

## **AGENDA**

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW**

In the Province of Alberta, held on Tuesday, April 17, 2018 at  
Village of Longview Community Hall Commencing at 7:00 p.m.

#### **1.0 CALL TO ORDER**

#### **2.0 AGENDA**

#### **3.0 DELEGATIONS**

##### **3.1 Auditors Report – 2017 Financial Statements**

*A request to attend a Council meeting or have a topic discussed at a Council meeting must be received by the Village of Longview administration no later than 3:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented.*

#### **4.0 CORRESPONDENCE FROM RESIDENTS**

#### **5.0 MINUTES**

##### **5.1 Regular Council Meeting – Mar 20, 2018**

##### **5.2 Committee of the Whole – April 4, 2018**

##### **5.3 Council Meeting with Rec Board – April 5 2018**

##### **5.4 Minutes of Budget Meeting – April 14, 2018**

#### **6.0 REPORTS**

##### **6.1 CAO Report –**

##### **6.2 Peace Officer Report**

##### **6.3 Public Works Report**

##### **6.4 Council Reports**

#### **7.0 FINANCIAL REPORTING**

##### **7.1 Bank Reconciliation**

##### **7.2 Accounts Payable Cheque Register – Mar, 2018**

##### **7.3 Statement of Revenue & Expenses**

#### **8.0 PUBLIC DISCUSSION**

#### **9.0 BYLAWS**

##### **9.1 Bylaw 400-17 LUB – 3<sup>rd</sup> Reading**

#### **10.0 BUSINESS**

##### **10.1 RFD Longview Library – K100 Breakfast**

##### **10.2 RFD Longview Seniors – Strawberry Tea**

##### **10.3 RFD 2018 Budget**

#### **11.0 CORRESPONDENCE**

##### **11.1 Municipal Affairs – Municipal Indicators**

##### **11.2 MSI Capital 2017 Funding Allocation**

##### **11.3 STEP Program Funding**

#### **12.0 IN-CAMERA**

##### **12.1 Personnel – Division 2.17 Personal Privacy**

*Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.*

#### **13.0 ADJOURNMENT**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, March 20, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

**PRESENT**

Mayor Kathie Wight  
Deputy Mayor Christina Weir  
Councillor Len Kirk  
Chief Administrative Officer Dale Harrison

10 ratepayers in the gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 7:01 p.m.

**AGENDA**

Resolution 037-18

**MOVED** by Councillor Kirk that the agenda be adopted as presented. **CARRIED**

**DELEGATIONS**

None

**CORRESPONDENCE  
FROM RESIDENTS**

Givens – Logging Truck Parking  
CAO Harrison responded

**MINUTES OF  
PREVIOUS MEETINGS**

Feb 20, 2018 Regular Council Meeting  
Resolution 014-18 add words “be moved”  
Mar 7, 2018 Committee of the Whole

Resolution 038-18

**MOVED** by Deputy Mayor Weir that Meeting Minutes of Feb 20<sup>th</sup>  
Regular Council Meeting, and March 7<sup>th</sup> Committee of the Whole be  
adopted as amended

**CARRIED**

**REPORTS**

CAO Report

CAO Harrison summarized the report submitted to Council.  
Highlighted,

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from January 2018

Public Works Report

Public Works Reports as submitted previously to Council.

Council Reports

Deputy Mayor Weir –

- DARE – looking for new officers to visit the schools and attend DARE Grads.
  - Blitz/Info Booth@ Giant Hockey game went well handed out lots of garb and had good conversation with the youth.
- EDC – steps toward solar project coming to fruition
  - Branding Committee planning presentation separate. Was going to do it with the Community Strategic Planning.

MINUTES OF THE REGULAR MEETING  
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Councillor Kirk

- Met with Residents – 3 attendees concerns
  - Logging trucks
  - Local artist to contact Crescent Point
  - Water Use – rates. The more you use the cheaper it is

Mayor Wight

- Westwinds – attended Grand opening
- Library – clay making project,
  - magazine donations,
  - Marigold rep to present to Council
  - possible Bingo fund raising
- Food Safety Course
- Inter-municipal Collaborative Framework Workshop
- Municipal Leaders meeting in Edmonton
  - Cannabis legislation
- Joint Steering Committee – RCMP e-tickets
  - AFFRAC radio system
- Crescent Point Foundation
  - Garden - \$5000 approved
  - Seniors & Library questions on their application

Resolution 039-18 **MOVED** by Councillor Kirk that the reports be accepted as presented. **CARRIED**

**FINANCIAL REPORTS**

Bank Reconciliation – February, 2018  
Accounts Payable Cheque Register February, 2018  
Variance Report – Income & Expense YTD some errors in reporting program

Resolution 040-18 **MOVED** by Deputy Mayor Weir that the Financial Reports be accepted as presented. **CARRIED**

**PUBLIC DISCUSSION**

Councillor Weir – Responded to comments from the gallery in Feb. disrespecting gallery. . . It is the Mayor's responsibility to acknowledge gallery request to speak not disrespecting gallery.

