

**VILLAGE OF BIG VALLEY**  
**AGENDA of the REGULAR COUNCIL MEETING**  
**Held at the Village of Big Valley Administration Building**  
**Monday, January 20, 2025 – 7:00 p.m.**

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
  - a. Regular Council Meeting Minutes – December 16, 2024
4. Visitors and Delegations  
John Parkins, Secretary – Hivernant Metis Cultural Society
5. Old Business
  - a. RFD 72-2024 – Water/Wastewater Grant Application (2025/26)
6. New Business
  - a. RFD 01-2025 – Bylaw 882 – Tax Arrears Instalment Payment Plan Bylaw
  - b. RFD 02-2025 – FCSS Grant Program Funding Applications
  - c. RFD 03-2025 – Hivernant Metis Cultural Society Presence in Big Valley
  - d. RFD 04-2025 – Tax Penalty Forgiveness Request
  - e. RFD 05-2025 – Data Sharing Agreement (Permanent Electors Register)
7. Reports
  - a. CAO Report
  - b. PW Report
  - b. Council Reports
8. Financial Statements
  - a. ATB Bank Statement – December, 2024
  - b. Cheque Register – December, 2024
  - c. Utility Water Report – Water Purchased & Billed Out – December 2024
  - c. Budget Variances as of December 31, 2024
9. Correspondence
  - a. Email from County of Stettler re: 2025 SMRWSC potable water rate.
  - b. Email from County of Stettler re: 2025 Mandatory Orientation for Newly Elected Officials
10. Public Comments – Limited to 5 Minutes
11. Next Meeting – Monday, February 10, 2024 commencing at 7:00 PM
12. Closed Session  
Pursuant to Section 17 FOIPPA – Personnel Matter
13. Adjournment

VILLAGE OF BIG VALLEY  
**Regular Council Meeting Minutes**  
Monday, December 16, 2024 @ 7:00 p.m.  
29, 1<sup>st</sup> Avenue South, Big Valley, Alberta

**PRESENT:** Mayor Chantelle Janke, Deputy Mayor Timmothy Field, Councillor Daniel Houle  
CAO/Recording Secretary Colleen Mayne  
Members of the Public

Mayor Janke called the meeting to order at 7:01 PM

**CALL TO ORDER:**  
**ADOPTION OF AGENDA:**  
**RES 24-12-01**

**MOVED** by Deputy Mayor Field to accept the meeting agenda as presented.  
**CARRIED**

**REGULAR COUNCIL MEETING**  
**NOVEMBER 18 ,2024**  
**RES 24-12-02**

**MOVED** by Mayor Janke that the November 18, 2024 Regular Council Meeting Minutes be accepted as presented.

**CARRIED**

**VISITORS & DELEGATIONS:**

NA

**OLD BUSINESS:**  
**RFD 57-2024**  
**FCSS GRANT**  
**APPLICATION – Big Valley**  
**Community Centre**  
**RES 24-12-03**

**MOVED** by Councillor Houle to approve the Big Valley Community Hall application for FCSS Grant funding of \$2,000.00.

**CARRIED**

**RFD 63-2024**  
**FCSS GRANT**  
**APPLICATION – Big Valley**  
**Street Dance**  
**RES 24-12-04**

**MOVED** by Deputy Mayor Field to approve the Big Valley Street Dance application for FCSS Grant funding in the amount of \$2,500.00

**CARRIED**

**RFD 64-2024**  
**FCSS GRANT**  
**APPLICATION – Big Valley**  
**Historical Society**  
**RES 24-12-05**

**MOVED** by Councillor Houle to table the Big Valley Historical Society application for FCSS Grant funding to a future Regular Council Meeting in, to request additional information be included.

**CARRIED**

**FCSS GRANT FOLLOWUP**  
**RES 24-12-06**

**MOVED** Mayor Janke to direct the CAO to request all grant recipients report how the funds were used, for 2023/24 and into the future and how their program contributed to the Big Valley Community and the resulting outcome.

**CARRIED**

**NEW BUSINESS:**  
**ALBERTA**  
**WATER/WASTEWATER**  
**GRANT**  
**RES 24-12-07**

**MOVED** by Councillor Houle that the Village of Big Valley supports the submission of a 2025/26 Alberta Municipal Water/Wastewater Partnership Program grant application in support of the Lagoon Upgrade project and is prepared to manage the grant project and related compliance requirements. The estimated Phase 1 project cost is \$200,000; 75% provincial grant (\$150,000), and 25% municipal contribution cost share arrangement (\$50,000).

**CARRIED**

**2025 OPERATING &**  
**CAPITAL INTERIM**  
**BUDGET**  
**RES 24-12-08**

**MOVED** by Mayor Janke to approve the 2025 Operating & Capital Interim Budget.

**CARRIED**

**REPORTS:**  
**CAO REPORT**  
**PUBLIC WORKS REPORT**  
**COUNCIL REPORTS**  
**RES 24-12-09**

**MOVED** by Mayor Janke accept the CAO, Public Works and Council Reports for information.

**CARRIED**

DECEMBER. 2024  
FINANCIAL STATEMENTS:  
ATB BANK STATEMENT  
CHEQUE REPORTS  
UTILITY WATER REPORT  
BUDGET VARIENCES  
RES 24-12-10

MOVED by Councillor Houle to accept the Financial Statements for information.

**CARRIED**

CORRESPONDENCE:  
RES 24-12-11

MOVED by Mayor Janke to accept the correspondence for information.

**CARRIED**

NEXT MEETING:

Monday, February, 10 2024 at 7:00 pm.

PUBLIC COMMENTS:

ADJOURNMENT:

Mayor Janke adjourned the meeting at 9:15 pm.

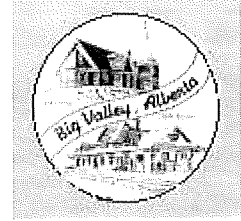
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Chantelle Janke, Mayor

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Colleen Mayne, CAO

# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** Water/Wastewater Grant Application (2025/26)

RFD 72-2024

## PURPOSE

For Council to rescind Big Valley Regular Council Meeting RES 2024-12-07, for a Water/Wastewater Grant application through the Provincial Government which was approved on December 16, 2024.

## BACKGROUND:

On December 16<sup>th</sup> during the Village of Big Valley Regular Council Meeting, Council reviewed a letter drafted by MPE, which was part of the Infrastructure Study that concluded in 2024. The intent of letter was for application to the Alberta Municipal Water/Wastewater Partnership Grant Program, for necessary Lagoon repairs. As proposed by MPE, "Phase 1" would include application to the Provincial Government for grant funding to complete a inspection/study of lagoon contents, which would determine the type of remediation needed. "Phase 2" would be the result of findings from "Phase 1".

Upon speaking with Denette Leask of Alberta Transportation, she confirmed receipt of the grant application, however said that the Water/Wastewater Partnership Grant was not disbursed in Phases. She then asked the CAO whether the Village would still like to pursue the grant. Based on MPE previous findings the estimated cost would be in the neighbourhood of \$4 million, of which \$1 million would be at the Village's expense. In addition, because Phase 1 hasn't been completed, the final cost isn't known, and the Province doesn't allow multiple grant submissions. If the grant funding is approved at \$4 million, should unknown costs increase that amount, i.e. \$5 million, the Village would be responsible to make up the difference which in turn could total \$2 million. As well, Denette pointed out that replacing a liner in the lagoon may not qualify for grant funding.

As the Village does not have unlimited funds available, apart from obtaining a debenture to finance the repairs, and because the Lagoon's physical state should be able to be kept in control providing the Village undertakes both spring and fall discharges, more information and detail is required .

## OPTIONS:

1. **THAT** Village Council resolve to rescind RES 2024-12-07 based on new information received, and pursue grant funding in 2025.
2. **THAT** Council table the rescinding of RES 2024-12-07 to a future Council Meeting.

## RECOMMENDATION:

1. **THAT** Village Council resolve to rescind RES 2024-12-07 based on new information received, and pursue grant funding in 2025.

**FINANCIAL IMPLICATIONS – N/A**

**PREPARED BY:** Colleen Mayne, CAO

## Colleen Mayne

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**From:** Colleen Mayne  
**Sent:** January 13, 2025 9:02 AM  
**To:** Taylor Sunderman  
**Cc:** Chantelle Janke; Tim Field; Dan Houle; Cheryl Bartley; Colleen Mayne  
**Subject:** BV Lagoon moving forward

Hi Taylor,

Thank you for the digital copies, and letting me know a copies of the final signed hardcopies of the Infrastructure Maintenance Study and Geotechnical Investigation Study are being sent out.

In respect to the grant application for the future Lagoon repairs in 2025-2026, I spoke with Denette Leask, with Alberta Transportation. Based on the fact that funding for the proposed study is not available independent of the full project, and until that study is complete to determine which direction the repair/ rebuilt will take, the Village could be held liable should the proposed liner repair not meet grant conditions. The information received from Ms. Leask will be addressed at the upcoming Regular Council Meeting on January 20, 2025; at this time the Village will ensure Spring and Fall discharges are completed.

Sincerely,


## Colleen Mayne

Chief Administrative Officer  
Village of Big Valley  
P:(403)876-2269  
F: (403)876-2223

**From:** Taylor Sunderman <tsunderman@mpe.ca>  
**Sent:** January 10, 2025 4:04 PM  
**To:** Colleen Mayne <cao@villageofbigvalley.ca>  
**Subject:** IMP - Final Report

Hi Colleen,

The IMP report has been finalized and can be downloaded here:

 [Big Valley IMP](#)

The Final report for the geotechnical investigation at the lagoon is in that folder as well.

Sometime next week we will courier the following to you:

- A hard copy of the IMP report.
- A USB stick that includes:
  - o A digital copy of the final report
  - o A digital copy of the final geotechnical report
  - o The footage from the sanitary video inspections and corresponding reports
  - o An excel version of the capital plan so that you may edit it as needed
  - o An excel version of the sanitary rating table so that you may edit it as needed

Let me know if you have any questions or concerns,

**Taylor Sunderman, P.Eng.**  
Project Engineer  
Tel. (403) 314-6128  
Cel. (403) 896-8516  
Email. [tsunderman@mpe.ca](mailto:tsunderman@mpe.ca)  
[www.mpe.ca](http://www.mpe.ca)



a division of Englobe

## Colleen Mayne

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**From:** Colleen Mayne  
**Sent:** December 17, 2024 1:38 PM  
**To:** Denette Leask  
**Subject:** Re: AMWWP Application- Lagoon Upgrade

Hi Danette,

Thank you for your email, and yes, Council passed the grant application resolution at their regular meeting last night.

Apart from the engineering firm (MPE) the Village hired prior to my being hired as CAO for an infrastructure study and geotechnical investigation I will have to confirm the timeline of previous work done to the discharge lines and lagoon. MPE was not involved with the Village prior to 2023.

I have questions that will need to be answered prior to replying to your email. A conversation with you will be appreciated. I am out of the office until Dec 29. If you are available to discuss after that time I will schedule it in. As well, I will be speaking with Council.

Sincerely,

Colleen Mayne  
CAO  
Village of Big Valley  
587-777-414

Cc: Village Council

Sent from my iPhone

On Dec 17, 2024, at 1:01 PM, Denette Leask <denette.leask@gov.ab.ca> wrote:

Hi Colleen,

I'm in the process of reviewing the application under the AMWWP and I have some questions:

1. The application references a phased approach, however it should be noted that sludge survey, investigative work, design, is not a great stand alone project. The AMWWP program is meant to fund the capital improvements of infrastructure. Is the village prepared to apply for the \$2,921,775.00 at this time ? If no design work has been completed yet, you may wish to hold off until some of that has been completed to have a better idea of what is required and as well as cost estimates that would be more accurate as you near closer to construction of the project. We have had very limited success with requests for cost revisions in the past once the grant is approved.
2. The draft IMP notes that the storage cell does not have enough capacity. It's unclear if additional capacity is included as part of this application? Can you please let me know if the proposed scope includes expansion of the storage cell?
3. When was the last time the lagoon was de-sludged?

4. Can you please let me know if council resolution to support this project was passed at the council meeting last night?

Any information you can provide by January 10<sup>th</sup> would be greatly appreciated.

If you would like to set up a time to discuss further, please let me know.

**Denette Leask**

Infrastructure Technologist/Stakeholder Relations  
Construction and Maintenance – Central Region  
Alberta Transportation and Economic Corridors  
Government of Alberta

Tel 403-340-5069

Fax 403-340-4810

[Denette.Leask@gov.ab.ca](mailto:Denette.Leask@gov.ab.ca)

**511 Alberta - Alberta's Official Road Reports**

Go to [511.alberta.ca](http://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)

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Classification: Protected A

**Village of Big Valley**  
PO Box 236 Big Valley, AB T0J 0G0  
403.876.2269 (p) 403.876.2223 (f)  
cao@villageofbigvalley.ca



November 27, 2024

Alberta Transportation and Economic Corridors – Central Region  
Infrastructure Manager  
4th Floor, Provincial Building  
4920 51 Street  
Red Deer, Alberta T4N 6K8

Attention: Denette Leask, Infrastructure Technologist

Dear Ms. Leask:

**Re: Village of Big Valley - Alberta Municipal Water/Wastewater Partnership Application**

The Village of Big Valley (Village) is formally submitting a grant application of \$3,895,700 under the Alberta Municipal Water/Wastewater Partnership (AMWWP) program in support of the Village of Big Valley Lagoon Upgrade project. Based on the Village population of 331 we calculate that the eligible project costs would be calculated under a 75% grant/25% municipal contribution cost share arrangement (\$2,921,775/\$973,925 respectively).

To move this critical project forward, we are proposing that the request for funding be split into two phases.

- The first phase funding of \$200,000 will include the completion of a sludge survey and sludge testing, preliminary design engineering to identify cost efficiencies, and a portion of detailed design.
  - Cost share arrangement of 75% (\$150,000) / 25% (\$50,000).
- The second phase funding of \$3,695,700 will be for remaining detailed design, construction, and contingency.
  - Cost-share arrangement of 75% (\$2,771,775) / 25% (\$923,925).

The following overview and appendices provide details on the project description, scope of work, rationale, implementation plan, and costs.

## **Project History and Existing System**

The Village of Big Valleys lagoon system is comprised of four anaerobic cells (cell 1, 2, 3, and 4), one facultative cell (cell 5), and a single storage cell (cell 6) that treats municipal wastewater from the Village. During the completion of an Infrastructure Management Plan (IMP) conducted by MPE a division of Englobe (MPE) in 2024, serious deficiencies and deterioration were observed including signs of erosion and seepage. A subsequent geotechnical investigation confirmed that seepage is present at the site and there are significant concerns with berm stability, particularly on the Cell 6 west berm. The IMP Draft Report is included as **Appendix A**. The IMP Draft Report includes a summary of the findings at the lagoon site (*Appendix A, Section 4.6, p. 54*) as well the draft report for the Geotechnical Investigation (*Appendix F of the IMP report, p. 245*).

The draft IMP Report has been submitted to the Village of Big Valley for review. Meetings and discussions have been conducted between the Village and MPE regarding the condition of the lagoon and need for lagoon upgrades before any and all other infrastructure projects in order to avoid critical failure and ensure a continuous, safe wastewater treatment process for the Village. Comments from these discussions and a more in-depth lagoon cost estimate will be integrated into the final IMP Report. In support of the Lagoon Upgrade project, we will provide any further substantive reporting as it becomes available.

MPE will be assisting with the proposed lagoon system upgrades and requesting grant funding under the AMWWP program.

## **Project Description and Scope of Work**

The sanitary lagoon is located approximately 500 m south of the Village, and is bordered by agricultural farmland, the Big Valley Creek, and Highway 590 to the north. As noted above, several serious failings have been identified with the Village wastewater lagoon system. This compromises its efficient and effective operation and creates health and safety risks for agricultural, environmental, recreational, and residential areas.

To correct these deficiencies, a series of proposed upgrades have been recommended and the scope of work for the proposed lagoon system upgrade include the following:

- completion of a sludge survey and assessment for land application;
- desludge the lagoon;
- prepare the base of the lagoon cells;
- installation of groundwater drain lines;
- installation of HDPE liner;
- replacement of transfer structures between Cell 5 and 6;
- replacement of the outlet structure;
- installation of geotextile under the liner where required;
- repair of erosion present in the discharge channel;
- installation of groundwater monitoring wells;
- related siteworks and restoration; and

- installation of a chain link fence to protect the liner.

This project is included in the Village of Big Valley's short-term and long-term capital plans.

Although on the surface there may not be any foreseeable innovation, the design process will include investigation of alternative construction materials and processes, and environmental impacts that may provide innovative solutions within the project objectives.

### **Project Rationale**

The primary objective behind this project is to provide the Village of Big Valley with reliable, safe, and upgraded sewage services. The Village cares about the health of their residents, and the overall impact that lagoon services have on facility users, the environment, and wildlife.

The structural integrity of the lagoon infrastructure (i.e., berms, existing clay liner, and transfer structures) is at significant risk and poses critical health, safety, and operational risks to facility users, the environment, and wildlife. Specifically:

- Seeping through the storage cell berm may allow for the involuntary discharge of effluent through the berm and indicates the liner integrity is compromised. Prolonged seepage without repair could result in a catastrophic failure of the berm.
  - This poses a significant risk to the surrounding environment, including agricultural land.
  - Operator safety is at risk as berm instability may prevent safe access.
- The condition suggests sewage exfiltration into the surrounding area which exposes humans, wildlife, and the surrounding environment to raw sewage.
  - Failure of and damage to existing, dated infrastructure has a direct, negative impact on area wetlands and agricultural lands resulting in surface seepage.
- Erosion and slope failure is evident and require remediation to ensure safety and functionality.
  - This poses a significant risk to the surrounding environment, as the cell wall will continue to recede which may allow for the release of partially treated sewage into the surrounding area.
    - This would have health and safety risks for humans and wildlife, as well as environmental implications for the drainage course.
  - Operator safety is at risk as site instability may prevent safe access.

