

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, February 16, 2021

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 Public Hearing Road Closure – Jan19,2021
- 5.2 Minutes Regular Council Meeting – Jan 19, 2019
- 5.3 Minutes of Committee of the Whole – February 3, 2021

6.0 ACTION ITEM REPORT

- 6.1 Action Item Report – from COW Jan. 6, 2021

7.0 REPORTS

- 7.1 CAO Report –
- 7.2 Public Works Report – Jan 15-30
- 7.3 Council Reports

8.0 FINANCIAL REPORTING

- 8.1 Bank Reconciliation
- 8.2 Accounts Payable Cheque Register January
- 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 433-20 Council Procedure – 2nd & 3rd Reading

11.0 BUSINESS

- 11.1 RFD – Westwinds – Habitat for Humanity Request for Funding
- 11.2 RFD – Solar Project Request for Funding
- 11.3 RFD – ICF Foothills County
- 11.4 RFD – FCSS Covid Grant balance
- 11.5 RFD – Covid MOST Grant - Electronic Sign

12.0 CORRESPONDENCE

13.0 CLOSE MEETING

FOIP 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

From:

To: wightkathie@gmail.com; Len Kirk; Christina Weir

Cc: Dale Harrison

Subject: Proposed easement

Date: February 8, 2021 9:47:23 AM

Good morning Council,

I would like to ask for the opportunity to speak during the February 16th, 2021 Regular Council Meeting to discuss the following proposal.

I would like to obtain an easement from the hotel front doors to the street. I would use concrete sidewalk blocks to create a walkway. This way, if the right-of-way ever had to be dug up the blocks could easily be removed, and then replaced when the work was done. This would provide a surface that could be cleared of snow and ice, providing a safe walkway. It would also allow people with wheelchairs and walkers a smooth surface in the summer time. The hotel would cover all costs and maintain the walkway from snow and ice etc.

I've attached a drawing of what the proposed easement would be.

Thank you,

Chris Goss

MINUTES OF PUBLIC HEARING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 19, 2021
Electronic online Meeting commencing at 6:00 p.m.

PRESENT

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

Record of Names of attendees

Delilah Miller
Steve Weston
Kirk Davis
Rose Klassen
Winnie Hayden
Sarah Hays
Cliff Ayrey
Lorry

CALL TO ORDER

Mayor Wight declared the Public Hearing open at 6:03 p.m.

Explanation of Bylaw

Mayor Wight explained the purpose of the road allowance closure was to be able to subdivide the Road Allowance into parcels that match adjacent properties, then to possibly attach the new parcels to the adjacent owners. This will transfer the liability and maintenance responsibility from the Village to the adjacent property owners.

Order of Presentation & Rules of Conduct

Mayor Wight explained Rules of Conduct for the Public Hearing and the Order of Presentation.

Advertising

Mayor Wight ask if the Notice of Hearing had been advertised in accordance with requires of the MGA to which Development Officer Harrison replied that it had been posted on the Village Website Dec 21, 2020 and posted on the Village bulletin board, as well as the sign in front of the Community Hall according to Bylaw 410-18 Public Notification. Letters were sent to seven adjacent property owners and 4 utility companies.

Letters “For” or “Against”

Mayor Wight asked Development Officer Harrison if any letters either For or Against the proposed bylaw had been received to which Development Officer Harrison responded he had received 5 letters in support and one verbal support and no letters in opposition. One utility company wants to attach an easement for an underground utility prior to subdivision.

Speakers “in favour” or “opposed” to the Bylaw

No one present spoke in favour or opposed to the closure of the Road Allowance.

MINUTES OF PUBLIC HEARING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
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**Other Speakers
desiring to talk to
the closure**

Cliff Ayrey – The Village will incur some costs to subdivide, the land in question contains the Village water main ROW. The Village needs to be in control the land above the ROW for access in case of construction. Approx 2011 Ab Environment identified an issue that it believes is not ideal for chlorine contact time and may require a bypass from the business and resident and a direct connection only to the water reservoir and a feed from the reservoir only to the Village. Village responsible for cost for land disturbances.

Deliliah Miller – ensuring the Village was aware of the County’s letter in non opposition to the closure conditional to the land being attached to adjacent property.

ADJOURNMENT

Mayor Wight declared the Public Hearing closed at 6:24 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, January 19, 2021
Zoom online, commencing at 6:30 p.m.

PRESENT	Mayor Kathie Wight Deputy Mayor Christina Weir Councillor Len Kirk Chief Administrative Officer Dale Harrison
PUBLIC IN ATTENDANCE	6 people online
CALL TO ORDER	Mayor Wight called the meeting to order at 6:33 p.m.
AGENDA	Add: 11.6 Rec Board 11.7 AUMA Policing Webinar Moved by Councillor Weir that the agenda be accepted as presented. CARRIED
Resolution 003-21	
DELEGATIONS	None
CORRESPONDENCE FROM RESIDENTS	None
MINUTES OF PREVIOUS MEETINGS	Minutes of Dec 15, 2020 Regular Council Meeting Minutes of Jan 6, 2021 Committee of the Whole MOVED by Deputy Mayor Kirk that Minutes of Dec 15, 2020 Regular Council Meeting, Minutes of Jan 6, 2021 Committee of the Whole be adopted as amended. CARRIED
Resolution 004-21	
ACTION ITEMS	CAO presented Action Item List from the Oct COW Meeting
REPORTS	
<i>CAO Report</i>	CAO Harrison summarized the report submitted to Council as presented.
<i>Public Works Report</i>	Jan 4-15 not in agenda package – to be email to Council for review
<i>Council Reports</i>	Mayor Wight <ul style="list-style-type: none">• Mayors & Reeves – MP worked with new MA Ministry McIvor<ul style="list-style-type: none">○ Back to work middle Jan• AUMA – working<ul style="list-style-type: none">○ MSI Grant 15-25 reduction in 2021 further 25% in 2022○ Webinar on Policing planning on participating.• Letter to Oppose Open pit Coal mining. Deputy Mayor Kirk – No committee reports Councillor Weir – <ul style="list-style-type: none">• EDC – Farmer Market• Discussed Road Closure• Rink – cleaning after cleaning hall

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 19, 2021
Zoom online, commencing at 6:30 p.m.

