

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 17, 2019 at
Longview Village Council Chambers at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

3.1 Longview Youth Group

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

4.1 Letters in Opposition to Grocery Store

5.0 MINUTES

5.1 Minutes Regular Council Meeting – June 18, 2019

5.2 Minutes Community Hall – June 26, 2019

5.3 Minutes Special Meeting Of Council – Aug 26, 2019

6.0 REPORTS

6.1 CAO Report –

6.2 Peace Officer Report – June

6.3 Public Works Report – June

6.4 Council Reports

7.0 FINANCIAL REPORTING

7.1 Bank Reconciliation

7.2 Accounts Payable Cheque Register

7.3 YTD Budget to Actual Revenue & Expenses

8.0 PUBLIC DISCUSSION

9.0 BYLAWS

10.0 BUSINESS

10.1 RFD Alternative Dispute Resolution

10.2 RFD Records Management & Retention Policy

10.3 Petition - Grocery Store

10.4 RFD ATCO Franchise Agreement

10.5 RFD Council Priorities for Peace Officer

10.6 RFD Youth Group Assets

10.7 Bylaw Enforcement

11.0 CORRESPONDENCE

12.0 CLOSE MEETING

12.1 FOIP 18(1)(e) Law Enforcement Matter

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. 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

RECEIVED AUG 0 1 2019

Dear Mayor and Councillor

Attn: Town of Longview C.A.O.

I heard a rumour from the Longview Fas Gas Owner yesterday regarding a new development that was in the works.

Today, the rumour become true when I saw a Development Officer Decision Letter attached to the Village of Longview Office Bulletin Board showing "113 Morrison Road Longview Car/Truck Wash, Grocery, Laundromat".

I understand that the town is trying to grow and is hoping to attract more people but as a small business owner in Longview, I believe that the other businesses that attract similar clientele will take a hit.

We have no issues with businesses that do not already exist such as the Car wash, Laundromat as it will be an opportunity for the town to have more passing by vehicles to stop. However, we would like to express our opinions against another grocery store.

As we are aware, the town has just over 300 residents and this number has not been altered significantly for the past 5 years. We have been in business in Longview for over 9 years now. It is not a surprise that winter months in our town is devastatingly slow and we look forward to the summers to balance out the offsets. As much as I would love to see Longview as a community grow, I disagree with the decision to build another grocery store. It is not a surprise that another competitor entering a small town like Longview would be take a big hit on our business and therefore, I would appreciate any second thought that can be given on this matter.

I look forward to working with the Mayor, Councillor, and the office staff who are trying to develop Longview as a bigger and stronger community and I am hoping that the Town of Longview will consider the perspective and opinions of other small businesses that have been in town for decades, helping the town grow. Please take our voices into consideration when making the final decision.

Thank you,

Longview Esso,

Roger Yeo

RECEIVED AUG 01 2019

Declaration of Opposition Regarding the New Grocery coming to Longview

Hello,

My name is Terrance(Jisun) Hong and I am writing this letter on behalf of Fas Gas Longview.

I started my business here in Longview because I love this place so much. Since then I have met many good people here and have kept a good relationship with them. Furthermore, to maintain a good relationship with the community, I have to the best of my ability tried to participate in community events, making donations whenever possible, and even gifting the Longview school lunches twice in one year.

However, the recent news of the forthcoming grocery to our village has been very disturbing and given me a lot of stress. This is a very small village that is busy for only the three summer months of the year, with the rest of the year being slow.

In particular, January to April is so slow that it's hard enough to break even during these months. On top of that, for the past year and a half, the head office of Fas Gas has been giving us terrible margins on our gas, a lot of the times even negative margins, which has been even harder on our business.

There are many people who come to our store and ask if there is a coin laundry or a car wash in town. Both the townspeople as well as travelers passing by look for these kinds of services, which are necessary for our town.

Or perhaps something like a local leather factory, or some sort of goods provider that suits the demands of tourists, would be more beneficial for the village. It would promote the Village of Longview's name and encourage more people to drive along highway 22 towards our village, increasing the amount of traffic and sub sequentially, better for all businesses. In truth, there are many people asking if there is local leather being made here.


It will attract more people to Longview and better for our community as a whole if a new unique business were to come in. If an already existing business were to come in to our village, there would be no new appeal to attract more traffic into town, and as more competition for the same service floods our town, it will only be for the worse.

For a population of only 300 people, there are already two gas stations in town that sell groceries as well. If another grocery were to come, it would make it harder for the existing businesses while not being any more beneficial to the townspeople. For three businesses of the same service to compete in such a small area would only cause suffering for all who are involved.

A new business that is good for everyone in the town should come in, not a business that will come in to kill existing businesses.

In the end, the forthcoming grocery as well as our store and similar existing businesses will be paying property tax without much revenue coming in, eventually leading us all to bankruptcy. These are the reasons as for why we oppose the arrival of a new grocery.

From Fas Gas Longview

July 31st 2019 

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, June 18, 2019 in
Longview Community Hall commencing at 6:30 p.m.

PRESENT

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

3 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 6:30 p.m.

AGENDA

Resolution 120-19

MOVED by Deputy Mayor Weir that the agenda be adopted as presented.

CARRIED

DELEGATION

None

**CORRESPONDENCE
FROM RESIDENTS**

None

**MINUTES OF
PREVIOUS MEETINGS**

May 21, 19 - Regular Council Meeting
May 30, 19 - Budget Meeting
June 5, 19 - Special Meeting of Council
June 13, 19 - InterMunicipal Council Meeting

Resolution 121-19

MOVED by Mayor Wight that Meeting Minutes of May 21, 2019 Regular Council Meeting, May 30, 2019 Budget Meeting, June 5, 2019 Special Meeting, June 13, 2019 InterMunicipal Meeting 2 be adopted as amended.

CARRIED

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from May.

Public Works Report

As presented – Cutting grass, campground maintenance

Council Reports

Mayor Wight

- Westwinds – work continues on the Okotoks
 - Path behind manor in Black Diamond
 - Survey on low income
- FCSS – met with Kimberley
 - Question – groups
- Special Meeting Budget
- Mayor and Reeves – Red Tape reduction minister
 - Repealed Prov Carbon Tax
 - Radon study – 2nd leading cause of lung cancer
- Municipal Leaders in Claresholm
 - Gas Tax
 - Municipal Funding Advocacy
- Count Meeting – Annexation, FCSS, ICDP

BD parade

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, June 18, 2019 in
Longview Community Hall commencing at 6:30 p.m.

Len Kirk

- SRUUC meeting cancelled
 - Rescheduled for June 26

Deputy Mayor Weir –

- BD – Black & Gold awards
- Branding working with Whoville
- School – Summer events coming
 - Board members no one attended
- Rec Board – Delilah to attend next meeting
- Met with Council – 1 person
 - Concerned about 7 cracks on the pathway as well as proper patching of previous cracks.

Resolution 122-19 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

FINANCIAL REPORTS

Bank Reconciliation – May 2019
Accounts Payable Cheque Register - May, 2019
Variance Report – May

Resolution 123-19 **MOVED** by Councilor Kirk that the Financial Reports be accepted as presented. **CARRIED**

PUBLIC DISCUSSION

Doreen –thanked Council for the \$4,000 donation to LYND
Muriel – Shawnee site

BYLAWS

BUSINESS

**10.1 – September
Council Meeting
Location**

Resolution 124-19

MOVED by Deputy Mayor Weir that the Village move the September Council meeting back to the Village Office Council Chambers.

CARRIED

**10.2 – RFD Westend
Regional Sewage
Services**

Resolution 125-19

MOVED by Mayor Wight that the Village join the Westend Regional Sewage Commission and that Mayor Wight be appointed as the Village representative

CARRIED

**10.3 – RFD Cross fence
in the greenspace**

Resolution 126-19

MOVED by Councilor Kirk that administration draft a letter to the person who installed the cross fence located on the greenspace be removed to allow residents from the south of the Village to access the pathway.

