

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, December 15, 2020

To be held electronically at 6:30 p.m. as posted on website

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 of Special Meeting – FCSS – Oct 22, 2020
- 5.2 Minutes Regular Council Meeting – Nov 17, 2020
- 5.3 Minutes of Committee of the Whole – December 9, 2020

6.0 ACTION ITEM REPORT

- 6.1 Action Item Report – from Council December 9, 2020

7.0 REPORTS

- 7.1 CAO Report –
- 7.2 Public Works Report – Nov 16 – Dec 11
- 7.3 Council Reports

8.0 FINANCIAL REPORTING

- 8.1 Bank Reconciliation
- 8.2 Accounts Payable Cheque Register November
- 8.3 YTD Budget to Actual Revenue & Expenses

9.0 QUESTION PERIOD

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

10.0 BYLAWS

- 10.1 Bylaw 432-20 Fees and Fines – 2nd & 3rd Reading
- 10.2 Bylaw 433-20 Council Procedure – 1st Reading
- 10.3 Bylaw 434-20 Road Closure – 1st Reading

11.0 BUSINESS

- 11.1 RFD – Wiring Community Hall
- 11.2 RFD – Electronic Sign
- 11.3 RFD – Computer Projector
- 11.4 RFD – FCSS Needs Study

12.0 CORRESPONDENCE

- 12.1 City of Cold Lake – contact tracing

13.0 CLOSE MEETING

- (a) FOIP Regulation 18(1)(c) a proposed or pending acquisition or disposition of property by or for a public body,

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.

14.0 ADJOURNMENT

SPECIAL MEETING OF THE WHOLE MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, October 22, 2020 in
Longview Community Hall commencing at 6:50 p.m.

PRESENT

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

**PUBLIC IN
ATTENDANCE**

1 in Gallery

CALL TO ORDER

Mayor Wight called the meeting to order at 6:50 p.m.

AGENDA

Resolution 189-20

MOVED by Councilor Kirk that the Agenda be accepted as presented. **CARRIED**

Resolution 190-20

MOVED by Mayor Wight that the Special Meeting notification waived. **CARRIED**

BUSINESS

**FCSS Grant
Disbursements**

Resolution 191-20

MOVED by Mayor Wight that the Village disburse the 2020 FCSS grants as follows:
Longview Seniors – Meals On Wheels Volunteer Mileage \$400.00
Longview Library – Create, Play, Read and Eat \$2,000.00
Sheep River Trust – Pastoral Care \$1,000.00 **CARRIED**

ADJOURNMENT

Resolution 192-20

MOVED by Mayor Wight to adjourn the meeting at 7:00 p.m.

Mayor

CAO

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, November 17, 2020 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

PUBLIC IN ATTENDANCE

5 people in attendance

CALL TO ORDER

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

AGENDA

Additions: 11.4 Covid-19
11.5 Zoom
Delegation – Twin Cities Hotel

Resolution 195-20

Moved by Councilor Weir that the agenda be accepted as amended.

CARRIED

DELEGATIONS

Twin Cities Hotel
Chris Goss – would like curb into the lane north of derrick improved
Front of hotel – gravel – request hard surface cleaned, green area
Snow removal – Hotel not willing to do because of liability
If Hotel owned land – he would develop
Power lines, cable behind hotel -too low,
Power line to hall – ROW located on hotel property
Delilah Millar – quotes for surfacing MRO, two different options
Village to reimburse the County for cost of hard surfacing

CORRESPONDENCE FROM RESIDENTS

None

MINUTES OF PREVIOUS MEETINGS

Minutes of Oct 20, 2020 Organizational Meeting
Minutes of Oct 20, 2020 Regular Council Meeting
Minutes of Oct 22, 2020 MPC Meeting
~~Minutes of Oct 22, 2020 Special Council Meeting FCSS~~
Minutes of Nov 4, 2020 Committee of the Whole

Resolution 196-20

MOVED by Deputy Mayor Kirk that Minutes of the Oct 20 2020 Organizational Meeting, Oct 20 2020 Regular Council Meeting, Oct 22, 2020 MPC Meeting, Nov 4, 2020 Committee of the Whole Meeting be adopted as amended.

CARRIED

ACTION ITEMS

CAO presented Action Item List from the Oct COW Meeting

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council. as presented.

Public Works Report

As presented

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, November 17, 2020 in
Longview Community Hall commencing at 6:30 p.m.

Council Reports

Councilor Weir –

- Longview School –
 - Pickleball lines
 - 12 more chromebooks
 - Division - Hiring grant writer
- Library – no letter funding letter sent out but funding going well
- Rec Board – no meeting
- EDC – two possible Farmers market locations
 - New chair Dennis Kilbourne & secretary Clayton Cocks
- DARE – no meeting until June
 - Why no Letter of support from Village

Deputy Mayor Kirk – Fire Dept burnt brush pile at PW yard

- FRESC meeting Oct 28 virtual
 - Mental stress from Covid
 - AHS has taken over ambulance dispatch
 - Response time is longer
 - Financial stable

Mayor Wight

- FCSS – grants
- MPC meeting
- Strategic Plan Meeting with consultant – to go over plan
- Westwing – no covid
 - Recruiting new board member
- Crescent Point Foundation – gave money to two applicants
- Mayors & Reeves
 - MLA – 13 new bills before government
 - Mayor Goodwin, New Vice Chair
- Public Engagement Workshop
 - Need Public Engagement Policy
 - Council and Administration Roles

Resolution 197-20

MOVED by Deputy Mayor Kirk that the reports be accepted as presented.

CARRIED

FINANCIAL REPORTS

Bank Reconciliation – October, 2020
Accounts Payable Cheque Register – October, 2020
Variance Report – YTD

Resolution 198-20

MOVED by Mayor Wight that the Financial Reports be accepted as presented.

CARRIED

QUESTION PERIOD

Ivor - Delegation – unprofessional
Parking of motorcycles at hall in summer
Thank you for Remembrance Day

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, November 17, 2020 in
Longview Community Hall commencing at 6:30 p.m.

BYLAWS

**Bylaw 430-20
Council
Remuneration**

Resolution 199-20

Clarification of Council remuneration - Statutory Duties – minor revisions as presented.

MOVED by Mayor Wight that Bylaw 430-20 receive to 3rd Reading
CARRIED

**Bylaw 432-20 2021
Fees and Fines
Bylaw**

Resolution 200-20

Revision of Bylaw 425-20 Fees and Fines Bylaw for 2021.

MOVED by Mayor Wight that Bylaw 433-20 Revisions to receive 1st Reading as presented. **CARRIED**

Resolution 201-20

MOVED by Mayor Wight that Bylaw 433-20 moved to December Council Meeting **CARRIED**

BUSINESS

**11.1 – RFD
Christmas Office
Hours**

Resolution 202-20

MOVED by Deputy Mayor Kirk that the Village Office be closed between Dec 28-31, 2020 **CARRIED**

**11.2 – RFD
Historical Photos
Boards in Hall**

Resolution 203-20

MOVED by Councilor Weir that the historical photo boards be mounted in the community hall between the windows on the north wall. **CARRIED**

**11.3 – RFD Accounts
Receivable Write-
off**

Resolution 204-20

MOVED by Mayor Wight that administration write-Off uncollectable accounts receivable of \$290.00 **CARRIED**

11.4 – RFD Covid-19

Resolution 205-20

Discussion of administration practice if Covid increases locally.

