

## **AGENDA**

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

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

#### **2.0 AGENDA**

#### **3.0 DELEGATIONS**

*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 Minutes Regular Council Meeting – Nov 19, 2019
- 5.2 Minutes Committee of the Whole – Dec 4, 2019
- 5.3 Action Item Report – Council and COW

#### **6.0 REPORTS**

- 6.1 CAO Report –
- 6.2 Peace Officer Report – Nov
- 6.3 Public Works Report – Oct-Nov
- 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 QUESTION PERIOD**

*An opportunity for the public to ask a question about something on the current agenda.*

#### **9.0 BYLAWS**

- 9.1 Bylaw 426-20 Fees and Fines

#### **10.0 BUSINESS**

- 10.1 RFD Seniors Fund Raising Plaque Community Hall
- 10.2 RFD Joint Steering Committee changes

#### **11.0 CORRESPONDENCE**

#### **12.0 CLOSE MEETING**

*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**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, November 19, 2019 in  
Longview Council Chambers commencing at 6:30 p.m.

**PRESENT**

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

12 Public in attendance

**CALL TO ORDER**

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

**AGENDA**

Resolution 186-19

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

**DELEGATION**

Resolution 187-19

Ed Wallace – Branding, Wendy Scott -  
**MOVED** by Mayor Wight that Council accept the delegation for information and future consideration. **CARRIED**

**CORRESPONDENCE  
FROM RESIDENTS**

None

**MINUTES OF  
PREVIOUS MEETINGS**

Oct 23, 19 - Organizational Meeting  
Oct 23, 19 - Regular Council Meeting  
Nov 6, 19 – Committee of the Whole Meeting  
Action Items

Resolution 188-19

**MOVED** by Mayor Wight that Meeting Minutes of the Oct. 23, 2019 Organizational Meeting, Oct. 23, 2019 Regular Council Meeting, Nov 6 Committee of the Whole Meeting be adopted as amended. **CARRIED**

Resolution 189-19

Deputy Mayor Weir motion for rec board to use the Kobota for snow removal at the rink. One designated operator trained. **CARRIED**

**REPORTS**

*CAO Report*

CAO Harrison summarized the report submitted to Council.

*Peace Officer Report*

CAO Harrison reviewed traffic fine statistics from September

*Public Works Report*

As presented – Oct 16 - Nov 15

*Council Reports*

Len Kirk

- DARE – future is unsure
  - Instructors have to be paid now, not RCMP supplied
  - Principles decide if involved – several schools opted out
  - Casino fund raiser coming up
- Fire Department – Fire truck for light up rides for kids

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, November 19, 2019 in  
Longview Council Chambers commencing at 6:30 p.m.

Deputy Mayor Weir –

- EV Charging Ribbon cutting
- Attended several Remembrance Day Services
- EDC – Eden Valley going to Light Up TeePee in school yard
  - Solar Open House 57 attended
  - Feasibility Study to be completed by Feb
- Branding – Open House
- Library – Summer Reading – 10 participants
  - Writers Group 11 participants
  - Presentations - Ranching under the Arch
    - Tracy Hauk Google
    - Saje money raised for library

Mayor Wight

- Westend – governance structure
- Mayors & Reeves – election,
  - AB SW Region Alliance won award
- AUMA – Minister of Finance
  - 9% reduction MSI funding each year
- SolGen - Tammy

Resolution 190-19 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

**FINANCIAL REPORTS**

Bank Reconciliation – October  
Accounts Payable Cheque Register – October, 2019  
Variance Report – Nov 12, 2019

Resolution 191-19 **MOVED** by Councillor Kirk that the Financial Reports be accepted as presented. **CARRIED**

**QUESTION PERIOD**

Michelle - Slippery Sign – at office  
Choose Well Award for mayor

**BYLAWS**

**Bylaw 425-19 Bylaw  
Amendment PO SOP  
OC Spray /Weapons  
Storage**

Resolution 192-19 **MOVED** by Mayor Wight that the Bylaw 425-19 be moved to the COW Special Meeting **CARRIED**

**BUSINESS**

**10.1 – RFD Hall Rental  
Policy**

Resolution 193-19 **MOVED** by Mayor Wight that the Village have adopt the Hall Rental Policy as amended **CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, November 19, 2019 in  
Longview Council Chambers commencing at 6:30 p.m.