CARRIED

**10.4 – RFD Rec Board
Budget**

Resolution 127-19

MOVED by Deputy Mayor Weir that the Village set aside the \$2,500 budget increase for the Rec Board as a Capital Reserve. **CARRIED**

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, June 18, 2019 in
Longview Community Hall commencing at 6:30 p.m.

Campground Gateway
Resolution 128-19 | **MOVED** by Councilor Kirk that administration continue with the proposed design for the Campground Gateway.. **CARRIED**

CORRESPONDENCE

11.1 – RFD Letter of Support - Shawnee
Resolution 128-19 | **MOVED** by Mayor Wight that the Village submit a letter of support for Shawnee Excavating to develop a Vac Truck Dumping Station in Foothills County **CARRIED**

ADJOURNMENT

Resolution 129-19 | **MOVED** by Mayor Wight to adjourn the meeting at 8 p.m. **CARRIED**

MUNICIPAL PLANNING COMMISSION MEETING

CALL TO ORDER

Mayor Wight called the Municipal Planning Commission meeting to order at 8:05 p.m.

12.1 MPC Discretionary Use Car Wash

An application has been made to build a Car & Truck wash on 113-117 Morrison Road. This location formerly had a carwash. A car wash is a discretionary use and therefore the application must be reviewed by MPC.

Resolution 130-19 | **MOVED** by Councilor Kirk that the Car/Truck Wash be approved for construction on 113-117 Morrison Road subject to conditions established by the Development Officer. **CARRIED**

ADJOURNMENT

Resolution 131-19 | **MOVED** by Mayor Wight to adjourn the meeting at 8:25 p.m. **CARRIED**

Mayor

CAO

MINUTES OF THE COMMUNITY HALL USERS MEETING
AND THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, June 26, 2019 in
Longview Village commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councilor Len Kirk arrived 7:00 p.m.
Chief Administrative Officer Dale Harrison

Ivor McCorquindale, - Longview Seniors
Michele & Tony Geistlinger – ARC
Winnie Hayden
Larry Tris Dayment
Sean McCarthy

CALL TO ORDER

Mayor Wight called the meeting to order at 6:32 p.m.

AGENDA

Moved by Deputy Mayor Weir that the agenda be adopted as presented.
CARRIED

DISCUSSION ITEMS

Garbage Bags

Garbage Bags are supplied but seem to be disappearing faster than expected. Ensure that there are garbage bags in the bottom of the cans. Possible new wall cabinet with individual locking sections. Create a list of key holders.

Hall Bookings

Use Non-financial use form to book. Historic cost for hall back to 2013

Cleaning & Costs

Current cleaner – once a week on Tuesdays,
• cleaning between users
• garbage – don't need to empty unless group generates garbage
Ask current clean if they would clean the windows an

Maintenance Projects

Floors – estimates presented fill and 4 coats, replace wood.
1. Sand, trowel fill, stain, & finish existing floor \$8,000
2. Remove and install new hardwood floor, sand and stain existing floor \$25,000
Ramp –
Basement Walls -
Stairwell –
Electrical -

Long-Term Plan

New Hall will require parking.

Ownership of the Hall

Fund raisers for events

Close Meeting

MOVED by Mayor Wight to close the meeting at 8:13 p.m. for FOIP 18(1) (b) personal information of an individual, including an employee of a public body. CAO Performance Evaluation. **CARRIED**

MOVED by Mayor Wight to re-open the meeting at 8:45 p.m. **CARRIED**

MINUTES OF THE COMMUNITY HALL USERS MEETING
AND THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, June 26, 2019 in
Longview Village commencing at 6:30 p.m.

ADJOURNMENT

MOVED by Mayor Wight to adjourn the meeting at 8:46 p.m.

CARRIED

Mayor

CAO

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Monday, August 26, 2019 at
Village of Longview Council Chambers Commencing at 4:30 p.m.

PRESENT

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

0 people in gallery

CALL TO ORDER

Mayor Wight called the meeting to order at 4:40 p.m.

AGENDA

MOVED by Deputy Mayor Weir that the agenda be adopted as amended. **CARRIED**

BUSINESS

Tender Award Foothill Drive & Morrison Road

There were six companies that submitted tenders for the underground work on Foothills Drive and Morrison Road. The tenders ranged from \$1.199 - \$1.542 million.

MOVED by Councillor Kirk to award the tender to 1998372 Alberta Ltd. o/a Elite Site Services Ltd. for amount of \$1,199,545.15 and the project be paid from MSI, BMTG, Gas Tax Grant, and the connection fee. **CARRIED**

Farmers Market

EDAC is looking at starting a Farmer's Market this fall and is asking that the Village waive the Business License fee for this year.

MOVED by Mayor Wight moved that the Village waive the Business License for the farmer's market for this year and to look into the cost of insurance to hold the market. **CARRIED**

ADJOURNMENT

Mayor Wight adjourned the meeting at 5:30 p.m.

Mayor

CAO



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report for June 14th, to Sept 11, 2019
DATE: Sept 11, 2019

Development:

- Development Permit – Carwash Grocery Store
- Opposition to Carwash – met with business owner 3x
- Fuel tank improperly installed in Village – Fire Dept, PTMAA
- Solar project Reports
- Research Solar project in Brooks
- Sale & redevelopment of Longview Leather Property
- 539 Highwood – excavation and fence
- Development Permit for Deck
- Lagoon Levy payment FSD
- Monitor two house construction projects
- Met with building mover for move in
- Inquiry about land for Cannabis Grow Op
- Petition Grocery Store multiple meetings
- Safety Codes Audit
- AB transportation approval carwash
- Research washrooms for food trucks

Financial:

- Small Communities Fund – Grant payment
- Alberta Municipal Water Wastewater Program – top up Phase 2
- Check references for Muniware
- Review all Capital Project Financials and grants
- Review Accounting procedures for Capital Projects, grants, reserves

Public Works / Infrastructure

- Water Treatment Plant – UV System Maintenance
- Alternative Bulk water delivery research
- Foothills Drive & Morrison Road Upgrade – multiple calls and discussions
- Arrange spraying thistle in Greenspace
- WTP Upgrade issues
- AB Environ – update WTP operators
- Multiple Crossing agreements – Foothills Drive project
- Tender – Foothills –
- Letter to property owner construction – delivered to businesses
- Weed Inspector about noxious weeds
- Order new water meters and bases to repair non-functioning & new construction
- WTP leak on old filter
- Sewer Lift Station maintenance

Peace Officer

- Peace Officer Program audit
- Records Retention Policy update – PO audit
- Alternative Dispute Resolution – PO audit
- Parade Coverage – BD
- Research Traffic Safety Plan
- Review SOP & reformat
- Peace Officer Investigation
- Peace Officer Job Description
- Bylaw – Fruit Trees & bears

Light Up Longview

- Financial Statements
- Insurance
- Planning Meeting

Office

- FCSS Annual Report submitted
- Highway Closure – Little New York Daze
- Responding to citizens request
- RCMP MOU renewal
- EV Charging Station
- IT – payables email, Council Computers
- FOIP investigation
- Foothills School – Skateboard Park, Access to School, power panel install
- Asset Management Cohort Review
- Canada Post Lease
- Website – update
- Respond resident EV Charging Station & Solar Project
- Foothill County Fire – fireworks sales in Longview
- Utilities – cut-off non payment

Campground

- Apply Experience Canada Fund – grant for camp kitchen
- Consult on tree removal and care
- Research Campground Highway Signs
- People Counter for washrooms
- Discussion about gateway to campground
- Mulch cost and supply for around trees and scrubs

Meetings

- Economic Development
- Solicitor General Peace Officer Program Audit
- Hall Users meeting
- Council Meeting – tender award
- Eden Valley – Solar Project Open House
- Public Hearing – Foothills – Solar Redistricting
- Joint Inter-municipal Steering Committee

Village of Longview Municipal Enforcement

Report to Council June 2019

Stats are compiled from the month of June 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
36	\$11447	30 Zone 67km/hr-30 62km/hr-30 60km/hr-30 50 Zone 100km/hr-50 96km/hr-50 94km/hr-50 91km/hr-50 86km/hr-50 70 Zone- 134 km/hr-70 130 km/hr-70 119 km/hr-70 116 km/hr-70 115km/hr-70 x2 113km/hr-50	Operate unregistered motor vehicle on highway 4 Operate MV on cell x 23 Mandatory court appearance x 2	\$6868.20

September Events

Mandatory Court appearances 2

Expected Return is approximate until mandatory courts dates have passed.