11.5 – Zoom License

Request purchase a license for Zoom license– no decision

CORRESPONDENCE

None

CLOSE MEETING

Resolution 206-20

MOVED by Mayor Wight 5-minute recess then to close the meeting under FOIP 18(1)(e) litigation or potential litigation, FOIP 18(1)(c) acquisition or disposal of property by or for a public body at 8.53 p.m. **CARRIED**

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, November 17, 2020 in
Longview Community Hall commencing at 6:30 p.m.

Resolution 207-20 | **MOVED** by Mayor Wight to come out of close the meeting at 10 p.m.
CARRIED

No one waiting outside

Resolution 208-20 | **MOVED** by Mayor Wight that administration contact Alberta
Transportation about the closure of the road allowance. **CARRIED**

ADJOURNMENT

Resolution 209-20 | **MOVED** by Mayor Wight to adjourn the meeting at 10.04 p.m.
CARRIED

Mayor

CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, December 9, 2020
held electronically commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Len Kirk
Councilor Christina Weir

**PUBLIC IN
ATTENDANCE**

CAO Dale Harrison
1 online

CALL TO ORDER

Mayor Wight called the virtual meeting to order at 6:35 p.m.

AGENDA

Resolution 210-20

MOVED by Deputy Mayor Weir that the Agenda be accepted.

CARRIED

**CAO REPORT TO
COUNCIL**

CAO highlighted activities for past three weeks

ITEM ACTION LIST

CAO explained the actions completed since last meeting

BUSINESS

**Hall Sound System
Installation**

Point-to-Point Internet, Projector install, sound system install – one quote \$5,200 awaiting another, projector quality- still waiting for quotes

**Council Procedure
Bylaw**

Electronic Meetings after Covid, Covid-19 electronic Council meetings define process of handling correspondence item #62, Names on cheques -

COW Closure Bylaw

Process and timelines – Admin to get cost of separate titles registration

**Electronic Message
Board**

Get quote for local work where possible

Covid-19

Look at new auto start hand-dryers for Info Centre, Changerooms, office

School Branding Board

Mention to school to offer it to hotel; 1st and if they don't take it then possible locate downstairs

ADJOURNMENT

Resolution 211-20

MOVED by Mayor Wight to adjourn the meeting at 8:58 p.m.

CARRIED

Mayor

CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Look into transfer of liability from Malmberg to Village.	Dale	03-Jun		\$3,000 legal fees
2	Post Office - tiles	Dale			
3	Internet service for the hall	Dale	16-Jun		Contacted IT provider in Calgary for point to point pricing
4	Installation cost of Sound system	Dale		Dec COW	Meet with one installer and received price, contacted two others for pricing, looked at several better quality projectors
5	ATCO Franchise / Taxes	Dale			
6	Foothills Tourism - Covid Funds	Dale			
7	Letter to Mr. Hill	Mayor	09-Dec		Sent Dec10
8	Research Cost of Hand Dryers	Dale	09-Dec		
11	Rewrote Section 62 correspondence in Procedural Bylaw	Dale	09-Dec		In current agenda
12	Cost of Survey and Title on 9 ROW parcels	Dale	09-Dec		
13	Cost on local work on installation of sign pilons, mounts and electrical	Dale	09-Dec		
14	School Brand board - offer to hotel	Dale	09-Dec		left message with Debbie Graham
15					
16					
17					
18					



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from October 16th – Nov 12th , 2020
DATE: Dec 15, 2020

Development:

- ROW Closure process & Bylaw
- Land Title description of property for ROW closure bylaw
- School adding drainage system
- Contacted the Orphan Well Association
- Look at other annexation potential for residential growth.
- Revised IDP

Office

- Installed the updates for Muniware software
- Peaks to Prairies – Promoting the EV charging station
- Quote for upgrades to internet, sound, video 2 contractors
- Responded to OPIC Inquiry
- Discharge caveat
- School Branding project
- Reviewed 5 online meeting software programs
- Setup and test Microsoft teams
- Working on quote for electronic message board

Council

- Strategic Plan – numerous contacts with contractor

Water System

- AB Environment Water License amendments
- Schedule WTP Meeting on

FCSS Program

- Completed 2019 Annual Return
- Talked with Ken Dropko about surplus.

Solar Project

- Talked with landowner about annexation
- Talked to Municipal Government Board about annexation process
- Three companies showing possible interest in site
- Sent Kirk the Annexation process files

Covid-19

- Online meeting with Eden Valley, Turner Valley, BD and Foothills to ensure communications are flowing between municipalities correctly.
- Picked up and installed Sneeze guards for office counter

Peace Officer and Bylaw Program

- Arrange meeting to confirm compliance with audit
- Confirm ReportExec software is working to review.
- Spent time with SolGen to confirm compliance with ReportExec – software fail

Meetings

- COW
- Deena Hinshaw 2x Covid Update

Light Up Longview

- Turned light on Friday Dec 4 – 50 cars through in two hours.

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
November 30, 2020**

General Ledger ATB

Balance at	General account	\$1,113,932.20	
	RecBoard account	\$15,606.98	
	Light Up account	\$3,574.15	
	Memorial Garden account	\$8,987.19	
	Total Bank in GL		\$1,142,100.52
	charges outstanding in GL	-\$440.35	
	deposit outstanding in GL		\$ (440.35)
Adjusted Balance	November 30, 2020		<u>\$1,141,660.17</u>

ATB General Bank Account

Balance	November 30, 2020		<u>\$1,153,083.32</u>
Less:	Outstanding Cheques cancelled cheque	(\$11,539.15)	
Plus:	Outstanding Deposit in Bank	\$116.00	
			(\$11,423.15)
Balance at difference	November 30, 2020		<u>\$1,141,660.17</u> \$0.00

	Total on Deposit		<u>\$1,141,660.17</u>
Less:	MSI Grant	\$71,881.43	
	FGTF Grant	\$0.00	
	AUMA Grant	\$0.00	
	WTP additions project	(\$12,795.94)	
	WTP instruments	(\$4,853.50)	
	Solar Project	(\$1,076.05)	
	FCSS Covid 19 (community)	\$5,100.48	
	FCSS Covid 19(relief)	\$35,892.64	
	Reserves	\$467,313.52	
	held for rec board	\$15,606.98	
	held for lightup	\$3,574.15	
	held for memorial garden	\$8,987.19	
	Restricted Funds		\$589,630.90
	Balance for Operations		\$552,029.27