<b>10.2 – RFD School Team Jersey</b> Resolution 194-19	<b>MOVED</b> by Deputy Mayor Weir that the Village contribute \$600 to the Longview School Team Jersey fund. <b>CARRIED</b>
<b>10.3 – RFD Condolence Policy</b> Resolution 195-19	<b>MOVED</b> by Deputy Mayor Weir that the Condolence Policy be accepted as amended <b>CARRIED</b>
<b>10.4 – RFD Traffic Safety Plan</b> Resolution 196-19	<b>MOVED</b> by Councillor Kirk the Village adopt the 2019/2020 Traffic Safety Plan <b>CARRIED</b>
<b>10.5 RFD Senior’s Bus Cookbook Fund Raiser</b> Resolution 197-19	<b>MOVED</b> by Mayor Wight the Village donate the photocopying of the Cookbook to the \$150 limit and the Seniors pay for the photocopying over that amount. The Village donated the use of the Cerlox machine to bind the cookbooks with the Senior’s supplying the combs. <b>CARRIED</b>
<b>10.6 RFD Peace Officer Complaint Policy</b> Resolution 198-19	<b>MOVED</b> by Deputy Mayor Weir that the Peace Officer Complaint Policy be tabled to the COW Special Meeting <b>CARRIED</b>
<b>10.6 RFD Purchasing Policy</b> Resolution 199-19	<b>MOVED</b> by Mayor Wight that the Purchasing be moved to the COW Special Meeting <b>CARRIED</b>
<b>CORRESPONDENCE</b> Resolution 200-19	CFIB Letter Rest Stop <b>MOVED</b> by Mayor Wight that Council accept the letter for information <b>CARRIED</b>
<b>CLOSE MEETING</b> Resolution 201-19	<b>MOVED</b> by Mayor Wight that the Council close the meeting to the public under FOIP Act, Division 18, Section 18(1)c Personal at 7:56 p.m. <b>CARRIED</b>
Resolution 202-19	<b>MOVED</b> by Mayor Wight that the Council return to the public meeting at 8:33 p.m. <b>CARRIED</b>
Resolution 203-19	<b>MOVED</b> by Mayor Wight that CAO finish Job Description prior to COW Special Meeting  There was no public around to invite back into meeting.
<b>ADJOURNMENT</b> Resolution 204-19	<b>MOVED</b> by Mayor to adjourn the meeting at 8:37 p.m. <b>CARRIED</b>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, December 4, 2019 in  
Longview Village Council Chambers commencing at 6:30 p.m.

<b>PRESENT</b>	Mayor Kathie Wight Deputy Mayor Christina Weir Councillor Len Kirk Chief Administrative Officer Dale Harrison  2 people in the gallery
<b>CALL TO ORDER</b>	Mayor Wight called the meeting to order at 6:40 p.m.
<b>AGENDA</b> Resolution 205-19	Mayor Wight that the agenda be adopted as amended. <b>CARRIED</b>
<b>DELEGATION</b>	None
<b>BUSINESS</b>	
<b>Action Item Report</b>	Item 5 – Strategic Planning facilitator Item 6 – Revenue sharing Foothills update Item 7 – Hall Signage
<b>Purchasing Policy</b> Resolution 206-19	<b>MOVED</b> by Councillor Kirk that the Village adopt the Purchasing Policy 12-2019-03 as amended. <b>CARRIED</b>
<b>Peace Officer Standard Operation Procedures Policy</b>  Resolution 207-19	Added: Storage of Weapons section, Complaints against Peace Officer section, Joint Force Operations, to existing SOP. <b>MOVED</b> by Councillor Kirk that the Village adopted the Peace Officer Standard Operation Procedure as amended. <b>CARRIED</b>
	Recess – 7:50 p.m. – resume 7:55 p.m.
<b>Repeal Resolution 189-19 Rec Board Use of Snow Removal Equipment</b> Resolution 208-19	<b>MOVED</b> by Mayor Wight that the Village repeal Resolution 189-19 Rec Board Use of Snow Removal Equipment. <b>CARRIED</b>
<b>MD / School</b>	For Information - School and School District is still working out details for community use and skateboard park.
<b>Revised Lead testing Drinking</b> Resolution 209-19	<b>MOVED</b> by Mayor Wight that administration ask Phil about new lead test standards. <b>CARRIED</b>
<b>CLOSE MEETING</b>  Resolution 210-19	<b>MOVED</b> by Mayor Wight that the Council close the meeting to the public under FOIP Act, Division 18, Section 18(1)c Personal at 8:15 p.m. <b>CARRIED</b>
Resolution 211-19	<b>MOVED</b> by Mayor Wight that the Council return to the public meeting at 8:52 p.m. <b>CARRIED</b>

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, December 4, 2019 in  
Longview Village Council Chambers commencing at 6:30 p.m.

There was no public around to invite back into meeting.