4 School Visits-

Elementary school outing

Village of Longview Municipal Enforcement

Report to Council July 2019

Stats are compiled from the month of July 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
36	\$19704	50 Zone 120km/hr-50 104km/hr-50 100km/hr-50 90km/hr-50 70 Zone- 126 km/hr-70 120 km/hr-70 x5 117 km/hr-70 115 km/hr-70 114km/hr-70 x2	Operate uninsured motor vehicle Careless Driving Fail to stop for Peace Officer Alcohol within reach of occupants Mandatory court appearance x 8	\$11822.40

September Events

Mandatory Court appearances x8

Expected Return is approximate until mandatory courts dates have passed.

village daily tasks

June 17

Daily routine, Pick-up garbage from Community hall Info center and campground, Cut grass.

June 18

Daily routine, Cut grass, Drop off truck at David Wight for repair.

June 19

Daily routine, Clean storm drains grates, Move lawn equipment to shop for service, Hook-

up rough cut mower on JD, Push-up compost pile, Pick-up truck from David Wight.

June 20

Daily routine, Service campground tractor and push mower, Check over truck and dump trailer.

June 21

Daily routine, Garbage pick-up, Pick-up parts in HR.

June 24

Daily routine, Pick-up garbage from Info center, campground and park, Service Kubota mower deck.

June 25

Daily routine, Meet with SLI for water samples from trailer park, Change water meter at

513 Malmborg Pl, Repair taps at Info center washrooms.

June 26

Daily routine, Remove dead tree's and branch's from campground, Service Kubota tractor.

June 27

Daily routine, Service/repair rough cut mower, Check over truck and dump trailer, Tidy up

shop.

June 28

Daily routine, Garbage pick-up, Weed whip and cut grass.



village daily tasks

July 1

STAT

July 2

Daily routine, Pick-up garbage from Info center and campground, Repair campground tractor mower deck, Fix toilet at Info center, Clean-up garbage behind community hall and clean out fridge's, Pick-up parts in HR Utility readings.

July 3

Daily routine, Weed whip and cut grass.

July 4

Daily routine, Replace batteries in facets at Info center, Cut grass (big mowing)

July 5

Daily routine, Garbage pick-up, Weed whip and cut grass.

July 8

Daily routine, Pick-up garbage from Info center and campground, Weed whip and cut grass.

July 9

Daily routine, Weed whip and cut grass.

July 10

Daily routine Weed whip and cut grass, Push-up compost pile and tree branches.

July 11

Daily routine, Pump out holding tank at WTP, Cut grass, Check over truck and dump trailer.

July 12

Daily routine, Garbage pick-up, Pick-up power cords for campground in HR, Alarm call at WTP.

July 15

Daily routine, Pick-up garbage from Info center and campground, water planter boxes and trees in park, Weed whip and cut grass, Meet with LNYD for tent pick-up.



July 16

Daily routine, Change sign board, weed whip and cut grass.

July 17

Daily routine, weed whip and cut grass.

July 18

Daily routine, Change flat tire on truck and take flat to BD and pick-up supplies, Clean-up bigger pieces of sod in ally-ways from grading, Remove bench seat from table in park to re-finish, Check over truck and dump trailer.

July 19

Daily routine, Garbage pick-up, Re-finish bench seat and re-install, weed whip and cut grass, Load no-parking signs for Parade.

July 20

Place out no-parking signs for parade and pick-up and drop off at David wight for car show. (no time charged)

July 22

Daily routine, Pick-up garbage from Info center and campground, Pick-up no parking signs from David wight and put in cold storage shed, Dump run, Change tire on truck, Tidy up shop.

July 23

Daily routine, weed whip and cut grass, Start cutting vacant lots, Meet with FHC for dust control, Meet with Cummins Canada at SLS for gen set repair.

July 24

Daily routine, Cut vacant lots.

July 25

Daily routine, Cut vacant lots, Big mowing of village, Meet with FHC for dust control, Push-up compost pile, Check over truck and dump trailer.

July 26

Daily routine, Garbage pick-up, Check over ruff cut mower and clean-up and compost area.

July 29

Daily routine, Pick-up garbage at Info center and campground, Clean-up road grading debris from 510/512 Malmborg Pl, Move chip pile from Info center parking lot to shop yard.

July 30

Daily routine, Clean-up shop yard, Meet with CDM for WTP Re-grading and clean-up.

July 31

Daily routine, Clean-up shop yard, Meet with SLR for water sample from 21 Kananaskis Rd, Pick-up supplies in OK, Paint Road barracades, Re-place burnt out lights in

Community Hall



Aug 1

Daily routine,Clean-up shop yard,Service truck,Check over dump trailer,Paint barracads,Meet with land owner at 309 Twin Cities Dr for sewer line back-up and augering.

Aug 2

Daily routine,Garbage pick-up,Weed whip and cut grass,Meet with dupty Mayor at 505 Malmborg Pl regarding/inspection damage done to Road/Curb/Path-way from construction of

new house.

Aug 5

STAT

Aug 6

Daily routine,Pick-up garbage from Info center and Campground,Paint barracads,Weed whip,Meet with Cummins Canada at SLT,Meet with Atco gas at SLT.

Aug 7

Daily routine,Set-up barracads at Info center parking lot,Weed whip and cut grass.

Aug 8

Daily routine,Weed whip and cut grass,Check over truck and dump trailer.

Aug 9

Daily routine,Garbage pick-up,Cut grass.

Aug 11

Call out. Repair lock on inner front door at office entrance.

Aug 12

Daily routine,Pick-up garbage from Info center and campground,Check over and service campground tractor.

Aug 13

Daily routine,Move around picnic tables at campground and pick-up tree branches,Trim tree's

over hanging ally-ways around park.

Aug 14

Daily routine,Pump out holding tank at WTP,Cut grass.

Aug 15

Daily routine,Repair hinges on Garbage for green space and place out in south end of

green

space, Pick-up garbages in green space and along Morrison Rd and Kee Dr. Check over truck

and dump trailer, Tidy up shop.

*Justin
Cameron*

Aug 16

Daily routine, Garbage pick-up, Deliver supplies to campground and check furnace, Pick-up garbages in park.

Aug 19

Daily routine, Pick-up garbage from Info center and campground, Service kubota mower deck, Cut grass, Push up compost pile and tree branches.

Aug 20

Daily routine, Cut grass.

Aug 21

Daily routine, Pick-up garbage at campground, Cut grass.

Aug 22

Daily routine, Pump out vault in shop yard, Push-up compost pile, Tidy up shop, Check over

truck and dump trailer.

Aug 23

Daily routine, Garbage pick-up, Pick-up supplies in HR.

Aug 24

Call out. Urnal plugged and leaking (shut off water) at info center.

Aug 26

Daily routine, Pick-up garbage from Info center and campground, Remove Urnal and un-plug at

info center, Weed whip.

Aug 27

Daily routine, Cut grass, Place out chairs for cleaning at community hall.

Aug 28

Daily routine, Cut grass.

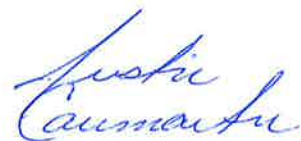
Aug 29

Daily routine, Restack chairs at community hall, Pick-up tree branches at campground, Chech

over truck and dump trailer.

Aug 30

Daily routine, Garbage pick-up, Clean and wash truck.