Resolution 005-21	MOVED by Mayor Wight that the reports be accepted as presented. CARRIED
FINANCIAL REPORTS	Bank Reconciliation – December, 2020 Accounts Payable Cheque Register – December, 2020 Variance Report – YTD
Resolution 006-21	MOVED by Deputy Mayor Kirk that the Financial Reports be accepted as presented. CARRIED
QUESTION PERIOD	No questions
BYLAWS	
Bylaw 433-20 Council Procedure Bylaw Resolution 007-21	MOVED by Councillor Weir that Bylaw 433-20 Council Procedures be tabled to February COW so Administration can research recording and posting meeting videos items 86 and 87. CARRIED
Bylaw 435-21 ATCO Franchise Agreement Resolution 008-21	MOVED by Mayor Wight that Bylaw 435-21 ATCO Franchise Agreement receive 1 st Reading CARRIED
BUSINESS	
11.1 – RFD Westwind Habitat for Humanity Funding Request Resolution 009-21	MOVED by Mayor Wight that request for funding from Westwinds / Habitat for Humanity be tabled to February Council CARRIED
11.2 – RFD 2021 Election	MOVED by Deputy Mayor Kirk that for the 2021 Election: a) No deposit be submitted for nomination for candidate. b) Shall authorized The Returning Officer to have Advance Vote(s) as deemed necessary. c) That Susan Bogart be appointed as the Returning Officer for the Village of Longview and Sherri Barrett as substitute Returning Officer for the 2021 Municipal Election.
Resolution 010-21	d) The Village will use Special (mail-in) ballots. CARRIED
11.3 – RFD ATCO Franchise Rate Resolution 011-21	MOVED by Councillor Wier that the rate for the ATCO Franchise be remains at 20% for the upcoming year. CARRIED

MINUTES OF THE REGULAR MEETING
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11.4 – RFD 2021 Census Resolution 012-21	MOVED by Mayor Wight that the Council of Longview supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca . CARRIED
11.5 – RFD Canada Pharmacare Act Resolution 013-21	MOVED by Councillor Weir that the Council of Longview support Bill C-213, An Act to enact the Canada Pharmacare Act. and to write a letter to Peter Julian showing the support. CARRIED
11.6 Rec Board	Issues addressed earlier in meeting
11.7 AUMA Policing Webinar Resolution 014-21	MOVED by Councillor Weir that the that Mayor and Councillor Weir be approved to attend the AUMA webinar on policing and that their time be reimbursed. CARRIED
CORRESPONDENCE	none
CLOSE MEETING	
Resolution 015-21	MOVED by Mayor Wight 5-minute recess then to close the meeting under FOIP 18(1)(e) litigation or potential litigation at 8:27 p.m. CARRIED
Resolution 016-21	MOVED by Mayor Wight to come out of close meeting at 9:00 p.m. CARRIED
ADJOURNMENT Resolution 017-21	MOVED by Mayor Wight to adjourn the meeting at 9:02 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, February 3, 2021
held electronically commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Len Kirk
Councillor Christina Weir

CAO Dale Harrison

**PUBLIC IN
ATTENDANCE**

? online

CALL TO ORDER

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

AGENDA

Resolution 018-21

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

DELEGATION

Kirk Davis – Solar Project

- EDC requesting \$4000 for Fortis power study
- Community Energy Champions – Sean McCarthy and Kirk Davis to attend 60 hours of training, to look at possible energy savings around village
- Town of Okotoks interested in buying power from site in future

**CAO REPORT TO
COUNCIL**

CAO highlighted Items from Report

ITEM ACTION LIST

- Councillor Weir brought up the Road Closure to discuss whether the developed parcels would be sold to people other than the adjacent property owners. She was told that it would be a matter for Council to decide in the future once the ROW has been closed and the parcels surveyed and registered. Councillor Weir brought up a Point of Order – potential conflict of interest when the Council reviews the transfer of the land.
- Ice in front of Fas Gas.
- Mayor will ask volunteer to do tile in front of PO
- Mayor addressed the letter to Prov about Coal Mines

BUSINESS

Communication Policy

Review draft policy – bring forward to March COW

ICF Draft Agreement

Reviewed Draft ICF with Foothills Council did not see anything to change – CAO identified possible new Water & Wastewater Agreement being negotiated and might need to be updated in ICF.

Solar Funding

Present at February Council

Fireworks Policy

Deputy Mayor will talk with Fire Department

ADJOURNMENT

Resolution 019-21

MOVED by Mayor Wight to adjourn the meeting at 7:41 p.m. **CARRIED**

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Look into transfer of liability from Malmberg to Village.	Dale	03-Jun		\$3,000 Survey and land titles legal fees
2	Post Office - tiles	Mayor			Mayor to talk with David
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	Two contractors at \$5,000
5	Letter opposing Open Pit Coal Mines	Kathie	19-Jan		Letter drafted and typed - Province reverse course on coal mines
6	Fireworks Bylaw	Len	03-Feb		Len to talk to Fire Dept - Heritage Point Fireworks Bylaw
7					
8					
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18					



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from Jan 28, – Feb 11, 2021
DATE: Feb 16, 2021

Development:

