Mowing operations are complete; four mowing cycles occurred between May and September, with a seasonal total of 96 hectares mowed.

### Solid Waste Management:

- Crews will continue to collect leaf and yard waste curbside on Thursdays, until leaf fall is complete. Residents will be advised of the program's conclusion date through social media.
- Five cubic meter bins of paint materials and one 200-unit drum of paint aerosols were disposed of through the Paint Recycling Program.

### Other:

- Public Works assisted with the removal of an encampment located in the vicinity of 49<sup>th</sup> Avenue and 49<sup>th</sup> Street.
- Crews landscaped at the curling rink to regrade the site to direct surface water away from the building foundation.





## Directors Operational Report

<b>Date:</b>	<b>October 14, 2025</b>
<b>From:</b>	<b>Archie Stewart, Director of Community Services</b>
<b>Department:</b>	<b>Community Services</b>

### Recreation:

- Community information night was held on September 11. We had 21 groups that were represented that evening.
- Our annual Fall Festival was held on September 12. It was a big hit again. We had large crowds and ended up going through 600 corn cobs and 600 hot dogs. We offered axe-throwing, log saw, face painting, blow-up jumpers, and soap box racing. We had live music courtesy of Pontiac Moon while putting on a show-n-shine car show.
- We hosted the yearly winter clothing drive during the first week of October. We took in all types of warmer clothing and coats that were gently used and cleaned. Many residents were able to take advantage of this service.
- Paint night on October 17. There are 17 registrants so far.
- Dance club has returned for to rent our Swanson Room for the season. Karate has started up for the season as well.
- Annual Haunted House at Halloween for October 31 at Memorial Hall.

### Facilities:

- The spray park is shut down for the season. Winterization of the park was completed last week.
- First day of ice in the arena was September 22. Minor hockey is well underway and has begun tiering games. Jets Senior team has been practicing. Shiny and Public skating have started as well. With the teacher' strike happening, we have started offering extra shiny and public skating during weekdays.
- Annual Fireman's Tournament in support of the burn unit will be held on October 24,25.
- Installation of the curling ice has started as well. The process began on October 7 and we hope to have the ice ready before the last week of October.

### Streets, Parks & Cemetery:

- Downtown beautification with the addition of 23 trees was completed in the first week of October.
- Hanging flower baskets have all been taken down. Staff have removed the flowers from almost all the various flower beds. The ones located near the 4-way stop on 50<sup>th</sup> and 50th are the last ones to finish up with.
- Water has been shut off to the RV park for the season. We still offer camping for the fall and winter months with power only sites.

**Community Peace Officer/ Bylaw:**

- Our new Bylaw enforcement, IMS, has started. Their first official day was October 1. Transitioning over to them began that morning and onboarding is ongoing.

TOWN OF VALLEYVIEW  
BANK RECONCILIATION STATEMENT

GENERAL ACCOUNT FOR THE MONTH ENDING September-30 2025

Net Balance at End of the Previous Month	\$ 5,359,652.02
Receipts for the Month	\$ 29,551.16
Direct Deposits	\$ 254,642.34
Void/Cancelled Cheques cheque# 42840	\$ 31.76
Interest on Account	\$ 13,912.60
Credit Memo	
GST Refund	
Monthly Taxes	\$ 56,368.63
Misc Credit	
<b>SUB-TOTAL</b>	<b>\$ 5,714,158.51</b>
<b>LESS:</b>	
Disbursements for the Month (A/P)	\$ 439,030.84
Disbursements for the Month (Payroll)	\$ 161,379.81
Lease payments	\$ 3,922.02
Federal Fuel Charge	
Gas Alberta Invoice	\$ 5,928.22
Bill Payments on line (Visa, Bell & Telus Bills)	\$ 30,030.10
Bill Payments on line (Receiver General)	\$ 73,151.95
School Requisition pymt	\$ 204,880.61
Debenture Payments	
Employee RRSP's	
Chargebacks	
Debit Machine Service Charges	\$ 2,390.36
Debit Memo Xerox	\$ 1,241.91
Debit Memo	
<b>NET BALANCE AT MONTH END</b>	<b>\$ 4,792,202.69</b>
Balance on Bank Statement	\$ 4,863,835.93
Deposits by Month End not Included on Statement	\$ 39,562.99
<b>LESS:</b>	
Outstanding Cheques	\$ 111,196.23
<b>NET BALANCE AT MONTH END</b>	<b>\$ 4,792,202.69</b>

This statement submitted to Council this 14th day of October 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY-TREASURER

BALANCE OF RESERVES/INVESTMENTS: 0
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Meeting Minutes

Date: September 4, 2025

**Opening**

Board meeting of the Valleyview & District Chamber of Commerce was called to order by Jessica at 6:30pm.

**Present**

Jessica Hadfield, Sherry Perron, Sarah Turcotte, Sasha Perron-Visser, Celine Chuppa

**New Business**

1. Call to Order
2. Roll call
3. Approval of minutes from last meeting
  - a. Sasha moves that we approve the minutes. Sherry seconds. All in favour. Carried.
4. Treasurer's Report
  - a. No updates from last report
  - b. Approximately \$5,000.00 cheque received from the fair.
5. Bylaw changes
  - a. Will send out to general membership for input
  - b. Confirmed through our current bylaws that no special resolution or special meeting is required to change the bylaws.
6. ACC/Red Cross Initiative Updates
  - a. Wrapped up
  - b. Maybe March or April for an event. Sasha going to a meeting next week- emergency preparedness put on by Community Futures.
7. Small Business Awards and Best of Valleyview
  - a. Hall is booked
  - b. Insurance is in the works Quoted PAL- covers 2mil. Total is \$265.20.
  - c. Sasha moves to purchase insurance. Sherry seconds. All in favour. Carried.
  - d. Planning for 200 people
  - e. Sherry will do tablecloths and cloth napkins.
  - f. Sasha has started arrangements for the awards (Alva at Feather and Dot)

- g. Sasha will send out the descriptions out the to chamber members tomorrow to open up nominations
  - h. Kristen Cumming – speaker for the event. Needs screen and microphone. Celine will make arrangements through MD
  - i. Options for handing out brochures?
    - i. Community Information Night – not a good use of time last year
    - ii. Fall Fest – maybe a place to hand out surveys
    - iii. Dawn Knapp – to hand out or we can just leave them out with her. Sherry will ask.
  - j. ElevationHR assisting with the listing formatting.
  - k. Celine says the MD will offer some support of up to \$2500. We need to send them a letter of support. Jessica will do letter.
  - l. Sasha to make invitations
  - m. Ag society can do the bar
  - n. Sasha will talk to Greg Loewen to perform
  - o. Sarah will post QR code and link on social media
8. Chamber membership packages
- a. Will send to Elevation HR to help us – Jessica
9. Beautification grant
- a. Application: Jubilee Place building. Applied for full amount. Jessica moves, Sarah seconds. Sherry and Sasha abstain. Ken votes yes virtually. Sam votes yes virtually. Gerry votes virtually. All in favour. Carried.
10. Ag society bench show
- a. They requested sponsorship
11. Chamber bucks – Sew Delightful can sell them through them. Sasha will make a spreadsheet
12. Update website
- a. Sasha will look into. Maybe ElevationHR can assist

### **Adjournment**

Meeting was adjourned at 7:36 pm by Jessica.

Minutes submitted by: Sarah Turcotte



**HEART RIVER HOUSING  
MINUTES**

June 26, 2025  
High Prairie, AB  
Time: 6:00 pm

**IN ATTENDANCE:**

Alain Dion, Ann Stewart, Art Laurin, Dale Smith, Maggie Gervais, Donna Buchinski, Myrna Lanctot, Raoul Johnson, Vern Lymburner, Sheila Gilmour

**ONLINE/PHONE:**

**ABSENT:**

Brian Panasiuk

**STAFF & C.A.O:**

Darla Driscoll

**GUESTS:**

**1. CALL TO ORDER**

**4570/2025**

MOVED BY: Myrna Lanctot to call the meeting to order at 6:00 p.m.  
CARRIED

**2. AGENDA**

**4571/2025**

MOVED BY: Donna Buchinski to adopt the agenda as presented.  
CARRIED.

**3. MINUTES**

**4572/2025**

3.1 Regular Board Meeting

MOVED BY: Raoul Johnson to accept the minutes of the May 22<sup>nd</sup>, 2025 board meeting as presented.  
CARRIED.

**4. BUSINESS ARISING**

n/a

**5. FINANCIALS**

**4573/2025**

5.1 Year To Date Provincial/Owned/Lodge

MOVED BY: Dale Smith to accept Year to Date report for information  
CARRIED

**6. ACCOUNTS  
PAYABLE**

**4574/2025**

6.1 Cheque Listing May 2025

Cheque Listing 134-135, 6766-6770,  
EFT #21196-21433 Totaling: \$743,771.27

MOVED BY: Ann Stewart to ratify payment of attached.  
CARRIED.

**7. MANAGEMENT  
STATISTICS**

7.1 Program Vacancy & Waitlist Report

7.2 SSC Waitlist / Vacant Unit

7.3 SSC Arrears

7.4 Family & Affordable Housing Arrears

7.5 Lease to Own Arrears



7.2

- 7.6 Managers Reports
- 7.7 Aged Receivables
- 7.8 Tenant Move-in and Move-Out
- 7.9 Rent Supplement

**4575/2025**

MOVED BY: Art Laurin to accept 7.1 to 7.9 Management Statistics as information.  
CARRIED.