Reminder our doors are open and emails welcome on any concerns, the council meetings are not the only time you can speak to councillors.

Carole MacLeod – Post Councillor remuneration on the website  
Linda Given – Crescent Point – contact on weekend about odour  
Ivor – Financial Support for Bus

- FCSS meeting with proponents
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**LAND USE BYLAW  
400-17**

**MOVED** by Councillor Kirk that the LUB 400-17 be tabled to the April 17<sup>th</sup> Council Meeting. **CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, March 20, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

**WATER  
CONSERVATION –  
BYLAW 404-17**

- Resolution 041-18 **MOVED** by Mayor Wight that the Water Use & Conservation Bylaw receives first reading. **CARRIED**
- Resolution 042-18 **MOVED** by Deputy Mayor Weir that the Water Use & Conservation Bylaw receives second reading. **CARRIED**
- Resolution 043-18 **MOVED** by Mayor Wight that the Water Use & Conservation Bylaw moves to third Reading. **CARRIED**
- Resolution 044-18 **MOVED** by Councillor Kirk that the Water Use & Conservation Bylaw receives third Reading and final reading. **CARRIED**

**BORROWING BYLAW  
407-17**

- Resolution 045-18 **MOVED** by Mayor Wight that the Borrowing Bylaw (Credit Cards) receives first reading. **CARRIED**
- Resolution 046-18 **MOVED** by Deputy Mayor Weir that the Borrowing Bylaw (Credit Cards) receives second reading as amended. **CARRIED**
- Resolution 047-18 **MOVED** by Mayor Wight that the Borrowing Bylaw (Credit Cards) moves to third Reading. **CARRIED**
- Resolution 048-18 **MOVED** by Councillor Kirk that the Borrowing Bylaw (Credit Cards) receives third Reading as amended and final reading. **CARRIED**

**BUSINESS**

**10.1 – RFD Farm Safety  
Centre Donation**

- Resolution 049-18 **MOVED** by Deputy Mayor Weir that Council donate \$50.00 to the Farm Safety Centre. **CARRIED**

**10.2 – RFD Longstock  
Donation**

- Resolution 050-18 **MOVED** by Mayor Wight that Council donate the use of the tables, chairs, no parking signs, tents, and Centennial Park at no cost for Longstock. **CARRIED**

**10.3 – RFD Little New  
York Daze Donation**

- Resolution 051-18 **MOVED** by Deputy Mayor Weir that Council donate the use of the tables, chairs, no parking signs, tents, and Centennial Park at no cost for Little New York Daze. **CARRIED**

**10.4 – RFD Little New  
York Daze Cash Donation**

- Resolution 052-18 **MOVED** by Mayor Wight that Council table for budget deliberations **CARRIED**

**10.5 – Mother’s Day  
Market - Donation**

- Resolution 053-18 **MOVED** by Deputy Mayor Weir that Council donate the use of the Longview Community Hall and kitchen at no cost for the Mother’s Day Market with proceeds to the Senior’s Bus Project. **CARRIED**

MINUTES OF THE REGULAR MEETING  
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**10.6 – RFD Community  
Hall Rental Policy**

Resolution 054-18

**MOVED** by Deputy Mayor Weir review the hall policy to clarify the responsibility of No-charge Users of the Hall that they be responsible for light cleaning and the removal of garbage after use. Advertise for a cleaner for hall. **CARRIED**

**10.7 – RFD FCSS**

Resolution 055-18

**MOVED** by Mayor Wight that Village arrange a workshop with user groups and the FCSS Committee to review Application Process and Outcome measures to ensure compliance with FCSS Alberta and that the 2018 deadline for funding requests be extended until after the workshop. **CARRIED**

**10.8 – RFD Seniors –  
Calgary Flames  
Foundation Grant**

Resolution 56-18

**MOVED** by Councillor Kirk that Council support the Longview Senior's Club Calgary Flames Grant Application under the Village Covering **CARRIED**

**10.9 – Lagoon Land for  
Solar Project**

Resolution 57-18

**MOVED** by Deputy Mayor Weir that the Village to permit in principle the construction of a Solar project on the Lagoon quarter SW29-18-2-5 with compensation in the form of either lease or equity in the project (yet to be determined). **CARRIED**

**CORRESPONDENCE**

Municipal Affair – Appointment of Inspector  
Eagle Engineering Corp – Hwy 22 Resurfacing

Resolution 58-18

**MOVED** by Mayor Wight that the Village receive for information.

**CARRIED**

**IN-CAMERA**

Resolution 59-18

**MOVED** by Mayor Wight that the Council go in-camera for discussion on land. Time 8:53 p.m. **CARRIED**

Resolution 60-18

**MOVED** by Mayor Wight that the Council come out of in-camera Time 9:12 p.m. **CARRIED**

**ADJOURNMENT**

Resolution 061-18

Councillor Kirk adjourned the meeting at 9:13 p.m.