In addition to addressing critical upgrades to existing infrastructure, health and safety measures to be completed as part of this project include:

- Desludging of the lagoon to free up valuable treatment capacity and ensure it doesn't flow out with the effluent which will negatively impact the surrounding environment.
- The installation of monitoring wells to determine groundwater quality and ensure proactive maintenance and optimal operations (e.g., timely repair of identified or potential lagoon leaks) before source water for humans and wildlife is contaminated.
- Perimeter siteworks and remediation will secure infrastructure to ensure the wastewater lagoon system meets its intended useful life and provides safe, continuous wastewater treatment services.

The Village has had several meetings in recent months to discuss the urgent need to rehabilitate the existing lagoon to ensure uninterrupted services and to avoid a critical breakdown.

#### Detailed Cost Estimates

The detailed cost estimate and project scope is attached in **Appendix B**, in support of the AMWWP grant application.

Given the critical condition of the infrastructure, we are proposing a phased approval approach so that grant funding can be secured, and this vital project can move forward. This proposed flexible approval arrangement will also reduce the immediate demand on the Alberta Transportation and Economic Corridors (ATEC) wastewater program budgets.

#### Proposed Implementation Schedule

Subject to grant approval, the first phase of the project will be completed in 2025.

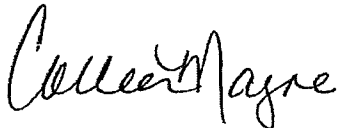
#### Applicant Contribution / Council Resolution Details

The Lagoon Upgrade project and associated AMWWP application is on the agenda for the next Village of Big Valley council meeting on December 16, 2024. At that time, it is expected that a council resolution will be passed in support of this project, and which will commit the 25% application contribution of \$50,000.

This project is ready to proceed upon notification of the funding decision. This project supports provincial objectives in that it would create an estimated 5-7 seasonal direct jobs for Albertans in 2025/26, and a stronger workforce strengthens the provincial economy. The Village is being proactive to ensure sound and reliable municipal infrastructure is in place which is vital to ensuring that it is positioned to enhance and respond to Alberta's economic growth.

Thank you for your consideration, and please contact me at 403-876-2269 or [cao@villageofbigvalley.ca](mailto:cao@villageofbigvalley.ca) if you require additional information in support of this request.

Yours truly,

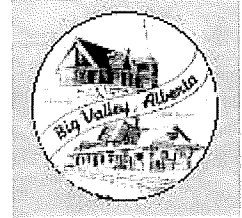


Colleen Mayne  
Chief Administrative Officer, Village of Big Valley

#### Attachments

- Appendix A: Infrastructure Management Plan – Draft Report
- Appendix B: Cost Estimate

# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** Bylaw 888 – Tax Arrears Installment Payment Plan (TAPP)

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RFD 01-2025

## PURPOSE

For Council to pass a Tax Arrears Installment Payment Plan Bylaw, to provide reasonable time for property owners who have become delinquent in their taxes to pay their tax account(s) in full, thus avoiding the Tax Recovery Program.

## BACKGROUND:

The Alberta Municipal Government Act, Section 2 allows for the establishment of a Tax Arrears Plan available to property owners as a means of avoiding the Tax Recovery Program. Tax arrears are taxes which as an example are unpaid from 2024, as of January 1, 2025. Any taxes unpaid from 2023 or earlier become delinquent taxes, and as of March 31<sup>st</sup> of this year will become part of the Tax Recovery Program. To avoid this property owners have the option of paying all delinquent taxes prior to March 31, 2025 to avoid being included in the Tax Recovery Program. As of April 1<sup>st</sup>, any accounts with delinquent amounts cannot just pay off the delinquent amount; they must pay off all outstanding taxes, including penalties, and any amounts such as unpaid utility bills or invoices associate with the property (charges for unsightly premises).

A Tax Arrears Plan can be applied for to pay off those taxes up to 36 months, including current taxes each year. Not only does this allow the property owner to avoid the Tax Recovery Program, but also freezes penalties over that period, with the provision they don't miss 2 monthly payments over that period, including payments received by the Village after the end of each month. Should the first missed payment be paid as well as that months regular payment (i.e. Jan/25 missed and 2 payments in Feb/25 to keep inline with the payment schedule), a second monthly payment will cancel the Tax Arrears Plan, and all taxes become payable on the date the agreement is cancelled. This also includes the Tax Recovery Program being processed.

## OPTIONS:

1. **THAT** Village Council give readings to Bylaw 882 – Tax Arrears Installment Payment Plan Bylaw, effective January 20, 2025.
2. **THAT** Village Council table Bylaw 882 – Tax Arrears Installment Payment Plan Bylaw to the next Regular Council Meeting; or
3. **THAT** Village Council respectfully decline readings to Bylaw 882 – Tax Arrears Installment Payment Plan Bylaw.

## RECOMMENDATION:

1. **THAT** Village Council give readings to Bylaw 882 – Tax Arrears Installment Payment Plan Bylaw, effective January 20, 2025.

**FINANCIAL IMPLICATIONS** – Increased probability of collecting delinquent and in arrears taxes.

**PREPARED BY:** Colleen Mayne, CAO

## VILLAGE OF BIG VALLEY

### BYLAW 882 – TAX ARREARS INSTALLMENT PAYMENT PLAN BYLAW

BEING A BYLAW OF THE VILLAGE OF BIG VALLEY IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE ESTABLISHMENT OF TAX ARREARS INSTALLMENT PAYMENT PLANS.

WHEREAS Council considers it advisable to authorize the establishment of Tax Arrears Installment Payment Plans;

NOW THEREFORE the Council of the Village of Big Valley, in the Province of Alberta, duly assembled, hereby enacts as follows:

#### 1. SHORT TITLE

1.1. This Bylaw may be referred to as the “Tax Arrears Installment Payment Plan Bylaw”.

#### 2. DEFINITIONS

2.1 In this Bylaw, words have the meanings set out in the Act, except that:

- a) “Current taxes” means the taxes other than taxes in arrears;
- b) “Tax Arrears Plan” means a Tax Arrears Installment Payment Plan established pursuant to Section 2;
- c) “Tax Clerk” means the Chief Administrative Officer in the Village’s Finance Department assigned the responsibility of administering this bylaw;
- d) “Taxes” means all taxes imposed by the Village pursuant to the Municipal Government Act S.A. 2000 Chapter M-26 or any other statute of the Province of Alberta, including but not limited to property taxes, local improvement taxes, business taxes, amounts which in the event of non-payment are deemed at law to be taxes or recoverable as or in
- e) “Taxes in Arrears” means taxes which remain unpaid after December 31<sup>st</sup> of the year in which they were imposed, including penalties on such taxes;
- f) “Taxes Delinquent” means taxes in arrears which remain unpaid after December 31<sup>st</sup> of the previous year;
- g) “Taxpayer” means a person liable to pay taxes;
- h) “Penalties on Unpaid Taxes” means the penalties applied any outstanding tax accounts on July 1<sup>st</sup> and January 1<sup>st</sup> of each year , being Village Bylaw 878 – Fees and Charges Bylaw, or any replacement Bylaw;
- i) “Tax Recovery Program” means unpaid taxes in arrears and taxes delinquent.
- j) “Village” means the Village of Big Valley and all lands within its jurisdictional boundaries, as the context requires; and
- k) “Year” means calendar year.

### **3. TAX ARREARS INSTALLMENT PAYMENT PLANS**

- 3.1 The Tax Clerk is authorized to establish plans for payment by installments of current taxes and taxes in arrears to be known as "Tax Arrears Installment Payment Plans" (TAPP).

### **4. APPLICATION**

- 4.1 A Taxpayer with taxes in arrears due and owing to the Village may, at any time, apply to the Tax Clerk to pay current taxes and taxes in arrears by installments pursuant to a Tax Arrears Plan.
- 4.2 An application pursuant to subsection 4.1 shall be approved by the Tax Clerk provided that the following conditions have been satisfied:
- a) The Taxpayer shall have completed all agreements and forms prescribed by the Tax Clerk; and
  - b) The Taxpayer shall undertake to pay all taxes pursuant to the Tax Arrears Plan on a monthly installment basis over a term not exceeding thirty six (36) months.
- 4.3 Notwithstanding subsection 4.2, the Tax Clerk may refuse an application made pursuant to subsection 4.1 if the Taxpayer has previously been approved for a Tax Arrears Plan and failed to pay the amount required to be paid by the Plan.
- 4.4 The effective date of the Tax Arrears Plan shall be the date the Taxpayer's application is approved by the Tax Clerk.
- 4.5 Subject to sections 7, 8 and 9, from the effective date of the Tax Arrears Plan, the Taxpayer shall pay all taxes pursuant to the Tax Arrears Plan without further application under this Bylaw.

### **5. MONTHLY INSTALLMENTS**

- 5.1 All taxes paid pursuant to a Tax Arrears Plan shall be paid by monthly installments calculated pursuant to this section and payable each and every month during the term of the Tax Arrears Plan.
- 5.2 The term of a Tax Arrears Plan shall be determined by the Tax Clerk having regard to:
- a) The Taxpayer's ability to pay;
  - b) The amount of taxes in arrears;
  - c) The requirements in the Municipal Government Act S.A. 1994 Chapter M-26.1 regarding the recovery of tax arrears; and
  - d) Such other matters as the Tax Clerk considers relevant;
- and shall not exceed a maximum of thirty six (36) months from the effective date of the Tax Arrears Plan.
- 5.3 The amount of month installments to be paid pursuant to subsection 5.1 shall be calculated by determining the sum total of:
- a) The estimated current taxes payable during the term of the Tax Arrears Plan;

- b) All taxes in arrears up to the effective date of the Tax Arrears Plan; and
- c) The estimated penalties pursuant to section 6 based upon the term of the Tax Arrears Plan;  
divided by the number of months of the term of the Tax Arrears Plan. All monthly installments shall be applied first in payment of the Taxes in Arrears.

## **6. PENALTIES**

- 6.1 Penalties pursuant to the Tax Penalties Bylaw shall be exempted for the term of the Tax Arrears Plan
- 6.2 Should the Tax Arrears Plan payments be discontinued by the Taxpayer for whatever reason, all penalties shall be posted and payable to the current and arrears balances.

## **7. WITHDRAWAL FROM THE TAX ARREARS PLAN**

- 7.1 A Taxpayer paying taxes pursuant to a Tax Arrears Plan may withdraw from the Tax Arrears Plan at any time upon at least two (2) weeks written notice to the Tax Clerk.
- 7.2 If a Taxpayer withdraws from a Tax Arrears Plan all taxes in arrears, current taxes, and penalties pursuant to the Tax Penalties Bylaw, shall become due and payable on the effective date of withdrawal.

## **8. DEFAULT**

- 8.1 If a monthly installment required to be paid pursuant to a Tax Arrears Plan remains unpaid by the 4<sup>th</sup> of the following month for which it is payable pursuant to this Bylaw, the Taxpayer shall be deemed to be in default of the Tax Arrears Plan.
- 8.2 In the event of default, the participation of the Taxpayer in the Tax Arrears Plan may be cancelled at the discretion of the Tax Clerk, however, should the Taxpayer default twice during the term of the Tax Arrears Plan, the Tax Arrears Plan shall be automatically cancelled.
- 8.3 If the participation of a Taxpayer in the Tax Arrears Plan is cancelled all taxes in arrears, current taxes, and penalties pursuant to the Tax Penalties Bylaw, shall become due and payable on the effective date of cancellation.

## **9. SALE OF LAND**

- 9.1 When a Taxpayer sells property to which a Tax Arrears Plan applies, the Tax Arrears Plan shall be deemed to be cancelled and all taxes in arrears, current taxes, and all penalties pursuant to the Tax Penalties Bylaw shall become due and payable effective on the date of closing.

## 10. ADJUSTING OF MONTHLY INSTALLMENTS

- 10.1 The Tax Clerk may revise the amount of the monthly instalments payable under a Tax Arrears Plan:
- a) To reflect changes to the assessed value of the property or business;
  - b) To reflect changes in the tax penalty rate pursuant to the Tax Penalties Bylaw;
  - c) To reflect a difference between the estimated and actual current taxes during the term of the Tax Arrears Plan;
  - d) To account for a lump sum payment of taxes made by the Taxpayer;
  - e) To reflect the imposition, termination, or lump sum payment of local improvement charges;
  - f) To reflect the increase in payments required as a result of a failure to pay a month installment;
  - g) To provide for payment pursuant to the Tax Arrears Plan of amounts which in the event of non-payment are deemed at law to be taxes or recoverable as or in the same manner as taxes, i.e. unpaid utility bills, cleanup of unsightly properties, etc; or
  - h) To provide for or reflect such other matter as the Tax Clerk reasonably considers relevant.

## 11. TAX RECOVERY PROGRAM

- 11.1 A taxpayer who's property is applicable to the Tax Recovery Program for taxes delinquent and in arrears shall be included on the Tax Recovery Program wherein a tax recovery notification will be placed on the Certificate of Title for each property no later than March 31 of the current year;
- 11.2 A taxpayer who makes payment of all delinquent taxes outstanding prior to March 31<sup>st</sup> of the current year shall be removed from the Tax Recovery Program and the tax recovery notification shall be removed from the Certificate of Title;
- 11.2 A taxpayer who's property falls under the Tax Recovery Program will be notified by the Village effective April 1<sup>st</sup> of the current year, that such tax recovery notification has been made, and will only be removed when all outstanding delinquent, arrears, penalties and all amounts which are posted as being relatable to the property are paid in full.
- 11.3 A Taxpayer who has entered into a Tax Arrears Plan (TAPP) shall have any and all properties named within the Tax Recovery Program with a tax recovery notification placed on the Certificate of Title until such time as the total outstanding delinquent and arrears taxes are paid in full at which time the tax recovery notification on the Certificate of Title will be removed.
- 11.4 A Taxpayer who defaults on the Tax Arrears Plan and who's property has any outstanding delinquent or arrears taxes, penalties and all amounts which are posted as a relatable

expense to the property, and does not make full payment will resume the Tax Recovery Program effective on the date of default.

**12. TRANSITION**

12.1 A Taxpayer paying taxes pursuant to the Tax Arrears Plan on the date that this Bylaw comes into force shall continue to do so until expiration or termination of the Tax Arrears Plan agreement entered into pursuant to this Bylaw.

**13. SEVERABILITY**

13.1 If any provision of the Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

**14. EFFECTIVE DATE**

14.1 This Bylaw shall come into force and effective upon receiving third and final reading and being signed.

READ A FIRST TIME this 20th day of January, 2025.

READ A SECOND TIME this 20<sup>th</sup> day of January, 2025.

READ A THIRD AND FINAL TIME this 20<sup>th</sup> day of January, 2025.

---

Chantelle Janke, Mayor

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Colleen Mayne, CAO

**Village of Big Valley**  
PO Box 236 Big Valley, AB T0J 0G0  
403.876.2269 (p) 403.876.2223 (f)  
cao@villageofbigvalley.ca



MEMORANDUM OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BETWEEN:**

\_\_\_\_\_  
*(hereinafter referred to as the "Landowners")*

**AND**

\_\_\_\_\_  
*(hereinafter referred to as the "Municipality")*

**WHEREAS** the Landowners are the owner of the parcel(s) legally described as:

\_\_\_\_\_  
*(hereinafter referred to as the "Lands") and,*

**WHEREAS** the Landowner(s) acknowledges that the Lands are in tax arrears, as property taxes have not been paid since \_\_\_\_\_ and are subject to tax recovery proceedings effective \_\_\_\_\_, 20\_\_\_\_; and,

**WHEREAS** the Landowner(s) wish to avoid the Tax Recovery Process and penalties, and to enter into an agreement to provide for the timely payment of all tax arrears and any taxes that will be levied during the term of this Agreement up to and including 2027; and,

**WHEREAS** the Municipality is agreeable to entering into such an agreement, pursuant to Section 418(4) of the Municipal Government ACT (MGA):

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual terms, covenants, and conditions herein, the parties hereto agree as follows:

- 1. TERM OF THIS AGREEMENT**  
The term of this Agreement shall be from January 1, 2025 to December 31, 2027.  
*(The term of this agreement cannot exceed 3 years [36 months]).*
- 2. METHOD OF PAYMENT**
  - a) Monthly payments shall be made as calculated \_\_\_\_\_.
  - b) E-transfer through your Bank, or Cash are acceptable forms of payment. Proof of any cash payments must be paid directly to the Village during the Village's normal operating hours, and a receipt of payment must be retained for proof of that payment.
  - c) Payment must be received by the Village of Big Valley each and every month commencing \_\_\_\_\_, 20\_\_\_\_\_.

**3. MUNICIPAL RESPONSIBILITIES**

- a) The Village of Big Valley will register a caveat on said property for any and all unpaid tax arrears as of January 1, 2025, and same will be removed at the end of the Agreement date of December 31, 2027, or prior to that date should all outstanding taxes be paid in full.
- b) Should the Landowner fail to make any agreed upon monthly payments within the 3-year period of this Agreement, the Agreement shall be null and void. One exception may be granted by the Chief Administrative Officer, if payment is received together with the next regular payment. The Tax Recovery Process will then proceed and late penalties will incur for any outstanding balances moving forward.

**4. GENERAL**

- a) Any current year tax levies outstanding in December of each year must be paid by December 31 to remain on this Agreement.
- b) The landowner will insure any and all outstanding utilities are paid, and transferred to taxes if left unpaid over 90 days; failure will result in the agreement becoming null and void.

**5. TERMINATION**

This Agreement shall come to an end on December 31, 2027.