**8. COMMITTEE REPORTS/  
ACTION ITEMS**

**4576/2025**

8.1 Villa Addition Update – Update  
MOVED BY: Art Laurin that management contact the owners of Canadian Fiber to express that the work at the Chateau Beausejour is unacceptable and needs to be resolved immediately.  
CARRIED

8.2 Valleyview Project

8.2.1 Letter to MD of Greenview

8.2.2 New proposed layout

**4577/2025**

MOVED BY: Dale Smith to accept 8.2.1 and 8.2.2 as information.  
CARRIED

**9. ASSOCIATIONS**

**4578/2025**

9.1 Healthy Aging Alberta  
MOVED BY: Alain Dion accept 9.1 as information.  
CARRIED

**10. OTHER BUSINESS BOARD CONCERNS**

10.1 Business Plan Submissions

10.1.1 Appendix A – Board Skills Matrix

10.1.2 Appendix B – Property Profile

10.1.3 Appendix C – Financials

10.1.4 Appendix D – Capital Maintenance Renewal

10.1.5 Appendix E – Capital Priorities

10.1.6 Appendix F – Asset Management

10.1.7 Appendix G - Questionnaire

**4579/2025**

MOVED BY: Art Laurin to accept 10.1.1 to 10.1.7 as information.  
CARRIED

**4580/2025**

10.2 SHAR – Ministerial Order Change  
MOVED BY: Art Laurin to accept 10.2 as information  
CARRIED

10.3 Organizational Chart

10.4 Social Media

10.5 Health & Safety

**4581/2025**

MOVED BY: Ann Stewart to accept 10.3 to 10.5 as information.  
CARRIED



**4582/2025**

10.6 CAO's Report  
MOVED BY: Art Laurin to accept 10.6 as information  
CARRIED

**11. ROUND TABLE**

**4583/2025**

11.1 Round Table  
MOVED BY: Donna Buchinski to accept 11.1 as information  
CARRIED

Ann Stewart left meeting at 7:30 p.m.

**12. NEXT MEETING**

12.1 Regular Board meeting – September 18, 2025

**13. ADJOURNMENT**

**4584/2025**

MOVED BY: Myrna Lanctot to adjourn the meeting @ 7:46 p.m.  
CARRIED.

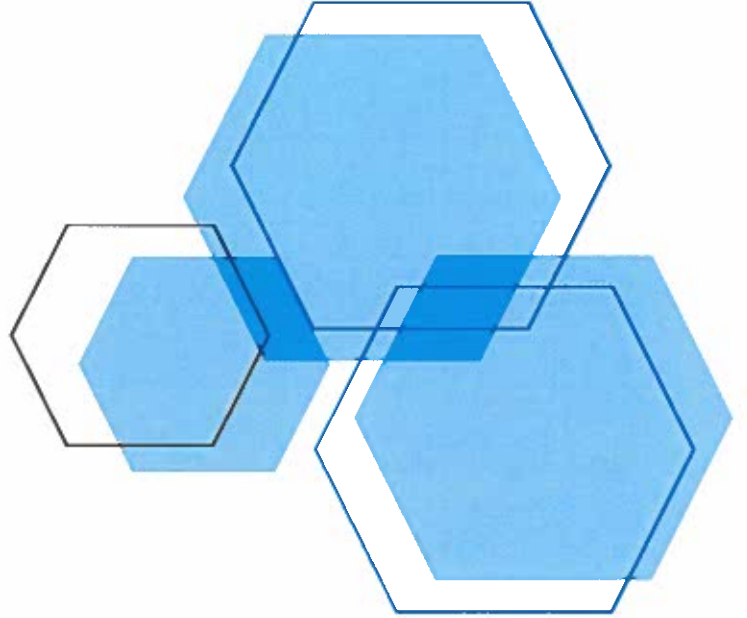
  
Chair or Vice Chair Signature

  
C.A.O. Signature



# OLD BUSINESS

OLD BUSINESS

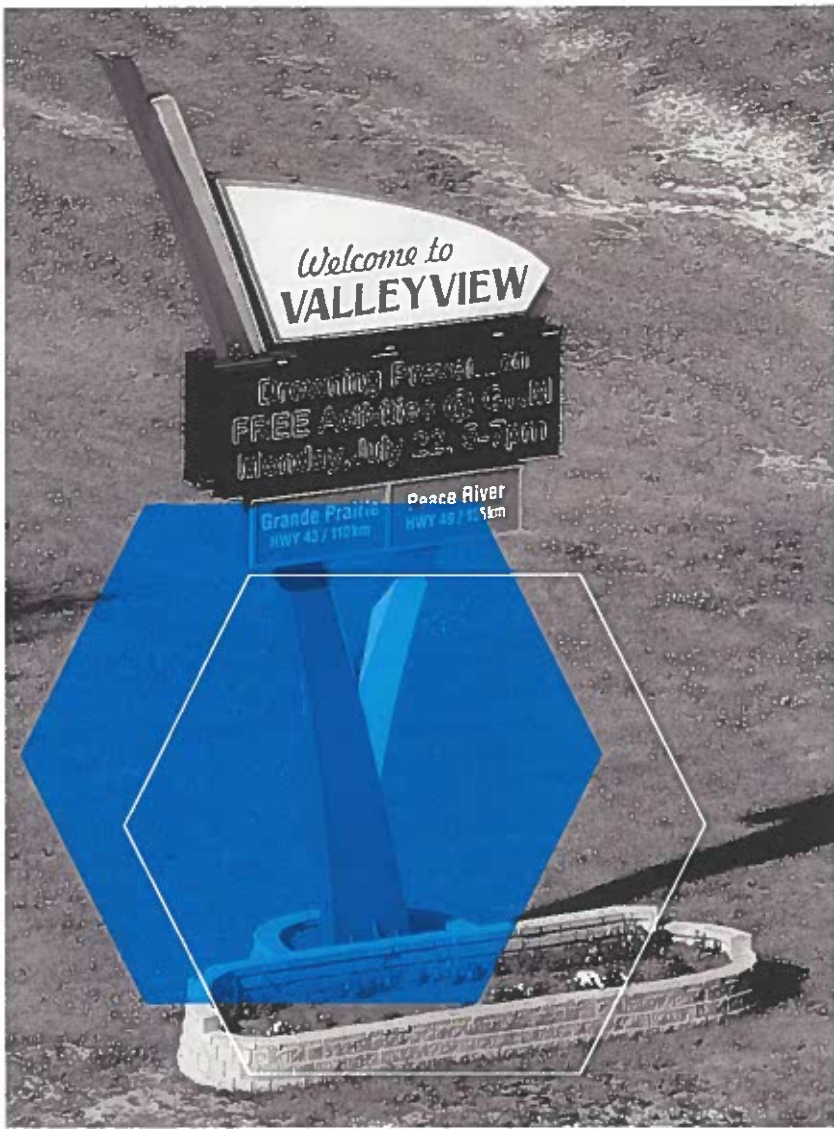


## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE







# REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

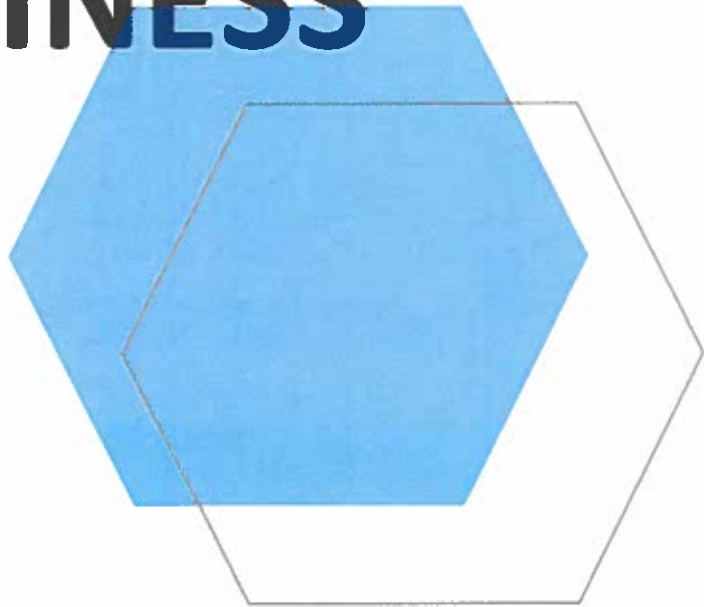
TOWN ADMINISTRATION OFFICE



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# NEW BUSINESS

NEW BUSINESS





# Town of Valleyview Request for Decision

<b>Date:</b>	<b>October 14<sup>th</sup>, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>Policy #ADM 25-01 – Water and Wastewater Bill Adjustment Policy</b>

## 1.0 PURPOSE

To request Council approval of Policy #ADM-25-01, the Water and Wastewater Bill Adjustment Policy, which establishes a consistent process for addressing unusually high residential water and wastewater bills resulting from verified plumbing leaks.

## 2.0 BACKGROUND AND DISCUSSION

Customers occasionally experience unexpected and significant utility charges due to plumbing system failures beyond their control. While customers remain responsible for repairing leaks, the Town recognizes that these situations can create financial hardship.

Policy #ADM-25-01 provides clear eligibility criteria, a defined adjustment period, and an established formula for calculating a Leak Forgiveness Credit. The policy ensures fairness and consistency in how staff respond to adjustment requests, while also protecting the Town's financial sustainability.

The policy:

- Establishes a transparent and consistent approach to leak adjustments.
- Provides relief to residential customers facing financial hardship due to unintentional leaks.
- Clearly defines scope, eligibility, and approval authority.
- Supports staff in administering requests efficiently and consistently.