**VILLAGE OF LONGVIEW
BANK RECONCILIATION
June 30, 2019**

General Ledger ATB

Balance at	General account	\$1,230,960.03	
	RecBoard account	\$13,037.54	
	Light Up account	\$2,457.97	
	Memorial Garden account	\$10,311.86	
	Total Bank in GL		\$1,256,767.40
adjustments			

Adjusted Balance	June 30, 2019		<u>\$1,256,767.40</u>
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ATB General Bank Account

Balance	June 30, 2019		<u>\$1,264,226.72</u>
Less:	Outstanding Cheques		
		(\$7,092.11)	
	cancelled cheque	\$0.00	
	deposit outstanding in GL	(\$287.21)	
	moneris outstanding in GL	(\$80.00)	
Plus:	Outstanding Deposit		
	Moneris banked next month		(\$7,459.32)
Balance at	June 30, 2019		<u>\$1,256,767.40</u>

difference			\$0.00
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Total on Deposit			<u>\$1,256,767.40</u>
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Less:	held for general grants	\$953,005.00	
	held for solar project	\$141,297.00	
	held for reserves	\$501,225.00	
	held for rec board	\$13,037.54	
	held for lightup	\$2,457.97	
	held for memorial garden	\$10,311.86	
	total held		\$1,621,334.37
			(\$364,566.97)

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
July 31, 2019**

General Ledger ATB

Balance at	General account	\$1,324,785.74	
	RecBoard account	\$12,814.94	
	Light Up account	\$2,457.97	
	Memorial Garden account	\$7,730.49	
	Total Bank in GL		\$1,347,789.14
posted in Aug	GFT Grant money	\$ 415,404.34	
	GST on Fortis cheque	\$ (350.00)	\$ 415,054.34
Adjusted Balance	July 31, 2019		<u>\$1,762,843.48</u>

ATB General Bank Account

Balance	July 31, 2019		<u>\$1,786,393.43</u>
Less:	Outstanding Cheques	(\$23,579.95)	
	cancelled cheque	\$0.00	
	deposit outstanding in GL		
	moneris outstanding in GL		
Plus:	Outstanding Deposit		
	Moneris banked next month	\$30.00	
			(\$23,549.95)
Balance at	July 31, 2019		<u>\$1,762,843.48</u>
difference			\$0.00

Total on Deposit \$1,762,843.48

Less:	held for general grants	\$1,203,054.80	
	held for solar project	\$134,297.00	
	held for reserves	\$162,294.03	
	held for rec board	\$12,814.94	
	held for lightup	\$2,457.97	
	held for memorial garden	\$7,730.49	
	total held		\$1,522,649.23
			\$240,194.25

**VILLAGE OF LONGVIEW
BANK RECONCILIATION**

August 31, 2019

General Ledger ATB

Balance at	General account	\$1,839,433.67	
	RecBoard account	\$12,341.91	
	Light Up account	\$4,342.97	
	Memorial Garden account	\$7,352.49	
	Total Bank in GL		\$1,863,471.04
posted in Aug	GFT Grant money		
	GST on Fortis cheque		\$ -
Adjusted Balance	August 31, 2019		<u>\$1,863,471.04</u>

ATB General Bank Account

Balance	August 31, 2019		<u>\$1,881,071.83</u>
Less:	Outstanding Cheques	(\$6,826.83)	
	cancelled cheque	\$0.00	
	deposit outstanding in GL	(\$10,803.96)	
	moneris outstanding in GL		
Plus:	Outstanding Deposit		
	Moneris banked next month	\$30.00	(\$17,600.79)
Balance at	August 31, 2019		<u>\$1,863,471.04</u>

difference **\$0.00**

	Total on Deposit		<u>\$1,863,471.04</u>
Less:	held for general grants	\$1,203,054.80	
	held for solar project	\$132,937.00	
	WTP Upgrade Phase 2	(\$288,136.94)	
	Sewer Replacement	(\$51,854.02)	
	held for reserves	\$501,836.39	
	held for rec board	\$12,341.91	
	held for lightup	\$4,342.97	
	held for memorial garden	\$7,352.49	
	total held		\$1,521,874.60
			\$341,596.44

**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/06/01 To: 2019/06/30

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services Ltd.		9169	2019/06/05	\$675.72
ATB Financial Mastercard		605	2019/06/13	\$1606.54
Alberta One-Call Corporation		9179	2019/06/12	\$44.10
Alberta Municipal Services		9178	2019/06/12	\$5228.39
Beer, Bruce		9198	2019/06/28	\$1433.25
CDM Mechanical		9193	2019/06/20	\$92817.07
CDM Mechanical		9181	2019/06/12	\$22650.65
Caumartin, Justin		9180	2019/06/12	\$65.00
Contain-A-Way Services		9170	2019/06/05	\$158.18
Convergia Networks Inc.		9182	2019/06/12	\$3.30
Digitex Canada Inc.		9183	2019/06/12	\$206.99
Folkard, June		9184	2019/06/12	\$65.00
Foothills Regional Service		9185	2019/06/12	\$654.00
Fortis Alberta Inc.		431	2019/06/19	\$7000.00
Greenhouse Effects		9177	2019/06/07	\$1066.00
High River Tractorland. Ltd.		9171	2019/06/05	\$118.23
High River Tractorland. Ltd.		9186	2019/06/12	\$34.05
Iron Mountain Canada		9187	2019/06/12	\$105.54
Lemke, Gunter		9194	2019/06/20	\$202.50
Little New York Daze		9192	2019/06/13	\$4000.00
Longstock Music Association		9175	2019/06/05	\$1000.00
Longview Jerky Shop		9188	2019/06/12	\$140.00
Longview Fas Gas		9172	2019/06/05	\$850.53
MPE Engineering Ltd (billing)		9190	2019/06/12	\$22694.27
Majchrowski, Nicki		9189	2019/06/12	\$600.00
Matrix Solutions Inc.		9195	2019/06/20	\$672.95
Receiver General		9199	2019/06/28	\$7764.60
Superior Safety Codes Inc.		9173	2019/06/05	\$381.78
Superior Safety Codes Inc.		9200	2019/06/28	\$111.13
T & T Disposal Services		9176	2019/06/05	\$250.43
Telus Mobility		604	2019/06/12	\$236.02
Weir, Christina		9196	2019/06/20	\$672.12
Wight, David		9201	2019/06/28	\$197.20
Wight, Karen		9191	2019/06/12	\$789.52
Wight, Kathie		9174	2019/06/05	\$908.85
Workers' Compensation Board		9197	2019/06/20	\$1179.00

36 cheques for 176582.91

**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/07/01 To: 2019/07/31

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services Ltd.		9205	2019/07/03	\$675.72
ATB Financial Mastercard		710	2019/07/10	\$1320.20
Alberta Municipal Services		9220	2019/07/18	\$5132.72
Benchmark Assessment		9213	2019/07/10	\$1128.75
Brewster West Industries Inc.		9202	2019/07/03	\$2060.63
CASH,		701	2019/07/31	\$398.75
CDM Mechanical		9222	2019/07/18	\$7672.42
Caumartin, Justin		9221	2019/07/18	\$65.00
Contain-A-Way Services		9206	2019/07/03	\$155.84
Digitex Canada Inc.		9214	2019/07/10	\$228.98
Eastlink		9223	2019/07/18	\$94.45
Edwards, Kay		9224	2019/07/18	\$60.00
Fired Up Automotive		9231	2019/07/31	\$23.06
Folkard, June		9225	2019/07/18	\$65.00
Foothills County		9232	2019/07/31	\$5988.07
Foothills Regional Service		9215	2019/07/10	\$366.00
Government of Alberta		9226	2019/07/18	\$235.00
High River Tractorland. Ltd.		9227	2019/07/18	\$109.78
Iron Mountain Canada		9216	2019/07/10	\$52.77
Jones Farm Supplies		9228	2019/07/18	\$220.50
Kirk, Lenard		9207	2019/07/03	\$1408.60
Longview Fas Gas		9208	2019/07/03	\$727.56
MPE Engineering Ltd (billing)		9217	2019/07/10	\$15859.73
Majchrowski, Nicki		9229	2019/07/18	\$600.00
Matrix Solutions Inc.		9233	2019/07/31	\$483.21
Nagys, Justin		9234	2019/07/31	\$39.88
Precision Sprinklers Inc.		9203	2019/07/03	\$120.75
Ramtech Environmental		9209	2019/07/03	\$3641.82
Receiver General		9235	2019/07/31	\$7614.04
Rona Building Supply		9218	2019/07/10	\$27.90
SecurTek		7081	2019/07/03	\$326.97
T & T Disposal Services		9212	2019/07/03	\$222.60
Telus Communications		7091	2019/07/03	\$281.04
Telus Communications		702	2019/07/31	\$361.20
Telus Mobility		711	2019/07/10	\$239.01
Town of Black Diamond		9219	2019/07/10	\$393.33
Walter, Jane		9210	2019/07/03	\$1050.00
Weir, Christina		9211	2019/07/03	\$135.00
Western EcoSystems		703	2019/07/31	\$7350.00
Wight, Karen		9236	2019/07/31	\$208.60
Wight, Karen		9204	2019/07/03	\$191.39
Wight, Kathie		9230	2019/07/18	\$1137.13
			42 cheques for	68473.40