- Foothills Development Officer – Statutory Plans – IPD, Annexation, MDP
- Review Longview School drainage plan – MPE
- Easement for sidewalk
- Discussion with two builders on known 2021 projects

Office

- Send out ATCO Franchise documents
- AMSC Natural Gas Agreement

Finance

- Completed BMTP, MSI, FGT grant SFEs
- Talked with AMWWP about Instrumentation Funding
- Auditor checklist
- Collection and review of 2020 financial documents for audit and budget prep
- Creating Preliminary Operating Budget comparing to 2020 expenses

Council

- Council Mediation Planning
- Request Update on Strategic Plan
- Conflict of Interest – research & legal opinion

Public Works

- Bulk Water Flood
- Identify & trouble shooting bulk water issue
- Bruce Beers, GranLee, MTK Construction trouble shooting bulk water
- Requesting cost on Lagoon Survey for desludging
- Repairs to Water leak at WTP
- Foothills County – Service Agreement Water with new Water License

Peace Officer

- Collecting Info on Annual Operating costs from various communities for budget

Covid-19

- 2 - Deena Hinshaw Covid Updates
- MOST & FCSS Grant – expenditure tracking

Jan 18

Daily routine,water meter reading at 519 Highwood Dr,Repair lock on rear door of office building,Check outside plug at Info center,Move Man hole cover dug out of snow pile to shop yard,Push-up snow pile at horse shoe pit lot,Clean out garbage can in compost area and pick-up garbage on Boyds hill,Put-up signs at skating rink.

Jan 19

Daily routine,water meter reading at 519 Highwood Dr.Remove hockey nets from skating rink.Snow removal(Remove some of snow pile at 206B Royalties Cres to inlarge parking space.

Jan 20

Daily routine,water meter reading at 519 Highwood Dr,Pump out holding tank at WTP,Repair top rail on dump trailer.

Jan 21

Daily routine,water meter reading at 519 Highwood Dr,Meet with Gran Lee at WTP and SLS for up grades and repairs,Repair racks and Jack and service dump trailer,Check over truck,Small mics jobs around shop.

Jan 22

Daily routine,water meter reading at 519 Highwood Dr,Garbage pick-up,Check Info center and Community hall.

Jan 25

Daily routine,water meter reading at 519 Highwood Dr,Clean out and wash cab of truck,Clean-up loft area in shop.

Jan 26

Daily routine,Meet with FHC for Scheduled power outage at SLT,Snow removal(sidewalks and office)Check out fall drain,Responded to complaint about calf moose enclosed on lagoon overflow area and monitor.

Jan 27

Daily routine,Snow removal(office)Meet with FHC for water leak at WTP clear water well,Cut fence at Lagoon overflow area to allow access for moose to exit and moniter.

Jan 28

Daily routine,Snow removal(office,sidewalks,fire hall)Take down lightstanders Xmas lights and put in storage,Check over truck and dump trailer.

Jan 29

Daily routine,Garbage pick-up,Pick-up garbage from washrooms at campground,Move 1of2 hockey nets back to skateing rink,Check Community hall and Info center.

Truck 371 Km

Kubota 3 Hrs

Skid steer 5 Hrs

*Justin
Cammata*

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
January 31, 2021**

General Ledger ATB

Balance at	General account	\$1,003,944.52	
	RecBoard account	\$15,479.35	
	Light Up account	\$2,222.34	
	Memorial Garden account	\$10,778.70	
	Total Bank in GL		\$1,032,424.91
	charges outstanding in GL		
	deposit outstanding in GL	\$ 4,358.81	\$ 4,358.81
Adjusted Balance	January 31, 2021		<u>\$1,036,783.72</u>

ATB General Bank Account

Balance	January 31, 2021		<u>\$1,037,561.27</u>
Less:	Outstanding Cheques cancelled cheque	(\$2,926.72)	
Plus:	Outstanding Deposit in Bank	\$2,149.17	
			(\$777.55)
Balance at difference	January 31, 2021		<u>\$1,036,783.72</u> \$0.00

	Total on Deposit		<u>\$1,036,783.72</u>
Less:	MSI Grant	\$43,070.77	
	FGTF Grant	\$0.00	
	AUMA Grant	\$0.00	
	WTP additions project	\$0.00	
	WTP instruments	(\$33,201.38)	
	Solar Project	\$0.00	
	FCSS Covid 19 (community)	\$5,100.48	
	FCSS Covid 19(relief)	\$33,273.85	
	Reserves	\$481,685.83	
	held for rec board	\$15,479.35	
	held for lightup	\$2,222.34	
	held for memorial garden	\$10,778.70	
	Restricted Funds		\$558,409.94
	Balance for Operations		\$478,373.78