## 3.0 ALTERNATIVES

- 3.1 Council may approve Policy #ADM-25-01, Water and Wastewater Bill Adjustment Policy
- 3.2 Council may refer Policy #ADM-25-01 back to Administration for further review.
- 3.3 Council may choose to defeat Policy #ADM-25-01.

## 4.0 FINANCIAL/OTHER IMPLICATIONS

Minimal, as policy caps relief and applies only to eligible single-family residential accounts.



**5.0 ATTACHMENTS**

Proposed Policy #ADM 25-01 – Water and Wastewater Bill Adjustment Policy

**6.0 RECOMMENDATIONS**

That Council approve Policy #ADM-25-01, the Water and Wastewater Bill Adjustment Policy, as presented.

Submitted By: Jim Fedyk, CAO

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



# POLICY

## Water and Wastewater Bill Adjustment #ADM-25-01

### 1) POLICY STATEMENT

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The Water and Wastewater Bill Adjustment Policy provides metered single-family residential water supply customers with the opportunity to request financial assistance in the form of a Leak Forgiveness Credit for unusually high water and/or wastewater charges resulting from leaks in their plumbing system, provided such leaks have been repaired.

This policy enables staff to address instances when an eligible metered customer receives an unusually high bill due to a plumbing system failure. While customers are responsible for repairing their plumbing systems, the Town recognizes that unintentional leaks can cause financial hardship.

### 2) PURPOSE AND INTENT

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This policy outlines the circumstances under which single-family residential water supply customers can apply for a billing adjustment due to a leak and to explain how the Leak Forgiveness Credit is calculated.

### 3) DEFINITIONS

**"Average Monthly Consumption"** means total water consumption over 12 months divided by 12.

**"Customer"** means the owner, tenant, or occupant of a premises receiving water and/or wastewater services from the Town.

**"Credit"** means the leak forgiveness credit issued under this policy.

**"General Manager"** means the General Manager of Infrastructure Services or designate.

**"Leak"** means unintentional water loss due to a malfunctioning plumbing system.

**"Plumbing System"** means connected piping, fittings, valves, equipment, and fixtures on a premises connected to the municipal system.

**"Premises"** means any house, building, or lot serviced by a water service pipe.

**"Shut-off Valve"** means the valve at or near the property line used to control water flow.

**"Single Family Residential"** means detached, semi-detached, townhouse, or triplex dwellings.

**"Street Line"** means the boundary between private property and the road allowance.

**"Town"** means the Town of Valleyview.

**"Water and Wastewater Rates Bylaw"** means the Town's current bylaw regulating utility rates.

**"Water Service Connection"** means the water pipe conveying water from the municipal main to the property line, including the shut-off valve.

**"Water Service Pipe"** means the piping conveying water from the shut-off valve to the meter.

**"Water Works Distribution System"** means all water mains, valves, hydrants, and infrastructure under Town jurisdiction.

#### 4) SCOPE

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- a) This policy applies to single-family residential water supply customers within the Town of Valleyview. It does not apply to:
  - I. Commercial, industrial, or institutional customers,
  - II. Income-producing single-family rental property owners;
- b) Tenant customers may apply if all other conditions are met.

#### 5) GUIDELINES

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- a) Eligibility Criteria  
To be eligible for a Leak Forgiveness Credit, a tenant must:
  - I. submit a Water Bill Adjustment Request Form within 30 days of usage notification (either bill, notice, or phone call);
  - II. locate and begin repairs within 30 days of notification;
  - III. notify the Town of repair completion within 14 days and provide receipts if applicable;
  - IV. have their account in good standing at the time of application;
  - V. have not left their Premises vacant during the leak period;
  - VI. have consumption that exceeds three times their average and be greater than 50 cubic meters;
  - VII. explain the increased usage with the Leak not resulting from pool filling, irrigation, theft, vandalism, or construction.

- b) Leak Adjustment Credits shall only be approved by the Chief Administrative Officer;
- c) The adjustment period shall not exceed 90 days total (60 before and 30 after notification);
- d) If approved, a credit will be applied to the customer's account and applied to future billings;
- e) The credit amount shall be 50% of excess above average for each eligible month or a maximum of \$2,000;
- f) Only one credit shall be allowed while an account is active and only one approved credit shall be allowed per premises per account lifetime;
- g) The credit shall only be issued after repairs are verified and usage is normalized;
- h) Bills must still be paid on time as pending requests do not delay due dates.

## 6) POLICY REVIEW

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

<b>INITIALLY APPROVED</b>	<b>DATE REVIEWED</b>	<b>NEXT REVIEW DATE</b>	<b>DATE(s) REVISED</b>
October 14 <sup>th</sup> , 2025		October 2029	

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# Town of Valleyview Request for Decision

<b>Date:</b>	<b>October 14<sup>th</sup>, 2025</b>
<b>From:</b>	<b>Jim Fedyk, CAO</b>
<b>Subject:</b>	<b>FCSS Board Member Appointment</b>

## 1.0 PURPOSE

To obtain Council approval to fill the vacant FCSS position to ensure continuity in the delivery of preventative social programs and services that support community well-being.

## 2.0 BACKGROUND AND DISCUSSION

At their September 8<sup>th</sup>, 2025 regular meeting, Council approved the following motion:

New Business	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.
Resolution #25-17-247	<b>CARRIED</b>

The vacant position was advertised on social media for three weeks with the deadline being October 8<sup>th</sup>.

The Town has received three applications.

### Fred Jensen

- Term appointment has expired
- Sat on FCSS Board for the last 6 months

### Kristine Gavin

- Resident since 2019
- Previously sat on FCSS board between Sept. 2022 to Feb. 2024
- Alberta Registered Social Worker
- Green View FCSS Support Coordinator between Feb. 2024 to May 2025
- Additional experience as a counsellor, crisis worker, case investigator, etc.

### Hridoy Kazi

- Resident since Sept. 2024
- Immigrated from Bangladesh
- MBA in International Business, BBA in Management, HSC in Business Studies
- Currently cook at Western Valley Inn



- Previous restaurant managerial experience
- Represents immigrant perspective and marginalized groups

### **3.0 ALTERNATIVES**

- 3.1 Council may appoint Kristine Gavin to the vacant FCSS Board position.
- 3.2 Council may appoint Hridoy Kazi to the vacant FCSS Board position.
- 3.3 Council may appoint Fred Jensen to the vacant FCSS Board position.
- 3.4 Council may choose to re-advertise the vacancy.

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

None

### **5.0 ATTACHMENTS**

FCSS board member application from Kristine Gavin  
FCSS board member application from Hridoy Kazi  
FCSS board member application from Fred Jensen

### **6.0 RECOMMENDATIONS**

That Council review the applications received and select one candidate to fill the vacant FCSS Board position with their term to end October 31<sup>st</sup>, 2026.

Submitted By: Jim Fedyk, CAO

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

Kristine Gavin  
PO Box 491  
Valleyview, AB T0H 3N0



September 18, 2025

Town of Valleyview  
Chief Administrative Officer  
Box 270  
Valleyview, AB T0H 3N0  
Email: [info@valleyview.ca](mailto:info@valleyview.ca)

**RE: FCSS BOARD MEMBER – VALLEYVIEW**

Please accept this letter of interest as my application for the FCSS Board Member position for Valleyview.

I have been a Valleyview resident since 2019 with my husband and two children. I previously have filled this role from September 2022 to February 2024.

I am an Alberta Registered Social Worker with my Masters in Social Work. I am familiar with family and community issues, prevention and intervention strategies, and supportive services within Alberta. I believe in the importance of allied service agencies working together to enhance the social well-being of individuals and families.

I worked in the position of Green View FCSS Support Coordinator from February 2024 to May 2025. I also have experience working with other FCSS community offices as an Adoption Social Worker with Alberta Child and Family Services and coordinator of the school based Mental Health Capacity Building Program in Edson. In these roles I have become familiar with local community programs, community needs and priorities, and worked collaboratively with local community programs and services. I also have experience as an Employee Assistance Program counsellor, hospital Crisis Worker, AHS Case Investigator and 25 years of experience in public health care field.

I am able to attend regular monthly meetings. I look forward to contributing my ideas with other board members to help strengthen local supports and resources and to be a part of making a positive impact to our community.

I look forward to hearing from you.

Kristine Gavin



Barbara Hatch  
Program Manager

Box 780  
Valleyview, AB  
T0H3N0

Town of Valleyview  
Attn: Chief Administrative Officer  
Box 270  
Valleyview, AB T0H3N0

Dear Sir/ Madam:

I am writing to recommend Hridoy Kazi for your consideration as a volunteer member of the FCSS board in Valleyview. Hridoy is from Bangladesh. He has lived in Valleyview since September 2024. I have known him since I started tutoring his wife in July 2025. He is currently pursuing his permanent residency in Canada. He has a sincere desire to contribute positively to our community.

I have found Hridoy to be a responsible, punctual, hard-working and thoughtful person. He enjoys sharing his experiences and observations. As you will see from his resume, Hridoy is well-educated. He has experience living in different countries. He speaks 3 languages, and is also learning French. He has a keen intellect, and desire to learn and expand his personal abilities in many areas.

We have a relatively large group of immigrants in Valleyview, many of whom feel marginalized and very isolated when they come here. I believe it could be a great benefit to the board to include representation from this sector of our population when considering services that FCSS should be offering. Hridoy could lend an important voice to the meetings.

I know he is interested in volunteering in any way. Even if he is not chosen for the board, I hope you will keep him in mind for other opportunities.

Sincerely,

A handwritten signature in black ink that reads "Barbara Hatch".