**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/08/01 To: 2019/08/31

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services Ltd.		9251	2019/08/14	\$675.72
ATB Financial Mastercard		809	2019/08/20	\$3218.20
Alberta One-Call Corporation		9238	2019/08/07	\$56.70
Alberta Municipal Services		9250	2019/08/14	\$4826.94
Alberta Queen`s Printer		9263	2019/08/23	\$50.40
Alberta Municipal Data Sharing		9237	2019/08/07	\$35.00
Black Diamond Car Wash		9252	2019/08/14	\$35.07
Caumartin, Justin		9253	2019/08/14	\$65.00
Circle CRM Group Inc.		811	2019/08/23	\$168.00
Contain-A-Way Services		9239	2019/08/07	\$155.84
Convergia Networks Inc.		9254	2019/08/14	\$8.23
Cummins Western Canada		9240	2019/08/07	\$2142.98
Digitex Canada Inc.		9255	2019/08/14	\$178.54
Eastlink		9241	2019/08/07	\$132.57
Eastlink		9256	2019/08/14	\$94.45
Folkard, June		9257	2019/08/14	\$142.00
Foothills County		9242	2019/08/07	\$26736.86
Foothills Regional Service		9243	2019/08/07	\$346.00
Guardian Protective Clothing,		9264	2019/08/23	\$15.75
Harrison, Dale		9262	2019/08/23	\$115.00
Hummel Plumbing & Heating		9268	2019/08/29	\$126.00
Longview Library		9265	2019/08/23	\$2000.00
Longview Fas Gas		9244	2019/08/07	\$751.74
MPE Engineering Ltd (billing)		9259	2019/08/14	\$19331.87
Majchrowski, Nicki		9258	2019/08/14	\$600.00
Matrix Solutions Inc.		9266	2019/08/23	\$636.09
Mega-Tech		9245	2019/08/07	\$3564.72
Nagys, Justin		9260	2019/08/14	\$281.88
Precision Sprinklers Inc.		9248	2019/08/07	\$63.00
Ramtech Environmental		9267	2019/08/23	\$1470.00
Ramtech Environmental		9269	2019/08/29	\$1437.24
Receiver General		9270	2019/08/29	\$7177.05
Rona Building Supply		9246	2019/08/07	\$37.47
SecurTek		9271	2019/08/29	\$339.57
Skyfire Energy Inc.		808	2019/08/08	\$1260.00
Solecol		812	2019/08/27	\$9215.33
Superior Safety Codes Inc.		9261	2019/08/14	\$605.97
T & T Disposal Services		9247	2019/08/07	\$222.60
Telus Mobility		810	2019/08/20	\$454.30
Weir, Christina		9272	2019/08/29	\$135.00
Wight, Neil		9249	2019/08/07	\$315.00
			41 cheques for	89224.08

	2019 Budget	2018 Actual	2019 Actual	Total Number of Trx Posted	Last Trx Post Date	2019 Budget Minus Actual Variance Amount	2019 Percent %
Summary							
Total General Revenue	\$ (588,264.00)	\$ (558,045.05)	\$ (552,815.58)	89		\$ (35,448.42)	94%
Total Legislative Revenue	\$ -	\$ (2,901.87)	\$ (5,000.00)	1		\$ 5,000.00	100%
Total Administration Revenue	\$ (34,812.00)	\$ (23,260.03)	\$ (9,553.89)	83		\$ (25,258.11)	27%
Total Protective Services Revenue	\$ (69,500.00)	\$ (67,378.00)	\$ (47,213.00)	69		\$ (22,287.00)	68%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Roads & Sidewalks Revenue	\$ (16,528.00)	\$ (14,788.72)	\$ (11,378.36)	5		\$ (5,149.64)	69%
Total Utility Service Revenues	\$ (205,550.00)	\$ (216,817.73)	\$ (148,364.11)	97		\$ (57,185.89)	72%
Total Planning & Development Revenue	\$ (5,700.00)	\$ (6,221.68)	\$ (8,794.66)	1		\$ 3,094.66	154%
Total Community Services Revenue	\$ (54,665.00)	\$ (74,790.69)	\$ (47,591.67)	207		\$ (7,073.33)	87%
Revenue	\$ (975,019.00)	\$ (964,203.77)	\$ (830,711.27)			\$ (144,307.73)	85%
Total General Expenditures	\$ 155,109.00	\$ 149,315.02	\$ 77,480.18	4		\$ 77,628.82	50%
Total Legislative Expenditures	\$ 36,100.00	\$ 25,015.51	\$ 19,152.33	50		\$ 16,947.67	53%
Total Administration Expenditures	\$ 255,363.00	\$ 239,757.39	\$ 152,383.71	360		\$ 102,979.29	60%
Total Protective Services Expenditures	\$ 91,246.00	\$ 83,069.22	\$ 58,543.10	100		\$ 32,702.90	64%
Total Emergency Services Expenditures	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Total Common Services Expenditures	\$ 84,297.00	\$ 82,646.13	\$ 43,845.18	131		\$ 40,451.82	52%
Total Roads & Sidewalks Expenditures	\$ 18,809.00	\$ 17,649.92	\$ 10,075.52	17		\$ 8,733.48	54%
Total Utility Service Expenditures	\$ 244,651.00	\$ 282,019.57	\$ 109,767.46	190		\$ 134,883.54	45%
Total Planning & Development Expenditures	\$ 5,140.00	\$ 6,823.04	\$ 1,582.70	8		\$ 3,557.30	31%
Total Community Services Expenditures	\$ 92,637.00	\$ 73,991.16	\$ 56,216.33	258		\$ 36,420.67	61%
Expenditures	\$ 983,602.00	\$ 960,582.26	\$ 529,046.51			\$ 454,555.49	54%
Net General	\$ (433,155.00)	\$ (408,730.03)	\$ (475,335.40)	93		\$ 42,180.40	110%
Net Legislative	\$ 36,100.00	\$ 22,113.64	\$ 14,152.33	51		\$ 21,947.67	39%
Net Administration	\$ 220,551.00	\$ 216,497.36	\$ 142,829.82	443		\$ 77,721.18	65%
Net Protective Services	\$ 21,746.00	\$ 15,691.22	\$ 11,330.10	169		\$ 10,415.90	52%
Net Emergency Services	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Net Common Services	\$ 84,297.00	\$ 82,646.13	\$ 43,845.18	131		\$ 40,451.82	52%
Net Roads & Sidewalks	\$ 2,281.00	\$ 2,861.20	\$ (1,302.84)	22		\$ 3,583.84	-57%
Net Utility Service	\$ 39,101.00	\$ 65,201.84	\$ (38,596.65)	287		\$ 77,697.65	0%
Net Planning & Development	\$ (560.00)	\$ 601.36	\$ (7,211.96)	9		\$ 6,651.96	1288%
Net Community Services	\$ 37,972.00	\$ (799.53)	\$ 8,624.66	465		\$ 29,347.34	23%
Total Annual Amortization Expenditures	\$ -	\$ 288,160.49	\$ 288,160.49	21		\$ (288,160.49)	100%
Net Deficit (Surplus)	\$ 8,583.00	\$ 284,538.98	\$ (13,504.27)			\$ 22,087.27	
Revenue from Balance Sheet	\$ -	\$ (1,005,238.28)	\$ (830,711.27)	\$ -		\$ -	Grants
Expenditure from Balance Sheet	\$ -	\$ 960,582.26	\$ 529,046.51	\$ -		\$ -	0.00 Capital Expense
Net Deficit (Surplus)	\$ -	\$ (44,656.02)	\$ (301,664.76)				



Village of Longview Policy

Alternative Dispute Resolution Policy – Peace Officer

Policy Number: **06-2019-01**

Approved: September 17, 2019 Resolution ???-19

Amended:

Purpose: The Village of Longview supports the principles of alternative dispute resolution and is committed to the techniques of discussion, mediation and arbitration as effective ways to address complaints against Village of Longview Peace Officer or staff where citizens are not willing to file a formal complaint under Section 14 of the Peace Officer Act and that are not deemed by the CAO serious enough to warrant a formal investigation. Alternative Dispute Resolution help resolve disputes and to avoid the time, uncertainty and cost associated with investigations.