Village of Longview

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
202000297	2020-11-10		2020-74	PAYMENT 2020 MEMBERSHIP FEES	35.00	35.00
202000298	2020-11-10		in163016	PAYMENT OCT NOTIFICATIONS	18.90	18.90
202000299	2020-11-10		2020QP-21	PAYMENT 2020-2021 QP SUBSCRIPTION RE	131.25	131.25
202000300	2020-11-10		506061	PAYMENT CAO PETITION	821.10	821.10
202000301	2020-11-10		20201113	PAYMENT ALLOWANCE FOR NOV	65.00	65.00
202000302	2020-11-10		146653	PAYMENT WTP GARBAGE DUMP FOR OCT	155.84	155.84
202000303	2020-11-10		14055289	PAYMENT RE NOV 4 STATEMENT	3.21	3.21
202000304	2020-11-10		20201113	PAYMENT NOV ALLOWANCE	65.00	65.00
202000305	2020-11-10		00027843	PAYMENT GARBAGE OCT	502.00	502.00
202000306	2020-11-10		20201031	PAYMENT TITLE SEARCHES FOR OCT	30.00	30.00
202000307	2020-11-10		260	PAYMENT VFD REPAIRS, POWER SUPPLY	1,577.29	1,577.29
202000308	2020-11-10	<i>Solar</i>	2300123	PAYMENT FALL SURVEYS	1,510.43	1,510.43
202000309	2020-11-10		2633485	PAYMENT FAN MOTOR	60.88	60.88
202000310	2020-11-10		DBMZ916	PAYMENT SHREDDING RE OCT 31 STATEM	138.64	138.64
202000311	2020-11-10		20201101	PAYMENT SEPT FUEL	361.05	361.05
202000312	2020-11-10		20201115	PAYMENT NOV CLEANING	760.00	760.00
202000313	2020-11-10		2530-010-01-23	PAYMENT PHASE 2 ENGINEERING FOR OC	816.90	816.90
202000314	2020-11-10		17998	PAYMENT SEPT PERMITS	103.82	103.82
202000315	2020-11-10		20201020	PAYMENT RE OCT 20 STATEMENT	280.49	280.49
202000316	2020-11-10		4645788193	PAYMENT RE OCT 27 STATEMENT	195.59	195.59
202000317	2020-11-10		soinv1097350	PAYMENT SNOW PUSHER, FLY RIBBON	40.90	40.90
202000318	2020-11-17	<i>AMSC Utilities</i>	20-1036184	PAYMENT RE NOV 6 STATEMENT	5,042.34	5,042.34
202000319	2020-11-17		20201105	PAYMENT MISC SUPPLIES, ETC RE STATEM	379.12	379.12
202000320	2020-11-17		1635831131	PAYMENT RE STATEMENT DATED NOV 13	2.57	2.57
202000321	2020-11-17			PAYMENT		453.02

Village of Longview

Cheque Listing For Council

2020-Dec-9
2:46:50PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202000321	2020-11-17		20201117	LIGHT UP LIGHTS AND CORDS	453.02	453.02
202000322	2020-11-17		300041	PAYMENT FUEL ETC FOR BOOM	283.19	283.19
202000323	2020-11-17		20201115	PAYMENT WREATHS FOR REMEMBRANCE	49.00	49.00
202000324	2020-11-17		20201663	PAYMENT SUPPORT DEC	298.99	298.99
202000325	2020-11-25	<i>Contractor - Infrastructure</i>	9947.28	PAYMENT PARTIAL DEFICIENCY HOLDBAC	9,947.28	9,947.28
202000326	2020-11-25		0168-41,286	PAYMENT DEC PREMIUMS	655.24	655.24
202000327	2020-11-25		6486625	PAYMENT SERVICE BILLING TO 20/07/06	264.98	264.98
202000328	2020-11-25		14124081	PAYMENT FOR STATEMENT TO NOV 10	141.70	141.70
202000329	2020-11-25		240602	PAYMENT OCT GROUNDWATER MONITORI	526.58	526.58

Total 25,717.30

*** End of Report ***

Village of Longview

YTD Council Summary Monthly

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
	TOTAL General Revenue	(597,892.30)	(563,492.71)	(522,205.04)	(41,287.67)	7.33
	TOTAL Legislative Revenue	(2,923.26)	(11,516.00)	(3,000.00)	(8,516.00)	73.95
	TOTAL Administrative Revenue	(41,059.35)	(50,774.00)	(60,204.29)	9,430.29	(18.57)
	TOTAL Protective Services Reve	(74,462.00)	(36,500.00)	(23,611.00)	(12,889.00)	35.31
	TOTAL Emergency Services Reven	0.00	0.00	0.00	0.00	0.00
	TOTAL Public Works Revenue	0.00	0.00	0.00	0.00	0.00
	TOTAL Roads & Street Lights Re	(17,034.43)	(18,500.00)	(14,540.98)	(3,959.02)	21.40
	TOTAL Water Services Revenue	(105,808.08)	(111,950.00)	(89,360.33)	(22,589.67)	20.18
	TOTAL Wastewater Services Reve	(32,343.76)	(80,194.00)	(72,599.98)	(7,594.02)	9.47
	TOTAL Solid Waste Services Rev	(18,131.21)	(19,100.00)	(16,017.75)	(3,082.25)	16.14
	TOTAL FCSS Revenue	(10,080.00)	(10,080.00)	(22,272.00)	12,192.00	(120.95)
	TOTAL Plan & Dev Revenue	(15,123.29)	(5,000.00)	(3,985.25)	(1,014.75)	20.30
	TOTAL Parks / Rec Revenue	0.00	0.00	(100.00)	100.00	0.00
	TOTAL Camp Info Centre Revenue	(35,992.80)	(16,000.00)	(36,183.00)	20,183.00	(126.14)
	TOTAL Community Hall Revenue	(3,590.00)	(2,000.00)	(640.00)	(1,360.00)	68.00
	TOTAL Rec Board Revenue	(5,125.17)	(12,540.00)	(36,000.00)	23,460.00	(187.08)
	TOTAL REVENUE	(959,565.65)	(937,646.71)	(900,719.62)	(36,927.09)	3.94

8.4% Target

Village of Longview

YTD Council Summary Monthly

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
TOTAL General Expenses		143,593.81	143,176.00	89,854.18	53,321.82	37.24
TOTAL Legislative Expenses		30,178.10	24,050.00	15,864.94	8,185.06	34.03
TOTAL Administration Expenses		240,324.90	280,521.00	241,736.87	38,784.13	13.83
TOTAL Protective Services Expe		76,976.66	20,232.00	10,683.40	9,548.60	47.20
TOTAL Emergency Services Expen		17,771.51	11,000.00	5,909.51	5,090.49	46.28
TOTAL Public Works Expenses		86,059.88	82,929.00	61,729.29	21,199.71	25.56
TOTAL Roads & Street Lights Ex		17,726.36	18,000.00	15,808.21	2,191.79	12.18
TOTAL Water Services Expenses		209,150.59	123,150.00	73,066.25	50,083.75	40.67
TOTAL Wastewater Services Expe		203,927.93	94,051.00	47,269.70	46,781.30	49.74
TOTAL Solid Waste Expenses		6,832.66	7,000.00	5,475.68	1,524.32	21.78
TOTAL FCSS Expenses		11,917.66	17,600.00	8,483.47	9,116.53	51.80
TOTAL Planning and Development		3,023.63	4,000.00	4,813.10	(813.10)	(20.33)
TOTAL Parks / Rec Expense		2,635.70	3,600.00	993.85	2,606.15	72.39
TOTAL Campground Info Centre E		36,834.76	33,946.00	30,585.75	3,360.25	9.90
TOTAL Community Hall Expenses		16,395.53	17,380.00	7,675.85	9,704.15	55.84
TOTAL Library Expenses		6,146.46	6,238.00	5,699.23	538.77	8.64
TOTAL Rec Board Expenses		9,586.50	13,650.00	36,844.06	(23,194.06)	(169.92)
TOTAL EXPENSES		1,119,082.64	900,523.00	662,493.34	238,029.66	26.43
P NET DEFICIT (Surplus)		159,516.99	(37,123.71)	(238,226.28)	201,102.57	(541.71)