Barbara Hatch  
780-524-7897

# HRIDOY KAZI

📍 4903 49th ave, Valleyview, Postal Code – T0H 3N0, AB. | 📞 +17806050597  
✉️ [hridoykazi03@gmail.com](mailto:hridoykazi03@gmail.com)



## CAREER SUMMARY

Dynamic and results-driven Restaurant Manager with over 6 years of progressive experience in the food service industry. Expertise in overseeing full restaurant operations, including staff leadership, inventory control, financial management, and delivering exceptional customer service. Proven ability to improve efficiency, reduce costs, and enhance the dining experience. Seeking to leverage comprehensive management skills in a challenging restaurant environment.

## EDUCATION & CREDENTIALS

- |  |                     |
|--|---------------------|
| • <b>MBA   International Business</b><br>Ajou University | 2019<br>South Korea |
| • <b>BBA   Management</b><br>National University         | 2013<br>Bangladesh  |
| • <b>H.S.C   Business Studies</b><br>BCIC College        | 2008<br>Bangladesh  |

## PROFESSIONAL EXPERIENCE

- |  |                      |
|--|----------------------|
| <b>Cook</b><br><i>Western Valley Inn Restaurant</i>   Valleyview, Alberta  | • Sep 2024 - Present |
| • Managed daily baking operations, ensuring product quality and consistency.   |                      |
| • Developed new recipes and contributed to menu innovation.  |                      |
| • Trained junior staff in baking techniques, safety, and efficiency.   |                      |
| <b>Manager</b><br><i>MG Group Food</i>   Pyeongtaek, South Korea   | • 2023 - 2024        |
| • Manage daily operations of the restaurant, ensuring smooth service between front-of-house and kitchen teams.         |                      |
| • Lead, train, and schedule a team of kitchen and serving staff, fostering a positive and productive work environment. |                      |
| • Oversee inventory management, including ordering supplies, controlling costs, and minimizing waste.                  |                      |
| • Implement and enforce strict health and safety standards, ensuring compliance with all regulations.                  |                      |
| • Handle customer inquiries and resolve complaints promptly to maintain high levels of customer satisfaction.          |                      |
| • Monitor financial performance, assist in budgeting, and manage cash handling procedures.                             |                      |
| <b>Cashier and Customer Service</b><br><i>King Hamburger</i>   Songtan, South Korea                                    | • 2021 - 2022        |
| • Coordinated food preparation and ensured timely service during peak hours.   |                      |
| • Contributed to menu planning and cost-control strategies.  |                      |
| • Maintained high standards of food quality and presentation.  |                      |
| <b>Cook</b><br><i>My corner-Restaurant</i>   Pyeongtaek, South Korea   | • 2020 - 2021        |
| • Prepared a wide range of menu items efficiently in a high-volume setting.  |                      |
| • Adhered strictly to food safety and sanitation protocols.  |                      |
| <b>Cook</b><br><i>King Hamburger</i>   Pyeongtaek, South Korea   | • 2019 - 2020        |
| • Handled financial transactions, operated POS systems, and addressed customer needs.                                  |                      |
| • Played a key role in resolving customer service issues, enhancing the restaurant's reputation.                       |                      |
| • Maintained cleanliness and organization at the front-of-house.   |                      |
| <b>Kitchen Assistant</b><br><i>PUB210-Restaurant</i>   Pyeongtaek, South Korea   | • 2018 - 2019        |
| • Supported kitchen operations through food preparation, stocking, and maintenance.                                    |                      |

## CERTIFICATIONS

- Computer Application with MS Office Networking & Hardware Maintenance.
  - Institution & Duration: Bureau of Manpower, Employment & Training. – 6 Months, 2013
- Collapsed Structure, Search, Rescue, Fire Fighting and First Aid Course.
  - Institution & Duration: Community Level Volunteer Training Program. – 3 Days, 2012

## EXPERTIES SKILLS

- |                       |                 |                    |                        |
|-----------------------|-----------------|--------------------|------------------------|
| • Staff management    | • Cost control  | • Customer service | • Food Safety          |
| • Sales forecasting   | • Hiring worker | • Ordered food     | • Inventory management |
| • Customer Complaints | • Memorization  | • Menu making      | • Financial reporting  |

## SKILLS

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- **Restaurant Management:** Team Leadership & Training, Operations Management, Inventory & Cost Control & Purchasing, Customer Relationship Management, Health & Safety Compliance, Menu Planning, Vendor Negotiation & Relations.
- **Financial Management:** Budgeting & Forecasting, Cost Control & Reduction Strategies, Profit & Loss (P&L) Analysis, Cash Handling & Reconciliation, Sales Analysis & Reporting.
- **Customer Service:** Guest Relationship Management, Complaint Resolution, Service Recovery, Creating a Welcoming Atmosphere.
- **MS Office Suite:** Well conversant on MS Access, MS Excel, and MS PowerPoints.
- **Operating Systems:** Windows , POS Systems, iOS.
- **Internet:** Word processing, Web-based Communications and Research& Secure Information Processing.

## MANAGEMENT & LEADERSHIP SKILLS

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- |                   |                   |               |                   |
|-------------------|-------------------|---------------|-------------------|
| • Communication   | • Interpersonal   | • Leadership  | • Time Management |
| • Problem Solving | • Decision Making | • Negotiation | • Collaboration   |

## TEST SCORE

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### IELTS

- Score - 6

## LINGUISTIC SKILLS

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- **English** - Reading, Writing, Listening – Full Professional Proficiency.
- **Korean** - Level 3 in Korean Immigration and Integration Program (KIIP)
- **French** - Basic
- **Bangla** - Mother Tongue
- **Hindi** - Good



**From:** Fred & Marilyn Jensen <[REDACTED]>  
**Sent:** Tuesday, October 7, 2025 12:02 PM  
**To:** Town of Valleyview Info <[info@valleyview.ca](mailto:info@valleyview.ca)>  
**Cc:** [REDACTED]  
**Subject:** FCSS Board

Town of Valleyview  
Box 270  
Valleyview, AB  
T0H 3N0

Attention: Chief Administrative Officer;

Dear Sir,

My name is Fred Jensen and I would like to be a FCSS Member at Large representing The Town of Valleyview. I successfully completed the first six months on the board and would like to continue serving.

If you have any questions I can be reached by phone at 780-[REDACTED] or by email at [REDACTED]

Thank you

Fred Jensen



# Town of Valleyview Request For Decision

**Date:** October 14, 2025

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

**Subject:** 2026 Interim Operating Budget

## 1.0 PURPOSE

To seek Council’s approval to approve the 2026 Interim Operating Budget as presented, in accordance with section 242 of the Municipal Government Act, to allow for continuation of municipal operations effective January 1, 2026, until the final Operating Budget is adopted.

## 2.0 BACKGROUND AND DISCUSSION

Under Section 242 of the MGA, Municipalities are required to adopt an operating budget each year. In cases where the final budget is not approved before year-end, an interim operating budget must be adopted to ensure that the municipality can continue to operate and meet financial obligations starting January 1<sup>st</sup>.

The interim budget serves as a temporary financial plan, typically based on the prior year’s approved budget or adjusted for known cost increases and commitments.

The 2026 Interim Operating Budget has been prepared based on the 2025 approved budget, with necessary adjustments for:

- Known contractual and inflationary increases
- Staff wage and benefit obligations
- Utility rate changes
- Legislated commitments and ongoing service levels

This interim budget does not include new initiatives, capital projects, or service level changes, which will be considered during the final 2026 budget deliberations.

Adopting the interim budget will:

- Authorize continued municipal operations on January 1, 2026
- Allow staff to issue payments, meet payroll, and fulfill legal/contractual obligations
- Ensure compliance with provincial legislation

## 3.0 ALTERNATIVES

- 3.1 Council adopts the Operating Budget as the Interim Operating Budget for 2026 as presented by Administration.

- 3.2 Council requests amendments to the interim budget before approval.
- 3.3 Council does not approve the 2026 interim Operating Budget knowing it may risk non-compliance with legislation and impact municipal operations.

#### **4.0 FINANCIAL IMPLICATIONS**

The interim operating budget authorizes expenditures at a level not exceeding those approved, unless otherwise specified. All spending will remain within the approved interim allocations until the 2026 final budget is adopted.

#### **5.0 RECOMMENDATIONS**

Council adopts the Interim Operating Budget for 2026 as presented by Administration.