- a) As per Section 418(4) of the Municipal Government Act (MGA).

**6. REPRESENTATIVES**

**For the Landowner(s):**

**For the Municipality:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Address)

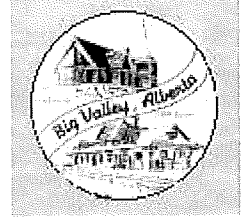
\_\_\_\_\_  
(Municipality)

\_\_\_\_\_  
(Phone)

Colleen Mayne, CAO  
Village of Big Valley  
29 1<sup>st</sup> Avenue South  
Box 236  
Big Valley, AB  
T0J 0G0  
403-876-2269

\_\_\_\_\_  
(CAO Signature)

# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** FCSS Grant Program Funding Applications

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RFD 02-2025

## PURPOSE

For Council to consider scheduling a date to review applications submitted for FCSS Grant Program Funding with a determined deadline, allowing all applications to be received, reviewed for compliance to FCSS requirements, and be approved or denied by Council at a Regular Council Meeting. Rather than accepting applications throughout the year, a deadline to submit would allow a fair process to what funding is dispersed. Any applications after such deadline will be considered should funding remain.

## BACKGROUND:

Family and Community Support Services (FCSS) is in the third year (2023-2025) of providing FCSS grant funds to provide financial assistance to community programming. The requirements set out by FCSS are very defined, and applications must reflect what they are doing to fulfill those requirements. With 2025 being the last year in the current agreement administration has been notified future funding may or may not be available, dependant upon on the Provincial Government's budget.

## OPTIONS:

1. **THAT** Village Council determine a deadline date to receive FCSS funding applications, with those applications compliant to FCSS conditions to be presented to Council at the next Regular Council Meeting following the deadline.
2. **THAT** Village Council continue to accept FCSS funding applications throughout the year, until grant funding is fully disbursed.
3. **THAT** Village Council table FCSS funding applications to a future Regular Council Meeting.

## RECOMMENDATION:

1. **THAT** Village Council determine a deadline to receive FCSS funding applications, to be presented to Council at the next Regular Council Meeting.

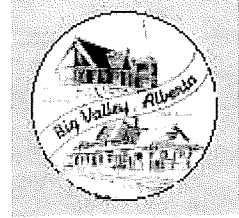
## FINANCIAL IMPLICATIONS – N/A

**PREPARED BY:** Colleen Mayne, CAO

## 2023-2025 FCSS Grant Tracking

	2023	2024	2025
Running balance remaining	- 10,947.48	- 10,947.48 - 17,394.96	- 10,947.48 - 1,394.96
Potential Village 20% Portion = \$2,189.50		= \$3,478.99	= \$2,468.49
<b>Available FCSS Funds</b>			
2023	- 10,947.48	- 17,394.96	- 12,342.44
FCSS+Village 20% = 13136.98 Avail. TOTAL		FCSS+Village 20% = \$20,873.95 Avail. TOTAL	FCSS+Village 20% = \$14,810.93 Avail. TOTAL
<i>Legion</i>	1,000.00	2,000.00	-
<i>Kids Christmas</i>	1,500.00	2,000.00	-
<i>Christmas in Village</i>	1,500.00	1,500.00	-
<i>Ladies Club</i>	500.00	2,000.00	-
	-	2,000.00	-
	-	1,000.00	-
	-	1,500.00	-
	-	2,000.00	-
	-	2,000.00	-
	4,500.00	16,000.00	-
<b>FCSS Carried Forward</b>	- 6,447.48	- 1,394.96	- 12,342.44
FCSS 2023 Spent Village 20% - Whistle Publication	4,500.00 900.00	16,000.00 3,200.00	-
<b>2023 YE Spent</b>	<b>5,400.00</b>	<b>19,200.00</b>	<b>-</b>

# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** Hivernant Metis Cultural Society Presence in Big Valley

RFD 03-2025

## PURPOSE

For Village of Big Valley Council to review the presence of the Hivernant Metis Cultural Society and determine if any change to their presence in the Village be required.

## BACKGROUND:

In 2013, CAO Michelle White, following a Council meeting contacted John Parkins, Secretary to the Hivernant Metis Cultural Society regarding a proposal which had been submitted to Council for the construction (see illustration and proposed photo layout) south of the Grain Elevator. Ultimately, the \$750,000 grant which was applied for was denied, however they did receive a grant of \$25,000 to develop 24 story boards mounted on 12 wooden stands on lots 49 and 57 Railway Avenue. Since installed the society has improved the properties by filling and leveling them, as well as maintaining them through regular seasonal lawn maintenance.

On January 2, 2025 John Parkins contacted the Village Office by email, regarding the 24 story boards which are mounted on the 12 wooden stands. Mr. Parkins concern, on behalf of the Hivernant Metis Cultural Society suggested that as they were unable to fulfil their original intent, there was question to whether the Village would like the story boards removed. Within the same email, nowhere does it state their intent is to remove the signs, unless the Village deemed them to do so.

## OPTIONS:

1. **THAT** Village Council direct the CAO to reply to the Hibernant Metis Cultural Society, to open up conversation to the story boards and promotion of same, encouraging the Cultural Society to continue their presence in the Village
2. **THAT** Council direct the CAO to confirm removal of the Hibernant Metis Cultural Society story boards.
3. **THAT** Council table the Hibernant Metis Cultural Society presence in Big Valley to a future Regular Council Meeting.

## RECOMMENDATION:

4. **THAT** Village Council direct the CAO to reply to the Hibernant Metis Cultural Society, to open up conversation to the story boards and promotion of same, encouraging the Cultural Society to continue their presence in the Village

**FINANCIAL IMPLICATIONS – N/A**

**PREPARED BY:** Colleen Mayne, CAO

## Colleen Mayne

---

**From:** John Parkins <accessbusinessplanning@gmail.com>  
**Sent:** January 2, 2025 5:03 PM  
**To:** Colleen Mayne  
**Subject:** Commercial Lots on Railway Avenue - Hivernant Métis Cultural Society  
**Attachments:** HMCS -Model from South.jpg

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ms. Mayne: I'm writing on behalf of the Hivernant Métis Cultural Society which was formed in Big Valley over 20 years ago. Over the years, the Society has held Indigenous cultural events including its annual Métis Hivernant Rendezvous, which received financial support from the Village of Big Valley.

The Society developed plans to have a fixed base of operations in the Village and was able to purchase the commercial lot at 53 Railway Avenue and the building located on it from the County of Stettler. Acquiring this building enabled the Society to refine its earlier design which was to have been located along the railway right of way south of the grain elevator. This subsequent plan is illustrated by the photograph of a scale model of the proposed Métis Cultural Heritage Village which is attached.

The Society met with Village Council in 2014 to discuss its plans and to seek authority to develop the two commercial lots on either side of its owned lot, being 49 and 57 Railway Avenue. Based on the agreement reached with the Village, the Society applied for \$750,000 in grant funding from Alberta Indigenous Relations to develop this concept. Unfortunately this application was not successful, despite an application by the same author for another Métis organization receiving a similar grant and proceeding with its development.

While the development application wasn't successful, the Society was able to apply for and win a grant of \$25,000 to develop 24 story boards which were designed to share aspects of Métis history and culture with Big Valley residents and visitors. These story boards, mounted on 12 wooden stands, such as is illustrated by the photo below, are positioned along the fronts and outside sides of lots 49 and 57 Railway Avenue. They are positioned so as to encourage viewers to walk amongst them to be able to view both sides of each panel. Although the Society hasn't been able to utilize the properties at 49 and 57 Railway Avenue as fully as it had planned, it has received positive public comments about the story boards, and has improved the properties by filling and leveling them and has maintained them through regular seasonal cuttings.



In the time since the Society erected the story boards a lot has happened, including COVID which caused it to cancel a Hivernant Rendezvous, its membership has declined, and the availability of development grant funding has declined. For these reasons, the Society finds itself unable to honour its commitments to develop the properties at 45 and 53 Railway Avenue in the manner that it had proposed to Village Council. In its last several meetings, Society members have been discussing the Society's presence in Big Valley.

As the Society's Secretary, I am writing you to ask whether Village Council would like the Society to remove the story boards from 49 and 57 Railway Avenue as it does not believe that it will be able to fulfill its commitments to the Village despite its best efforts.

Please feel free to call me at 403-948-7169 with any questions that you may have. As well, I'd be pleased to meet in person or virtually if you'd like.

Thanks for your consideration of this matter.

John Parkins, Secretary  
Hivernant Métis Cultural Society



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## Colleen Mayne

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**From:** John Parkins <accessbusinessplanning@gmail.com>  
**Sent:** January 15, 2025 2:05 PM  
**To:** Colleen Mayne  
**Subject:** Hivernant Métis Cultural Society - Proposed development near rail line  
**Attachments:** 20250111\_154437.jpg

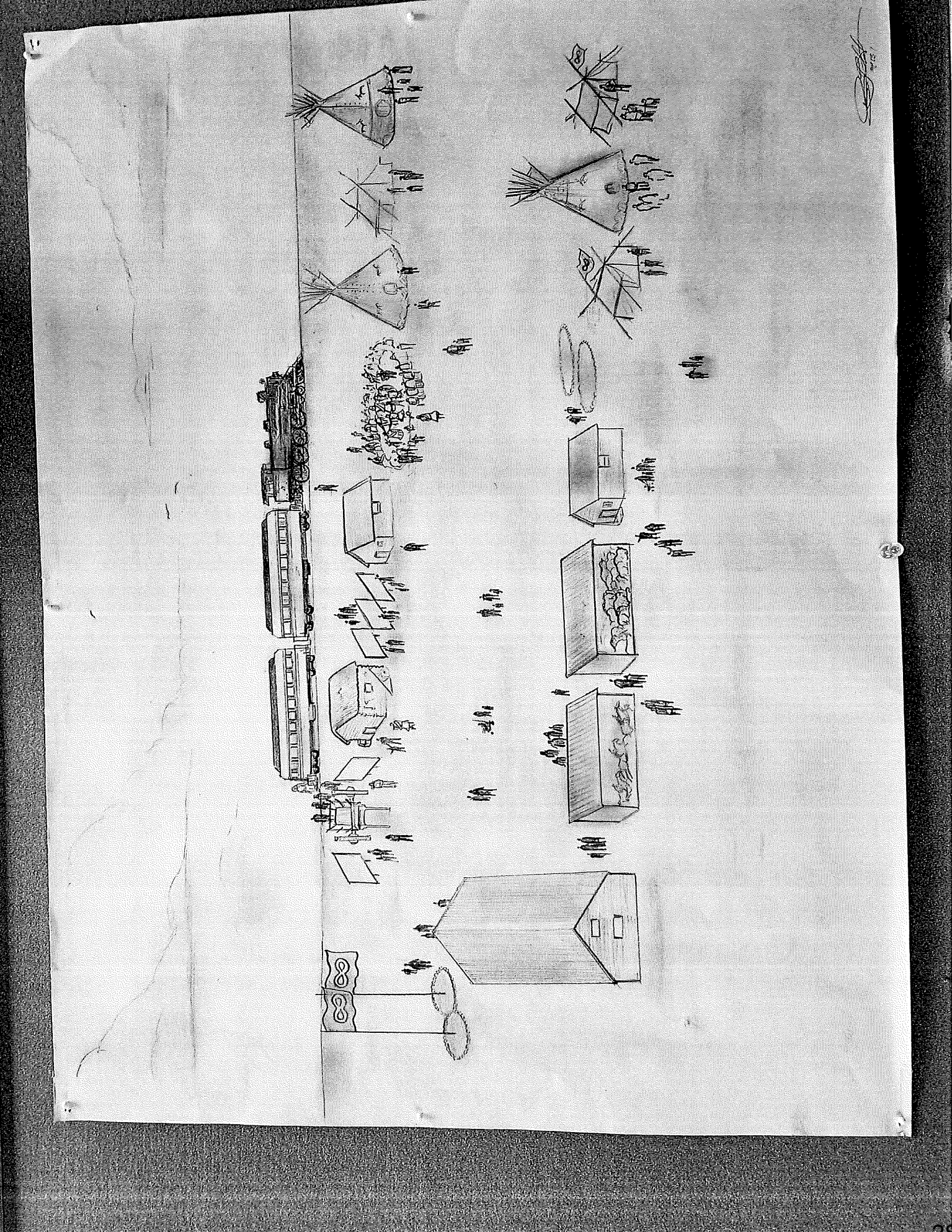
Hi again Ms. Mayne: In order to provide a little more background, the attached drawing was meant to represent what the Society had been thinking of in terms of development on the land south of the elevator near the rail line. As it turned out, there were stipulations on what development could take place this close to the railroad that made that proposal unworkable. The commercial lots on North Railway Avenue then became the alternative.

Take care!

John Parkins  
Secretary, HMCS  
403-948-7169



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K-49 RAILWAY AVE

RELAY AVE

#53

## Colleen Mayne

---

**From:** Colleen Mayne  
**Sent:** January 2, 2025 9:08 PM  
**To:** John Parkins  
**Subject:** Re: Commercial Lots on Railway Avenue - Hivernant Métis Cultural Society

Good day Mr. Parkins,

Thank you for your email. The Village Office regular hours are Monday thru Thursday, 8am to 4pm. I will be reviewing what you have written. Unfortunately for the Village there has been a lot of staff and Council turnover in the past years, and will need to research meeting minutes, and making a few phone calls. Council's next meeting is on January 20th, and a decision by Council will have to be made at that meeting or in the future. I will be in contact with you most likely with questions.

I don't believe Council or residents have had any concerns with your signage at this point. If anything, I think they will encourage it to remain, as part of Big Valley's historic charm, and inclusion of the Métis within that history.

I'm not sure if you are aware, but it is Canadian Northern's intention to set up a walking park to the north of the train station with display/information signs to be installed.

Hoping your holiday season was an enjoyable and safe one!

Thank you,

Colleen Mayne  
Chief Administrative Officer  
Village of Big Valley  
Cell 587-777-4144

Sent from my iPhone

On Jan 2, 2025, at 5:03 PM, John Parkins <accessbusinessplanning@gmail.com> wrote:

Ms. Mayne: I'm writing on behalf of the Hivernant Métis Cultural Society which was formed in Big Valley over 20 years ago. Over the years, the Society has held Indigenous cultural events including its annual Métis Hivernant Rendezvous, which received financial support from the Village of Big Valley.

The Society developed plans to have a fixed base of operations in the Village and was able to purchase the commercial lot at 53 Railway Avenue and the building located on it from the County of Stettler. Acquiring this building enabled the Society to refine its earlier design which was to have been located along the railway right of way south of the grain elevator. This subsequent plan is illustrated by the photograph of a scale model of the proposed Métis Cultural Heritage Village which is attached.

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Indigenous Relations to develop this concept. Unfortunately this application was not successful, despite an application by the same author for another Métis organization receiving a similar grant and proceeding with its development.

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<image001.png>

In the time since the Society erected the story boards a lot has happened, including COVID which caused it to cancel a Hivernant Rendezvous, its membership has declined, and the availability of development grant funding has declined. For these reasons, the Society finds itself unable to honour its commitments to develop the properties at 45 and 53 Railway Avenue in the manner that it had proposed to Village Council. In its last several meetings, Society members have been discussing the Society's presence in Big Valley.

As the Society's Secretary, I am writing you to ask whether Village Council would like the Society to remove the story boards from 49 and 57 Railway Avenue as it does not believe that it will be able to fulfill its commitments to the Village despite its best efforts.

Please feel free to call me at 403-948-7169 with any questions that you may have. As well, I'd be pleased to meet in person or virtually if you'd like.

Thanks for your consideration of this matter.

John Parkins, Secretary  
Hivernant Métis Cultural Society

<image002.jpg> Virus-free [www.avast.com](http://www.avast.com)

<HMCS -Model from South.jpg>

## Colleen Mayne

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**From:** John Parkins <accessbusinessplanning@gmail.com>  
**Sent:** January 3, 2025 2:27 PM  
**To:** Colleen Mayne  
**Subject:** Commercial Lots on Railway Avenue - Hivernant Métis Cultural Society

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi again Ms Mayne: Thanks for getting back to me in response to my e-mail. It does indeed seem like there have been many changes, as I don't recognize any names. I was aware of the proposed development across Railway Avenue, and the Society feels that it is very promising in that it could lead to more traffic in the north end of town (and perhaps for our story boards).

In terms of your digging back into the records, I've provided below an e-mail from your predecessor, Michelle White, which provides a date when Council proposed that the Society utilize #57 Railway Avenue in concert with its owned lot at #53. The Society went on to propose including #49 in order to fit the facilities that it was proposing. As you'll see from the photo of the model I provided, we had hoped to make the most of the available space.

I was pleased to hear that you think that Council and residents are supportive of the story boards. They were designed to complement the murals decorating Village facilities, and to draw attention to Métis history in the area.

Please let me know if you have questions that I may be able to help with.

John Parkins, Secretary  
Hivernant Métis Cultural Society  
403-984-7169

---

**From:** Village of Big Valley [mailto:info@villageofbigvalley.ca]  
**Sent:** August 28, 2013 1:11 PM  
**To:** accessbusinessplanning@gmail.com  
**Subject:** Hivernant proposal

*copy of  
2013 email*

Hi John,

I finally have an update for you from last week's Council meeting.

There were a few complications with the land by the rail tracks being used for your proposal beyond the decision of how long of a lease could be done. There are required setbacks from the tracks for any type of development and there is an agreement in place that says no development can occur on that property without consent of several other local groups and organizations as well as Village consent.

After taking all of these things into consideration, Council is wondering if you would like to consider modifying the layout of your proposal to work with the area at 53 Railway Ave. N. (which you already own) and 57 Railway Ave. N. (owned by the Village).