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Mayor

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CAO

## AGENDA

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, April 4, 2018 at  
Village of Longview Council Chambers Commencing at 7:00 p.m.

### PRESENT

Mayor Kathie Wight  
Deputy Mayor Christina Weir  
Councillor Len Kirk  
Chief Administrative Officer Dale Harrison

Four members of the public

### CALL TO ORDER

Mayor Wight Called Meeting to order at 7:00 pm

### BUSINESS

#### **2018 Operating Budget**

The draft budget was showing a \$18,000 deficit based on same tax revenue as 2017 with several requests not included. Council went through the operating budget worksheet line by line asking for clarification on some line items and suggesting changes to various amounts. When it was clear that it would take longer to complete the task, Council agreed to meet again on Saturday, April 14<sup>th</sup> starting at 10 a.m.

### ADJOURNMENT

Mayor Wight adjourned the meeting to order at 9:38 pm

**AGENDA**

COMMITTEE OF THE COUNCIL OF THE VILLAGE OF LONGVIEW WITH  
THE LONGVIEW DISTRICT RECREATION BOARD

In the Province of Alberta, held on Thursday, April 5, 2018 at  
Village of Longview Council Chambers Commencing at 7:00 p.m.

**PRESENT**

Mayor Kathie Wight  
Deputy Mayor Christina Weir  
Councillor Len Kirk  
Chief Administrative Officer Dale Harrison

Doug Brocklebank  
Tyler Hickey  
Kendra Jones  
Aaron Lyons  
Larry Kroeker  
Alex Robertson  
Larry Dayment

**CALL TO  
ORDER**

Mayor Wight Called Meeting to order at 7:00 pm

**BUSINESS**

**Website Listing  
of Committee  
Members**

The Village would like to create a page on the website that lists all of the Organizations and Committee in the Village including Names and contact information.

**Terms of  
Reference**

- Copies of the MD Bylaw 327E and Longview Bylaw 55 and 383-16 were distributed and discussed.
- Budget has remained the same for 15 years. – to be more than just a granting organization.
- Project ideas kicked around and processes involved in bringing projects to fruition.
- Village to provide a mail spot in Council Chambers.

**ADJOURNMENT**

Mayor Wight adjourned the meeting to order at 8:30 pm



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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Dale Harrison, MBA  
SUBJECT: CAO Report for Feb-Mar  
DATE: Apr 17, 2017

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**Meetings**

- Meeting with EDC Committee
- Committee of the Whole Meeting – Operating Budget
- Budget Meeting

**Development:**

- Approved 1 Commercial Development Permit for Esso

**Financial:**

- Numerous contacts with Calgary Foundation Grant for Seniors Bus Project
- Operating and Capital Budget review
- Submit Tax Sale properties to Land Titles
- Load Assessment files and Linear Assessment into computer verify accuracy
- Municipal Affairs – Designated Industrial Property Requisition
- Work on 2018 Tax Bylaw

**Public Works / Infrastructure**

- Overland flooding drainage issues
- Crescent Point – overland flooding of shop

**Peace Officer / Bylaw Enforcement**

- Several enforcement issues – snow removal, vehicle parking,

**Year-end**

- continue supplying documents to Auditors

**Office**

- Council Remuneration website update
- Conversation with FOIP Alberta
- Preparing for June's medical leave
- Develop staff Performance Evaluation form

**Meetings & Workshops**

- Committee of the Whole
- Regular Council
- Economic Development Committee
- FCSS Black Diamond



**Campground & Information Centre**

- Review staffing plan
- Grant application for STEP program
- Moved Light-Up material out for summer
- Cash handling system

Village of Longview Municipal Enforcement

**Report to Council –March 2018**

Stats are compiled from the month of March 2018.