Within the context of the services available through the Village of Longview shall consider discussion and mediation processes as outlined below.

MINOR COMPLAINT RESOLUTION

Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff will be assessed by the employee's supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story, then identifying any corrective action to be taken or adjustments made in procedures.

Response: After the discussion with the staff, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after two years if no further complaints are received.



Village of Longview Policy

MORE SERIOUS COMPLAINTS or NON-AGREEMENT

Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff will be assessed by the employee's supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story. If they cannot come to a mutually satisfactory solution then a third party may be brought in to help resolve situation.

Mediation: For more serious breaches of behavior a third party may be brought in to address the complaint. They will listen to both sides and decide on a corrective course of action.

Response: After mediation, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after four years if no further complaints are received.

Mayor

CAO



VILLAGE OF LONGVIEW POLICY

Draft

Department: Administration		Policy No: 12-19-03
Title: Records Management & Retention		
Effective Date:	Approval Date:	Amendment Date(s):
Reference:	Bylaw No: Section:	R.S.A. Statute: Chapter: Section:
Purpose: To establish a policy for the management and retention of records for the Village of Longview.		

A POLICY TO REGULATE THE RETENTION AND DISPOSAL OF RECORDS AND DOCUMENTS OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA.

WHEREAS, Section 214 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the original to be made;

WHEREAS, the Council of the Village of Longview deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

WHEREAS, the regulations and procedures for Municipal records and documents are consistent with all statutes of Alberta and Canada;

NOW THEREFORE, the Council of the Village of Longview, duly assembled, enacts the following:

1. Citation

This bylaw may be cited as the "Records Retention Policy."

2. Definitions

- a) "Record" means a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed or stored in any manner including electronically. It does not include software or mechanisms that produce records.

- b) "Substantive Record" means a record that is judged to hold Administrative, Legal, Fiscal or Research/Historical value and will be held in accordance with the records retention schedule.
- c) "Transitory Records" means records that have only short-term, immediate, or no value to your organization that you will not need in the future. Transitory records can include messages, post-it notes, invitations, brochures, opened envelopes, memos, notes and messages (either paper, voice or electronic.)

3. Provisions

- a) All Substantive Records will be retained and destroyed in accordance with Schedule "A" of this bylaw.
- b) Substantive Records are those that hold value to the Municipality and may be utilized in the future. Each record in the retention schedule kept based on the following needs:

Administrative Value - Records have value to the Municipality if they assist in the performance of current or future activities. These records lose their value over time.

Legal Value - These documents are typically required by legislation.

Fiscal Value - These records relate to financial transactions and are required for auditing and financial purposes.

Research/ Historical Value - Records that contain information on persons, places and events as they relate to major milestones, history or development of the Municipality and its citizens.

- c) The Chief Administrative Officer or delegate is authorized to retain Records longer than the period provided for in Schedule "A" if the Records are or may be required for Administrative, Legal, Financial or Historic reasons.
- d) The Chief Administrative Officer or delegate will ensure that, if an individual's personal information is used by the municipality to make a decision that directly affects that individual, the municipality will retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to gain access to it.
- e) Final disposition for records can be identified as:
 - Destroy (D)
 - Archives (A)
 - Transfer (T) - to another agency

- f) Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and the witness and retained on record as a permanent file.
- g) The Chief Administrative Officer or delegate may authorize the destruction of original documents in accordance with "Schedule A", including Council minutes or bylaws, providing the original has been recorded on File Server or on another system that will enable copies of the original to be made.

4. Exclusions

- a) Transitory Records are exempt from the provisions of this bylaw and may be confidentially discarded routinely. If there is any dispute as to whether a record is Substantive or Transitory the final decision shall be made by the Chief Administrative Officer or designate.

THIS POLICY comes into full force and effective this 17th day of September, 2019 A.D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Policy 12-19-03 - RECORDS RETENTION POLICY

General	Description of Record	Format	Retention	Final Disp	Organization
	Advertising as per legislation	Digital	7 years	Destroy	Legal, Administrative
	Advertising - general	Digital	2 years	Destroy	Administrative
	Agreements, Contracts or Leases	Digital and Paper	11 years from the expiration of the contract	Destroy	Fiscal, Legal, Administrative
	Annexations and Amalgamation	Digital or Paper	Permanent	Archive	Legal, Administrative
	Board and Committee Minutes and Packages	Digital or Paper	Permanent	Archive	Historical, Administrative
	Bylaws	Digital and Paper	Permanent	Archive	Historical, Administrative
	Council Meeting Minutes and Packages	Digital or Paper	Permanent	Archive	Historical, Administrative
	Departmental Meetings	Digital or Paper	2 years	Destroy	Administrative
	Destroyed Record Index	Digital	Permanent	Archive	Administrative
	Elections - Nominations/Ballet Box	Paper	As per Local Authorities Elections Act	Destroy	Legal, Administrative
	External Reviews / Studies	Digital or Paper	Permanent	Archive	Historical, Administrative
	FOIP Requests	Digital	10 years from completeion date	Destroy	Administrative
	Governance and Priorities Meeting Packages	Digital	Permanent	Archive	Historical, Administrative
	Legal Opinion, proceedings and writ	Digital	12 years unless superceded or obsolete	Destroy	Legal, Administrative
	Municipal Census Reports	Digital	Permanent	Archive	Historical, Administrative
	Petitions	Paper	10 years	Destroy	Administrative
Policies	Digital	10 years past superceded	Destroy	Administrative	
Public Input Surveys	Digital or Paper	Permanent	Archive	Historical	

BYLAW __-19 - RECORDS RETENTION BYLAW

Finance	Description of Record	Format	Retention	Final Disp	Value to the Organization
	Accounts Payable Vouchers/records	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Documentation generated from Accounting Software	Digital	7 years	Destroy	Fiscal, Administrative
	Budgets	Digital	Permanent	Archive	Historical, Administrative
	Budget Working Paper	Digital	7 years	Destroy	Fiscal, Administrative
	CashReceipts Journals / Disbursement Journals / Duplicate Receipts	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Cheques - Cancelled/Register/Stubs	Paper	7 years	Destroy	Fiscal, Administrative
	Deposit Books, Reconciliation, Statements, Deposit Slips	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Financial Statements - Final Year End	Digital	Permanent	Archive	Fiscal, Administrative
	Grants - to municipality	Digital	7 years	Archive	Fiscal, Administrative
	Grants - from municipality	Digital	7 years	Archive	Fiscal, Administrative
	Insurance - Claims/records after Expiration	Paper or Digital	11 years	Destroy	Fiscal, Administrative
	Receipts - Books/Duplicate Cash/Registration	Paper or Digital	7 years	Destroy	Fiscal, Administrative
	Requisitions	Paper or Digital	7 years	Destroy	Fiscal, Administrative
	Non Asset related Equipment Records	Paper or Digital	Life of the Equipment	Destroy	Fiscal, Administrative
	Pre-authorized Payment Plans (Taxes or Utilities)	Paper or Digital	Termination + 2 years	Destroy	Fiscal, Administrative
	Tangible Capital Asset Files	Paper or Digital	As long as we retain the asset plus 7 years	Destroy	Fiscal, Administrative
	Tenders - Files/Quotes/Successful	Paper	11 years	Destroy	Fiscal, Administrative
	Tenders - Unsuccessful	Paper	2 years	Destroy	Fiscal, Administrative
	Trial Balances - Year End	Digital	7 years	Destroy	Fiscal, Administrative
Utility Account Forms	Paper or Digital	Until ownership changes	Destroy	Administrative	