#### **6.0 ATTACHMENTS**

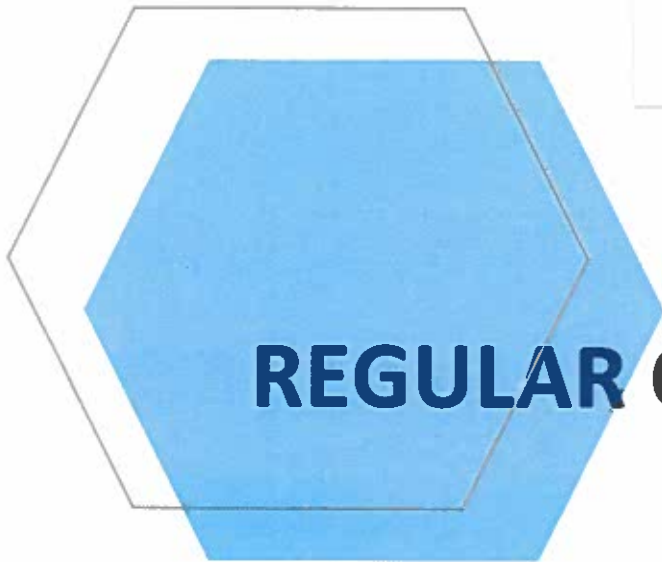
- 6.1 2026 Interim Operating Budget

DEPARTMENT	REVENUE	EXPENSE	TOTAL (w/ amort)	AMORTIZATION	TOTAL (less amort)
(00) GENERAL	(4,314,184.00)	1,320,233.00	(2,993,931.00)	-	(2,993,931.00)
(11) COUNCIL	-	220,200.00	220,200.00	-	-
(12) ADMINISTRATION	(351,400.00)	1,021,520.00	670,120.00	87,800.00	582,320.00
(19) GOVERNMENT SERVICES	-	36,000.00	36,000.00	-	-
(21) POLICE	(91,000.00)	85,610.00	(5,390.00)	-	(5,390.00)
(23) FIRE	(434,434.00)	601,850.00	167,416.00	189,250.00	(21,834.00)
(24) SAFETY SERVICES	(12,000.00)	22,000.00	10,000.00	-	10,000.00
(26) BYLAW	(174,500.00)	172,500.00	(2,000.00)	-	(2,000.00)
(32) PUBLIC WORKS	(855,770.00)	3,239,940.00	2,384,170.00	1,061,650.00	1,322,520.00
(33) AIRPORT	(80,000.00)	140,350.00	60,350.00	69,850.00	(9,500.00)
(37) STORM SEWER	(25,000.00)	53,700.00	28,700.00	12,700.00	16,000.00
(41) WATER	(1,242,400.00)	1,691,780.00	449,380.00	317,470.00	131,910.00
(42) SANI SEWER	(506,500.00)	717,350.00	210,850.00	190,150.00	20,700.00
(43) GARBAGE	(447,000.00)	488,200.00	41,200.00	79,200.00	(38,000.00)
(51) FCSS	(193,000.00)	193,250.00	250.00	-	250.00
(53) PUBLIC HEALTH	-	55,000.00	55,000.00	34,000.00	21,000.00
(56) CEMETERY	(13,500.00)	76,250.00	62,750.00	-	62,750.00
(60) PLANNING	(66,500.00)	151,700.00	85,200.00	-	85,200.00
(61) ECONOMIC DEVELOPMENT	(14,000.00)	40,750.00	26,750.00	-	26,750.00
(64) RECYCLING	(172,000.00)	169,440.00	(2,560.00)	-	(2,560.00)
(66) LAND	-	6,000.00	6,000.00	-	6,000.00
(67) PUBLIC HOUSING	-	-	-	-	-
(69) TOURISM	-	-	-	-	-
(70) REC BOARD	(142,500.00)	443,800.00	301,400.00	-	301,400.00
(71) SPLASH PARK	(160,000.00)	121,200.00	(38,800.00)	58,000.00	(96,800.00)
(72) ARENA	(363,800.00)	582,300.00	218,500.00	-	218,500.00
(73) PARKS	(120,000.00)	217,170.00	97,170.00	1,500.00	95,670.00
(74) CULTURE	(93,600.00)	136,750.00	43,150.00	25,050.00	20,100.00
(74-02) LIBRARY	(74,800.00)	85,000.00	10,200.00	9,900.00	300.00
(75) MULTIPLEX	-	5,500.00	5,500.00	-	5,500.00
(91) GAS	(2,054,500.00)	1,738,000.00	(316,500.00)	71,800.00	(388,300.00)
<b>TOTALS</b>	<b>(12,002,368.00)</b>	<b>13,835,443.00</b>	<b>1,833,075.00</b>	<b>2,208,320.00</b>	<b>(375,245.00)</b>



# BYLAWS

BYLAWS



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE





# Town of Valleyview Request For Decision

<b>Date:</b>	<b>October 14, 2025</b>
<b>From:</b>	<b>Tracey Stewart, Director of Community Services</b>
<b>Subject:</b>	<b>#2025-15 Animal Control Bylaw</b>

## 1.0 PURPOSE

To present Council with Bylaw #2025-15 Animal Control Bylaw for consideration, to replace current Animal Control Bylaw #2017-02. The purpose of the update is to better align with legislation, address errors and inconsistencies, and modernize the bylaw.

## 2.0 BACKGROUND AND DISCUSSION

Proposed Animal Control Bylaw #2025-15 represents a general update of the Town's animal control regulations and includes several substantive improvements:

Clarifies and limits authority to seize or quarantine animals to legitimate circumstances only (i.e., dogs at large, rabies/disease concerns, threats to public safety, or pending orders); requires notice to owners, an opportunity for review, and veterinarian authority prior to euthanasia.

Expands appeal rights to cover any order or decision made under the Bylaw, increasing fairness and accountability.

Revises provisions to reflect the Municipal Government Act, particularly with respect to unlawful entry.

Clarifies that payment of penalties before release are limited to costs for impoundment, licensing, and veterinary care.

Establishes that when an owner is identifiable, an animal may only be sold, adopted, or humanely euthanized after notice has been provided and the required holding period has expired.

Added provisions outlining owner responsibility for proper dog confinement, prohibited behaviors, boundary control, and humane confinement conditions.

General updates resolve duplications and contradictions from the previous Bylaw, improve definitions, specify the appeal authority, and revise language and formatting to enhance clarity and usability.

**3.0 ALTERNATIVES**

- 3.1 Council may pass Bylaw #2025-15 Animal Control Bylaw.
- 3.2 Council may accept this report as information only at this time.

**4.0 FINANCIAL IMPLICATIONS**

None.

**5.0 ATTACHMENTS**

Bylaw #2025-15 Animal Control Bylaw.

**6.0 RECOMMENDATIONS**

That Council give first, second, and if unanimously approved, third reading to Bylaw #2025-15 – Animal Control Bylaw as presented.

Submitted By:   
\_\_\_\_\_  
Tracy Stewart, Director of Community Services

Approved By:   
\_\_\_\_\_  
Jim Fedyk, Chief Administrative Officer

**TOWN OF VALLEYVIEW  
BYLAW NUMBER 2025-15  
ANIMAL CONTROL BYLAW**

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**BEING A BYLAW OF THE TOWN OF VALLEYVIEW IN THE PROVINCE OF ALBERTA FOR THE PURPOSES OF LICENSING, REGULATING AND CONFINEMENT OF ANIMALS.**

**THE MUNICIPAL 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 "Animal Control Bylaw" of the Town of Valleyview  
1.2 In this Bylaw:

**"ANIMAL"** means any vertebrate, excluding the following:

- a) humans, fish and birds;
- b) a wildlife Animal as defined in the Wildlife Act (Alberta), as amended from time to time, and which is held live under a permit issued pursuant to the Wildlife Act or the keeping of which is otherwise subject to permit requirements under the Wildlife Act'
- c) domestic mice, gerbils, guinea pigs, hamsters, hedgehogs, rabbits, ferrets, chinchillas and sugar gliders.

**"ANIMAL SHELTER"** means premises designated by the Town for the impoundment and care of Animals.

**"ANIMAL CONTROL OFFICER"** means a Person appointed by the Town as a Bylaw Enforcement Officer or Peace Officer under the Municipal Government Act for the purpose of enforcing this Bylaw.

**"AT LARGE"** means a Dog that is in any place other than the Owner's Property or Permitted Property and is not:

- a) under the immediate control of a Person by means of a Permitted Leash; or
- b) otherwise securely restrained.

A Dog is deemed to be At Large if it is running loose on any street, lane, sidewalk, park, or other public place within the Town.

**"BYLAW ENFORCEMENT OFFICER"** means a Person appointed as a Designated Officer by Council or by the Chief Administrative Officer under sections 210, 555, or 556 of the Municipal Government Act for the purpose of enforcing this Bylaw.

**"CAT"** means any feline Animal of any age or gender.

**"CONTROLLED CONFINEMENT"** means the confinement of an Animal as required by Section 5.3 of this Bylaw.

**"DESIGNATED OFFICER"** means a Person appointed as such under the provisions of Section 210(l) of the Municipal Government Act.

**"DOG"** means any canine Animal of age or gender.

**"DOGHOUSE"** means a shelter designed and constructed to provide a Dog with adequate protection from the elements.

**"FARM ANIMAL"** means any Animal kept for agricultural purposes and includes, but is not limited to, cattle, horses, donkeys, mules, swine, goats, sheep, llamas, alpacas, fowl, and poultry. Farm Animals do not include Dogs, Cats, or other domesticated household pets.

**"GUIDE DOG"** means a dog trained and certified under the Service Dogs Act, RSA 2007, or successor legislation, to assist a person with a disability.

**"HORSE OR CATTLE"** means an Animal of bovine, equine species, or other diversified livestock species by whatever technical or familiar name it is known, and includes any Horse, mule, ass, pig, sheep or goat.

**"IMPOUNDED"** means the confinement of a Dog in an Animal Shelter or other facility designated by the Town for the purpose of detention and care.

**"KENNEL"** means any structure, pen, or enclosure designed to securely confine a Dog, including indoor or outdoor facilities approved by an Animal Control Officer, Peace Officer, Development Officer or CAO.

**"LICENSE"** means a License issued by the Town in accordance with the provisions of this Bylaw and, where the context permits, includes a Restricted License.

**"LICENSE FEE"** means the applicable annual fee payable in respect of any License issued pursuant to this Bylaw as set out in the Fees and Charges Bylaw.

**"LICENSE TAG"** means an identification tag issued by the Town showing the License number for a specific Animal and intended to be worn on a collar attached to the Animal's neck.