Village of Longview

Cheque Listing For Council

2021-Feb-8
12:57:16PM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
202100001	2021-01-06	AMSC Insurance Services Ltd.	0168-41,711	PAYMENT JAN PREMIUMS	673.33	673.33
202100002	2021-01-06	Chilco Contracting	716	PAYMENT CLEAR SNOW	2,115.75	2,115.75
202100003	2021-01-06	Contain-A-Way Services	148421	PAYMENT DEC DUMPSTER PICKUP	155.84	155.84
202100004	2021-01-06	Eastlink	14665401	PAYMENT RE JAN 3 STATEMENT	31.50	31.50
202100005	2021-01-06	Government of Alberta, Land Titles	20201231	PAYMENT DEC LAND TITLES	20.00	20.00
202100006	2021-01-06	Highwood Valley Contracting	178153	PAYMENT SNOW REMOVAL	787.50	787.50
202100007	2021-01-06	Iron Mountain Canada Operations ULC	DGKY109	PAYMENT DEC SHREDDING	69.41	69.41
202100008	2021-01-06	Longview Fas Gas	20201231	PAYMENT DEC FUEL	381.08	381.08
202100009	2021-01-06	MUNIWARE Municipal Info Systems	20201835	PAYMENT JAN SUPPORT	298.99	298.99
202100010	2021-01-06	R&R Fencing, 2239751 Alberta Ltd.	231	PAYMENT SAND STREETS AFTER SNOW STOF	615.68	615.68
202100011	2021-01-06	SecurTek	R0010992283	PAYMENT MONITORING/REPORTS FOR 2021	427.77	427.77
202100012	2021-01-06	Telus Communications	20201220	PAYMENT RE DEC 20 STATEMENT	282.33	282.33
202100013	2021-01-06	Telus Mobility	4645788195	PAYMENT RE DEC 27 STATEMENT	228.04	228.04
202100014	2021-01-06	Ten-Fur Loading Ltd.	100	PAYMENT SNOW REMOVAL LOADER	1,050.00	1,050.00
202100015	2021-01-13	ATB Financial Mastercard	20201231 20210107	PAYMENT MISC RECEIPTS FOR 2020 MISC RECEIPTS FOR JAN 2021	1,810.06 533.37	2,343.43
202100016	2021-01-13	AUMA	20210238	PAYMENT 2021 MEMBERSHIP FEE	1,046.66	1,046.66
202100017	2021-01-13	Caumartin, Justin	20210115	PAYMENT JAN ALLOWANCE	65.00	65.00
202100018	2021-01-13	Expressions	6743	PAYMENT LETTERS FOR SIGN	25.20	25.20
202100019	2021-01-13	Folkard, June	20210115	PAYMENT JAN ALLOWANCE	65.00	65.00
202100020	2021-01-13	Jansen Plumbing ltd.	27895	PAYMENT METERS INSTALLED IN TRAILER PAI	4,431.63	4,431.63
202100021	2021-01-13	Majchrowski, Nicki	20210115	PAYMENT CLEANING JAN	650.00	650.00
202100022	2021-01-20	Alberta Municipal Services Corporation	21-1036964	PAYMENT RE STATEMENT DATED JAN 8, 2021	5,103.60	5,103.60
202100023	2021-01-20	AMSC Insurance Services Ltd.	0168-42,137	PAYMENT FEB PREMIUM	673.33	673.33
202100024	2021-01-20	Benchmark Assessment Consultants Inc.	1710	PAYMENT JAN-MARCH ASSESSMENT FEES	1,293.60	1,293.60

Village of Longview

Cheque Listing For Council

2021-Feb-8
12:57:16PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
202100025	2021-01-20	Canon Canada Inc.	6572517	PAYMENT COPY CHARGES	225.00	225.00
202100026	2021-01-20	Eastlink	14740980	PAYMENT JAN 10 STATEMENT	141.70	141.70
202100027	2021-01-20	Foothills Regional Service Commission	00028006	PAYMENT DEC GARBAGE PICKUP	427.00	427.00
202100028	2021-01-20	Matrix Solutions Inc.	244233	PAYMENT DEC GROUNDWATER MONITORING	383.67	383.67
202100029	2021-01-20	MPE Engineering Ltd	2530-010-07-03	PAYMENT WTP INSTRUMENT ADDITIONS	41,385.75	41,385.75
202100030	2021-01-20	MUNIWARE Municipal Info Systems	20202083	PAYMENT FEB SUPPORT	298.99	298.99
202100031	2021-01-20	Wight, David	20201231	PAYMENT ZAMBONI REPAIRS	134.01	134.01
202100032	2021-01-20	Workers' Compensation Board	20201231	PAYMENT 2020 PREMIUMS FINAL INSTALLMEN	968.97	968.97

Total 66,799.76

*** End of Report ***

Village of Longview

YTD Council Summary Monthly

General Ledger	Description	2020 Actual	2021 Budget	2021 YTD Budget	2021 YTD Actual	2021 Budget Remaining \$	2021 Budget Remaining %
TOTAL General Revenue		(529,487.24)	0.00	0.00	(6,818.97)	6,818.97	0.00
TOTAL Legislative Reveue		(11,516.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Administrative Revenue		(46,486.90)	0.00	0.00	(937.50)	937.50	0.00
TOTAL Protective Services Reve		(28,337.89)	0.00	0.00	(800.00)	800.00	0.00
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Public Works Revenue		(1,200.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Roads & Street Lights Re		(17,480.98)	0.00	0.00	0.00	0.00	0.00
TOTAL Water Services Revenue		(107,489.07)	0.00	0.00	(443.30)	443.30	0.00
TOTAL Wastewater Services Reve		(75,733.44)	0.00	0.00	0.00	0.00	0.00
TOTAL Solid Waste Services Rev		(19,195.81)	0.00	0.00	0.00	0.00	0.00
TOTAL FCSS Revenue		(22,272.00)	0.00	0.00	(821.00)	821.00	0.00
TOTAL Plan & Dev Revenue		(4,651.55)	0.00	0.00	(50.00)	50.00	0.00
TOTAL Parks / Rec Revenue		(100.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Camp Info Centre Revenue		(36,183.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Community Hall Revenue		(640.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Rec Board Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE		(900,773.88)	0.00	0.00	(9,870.77)	9,870.77	0.00