This area would provide much more visibility to train tourists as they roll into town and offers a bit more of a permanent solution as you already own one of the lots.

Please consider this option and let me know what your Society thinks. As always, if you have any questions or would like more information you can contact me at your convenience and I will do my best to get answers.

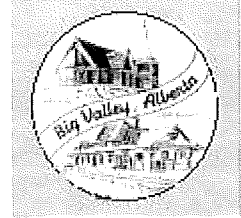
Sincerely,

Michelle White, CAO  
Village of Big Valley  
Ph: 403-876-2269  
Fax 403-876-2223  
[info@villageofbigvalley.ca](mailto:info@villageofbigvalley.ca)



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# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** Tax Penalty Forgiveness Request

RFD 04-2025

## PURPOSE

For Council to review the tax penalty forgiveness request of Marian Tadros, owner of the Big Valley Bottle Depot, Tax Account 000 0050.

## BACKGROUND:

2024 Property Tax notifications were sent out, with a deadline to pay on or before Wednesday, July 31, 2024. Payment for the Big Valley Bottle Depot, Acct 000 0550 was received on August 5, 2024, 2 business days after the deadline; based on the past 5 years of the 7 years the property has been owned by same, 3 penalties have incurred for late payments. Mr. Tadros is claiming he had previously been set up to receive his tax notices by email, and that he did not receive a copy mailed through Canada Post.

As per the Alberta Municipal Government Act (MGA), 335(1),(2) as well as 337, tax notices are to be sent by mail. Originals of all 2024 Tax Notices which were printed were mailed to each property owner, and copies of those originals are retained in the Village files. However, as per the Alberta Municipal Government Act (MGA), 608.1 Council may pass a bylaw to allow for electronic transmission of property tax bills, providing each property owner opts in to receive only by email.

In review of the tax program, Bylaw 869 – Electronic Transmission of Documents was passed on June 9, 2022, and Mr. Tadros had signed an Emailing Authorization Form to receive his taxes by email. When processing the 2024 Tax Notices, the CAO failed to notice the portion of the tax software which would create an email, and all Tax Notices defaulted to paper copy for mailing through Canada Post.

## OPTIONS:

1. **THAT** Village Council deny the request to forgive and reverse the \$87.51 penalty applied July 31, 2024 and \$4.34 penalty applied January 1, 2025 totalling \$92.85 to Tax Account 000 0050 as all notices were mailed through Canada Post, in compliance with MGA legislation pertaining to tax notices being mailed.
2. **THAT** Village Council direct the CAO to forgive and reverse late penalties applied to Tax Account 000 0050 on July 31, 2024 and January 1, 2025 totalling \$92.85.

## RECOMMENDATION:

1. **THAT** Village Council deny the request to forgive and reverse the \$87.51 penalty applied July 31, 2024 and \$4.34 penalty applied January 1, 2025 totalling \$92.85 to Tax Account 000 0050 as all notices were mailed through Canada Post, in compliance with MGA legislation pertaining to tax notices being mailed.

**FINANCIAL IMPLICATIONS – N/A**

**PREPARED BY:** Colleen Mayne, CAO

From: **Marian Tadros** <mariantadros2017@gmail.com>  
Date: Thu, Dec 5, 2024 at 2:08 PM  
Subject: Property Tax Penalty For Big Valley Bottle Depot  
To: <cao@villageofbigvalley.ca>

Good day,

I hope this email finds you well. My name is Marian Tadros, and I am a French teacher and have been the owner of Big Valley Bottle Depot for the past seven years. A few years ago, I took over the bookkeeping responsibilities for the depot, and since then, I have ensured that all payments are made on time without fail.

Recently, however, I have encountered a series of errors regarding my account. In September 2024, I received an email claiming I had an outstanding balance, which was not accurate as all payments had been made promptly. A similar mistake occurred in October when I was informed I had missed payments for that month, which again was incorrect. These errors have not been from my side.

On August 5, I noticed I had not received the property tax notice and proactively reached out to Cheryl, who then sent me the notice via email. During this exchange, I also informed her that I hadn't received the notice by mail. Cheryl confirmed she would discuss the penalty issue with you and get back to me, but I never received a follow-up and assumed the matter was resolved.

Today, December 5, I was informed that property tax notices were not sent via email this year. Since I bought Big Valley Bottle Depot, I have never received the property tax notice via mail. This is why I expected to receive it by email, as has been the practice in the past.

I am unsure why critical documents like property tax notices are only sent via mail, given the associated costs, labor, and the risk of non-delivery, especially with postal code changes in Stettler. Email is cost-effective and ensures quicker, traceable communication.

At the very least, a follow-up email indicating that notices were sent via mail would have allowed businesses like mine to address the issue promptly had they not been received. Additionally, if there was a decision to discontinue the practice of sending notices via email, it would have been helpful to notify us in advance of such a significant change. This would have given us the opportunity to adapt and ensure that important documents like the property tax notice were not missed.

After outlining all of the above, I kindly request an explanation as to why I am being held responsible for the penalty associated with the property tax notice when I acted promptly upon receiving it.

Thank you for your time and consideration. I look forward to your response.

Best regards,  
Marian Tadros

property tax bylaw to raise the revenue to pay the requisitions referred to in section 326(1)(a)(ii) or (vi).

RSA 2000 cM-26 s334;2016 c24 s50;2017 c13 s1(29)

#### **Sending tax notices**

**335(1)** The tax notices must be sent before the end of the year in which the taxes are imposed.

**(2)** If the mailing address of a taxpayer is unknown

(a) a copy of the tax notice must be sent to the mailing address of the taxable property or business, and

(b) if the mailing address of the taxable property or business is also unknown, the tax notice must be retained by the municipality and is deemed to have been sent to the taxpayer.

1994 cM-26.1 s335

#### **Certification of date of sending tax notice**

**336(1)** A designated officer must certify the date the tax notices are sent under section 335.

**(2)** The certification of the date referred to in subsection (1) is evidence that the tax notices have been sent and that the taxes have been imposed.

1994 cM-26.1 s336

#### **Deemed receipt of tax notice**

**337** A tax notice is deemed to have been received 7 days after it is sent.

1994 cM-26.1 s337

#### **Correction of tax notice**

**338** If it is discovered that there is an error, omission or misdescription in any of the information shown on a tax notice, the municipality may prepare and send an amended tax notice to the taxpayer.

1994 cM-26.1 s338

#### **Incentives**

**339** A council may by bylaw provide incentives for payment of taxes by the dates set out in the bylaw.

1994 cM-26.1 s339

#### **Instalments**

**340(1)** A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

**Bylaws for sending certain documents electronically**

**608.1(1)** Despite section 608, a council may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 or the regulations under Part 9, 10 or 11 by electronic means.

(2) A council may by bylaw establish a process for sending forms of notice under section 149(2) or (3) of the *Education Act* by electronic means.

(3) Before making a bylaw under this section, the council must be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the notices, documents and information being sent.

(4) Before making a bylaw under this section, the council must give notice of the proposed bylaw in a manner the council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it.

(5) A bylaw under subsection (1) or (2) must provide for a method by which persons may opt to receive the notice, document or information by electronic means.

(6) The sending by electronic means of any notice, document or information referred to in subsection (1) or (2) is valid only if the person to whom it is sent has opted under the bylaw to receive it by those means.

2019 c22 s10(17)



Village of Big Valley  
 29 1<sup>st</sup> Ave. S.  
 Box 236  
 Big Valley, AB T0J 0G0  
 Phone: 403-876-2269  
[info@villageofbigvalley.ca](mailto:info@villageofbigvalley.ca)

**E-MAILING AUTHORIZATION FORM**

**APPLICANTS INFORMATION**

Last Name: Tadros First Name: Marian  
 Business Name (if applicable): Big Valley Bottle Depot  
 Property Address: 37 Main St Big Valley AB TojoGo  
 Mailing Address (if different): 4304 66 street Stettin, AB TojoGo  
 Phone Numbers Home: 403-4300065 Cell: 403 5507171 Work: 403 876 2640  
 Signing up as of: July 20 2022  Cancelling as of: \_\_\_\_\_

Email Address: <u>marian.tadros.2017@gmail.com</u>
<input checked="" type="checkbox"/> Property Tax Roll Number: _____ (as per Bylaw 869)
<input type="checkbox"/> Utility Account Number: _____ (as per Bylaw 869)

**TERMS & CONDITIONS:**

Please initial each section to show that you have read and understand the statement.

- I/we understand/consent that the notices/bills will be provided by e-mail, as a PDF attachment, to the email address listed above and I/we will no longer receive a paper copy of my/our tax notice/utility billing or other communication from the Village of Big Valley.
- I/we understand that it is the property owner's responsibility to provide the correct e-mail address and to inform the Village of Big Valley in writing of any changes to this e-mail address.
- I/we understand that non-receipt is not justification for late payment and penalties will not be waived as a result.

I have read, initialed, understand and consent to the terms and conditions of the E-mailing Authorization Form as stated above and I acknowledge that the information provided on this form is complete and accurate.

Signature: Marian Tadros Date: 20/7/2022

**FOIP Notification:** The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Village of Big Valley at 403-876-2269

ENTERED JUL 20 2022

# Folio Inquiry - Transaction - Summary



PT2001

Date : Jan 15, 2025

Page : 1

Time : 11:45 am

Folio No. : 000 0050

Client Code : THREE001

Name : Three Stars Bottle Depot Ltd.

Property Addr.: 37 Main Street East

Legal Ref. : LOT 5&6,BLOCK 1,PLAN NUMBER 4035AF

Transaction Date Range : [00- -0000] To [00- -0000]

Rate Code Range : [] To []

Transaction Date	Rate Code	Class	Description	Amount
06-Aug-2024	PMC	00	Payment - Current	-1166.00
31-Jul-2024	PEN	00	Penalty - Current	92.85
31-May-2024	GEN	003	Municipal - Imp. Commercial	826.49
31-May-2024	PUB	003	Public School - Imp. Commercial	296.58
31-May-2024	SRH	003	Stettler Reg. Housing - Imp. Commercial	37.59
07-Jun-2023	PMC	00	Payment - Current	-1270.15
18-May-2023	GEN	003	Municipal - Imp. Commercial	932.56
18-May-2023	PUB	003	Public School - Imp. Commercial	293.64
18-May-2023	SRH	003	Stettler Reg. Housing - Imp. Commercial	43.95
05-Jul-2022	PMA	00	Payment - Arrears	-124.06
05-Jul-2022	PMC	00	Payment - Current	-1209.33
22-Jun-2022	GEN	003	Municipal - Imp. Commercial	885.82
22-Jun-2022	PUB	003	Public School - Imp. Commercial	282.18
22-Jun-2022	SRH	003	Stettler Reg. Housing - Imp. Commercial	41.33
18-Oct-2021	PMC	00	Payment - Current	-1240.63
01-Oct-2021	PEN	00	Penalty - Current	124.06
25-May-2021	GEN	003	Municipal - Imp. Commercial	938.11
25-May-2021	PUB	003	Public School - Imp. Commercial	264.43
25-May-2021	SRH	003	Stettler Reg. Housing - Imp. Commercial	38.09
15-Apr-2021	PMA	00	Payment - Arrears	-56.71
22-Feb-2021	UB2PT	00	Utility Transfer to Taxes	56.70
23-Dec-2020	PMC	00	Payment - Current	-1473.85
17-Dec-2020	PMC	00	Payment - Current	0.00
01-Oct-2020	PEN	00	Penalty - Current	133.99
31-Aug-2020	UB2PT	00	Utility Transfer to Taxes	54.10
29-May-2020	GEN	003	Municipal - Imp. Commercial	941.69
29-May-2020	PUB	003	Public School - Imp. Commercial	308.24
29-May-2020	SRH	003	Stettler Reg. Housing - Imp. Commercial	35.84

**Colleen Mayne**

---

**From:** cao@villageofbigvalley.ca  
**Sent:** April 29, 2021 7:59 AM  
**To:** mariantadros2017@gmail.com  
**Subject:** 2020 Assessment and Tax Notice  
**Attachments:** TAX 000 0050 .pdf

Good morning:

As per our telephone conversation yesterday, attached is a reprint of your 2020 Combined Assessment & Tax Notice. Please let me know if you have any questions.

Thank you,

**Tracy Mindus, CAO**  
Village of Big Valley  
Phone: (403) 876-2269  
Fax: (403) 876-2223



Three Stars Bottle Depot Ltd.  
 Albert Pawadrous  
 4304 66 STREET  
 STETTLER AB T0C 2L1

**2020 Combined Assessment & Tax Notice**

Roll Number : 000 0050  
 Date Mailed : May 31, 2020  
 Appeal Deadline : Aug 31, 2020  
 Notice of Assessment : May 31, 2020  
 Due Date : Jun 30, 2020  
 Amount Due : **\$0.00**

*Payable at most financial institutions.*

Three Stars Bottle Depot Ltd.  
 37 Main Street East  
 LOT: 5&6; BLOCK: 1; PLAN NUMBER: 4035AF;

Remit Top Portion with Payment Mailed : May 31, 2020

**2020 Combined Assessment & Tax Notice**

Roll Number : 000 0050  
 Appeal Deadline : Aug 31, 2020  
 Notice of Assessment : May 31, 2020  
 Due Date : Jun 30, 2020  
 School Support : Public School 100%

Parcel Size  
7800.000

Assessment	Amount
IMP. COMMERCIAL-Improvement	67,290
IMP. COMMERCIAL-Land	14,270
<b>Grand Total :</b>	<b>81,560</b>

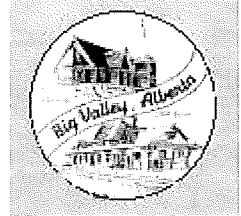
Local Improvements	Expiry	Amount
<b>Total Local Improvement :</b>		

Property Tax	Tax Rate	Amount
Municipal - Imp. Commercial	0.0115460	941.69
Public School - Imp. Commercial	0.0037793	308.24
Stettler Reg. Housing - Imp. Commercial	0.0004394	35.84
<b>Total Tax Levy</b>	<b>0.0157647</b>	<b>1,285.77</b>

**PENALTIES WILL BE ASSESSED AS FOLLOWS**

Current Levy	1,285.77
Local Improvement	0.00
Arrears	0.00
Bal Transfer AR / UB	110.80
Payment	-1,396.57
<b>Total Due</b>	<b>\$0.00</b>

# REQUEST FOR DECISION



**Date:** January 20, 2025  
**Memo To:** Village Council  
**From:** Colleen Mayne, CAO  
**Subject:** Data Sharing Agreement (Permanent Electors Register)

RFD 05-2025

## PURPOSE

For Council to review the Alberta Municipal Affairs Data Sharing Agreement (Permanent Electors Register)

## BACKGROUND:

Based on new legislation passed in 2024, Alberta Municipal Affairs Elections Alberta now requires each municipality to maintain a Municipal Permanent Electors Register, of which will the data will be shared with Elections Alberta. Prior to this it was discretionary.

**AND WHEREAS** pursuant to the Local Authorities Election Act, R.S.A. 2000, c L-21, the municipality must:

- A. Enter into an agreement with the Provincial Chief Electoral Officer to receive information to assist in the compilation or revision of the Municipality's Permanent Electors Register;
- B. Enter into an agreement with the Chief Electoral Officer to provide information to the Chief Electoral Officer to assist in the preparation or revision of information required for the compilation or revision of the Provincial Register of Electors; and
- C. Prepare a Permanent Electors Register using primary information received from the Chief Electoral Officer;

**AND WHEREAS** the purpose of this Agreement is to facilitate the exchange of Electors Data between the Municipality and Elections Alberta, which in exchange of Electors Data is necessary for the Municipality and Elections Alberta to fulfill their respective legislative requirements.

## OPTIONS:

1. **THAT** Village Council review the Data Sharing Agreement, including recent legislation to future Municipal Elections, including By-Elections, and accept as information.

## RECOMMENDATION:

1. **THAT** Village Council review the Data Sharing Agreement, including recent legislation to future Municipal Elections, including By-Elections, and accept as information.

**FINANCIAL IMPLICATIONS** – Staff time

**PREPARED BY:** Colleen Mayne, CAO

## DATA SHARING AGREEMENT

---

Between

Village of Big Valley  
(hereinafter referred to as "the Municipality")

And

THE OFFICE OF THE CHIEF ELECTORAL OFFICER OF ALBERTA  
(hereinafter referred to as "Elections Alberta")

Each a "Party" and together, the "Parties"

---

**WHEREAS** pursuant to the *Election Act*, R.S.A. 2000, c E-1 ("*Election Act*"), Elections Alberta must maintain the Provincial Register of Electors;

**AND WHEREAS** pursuant to the *Local Authorities Election Act*, R.S.A 2000, c L-21 ("*Local Authorities Election Act*"), the Municipality must

- A. enter into an agreement with the Chief Electoral Officer to receive information to assist in the compilation or revision of the Municipality's Permanent Electors Register;
- B. enter into an agreement with the Chief Electoral Officer to provide information to the Chief Electoral Officer to assist in the preparation or revision of information required for the compilation or revision of the Provincial Register of Electors; and
- C. prepare a Permanent Electors Register using primarily information received from the Chief Electoral Officer;

**AND WHEREAS** the purpose of this Agreement is to facilitate the exchange of Electors Data between the Municipality and Elections Alberta, which exchange of Electors Data is necessary for the Municipality and Elections Alberta to fulfill their respective legislative requirements;

**AND WHEREAS** the Municipality and Elections Alberta understand and agree that the information they receive under this Agreement may only be used for the purposes of revising or compiling the Municipality's Permanent Electors Register or revising the Provincial Register of Electors;

**NOW THEREFORE** the Parties agree as follows:

## DEFINITIONS

1. In this Agreement, the following words and expressions have the meaning assigned to them in this section:
  - a. **“Electoral”** means for the purpose of an election, a by-election, a referendum or other activities prescribed under Electoral Legislation including activities related to preparation for the aforementioned events;
  - b. **“Electors Data”** means data related to individuals residing within the Municipality’s official boundaries extracted from either the Provincial Register of Electors or the Municipality’s Permanent Electors Register as the context requires, but does not include Physical Address Data;
  - c. **“Electoral Legislation”** means the *Election Act*, the *Local Authorities Election Act*, and any other provincial legislation under which the Provincial Register of Electors or Municipality’s Permanent Electors Register can be used, as amended from time to time, and any regulations made under these pieces of legislation;
  - d. **“Municipality’s Permanent Electors Register”** means the register containing information about individuals ordinarily resident in the Municipality who are electors or will be electors, as set out in the *Local Authorities Election Act*;
  - e. **“Municipal Election”** means an election or by-elections held in the Municipality during the term of this Agreement pursuant to the *Local Authorities Election Act* and referendums held during the term of this Agreement;
  - f. **“Provincial Register of Electors”** means the register containing information about persons ordinarily resident in Alberta who are electors or will be eligible to be electors, as set out in the *Election Act*;
  - g. **“Physical Address Data”** means a list of every residential address in a Municipality that designates the location of a building or parcel of land, and includes Spatial Data;
  - h. **“Spatial Data”** means imbedded information that allows for the Physical Address Data to be plotted on the surface of the earth, typically represented as coordinates (ex. Latitude and Longitude) and readable by geographic information system (GIS) software;
  - i. **“Municipal Election Date”** means the election day as defined in the *Local Authorities Election Act*; and
  - j. **“Secure Service”** means a password protected electronic data transfer technology.