**ADJOURNMENT**

Resolution 211-19

**MOVED** by Mayor Wight to adjourn the meeting at 8:54 p.m.

**CARRIED**

---

Mayor

---

CAO



---

VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

---

TO: Council  
FROM: Dale Harrison  
SUBJECT: CAO Report from Nov 15 – Dec 12, 2019  
DATE: December 17, 2019

---

**Development:**

- Soil testing for solar – piles
- **Transportation Approval – carwash**
- Conversation with Carwash people on progress and plans

**Financial:**

- Start collecting 2020 expenses for budget
- Reviewing YTD accounts for adjustments prior to year-end
- Conversation with Foothills about revenue sharing

**Office**

- Review copier replacement at end of lease in April
- Implementing new payroll system for 2020
- **Start installation of new office computers**
- Office staff evaluations
- Copying – Seniors cookbook
- Two consultants – RFP Strategic Planning
- WinFin renewal invoice

**Council**

- Alberta Transportation Letter

**Public Works / Infrastructure**

- Heater replacement PW office
- Plumbers for 5 remaining water meters LNY Estates
- Met with contractor to look at community hall ramp – awaiting quote
- Overhead light at EV Charging station
- Ordered & received – slippery / Own risk signs
- Heavy snow clearing issues
- Complaints on snow removal
- Contact water operator & engineers about lead in water

**Peace Officer**

- Revised SOP for Peace Officer
- Job Description
- Weapons Storage
- New computer for vehicle/office
- Joint Forces operation
- Bereavement leave

**Light Up Longview**

- Attended Village Light-Up Night
- Eden Valley engagement with tipi

**Meetings**

- Village Turkey Supper
- TC Energy Open House
- EDC
- Special meeting of Council
- Joint Steering Committee
- Solicitor General Peace Officer program audit



Nov 18

Daily routine, Pick-up garbage from campground, Close-up Info center, Move bench's and tables to skating rink, Move fire wood from shop yard to campground for light-up.

Nov 19

Daily routine, Snow removal.

Nov 20

Daily routine, Snow removal, Load X-Mas lights on trailer.

Nov 21

Daily routine, Put-up X-Mas lights on light standers, Misc small jobs, Check over truck and dump trailer.

Nov 22

Daily routine, Garbage pick-up, Move skid steer to shop.

Nov 25

Daily routine, Pick-up garbage from campground, Sand intersections, Remove steering tires from kubota and take to HR for replacement and pick-up parts and supplies.

Nov 26

Daily routine, Put snow plow and wieght on truck, Snow removal, Pick-up kubota tires in HR.

Nov 27

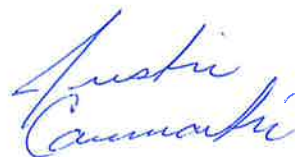
Daily routine, Snow removal.

Nov 28

Daily routine, Snow removal, Check over truck and dump trailer.

Nov 29

Daily routine, Garbage pick-up, Move X-Mas trees from storage room at office to community hall, Snow removal.

A handwritten signature in blue ink, reading "Justin Cavanaugh". The signature is written in a cursive style with a large initial "J" and "C".

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

**General Ledger ATB**

Balance at	General account	\$2,144,597.57
	RecBoard account	\$11,896.71
	Light Up account	\$1,140.74
	Memorial Garden account	\$9,328.70
	Total Bank in GL	\$2,166,963.72

\$ -  
\$2,166,963.72

**Adjusted Balance November 30, 2019**

**ATB General Bank Account**

Balance	November 30, 2019	<u>\$2,171,598.85</u>
Less:	Outstanding Cheques cancelled cheque	(\$3,902.13)
	deposit outstanding in GL	(\$733.00)
Plus:	Outstanding Deposit in Bank	(\$4,635.13)
<b>Balance at</b>	<b>November 30, 2019</b>	<u><u>\$2,166,963.72</u></u>

**difference** **\$0.00**

	<b>Total on Deposit</b>	<u><b>\$2,166,963.72</b></u>
Less:	held for general grants	\$1,343,446.80
	held for solar project	\$99,063.00
	Computer/Software Upgrade	(\$20,000.00)
	WTP Upgrade Phase 2	(\$184,864.27)
	Sewer Replacement	(\$63,547.81)
	held for reserves	\$578,836.39
	held for rec board	\$11,896.71
	held for lightup	\$1,140.74
	held for memorial garden	\$9,328.70
	<b>Total held</b>	<u><b>\$1,775,300.26</b></u>