Village of Longview

YTD Council Summary Monthly

General Ledger	Description	2020 Actual	2021 Budget	2021 YTD Budget	2021 YTD Actual	2021 Budget Remaining \$	2021 Budget Remaining %
	TOTAL General Expenses	143,483.54	0.00	0.00	5,930.28	(5,930.28)	0.00
	TOTAL Legislative Expenses	13,885.76	0.00	0.00	456.77	(456.77)	0.00
	TOTAL Administration Expenses	259,911.86	0.00	0.00	16,609.10	(16,609.10)	0.00
	TOTAL Protective Services Expe	12,559.94	0.00	0.00	17.93	(17.93)	0.00
	TOTAL Emergency Services Expen	9,807.22	0.00	0.00	0.00	0.00	0.00
	TOTAL Public Works Expenses	79,096.81	0.00	0.00	4,528.91	(4,528.91)	0.00
	TOTAL Roads & Street Lights Ex	22,781.42	0.00	0.00	0.00	0.00	0.00
	TOTAL Water Services Expenses	119,089.89	0.00	0.00	208.93	(208.93)	0.00
	TOTAL Wastewater Services Expe	86,509.97	0.00	0.00	0.00	0.00	0.00
	TOTAL Solid Waste Expenses	6,538.52	0.00	0.00	0.00	0.00	0.00
	TOTAL FCSS Expenses	8,483.47	0.00	0.00	0.00	0.00	0.00
	TOTAL Planning and Developemnt	6,705.98	0.00	0.00	0.00	0.00	0.00
	TOTAL Parks / Rec Expense	1,188.85	0.00	0.00	0.00	0.00	0.00
	TOTAL Campground Info Centre E	31,667.57	0.00	0.00	30.00	(30.00)	0.00
	TOTAL Community Hall Expenses	14,869.86	0.00	0.00	425.00	(425.00)	0.00
	TOTAL Library Expenses	6,051.19	0.00	0.00	0.00	0.00	0.00
	TOTAL Rec Board Expenses	4,500.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	827,131.85	0.00	0.00	28,206.92	(28,206.92)	0.00
P	NET DEFICIT (Surplus)	(73,642.03)	0.00	0.00	18,336.15	(18,336.15)	0.00

*** End of Report ***

Village of Longview
YTD Council Summary 2020 Year-end Preliminary

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
	TOTAL General Revenue	(597,892.30)	(563,492.71)	(563,492.71)	(529,487.24)	(34,005.47)	6.03
	TOTAL Legislative Reveue	(2,923.26)	(11,516.00)	(11,516.00)	(11,516.00)	0.00	0.00
	TOTAL Administrative Revenue	(41,059.35)	(50,774.00)	(50,774.00)	(46,486.90)	(4,287.10)	8.44
	TOTAL Protective Services Reve	(74,462.00)	(36,500.00)	(36,500.00)	(28,337.89)	(8,162.11)	22.36
	TOTAL Emergency Services Reven	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Public Works Revenue	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00
	TOTAL Roads & Street Lights Re	(17,034.43)	(18,500.00)	(18,500.00)	(17,480.98)	(1,019.02)	5.51
	TOTAL Water Services Revenue	(105,808.08)	(111,950.00)	(111,950.00)	(107,489.07)	(4,460.93)	3.98
	TOTAL Wastewater Services Reve	(32,343.76)	(80,194.00)	(80,194.00)	(75,733.44)	(4,460.56)	5.56
	TOTAL Solid Waste Services Rev	(18,131.21)	(19,100.00)	(19,100.00)	(19,195.81)	95.81	(0.50)
	TOTAL FCSS Revenue	(10,080.00)	(10,080.00)	(10,080.00)	(22,272.00)	12,192.00	(120.95)
	TOTAL Plan & Dev Revenue	(15,123.29)	(5,000.00)	(5,000.00)	(4,651.55)	(348.45)	6.97
	TOTAL Parks / Rec Revenue	0.00	0.00	0.00	(100.00)	100.00	0.00
	TOTAL Camp Info Centre Revenue	(35,992.80)	(16,000.00)	(16,000.00)	(36,183.00)	20,183.00	(126.14)
	TOTAL Community Hall Revenue	(3,590.00)	(2,000.00)	(2,000.00)	(640.00)	(1,360.00)	68.00
	TOTAL Rec Board Revenue	(5,125.17)	(12,540.00)	(12,540.00)	0.00	(12,540.00)	100.00
	TOTAL REVENUE	(959,565.65)	(937,646.71)	(937,646.71)	(900,773.88)	(36,872.83)	3.93

Village of Longview

YTD Council Summary 2020 Year-end Preliminary

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
	TOTAL General Expenses	143,593.81	143,176.00	143,176.00	143,483.54	(307.54)	(0.21)
	TOTAL Legislative Expenses	30,178.10	24,050.00	24,050.00	13,885.76	10,164.24	42.26
	TOTAL Administration Expenses	240,324.90	280,521.00	280,521.00	261,163.49	19,357.51	6.90
	TOTAL Protective Services Expe	76,976.66	20,232.00	20,232.00	12,559.94	7,672.06	37.92
	TOTAL Emergency Services Expen	17,771.51	11,000.00	11,000.00	9,807.22	1,192.78	10.84
	TOTAL Public Works Expenses	86,059.88	82,929.00	82,929.00	79,096.81	3,832.19	4.62
	TOTAL Roads & Street Lights Ex	17,726.36	18,000.00	18,000.00	22,781.42	(4,781.42)	(26.56)
	TOTAL Water Services Expenses	209,150.59	123,150.00	123,150.00	119,089.89	4,060.11	3.30
	TOTAL Wastewater Services Expe	203,927.93	94,051.00	94,051.00	86,509.97	7,541.03	8.02
	TOTAL Solid Waste Expenses	6,832.66	7,000.00	7,000.00	6,538.52	461.48	6.59
	TOTAL FCSS Expenses	11,917.66	17,600.00	17,600.00	8,483.47	9,116.53	51.80
	TOTAL Planning and Developmmt	3,023.63	4,000.00	4,000.00	6,705.98	(2,705.98)	(67.65)
	TOTAL Parks / Rec Expense	2,635.70	3,600.00	3,600.00	1,188.85	2,411.15	66.98
	TOTAL Campground Info Centre E	36,834.76	33,946.00	33,946.00	31,667.57	2,278.43	6.71
	TOTAL Community Hall Expenses	16,395.53	17,380.00	17,380.00	14,869.86	2,510.14	14.44
	TOTAL Library Expenses	6,146.46	6,238.00	6,238.00	6,051.19	186.81	2.99
	TOTAL Rec Board Expenses	9,586.50	13,650.00	13,650.00	4,500.00	9,150.00	67.03
	TOTAL EXPENSES	1,119,082.64	900,523.00	900,523.00	828,383.48	72,139.52	8.01
P	NET DEFICIT (Surplus)	159,516.99	(37,123.71)	(37,123.71)	(72,390.40)	35,266.69	(95.00)

*** End of Report ***

**VILLAGE OF LONGVIEW
BYLAW NO. 433-20
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 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 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.
- 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 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.