8.4% Target

*** End of Report ***

BYLAW 432-20

**A BYLAW OF THE VILLAGE OF LONGVIEW
IN THE PROVINCE OF ALBERTA
2021 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 17th day of November, 2020

Mayor

Chief Administrative Officer

READ A SECOND TIME this 15th day of December, 2020

Mayor

Chief Administrative Officer

READ A THIRD AND FINAL TIME this 15th day of December, 2020

Mayor

Chief Administrative Officer

Schedule "A"
RATES AND FEES SCHEDULE

ASSESSMENT AND TAXATION

Assessment and Review Board:

Assessment Complaint Filing Fee \$ 50

Tax Information:

Tax Certificate \$ 50

ADMINISTRATIVE SERVICES

Photocopying..... \$0.25 /page

Colour Copies..... \$0.50 /page

Faxing..... \$1.00 /page

TENT RENTALS

Ratepayer Rental.....\$100 day

BUSINESS LICENSES:

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

Home Occupation – with employees \$50

Commercial.....	Ratepayer	Non-Ratepayer
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Annual	\$100	\$200
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Half year after June 30	\$50	\$100
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Monthly	\$37.50	\$75
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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) 50% of renewal fee

Late Penalty (8 weeks) (50% + 50%) 100% 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 ³ :	\$1.30/ m ³
Usage Rate 40.01 to 60 m ³ :	\$1.43/ m ³
Usage Rate 60.01 to 80 m ³ :	\$1.52/ m ³
Usage Rate 80.01 to 100 m ³ :	\$1.63/ m ³
Any amount greater than 100 m ³	\$1.74/ m ³

Replacement of Water Meter (damaged by occupant) \$600.00

Refusal to install or replace water meter will result in a billing of 3x the fixed rate charge until meter is replaced.

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 m³ Residential..... \$15.25, plus

Fixed Charge: up to 20 m³ Commercial \$17.25, plus

Usage Rate greater than 20 m³: 0.56/ m³

Residential accounts shall only be charges on 80% of water consumed for any quantity over and above 20 m³

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 \$21.50

Utility Account Fees

Street Light Fee \$ 20

Connection and/or Disconnection – During Business Hours \$ 50

Connection and/or Disconnection – After Business Hours \$100

WATER AND SEWER CONNECTION SERVICES: Bylaw 399-17

Water and Sewer Connection (user pay) or cost plus \$5000

Water Meter (New) \$600

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

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

SIGNS:

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

RELAXATIONS OR VARIANCE OF A BYLAW PROVISION:

(Applied as a surcharge to application fee)	\$100
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EXCAVATION, STOCK PILING, GRADING:

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

(Plus performance security deposit \$5,000)	\$500
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DEMOLITION:

(Plus performance security deposit)	\$100
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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)

4. MUNICIPAL PLANNING COMMISSION SPECIAL MEETING FEE	\$600
5. SUBDIVISION APPEAL: - Fees for Committee members, advertising, etc.	\$1,200
6. ENCROACHMENT or RIGHT-OF-WAY AGREEMENTS:	
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
7. DEVELOPMENT APPEALS: (Refunded if appeal is withdrawn prior to notice)	\$1200
8. PERFORMANCE SECURITY DEPOSIT: (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
9. SUBDIVISION PROCESSING:	
Application Fee: for two (2) lots or less and boundary adjustments. (Real Property Report Required) per lot for third and subsequent lots.	\$1000 \$100
Endorsement Fee: for instruments registering two (2) lots or less; per lot for three (3) or more lots	\$150 \$50
Outline Plans:	\$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.

RECREATION

Campground

Nightly Fee.....	\$30
Weekly Fee	\$180
Monthly Fee	\$650.00
After Sept 30 th (electric heaters) per day per site.....	\$35
Weekly after Sept 30 th	\$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 \$36.00
- Gratuities 15%
- To a maximum of \$81.00

KILOMETRE RATE FOR TRAVEL

Use Provincial Rates

.60 per kilometre up to 5,000
.54 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 any public place	\$150.00	\$300.00
3.2	Permit smoking or vaping of tobacco or cannabis in any 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 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
1	N/A	N/A	N/A
2	\$ 100.00	\$ 250.00	\$ 800.00
3	\$ 250.00	\$ 800.00	\$1,500.00

TAMPERING WITH A WATER METER

A fine of \$1,000 plus if meter is damaged an additional \$600 to be paid before water services are reconnected.

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
BYLAW NO. ~~420433-1920~~
COUNCIL PROCEDURES

BEING A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, provides that a council may pass bylaws in relation to the procedure and conduct of Council and committees established by Council, and may regulate the conduct of ~~Councillors~~Councillors and members of committees established by Council; and

WHEREAS the Council of the Village of Longview considers it desirable for effective governance to regulate the procedure and conduct of Council, ~~Councillors~~Councillors and others attending Council and Council Committee meetings in the Village of Longview;

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

Citation

1. This bylaw may be cited as "Council Procedure Bylaw."

Definitions

2. In this bylaw
 - a. "Administrative Inquiry" means a request from Council, a Councillor or a member of a Committee of Council, or a resident of the municipality to the administration, for the future provision of information and report;
 - b. "Agenda" means the statement of the order of business to be discussed;
 - c. "Bylaw" means a bylaw of the Village of Longview
 - d. "CAO" means the Chief Administrative Officer or their delegate, for the Village of Longview;
 - e. "Committee" means any committee, board, or task force created by bylaw or resolution of the Council in the Village of Longview;
 - f. "Committee of the Whole" means a meeting that permits Council to function informally and with freedom of debate provided that any and all decisions are to be referred to a regular or special meeting of Council;
 - g. "Council" means an elected official of the Village of Longview;
 - h. "Delegation" means a person that has the permission of Council to appear before Council, or before a committee of Council, to provide pertinent information and views about a subject before Council or committee of Council;
 - i. "Member" means a Councillor or a person at large appointed by Council to a committee of Council;

- j. “Meeting” means a meeting of Council or a committee of Council;
- k. “Point of Order” means a demand by a member that the presiding officer at a meeting enforce the rules of the procedure;
- l. “Point of Privilege” means a request made to the presiding officer of Council on any matter related to the rights and privileges of Council or individual Councillors and includes: the organization or existence of Council, the conduct of members, the conduct of employees or members of the public in attendance at the meeting;
- m. “Presiding officer” means
 - i. in the case of a Council meeting, the Mayor or Deputy Mayor of the Village of Longview; or
 - ii. in the case of meeting of a committee of Council, the individual appointed as the chair of that committee.
- ~~n.~~ “Public” means any person who is a resident or business operator in the Village of Longview.
- ~~n.~~
- o. “Public Hearing” means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*, and any other Act, or any other matter at the direction of Council;
- p. “Question Period” means the portion of a meeting where a person may address Council.
- q. “Request for Decision” is the means by which a member or administration brings business before Council;

Applicability

- 3. This bylaw applies to all the public, members and staff attending meetings of Council and committees of Council of the Village of Longview.