## RESTRICTIONS ON USE OF ELECTORS DATA

2. Each Party that receives Electors Data will:

- a) hold the Electors Data in confidence;
  - b) exercise reasonable care over the Electors Data;
  - c) store the Electors Data in a secure location;
  - d) restrict access and disclosure of the Electors Data to those persons with a need to know, and not disclose the Electors Data to any other person; and
  - e) use the Electors Data only for the purpose of revising or compiling the Municipality's Permanent Electors Register or the Provincial Register of Electors, as the case may be.
3. The Municipality must ensure it has appropriate procedures and processes in place to preserve the security and confidentiality of the Electors Data, including but not limited to procedures consistent with the guidelines set out in the "Guidelines for Access and Security of Electors Data" document provided with this agreement.
  4. Once a Party has updated, changed, manipulated, or integrated the Electors Data they receive from the other Party, the updated, changed, manipulated or integrated data is no longer Electors Data and not subject to this Agreement. For clarity, the receiving Party may still have legal obligations with respect to the use and protection of the new data outside the scope of this Agreement.
  5. This Agreement is not intended to modify either Parties' legislative obligations regarding the Provincial Register of Electors or the Municipality's Permanent Electors Register, respectively.

## **REQUIREMENTS OF DATA TO BE PROVIDED TO ELECTIONS ALBERTA**

### Physical Address Data

6. The Municipality must provide Elections Alberta a complete dataset of Physical Address Data:
  - a) that is current within 12 months of the Municipal Election Date; and
  - b) by no earlier than 12 months prior to the Municipal Election Date and no later than March 1 in the year of a Municipal Election.
7. If the Municipality utilizes a third-party to manage their Physical Address Data, the Municipality may authorize the third-party to provide the Physical Address Data directly to Elections Alberta on their behalf using Schedule "D".
8. The Municipality must provide Elections Alberta Physical Address Data in accordance with the requirements set out in Schedule "C".

### Electors Data

9. Following a Municipal Election, the Municipality must:

- a) update the Municipality's Permanent Electors Register based on information received in the course of the Municipal Election; and
  - b) based on the updated Municipality's Permanent Electors Register transmit the Electors Data to Elections Alberta:
    - i) by March 1 of the year following the Municipal Election; and
    - ii) in the form set out in Schedule "B";unless otherwise agreed to by Elections Alberta in writing.
10. The Municipality shall not destroy any election records required for the update of the Municipality's Permanent Electors Register prior to transmitting the Electors Data to Elections Alberta.

#### **REQUIREMENTS OF DATA TO BE PROVIDED TO THE MUNICIPALITY**

11. Elections Alberta will make reasonable efforts to provide the Municipality with Electors Data on the later of:
- a) receipt of an executed copy of this Agreement; or
  - b) five months before the Municipal Election Date.
12. Elections Alberta, at its sole discretion, may provide the Municipality with access to updated Electors Data following the date set out in section 11.
13. Elections Alberta will provide the Municipality with Electors Data in the form set out in Schedule "B".

#### **TRANSMISSION OF ELECTORS DATA**

14. The Parties agree that the transmission of Electors Data will only occur via Secure Service.
15. If, due to technical failure of the Secure Service, the Parties are unable to use the Secure Service, the transfer of information will be postponed until the Secure Service is re-established or an alternative Secure Service is identified.

#### **RECEIPT, ACCESS, AND USE OF ELECTORS DATA**

16. Elections Alberta will provide login credentials for the Secure Service to two people from the Municipality:
- a) the Municipality's designated Returning Officer; and
  - b) one alternate person designated by the Municipality.
17. To designate an alternate person, the Municipality must provide Elections Alberta with that person's name, title, work address, telephone number, and email address, in the form set out in Schedule "A".

18. The Municipality may change the alternate person by notifying Elections Alberta in writing and provide an updated Schedule "A". Upon receipt of an updated Schedule "A", Elections Alberta will make required changes to the Municipality's access to the Secure Service within a reasonable timeframe.

#### **LOSS AND UNAUTHORIZED ACCESS OF ELECTORS DATA**

19. If the Municipality becomes aware of an unauthorized access or loss of Electors Data, the Municipality must:
- a) notify Elections Alberta immediately and provide:
    - i) the date, time, and place of the unauthorized access or loss;
    - ii) details of what Electors Data has been accessed or lost;
    - iii) details of the circumstances leading up to the unauthorized access or loss; and
    - iv) details of the actions taken by the Municipality to address the unauthorized access or loss;
  - b) take all reasonable actions to address the unauthorized access and retrieve the Electors Data;
  - c) take any action that Elections Alberta directs, including notifying local law enforcement.

#### **RIGHTS OF AUDIT**

20. The Municipality agrees that:
- a) Elections Alberta may investigate any complaint which it receives concerning the use, disclosure, handling, storage or destruction of the Electors Data. Elections Alberta may require the Municipality to assist in such an investigation by providing such information as may reasonably be required in order to answer such complaint.
  - b) For the purpose of confirming compliance with the terms of this Agreement, Elections Alberta may appoint an independent auditor to review the policies, procedures, practices and processes that the Municipality has in place in respect of the use, disclosure, handling, storage and destruction of the Electors Data. The Municipality will provide such assistance and access to records as the auditor may reasonably require to carry out such an audit.
  - c) When conducting an audit pursuant to section 20.b), the independent auditor will:

- i) sign any such agreement the Municipality may reasonably require to protect the privacy and confidentiality of information that the auditor has access to during the course of an audit;
- ii) conduct the audit during the regular business hours;
- iii) avoid the period of time between the close of nominations until after the Municipality has issued the results of the official count; and
- iv) provide five business days' notice to the Municipality that such an audit will be performed.

#### **RIGHT OF SUSPENSION OF DATA ACCESS**

21. Elections Alberta may immediately suspend the Municipality's access to Electors Data if there is reasonable belief of improper use, access, disclosure, handling, storage, or destruction of the Electors Data or any non-compliance to this Agreement. Access will remain suspended until the Municipality demonstrates compliance with this Agreement to Elections Alberta's satisfaction.

#### **TERM AND TERMINATION**

22. This Agreement comes into effect on the date that it is signed by the Parties.
23. The term of this Agreement ends on March 2, 2026.
24. This Agreement may be terminated before March 2, 2026 upon both:
- a) an amendment to the *Local Authorities Election Act* that removes the requirement for the Municipality to receive information from Elections Alberta; and
  - b) either Party providing written notice of termination to the other Party.
25. This Agreement may be extended for up to 12 weeks by Elections Alberta at the written request of the Municipality to accommodate a municipal by-election. A Municipality must request the extension prior to the termination of this Agreement.

#### **SURVIVAL**

26. Any provisions in this Agreement which, expressly or by their nature, extend beyond the termination of this Agreement, shall survive any termination of this Agreement. This includes, but is not necessarily limited to provisions restricting the use of, and maintaining confidentiality over, Electors Data, and the obligations of the Parties under section 49 of the *Local Authorities Election Act*.
27. The termination of this Agreement does not relieve the Municipality from its obligation to provide Elections Alberta with updated Electors Data following a Municipal Election.

## **COSTS**

28. Each Party shall bear their own cost of producing and transmitting the Physical Address Data and Electors Data to the other Party. The cost of any processing required by the receiving Party to utilize the Physical Address Data and Electors Data shall be borne by the receiving Party.

## **MISCELLANEOUS PROVISIONS**

29. The Parties do not make any warranty, express or implied, with respect to the accuracy or completeness of the Physical Address Data or Electors Data they transmit to the other Party. Neither Party will be liable to the other Party for any damage resulting from the transmission or use of incomplete or inaccurate Physical Address Data or Electors Data.
30. Despite section 29, the Parties shall make best effort to ensure that:
- a) The Physical Address Data transmitted by the Municipality to Elections Alberta is current and contains Spatial Data;
  - b) The Electors Data transmitted by Elections Alberta is a true copy of the data recorded in the Provincial Register of Electors; and
  - c) The Electors Data transmitted by the Municipality to Elections Alberta is a true copy of the data recorded in the Municipality's Permanent Electors Register following the Municipal Election.

## **INDEMNITY**

31. The Municipality will indemnify and hold harmless Elections Alberta, its employees and agents from and against any and all liability, claims, suits or actions, costs (including costs as between solicitor and client), damages and expenses which may be brought or made against Elections Alberta as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept observed or performed by the Municipality or any person for which the Municipality is responsible at law, or any negligent act or omission of the Municipality or any person for which the Municipality is responsible at law, in connection with or arising out of this Agreement or the performance of this Agreement.

## **SCHEDULES**

32. The Schedules to this Agreement form a part of this Agreement. In the event of a conflict between the body of the Agreement and the Schedules, the body of the Agreement will govern.

## **AMENDMENTS**

33. To be effective, an amendment to this Agreement must be in writing and requires the agreement of both Parties.

#### **APPLICABLE LAWS**

34. This Agreement shall be governed by the laws in effect in Alberta.

#### **CONFLICT AND SEVERANCE**

35. Where there is a conflict between any provision of this Agreement, and Electoral Legislation, the Electoral Legislation prevails.
36. If any part of this Agreement is void, prohibited or unenforceable, this Agreement shall be interpreted as if such part had never been part of this Agreement.

#### **NOTICE**

37. Any notice required or contemplated to be given under this Agreement must be given to the other Party at the addresses set out in Schedule "A" this Agreement.
38. Notice will be deemed to have been delivered:
- (1) if by personal delivery, when actually delivered;
  - (2) if by email, at the commencement of the next business day; and
  - (3) if by mail, 5 business days after mailing, unless there is a postal interruption, in which case, notice will not be deemed to have been received during or within 7 days prior to and 7 days after the postal interruption unless actually received.

#### **ENTIRE AGREEMENT**

39. This Agreement, including the Schedules, contains the entire agreement between the parties with respect to the subject matter of this Agreement.
40. There are no terms, representations or warranties, express or implied, forming part of, affecting or relating to this Agreement, except those expressly provided in this Agreement.
41. This Agreement shall supersede and replace all prior agreements and understandings, oral or written, between the Parties regarding the subject matter of this Agreement.

**COUNTERPARTS**

42. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

**THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

**SIGNATURES**

**For the Municipality:**

**DATED and SIGNED** at Village of Big Valley

this 5 day of December, 2024

Colleen Mayne

Signature

Chief Administrative Officer

Title

**For Elections Alberta:**

**DATED and SIGNED** at Edmonton,

this 4 day of November, 2024

Paul Collins

Signature

Director, Data Coordination & Geomatics

Title

**AFFIDAVIT OF CORPORATE SIGNING AUTHORITY**

I, Colleen Mayne, of Village of Big Valley, in the  
NAME MUNICIPALITY  
Province of Alberta,

**MAKE OATH AND SAY THAT:**

1. That I am the Chief Administrative Officer of the Municipality named in the within or annexed instrument.
2. That I am authorized by the Municipality to execute the instrument without affixing a corporate seal

**SWORN BEFORE ME** at the Village Office )

Big Valley, in the Province of )

Alberta, this 30 day of December, )

2025. )

[Signature] )

SIGNATURE OF COMMISSIONER FOR OATHS IN AND FOR ALBERTA )

Colleen Mayne  
SIGNATURE OF Colleen Mayne  
CAO

NAME OF COMMISSIONER: Daniel Houle

COMMISSION EXPIRES: October 25/2025

[Signature]  
**DANIEL HOULE**  
A Commissioner for Oaths  
in and for Alberta  
Commission expires October 18, 2025

**SCHEDULE "A"**

**PERSONS AUTHORIZED TO RECEIVE  
ELECTORS DATA**

**FOR THE MUNICIPALITY**

DESIGNATE CHANGE REQUEST:

YES

**DESIGNATED RETURNING OFFICER**

NAME: Colleen Mayne TITLE: Chief Administrative Officer  
First Name Last Name

MUNICIPALITY NAME Village of Big Valley

OFFICE ADDRESS: \_\_\_\_\_  
Suite/Unit Building Number Street Name/Number

Big Valley TOJ OGD  
Municipality Postal Code

TELEPHONE: 403 876-2269 EMAIL: cao@villageofbigvalley.ca

**DESIGNATED ALTERNATE**

NAME: Cheryl Bartley TITLE: Administrative Assistant  
First Name Last Name

MUNICIPALITY NAME Village of Big Valley

OFFICE ADDRESS: \_\_\_\_\_  
Suite/Unit Building Number Street Name/Number

Big Valley TOJ OGD  
Municipality Postal Code

TELEPHONE: 403-876-2269 EMAIL: info@villageofbigvalley.ca

**FOR ELECTIONS ALBERTA**

**Elections Alberta Designated Contacts**

NAME: Paul Collins TITLE: Director, Data Coordination & Geomatics  
First Name Last Name

OFFICE ADDRESS: 100 11510 Kingsway  
Suite/Unit Building Number Street Name/Number  
Edmonton T5G 2Y5  
Municipality Postal Code

TELEPHONE: 780-427-1333 EMAIL: datacoordination@elections.ab.ca

NAME: Isoken Odaro TITLE: Data Coordinator  
First Name Last Name

OFFICE ADDRESS: 100 11510 Kingsway  
Suite/Unit Building Number Street Name/Number  
Edmonton T5G 2Y5  
Municipality Postal Code

TELEPHONE: 825-410-3473 EMAIL: datacoordination@elections.ab.ca

## SCHEDULE "B"

**Elector data provided:**

<b>FIELD NAME</b>	<b>EXPLANATION</b>	<b>EXAMPLES</b>
SURNAME	elector's last name	Smith
GIVEN NAME	elector's first name	John
MIDDLE NAME/INITIALS	elector's middle name or initial (if provided)	H, Hector
GENDER	elector's gender (if provided)	M, F, Other
DATE OF BIRTH	elector's date of birth in the format of yyyy/mm/dd	1972/03/16
PHYSICAL ADDRESS	address indicating the location of elector's primary residence – at minimum, one of the following will be provided: civic address, emergency locator address (911 address), legal land description (quarter section-section-township-range-meridian), legal address (plan-block-lot), other	Civic: 8619 Alanwood Street SE Calgary, 911: 13, 52417 Rge Rd 15 Parkland County Legal Land Desc: NW-29-52-1-5 Legal Address: 13-1-7621715
TELEPHONE NUMBER	elector's telephone number (if provided)	780-919-0607
MAILING ADDRESS	elector's mailing address (if different from physical address)	Site 3 Box 33 RR 4, PO Box 6502 Stn Main EDSON AB, T8E 2B1
POSTAL CODE	elector's postal code (if provided)	T7E 3G8

## SCHEDULE "C"

### Approved physical address data file types:

- Shapefile (zipped)
  - Required files in zipped shapefile include:
    - .shp
    - .dbf
    - .shx
    - .prj
  - Required Geometry
    - Point
- File Geodatabase (zipped)
  - Required file in zipped File Geodatabase:
    - .gdb
  - Required Geometry
    - Point
- Excel
  - .xlsx
  - Requires Latitude and Longitude field

### Required data fields:

FIELD NAME	EXPLANATION	EXAMPLES
SUITE	suite or unit number or letter or other designation	A, B, C, 1, 2, 3, BSMT, REAR, UPPER
HOUSE_NUM	building number or access number (if 911 address)	118, 3697A, 10835, 391031
ST_NAME	name or number of street/road	2, 51, 135, Main, Grandin, Railway, West Ridge
ST_TYPE	street/road type (911 addresses must use this for Rge Rd, Twp Rd, and Hwy)	St, Way, Ave, Road, Blvd, Dr, Rge Rd, Twp Rd, Hwy,
DIR	street/road direction or quadrant	N, SW, E
MUNI	name of the municipality	Red Deer, Lac La Biche, County of Lethbridge, MD of Wainright No.61
RES	designates if address is residential or not	Yes, No
EMS_ADD	designates if address is a 911 address or not	Yes, No
LATITUDE	<b>Only required if using Excel</b>	52.53112761, 49.32363236
LONGITUDE	<b>Only required if using Excel</b>	-111.85293779, -113.75202244

**SCHEDULE "D"**

**AUTHORIZATION FOR THIRD-PARTY TO PROVIDE DATA TO ELECTIONS ALBERTA**

---

I, Colleen Mayne, the undersigned, as the designated  
given name surname

Returning Officer for Village of Big Valley authorize  
municipality

Cheryl Bartley to provide physical address data to  
third-party data provider name

Elections Alberta on behalf of the Municipality.