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
39	\$12,685	<b>30 Zone</b> 75 km/hr-30 61 km/hr-30 55km/hr-30 x2 56 km/hr-30 x2 54 km/hr-30  <b>50 Zone</b> 123 km/hr-50 120 km/hr-50 118 km/hr-50 100 km/hr-50x 2 91 km/hr-50 x2 90 km/hr-50 83 km/hr-50 81 km/hr-50 79 km/hr-50 74 km/hr-50  <b>70 Zone-</b> 120 km/hr-70x3 117 km/hr-70 114- km/hr-70x 2	Operate unregistered motor vehicle on highwayx5  Operate motor vehicle without valid drivers licensex1  !1 Mandatory court appearances  2 operate handheld cell  4 fail to produce valid insurance  3 no valid dL	\$7,611

3 School Visits

2 Bylaw matters investigated

## village daily tasks

Mar 15

Daily routine, Snow removal, Repair power bar on west wall in community hall, Put plow on truck, check over truck and dump trailer.

Mar 16

Daily routine, Garbage pick-up, Snow removal.

Mar 17

Call out. Frozen storm drain in Royalties Cres, Chip ice and set-up baracades.

Mar 19

Daily routine, Snow removal, Thaw out valve bank on skid steer, Clean out storm drains, Pick-up used storm drain ring and cover from shop and Re-place storm drain cover at 112 Morrison rd that property owner Dis-lodged from boulevard doing snow removal, Meet with Gran Lee and Matrix at WTP for up-grades.

Mar 20

Daily routine, Snow removal, Pick-up garbage from community hall, Change sign board, Set-up community hall for council meeting, Thaw out drainage hose for shop yard pump and pump out shop yard, Check on water meter leak at 118 Morrison rd.

Mar 21

Daily routine, Shave off high spots of ice on streets and ally ways with plow, Re-place frost plate on water meter at 118 Morrison rd, Pick-up parts and supplys in HR, Remove snow pile from in front of community hall, Thaw out calvert in front of cold storage shed and push snow back from swail around shop, Set-up second pump and hose for over land flooding in shop yard and meet with Dale at shop yard for assessment on over land flooding and shop yard re-grading, Check pumps after hours(no time charged)

Mar 22

Daily routine, Shave off high spots of ice from streets and ally-ways, Push snow/ice back from curbs along Highwood dr, Malmberg

Village daily tasks

pl, Riverview pl, Check over truck and dump trailer.

Mar 23

Daily routine, Garbage pick-up, Snow removal, Pick-up garbage from community hall, Scrape slush from streets, Chip ice and remove snow from swail in shop yard, Set-up/check/remove second pump at shop yard (over land flooding) No time charged.

Mar 26

Daily routine, Scrape slush and snow from streets and allys, Chip ice away from drains at community hall, change sign board, Set-up second pump at shop yard, Check and remove second pump at shop yard (no time charged) Call out at 614 Riverview pl, Water line leaking inside of house, Inspect and talk to land owner, Locate and thaw out curb stop and shut off, Over see plumber repair pipe and turn curb stop back on.

Mar 27

Daily routine, Scrape slush from streets, Use pressure washer and cut a channel in ice along north side of shop for water to run down swail, Install lock set in new library door.

Mar 28

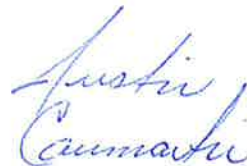
Daily routine, Scrape slush from streets, Remove lock set from library door and take to HR and get re-keyed and pick-up supplies, Replace lock set and remove latch catch from door jam and grind down back and re-adjust so door open/closes properly, Check over truck and dump trailer.

Mar 29

Daily routine, Garbage pick-up, Scrape slush from streets, Move skid steer to shop and walk back to town and pick-up truck, Remove pump and coil hose at shop yard.