Quorum

15. **A majority of** Councilors 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.

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

17. Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.
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.
19. The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 18.
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.
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.
22. The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.
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

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

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.
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;
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.
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
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.
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,
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 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.
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.
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.
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.
35. A motion to proceed to a vote will not require a seconder.
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.
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

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

Public Question Period

42. Prior to the Bylaw and Business Discussion of a Council Meeting a Question Period as approved by Council.
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.
44. Online meetings – participants must unmute their microphone or raise their hand to be acknowledged by the chairperson prior to starting any question.
45. AT NO TIME shall a questioner, Council member, delegation or administration enter into a debate during the question period of the agenda.
46. 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.
47. 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

48. 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.
49. 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.
50. Members may ask questions of speakers in section 48 and 49 immediately after their presentation and prior to the next speaker.
51. 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.
52. 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.
53. No person speaking in favour of or opposed to the proposal before Council shall speak for more than five (5) minutes.
54. All speakers must state their full name to be written into the public record prior to addressing Council.

Delegations

55. 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.
56. 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.
57. 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.

58. Council will not entertain public questions or submissions addressed to the delegation(s).
59. 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.
60. 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

61. Prior to each meeting of Council, the CAO, **in consultation with the mayor**, 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.
62. Correspondence **including emails seeking a response from Council on a topic or issue should be forwarded to all of Council and the CAO prior to any discussion at a Council meeting. Issues that can be handled by administration without requiring Council direction will be address by staff. Correspondence that is deemed to deal with personnel or any FOIP related issues will be added to a Closed Meeting agenda for discussion. Correspondence requesting an action or response from Council, not included in the above** shall be included in the agenda package with the name of the author. The address, phone numbers and email addresses will be redacted from the agenda that is published.
63. Accounts Payable Cheque listing shall be published without names of payees. Council will be given a copy with payee names but those copies will be collected by the CAO after the meeting. Council is not allowed to photograph or copy the listing.
64. Council shall receive a copy of the YTD comparison of Budget to Actual by department.
65. 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. The agenda package will be posted on the Village website.
66. Where the deadline in Section 65 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
67. 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;

Committee of the Whole

68. A committee is hereby established called the “Committee of the Whole” with membership comprised of all members of Council and the CAO.
69. 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.
70. Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.
71. 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

72. 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.
73. Bylaws or resolutions adopted pursuant to Section 72 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.
74. 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.
75. 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.
76. 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.
77. 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
78. 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.

79. 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.

80. 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.

81. All committee meetings shall be open to the public.

Administrative Inquiry

82. All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.

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

84. 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

85. 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

86. 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.

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

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

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

89. Notwithstanding section 88 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

90. 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

91. Bylaw #420-19 is hereby rescinded.

Effect

92. 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 December 2020.

READ a second time this 16th day of February 2021.

READ for a third and final time this 16th day of February 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.1

Date: February 16, 2021
Title: Westwind Communities and Habitat for Humanity Funding Request.
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village of Longview receive the request for information.

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

Background:

See letter requesting \$3500 from the Village of Longview for an affordable Housing study. Westwind support from the Turner Valley and Black Diamond are approximately \$48,000 per year with the Village contributing approximately \$6,000 or 1/8 the amount of BD and TV. The request for a 50% contribution request seems disproportionately high based on normal weighted averages of support.

Please find detailed below the 2020 Municipal Requisition from Westwinds Communities. Westwinds requisition is based on the provincial equalized assessment of our six contributing municipalities. The total 2020 Westwinds Communities requisition remains the same as both 2020 and 2019.

Contributing Municipality	2020 Equalized Assessment	%	2020 Requisition
Black Diamond	\$ 391,936,345	2.40%	\$ 47,442.24
High River	\$2,072,063,594	12.68%	\$ 250,653.17
Longview	\$ 49,080,359	0.30%	\$ 5,930.28
Foothills County	\$8,120,078,114	49.70%	\$ 982,449.71
Okotoks	\$5,303,987,882	32.46%	\$ 641,656.30
Turner Valley	\$ 401,802,563	2.46%	\$ 48,628.30
Total	\$16,338,948,857	100.00%	\$ 1,976,760.00

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial:

Communications:

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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.2

Date: February 16, 2021

Title: EDC Funding Request for Solar project.

Submitted by: Dale Harrison, CAO

Recommendation:

MOVED by _____ that the Village of Longview provide EDC with \$4,000 to be funded from General Operating Reserves.

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

Background:

EDC is requesting \$4000 to complete an energy study with Fortis. The original request from Eco renewables to Fortis for an energy study was wrong because the power was being supplied from Black Diamond which required a lot of upgrades to the amount of 4 million. It should have been supplied from High River which is where Longview presently gets its power from. Fortis will complete a study from High River to Longview which may be less power, but at no construction costs. The lower construction costs will help sell the project to a developer, but to prove it we need the new Fortis study. We are looking at several other grant opportunities both Federal and Alberta. Please see attached.