I agree that:

- The Municipality remains responsible for ensuring all terms of this data sharing agreement are met including, and not limited to, the provision of Physical Address data to Elections Alberta.
- All costs associated with the production and transmission of data will be borne by the Municipality and/or the third-party as per the data sharing agreement unless explicitly agreed to in writing by Elections Alberta.
- The Municipality is responsible for informing the third-party of their duty to provide the required data to Elections Alberta before March 1<sup>st</sup> of the year of municipal election and all associated requirements outlined in Schedule "D" of this data sharing agreement.
- Elections Alberta reserves the right to refuse or suspend access to shared data until all terms of this agreement are met.

Colleen Mayne  
Signature

30 1 12 2024  
Date

ATB0114001\_2937991\_001 E D 07479 00483

Village of Big Valley

PO Box 236  
BIG VALLEY AB T0J 0G0

### Your ATB Financial Branch

07479 Stettler Branch  
6604 50 Ave  
Stettler AB  
TOC 2L2

If you have any questions, contact us at  
1 800 332-8383 or visit us at  
[www.atb.com](http://www.atb.com)

## A summary of your accounts on Dec 31, 2024

Deposits	Value on Dec 31, 2024
	CAD
Business Public Sector Account #00119372424	37,009.49
Business Public Sector Savings #00314543378	833,951.37
Notice on Amount 90 days #00627651200 <i>Inactive</i>	3,890.64
<b>Total Deposits</b>	<b>\$874,851.50</b>

Find an error? Give us a call or drop by a branch. We'll take care of it.

## A summary of Deposit Account Business Public Sector Account

00119372424	Transit # 07479-219
Your balance forward on Nov 30, 2024	\$31,220.59
Debits to your account (49 items)	- \$106,151.15
Credits to your account (105 items)	+ \$111,940.05
<b>Your closing balance on Dec 31, 2024</b>	<b>= \$37,009.49</b>

*Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.*

## Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
<b>Nov 30</b>	<b>Balance forward</b>			<b>\$31,220.59</b>
Dec 1	INTERAC e-Transfer Received - Autodeposit		\$140.00	31,360.59
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$300.00	31,660.59
Dec 2	Customer Bill Pay Cover		\$93.53	31,754.12
Dec 2	Direct Deposit Bill Payment CUCBC		\$110.00	31,864.12
Dec 2	EFT Sent 000670936456	\$951.02		30,913.10
Dec 2	Customer Bill Pay Cover		\$164.20	31,077.30
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$158.00	31,235.30
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$84.67	31,319.97
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$70.17	31,390.14
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$87.57	31,477.71
Dec 2	EFT Sent 000671089583	\$424.20		31,053.51
Dec 2	EFT Sent 000671101123	\$3,861.17		27,192.34
Dec 2	EFT Sent 000671122078	\$3,107.05		24,085.29
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$60.00	24,145.29
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$58.57	24,203.86
Dec 2	INTERAC e-Transfer Received - Autodeposit		\$131.07	24,334.93
Dec 2	Direct Debit ATB Govt Tax Filing MONTHLY FEE	\$1.00		24,333.93
Dec 3	INTERAC e-Transfer Received - Autodeposit		\$90.47	24,424.40
Dec 3	Customer Bill Pay Cover		\$275.49	24,699.89
Dec 3	INTERAC e-Transfer Received - Autodeposit		\$70.17	24,770.06
Dec 3	INTERAC e-Transfer Received - Autodeposit		\$75.00	24,845.06
Dec 3	Customer Bill Pay Cover		\$552.44	25,397.50
Dec 3	INTERAC e-Transfer Received - Autodeposit		\$79.01	25,476.51
Dec 4	INTERAC e-Transfer Received - Autodeposit		\$300.00	25,776.51
Dec 4	INTERAC e-Transfer Received - Autodeposit		\$81.77	25,858.28
Dec 4	INTERAC e-Transfer Received - Autodeposit		\$75.00	25,933.28
Dec 4	INTERAC e-Transfer Received - Autodeposit		\$63.39	25,996.67
Dec 4	Cheque #000000012713	\$2,000.00		23,996.67
Dec 5	INTERAC e-Transfer Received - Autodeposit		\$35.97	24,032.64

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### Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Dec 5	INTERAC e-Transfer Received - Autodeposit		\$113.00	24,145.64
Dec 5	INTERAC e-Transfer Received - Autodeposit		\$93.37	24,239.01
Dec 5	INTERAC e-Transfer Received - Autodeposit		\$170.62	24,409.63
Dec 5	INTERAC e-Transfer Received - Autodeposit		\$300.00	24,709.63
Dec 5	Deposit Cheque		\$518.27	25,227.90
Dec 5	Deposit Mixed		\$4,188.29	29,416.19
Dec 6	Customer Bill Pay Cover		\$120.00	29,536.19
Dec 6	INTERAC e-Transfer Received - Autodeposit		\$96.27	29,632.46
Dec 6	INTERAC e-Transfer Received - Autodeposit		\$84.67	29,717.13
Dec 6	INTERAC e-Transfer Received - Autodeposit		\$58.57	29,775.70
Dec 6	INTERAC e-Transfer Received - Autodeposit		\$67.37	29,843.07
Dec 7	Customer Bill Pay Cover		\$77.03	29,920.10
Dec 8	INTERAC e-Transfer Received - Autodeposit		\$93.28	30,013.38
Dec 8	INTERAC e-Transfer Received - Autodeposit		\$210.00	30,223.38
Dec 9	Customer Bill Pay Cover		\$70.17	30,293.55
Dec 9	Customer Bill Pay Cover		\$67.27	30,360.82
Dec 9	Transfer Transfer From *****3378		\$60,000.00	90,360.82
Dec 9	EFT Sent 000675000509	\$46.77		90,314.05
Dec 9	EFT Sent 000675015434	\$10,000.00		80,314.05
Dec 9	EFT Sent 000675018150	\$10,000.00		70,314.05
Dec 9	EFT Sent 000675018314	\$10,000.00		60,314.05
Dec 9	EFT Sent 000675019304	\$799.06		59,514.99
Dec 9	INTERAC e-Transfer Received - Autodeposit		\$10.00	59,524.99
Dec 9	Cheque #000000012720	\$367.50		59,157.49
Dec 9	Cheque #000000012721	\$164.44		58,993.05
Dec 10	INTERAC e-Transfer Received - Autodeposit		\$200.00	59,193.05
Dec 10	INTERAC e-Transfer Received - Autodeposit		\$186.74	59,379.79
Dec 11	Customer Bill Pay Cover		\$102.07	59,481.86
Dec 11	INTERAC e-Transfer Received - Autodeposit		\$137.00	59,618.86
Dec 11	INTERAC e-Transfer Sent-Autodep	\$1,128.75		58,490.11

*Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.*



## Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Dec 11	EFT Sent 000676209954	\$6,289.00		52,201.11
Dec 11	EFT Sent 000676215665	\$81.87		52,119.24
Dec 11	Cheque #000000012714	\$2,000.00		50,119.24
Dec 12	EFT Sent 000676192134	\$5,710.94		44,408.30
Dec 12	INTERAC e-Transfer Received - Autodeposit		\$151.00	44,559.30
Dec 12	EFT Sent 000676656920	\$149.63		44,409.67
Dec 12	Direct Deposit Misc. Payments CTY STET		\$54.20	44,463.87
Dec 12	Deposit Mixed		\$2,333.98	46,797.85
Dec 12	Deposit Cheque		\$511.35	47,309.20
Dec 12	Withdrawal	\$511.35		46,797.85
Dec 13	EFT Sent 000676706954	\$700.00		46,097.85
Dec 13	EFT Sent 000676712142	\$1,000.00		45,097.85
Dec 13	Direct Deposit Accounts Payable CLEARVIEW SCHOO		\$218.47	45,316.32
Dec 13	INTERAC e-Transfer Received - Autodeposit		\$55.67	45,371.99
Dec 13	INTERAC e-Transfer Received - Autodeposit		\$90.47	45,462.46
Dec 13	INTERAC e-Transfer Received - Autodeposit		\$66.14	45,528.60
Dec 13	Direct Deposit Accounts Payable ATCO ELECTRIC		\$828.45	46,357.05
Dec 13	Cheque #000000012717	\$59.78		46,297.27
Dec 15	INTERAC e-Transfer Received - Autodeposit		\$80.00	46,377.27
Dec 15	INTERAC e-Transfer Received - Autodeposit		\$100.00	46,477.27
Dec 16	INTERAC e-Transfer Received - Autodeposit		\$90.47	46,567.74
Dec 16	INTERAC e-Transfer Received - Autodeposit		\$90.00	46,657.74
Dec 16	INTERAC e-Transfer Received - Autodeposit		\$87.57	46,745.31
Dec 16	Cheque #000000012726	\$4,157.84		42,587.47
Dec 16	Cheque #000000012728	\$511.35		42,076.12
Dec 16	Cheque #000000012724	\$1,229.47		40,846.65
Dec 17	Customer Bill Pay Cover		\$273.07	41,119.72
Dec 17	INTERAC e-Transfer Received - Autodeposit		\$151.37	41,271.09
Dec 18	Customer Bill Pay Cover		\$70.17	41,341.26
Dec 18	INTERAC e-Transfer Received - Autodeposit		\$73.07	41,414.33

### Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Dec 18	INTERAC e-Transfer Received - Autodeposit		\$200.00	41,614.33
Dec 18	Deposit Cheque		\$456.61	42,070.94
Dec 19	Customer Bill Pay Cover		\$163.36	42,234.30
Dec 19	Customer Bill Pay Cover		\$25.00	42,259.30
Dec 19	Deposit Mixed		\$2,460.19	44,719.49
Dec 20	EFT Sent 000679682574	\$3,388.82		41,330.67
Dec 20	EFT Sent 000679687371	\$3,209.11		38,121.56
Dec 20	Customer Bill Pay Cover		\$161.47	38,283.03
Dec 20	EFT Sent 000679687320	\$2,729.69		35,553.34
Dec 20	Customer Bill Pay Cover		\$225.00	35,778.34
Dec 20	Cheque #000000012723	\$20.95		35,757.39
Dec 20	Cheque #000000012710	\$415.80		35,341.59
Dec 21	Customer Bill Pay Cover		\$167.27	35,508.86
Dec 21	INTERAC e-Transfer Received - Autodeposit		\$90.47	35,599.33
Dec 21	INTERAC e-Transfer Received - Autodeposit		\$59.63	35,658.96
Dec 21	INTERAC e-Transfer Received - Autodeposit		\$53.22	35,712.18
Dec 22	INTERAC e-Transfer Received - Autodeposit		\$130.00	35,842.18
Dec 23	Cheque #000000012727	\$553.85		35,288.33
Dec 23	Cheque #000000012711	\$188.43		35,099.90
Dec 23	INTERAC e-Transfer Received - Autodeposit		\$225.00	35,324.90
Dec 23	Cheque #000000012698	\$55.84		35,269.06
Dec 23	Cheque #000000012729	\$1,189.00		34,080.06
Dec 24	Customer Bill Pay Cover		\$241.34	34,321.40
Dec 24	Customer Bill Pay Cover		\$283.58	34,604.98
Dec 24	Cheque #000000012691	\$1,224.09		33,380.89
Dec 25	Customer Bill Pay Cover		\$55.67	33,436.56
Dec 27	Customer Bill Pay Cover		\$55.67	33,492.23
Dec 27	INTERAC e-Transfer Received - Autodeposit		\$61.47	33,553.70
Dec 27	INTERAC e-Transfer Received - Autodeposit		\$120.00	33,673.70
Dec 27	INTERAC e-Transfer Received - Autodeposit		\$90.47	33,764.17
Dec 27	Cheque #000000012684	\$2,000.00		31,764.17

Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.



## Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Dec 27	Direct Debit Misc. Payments AUMA/AMSC	\$4,478.52		27,285.65
Dec 28	Customer Bill Pay Cover		\$193.37	27,479.02
Dec 28	INTERAC e-Transfer Received - Autodeposit		\$84.67	27,563.69
Dec 30	Customer Bill Pay Cover		\$142.51	27,706.20
Dec 30	Direct Deposit Bill Payment CUCBC		\$110.00	27,816.20
Dec 30	Bill Payment TELUS COMMUNICATIONS	\$78.75		27,737.45
Dec 30	Bill Payment TELUS MOBILITY INC	\$123.70		27,613.75
Dec 30	Bill Payment TELUS MOBILITY INC	\$112.92		27,500.83
Dec 30	EFT Sent 000686659962	\$588.89		26,911.94
Dec 30	EFT Sent 000686666080	\$654.90		26,257.04
Dec 30	EFT Sent 000686673243	\$560.67		25,696.37
Dec 30	INTERAC e-Transfer Received - Autodeposit		\$55.67	25,752.04
Dec 30	INTERAC e-Transfer Received - Autodeposit		\$78.87	25,830.91
Dec 31	Customer Bill Pay Cover		\$150.00	25,980.91
Dec 31	Direct Deposit Misc. Payments 016743273422A77		\$3,600.00	29,580.91
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$133.97	29,714.88
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$178.04	29,892.92
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$340.00	30,232.92
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$58.57	30,291.49
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$221.00	30,512.49
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$64.87	30,577.36
Dec 31	Transfer Transfer From *****3378		\$20,000.00	50,577.36
Dec 31	Deposit Mixed		\$3,130.08	53,707.44
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$131.07	53,838.51
Dec 31	Customer Bill Pay Cover		\$225.26	54,063.77
Dec 31	Direct Deposit Accounts Payable ATCO GAS		\$1,773.27	55,837.04
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$300.00	56,137.04
Dec 31	Cheque #000000012733	\$55.58		56,081.46
Dec 31	INTERAC e-Transfer Received - Autodeposit		\$81.77	56,163.23

### Details of your account transactions (continued)

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Dec 31	Direct Debit School Taxes PTASFF	\$19,188.43		36,974.80
Dec 31	Interest Payment		\$115.71	37,090.51
Dec 31	Fee Service	\$3.52		37,086.99
Dec 31	Monthly Maintenance Fees	\$25.00		37,061.99
Dec 31	Fee Service	\$52.50		37,009.49
Dec 31	<b>Closing balance</b>			<b>\$37,009.49</b>

### A summary of Deposit Account Business Public Sector Savings

00314543378		Transit # 07479-219	
Your balance forward on Nov 30, 2024			\$911,022.08
Debits to your account (2 items)	-	\$80,000.00	
Credits to your account (1 item)	+	\$2,929.29	
<b>Your closing balance on Dec 31, 2024</b>	<b>=</b>	<b>\$833,951.37</b>	

### Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
<b>Nov 30</b>	<b>Balance forward</b>			<b>\$911,022.08</b>
Dec 9	Transfer Transfer To *****2424	\$60,000.00		851,022.08
Dec 31	Transfer Transfer To *****2424	\$20,000.00		831,022.08
Dec 31	Interest Payment		\$2,929.29	833,951.37
<b>Dec 31</b>	<b>Closing balance</b>			<b>\$833,951.37</b>

Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.

# ATB Financial™

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## Consolidated Statement

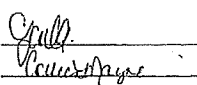
Statement date December 31, 2024

Transit number 07479-219

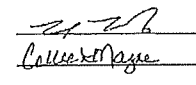
Customer number 0000076530

Page number 9 of 11

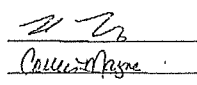
Business Public Sector Account 00119372424  
Cheque #000000012713 \$2,000.00

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12713 DATE 20241118 1193724
PAY Two Thousand AND 00/100 Dollars \$*****2,000.00			
TO THE ORDER OF Big Valley Library Box 205 Big Valley AB T0J 0G0			
*012713* 007479-219 1193724-24*			

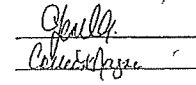
Business Public Sector Account 00119372424  
Cheque #000000012720 \$367.50

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12720 DATE 20241128 1193724
PAY Three Hundred Sixty Seven AND 50/100 Dollars \$*****367.50			
TO THE ORDER OF WHITESAND (WELDON) FARM Box 29 Station AB T0C 2L0			
*012720* 007479-219 1193724-24*			

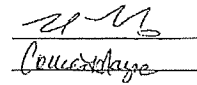
Business Public Sector Account 00119372424  
Cheque #000000012721 \$164.44

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12721 DATE 20241204 1193724
PAY One Hundred Sixty Four AND 44/100 Dollars \$*****164.44			
TO THE ORDER OF BARTLEY, CHERYL BOX 230 Big Valley AB T0J 0G0			
*012721* 007479-219 1193724-24*			

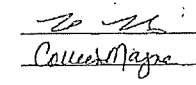
Business Public Sector Account 00119372424  
Cheque #000000012714 \$2,000.00

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12714 DATE 20241118 1193724
PAY Two Thousand AND 00/100 Dollars \$*****2,000.00			
TO THE ORDER OF CHRISTMAS IN THE VILLAGE (SKYLATFIELD) Box 24 Big Valley AB T0J 0G0			
*012714* 007479-219 1193724-24*			

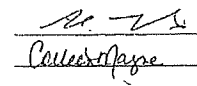
Business Public Sector Account 00119372424  
Cheque #000000012717 \$59.78

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12717 DATE 20241128 1193724
PAY Fifty Nine AND 78/100 Dollars \$*****59.78			
TO THE ORDER OF Canadian Tire Associate Store 8507-60th Ave Station AB T0C 2L0			
*012717* 007479-219 1193724-24*			

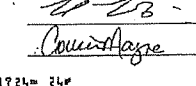
Business Public Sector Account 00119372424  
Cheque #000000012726 \$4,157.84

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12726 DATE 20241211 1193724
PAY Four Thousand One Hundred Fifty Seven AND 84/100 Dollars \$*****4,157.84			
TO THE ORDER OF CANADA REVENUE AGENCY Box 3500 STNA Station CH T3A 0C3			
*012726* 007479-219 1193724-24*			

Business Public Sector Account 00119372424  
Cheque #000000012728 \$511.35

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12728 DATE 20241211 1193724
PAY Five Hundred Eleven AND 35/100 Dollars \$*****511.35			
TO THE ORDER OF Village of Big Valley - Petty Cash			
*012728* 007479-219 1193724-24*			

Business Public Sector Account 00119372424  
Cheque #000000012724 \$1,229.47

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-878-2269		ATB Financial P.O. BOX 1158 TEL: 403-742-4466 STATION ACRE T0C 2L0	12724 DATE 20241204 1193724
PAY One Thousand Two Hundred Twenty Nine AND 47/100 Dollars \$*****1,229.47			
TO THE ORDER OF Diverso Signs & Designs Inc. Box 69 Station AD T0C 2L0			
*012724* 007479-219 1193724-24*			

Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.