Mar 30

STAT



**2018 Village of Longview  
Accounts Payable Cheque List**

From: 2018/03/01 To: 2018/03/31

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Village of Longview	GST to ATB	8718	2018/03/01	\$11946.16
Receiver General		8719	2018/03/01	\$2383.99
AMSC Insurance Services...	Benefits	9573	2018/03/01	\$636.96
Caumartin, Justin	Bulbs	9574	2018/03/01	\$89.40
Convergia Networks Inc.	Long distance	9575	2018/03/01	\$6.33
Gran Lee Electric Ltd.	Upgrade Reservoir Monitor	9576	2018/03/01	\$27448.88
Lethbridge County	Mayors & Reeves of SW Alberta	9577	2018/03/01	\$150.00
Receiver General		9578	2018/03/01	\$3151.19
Telus Communications	Controls	9579	2018/03/01	\$429.99
AMSC	Supplies, postage, conference	9580	2018/03/07	\$773.62
Contain-A-Way Services	Waste bin	9581	2018/03/07	\$155.07
Foothills Regional Service...	Waste disposal	9582	2018/03/07	\$358.00
Government of Alberta,...	Titles	9583	2018/03/07	\$80.00
Iron Mountain Canada...	Shredding	9584	2018/03/07	\$48.17
Longview Fas Gas	Fuel	9585	2018/03/07	\$779.86
Sheep River Health Trust	Rising Sun donation	9586	2018/03/07	\$75.00
Southridge Chrysler	Maintenance	9587	2018/03/07	\$78.73
Telus Communications	Phones	9588	2018/03/07	\$285.32
Kirk, Lenard	Meetings	9589	2018/03/07	\$180.00
Weir, Christina		9590	2018/03/07	\$690.00
Wight, Kathie	Mileage, Jan-Feb meetings	9591	2018/03/07	\$1068.65
Alberta Municipal Services...	Gas/power	9592	2018/03/15	\$5233.15
Caumartin, Justin	Equipment parts, repair	9593	2018/03/15	\$285.93
Digitex Canada Inc.	Copies	9594	2018/03/15	\$139.53
Eastlink	Internet	9595	2018/03/15	\$94.45
MPE Engineering Ltd (billing)	Wells	9596	2018/03/15	\$1708.88
Telus Mobility	Cells	9597	2018/03/15	\$229.68
Rural Municipalities of Alberta	Tires	9598	2018/03/22	\$1373.91
AMSC Insurance Services...	Car insurance	9599	2018/03/22	\$632.84
AUMA	Membership	9600	2018/03/22	\$1126.29
Farm Safety Centre	Safety program	9601	2018/03/22	\$50.00
Gran Lee Electric Ltd.	Backwash	9602	2018/03/22	\$9049.20
Harrison, Dale	Lights	9603	2018/03/22	\$70.00
Telus Communications	Controls	9604	2018/03/22	\$438.60
VWR	Kim Wipes	9605	2018/03/22	\$555.60
Wight, Kathie		9606	2018/03/22	\$502.96
Workers' Compensation Board	Premium installment	9607	2018/03/22	\$439.50
Xylem Canada	Lift station	9608	2018/03/22	\$1288.41
Accu-Flo Meter Service Ltd.	Water meter, supplies	9609	2018/03/29	\$562.72
Caumartin, Justin	Cell, maintenance supplies	9610	2018/03/29	\$107.26
Convergia Networks Inc.	Long distance	9611	2018/03/29	\$3.44
Front Porch,Doors,Floors &...	Door replacement	9612	2018/03/29	\$2782.50
Matrix Solutions Inc.	Testing	9613	2018/03/29	\$796.37
Weir, Christina	Meetings, mileage	9614	2018/03/29	\$470.19
Receiver General		9616	2018/03/29	\$5484.74

**45 cheques for**

**84241.47**

**VILLAGE OF LONGVIEW  
BANK RECONCILIATION  
March 31, 2018**

**General Ledger RBC**

Balance at	February 28, 2018	<u>\$48,672.86</u>
Plus:	Revenue	\$52.24
Less:	Expenses	(\$46,290.95)
<b>Balance at</b>	<b>March 31, 2018</b>	<b><u>\$2,434.15</u></b>

**RBC General Bank Account**

Balance		<u>\$2,434.15</u>
Less:	Outstanding Cheques	
Plus:	Outstanding Deposit	\$0.00
<b>Balance at</b>	<b>March 31, 2018</b>	<b><u>\$2,434.15</u></b>

**General Ledger ATB**

Balance at	February 28, 2018	\$1,134,936.06
Plus:	Revenue	55,712.72
Less:	Expenses	\$ (85,376.91)
<b>Balance at</b>	<b>March 31, 2018</b>	<b><u>\$1,105,271.87</u></b>

**ATB General Bank Account**

Balance		<u>\$1,117,267.13</u>
Less:	Outstanding Cheques	(\$13,001.20)
Plus:	Outstanding Deposit	\$1,005.94
<b>Balance at</b>	<b>March 31, 2018</b>	<b><u>\$1,105,271.87</u></b>

**Total on Deposit**

		<b><u>\$1,107,706.02</u></b>
Less: amount held for grants	(\$502,062.00)	
amount held in reserves	(\$417,977.00)	
	<b>Balance for operation</b>	<b>\$187,667.02</b>

**Other Accounts**

RBC Recreation Committee Account		\$5,807.03
RBC GIC - Development Deposit		\$0.00
<b>Total Cash on Deposit as of</b>	<b>March 31, 2018</b>	<b><u>\$1,113,513.05</u></b>