Mayor and Deputy Mayor

- 4. The position of Mayor and Deputy Mayor shall be one (1) year in duration and chosen during the annual Organizational Meeting of Council.

Council Meetings

- 5. Regular meetings of Council shall be held at a location and on a day and at a time to be set by resolution at a Council meeting at which all the ~~Councillors~~Councillors are present. When the meeting day falls on a statutory holiday, the meeting shall be held on the following day which is not a statutory holiday, unless otherwise set by resolution of Council.

6. If only the public will be present at the Council Chambers in the Village's Council Chambers and all Council members are participating by way of electronic communication, notice shall be posted in the Municipal Office, and on the Municipal Website 24 hours prior to the meeting, indicating the way the meeting will be conducted
7. Special meetings of Council shall be scheduled by Council in accordance with the provisions of the Municipal Government Act.

Meeting through Electronic Communications

8. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include using a telephone with conference call capabilities (speaker), ensuring that dialogue is available for both parties; using a personal computer; or other means as technology advances.
9. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Mayor.
10. A Council member shall be permitted to attend a meeting using electronic communication if the location is able to support its use, ensuring all Council members participating in the meeting are able to communicate effectively.
11. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period the connection via electronic communications remains active.
12. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
13. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
14. When a Council member attends Closed Meeting session, they will be required to confirm their attendance in the Closed Meeting session alone, in keeping with the definition in this bylaw of "Closed Meeting", by providing a statutory declaration or affidavit sworn or declared before the Legislative Services Manager, a Commissioner for Oaths prior to the next regular Council meeting.
- ~~1. —~~
- ~~2. Special meetings of Council shall be scheduled by Council in accordance with the provisions of the Municipal Government Act.~~

Quorum

~~3-15.~~ Two ~~Councillors~~Councillors constitute a quorum for a Council meeting and for a meeting of the Committee of the Whole. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

~~4-16.~~ Meetings of Committees of Council require a quorum of 50% of all members in order to conduct a meeting. If a quorum is not present the members present shall make a record of their attendance and stand adjourned to the next scheduled meeting date.

Conduct of Council Meetings

~~5-17.~~ Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.

~~6-18.~~ When addressing Council a member, delegate or the public shall:

- a. not address Council without permission;
- b. remain orderly and quiet;
- c. not carry on a private conversation;
- d. not shout, raise his/her voice or use offensive, disrespectful, or unkind words in referring to any member, or to any official or staff member of the Village or any member of the public;
- e. not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the members who voted on the motion, or the mover of the motion;
- f. not applaud or otherwise interrupt any speaker or action of the Members, or any other person addressing Council.
- g. assume personal responsibility for any statement he quotes to Council or upon request of Council shall give the source of the information.

~~7-19.~~ The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 10.

~~8-20.~~ A member called to order or ruled out-of-order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide on the point of order without debate; if there is no appeal, the decision of the presiding officer shall be complied with.

~~9-21.~~ The presiding officer may expel from a meeting any member, delegate, or any person from the public, who disturbs the proceedings of that meeting.

~~10-22.~~ The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.

~~11-23.~~ In all cases not provided for in this bylaw, the "Revised Robert's Rules of Order" shall be followed and in such cases the decision of the presiding officer shall be final and accepted without debate.

- a. In the event of conflict between the provisions of this bylaw and the "Revised Robert's Rules of Order," the provisions of this bylaw shall apply.

Council Resolutions

~~12-24.~~ A resolution may be withdrawn at any time before voting, subject to no objection from any member.

~~13-25.~~ The following resolutions are not debatable by Council:

- a. adjournment,
- b. recess,
- c. question of privilege,
- d. point of order,
- e. limit debate on the matter before members,
- f. division of a question,
- g. refer,
- h. postpone the matter to a time certain.

~~14-26.~~ A motion to refer shall include

- a. the terms on which the matter is being referred;
- b. the time when the matter is to be returned;
- c. whatever other explanation is necessary as to the purpose of the motion;

~~15-27.~~ A motion to postpone any matter shall include

- a. the time at the present meeting or the date of a future meeting to which the matter is to be postponed, or
- b. a provision that the matter is to be postponed indefinitely.

~~16-28.~~ A member may move a motion to adjourn a meeting at any time, except when

- a. another member has the floor,
- b. a call for a vote has been made,
- c. the members are voting
- d. the meeting is a Closed Meeting
- e. a previous motion to adjourn has been defeated and no other intermediate proceedings have taken place

~~17-29.~~ When a motion is under debate, no new motion shall be received other than a motion to:

- a. refer to some other party for consideration,
- b. withdraw the motion,
- c. amend the motion,
- d. postpone the motion, or
- e. call the question.

~~18-30.~~ When a member wishes to amend a motion prior to the question being called,

- a. only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced,
- b. all amendments must relate to the motion being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or

meaning of the main motion. The presiding officer shall rule on disputes arising from amendments.

- c. an amendment proposing a direct negative is out of order,
- d. a sub-amendment (amendment to an amendment) shall not enlarge the scope of the amendment, but should only deal with matters not covered by the amendment,

~~19.~~31. A motion to reconsider a motion shall:

- a. only be made at the same meeting as the original motion,
- b. only be made by a ~~councillor~~councilor on the prevailing side of the issue involved,
- c. not be reconsidered more than once at any one meeting of Council,
- d. be decided by a majority of the members of Council present, and
- e. not be allowed on a motion of adjournment.

~~20.~~32. A motion to rescind a previous motion of Council shall:

- a. be offered at any time subsequent to the meeting at which the original motion was passed,
- b. be made by any member,
- c. be provided for by a request for decision that is included as an item on the agenda and delivered to the members before the meeting at which is to be discussed.

~~21.~~33. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding officer so directs.

~~22.~~34. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.

~~23.~~35. A motion to proceed to a vote will not require a seconder.

~~24.~~36. If any member wishes to have a recorded vote, the request for the recorded vote must be made prior to the vote being taken.

~~25.~~37. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

Bylaws

~~26.~~38. A motion and subsequent vote of the first reading of a bylaw shall be decided without amendment or debate.

- a. Debate the substance of the bylaw, and
- b. Propose and consider amendments to the bylaw

~~27.~~39. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated into the bylaw.

~~28.40.~~ When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be put to the question.

~~29.41.~~ Proposed bylaws may be referred to administration, committees or special task forces at any time prior to third reading.

Public Question Period

~~30.42.~~ Prior to the Bylaw and Business Discussion of a Council Meeting a Question Period as approved by Council.