# ATB Financial™

SAVING | BORROWING | INVESTING | KNOW-HOW

Business Public Sector Account 00119372424  
Cheque #00000012723 \$20.95

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12723 DATE 20241204 1193724
PAY Twenty AND 09/100 Dollars \$*****20.95		TO THE ORDER OF Uplown Office Supply #2 - 4710 50th Street Box 1698 Sherwood T0C 2L0	
*012723* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012710 \$415.80

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12710 DATE 20241118 1193724
PAY Four Hundred Fifteen AND 00/100 Dollars \$*****415.80		TO THE ORDER OF Canada Post Corp. BOX 1110 C/O CANADA POST MANDAN RD 535 54	
*012710* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012727 \$553.85

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12727 DATE 20241211 1193724
PAY Five Hundred Fifty Three AND 85/100 Dollars \$*****553.85		TO THE ORDER OF Retha, Tammy Box 5 Big Valley AB T0J 0G0	
*012727* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012711 \$188.43

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12711 DATE 20241118 1193724
PAY One Hundred Eighty Eight AND 43/100 Dollars \$*****188.43		TO THE ORDER OF Retha, Tammy Box 5 Big Valley AB T0J 0G0	
*012711* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012698 \$55.84

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12698 DATE 20241106 1193724
PAY Fifty Five AND 84/100 Dollars \$*****55.84		TO THE ORDER OF Wolsey Waterworks Group Box 1477 Box 7 Calgary AB T2K 2H7	
*012698* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012729 \$1,189.00

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12729 DATE 20241211 1193724
PAY One Thousand One Hundred Eighty Nine AND 00/100 Dollars \$*****1,189.00		TO THE ORDER OF White Owl Service 2007 Ltd Box 134 Big Valley AB T0J 0G0	
*012729* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012691 \$1,224.09

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12691 DATE 20241106 1193724
PAY One Thousand Two Hundred Twenty Four AND 09/100 Dollars \$*****1,224.09		TO THE ORDER OF CINDER MSP 4513 A 51 St Sherwood T0C 2L0	
*012691* 007479=2190 1193724= 24*			

Business Public Sector Account 00119372424  
Cheque #00000012684 \$2,000.00

VILLAGE OF BIG VALLEY P.O. BOX 238 BIG VALLEY, ALBERTA T0J 0G0 TEL: 403-876-2269		ATB Financial P.O. Box 1258 Tel: (403) 742-4466 Sherwood Alberta T0C 2L0	12684 DATE 20241024 1193724
PAY Two Thousand AND 00/100 Dollars \$*****2,000.00		TO THE ORDER OF FRIENDS OF BIG VALLEY SCHOOL Box 285 Big Valley AB T0J 0G0	
*012684* 007479=2190 1193724= 24*			

ATB0114001\_2937991\_001 - 00000483 003618

# Consolidated Statement

# ATB Financial™

SAVING | BORROWING | INVESTING | KNOW-HOW

Statement date December 31, 2024

Transit number 07479-219

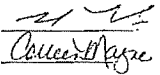
Customer number 0000076530

Page number 11 of 11

Business Public Sector Account 00119372424

Cheque #000000012733

\$55.58

VILLAGE OF BIG VALLEY P.O. BOX 236 BIG VALLEY, ALBERTA T0G 0G0 TEL: 403-818-2269		ATB Financial P.O. Box 1308, 7000 12 Ave S Calgary, Alberta T0G 2L0	DATE 20241230 P.P.T. M.D.Y.	12733
PAY	Fifty Five AND 58/100 Dollars			\$*****55.58
TO THE ORDER OF	UpTown Office Supply 82 - 4710 50th Street Box 1568 Stein AB T0G 2L0			
				
⑆012733⑆ ⑆07479⑆ 219⑆ 1193724⑆ 24⑆				



ATB0114001\_2937991\_001 - 0000483 HRI - 17 - 06 - 01 - 14 - 11 - 003619

*Reminder: Starting Feb 1, avoid the monthly fee on your ATB Advantage Account with a minimum daily balance of \$6,000, or your Unlimited Account with a minimum daily balance of \$4,000.*

Name	Invoice #	Reason	Amount	GL Code	date	ck #	notific action sent
Cinder msp	2145	monthly remote monitoring	\$149.63	1-2-1200-230	Dec. 4	eff	Y
RMA insurance	75226	insurance	30799.06	1-3-1200-412	Dec. 4	eff	Y
Stetler building cent	1291	lumber	\$46.77	1-2-3200-510	Dec. 4	eff	Y
uptown stationary	10209	paper	20.95	1-2-1200-510	04-Dec	ck12723	ck sent to town with tammy
Shirley McClellan Reg. Water	Smwsc03874	water consumption Nov	\$5,710.96	1-2-4100-550	dEc. 11	eff	000676192134-2024-12-11
Canadian Tire	2675-2683	maintenance and repair	81.87	1-2-3200-510	Dec. 11	eff	0006762156652024-12-11
Stettler Waste Magnt	swm0004811	4th quarter req	\$6,289.00	1-2-4300-350	dEc. 11	eff	67620995420241200.00
Village of BV Petty cash	Dec. 11	petty cash	511.35	12-2-1200-511	dec	12728	ck
CRA	dec. 15	Payroll remittance	\$4,157.84		11-Dec	12726	ck
Tammy Rotvik	dec. 11	exp remb.	553.85	1-2-3200-510	dec. 11	12727	ck
White Owl	90015	Oct and nov Fuel	1189	1-2-3200-510	Dec. 11	12729	ck
Scrooges Noel Decorations	2401	christmas decorations	1128.75	1-2-7200-510	11-Dec	etranfer	C1AnV4xvQYa
Bagshaw Electric	ICO61400	copper tubing, valve	86.01	1-2-3200-510		12725	ck
Val Erickson	375217	Sept-Dec office cleaning	180	1-2-1200-512	30-Dec	12732	
Uptown Office supply	10271	wall calendars	55.58	1-2-1200-510	30-Dec	12733	
Central Square	425385	yearly renewal	204.38	1-2-1200-230	30-Dec	13735	
Electro Gas	sl118069	11 ft gas aerosol	65	1-2-4200-510	30-Dec	12731	
telus	30-Dec	259437342-office internet	78.75	1-2-1200-215	telus	etranfer	
Telus mobility	dec. 10	public works phone	123.7	1-2-3200-215	dec. 30	etranfer	
Telus	Dec. 17	Office phones- 38525488	112.92	1-2-1200-215	30-Dec	etran	
Big Valley Community Cent.	dec. 30	FCSS funding	2000	1-2-5100-770		12734	
			53,545.37				

# EXPENSE TRENDS



■ Utility Bills 90 Days Overdue ■ \$ Amount ■ Cubic Meter Purchased ■ Residents \$ Billed ■ Flat Water Fee \$

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tips
Utility Bills 90 Days Overdue	\$1,871.79	\$3,120.39	\$3,688.90	\$4,686.95	\$1,143.32	\$1,148.18	\$1,484.81	\$1,369.61	\$650.89	\$718.26	\$883.42	\$1,235.03	
\$ Amount	2,166.00	2,121.70	1,964.81	2,110.39	2,119.10	2,107.00	3,267.10	2,530.90	2,393.90	2,320.10	2,018.00	2,416.00	27,535.00
Cubic Meter Purchased	1,671.00	1,398.00	1,572.00	1,847.00	1,867.00	5,318.60	2,627.00	2,156.00	2,205.00	1,942.00	1,935.00	1,741.00	
Residents \$ Billed	6,129.78	6,004.41	5,560.41	5,972.40	5,997.05	5,962.81	9,245.89	7,162.45	6,774.74	6,565.88	5,710.94	6,837.28	77,924.04
Flat Water Fee \$	4,678.80	3,941.40	4,401.60	5,171.60	5,414.30	5,318.60	7,618.38	6,420.60	5,750.70	5,631.80	5,611.50	5,048.90	65,008.18
Total	19,847.58	18,769.51	18,697.52	20,583.89	20,624.95	24,062.01	28,011.37	23,599.45	22,402.84	21,712.78	20,495.63	21,321.68	#####

Village of Big Valley  
**Budget Variance Report**

GL5070

Page : 1

Date : Jan 19, 2025

Time : 5:56 pm

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Var
<b>Revenue</b>					
<b>100 General Revenue</b>					
1-1-0100-111	Property Taxes Residential	-271180	-271691	-511	0.19
1-1-0100-112	Property Taxes Commercial	-23625	-23238	387	-1.66
1-1-0100-113	Property Taxes Industrial	-7500	-7500	0	0.00
1-1-0100-115	Property Taxes M&E	-606	-589	37	-6.50
1-1-0100-116	DIP Taxes	-255	-255	0	-0.01
1-1-0100-119	Property Taxes Linear	-35063	-36792	-1729	4.70
1-1-0100-197	Requisition - Senior Housing Found.	-12766	-12710	56	-0.44
1-1-0100-198	Requisition ASFF School Residential	-67021	-67021	0	0.00
1-1-0100-199	Requisition ASFF School Commercial	-19646	-19215	431	-2.24
1-1-0100-510	Tax Penalties & Costs	-13951	-10000	3951	-39.51
1-1-0100-540	Franchise Fees - ATCO Gas/Electricity	-25133	-32000	-6867	21.46
1-1-0100-560	Interest Income-Operating/Savings Acct	-51267	-50000	1267	-2.53
1-1-0100-840	ACP Operational Grant-Infrastr. Study	0	-158078	-158078	100.00
1-1-0100-998	Penny Rounding Over/Under	1	0	-1	0.00
<b>Total General Revenue</b>		<b>-528012</b>	<b>-689069</b>	<b>-161057</b>	<b>23.37</b>
<b>1200 Administration</b>					
1-1-1200-410	Admin - Goods & Services Sales	-80	-300	-220	73.33
1-1-1200-511	Admin - Whistle Sales	-1371	-2000	-629	31.45
1-1-1200-520	Admin -Animal Licenses & Dev. Permits	-4032	-1500	2532	-168.82
1-1-1200-560	Admin - Rentals & Leases	-14906	-14000	906	-6.47
1-1-1200-840	Admin - Provincial Grants	-99614	-92000	7614	-8.28
<b>Total Administration</b>		<b>-120003</b>	<b>-109800</b>	<b>10203</b>	<b>-9.29</b>
<b>2300 Fire</b>					
1-1-2300-840	Fire - Provincial Conditional Grant	0	-25000	-25000	100.00
<b>Total Fire</b>		<b>0</b>	<b>-25000</b>	<b>-25000</b>	<b>100.00</b>
<b>3200 Public Works</b>					
1-1-3200-410	PW - Goods & Services Sales	0	-300	-300	100.00
1-1-3200-850	PW - Transfer from Local Gov't	0	-1682	-1682	100.00
<b>Total Public Works</b>		<b>0</b>	<b>-1982</b>	<b>-1982</b>	<b>100.00</b>
<b>4100 Water Supply &amp; Distribution</b>					
1-1-4100-410	Water - Sales	-127048	-120000	7048	-5.87
1-1-4100-490	Water - Sales - Misc Revenue	-140	-500	-360	72.00
1-1-4100-510	Utilities - Penalties & Costs	-1163	-1000	163	-16.29
<b>Total Water Supply &amp; Distribution</b>		<b>-128351</b>	<b>-121500</b>	<b>6851</b>	<b>-5.64</b>
<b>4200 Sewers &amp; Treatment</b>					
1-1-4200-410	Sewer - Sales	-49807	-50000	-193	0.39
<b>Total Sewers &amp; Treatment</b>		<b>-49807</b>	<b>-50000</b>	<b>-193</b>	<b>0.39</b>
<b>4300 Garbage Collection &amp; Disposal</b>					
1-1-4300-410	Garbage - Sales	-20963	-22000	-1037	4.71
1-1-4300-411	Recycling Revenue	-4164	-2500	1664	-66.55
1-1-4300-590	Garbage - Hauling Credit	-4966	-4966	0	0.00
<b>Total Garbage Collection &amp; Disposal</b>		<b>-30093</b>	<b>-29466</b>	<b>627</b>	<b>-2.13</b>
<b>5100 FCSS</b>					
1-1-5100-840	FCSS - Prov Conditional Grant	-10947	-10476	471	-4.50
<b>Total FCSS</b>		<b>-10947</b>	<b>-10476</b>	<b>471</b>	<b>-4.50</b>
<b>5600 Cemetery</b>					
1-1-5600-410	Cemetery - Sales Plots & Donations	-1190	-1000	190	-19.00
<b>Total Cemetery</b>		<b>-1190</b>	<b>-1000</b>	<b>190</b>	<b>-19.00</b>
<b>7200 Recreation</b>					
1-1-7200-410	Recreation - campground income	-1460	-5000	-3540	70.80
1-1-7200-850	Recreation - Transfer Local Gov't	-972	-1000	-28	2.76
<b>Total Recreation</b>		<b>-2432</b>	<b>-6000</b>	<b>-3568</b>	<b>59.46</b>
<b>Total Revenue</b>		<b>-870836</b>	<b>-1044293</b>	<b>-173457</b>	<b>16.61</b>

<b>Expense</b>					
<b>100 General</b>					
1-2-0100-197	Seniors Housing - Requisition	12557	12708	151	1.19
1-2-0100-198	DI Property Requisition	0	255	255	100.00
1-2-0100-199	ASFF School Foundation Requisition	57565	76754	19189	25.00
<b>Total General</b>		<b>70122</b>	<b>89717</b>	<b>19595</b>	<b>21.84</b>
<b>1100 Council</b>					
1-2-1100-110	Legislative - Fees	6365	10000	3635	36.35
1-2-1100-130	Admin - Employer Contributions - Council	149	0	-149	0.00
1-2-1100-211	Legislative - Mileage	359	1000	641	64.07
1-2-1100-274	Legislative - Insurance	398	400	2	0.50
1-2-1100-510	Legislative - General Goods	255	500	245	48.93
<b>Total Council</b>		<b>7527</b>	<b>11900</b>	<b>4373</b>	<b>36.75</b>
<b>1200 Administration</b>					
1-2-1200-110	Admin - Wages	105785	110000	4215	3.83
1-2-1200-130	Admin - Employer Contributions	11307	13000	1693	13.02
1-2-1200-148	Admin - Training	294	1000	706	70.60
1-2-1200-211	Admin - Travel	272	800	528	66.01
1-2-1200-212	Admin - Memberships	689	500	-189	-37.89
1-2-1200-215	Admin - Telephone/Postage	5871	5500	-371	-6.75
1-2-1200-220	Admin - Advertising	424	1200	776	64.70
1-2-1200-230	Admin - Contract/Professional Services	30721	40000	9279	23.20
1-2-1200-250	Admin - Misc Services	1994	8000	6006	75.08
1-2-1200-274	Admin - Insurance	11549	10500	-1049	-9.99
1-2-1200-510	Admin - General Goods	961	2500	1539	61.57
1-2-1200-511	Admin - Whistle expenses	2650	6500	3850	59.23
1-2-1200-512	Admin - Building Repairs and Maintenance	762	1000	238	23.83
1-2-1200-540	Admin - Utilities Expense	3069	2629	-440	-16.75
1-2-1200-810	Admin - Bank & Interest Charges	439	350	-89	-25.38
1-2-1200-840	Project - Infrastructure Study MPE	126654	158078	31424	19.88
<b>Total Administration</b>		<b>303439</b>	<b>361557</b>	<b>58118</b>	<b>16.07</b>
<b>1900 Election</b>					
1-2-1900-510	Election - General Expenses	525	700	175	25.02
<b>Total Election</b>		<b>525</b>	<b>700</b>	<b>175</b>	<b>25.02</b>
<b>2100 Protection</b>					
1-2-2100-510	Policing - General Expense	17135	17135	0	0.00
<b>Total Protection</b>		<b>17135</b>	<b>17135</b>	<b>0</b>	<b>0.00</b>
<b>2300 Fire</b>					
1-2-2300-215	Fire - Telephone/Freight	368	500	132	26.35
1-2-2300-350	Fire - Transfer to Local Gov't	0	25000	25000	100.00
1-2-2300-510	Fire - General Goods	59	100	41	41.09
1-2-2300-512	Repairs and Maintenance	0	5000	5000	100.00
<b>Total Fire</b>		<b>427</b>	<b>30600</b>	<b>30173</b>	<b>98.60</b>
<b>2400 Disaster</b>					
1-2-2400-250	Disaster Services Requisition	0	7080	7080	100.00
1-2-2400-510	Disaster Services - General Goods	0	500	500	100.00
<b>Total Disaster</b>		<b>0</b>	<b>7580</b>	<b>7580</b>	<b>100.00</b>
<b>3200 Public Works</b>					
1-2-3200-110	PW - Wages	30912	30000	-912	-3.04
1-2-3200-130	PW - Employer Contributions	3558	1700	-1858	-109.29
1-2-3200-132	WCB	4357	3700	-657	-17.75
1-2-3200-211	PW - Travel	0	0	0	0.00
1-2-3200-215	PW - Telephone/Freight	1351	1600	249	15.59
1-2-3200-250	PW Streets & Sidewalks - Misc. Services	6249	4000	-2249	-56.22
1-2-3200-255	PW - Contracted Snow Plowing	14730	20000	5270	26.35
1-2-3200-274	PW - Insurance	4700	4700	0	0.00
1-2-3200-510	PW - General Goods	11792	13000	1208	9.30
1-2-3200-520	PW - Repairs & Maintenance	59804	50000	-9804	-19.61
1-2-3200-540	PW - Utilities Expense	25625	30000	4375	14.58
<b>Total Public Works</b>		<b>163076</b>	<b>158700</b>	<b>-4376</b>	<b>-2.76</b>
<b>4100 Water Supply &amp; Distribution</b>					
1-2-4100-110	Water - Wages	19131	30000	10869	36.23
1-2-4100-130	Water - Employer Contributions	1266	1400	134	9.61
1-2-4100-148	Water - Training	799	620	-179	-28.89
1-2-4100-212	Admin - Memberships - Water Supply & Dis	57	0	-57	0.00
1-2-4100-215	Water - Telephone/Freight	107	300	193	64.20
1-2-4100-250	Water - Misc Services	24240	26150	1910	7.30