**Balance for Operations** **\$391,663.46**

### Outstanding Cheques

July

9226 Govt. of Alberta	235.00
-----------------------	--------

Sept

9280 Accu-Flo	1102.50
---------------	---------

Oct

9313 Benchmark	1128.75
----------------	---------

9316 Fountain Tire	60.00
--------------------	-------

9349 Fas Gas	775.88
--------------	--------

9364 Longview School	600.00
----------------------	--------

3902.13

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

From: 2019/11/01 To: 2019/11/30

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services Ltd.		9361	2019/11/20	\$675.72
ATB Financial Mastercard		1105	2019/11/20	\$2410.05
Alberta One-Call Corporation		9345	2019/11/06	\$31.50
Alberta Municipal Services		9360	2019/11/20	\$5026.34
Caumartin, Justin		9352	2019/11/13	\$65.00
City of Calgary		9353	2019/11/13	\$316.05
Contain-A-Way Services		9346	2019/11/06	\$155.84
Convergia Networks Inc.		9362	2019/11/20	\$4.01
Digitex Canada Inc.		9347	2019/11/06	\$118.91
Dyck, Reinhard		9342	2019/11/06	\$200.00
Eastlink		1101	2019/11/06	\$13.65
Eastlink		1103	2019/11/13	\$104.95
Folkard, June		9354	2019/11/13	\$65.00
Foothills Regional Service		9355	2019/11/13	\$544.00
Fox, Walter		9359	2019/11/20	\$226.80
G.M. Mechanical		9363	2019/11/20	\$405.81
Government of Alberta, Land		9348	2019/11/06	\$50.00
Harrison, Dale		9343	2019/11/06	\$347.56
High River Rentals		9344	2019/11/06	\$306.34
Iron Mountain Canada		9356	2019/11/13	\$57.29
Longview School		9364	2019/11/20	\$600.00
Longview Fas Gas		9349	2019/11/06	\$775.88
MPE Engineering Ltd (billing)		9358	2019/11/13	\$658.35
Majchrowski, Nicki		9357	2019/11/13	\$640.00
Matrix Solutions Inc.		9365	2019/11/20	\$792.02
PRI Engineering Inc.		1104	2019/11/13	\$12841.50
Superior Safety Codes Inc.		9350	2019/11/06	\$63.00
Telus Mobility		1102	2019/11/06	\$335.61
Weir, Christina		9366	2019/11/20	\$478.74
Wight, Kathie		9351	2019/11/06	\$749.64
			<b>30 cheques for</b>	<b>29059.56</b>

<b>Summary</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>Total Number of Trx Posted</b>	<b>Last Trx Post Date</b>	<b>2019 Budget Minus Actual Variance Amount</b>	<b>2019 Percent % Variance</b>
Total General Revenue	\$ (588,264.00)	\$ (558,045.05)	\$ (587,349.97)	101		\$ (914.03)	100%
Total Legislative Revenue	\$ -	\$ (2,901.87)	\$ (5,000.00)	1		\$ 5,000.00	100%
Total Administration Revenue	\$ (34,812.00)	\$ (23,260.03)	\$ (37,019.27)	110		\$ 2,207.27	106%
Total Protective Services Revenue	\$ (69,500.00)	\$ (67,378.00)	\$ (68,650.00)	72		\$ (850.00)	99%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Roads & Sidewalks Revenue	\$ (16,528.00)	\$ (14,788.72)	\$ (14,214.43)	6		\$ (2,313.57)	86%
Total Utility Service Revenues	\$ (205,550.00)	\$ (216,817.73)	\$ (179,158.47)	128		\$ (26,391.53)	87%
Total Planning & Development Revenue	\$ (5,700.00)	\$ (6,221.68)	\$ (15,123.29)	1		\$ 9,423.29	265%
Total Community Services Revenue	\$ (54,665.00)	\$ (74,790.69)	\$ (59,230.47)	207		\$ 4,565.47	108%
<b>Revenue</b>	<b>\$ (975,019.00)</b>	<b>\$ (964,203.77)</b>	<b>\$ (1,015,745.90)</b>			<b>\$ 40,726.90</b>	<b>104%</b>
Total General Expenditures	\$ 155,109.00	\$ 149,315.02	\$ 115,799.48	7		\$ 39,309.52	75%
Total Legislative Expenditures	\$ 36,100.00	\$ 25,015.51	\$ 26,808.44	71		\$ 9,291.56	74%
Total Administration Expenditures	\$ 255,363.00	\$ 239,757.39	\$ 220,149.96	486		\$ 35,213.04	86%
Total Protective Services Expenditures	\$ 91,246.00	\$ 83,069.22	\$ 82,130.39	146		\$ 9,115.61	90%
Total Emergency Services Expenditures	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Total Common Services Expenditures	\$ 84,297.00	\$ 82,646.13	\$ 76,088.54	182		\$ 8,208.46	90%
Total Roads & Sidewalks Expenditures	\$ 18,809.00	\$ 17,649.92	\$ 14,636.70	22		\$ 4,172.30	78%
Total Utility Service Expenditures	\$ 244,651.00	\$ 282,019.57	\$ 191,169.35	242		\$ 53,481.65	78%
Total Planning & Development Expenditures	\$ 5,140.00	\$ 6,823.04	\$ 1,890.38	11		\$ 3,249.62	37%
Total Community Services Expenditures	\$ 92,637.00	\$ 73,991.16	\$ 76,208.68	324		\$ 16,428.32	82%
<b>Expenditures</b>	<b>\$ 983,602.00</b>	<b>\$ 960,582.26</b>	<b>\$ 804,881.92</b>			<b>\$ 178,720.08</b>	<b>82%</b>
Net General	\$ (433,155.00)	\$ (408,730.03)	\$ (471,550.49)	108		\$ 38,395.49	109%
Net Legislative	\$ 36,100.00	\$ 22,113.64	\$ 21,808.44	72		\$ 14,291.56	60%
Net Administration	\$ 220,551.00	\$ 216,497.36	\$ 183,130.69	596		\$ 37,420.31	83%
Net Protective Services	\$ 21,746.00	\$ 15,691.22	\$ 13,480.39	218		\$ 8,265.61	62%
Net Emergency Services	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Net Common Services	\$ 84,297.00	\$ 82,646.13	\$ 76,088.54	182		\$ 8,208.46	90%
Net Roads & Sidewalks	\$ 2,281.00	\$ 2,861.20	\$ 422.27	28		\$ 1,858.73	19%
Net Utility Service	\$ 39,101.00	\$ 65,201.84	\$ 12,010.88	370		\$ 27,090.12	0%
Net Planning & Development	\$ (560.00)	\$ 601.36	\$ (13,232.91)	12		\$ 12,672.91	2363%
Net Community Services	\$ 37,972.00	\$ (799.53)	\$ 16,978.21	531		\$ 20,993.79	45%
Total Annual Amortization Expenditures	\$ -	\$ 288,160.49	\$ 288,160.49	21		\$ (288,160.49)	100%
<b>Net Deficit (Surplus)</b>	<b>\$ 8,583.00</b>	<b>\$ 284,538.98</b>	<b>\$ 77,296.51</b>			<b>\$ (68,713.51)</b>	