Implications:

Policy, Statutory

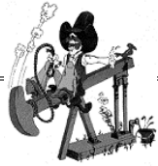
Plans, Legislative:

Financial:

Communications:

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

1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	February 16, 2021	Agenda Item #: 11.3
Title:	ICF Foothills County	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village of Longview agree to the ICF with Foothills County.	
Alternatives:	2. Defeat above motion.	
	3. That discussion be tabled _____ (for further information or future date).	

Background:	With the revision of the MGA several years ago the Village is required to have an Intermunicipal Collaborative Framework (ICF) that identifies the various agreements between municipalities. These must be in place prior to April 1 st . Please see agenda item 11.3a.
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Implications:
<i>Policy, Statutory</i>
<i>Plans, Legislative:</i>
<i>Financial:</i>

Communications:

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



Growing the Future

Working Together to Enrich Our Region

Village of Longview and Foothills County

INTERMUNICIPAL COLLABORATION
FRAMEWORK AGREEMENT

FOREWORD

Village of Longview and Foothills County share a common history. Together these same individual characteristics link them into a healthy and viable region.

Village of Longview and Foothills County are committed to identifying current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as fire protection, library, FCSS, solid waste, water, wastewater, and recreation that creates a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Village of Longview and Foothills County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



Village of Longview and Foothills County share a common history and foundation based largely upon location

Goals of the Intermunicipal Collaboration Framework

Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. Conform to the requirements of provincial legislation.
2. To promote the principles of collaboration between neighboring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can utilize to review service levels and decide if the service would benefit from additional collaborative efforts.
5. To consider appropriate cost sharing mechanisms and deal with differences which may occur from time to time.



The ICF Agreement between Village of Longview and Foothills County will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation rather than direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such, the two municipalities agree to consult on projects which have potential for regional impact. By recognizing the requirement to consult, each municipality will include the other in their regional scale project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a discussion is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities to collaborate and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of both organizations to ensure opportunities are recognized, information is passed through the respective organizations, and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or



restrict the authority or the ability of individual Councils, or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative, their voice needs to be considered to ensure the impacts of services and actions taken in the region have the desired results and support the prosperity of the region. By signing onto the agreement each Council affirms the commitment to continued cooperation at both the political and administrative levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining this ICF, its implementation, and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality observes the principles of the agreement. The CAOs will foster communication and facilitate the sharing of information, identify opportunities and prioritize municipal actions for consideration by each Council. Disputes or disagreements between CAOs will be dealt with in accordance with the Conflict Resolution section of this agreement.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of this agreement are implemented. This means that staff will work cooperatively with their municipal counterparts to address issues that may arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes will be addressed in accordance with the Conflict Resolution section of this agreement.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue, the municipalities are committed to ensuring the provision of information is communicated in a transparent and honest manner. They agree to observe the following communication protocols:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization, when dealing with one another, the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Ask for clarification on policies of interest adopted by the other municipality to ensure understanding
 - d. Resolve common issues from a perspective of collaboration
 - e. Seek to maximize the benefits for both parties

2. The Protocol should seek to establish collaboration and cooperation in each municipal organization.
 - a. Both organizations agree to ensure proper training takes place with elected officials on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training and adequate orientation with this agreement, as may be required, following any change in elected officials or senior administration

3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Issues of a nature which may impact the other municipality

Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon, the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity, and at the point closest to where a problem is initiated, the CAOs will seek to address matters of conflict.
2. All matters of conflict should be attempted to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Respect and collaboration should be maintained on common issues, even though conflict may exist.

Process

If a municipality believes an obligation under the agreement has been breached, the matter should be immediately brought to the attention of the respective CAO. The CAO will investigate and if it appears that a 'breach' of the agreement has occurred, the matter will be immediately brought to the attention of the other municipality's CAO. Once notification has occurred, an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue, or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue, an Intermunicipal Dispute Committee shall be appointed by both Councils who will attempt to decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful, a mediated process will be initiated using the services of a jointly agreed upon mediator with costs shared equally between the municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process is not resolved through mediation, the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined in the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.

ICF Agreement – Statutory Provisions

Amendments to the Modernized Municipal Government Act have revised the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. The following services have been considered; fire protection, water, wastewater, solid waste, Library, recreation, FCSS, road maintenance and emergency services.

This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Fire Protection

The Parties entered into a Fire Service Agreement on December 4, 2008, ~~as may be amended from time to time.~~ Foothills County ~~and the Village of Longview jointly~~ owns the Fire Station and the land on which it is situated, ~~as well as the~~ The County owns the fire equipment and ~~apparatus,~~ apparatus and is responsible for the volunteer firefighter staffing model. Foothills County operates and maintains the Fire Hall within the Village including the addition and/or replacement of firefighting and rescue apparatus, and the Village of Longview shares in eligible expenses as per the Fire Service Agreement.

Water

The Village owns and operates the water treatment facilities that includes the source wells, water

treatment plant, storage and distribution system. In accordance with the Service Agreement dated October 21, 2009, and Schedule "A" of the Agreement as amended August 23, 2013 Foothills County is contracted to act as chief operator for the water, wastewater, and storm sewer systems for Longview, and to provide supervision with a Water Distribution Class 2 Operator in accordance with the agreement, as may be amended from time to time. The Village of Longview is responsible to fund the construction and replacement of the physical system components as needed.

Wastewater

The Village of Longview has a wastewater system that collects the wastewater and moves it to the wastewater treatment lagoons. The Village contracts Foothills County in accordance with the Service Agreement dated October 21, 2009, and Schedule "A" of the Agreement as amended August 23, 2013- to operate the system and act as chief operator for the water, waste-water, and storm sewer systems for Longview, and to provide supervision with a WastewWater Collection Class 2 Operator in accordance with the agreement, as may be amended from time to time. The Village is responsible for the construction and maintenance of the physical components of the system including annual flushing of the system. Foothills County supervises and monitors the lift station and the release of water from the lagoons.