~~31.43.~~ Any such public discussion shall be regulated as follows:

- a. Any resident of the Village of Longview may speak to any matter on the agenda of the current Council meeting, and
- b. Any resident may speak on any one topic on the agenda for no longer than five (5) minutes, after which Council may ask questions of the speaker.
- c. Any resident may speak on more than one topic as long as all topics meet the requirements of subsections a. through b. done alternately to provide opportunities for others to ask questions.

~~32.44.~~ AT NO TIME shall a questioner, Council member, delegation or administration enter into a debate during the question period of the agenda.

~~33.45.~~ If an immediate answer is not available, the questioner will be given a reply through the CAO, or as Council may determine, as soon as possible.

~~34.46.~~ The total time given for public discussion shall be fifteen (15) minutes.

- a. If the public discussion requires more time, any individuals may request at that time to have their discussion scheduled into the next Council meeting as per section 46 of this bylaw.

Public Hearings

~~35.47.~~ At the commencement of a Public Hearing, the presiding officer shall, in the following order:

- a. state the matter to be considered at the hearing,
- b. inform those present of the procedure which shall be followed in hearing the respective submissions,
- c. request that administrative staff present a report on the issue at hand,
- d. allow the applicant, and/or their representatives(s), up to ten (10) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a member, unless granted at time extension by Council, and
- e. allow members to ask questions of administrative staff and the applicant.

~~36.48.~~ Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak for a period not exceeding five

(5) minutes, exclusive of time required to respond to questions put to the speaker by a member, and shall be called in the following order:

- a. the presiding officer shall call on each person who is in favour of the proposal before Council,
 - b. the presiding officer shall then call on each person who is opposed to the proposal before Council,
 - c. the presiding officer shall then call on each person who is neither in favour or opposed to the proposal before Council.
- ~~37~~49. Members may ask questions of speakers in section 39 and 40 immediately after their presentation and prior to the next speaker.
- ~~38~~50. Before closing the public hearing the presiding officer will allow the applicant, followed by the presenting staff member, to make closing comments, such being limited to five (5) minutes each.
- ~~39~~51. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his behalf. The authorization must in writing and:
- a. name the individual authorized to speak,
 - b. indicate the proposed bylaw to be spoken to, and
 - c. be signed by the person giving authorization.
- ~~40~~52. No person speaking in favour of or opposed to the proposal before Council shall speak for more than five (5) minutes.
- ~~41~~53. All speakers must state their full name to be written into the public record prior to addressing Council.

Delegations

- ~~42~~54. A person, group of persons, or representative of a group of persons, who wishes to bring any matter to the attention of Council, or wishes to have any matter considered by Council, shall address a letter or other written communication to the Council containing adequate information to enable Council to deal with the matter. Adequate information should be in printed form and not references to websites. These documents should be received by Administration 5 business days prior to appearing as a delegation to allow inclusion in agenda packages. Information is not limited to the following:
- a. name, address and telephone number of the person wishing to make the presentation,
 - b. a clear identification of the topic to be discussed,
 - c. a clear identification of the request being made to Council,
 - d. any and all background information necessary.
- ~~43~~55. 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) business days immediately preceding the meeting at which it is to be presented.

~~44.56.~~ Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the presiding officer determines that additional time shall be granted to the delegation, additional time shall be granted in the length specified by the presiding officer.

~~45.57.~~ Council will not entertain public questions or submissions addressed to the delegation(s).

~~46.58.~~ Council will not entertain submissions from the public on issues that are before the Subdivision, and Development Appeal Board, a statutory Public Hearing, or are within any other public consultation or communication process.

~~47.59.~~ Council has the right to defer discussion or decisions on the matter presented by a delegation to allow time for further research.

Agenda and Order of Business

~~60.~~ Prior to each meeting of Council, the CAO shall prepare the agenda of all business to be brought before the Council at such meeting. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the Village of Longview administration no later than 3:00 p.m. five (5) business days prior to the meeting.

~~61.~~ Correspondence addressed to Council shall be included in the agenda package with the name of the author. Addresses, phone numbers and email addresses will be redacted from the agenda that is published.

~~62.~~ Accounts Payable Cheque listing shall be published without names of payees. Council may be given a copy with names but those copies will be collected by the CAO after the meeting. Council is not allowed to photograph or copy the listing.

~~48.63.~~ Council shall receive a copy of the YTD comparison of Budget to Actual by department.

~~49.64.~~ The CAO shall place at the disposal of each member of Council, a copy of the agenda and all supporting material no later than 4:30 p.m. two (2) business days before the meeting.

~~50.65.~~ Where the deadline in Section 52 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

~~51.66.~~ The order of business at a meeting is the order of the items on the agenda except:

- a. when the same subject matter appears in more than one place on the agenda and Council decides to deal with all items related to the matter at the same time; and,
- b. Council decides not to deal with an item on the agenda without motion.

Committee of the Whole

~~52-67.~~ A committee is hereby established called the “Committee of the Whole” with membership comprised of all members of Council and the CAO.

~~53-68.~~ Committee of the Whole meetings are open to the public and can receive delegations but there will be no question period or debate with the public.

~~54-69.~~ Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.

~~55-70.~~ Council Committee of the Whole may not make motions or take votes and shall refer items to a Council meeting if decisions are required.

Advisory Committees and Boards

~~56-71.~~ Council may establish by bylaw or by resolution any advisory committee as deemed necessary and any committees established by resolution prior to the passing of this bylaw that are still in existence are grandfathered in and remain extant despite their earlier creation by resolution.

~~57-72.~~ Bylaws or resolutions adopted pursuant to Section 60 shall include the following terms of reference as a minimum:

- a. the purpose and mandate of the committee,
- b. the authority and responsibility of the committee
- c. the membership of the committee
- d. the term of office for the membership of the committee.

~~58-73.~~ All committees established pursuant to this bylaw must comply with all bylaws of the municipality, must have their members execute the Village of Longview Code of Conduct, and must comply with the provisions of the Municipal Government Act.

~~59-74.~~ Members of Council who are appointed to any committee established by Council have the responsibility of keeping Council informed of any activities of the committees they are appointed to.

~~60-75.~~ Any member of Council not a member of a committee shall have the right to attend committee meetings with the right of debate, but not to make motions or to vote.

~~61-76.~~ The general duties of all committees of Council shall be as follows:

- a. to report to Council whenever so desired by Council, and as often as the interests of the Village require, on all matters connected with the duties imposed on each such committee; and to recommend such action by the Council as it deems necessary within its terms of reference,
- b. to observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council,
- c. the reports of all committees shall be made available to Council

~~62-77.~~ No report or recommendation to do with any matter or thing shall be recognized as emanating from any committee unless it is in writing, dated, nor unless it bears the

name of the Chairman or Acting Chairman of the committee from which it has been issued.

~~63-78.~~ A committee may create any sub-committee it considers necessary and shall designate the duties, powers and responsibilities of each sub-committee for reporting on its findings.

- a. The same committee may terminate the existence of said sub-committee created by it and the sub-committee shall cease to exist on the submission of its final report.

~~64-79.~~ The meetings of committees of Council shall be established by resolution of each committee and the public shall be given notice as required by the provisions of the Municipal Government Act.