Village of Big Valley  
**Budget Variance Report**

GL5070

Page : 3

Date : Jan 19, 2025

Time : 5:56 pm

Acct Code	Acct Desc	Year to Date	Budget Amt	Variance	% Var
<b>Expense</b>					
1-2-4100-250	Water - Misc. Services	24249	26158	1909	7.30
1-2-4100-274	Water - Insurance	800	800	0	0.00
1-2-4100-510	Water - General Goods	3550	4000	450	11.25
1-2-4100-540	Water - Utilities Expense	6210	5500	-710	-12.90
1-2-4100-550	Water - Cubic meters purchased	83974	98000	14026	14.31
1-2-4100-831	Water - Debenture interest	2130	2745	615	22.41
1-2-4100-832	Water - Principal Payment	4084	4584	500	10.90
<b>Total Water Supply &amp; Distribution</b>		<b>146358</b>	<b>174107</b>	<b>27749</b>	<b>15.94</b>
<b>4200 Sewers &amp; Treatment</b>					
1-2-4200-110	Sewer - Wages	19131	30000	10869	36.23
1-2-4200-130	Sewer - Employer Contributions	1266	1550	284	18.33
1-2-4200-148	Sewer - Training	635	500	-135	-27.04
1-2-4200-215	Sewer - Telephone/Freight	51	0	-51	0.00
1-2-4200-250	Sewer - Misc. Services	23125	60000	36875	61.46
1-2-4200-510	Sewer - General Goods	981	1000	19	1.94
1-2-4200-540	Sewer - Utilities Expense	3911	3300	-611	-18.50
<b>Total Sewers &amp; Treatment</b>		<b>49100</b>	<b>96350</b>	<b>47250</b>	<b>49.04</b>
<b>4300 Garbage Collection &amp; Disposal</b>					
1-2-4300-251	Recycling Cost Sharing	4556	4556	0	0.00
1-2-4300-350	Garbage - Transfer to Local Gov't	25156	27200	2044	7.51
<b>Total Garbage Collection &amp; Disposal</b>		<b>29712</b>	<b>31756</b>	<b>2044</b>	<b>6.44</b>
<b>5100 FCSS</b>					
1-2-5100-770	FCSS - Grants to Other Organizations	19200	13350	-5850	-43.82
<b>Total FCSS</b>		<b>19200</b>	<b>13350</b>	<b>-5850</b>	<b>-43.82</b>
<b>6100 Planning/Zoning</b>					
1-2-6100-250	Land - Planning & Development	0	1000	1000	100.00
<b>Total Planning/Zoning</b>		<b>0</b>	<b>1000</b>	<b>1000</b>	<b>100.00</b>
<b>7200 Recreation/Parks</b>					
1-2-7200-110	Recreation - Wages	19759	20000	241	1.21
1-2-7200-130	Recreation - Employer Contributions	1278	2300	1022	44.43
1-2-7200-250	Recreation - Misc. Services	3154	1000	-2154	-215.37
1-2-7200-270	Recreation - Canada Day	666	840	174	20.72
1-2-7200-274	Recreation - Insurance	67	67	0	0.00
1-2-7200-350	Recreation - Transfer to Local Gov't	5793	5793	1	0.01
1-2-7200-510	Recreation - General Goods	1739	2000	261	13.03
1-2-7200-540	Recreation - Utilities Expense	4851	5000	149	2.98
<b>Total Recreation/Parks</b>		<b>37306</b>	<b>37000</b>	<b>-306</b>	<b>-0.83</b>
<b>7400 Library</b>					
1-2-7400-250	Library - Misc. Services	3642	3700	58	1.56
1-2-7400-540	Library - Utilities	2757	2629	-128	-4.85
1-2-7400-770	Library - Grants to other Organizations	2000	2000	0	0.01
<b>Total Library</b>		<b>8399</b>	<b>8329</b>	<b>-70</b>	<b>-0.84</b>
<b>8000 Requisitions</b>					
1-2-8000-199	Seniors Housing Requisition	0	0	0	0.00
<b>Total Requisitions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total Expense</b>		<b>852326</b>	<b>1039781</b>	<b>187455</b>	<b>18.03</b>
<b>Report Total</b>		<b>-18510</b>	<b>-4512</b>	<b>13998</b>	<b>-310.25</b>

## Colleen Mayne

---

**From:** Andrew Brysiuk <abrysiuk@stettlercounty.ca>  
**Sent:** January 13, 2025 11:00 AM  
**To:** Yvette Cassidy; County of Paintearth (Micheal Simpson - CAO; Special Areas (Jordon Christianson, Chair; Summer Village of Rochon Sands (John Jacobson, CAO; Summer Village of White Sands (Melissa Beebe, CAO; Town of Castor (Donna Rowland, CAO; Town of Coronation (Quinton Flint, CAO; Village of Bawlf (Erin Smyl, CAO; Colleen Mayne; Village of Consort (Marcel Michaels, CAO; Village of Donalda (CAO; Village of Rosalind (Nancy Friend, CAO; Village of Veteran (Debbie Johnstone - CAO  
**Cc:** Christa Cornelssen; Jeff Cosens  
**Subject:** SMRWSC Water Rate

Good Morning;


I've had a few requests regarding the SMRWSC water rate – in December the Board approved amending the water rate to **\$2.91 per cubic meter** and the truck fill rate to \$4.10 per cubic meter (White Sands, Rochon Sands, and Brownfield).

Please pass on to any staff within your organization that may require it.

**Andrew Brysiuk**  
Director of Municipal Services  
County of Stettler

t: 403-742-4441 x 131  
c: 403-741-2369  
f: 403-742-1277  
e: [abrysiuk@stettlercounty.ca](mailto:abrysiuk@stettlercounty.ca)  
w: [www.stettlercounty.ca](http://www.stettlercounty.ca)

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**BY-LAW 878 - FEES & CHARGES BYLAW  
OF THE VILLAGE OF BIG VALLEY  
IN THE PROVINCE OF ALBERTA**

COPY for info

A BYLAW OF THE VILLAGE OF BIG VALLEY, PROVIDING FOR THE ESTABLISHMENT OF GENERAL FEES AND CHARGES FOR GOODS AND SERVICES DELIVERED BY THE VILLAGE OF BIG VALLEY:

Pursuant to the provisions of the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto:

WHEREAS: The Council for the Village of Big Valley enacts a Bylaw that establishes and maintains the general fees and charges set for goods and services provided.

NOW THEREFORE, the Council of the Village of Big Valley, in the Province of Alberta, duly assembled enacts and adopts the Schedule of Fees, attached to and forming Schedule "A" of this bylaw; and enacts as follows:

1. This bylaw shall be known and may be cited as the "Fees and Charges Bylaw".
2. All previous rates for Goods and Services as delivered by the Village of Big Valley and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services as delivered by the Village of Big Valley.
3. All previous rates for Goods and Services as delivered by the Village of Big Valley, and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Goods and Services as delivered by the Village of Big Valley.
4. Council may, by resolution, review and amend the various Fees and Charges levied for Goods and Services delivered by the Village of Big Valley and shall maintain these various Fees and Charges in Schedule "A" attached.
5. The Village of Big Valley Bylaw 876 and all amendments thereto are repealed.
6. This Bylaw shall come into force and take effect on the date of Third and Final Reading.

READ A FIRST TIME this 13<sup>th</sup> day of May, 2024.

READ A SECOND TIME this 13<sup>th</sup> day of May, 2024.

RECEIVED permission to proceed to Third and Final Reading this 13<sup>th</sup> day of May, 2024.

READ A THIRD AND FINAL TIME this 13<sup>th</sup> day of May, 2024.

---

Chantelle Janke, Mayor

---

Colleen Mayne, CAO

# Schedule A

Copy for  
info

## ASSESSMENT AND TAXATION (1-1-0100-)

### Assessment Review Board

Application to Appeal Assessment

\$ 50.00/each

### Penalties on Unpaid Taxes

July 1<sup>st</sup> of each year

January 1<sup>st</sup> of each year

Penalties are compounded

8% on balance outstanding

8% on balance outstanding

## ADMINISTRATION (1-1-1200-)

### Photocopying (1 or 2 sided)

8.5" x 11"

\$ 0.20/page

8.5" x 14"

\$ 0.40/page

11" x 17"

\$ 1.00/page

### Faxes

Incoming FAX (received at Village Office, under 5 pages)

\$ 1.00

Incoming FAX (received at Village Office, 5 pages or more)

\$ 2.00

Outgoing FAX (sent from Village Office)

N/C

### Municipal Lapel Pins

Over the Counter

\$ 2.50/each

### NSF Cheque Charge

Each cheque returned

\$ 30.00/each

### Tax Certificates

Tax Certificate

\$ 50.00/each

### Land Use Bylaw

Development Permits

\$ 60.00/each

Letter of Compliance

\$ 75.00/each

Land Use Bylaw Amendments

\$ 100.00/each

### Document Research

Maps/Files

\$ 30.00/hour (1 hour min.)

### Animal Licensing Yearly Fees

Dog/Cat Tags purchased Jan. 1 to Feb 28/29<sup>th</sup> of each year

Spayed/Neutered

\$ 15.00/each

Unaltered

\$ 25.00/each

Dog/Cat Tags renewed between March 1 to Dec 31 of each year

Spayed/Neutered

\$ 20.00/each

Unaltered

\$ 35.00/each

Replacement Tag

\$ 5.00/each

### Bylaw Enforcement on Private Property – Contracted Out

Mowing/Yard Maintenance

At Cost

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**UTILITY CHARGES (1-1-4100-)**

**Water Charges**

**Consumption Charge per m<sup>3</sup>**

Monthly Water Service Flat Charge *(applied to all accounts)*

Non-Metered Rate

Bulk Water per m<sup>3</sup>

Testing of Water Meter

Meter Purchase

Professional Services

Permit for Well or Other Water Supply

\$ 2.90/m<sup>3</sup>  
\$ 25.50/month  
\$ 400.00  
\$ 5.00/m<sup>3</sup>  
\$ 100.00/per inspection  
At Cost  
At Cost  
\$ 50.00 per parcel/source

**Water Turn ON or Turn OFF Fees**

Winter Months – November 1 to April 30

Turn on charge

Turn off charge

Summer Months – May 1 to October 31

Turn on charge

Turn off charge

\$ 70.00  
\$ 70.00  
\$ 35.00  
\$ 35.00

**Sewer Charges (1-1-4200-)**

Monthly Sanitary Sewer Service Flat Charge *(applied to all accounts)*

*\*1 Exception*

\*Monthly School Sewer Service Flat Charge

\$ 20.00/month  
\$ 80.00/month

**Garbage Charges (1-1-4300-)**

Monthly Flat Rate *(applied to all accounts)*

\$ 8.50/month

**Recycling Charge (1-1-4300-)**

Monthly Flat Rate *(applied to all accounts)*

\$ 1.67/month

**CEMETARY (1-1-5600-)**

**Cemetery Plots**

Residents

Non-Residents\*

*\*Having no affiliation to the Village of Big Valley*

\$ 200.00/plot  
\$ 350.00/plot

Note: No new burials will be allowed in the old section of the cemetery.

**RECREATION (1-1-7200-)**

**Campground**

Campsite With Services

Campsite Without Services

Campsite With Services – Monthly Charge

\$ 30.00/day  
\$ 15.00/day  
\$ 700.00/month

## Colleen Mayne

---

**From:** Andrew Brysiuk <abrysiuk@stettlercounty.ca>  
**Sent:** December 20, 2024 4:36 PM  
**To:** cao@village.donalda.ab.ca; CAO@whitesandsab.ca; Colleen Mayne; 'Info@rochonsands.net'; Leann Graham (lgraham@stettler.net)  
**Subject:** Council Orientation Training, 2025 Election  
**Attachments:** L-T County of Stettler re Orientation 2025 (Full Day) - Dec 20, 2024 (B6168900x7AF53).PDF

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Good Afternoon;

After the last election, the County engaged Brownlee to offer the municipal elected official orientation in-person. We will be doing the same, as now attending that training is mandatory, whereas before Bill 20 it was only mandated to be offered. As with last election, we would like to offer your councils and administrators join us and cost share the expenses of the day. We are scheduled for Monday, October 27, 2025, from 9:00am to 4:00pm with Alifeyah Gulamhusein. Please let me know if your municipality would like to join.

Once I have heard from everyone, I can get a more specific cost estimate, but currently my quote from Brownlee is \$8,400 for the day. They indicated that the price may increase if more than 2 municipalities were participating, but I think last time we ended up under budget. I'd factor in a generous budget of \$25/attendee for lunch/refreshments. Depending on the number of attendees (both for sharing the flat costs and potentially renting a facility) that would put the price per head to between \$275-\$400.

A headcount now won't bind you to participating, but I thought I'd get it out because Brownlee gave me the attached backgrounder.

Thanks

**Andrew Brysiuk**  
Director of Municipal Services  
County of Stettler

t: 403-742-4441 x 131  
c: 403-741-2369  
f: 403-742-1277  
e: [abrysiuk@stettlercounty.ca](mailto:abrysiuk@stettlercounty.ca)  
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Refer to: A. Gulamhusein  
Direct Line: 780.497.4877  
E-mail: [agulamhusein@brownleelaw.com](mailto:agulamhusein@brownleelaw.com)  
Our File No.: 71187-0195

December 27, 2024

*Via Email: [cao@villageofbigvalley.ca](mailto:cao@villageofbigvalley.ca)*

Village of Big Valley  
P.O. Box 236  
29 – 1 Avenue South  
Big Valley, AB T0J 0G0

**Attention: Colleen Mayne, Chief Administrative Officer**

Dear Madam:

**Re: Orientation 2025**

---

As a result of the amendments to the *Municipal Government Act* arising from the adoption of Bill 20, *Municipal Affairs Statutes Amendments Act*, the **2025 orientation is mandatory and the majority of topics must be provided on or before November 3, 2025.**

Specifically, Bill 20 provides that orientation must be held prior to or on the same day as the first organizational meeting following the general election on the following topics: role of municipalities in Alberta; municipal organization and function; roles and responsibilities of council and councillors; code of conduct; and roles and responsibilities of the CAO.

In addition, the following topics must be covered prior to or on the same day as the first regularly scheduled council meeting: key municipal plans, policies and projects; budgeting and financial administration; public participation; and other topics prescribed in the regulations [currently, there are no relevant regulations]. However, Council may by resolution extend the time for the second part of orientation by up to 90 days.

In an effort to assist our clients and accommodate this challenging schedule, we are providing a two-part orientation in 2025:

- (1) **Part One** - A two-hour virtual orientation session offered prior to November 3, 2025 to cover the mandatory topics and ensure municipal councillors meet the statutory deadline. Given the time allocated, this will be a high-level review limited to content delivery.
- (2) **Part Two** – An in-person full day session, to be scheduled after November 3, 2025, which will provide the more traditional orientation session. Part Two will provide a more comprehensive review of the topics addressed in Part One, address the additional topics

outlined in the legislation, review practical issues that arise in municipal governance, and allow for discussion and questions. Part Two would be beneficial for not only councillors but senior administration.

When you schedule a full-day orientation session, after November 3, 2025, your municipality will be given access to the Part One virtual session for your councillors at no additional cost. Councillors may choose to attend any of the virtual sessions and there is no need for councillors from your municipality to attend the same session. Part One sessions will be provided on:

- October 23, 2025 from 5-7p.m.
- October 26, 2025 from 9-11a.m.
- November 1, 2025 from 9-11a.m.

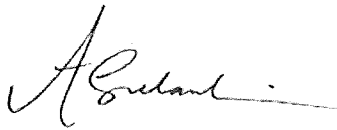
Once a councillor has completed the session, we will advise for your records. The Part One session will ensure your councillors can meet the statutory requirements and timelines and prepare them for the subsequent Part Two session.

If you would like to schedule a full day orientation session, please contact the writer and we would be happy to discuss details.

Sincerely,

**BROWNLEE LLP**

**PER:**



**ALIFEYAH GULAMHUSEIN**

AG/ab