General	2018 Interim Budget	2017 Actual	2018 Actual	Total Number of Trx Posted	Last Trx Post Date	2018 Budget		2018 Percent %
						Minus Actual Variance Amount	Actual Variance Amount	
<b>Summary</b>								
Total General Revenue	\$ (526,008.00)	\$ (549,324.42)	\$ (28,741.35)	98		\$ (497,266.65)	\$	5%
Total Legislative Revenue	\$ -	\$ (9,676.55)	\$ -	0		\$ -	\$	100%
Total Administration Revenue	\$ (28,200.00)	\$ (20,384.98)	\$ (5,445.06)	39		\$ (22,754.94)	\$	19%
Total Protective Services Revenue	\$ (51,200.00)	\$ (63,830.59)	\$ (13,634.00)	58		\$ (37,566.00)	\$	27%
Total Emergency Services Revenue	\$ -	\$ (8,210.40)	\$ -	0		\$ -	\$	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	\$	100%
Total Roads & Sidewalks Revenue	\$ (14,750.00)	\$ (13,651.14)	\$ (2,256.00)	0		\$ (12,494.00)	\$	15%
Total Utility Service Revenues	\$ (206,916.00)	\$ (220,927.23)	\$ (25,595.01)	23		\$ (181,320.99)	\$	12%
Total Planning & Development Revenue	\$ (4,000.00)	\$ (5,441.20)	\$ (1,130.40)	1		\$ (2,869.60)	\$	28%
Total Community Services Revenue	\$ (60,043.00)	\$ (46,890.95)	\$ (3,875.27)	20		\$ (56,167.73)	\$	6%
<b>Revenue</b>	<b>\$ (891,117.00)</b>	<b>\$ (938,337.46)</b>	<b>\$ (80,677.09)</b>	<b>20</b>		<b>\$ (810,439.91)</b>	<b>\$</b>	
Total General Expenditures	\$ 139,457.00	\$ -	\$ 40,227.35	3		\$ 99,229.65	\$	29%
Total Legislative Expenditures	\$ 30,114.00	\$ 35,015.42	\$ 6,040.05	16		\$ 24,073.95	\$	20%
Total Administration Expenditures	\$ 232,706.00	\$ 233,112.75	\$ 63,121.99	94		\$ 169,584.01	\$	27%
Total Protective Services Expenditures	\$ 84,648.00	\$ 80,129.55	\$ 22,289.89	38		\$ 62,358.11	\$	26%
Total Emergency Services Expenditures	\$ 500.00	\$ 610.55	\$ 295.30	1		\$ 204.70	\$	59%
Total Common Services Expenditures	\$ 79,868.00	\$ 77,077.65	\$ 16,917.02	42		\$ 62,950.98	\$	21%
Total Roads & Sidewalks Expenditures	\$ 16,738.00	\$ 17,990.27	\$ 2,844.70	2		\$ 13,893.30	\$	17%
Total Utility Service Expenditures	\$ 222,946.00	\$ 240,238.30	\$ 27,100.82	53		\$ 195,845.18	\$	12%
Total Planning & Development Expenditures	\$ 16,480.00	\$ 3,723.64	\$ 51.84	1		\$ 16,428.16	\$	0%
Total Community Services Expenditures	\$ 73,215.00	\$ 70,426.85	\$ 5,787.81	21		\$ 67,427.19	\$	8%
<b>Expenditures</b>	<b>\$ 896,672.00</b>	<b>\$ 758,324.98</b>	<b>\$ 184,676.77</b>	<b>21</b>		<b>\$ 711,995.23</b>	<b>\$</b>	
Net General	\$ (386,551.00)	\$ (549,324.42)	\$ 11,486.00	101		\$ (398,037.00)	\$	-3%
Net Legislative	\$ 30,114.00	\$ 25,338.87	\$ 6,040.05	16		\$ 24,073.95	\$	20%
Net Administration	\$ 204,506.00	\$ 212,727.77	\$ 57,676.93	133		\$ 146,829.07	\$	28%
Net Protective Services	\$ 33,448.00	\$ 16,298.96	\$ 8,655.89	96		\$ 24,792.11	\$	26%
Net Emergency Services	\$ 500.00	\$ (7,599.85)	\$ 295.30	1		\$ 204.70	\$	59%
Net Common Services	\$ 79,868.00	\$ 77,077.65	\$ 16,917.02	42		\$ 62,950.98	\$	21%
Net Roads & Sidewalks	\$ 1,988.00	\$ 4,339.13	\$ 588.70	2		\$ 1,399.30	\$	30%
Net Utility Service	\$ 16,030.00	\$ 19,311.07	\$ 1,505.81	76		\$ 14,524.19	\$	0%
Net Planning & Development	\$ 12,480.00	\$ (1,717.56)	\$ (1,078.56)	2		\$ 13,558.56	\$	-9%
Net Community Services	\$ 13,172.00	\$ 23,535.90	\$ 1,912.54	41		\$ 11,259.46	\$	15%
Total Annual Amortization Expenditures	\$ -	\$ -	\$ -	0		\$ -	\$	100%
<b>Net Deficit (Surplus)</b>	<b>\$ 5,555.00</b>	<b>\$ (180,012.48)</b>	<b>\$ 103,999.68</b>	<b>0</b>		<b>\$ (98,444.68)</b>	<b>\$</b>	
Revenue from Balance Sheet	\$ -	\$ (884,062.33)	\$ (938,337.46)			\$ -	\$	
Expenditure from Balance Sheet	\$ -	\$ 1,116,317.51	\$ 897,782.27			\$ -	\$	
<b>Net Deficit (Surplus)</b>	<b>\$ -</b>	<b>\$ 232,255.18</b>	<b>\$ (40,555.19)</b>			<b>\$ -</b>	<b>\$</b>	
Checksum Difference	\$ -	\$ (412,267.66)	\$ 144,554.87			\$ -	\$	
Profit & Loss Statement								