~~65-80.~~ All committee meetings shall be open to the public.

Administrative Inquiry

~~66-81.~~ All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.

~~67-82.~~ All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.

~~68-83.~~ No member shall have the power to direct or interfere with the performance of any work for the Village. Nothing in the foregoing shall in any way interfere or restrict the right of a member to seek information from any officer or employee of the Village through the office of the Chief Administrative Officer.

General

~~69-84.~~ Where the relationship between two or more members has deteriorated to a point so as to significantly interfere with the normal conduct of business, as judged by themselves, a majority of Council, or the Mayor, the two members shall seek to mediate their differences by any of the following steps:

- a. a joint meeting to resolve their differences,
- b. a joint meeting with the Mayor as a neutral mediator to resolve their differences,
- c. a meeting with the Council to resolve their differences,
- d. if the Mayor is unable to remain a neutral mediator, another member of Council, the CAO, or an outside consultant, may be appointed by a majority of Council as a neutral mediator in discussion.

-Recording Meetings

85. Meeting of Council could be audio recorded by administration for the purpose of preparing official minutes of the meeting and shall be destroyed one year from the meeting date.

~~70.~~

~~71.~~ Council meeting shall not be video or audio recorded by member of the gallery without the permission of Council.

86.

Council may choose to record either audio and/or video of Special Meetings of Council for the use of people unable to attend the meetings.

Amendment

~~72.87.~~ Any provision of this bylaw may be repealed, amended or varied and additions made by a majority vote of Council.

~~73.88.~~ Notwithstanding section 75 and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided a unanimous vote of all the members, to deal with a specific matter under consideration.

Severability

~~74.89.~~ If any portion of this bylaw is declared invalid by a court of competent jurisdiction, the invalid portion must be severed and remainder of the bylaw is deemed valid.

Rescinds

~~75.90.~~ Bylaw #~~388.16420-19~~ is hereby rescinded.

Effect

~~76.91.~~ This bylaw shall take effect upon the date of third and final reading and passage thereof.

READ for a first time this ~~___~~ 15th day of ~~March~~ December, ~~2019~~ 2021.

READ a second time this ~~___~~ day of ~~April~~, ~~___~~, ~~2019~~ 2021.

~~UPON MOTION duly made and unanimously carried Council resolved to hold a third reading on this ___ day of March, 2019.~~

READ for a third and final time this ~~___~~ day of ~~April~~ , ~~2019~~ 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Village of Longview
IN THE PROVINCE OF ALBERTA
ROAD CLOSURE BYLAW 434-20**

A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, for the purpose of closing public travel and creating title to portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes Of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel, and

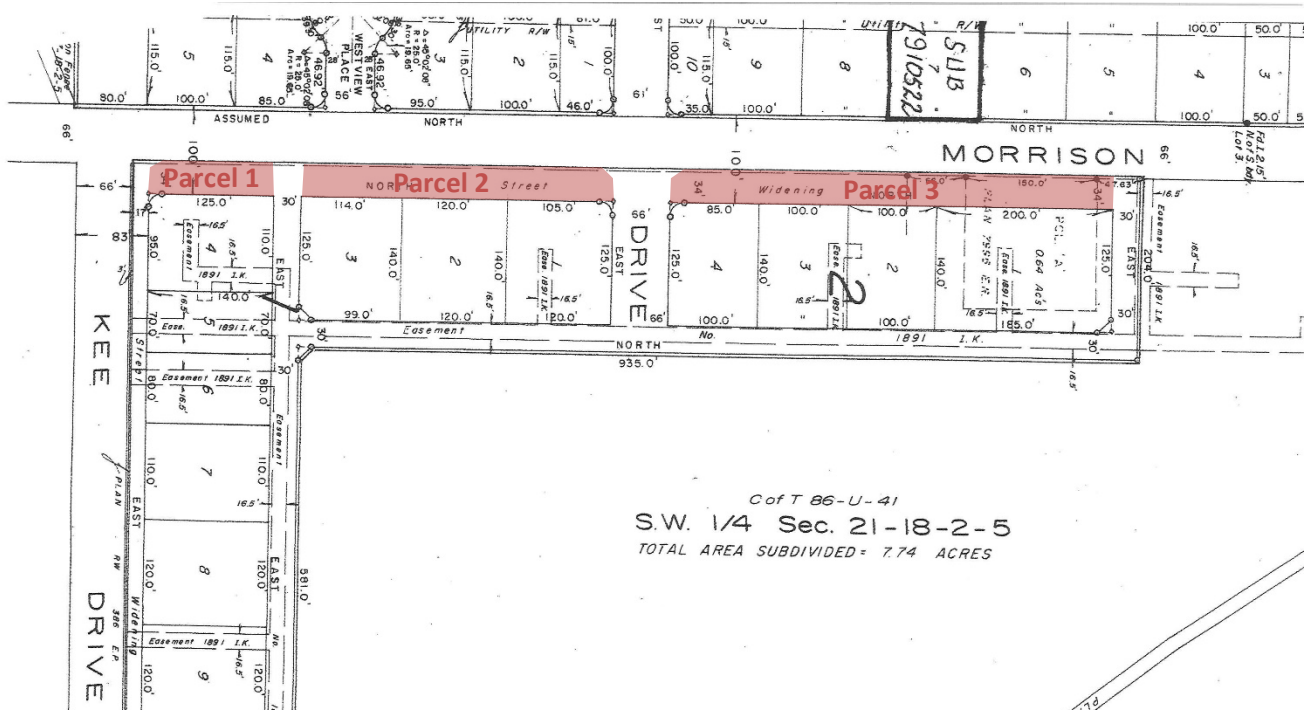
WHEREAS application has been made to Council to have the highway closed, and

WHEREAS the Council of the Village of Longview deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same, and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and The Village of Longview has advertised according to Bylaw 410-18 Public Notification notices have been posted on the Village website, Village bulletin board, on the Village sign, and in the Village newsletter, the intention to close the road allowance as described below:

ADVERTISING THE CLOSURE

Advertising on Village website and bulletin board from December 16 – January 15. Letters will be sent to adjacent property owners



Parcel 1

Plan 1777jk

All that portion of the 34-foot-wide NORTH STREET WIDENING and corner cut adjacent to the west boundary of block 1 shown on plan 1777jk

which lies between the westerly production of the north and south boundaries of lot 4 in block 1

Parcel 2

Plan 1777jk

All that portion of the 34-foot-wide NORTH STREET WIDENING and corner cut adjacent to the west boundary of block 1 shown on plan 1777jk

which lies north of the westerly production of the southern boundary of lot 3 in block 1

and south of the westerly production of the northern boundary of lot 1 block 1

Parcel 3

Plan 1777jk

All that portion of the 34-foot-wide NORTH STREET WIDENING and corner cut adjacent to the west boundary of block 2 shown on plan 1777jk

which lies north of the westerly production of the southern boundary of lot 4 in block 2

and south of the westerly production of the northern boundary of lot 1 block 2

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Longview in the Province of Alberta does hereby close to public travel for the purpose of creating title to the following 34 foot ROW on the east side of Hwy 22 (Morrison Road) north from Kee Drive to the lane north of 105 Morrison Road subject to rights of access granted by other legislation:

Excepting thereout all mines and minerals.