BYLAW __-19 - RECORDS RETENTION BYLAW

					Value to the Organization
Description of Record		Format	Retention	Final Disp	
Taxation	Encoachment Agreements	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Mortgage Journal Reports or Correspondence	Digital	7 years	Destroy	Fiscal, Administrative
	Non-Residential Tax Assessments	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Residential Tax Assessments	Digital or Paper	Calendar year + 3 years	Destroy	Fiscal, Administrative
	Tax Assessment Review Board Minutes & Packages	Digital	Permanent	Archive	Fiscal, Administrative
	Tax Assessment Review Court Records	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Tax Certificate and Search Request Letters	Digital	1 year	Destroy	Fiscal, Administrative
	Tax Roll	Digital or Paper	Permanent * unless specific documents have other retention	Archive	Fiscal, Administrative
	Tax Roll - Appeals	Digital or Paper	3 years	Destroy	Fiscal, Administrative
	Tax Roll - Tax Recovery Records	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Taxes - Certificate of Title	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Taxes - Sales	Digital or Paper	Permanent	Archive	Fiscal, Administrative
Human Resources	Personnel Files - Councillors	Paper	7 years from end of term	Destroy	Administrative, Legal
	Personnel Files - Permanent Employees	Paper	File is Permanent contents are permanent unless otherwise specified.	Archive	Administrative, Legal
	Personnel Files - Temporary or Casual	Paper	File is Permanent contents are permanent unless otherwise specified.	Archive	Administrative, Legal
	Personnel Files - Summer Students, STEP	Digital or Paper	7 years from separation of employment	Destroy	Administrative, Legal

BYLAW __-19 - RECORDS RETENTION BYLAW

Human Resources	Value to the Organization				
	Description of Record	Format	Retention	Final Disp	
Personnel File Exceptions: Documents in Personnel Files with Different Retention Periods					
	Benefit and Pension enrollment forms	Paper	Permanent unless superceded	Archive	Administrative
	Benefit confirmation statements	Digital or Paper	Most current only	Destroy	Administrative
	Discipline	Paper	5 years without further incident	Destroy	Administrative
	Doctor's notes or certificated of illness not related to Long Term Disability or WCB	Digital or Paper	2 years	Destroy	Administrative
	Record of Employment	Paper	7 years	Destroy	Administrative
	TD1s	Paper	Until Superceded	Destroy	Administrative
	Training Certificates	Digital or Paper	Until superceded or expired longer than 5 years	Destroy	Administrative
	Employment Applications (not hired)	Digital	2 years	Destroy	Administrative
	Employment Application (hired)	Digital or Paper	Permanent in the Personnel File	Archive	Administrative
	Grievance correspondence (Employee Specific)	Digital or Paper	10 years after the grievance has been resolved	Destroy	Administrative
	Grievance correspondence (policy)	Digital or Paper	10 years after the grievance has been resolved	Destroy	Administrative
	Investigation Files	Digital or Paper	Close + 12 years	Destroy	Administrative
	Job Descriptions	Digital	5 years after being superceded	Destroy	Administrative
	Individual Earnings records	Digital	Permanent	Destroy	Administrative
	T4s	Digital	7 years	Destroy	Administrative
	Timesheets	Digital or Paper	Permanent	Archive	Administrative
	WCB Claims	Digital or Paper	7 years	Destroy	Administrative

BYLAW __-19 - RECORDS RETENTION BYLAW

					Value to the Organization
Description of Record		Format	Retention	Final Disp	
Community Services	Participant Waivers	Paper	11 years from the date of the activity	Destroy	Legal, Administrative
	Class or Participant Registration Forms	Paper	11 years from the date of the activity	Destroy	Legal, Administrative
	Rental Agreements	Paper	11 years from expiry, when superceded or obsolete	Destroy	Legal, Administrative
	Lease Agreements	Paper	12 years from expiry, when superceded or obsolete	Destroy	Legal, Administrative
	Special Events - Planning and Management	Digital or Paper	End + 3 years	Destroy	Legal, Administrative
	FCSS Funding Agreements or Grants to Community Organizations	Digital or Paper	7 years	Destroy	Legal, Administrative
Health & Safety	Accident/Incident Reporting, Investigations and First Aid Reports	Digital or Paper	7 years	Destroy	Administrative
	External Health & Safety Audits	Digital	7 years	Destroy	Administrative
	Employee Reporting - New Concerns, Confined Space, Fall Protection	Digital	7 years	Destroy	Administrative
	Hazard Assessment, Identification and Control	Digital	Until superceded	Destroy	Administrative
	Inspections	Digital	Until superceded	Destroy	Administrative
	Health & Safety Manuals	Digital	Until superceded	Destroy	Administrative
	MSDS Sheets	Digital	7 years	Destroy	Administrative
	Emergency and Disaster Plans	Digital	Parmanent	Archive	Administrative
	Emergency Event Document	Digital	Parmanent	Archive	Administrative

BYLAW __-19 - RECORDS RETENTION BYLAW

Value to the Organization					
Description of Record	Format	Retention	Final Disp	Value to the Organization	
Development Service	Development Permits and supporting documents	Digital or Paper	Permanent	Archive	Administration
	Environmental Request	Digital or Paper	Permanent	Archive	Administration
	Permit/Development Stop Orders and Warnings	Digital or Paper	Permanent	Archive	Administration
	Site Plan approval	Digital or Paper	Permanent	Archive	Administration
	Subdivision Appeals	Digital or Paper	Permanent	Archive	Administration
	Permits - Electrical/Plumbing/Gas/PSDS	Digital or Paper	Permanent	Archive	Administration
	Municipal Development Plan and Background Docs	Digital or Paper	Permanent	Archive	Administration
	Compliance Letters	Digital or Paper	Permanent	Archive	Administration
	Business License Applications & Supporting Documents	Digital or Paper	Permanent	Archive	Administration
Operations	Capital Project Files	Digital or Paper	7 years	Destroy	Administrative
	Communications Equipment - Maintenance, Installation	Digital or Paper	Life of the Asset + 1 year	Destroy	Administrative
	Engineering Drawings (Projects, Subdivisions, etc.)	Digital or Paper	Permanent	Archive	Fiscal, Administration
	Facilities - General Operating and Maintenance Records	Digital	Life of the Asset + 1 year	Destroy	Administrative
	Local Improvement Records	Digital	Permanent	Archive	Administrative
	Storm Water Management (non asset)	Digital or Paper	7 years	Destroy	Administrative
	Vehicle Logs	Paper	3 years	Destroy	Administrative
	Waste Water Management Records (non asset)	Digital or Paper	7 years	Destroy	Administrative
	Water Treatment and Distribution Records (non asset)	Digital or Paper	7 years	Destroy	Administrative

BYLAW __-19 - RECORDS RETENTION BYLAW

Value to the Organization				
Description of Record	Format	Retention	Final Disp	Value to the Organization
Peace Officer training undertaken and certificates	Digital or Paper	12 years	Destroy	Legal, Administrative
Complaints with investigative results and details of the disposition of the complaint	Digital or Paper	5 year after complaint was made	Destroy	Legal, Administrative
Dates each Peace Officer ceased to be employed as a peace officer and reason for the cessation.	Digital or Paper	Permanent	Archive	Legal, Administrative
Peace Officer's oath of office	Digital or Paper	3 years	Destroy	Legal, Administrative
Peace Officer's letter of employment	Digital or Paper	3 years	Destroy	Legal, Administrative
Prosecutions, appeals, investigations, warnings, orders, violations, complaints including traffic under Municipal bylaws, provincial offenses including court appearance, reminders, notices of trial, violation tickets, issuance execution of warrants, coversation records, correspondence, complaint investigation reports, photos, officer notes notebooks, witness lists, statements, subpoenas, summonses, court briefs, decision appeals, bylaw clean up and weed control records.				
	Digital or Paper	12 years	Destroy	Legal, Administrative