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.1**

**Date:** April 17, 2018  
**Title:** Longview Library – K100  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council permits the use of Centennial Park, tables, chairs, Coffee Urns, the use of power and one tent for the event at no charge.

**Alternatives:**

2. Defeat above motion.
3. That discussion be tabled \_\_\_\_\_ *(for further information or future date).*

**Background:** The annual K100 Run is scheduled for June 23, 2018. They have again requested that the Longview Library serve breakfast for the event. The Library is requesting the Village donate tables, chairs, Coffee Urns, the use of power and one tent for the event.

**Implications:**  
*Policy, Statutory  
Plans, Legislative:*

*Financial:* N/A

**Communications:**

**Attachments:** Is the documentation severed by FOIP: **NO**

1. Application for non-financial Resources Assistance





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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.2**

**Date:** April 17, 2018  
**Title:** Longview Seniors – Strawberry Tea  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council permits the use of Longview Community Hall, tables, chairs, Coffee Urns, the use of power and one tent for the event at no charge.

**Alternatives:**

2. Defeat above motion.
3. That discussion be tabled \_\_\_\_\_ *(for further information or future date).*

**Background:** The annual Strawberry Tea will be held at the Longview Community Hall on Wed., June 6<sup>th</sup> from noon – 4 p.m. The Longview Seniors Club request the Village donate the hall and tables and chairs at no cost to the event.

**Implications:**  
*Policy, Statutory  
Plans, Legislative:*

*Financial:* N/A

**Communications:**

**Attachments:** Is the documentation severed by FOIP: **NO**

1. Application for non-financial Resources Assistance

# Understanding The Municipal Indicators

## Introduction

Alberta Municipal Affairs is implementing a new performance measure for the ministry, and associated indicators for municipalities.

The ministry performance measure will calculate the percentage of municipalities that are deemed to be “not at risk” based on defined financial, governance, and community indicators. The new ministry performance measure builds on the work of the Government of Alberta’s Municipal Sustainability Strategy.

Although the ministry performance measure is reported as an aggregate percentage, the underlying municipal indicators can provide each municipality and the department with useful information and alerts to emerging challenges.

## Source Data for the Municipal Indicators

The indicators are calculated using formulas applied to specific data collected by the ministry, including:

- information provided by Alberta municipalities annually through audited Financial Statements and Financial Information Returns;
- municipal election results collected in accordance with the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*;
- information provided by Alberta municipalities following the completion of a municipal census; and
- a count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the *MGA*.

## The Municipal Indicators and What They Measure

The 13 municipal indicators are summarized in Table 1 of this document.

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

## **How the Municipal Indicators Are Used By Alberta Municipal Affairs**

The department will use the municipal indicators to calculate its performance measure for Outcome 1 of its business plan: Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure will be based on the percentage of municipalities that are deemed to be "not at risk". A municipality is deemed to be "not at risk" if it does not trigger the "audit outcome" or "legislation-backed ministry intervention" indicators, and does not exceed more than two of the other 11 indicators in the annual calculation.

If the municipality does not meet the criteria for being "not at risk", it does not necessarily mean there is any cause for concern; however, the municipality is encouraged to review the circumstances giving rise to the indicator results to ensure it is not exposed to potential or emerging risks.

Multiple indicator benchmark exceptions may indicate an increased concern for exposure to potential or emerging risks; in cases where multiple exceptions are triggered in a year, the department will offer advisory supports to the municipality. In those rare situations where a municipality triggers on the defined number (or more) of indicators for three consecutive years, the ministry will initiate a viability screening, to determine whether a viability review should be initiated.

## **Publication of Detailed Municipal Indicator Results**

In addition to the use of the aggregate performance measure in the ministry's annual report, Alberta Municipal Affairs will make the detailed results of the municipal indicators for each municipality available to the public through the ministry's website.