Received first reading this 15th day of December, 2020.

Mayor

Administrator

APPROVED this ___ day of _____, 20__.

Approval valid for ___ months

Minister of Transportation

Received second reading this ___ day of _____, 20__.

Mayor

Administrator

Received third reading this ___ day of _____, 20__.

Mayor

Administrator



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.1

Date: December 15, 2020
Title: Wiring Community Hall for sound and projector
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village install a point-to-point internet solution for the Community hall.

Alternatives:

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

Background: The installation cost for the projector and a permanent installation of the sound board and speakers in the hall would also be covered by the grant.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

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

1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	December 15, 2020	Agenda Item #: 11.2
Title:	Computer Projector	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village purchase computer projector _____ in the amount of _____ using MOST grant funds.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	<p>The Village has tested and returned several computer projectors because they could not hold the focus over the whole image. These were inexpensive portable projectors which do not provide a high visibility without the lights being turned off.</p> <p>There has been an interested shared about having outdoor movie. These less expensive projectors would not be suitable for movies. The MOST grant could be used to purchase a projector as part of the communications that needs to be done through zoom and other online meeting software.</p> <p>The installation cost for the projector and a permanent installation of the sound board and speakers in the hall would also be covered by the grant.</p> <p>The moderately prices Home Theatre system from Epson at approximately \$1,800 would have the brightness and the sharpness to be able to do outside or inside movies.</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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.3

Date: December 15, 2020
Title: Electronic Message Board
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village look into the cost of an electronic message board.

Alternatives:

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

Background: Communication with residents during the Covid-19 Outbreak is limited in the Village as we only send out newsletters every two months. The Village was approached by a sign company that suggested that a community recently used some of their Covid funding to purchase an electronic message board to communicate with residents. This would replace the current replacable letter sign in front of the Community Hall. The MOST grant could be used to pay for this sign. At the present time the Village does not have other claims that would use the grant and so the Village will be required to return the unused portion of the grant.

The biggest advantage of an electronic message board is the ability to have multiple messages displayed at the same time as the sign can hold many different pages and will scroll through the pages.

This will be a great communication tool well beyond the current pandemic.



Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by FOIP: **NO**
1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.4

Date: December 15, 2020

Title: FCSS Needs Study

Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village have MK Strategies do a FCSS Needs Study to help the Village understand how to best meet the needs with the limited resources we have.

Alternatives:

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

Background: In completing the 2019 FCSS Annual Report the Village under spent on the Christmas Party and the Youth returned their grant creating a \$2,742 surplus. I reported this to Ken Dropko, the head of the FCSS program for the province and discussed how to deal with the surplus from 2019 that will be added to the \$8,8773.50 surplus for 2020 for a total of \$11,515.50. This surplus needs to be spent on appropriate FCSS programs or it needs to be returned. I mentioned that we were looking at a potential Needs Study to clarify were is can be used. Ken mentioned that he is happy that the Village is looking at a needs assessment.

The Village had a quote from MK Strategies for \$3,500 plus travel to do an FCSS Needs study. This can be paid for from the surplus and give us direction for the 2021 FCSS Program.



Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by FOIP: **NO**
1. none

October 13, 2020

Dale Harrison, CAO
Village of Longview
Box 147, Longview, AB T0L 1H0
Phone 403.558.3922
Email: cao@village.longview.ab.ca

REFERENCE: Services for Needs Assessment - Family, Children and Seniors Services (FCSS)

Dear Dale,

Thank you for the opportunity to provide a proposal for services to complete a Needs Assessment for the FCSS with the Village of Longview. I believe our knowledge, skills, and experiences will be beneficial in delivering on this important process. It is our understanding this process contributes to the review of the FCSS Grant program for 2021.

The following is an overview of MK Strategy Group, Inc. company services, our approach and associated fees. I respect the trust you have placed in our ability to meet your needs.

MK STRATEGY GROUP, INC. | STRATEGY | CREATIVITY | DEVELOPMENT

Founded in 2000, MK Strategy Group, Inc. is a consulting company with integrated services in strategic development, capacity building, and enterprise and business planning. MK Strategy Group, Inc. has developed significant knowledge and expertise across industry sectors with successful completion of several projects for clients in the public, private and non-profit sectors. Sustainability is at the core of our service offerings, as we strive to understand the relationship of social, environmental, and economic factors in our deliverables. Our team offers strategic insight and creative approaches to an integrated range of services that facilitate development of strategy, plans and processes, research, network development, and evaluations. The company's systematic, process-oriented approach incorporates research and analysis to develop insightful conclusions and recommendations yielding tangible results.

SCOPE OF SERVICES, DELIVERABLES AND PROFESSIONAL FEE

Monica Kohlhammer, President and Senior Consultant, MK Strategy Group, Inc.

*As a member of the MK Strategy Group, Inc. team, I will be your key consultant.

Deliverables

- Planning: Outline for the 'needs assessment' process. List of key stakeholders for consultation; internal and external interviews. Survey questions drafted.
- Background review: government reports, past two years of grant recipients, etc.
- A meeting to be held with the FCSS Coordinator prior to the interviews.
- Outcome: Report – Needs Assessment and Recommendations November 2020*.
*Noted: assessment will inform 2021 FCSS Grant Program with a workshop late November.

Professional Fee

- Report - Needs Assessment and Recommendations: \$3,500.00 plus GST

Disbursements

- Mileage \$0.62/km

OUR DELIVERY

We place a high value on client feedback and build our relationships on strategic thought, passion for our services and client satisfaction. I am very pleased to have the opportunity to provide consulting services for the Village of Longview's in support of FCSS. I look forward to working together!

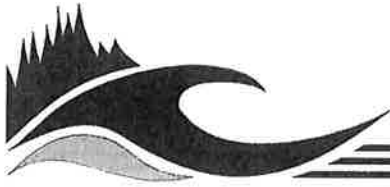
Should you have any questions or wish to discuss any aspect of this proposal, please do not hesitate to contact me at 403-650-6292 (cell).

Sincerely,

MK Strategy Group, Inc.



Monica E. Kohlhammer
President and Senior Consultant



OFFICE OF THE MAYOR

December 3, 2020

Via Email health.minister@gov.ab.ca

Government of Alberta
Office of the Minister of Health
423 Legislature Bldg. 10800-97th Avenue
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

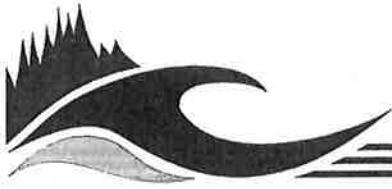
Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.

WHEREAS Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2



OFFICE OF THE MAYOR

-2-

WHEREAS the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

WHEREAS as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

NOW THEREFORE BE IT RESOLVED that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
The Honourable Jason Kenny, Premier of Alberta
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency
The Honourable David Shepherd, MLA Opposition Health Critic
Alberta Urban Municipalities Association (AUMA)
and all Municipalities within the Province of Alberta