**BYLAW ~~419-18425-20~~**

**A BYLAW OF THE VILLAGE OF LONGVIEW  
IN THE PROVINCE OF ALBERTA  
MASTER RATES AND FEES BYLAW**

**A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FEES AND FINES FOR VARIOUS BYLAWS.**

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, providing for the establishment of Rates and Fees for Goods and Services as Delivered in the Municipality; and

**WHEREAS** it is desirable to have such Rates and Fees be included in one Bylaw for benefit of amendment on an annual basis and/or as required;

**NOW THEREFORE**, the Council of the Village of Longview, in the Province of Alberta, establishes the following rates and fees for goods and services as delivered in the Municipality and, enacts as follows:

**TITLE AND PURPOSE**

- 1) This Bylaw may be cited as "Master Rates and Fees Bylaw"

**REVOKE PREVIOUS RATES AND FEES**

- 2) All previous rates for Goods and Services as Delivered to the Municipality and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services in Schedule "A" attached.
- 3) All previous rates for Goods and Services as Delivered to the Municipality and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Good and Services as Delivered to the Municipality.
- 4) In October of each year, Council shall review and amend the various Rates and Fees levied for Goods and Services delivered to the Municipality, and shall maintain these various Rates and Fees in Schedule "A" attached.

**EFFECT**

- 5) This bylaw shall come into force and effect on the third and final reading.

**READ A FIRST TIME** this ~~18<sup>th</sup>~~-17<sup>th</sup> day of December, ~~2018~~2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A SECOND TIME** this ~~15<sup>th</sup>-17<sup>th</sup>~~ day of ~~December, 2020~~January, 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**Proceed to 3 Reading** this 17<sup>th</sup> day of December, 2020 Unanimous

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A THIRD AND FINAL TIME** this ~~19<sup>th</sup>-17<sup>th</sup>~~ day of ~~December, 2020~~ ~~day of February, 2019~~

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Formatted: Indent: Left: 0", First line: 0"

**Schedule "A"**  
**RATES AND FEES SCHEDULE**

**ASSESSMENT AND TAXATION**

Assessment and Review Board:

Assessment Complaint Filing Fee ..... \$ 25

Tax Information:

Tax Certificate ..... \$ 50

~~Tax Roll Transfer Fee ..... \$ 40~~

**ADMINISTRATIVE SERVICES**

Photocopying.....\$0.25 /page

Faxing.....\$0.50 /page

**TENT RENTALS**

Ratepayer Rental.....\$100 day

~~Non-Resident.....\$200 day~~

**BUSINESS LICENSES:**

Home Occupation – without employees..... \$25

Home Occupation – with employees ..... \$50

Commercial.....	Ratepayer	Non-Ratepayer
-----------------	-----------	---------------