Solid Waste

No agreements exist or are currently required between Village of Longview and Foothills County in the area of solid waste. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

Library

The Village operates a library and Foothills County supports the operation through an annual per Foothills County resident member contribution.

Recreation

The Village of Longview and Foothills County contribute funds to the Longview Recreation Board for the development and provision recreation services and to provide grants to organizations within the Village that share in the delivery of recreation services.

FCSS

The Village operates FCSS services that provides programming and grant monies to organizations that serve children, families, and seniors in both the Village and the surrounding rural community. The County also operates an FCSS program for the County, which also supports Longview area residents from time to time. Respective FCSS Boards are responsible to review funding applications and approve fund expenditure in accordance with Provincial regulations. Foothills County contributes matching funds to operate the program under the mandate of the provincial FCSS organization.

Road Maintenance

The Village does not have equipment that can maintain gravel lanes during the summer or snow removal in the event of a heavy winter snow fall. In accordance with the Road Maintenance Agreement dated April 4, 1991, as may be amended from time to time, Foothills County provides grading services to the Village for annual lane grading which may include the provision of some gravel.

Emergency Services

Village of Longview and Foothills County are both member municipalities of the Foothills Regional Emergency Services Commission, and as such, receive emergency service dispatching through this organization.

Intermunicipal Development Plan

An Intermunicipal Development Plan was adopted by separate bylaws between Village of Longview and the Foothills County. Village of Longview and the Foothills County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan areas, as may be amended from time to time.

Village of Longview adopted Bylaw No. **2015-019 on September 16, 2015.**

Foothills County adopted Bylaw No. **83/2015 on November 4, 2015.**

Commitment to Collaboration

Village of Longview and Foothills County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honor all applicable legislation with respect to intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2021.

FOR FOOTHILLS COUNTY

FOR VILLAGE OF LONGVIEW

PER: _____

PER: _____

REEVE

MAYOR

PER: _____
CHIEF ADMINISTRATIVE OFFICER

PER: _____
CHIEF ADMINISTRATIVE OFFICER



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	February 16, 2021	Agenda Item #: 11.4
Title:	Covid Grant through FCSS	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village of Longview use the balance of the Covid Grant for _____	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	<p>The Village received a \$10,000 grant managed by FCSS. This grant has a deadline coming up March 31st. The balance of the grant is \$5,100.48. Whatever is not spent must be returned. Projects must meet the FCSS criteria for spending. When the Village was made aware of this grant it was up to the Village to request an amount. We asked for the \$10,000 without knowing what the costs might be. Some other communities 8x our size also requested \$10,000. Baring no obvious other valid expenses, the Village will return the unspent funds to the Province.</p> <p>Comment from Village FCSS Coordinator</p> <p>In regard to the CSS grant I have been informed several times it has nothing to do with FCSS, they are solely the vehicle to get the monies into the hands of the communities. It should be more council driven in my opinion. At Christmas, I did ask for \$2000 for gift cards which did not happen. Council needs to understand it is for direct needs to residents and that all recommendations need to be cleared through FCSS as they are the contract holder. I want them to understand it's not me saying no if it does not pass, it's FCSS stating it doesn't meet the requirements (such as happened with the chocolates and Christmas gifts to children, the community barbecue, the community activity idea).</p>
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Implications: <i>Policy, Statutory</i> <i>Plans, Legislative:</i> <i>Financial:</i>

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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	February 16, 2021	Agenda Item #: 11.4
Title:	Covid Grant through FCSS	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village of Longview use the balance of the Covid Grant for _____	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	<p>The Village received a \$36,087 grant to offset COVID Operating expenses. This grant has a deadline coming up March 31st. An electronic message board sign was presented and approved as a possible project by the grantor.</p> <p>Approx \$2,800 has been spent on identified expenditures which are included in the itemized list of what can be used on towards this grant. (see next page). We don't need to have an exact amount as long as the Village can confirm with documentation the lost revenue on tax and utility penalties waived, and of hall rentals loses as long as the total is larger than the \$36,078 then the Village will not need to return any of the funds. The largest item is the electronic sign. We are still working of some of the detail required to do this project including approval from Alberta Transportation. If the sign isn't approved the village would have to return approx. \$15,000 if the balance of the items are purchased or expensed. If the sign is purchased, then some of the items below become optional.</p>
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Implications: <i>Policy, Statutory</i> <i>Plans, Legislative:</i> <i>Financial:</i>

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

MOST Grant - Operating **36,087.00**

Sign face cost	Selkirk	Universal	Genoptic
	17,360	24,000	32,000

Steel for posts 516

Pile Driving 1,500

Welding - Flanges 1,500

Mounting brackets 1,000

Painting Post 200

Bolts & Washers

Electrical trenching - electrician 1,000

ATCO Light pole

Installation of the Sign

Transportation of sign to Longview & installation 2,900

Pilon & Installation 8,616

Electronic Sign **25,976** **40,616** **32,616** **(25,975.68)**

Balance remaining for other items **10,111.32**

Tax Penalties Waived **(2,508.11)**

Utility Penalties Waived **(2,281.86)**

Loss Hall Rentals kendra, rocky Mtn race... **(2,950.00)**

Office (cleaning) Supplies **(1,465.00)**

Additional Covid Expenses (cleaning supplies, gloves, masks...) **(3,184.55)**

Projector for Hall **(2,000.00)**

Installation of Sound System & Projector **(5,000.00)**

June's laptop (For working at home) **(1,500.00)**

Misc Expenses **(20,889.52)**

approved not purchased
not committed
not committed