The indicator results will be reviewed internally for accuracy, but will otherwise be published based on the calculated results without modification. To the extent that a municipality is impacted by events beyond its control, the indicators will be allowed to reflect the impact of those events. For instance, if a municipality's on-time financial reporting is delayed due to a natural disaster, the related "on-time financial reporting" indicator will nevertheless be shown as an exception. This will ensure full transparency of the current situation for all municipalities in Alberta, and will reflect the possible associated elevation of risk regardless of cause.

An isolated indicator exception may serve as an alert that the municipality may be experiencing challenges in a specific aspect of its operation, but does not imply that the municipality is "at risk". The indicator results are based on high-level reporting, and further review is necessary before determining if there is a valid concern underlying an exception.

An exception to an indicator benchmark does not indicate fault or mismanagement on the part of a municipality; an indicator may be triggered by events beyond the control of council and administration, or may result from circumstances that are being effectively managed. For example, a decline in population may cause an exception to the

associated “population change” indicator benchmark, but the municipality may be making adjustments to effectively accommodate for the change. As another example, a municipality may exceed the benchmark for the “debt service to revenue percentage” indicator by using surplus funds to rapidly pay down its debt; to the extent that the municipality has allowed for this in its three year financial plan and five year capital plan, the debt repayment may be a prudent fiscal strategy.

Prior to publication of the indicator details, municipalities that do not meet the “not at risk” criteria will be advised of their indicator results by letter. This will allow the municipality to prepare in advance for related questions it may receive from its residents and business owners.

**Table 1 - Municipal Indicators**

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Audit Outcome</b>	Audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
<b>Legislation-Backed Ministry Interventions</b>	Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives have been issued pursuant to an inspection.	The municipality has not been the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.
<b>Tax Base Ratio</b>	Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.	The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.	Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements.
<b>Tax Collection Rate</b>	The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
<b>Population Change</b>	The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Current Ratio</b>	The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
<b>Accumulated Surplus</b>	The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
<b>On-time financial reporting</b>	Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 8. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	The municipality is preparing its audited financial reports on a timely basis.	Consider additional resources to complete year end accounting on a timely basis.
<b>Debt to Revenue Percentage</b>	The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Debt Service to Revenue Percentage</b>	The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
<b>Infrastructure investment – asset sustainability ratio</b>	The total cost of current year additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the current year's amortization (depreciation) on all tangible capital assets.	The municipality's current capital additions exceed the current year's amortization (depreciation).	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p> <p>This measure does not account for year to year fluctuations in capital asset construction and replacement activities.</p>	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
<b>Infrastructure age - net book value of tangible capital assets</b>	The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
<b>Interest in Municipal Office</b>	The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED APR 03 2018

AR93219

March 29, 2018

His Worship Kathleen Wight  
Mayor  
Village of Longview  
PO Box 147  
Longview AB T0L 1H0

Dear Mayor Wight,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment, I am pleased to confirm that \$800 million has been made available to Alberta's municipalities through a 2017-18 Supplementary Estimate.

Your additional 2017 Municipal Sustainability Initiative (MSI) Capital funding is \$49,962. March 2018 allocations for all municipalities are also posted on the Municipal Affairs MSI website at [www.municipalaffairs.alberta.ca/msi](http://www.municipalaffairs.alberta.ca/msi). Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

The government understands how important it is to ensure that municipalities are able to fund the infrastructure that Albertans use every day, now and into the future. I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Dale Harrison, Chief Administrative Officer, Village of Longview



## Dale Harrison

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**From:** LBR STEP <STEP@gov.ab.ca>  
**Sent:** Thursday, March 29, 2018 9:55 AM  
**To:** Dale Harrison  
**Subject:** Summer Temporary Employment Program (STEP)

March 29, 2018

Dale Harrison, Chief Administrative Officer  
Village of Longview  
PO Box 147  
Village of Longview, Alberta  
TOL 1H0

Re: **Summer Temporary Employment Program (STEP)**  
**Reference Number: STEP-008612**

Dear Dale Harrison:

This email is to inform you that your application to STEP has been conditionally approved for the following position(s) for the total STEP funding amount of \$3,675.00.

- Tourist Information & Campground Attendant

You now have until June 15, 2018 to find your student. Once you have found your student, please complete and submit the Student Hiring Application (Form B) along with your Direct Deposit form. If we haven't received information from you by June 15, we will re-allocate your funding to other employers on our waitlist.

Placement duration cannot start before May 1, 2018 and must end on or before August 31, 2018.

If you require additional information regarding the program, please call 1-866-338-4727 or 780-638-4727, email [step@gov.ab.ca](mailto:step@gov.ab.ca) or visit our website at [www.AlbertaCanada.com\STEP](http://www.AlbertaCanada.com\STEP).

Thank you for your participation in STEP. We look forward to students gaining valuable employment experience through this program.

Sincerely,

STEP Team

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.