Annual .....	\$100	\$200
--------------	-------	-------

Half year after June 30 .....	\$50	\$100
-------------------------------	------	-------

Monthly .....	\$37.50	\$75
---------------	---------	------

Vendor or temporary ( 1 week)..... \$25

Contractors Site License:..... \$750

(includes all sub-trades/ subcontractors on job site)

Business license to cover supplier and contractors ..... \$500

Market..... \$75

Fine for Operating without a Business License not less than \$50 not more than \$500

Late Penalty (4 weeks) ..... 10% of renewal fee

Late Penalty (8 weeks) ..... (25% + 10%) 35% of renewal fee

**DOG LICENSING**

	Prior to Jan 31	After Jan 31
Each Dog / Residence Neutered/Spayed up to 3 dogs.....	\$ 20	\$40
Unneutered/UnSpayed .....	\$ 40	\$80



## UTILITY CHARGES

### Metered Water Service Rates

The following water service charge shall be levied and collected bi-monthly from all residences, commercial and industrial buildings, community service enterprises, schools or any other building connected to the Village of Longview water works system:

Fixed Charge: .....	\$79.25, plus
Usage Rate 20.01 to 40 m <sup>3</sup> : .....	\$1.20/ m <sup>3</sup>
Usage Rate 40.01 to 60 m <sup>3</sup> : .....	\$1.30/ m <sup>3</sup>
Usage Rate 60.01 to 80 m <sup>3</sup> : .....	\$1.40/ m <sup>3</sup>
Usage Rate 80.01 to 100 m <sup>3</sup> : .....	\$1.50/ m <sup>3</sup>
Any amount greater than 100 m <sup>3</sup> .....	\$1.60/ m <sup>3</sup>
Replacement of Water Meter (damaged by occupant) .....	\$600.00

### Sewer Service Rates

The following sewer service charge shall be levied and collected bi-monthly from all residences, commercial and industrial buildings, schools or any other building connected to the Village of Longview sewer system:

Fixed Charge: up to 20 m <sup>3</sup> Residential.....	\$15.25, plus
Fixed Charge: up to 20 m <sup>3</sup> Commercial .....	\$17.25, plus
Usage Rate greater than 20 m <sup>3</sup> : .....	0.56/ m <sup>3</sup>
Residential accounts shall only be charges on 80% of water consumed for any quantity over and above 20 m <sup>3</sup>	
Sewer Lagoon Local Improvement Annual: .....	\$242.18

All commercial food establishments in the Village of Longview will be required to install a grease capture device in order to qualify for the standard sewage rate. Should a commercial food establishment be found to not have properly emptied or maintained their grease capture device, that establishment will be responsible for a fine of not less than \$5,000 Bylaw 340-11a

### Garbage Collection and Disposal Rates:

Commercial and industrial buildings are required to arrange for private removal and disposal. The following rates shall be levied and collected bi-monthly from all residences.

Fixed charge per Residential Garbage Service .....	\$20.50
--	---------

### Utility Account Fees

Street Light Fee .....	\$ 20
Connection and/or Disconnection – During Business Hours .....	\$ 50
Connection and/or Disconnection – After Business Hours .....	\$100

<b>WATER AND SEWER CONNECTION SERVICES:</b> .....	Bylaw 399-17
Water and Sewer Connection (user pay) or .....	cost plus \$5000
Water Meter (New) .....	\$500
Temporary Water Service.....	\$150

## PLANNING & DEVELOPMENT

### 1. DEVELOPMENT PERMITS:

#### CHANGE IN USE:

Permitted Use:	\$50
Discretionary Uses	\$270
Existing structure or bay use change, intensification of use permits, interior or exterior renovation permits (includes Sign with Change of Use)	

#### RESIDENTIAL:

Single Family Dwellings:	\$500
Semi-Detached Dwellings:	\$600
Multi Family Dwellings: plus \$30 for each unit	\$600
Residential Renovation – Major	\$250
Minor Renovations	\$50

#### COMMERCIAL AND INDUSTRIAL

NEW CONSTRUCTION: (less than 2500 sq. ft.)	\$600
For each additional 1000 sq. ft. or portion thereof (Includes additions over 250 sq. ft.)	50

#### ACCESSORY BUILDINGS

• Garden Shed and SeaCan over 100 sq ft	\$50
• Garages	\$100
• additions greater than 250 sq. feet	<u>\$100</u>
• Decks (over 2 feet in height) and balconies	\$50

#### SIGNS:

(Signage not included with Change of Use Permit or New Construction)	\$50
<u>Free standing Signs</u>	<u>\$100</u>