**"MGA"** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or replaced from time to time.

**"MUNICIPAL TAG"** means a tag or ticket whereby the Person alleged to have committed a breach of a provision of this Bylaw is given the opportunity to pay a penalty to the Town in lieu of prosecution of an offence.

**"OWNER"** means a Person(s) who:

- a) has the care, charge, custody, possession or control of any Dog(s);

- b) are single, couple (married or common law) owns or who claims any proprietary interest in any Dog;
- c) harbors, suffers or permits a Dog(s) to be present on any property owned, occupied or leased by him, or which is otherwise under his control;
- d) claims and receives any Dog from the custody of the Animal Shelter or an Animal Control Officer; or
- e) a Person to whom a License Tag was issued for any Dog(s) in accordance with this Bylaw.

**"OWNER'S PROPERTY"** means any property in which the Owner of any Dog has a legal or equitable interest or property, the use or control of which has been given to such Owner by the legal or equitable Owner and includes, without limiting the generality of the foregoing, land, buildings and vehicles.

**"PARK AND RECREATION AREA"** means any municipal reserve in the Town, or any lands designated by the Town's Director of Community Services as a Park and Recreation Area.

**"PERSON"** means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, association, society and any other legal entity.

**"PERMITTED LEASH"** means a leash not exceeding two (2) metres in length that is of sufficient strength and material to safely control the Dog to which it is attached.

**"PERMITTED PROPERTY"** means private property the Owner or occupier of which has given permission to the Owner of any Dog to be there.

**"PLAYGROUND"** means any part of a Park and Recreation Area on which children's play equipment is located and includes the part of such area within (20) meters of any piece of such apparatus.

**"POLICE SERVICE DOG"** means a dog trained and deployed by the Royal Canadian Mounted Police or another law enforcement agency recognized by the Town.

**"POSTED AREA"** means an area posted with a sign which prohibits Dog from being in that area.

**"PUBLIC HEALTH AUTHORITY"** means the Medical Officer of Health, a regional health authority, Alberta Health Services, or any other Person or body legally responsible for protecting and promoting public health under applicable provincial legislation.

**"REGISTERED VETERINARIAN"** means a veterinarian registered and entitled to practice in Alberta.

**"RESTRICTED DOG"** means a Dog that has been the subject of a written order by a Bylaw Officer designating the Dog as restricted, where the Dog has, without provocation, displayed a threatening disposition or aggressive behaviour towards a Person or another Animal while off the Owner's Property, but has not caused a Serious Wound. A



Restricted Dog designation must be made in writing, delivered to the Owner, and include reasons for the designation. The Owner shall have the right to appeal the designation in accordance with Section 8.2 of this Bylaw.

**"RESTRICTED LICENSE"** means a License issued with respect to a Restricted Dog or Vicious Dog.

**"SCHOOL PROPERTY"** means property within the Town owned or operated by any school district or private school.

**"SERIOUS WOUND"** means an injury to a Person or another Animal caused by a Dog that results in the skin being broken, flesh being torn, or medical or veterinary treatment being required.

**"TOWN"** means the Town of Valleyview or the corporate limits of the Town of Valleyview, as the context may require.

**"VICIOUS DOG"** means a Dog that, without provocation:

- a) has inflicted a Serious Wound on a Person or another Animal;
- b) has engaged in more than one unprovoked attack or attempted attack on a Person or another Animal; or
- c) has been designated as vicious by an Animal Control Officer by written order served on the Owner, which order is subject to the right of appeal under Section 8.2 of this Bylaw.

**"VIOLATION TICKET"** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act.

## **PART 2 - LICENSING PROVISIONS**

**2.1** Every Person who is the Owner of any Dog(s) shall pay the applicable License Fee as set out in the Fees and Charges Bylaw. If:

- a) the Person becomes the Owner of the Dog; or
- b) the Owner takes up residence in the Town of Valleyview;
- c) the Dog(s) are of the age of 6 months.

the Owner shall obtain a License within seven (7) days of that time.

**2.2** If the keeping of any Dog(s) would breach any Federal or Provincial statute or regulation or other Town Bylaw, the Animal Control Officer shall refuse to issue a License.

**2.3** A License issued pursuant to this Bylaw remains in force until its expiry date, provided the Dog continues to reside in the Town.

**2.4** An Owner must provide such information as may be required by the Town and the Animal Control Officer.

- 2.5 Any Person who provides the Town or an Animal Control Officer with information required pursuant to Section 2.4 of this Bylaw which is false or misleading is guilty of an offence.
- 2.6 A License is valid for the calendar year in which it is issued, expiring on December 31 of that year.
- 2.7 A License is not transferable from one Dog to another, nor from one Owner to another.
- 2.8 Once the License Fee is paid, the Owner will be supplied with a License Tag bearing a number.
- 2.9 The Owner shall ensure that the License Tag:
  - a) is securely fastened to a choke chain, collar or harness worn by the Dog; and
  - b) is worn by the Dog(s) at all times when the Dog is anywhere other than the Owner's Property or a Permitted Property.
- 2.10 No Person is entitled to a refund or rebate of any License Fee with respect to any Dog(s), other than listed in the Fees and Charges Bylaw.
- 2.11 An Owner is entitled to be issued a License free of charge for a Guide Dog required by the Owner, or for a Police Service Dog recognized by a law enforcement agency.
- 2.12 An Animal Control Officer may revoke a License if:
  - a) the Owner fails to comply with any condition of the License;
  - b) the License was issued based on incorrect information or a misrepresentation by the applicant;
  - c) the License was issued in error;
  - d) the Owner breaches a provision of this Bylaw; or
  - e) a Registered Veterinarian certifies that the Dog poses a risk to public health or safety.
- 2.13 An Owner of a spayed or neutered Dog must provide a fully signed certificate from a Registered Veterinarian before he or she is entitled to a reduced fee for a License or, alternatively, provide a Statutory Declaration made before a Commissioner for Oaths or Notary Public declaring that the Dog is spayed or neutered.
- 2.14 No person shall keep, harbor, or allow to reside more than three (3) Dogs in any household within the Town limits. Notwithstanding the foregoing, where a Dog gives birth, the Owner may keep the offspring for a period not exceeding twelve (12) weeks from the date of birth.

### **PART 3 - OFFENCES**

#### **General**

- 3.1 Any contravention of the provisions in this Part constitutes an offence.

#### **Dogs**

- 3.2 An Owner shall not permit a Dog to be At Large.

- 3.3 An Owner shall ensure that a Dog is on a Permitted Leash at all times while off the Owner's Property or a Permitted Property.
- 3.4 An Owner shall not permit a Dog to bark, howl, or otherwise make noise that disturbs any Person.
- 3.5 An Owner shall not permit a Dog on any School Property, Playground, or Posted Area.
- 3.6 An Owner shall not permit a Dog to cause damage to property within the Town.
- 3.7 An Owner shall not permit a Dog to threaten, chase aggressively, harass, attack, or bite a Person or Animal while off the Owner's Property.
- (a) A Peace Officer, Animal Control Officer, RCMP, or Registered Veterinarian may declare such Dog to be a Restricted Dog or Vicious Dog, and the Dog may be seized or quarantined as required by law.
  - (b) The Owner is responsible for all associated costs, including veterinary care.
  - (c) Euthanasia may only occur as permitted under applicable provincial legislation.
- 3.8 Where a Dog defecates on property other than the Owner's Property, the Owner shall immediately remove and dispose of the feces in a sanitary manner.
- 3.9 The Owner of Property where a Dog is kept shall maintain the Property in a clean, sanitary, and inoffensive condition.
- 3.10 The Owner of a female Dog in estrus shall keep the Dog housed and confined in a building or Kennel, except for reasonable periods outdoors on the Owner's Property for the purposes of urination or defecation.
- 3.11 An Owner who leaves a Dog outdoors shall ensure that the Dog has adequate shelter from the elements, such as a Doghouse or access to a garage or building, and that the Dog is provided with sufficient food and water. Containers for food and water must be secured to prevent spillage.

#### **Cats**

- 3.12 Any Person who has a complaint about a Cat running At Large or causing damage to property may obtain a Cat Trap from an Animal Control Officer for a fee as set out in the Fees and Charges Bylaw.
- 3.13 Any Person who has a Cat Trap must check the trap at least twice daily. If a Cat is trapped, it must be taken to the local Veterinarian as soon as reasonably possible. Use of Cat Traps in cold weather will be at the discretion of the Town.

#### **Horses and Cattle**

- 3.14 A Person who leads, rides, or drives Horse or Cattle within the Town shall:
- (a) maintain safe care and control at all times;

- (b) exercise due care and attention;
- (c) act with reasonable consideration for other Persons and Animals; and
- (d) comply with the Traffic Safety Act and applicable regulations.

3.15 A Person who wishes to operate a Horse- or Cattle-drawn vehicle for commercial or tourist purposes may apply to the Designated Officer for a permit.

3.16 The Designated Officer may grant such a permit subject to conditions.

3.17 A Person who operates a Horse- or Cattle-drawn vehicle under permit shall:

- (a) remove excrement from a street, road, or public place within one hour following the conclusion of the event;
- (b) not operate later than one-half hour after sunset or earlier than one-half hour before sunrise, unless the vehicle is equipped with required lighting under the Traffic Safety Act;
- (c) comply with any restrictions on locations or areas imposed by the Town;
- (d) limit parking to off-street parking spaces unless otherwise authorized in the permit; and
- (e) maintain liability insurance of not less than \$1,000,000 against claims arising from the operation.