Peace Officer



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	September 17, 2019	Agenda Item #: 10.3
Title:	Petition – Grocery Store	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the petition is sufficient but the matter is beyond the scope of Council authority.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	<p>The Village has received a petition against the grocery store containing 40 signatures, 8 were disqualified, leaving 32 valid signatures from local citizens. According to the MGA a petition must have at least 10% of the population or 30 signatures to be valid, therefore this petition is sufficient for Council to consider it, but the Development Permit for the grocery store is not subject to a petition.</p> <p>Development decisions can be appealed but not petitioned. The two letters received on August 1 could be considered an appeal but in the letters they do not oppose the building, carwash or laundromat only the grocery store. The grocery store is considered a retail outlet and is permitted in the CB Commercial Business Land Use district. Advice from 3 other Development Professional state that the grocery store Development Permit cannot be appealed because it is a permitted use. There is a \$1,200 fee for a Development Appeal to have the Subdivision Appeal Board hear the case but they cannot overturn a permitted use.</p> <p>251) Retail Store means a building where goods, wares, merchandise, substances, articles, or things are stored, offered or kept for retail sale or rental and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles, or things sufficient only to service such store.</p>
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none

PART 6 – APPEALS

1 | APPEAL PROCEDURE

1) Where the Development Officer, Subdivision Officer or Subdivision Approval Authority:

No variance was requested and not a discretionary use

- a. refuses an application for a development permit, or a subdivision; or
- b. fails to issue or render a decision on an application for a development permit or subdivision within the timeframe mandated within the Subdivision and Development Regulation and no extension to that timeframe has been granted; or
- c. approves an application for a development permit for a permitted use where a variance has been requested or a discretionary use with or without conditions; or
- d. or subdivision, with or without conditions; or
- e. issues an order;

the following persons may appeal to the Subdivision and Development Appeal Board:

- a. the applicant for development or subdivision approval;
- b. any person affected by an order, or decision on a development permit;
- c. an adjacent landowner that was given notice pursuant to **Part 3.9** on a decision to issue a development permit;
- d. a school authority with respect to the allocation of municipal of school reserve on a decision to approve an application for subdivision;
- e. those authorities and agencies to which the application for development permit or subdivision was referred and are entitled to appeal, under the provisions of the Act.

2) Notwithstanding **Part 6.1.1**, no appeal lies to the Subdivision and Development Appeal Board in respect to:

- a. the issuance of a development permit for a permitted use unless the provisions of this Bylaw were relaxed, varied or misinterpreted; and



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.4

Date: September 17, 2019
Title: ATCO Franchise Agreement
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the ATCO franchise Agreement remains the same as previous year at 20%.

Alternatives:

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

Background: Each year ATCO Gas provides the Village opportunity to adjust the franchise fees paid to the Village based on the actual billing that they do direct to their customers in the Village. This fee is added to the individual ATCO bills, collected by them and remitted to the Village. Currently the Village franchise fee is 20% and is expected to generate approx. \$20,853 in 2020.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: Direct impact to the income of the Village whether increase or decrease.

Communications: Notices posted at Council meetings

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

1. none

RECEIVED SL. 03 2019

August 28, 2019

Village of Longview
PO Box 147
Longview, AB
TOL 1H0

Attention: Dale Harrison / Chief Administrative Officer**RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)**

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Village of Longview a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Village of Longview, this percentage is 20.00%.

In 2018, our Delivery Tariff revenue in the Village of Longview was \$102,242. Our forecast Delivery Tariff revenue for 2020 is \$104,265. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$20,853.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (403) 245-7643 or Jamie.Jaques@atco.com.

Yours truly,



Jamie Jaques
Manager, Calgary
ATCO Natural Gas Division



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	September 17, 2019	Agenda Item #: 10.5
Title:	Council priorities for Peace Officer Program	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Peace Officer spends approx. ____% of their time on shift on Public Safety ____% of their time on shift on Bylaw Enforcement ____% of their time on shift on Other ____% of their time on shift on _____ ____% of their time on shift on _____	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	The Solicitor General did an audit of our Peace Officer Program in late July. Their primary recommendation was to develop a detailed job description for the position. The responsibility to develop the job description is the CAO's. Council can determine where they want to see the Peace Officer spend their time and this can be written into the job description. In reviewing other Peace Officer job descriptions one had prioritized time. See example on next two pages.
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	Direct impact to the income of the Village whether increase or decrease.

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none

RESPONSIBILITIES:

As the Bylaw Enforcement Officer appointed under the Municipal Government Act, enforce Municipal bylaws including:

- Traffic Bylaw
- Truck Route Bylaw
- Noise Bylaw
- Animal Control Bylaw
- Water Bylaw
- Sewer Bylaw
- Business License Bylaw
- Land Use Bylaw
- Dangerous Goods Route Bylaw
- Parks Bylaw
- Waste Management Bylaw
- Unsightly Premises Bylaw

In accordance with the Municipal Government Act the Bylaw Enforcement Officer / Community Peace Officer is a Designated Officer.

The Bylaw Enforcement Officer's / Community Peace Officer's time is to be divided equally between patrolling and enforcement.

Enforcement duties include:

- Receiving public complaints and inquiries (in person, by phone or correspondence), investigation of complaints, advising responsible parties of infractions, and taking remedial actions and/ or following enforcement procedures.
- Advising responsible parties of infractions, and laying of charges if founded
- Prepare all necessary documents for prosecution of offenders including summons, subpoenas, witness statements, court briefs, etc.
- Assist town personnel in dealing with bylaw infractions such as snow- removal, garbage pick-up, etc. by educating and/or prosecuting violators
- Administer the Municipal Government Act Regulations for the disposal of lost property (i.e. bike auctions)

ANIMAL CONTROL – 30%

- Administer the Animal Control Bylaw by preparing enforcement documentation, investigate complaints and audit files
- Advertise dog tag requirements and maintain dog tag purchase records
- Record all missing and found dog reports
- Work with kennels, SPCA and other animal control related agencies
- Conduct public awareness programs
- Ensure all animal control needs are met by the provision of recommending appropriate policies and procedures to meet community needs (i.e. cats, dogs, skunks, beavers, etc)

BUSINESS LICENSING – 10%

- Investigate business activities in the Town to ensure compliance with municipal bylaws.

PUBLIC SAFETY – 50%

As a Community Peace Officer appointed under the Peace Officer Act, enforce Federal Statutes and the following eight (8) Provincial Statutes:

- Traffic Safety Act
- The Gaming and Liquor Act
- The Dangerous Dogs Act
- The Provincial Offences Procedures Act
- The Animal Protection Act
- The Environmental Protection and Enhancement Act
- The Petty Trespass Act
- The Dangerous Goods and Handling Act

When applicable, authority to execute warrants or to act under the direction of the RCMP.

OTHER DUTIES – 10%

- Assist the RCMP as requested
- Prepare monthly, quarterly and annual activity reports as well as prepare and maintain all necessary correspondence, files, forms, etc. related to Bylaw and Statute Enforcement.
- Prepare an annual operating budget
- Assist in public safety programs (i.e. Bike Rodeo, Check Stop Programs, Foot/Bike Patrols in Parks)
- Prepare bylaw enforcement records to Protective Services Committee
- Liaise with the Protective Services Committee
- Monitoring of the Auxiliary Community Peace Officer Program



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	September 17, 2019	Agenda Item #: 10.6
Title:	Longview Youth Group Assets	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village hold the assets of the Youth group in trust for a period of ____ years until a new group of volunteers step up to take responsibility for the youth.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	<p>The Longview Youth Group is ceasing operations due to the retirement of the majority of leadership and the lack of new volunteers to take on the responsibilities.</p> <p>The Youth Group has some assets located in a shed on Village property. The Village could hold the assets in trust for a period of time to allow other parents to step forward and restart a youth recreation.</p> <p>The FCSS amount provided to the youth for the Hunter Education program will need to be return to FCSS and potentially some or all of the Rec Board grant should be returned to the Rec Board account.</p>
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Implications: <i>Policy, Statutory Plans, Legislative:</i> <i>Financial:</i>

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none