#### RELAXATIONS OR VARIANCE OF A BYLAW PROVISION:

(Applied as a surcharge to application fee)	\$100
---	-------

#### EXCAVATION, STOCK PILING, GRADING:

(Activities separate from Subdivision or Development where a development agreement has been signed)	\$200
--	-------

#### RELOCATION OF HOUSE

(Plus performance security deposit)	\$500
-------------------------------------	-------

#### DEMOLITION:

(Plus performance security deposit)	\$100
-------------------------------------	-------

### 2. CERTIFICATE OF COMPLIANCE: \$50

### 3. LAND USE BYLAW AND STATUTORY PLAN (MDP & ASP) AMENDMENT: \$600

(fee for each document to be amended and includes advertising)  
Preparation of Area Structure Plan (terms of reference and budget)  
(engineering fees invoiced at cost)

<b>4. MUNICIPAL PLANNING COMMISSION SPECIAL MEETING FEE</b>	\$600
<b>5. SUBDIVISION APPEAL:</b> - Fees for Committee members, advertising, etc.	\$1,200
<b>6. ENCROACHMENT or RIGHT-OF-WAY AGREEMENTS:</b>	
Preparation of encroachment agreements or amendments to utility right of way agreements (includes registration)	\$200
Preparation of servicing agreements for development permits (includes registration)	\$300
Preparation of a development agreement for subdivision registration or servicing construction	\$2500
<b>7. DEVELOPMENT APPEALS:</b>	\$1200
(Refunded if appeal is withdrawn prior to notice)	
<b>8. PERFORMANCE SECURITY DEPOSIT:</b>	
(Performance Security must be in the form of cash cheque, certified cheque or letter of credit as per Land Use Bylaw. The Performance Security is to be collected on all construction that involves a change in use or occupancy and considered forfeited if occupied prior to authorization to do so by the Safety Codes Officer.)	
Dwellings (single family)	\$1000
Residential exterior renovations and additions and accessory buildings over 250 sq. ft., and balconies	\$500
Industrial and Commercial intensification of use (Exterior renovations, landscaping, parking, screening)	\$1500
Multi - Family, Industrial and Commercial (new construction)	\$2500
Move in Buildings or Move out Buildings ( to cover any damage to streets, sidewalks, curbs)	\$5000
Building demolition using cartage and heavy equipment ( to cover any damage to streets, sidewalks, curbs)	\$5000
<b>9. SUBDIVISION PROCESSING:</b>	
<b>Application Fee:</b>	\$1000
for two (2) lots or less and boundary adjustments. (Real Property Report Required)	
per lot for third and subsequent lots.	\$100
<b>Endorsement Fee:</b>	
for instruments registering two (2) lots or less;	\$150
per lot for three (3) or more lots	\$50
<b>Outline Plans:</b>	\$1000 plus \$75/ha

Fees are non-refundable once circulation has commenced, and if a site inspection or research has been undertaken, expenses will be deducted from the fee.  
Municipal Reserve (MR), Environmental Reserve (ER) and Public Utility (PUL) lots are exempt.  
Consultant, Solicitor and other professional fees required to prepare special documents will be invoiced at cost. Engineering drawing reviews invoiced at cost.

Formatted: Space Before: 0 pt, Line spacing: single

Formatted: Line spacing: single

## RECREATION

### Campground

Nightly Fee.....	\$30
Weekly Fee .....	\$180
Monthly Fee .....	\$650.00

After Sept 30 <sup>th</sup> (electric heaters) per day per site.....	\$35
Weekly after Sept 30 <sup>th</sup> .....	\$210
Monthly .....	\$750

## REMUNERATION FOR ELECTED OFFICIALS & STAFF

The rate of remuneration for the performance of regular and usual duties of Elected Officials as identified shall be as follows:

- Council/Special Meeting \$45.00 per meeting under 2 hours
- Up to 4 hours \$90.00 per meeting
- Conventions, conferences, seminars, public hearings \$150.00 per day  
(any meeting over four (4) hours)

## ELECTED AND APPOINTED MUNICIPAL OFFICIALS AND EMPLOYEES

- Accommodation (no receipt required) \$50.00 per day
- Accommodation (receipt required) \$200.00 per day

## MEALS (no receipt required)

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$25.00
- Gratuities 15%

## KILOMETRE RATE FOR TRAVEL

Use Provincial Rates ~~.55-58~~ per kilometre up to 5,000

~~.49-52~~ per kilometer over 5,001

## FINES

### SMOKING AND VAPING VIOLATION

Bylaw 414-18

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
3.1	Smoking or vaping of tobacco or cannabis in designated public place	\$150.00	\$300.00
3.2	Permit smoking or vaping of tobacco or cannabis in designated public place	\$250.00	\$500.00
3.3	Smoking or vaping of tobacco or cannabis with minor in motor vehicle in public place	\$250.00	\$500.00