#### **Farm Animals**

3.18 No Person shall keep or harbor any Farm Animal within the Town limits.

#### **General Prohibitions**

3.19 No Person shall tease, torment, annoy, abuse, or injure any Dog.

3.20 No Person shall untie, loosen, or otherwise free a Dog that is not in distress unless authorized by the Owner.

3.21 No Person shall interfere with, hinder, or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw.

### **PART 4 – DOG CONFINEMENT AND CONTROLS**

#### **4.1 Owner's Responsibility for Confinement**

Every Owner of a Dog shall ensure that the Dog is confined and controlled on the Owner's property by means of a fence, Kennel, pen, or other suitable enclosure that is of sufficient strength, size, and integrity to prevent the Dog from escaping.

#### **4.2 Prohibited Dog Behavior**

An Owner shall ensure that their Dog does not, either on or outside of the Owner's Property:

- (a) Threaten, approach, accost, or behave in an aggressive manner toward any Person.
- (b) Chase, attack, or bite any Person or another Animal.
- (c) Cause any Person to have a reasonable apprehension of a threat or serious harm.

**4.3 Property Boundary Enforcement**

The enclosure used for confinement must be constructed and maintained so that the Dog cannot physically reach or contact any Person or other Animal on an adjacent Property or a public right-of-way. This includes ensuring that any tethering or tie-out device used is of a length that does not allow the Dog to go beyond the limits of the Owner's Property.

**4.4 Conditions of Confinement**

- (a) Confinement must be appropriate for the size and temperament of the Dog, providing adequate shelter, space, and protection from the elements.
- (b) The confinement area must be maintained in a clean and sanitary condition.

**4.5 Violation and Enforcement**

- (a) In the event of a violation of this section, an enforcement officer may issue an order to remediate the violation or any other appropriate penalty.
- (b) The Owner is liable for any damages or injuries caused by their Dog, regardless of prior knowledge of the Dog's behavior.

**PART 5 - RESTRICTED & VICIOUS ANIMAL**

5.1 An Owner of a Restricted Dog(s) must apply for, and at all times maintain, a Restricted License for his or her Dog. A photograph of the Dog(s) must be presented at the time of application.

5.2 An Owner of a Restricted Dog or Vicious Dog must maintain a policy of liability insurance in a form satisfactory to the Animal Control Officer providing third party liability coverage in a minimum amount of \$1,000,000.00 for injuries or damage caused by the Owner's Dog(s). The policy shall contain a provision requiring the insurer to immediately notify the Town in writing should the policy expire, is cancelled or terminated. Upon cancellation, expiration or termination of the liability policy, the Restricted License will be automatically suspended until new coverage is confirmed. Proof of insurance must be presented at the time of registering the Dog(s).

5.3 At all times while a Restricted Dog or Vicious Dog is on the premises or property of its Owner, the Owner shall either keep such Dog:

- a) confined indoors under the effective control of a Person over the age of eighteen (18) years, or
- b) confined in a securely enclosed Kennel approved by an Animal Control Officer, Peace Officer, Development Officer or CAO, constructed to prevent the entry of children. The Kennel must have secured sides, a bottom or sides embedded in the ground at least one (1) foot, a locking device, and a secure top if the Dog is capable of climbing the fence.

5.4 Each Kennel proposed for Controlled Confinement must be inspected and approved by the Animal Control Officer, Peace Officer, Development Officer or CAO and must comply with the Town's Land Use Bylaw.

- 5.5 When off the Owner's Property, a Restricted or Vicious Dog must be securely muzzled and restrained by leash or harness, under the control of a responsible person over eighteen (18). If a Kennel is under construction, this requirement applies even within the Owner's yard.
- 5.6 Any Owner of a Restricted Dog or Vicious Dog must at all times prevent such Dog from Running At Large.
- 5.7 Any Owner of a Restricted or Vicious Dog must comply with this Bylaw and always ensure that their Dog(s) will not chase, bite or attack any Person or another Animal

## **PART 6 - POWERS OF AN ANIMAL CONTROL OFFICER**

### **6.1 Authority to Seize and Impound**

- (a) An Animal Control Officer may seize and impound any Animal found At Large.
- (b) For this purpose, the Officer may enter private or public property in accordance with Section 542 of the Municipal Government Act and may take Reasonable Measures to safely capture, restrain, or control the Animal. Reasonable Measures include, without limitation, verbal commands, use of leashes or other approved equipment, temporary enclosures, or tranquilizers, as appropriate to the circumstances.
- (c) Where immediate action is required to protect public safety, the Officer may act without delay.
- (d) If an Animal is injured, it may be transported to a Registered Veterinarian for treatment

### **6.2 Animals That Bite or Show Signs of Disease**

- (a) Any Animal that has bitten a Person or is suspected of having rabies or another communicable disease, shall be surrendered by the Owner and confined for a minimum of ten (10) days in a Veterinary Clinic, Animal Shelter, or other facility deemed suitable by the Town.
- (b) During this period, the Animal shall be observed or treated as directed by a Registered Veterinarian or the Public Health Authority.
- (c) The Animal Control Officer shall immediately notify the local Public Health Authority and provide all relevant information regarding the incident.
- (d) An Animal held under this section may only be euthanized during the 10-day observation period if a Registered Veterinarian or Public Health Authority recommends euthanasia.
- (e) After the 10-day period:
  - i. If the Animal is deemed free of rabies risk, it may be released to the Owner upon compliance with Section 6.4;
  - ii. If the Animal is not redeemed, the Town may dispose of the Animal in accordance with Section 6.5.

### **6.3 Animals Impounded for Being At Large**



(a) Any Animal impounded for being At Large, other than those described in Section 6.2, shall be held in the Animal Shelter for a minimum of five (5) days, not including Sundays or statutory holidays.

(b) After the holding period, if the Animal is not redeemed, it may be adopted, rehomed, or humanely euthanized, having regard to its health, temperament, and adoptability.

#### **6.4 Redemption by Owner**

(a) An Owner may redeem an Animal impounded under Section 6.2 or Section 6.3 by:

- i. paying the applicable impoundment fee as set out in the Enforcement Procedures Bylaw;
- ii. paying any outstanding License Fee, if the Dog is not licensed; and
- iii. paying any veterinary costs for treatment of injuries sustained during capture or impoundment.

(b) No Dog shall be released unless it holds a valid License or licensing provisions are met.

#### **6.5 Disposition of Unredeemed Animals**

(a) Once impounded, the Animal Control Officer shall immediately make Reasonable Efforts to notify the Owner of the Animal, if identifiable. For the purposes of this bylaw, 'Reasonable Efforts' means the actions taken by the Animal Control Officer to notify the Owner of a Dog, including, but not limited to, checking for identification, reviewing municipal records, and attempting contact using the Owner's last known phone number, email, or address.

(b) After the holding period has expired, any unredeemed Animal may be sold, adopted, or humanely euthanized, as determined in consultation with a Registered Veterinarian, having regard to the Animal's health, temperament, and adoptability.

#### **6.6 Seizure Following License Refusal, Revocation, or Cancellation**

(a) If a License will not be issued for a Dog, or an existing License is revoked or cancelled, the Animal may be seized and disposed of in accordance with Section 6.5. Failure to comply may also result in fines under this Bylaw.

### **PART 7 - PENALTIES**

**7.1** Any Person who contravenes any provision of this Bylaw is guilty of an offence punishable on Summary Conviction and is liable to a penalty as set out in the Enforcement Procedures Bylaw plus costs.

**7.2** Any Dog(s) previously classified as Restricted by an Animal Control Officer shall continue to be treated as a Restricted Dog under this Bylaw. Dogs not previously designated as Restricted may be registered as regular Dogs.

**7.3** Any person who owns a Restricted or Vicious Dog that has been responsible for two or more attacks while residing in the Town shall be prohibited from owning any dog within the Town. Furthermore, no other person residing at the same address shall own a dog.

## **PART 8 - GENERAL**

- 8.1 This Bylaw shall not apply to an Animal while it is kept at a veterinary clinic or being securely transported within a motor vehicle to or from a veterinary clinic unless otherwise stipulated in this Bylaw.
- 8.2 Any Owner who is subject to a decision, order, refusal, revocation, or designation under this Bylaw may appeal the determination in writing within ten (10) days of notice. Appeals shall be heard by Council or a Council-appointed committee, which may confirm, vary, or revoke the decision.
- 8.3 Any owner who has been informed that
- a) his or her Animal License application has been refused; or
  - b) any License issued under this Bylaw has been revoked or cancelled; or
  - c) the Animal has been determined to be a Restricted Dog or Vicious Dog;

May appeal the determination to the Council or a Council-appointed committee in writing, provided he or she does so within ten (10) days of being notified that his or her License application has been refused, or the License has been revoked or cancelled, or that the Animal has been determined to be a Restricted or Vicious animal.

- 8.4 Any notice to an Owner required or permitted by this Bylaw shall be deemed to be given if:
- a) delivered personally to the Owner;
  - b) posted on the Owner's Property; or
  - c) sent by registered mail to the last address of the Owner appearing in the records of the Town's Bylaw enforcement office.

## **PART 9 – SEVERABILITY AND REPEAL**

- 9.1 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.
- 9.2 If on the effective date of this Bylaw Municipal Tags or Violation Tickets have been issued with respect to alleged offences under Bylaw 2017-02, all relevant sections of that Bylaw, including penalty provisions, shall be deemed to remain in force until the conclusion of such proceedings.
- 9.3 Bylaw No. 2017-02, and any amendments thereto, are hereby repealed.

## **PART 10 – COMING INTO FORCE**

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

READ A FIRST TIME ON OCTOBER 14<sup>TH</sup>, 2025

READ A SECOND TIME, AS AMENDED, ON OCTOBER 14<sup>TH</sup>, 2025

READ A THIRD TIME, AS AMENDED, ON OCTOBER 14<sup>TH</sup>, 2025

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**Vern Lymburner, Mayor**

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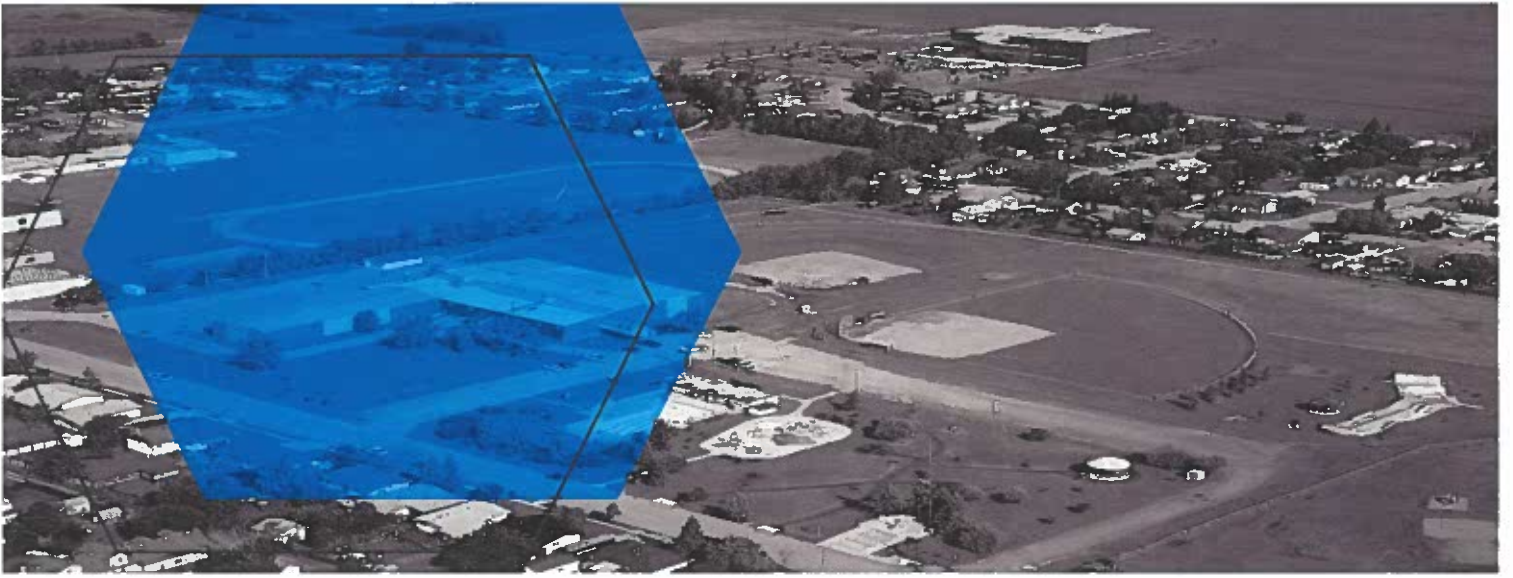
**Date**

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**Jim Fedyk, CAO**

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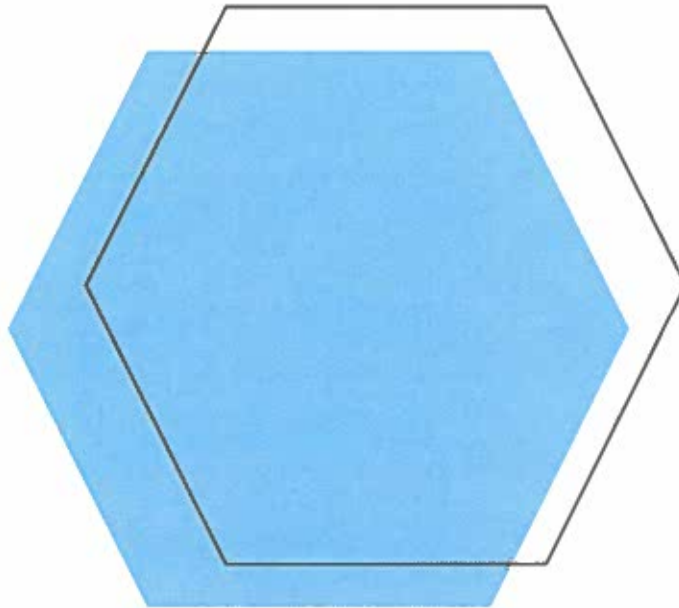
**Date**



# CORRESPONDENCE



CORRESPONDENCE



## REGULAR COUNCIL MEETING

COUNCIL CHAMBERS  
TOWN ADMINISTRATION OFFICE



## Karen Staples

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**From:** Jim Fedyk  
**Sent:** Tuesday, September 23, 2025 11:34 AM  
**To:** Kathy McCallum; Karen Staples  
**Subject:** FW: Working Applicants  
**Attachments:** 25 point 09 2025.pdf

Please include in next agenda package....

Jim Fedyk  
Chief Administrative Officer



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**From:** Darla Driscoll <[cao@heartriverhousing.ca](mailto:cao@heartriverhousing.ca)>  
**Sent:** Tuesday, September 23, 2025 8:55 AM  
**To:** David Reynolds <[DReynolds@BigLakesCounty.ca](mailto:DReynolds@BigLakesCounty.ca)>; stacey.wabick@mdgreenview.ab.ca; [cao@mdsmokyriver.com](mailto:cao@mdsmokyriver.com); [cmillar@northernsunrise.net](mailto:cmillar@northernsunrise.net); James Bell <[jbelle@falher.ca](mailto:jbelle@falher.ca)>; Kristen Milne <[kristen@foxcreek.ca](mailto:kristen@foxcreek.ca)>; David Joy <[cao@highprairie.ca](mailto:cao@highprairie.ca)>; [cao@mclennan.ca](mailto:cao@mclennan.ca); Jim Fedyk <[jfedyk@valleyview.ca](mailto:jfedyk@valleyview.ca)>; [cao@donnelly.ca](mailto:cao@donnelly.ca); [girouxvl@iwantwireless.ca](mailto:girouxvl@iwantwireless.ca)  
**Cc:** Myrna Lanctot <[mylanctot@gmail.com](mailto:mylanctot@gmail.com)>; Sheila Gilmour <[sheila@foxcreek.ca](mailto:sheila@foxcreek.ca)>; Vern Lymburner <[mayor@valleyview.ca](mailto:mayor@valleyview.ca)>; Dale Smith <[dale.smith@mdgreenview.ab.ca](mailto:dale.smith@mdgreenview.ab.ca)>; Raoul Johnson <[rjohnson@mdsmokyriver.com](mailto:rjohnson@mdsmokyriver.com)>; Alain Dion <[aldion@telus.net](mailto:aldion@telus.net)>; Donna Buchinski <[donna.buchinski@gmail.com](mailto:donna.buchinski@gmail.com)>; Maggie Gervais <[mgervais@mclennan.ca](mailto:mgervais@mclennan.ca)>; Art Laurin <[alaurin@northernsunrise.net](mailto:alaurin@northernsunrise.net)>; Ann Stewart <[ward9@biglakescounty.ca](mailto:ward9@biglakescounty.ca)>; Brian Panasiuk <[mayor@highprairie.ca](mailto:mayor@highprairie.ca)>  
**Subject:** Working Applicants

Good Morning;

Several of our board members have asked that this information be forwarded to you.

In 1995, the community housing organizations were consolidated into one organization and Heart River Housing became a management body for the province. At that time our board of directors were adamant that applicants who were working would receive 25 points on their application.

After much negotiation those 25 points became part of Heart River Housings Ministerial Order.

This month the Province has decided that they are removing those 25 points from our Ministerial Order. Our current board much like their predecessors feel very strongly that we keep those points.

We would like to see this in your next meeting package so our board member can speak to the urgency of this matter.

Should you require any more information please give me a call or email.



*Darla Driscoll*

Chief Administrative Officer

[cao@heartriverhousing.ca](mailto:cao@heartriverhousing.ca)

**Heart River Housing**

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



#### Historical Context:

- Since 1995, Heart River Housing has included 25 points in its housing application scoring for the working poor, as per a Ministerial Order.
- This was a result of negotiations dating back to 1994, where Heart River initially requested 50 discretionary points, and the province countered with 15, eventually settling on 25 points.

#### Rationale:

- The original board believed that those on social assistance were already supported by the province, and giving them equal housing points was seen as “double dipping.”
- The 25 points were meant to incentivize work and support families who were earning but still struggling financially.

#### Current Situation:

- In September 2025, the Housing Advisor for the Province announced plans to remove the 25 points from Heart River’s Ministerial Order.
- Heart River’s board and management strongly oppose this change.

#### Client Impact Analysis:

- 18% of current clients are working. Of those:
  - 31% have less than \$500 disposable income after rent, taxes, and childcare.
  - 63% have less than \$1000.
  - 100% have two or more children.
- If renting in the private sector:
  - 68% would have less than \$500 disposable income.
  - 52% would have negative disposable income.

#### Financial Breakdown Used in Analysis:

- 30% of gross pay allocated to rent and power.
- 13% for income tax and CPP/EI.
- \$352/child/month for subsidized daycare.

#### Conclusion:

- Without the 25-point advantage, these clients likely wouldn’t qualify for housing.
- We have seen this force them out of employment and onto social assistance, which is counterproductive to Heart River Housings goals.