### SOLID WASTE VIOLATION

Bylaw 413-18

	PENALTY IN DOLLARS
First Offence	\$125.00
Second Offence	\$250.00

### COMMUNITY STANDARDS VIOLATION

Bylaw 405-17

Violation Fines under this Bylaw	First Offence	\$250.00
	Second Offence	\$500.00
	Third & Subsequent Offences	\$1,000.00
Fail to Comply with Remedial Order	First Offence	\$500.00
	Second Offence	\$1,000.00
	Third & Subsequent Offences \$	1,500.00

### WATER USE & CONSERVATION VIOLATION

Bylaw 404-17

LEVEL	1 <sup>ST</sup> OFFENCE	2 <sup>ND</sup> OFFENCE	3 <sup>RD</sup> OFFENCE
1	N/A	N/A	N/A
2	\$ 100.00	\$ 250.00	\$ 800.00
3	\$ 250.00	\$ 800.00	\$1,500.00

#### Section 5 - Enforcement Part 13 of Municipal Government Act

- 5.0 In addition to any penalty which may be imposed under this Bylaw, the Village may seek a court order granting relief in the nature of an injunction or any other order necessary to enforce compliance (including pursuant to Part 13 of the Municipal Government Act).



---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

<b>Date:</b>	December 17, 2019	<b>Agenda Item #:</b> 10.1
<b>Title:</b>	Seniors Bus Fund Raising Plaque	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that the Senior's Handicapped Bus Fund raising plaque be installed in the community hall on the _____ wall..	
<b>Alternatives:</b>	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

<b>Background:</b>	<p>The Longview Senior's would like to install a plaque in the Community Hall commemorating the fundraising contributors for the Senior's Wheel Chair Accessible Bus. They have requested the plaque be installed on the east wall.</p> <p>Most visitors to the hall tend to congregate near the west doors. For the greatest visibility and exposure. Administration recommends placing the plaque on the either on the west wall or on the south wall close to the west wall. More people will see it and be able to read the donors names at this location.</p>
--------------------	--

<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

<b>Communications:</b>	Notices posted at Council meetings
------------------------	------------------------------------

<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	none



## Longview and Area Seniors' Club

P O Box 172, Longview, AB, T0L 1H0  
(587) 226-8118, (403) 558-3600, (403)558-2458  
longviewseniors@gmail.com

December 4, 2019

Dear Friends at the Longview Village Council,

Thank you to all who attended the Unveiling of the Wheelchair Accessible Bus and the Donors' Plaque on November 2<sup>nd</sup>, 2019. On behalf of the Longview & Area Seniors' Club I'd like to thank you for the encouragement and support you have given towards this project for the benefit of all residents.

We would like to display the Donors' Plaque so that it will be easily read by any who come to the Village Hall, and especially by those who have kindly and generously donated time, talents goods and finances to make this dream a reality.

Therefore, we would like to ask for your permission to display the Donors' Plaque on the back (i.e. east) wall of the Village Hall.

Thank you for your kind consideration of our request,

Yours Sincerely,

A handwritten signature in blue ink that reads "Andrea Kidd". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrea Kidd

Secretary for the Longview & Area Seniors' Club



---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

<b>Date:</b>	December 17, 2019	<b>Agenda Item #:</b> 10.2
<b>Title:</b>	Joint Steering Committee	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that the Village withdraw their involvement in the Joint Steering Committee and attend the quarterly Intermunicipal Meetings as guests once the restructuring is complete.	
<b>Alternatives:</b>	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

<b>Background:</b>	<p>The Village has participated in the Joint Steering Committee quarterly meetings for numerous years. These meeting have several representatives and the CAOs from BD, TV, and Longview with the County having 2 Councilors attend. Usually the Longview CAO and the Mayor attend. The RCMP usually present their quarterly stats at this meeting and there are some discussions about, policing, recreation, re-cycling, Tourism &amp; economic development. In the past they broke off the meeting after these discussions to discuss amalgamation and planning between Black Diamond and Turner Valley. Recently there has been discussion about the terms of reference and moving this meeting to more planning issues and the looking at this committee becoming and Inter-Municipal Committee with BD, TV, and Foothills participating. The terms of reference require a quorum to continue onto discussion because the Village was named as having two voting members on the Steering Committee this creates issues for a quorum on the Intermunicipal Committee.</p> <p>It was suggested that the Village become a guest at the Intermunicipal Committee Meetings and that the Steering Committee dissolve.</p>
--------------------	--

<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

<b>Communications:</b>	Notices posted at Council meetings
------------------------	------------------------------------

<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	none



