

## **AGENDA**

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

In the Province of Alberta, held on Tuesday, October 26, 2021

To be held at Longview Community Hall commencing at 7:00 p.m.

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

#### **2.0 AGENDA**

#### **3.0 DELEGATIONS**

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

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

4.1 Remembrance Day Service

#### **5.0 MINUTES**

5.1 Minutes of Council Meeting – September 21, 2021

#### **6.0 ACTION ITEM REPORT**

6.1 Action Item Report – from September 20, 2021

#### **7.0 REPORTS**

7.1 CAO Report

7.2 Public Works Report

7.3 Peace Officer Report

7.4 Council Reports

#### **8.0 FINANCIAL REPORTING**

8.1 Bank Reconciliation

8.2 Accounts Payable Cheque Register

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 439-21 Subdivision Authority – 3<sup>rd</sup> Reading

10.2 Bylaw 441-21 Subdivision Officer – 3<sup>rd</sup> Reading

#### **11.0 BUSINESS**

11.1 RFD Signing Authority

11.2 RFD Road Closure

11.3 RFD Peace Officer Contract

11.4 RFD Use of Village Land

11.5 RFD Credit Card Policy

11.6 RFD Village Facebook page

#### **12.0 CORRESPONDENCE**

#### **13.0 CLOSE MEETING**

*Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.*

#### **14.0 ADJOURNMENT**

Longview Bible Fellowship

P.O. Box 280

Longview

Alberta T0L 1H0

October 06 2021

Mayor and Council

Village of Longview

Longview

Alberta T0L 1H0

Dear Mayor and Council,

It is with great delight that we have six candidates to choose from to represent the village as mayor and council for the next four years.

I am reminded that November 11th is rapidly approaching in which we remember the sacrificial service of those who gave their lives in two World Wars, the Korean War and the various peacekeeping missions in which Canada has been involved.

With the recent introduction of fresh pandemic restrictions by Alberta Health Services, the details of the ceremony are still to be worked out. However, it is imagined that the service will be a very brief outdoor one

2.

following the Anglican tradition of the Canadian Legion. Thereafter, wreathes will be laid by the various organisations in Longview and area.

Longview Bible Fellowship is cooperating with the Longview and Area Senior's Club in their invitation to present the ceremony, and we would further extend this invitation to the mayor and councillors to attend this occasion at the memorial gardens in Longview, and to lay a wreath on behalf of the Village of Longview.

Pastor Gilbert Kidd is organizing the ceremony along with Ivor McCorquindale. Please advise either of these participants of your intention to attend in order that the necessary arrangements can be made for your inclusion.

Thank you in advance for your kind consideration of this invitation.

In Christian Service,

A handwritten signature in cursive script, appearing to read 'G. Kidd', with a long horizontal line extending to the right.

Rev Gilbert W. Kidd

Pastor: Longview Bible Fellowship

Cell Phone 587 223 5800

Church Phone 403 797 3982

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 21, 2021  
Zoom online, commencing at 6:30 p.m.

<b>PRESENT</b>	Mayor Kathie Wight Deputy Mayor Len Kirk Councillor Christina Weir Chief Administrative Officer Dale Harrison
<b>PUBLIC IN ATTENDANCE</b>	Ivor McCorquindale 11 people online
<b>CALL TO ORDER</b>	Mayor Wight called the Regular Meeting of Council to order at 6:34 p.m.
<b>AGENDA</b>	Councillor Weir reminded Council that there was a Bylaw that referred to late additions to the agenda because of addition of 11.7 and 11.8
Resolution 177-21	<b>MOVED</b> by Councillor Weir that the agenda be accepted as amended. <b>CARRIED</b>
<b>DELEGATIONS</b>	Ivor McCorquindale – Grant writer update – signed up for a grant listing for researching grant website. Wait until after election to distribute the info to groups.
<b>CORRESPONDENCE FROM RESIDENT</b>	Letter from Deanna Sinton – Truth and Reconciliation Card from a tourist about Garden
<b>MINUTES OF PREVIOUS MEETINGS</b>	Minutes of Council Meeting – June 15, 2021 Minutes of Special Meeting ARC – June 25, 2021 Minutes of Special Meeting Budget & Taxes – June 29, 2021 Minutes of Special Meeting Malmberg Place Sidewalk – August 26, 2021 Minutes of COW Meeting – September 1, 2021
Resolution 178-21	<b>MOVED</b> by Deputy Mayor Kirk that Minutes of Council Meeting – June 15, 2021; Minutes of Special Meeting ARC – June 25, 2021; Minutes of Special Meeting Budget & Taxes – June 29, 2021; Minutes of Special Meeting Malmberg Place Sidewalk – August 26, 2021; Minutes of COW Meeting – September 1, 2021 be adopted as amended. <b>CARRIED</b>
<b>ACTION ITEMS</b>	CAO presented Action Item List from the Sept COW Meeting
<b>REPORTS</b>	
<i>CAO Report</i>	CAO Harrison summarized the report submitted to Council as presented.
<i>Public Works Report</i>	As present from June 15-Sept 15
<i>Peace Officer Report</i>	Peace Officers from BD have been on patrol 16 hrs per week. They have commented on the effectiveness of the speed reader board in slowing people down. They watch them apply their brakes when they get near the sign. They have written 150 tickets in 1 <sup>st</sup> 3 months Expected revenue for the 3 months \$20,524 at a cost of \$14,768 operating surplus of \$5,756.

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<i>Council Reports</i>	Councillor Weir – ARC & Council pathway meeting Municipal Leadership conference Kite Festival – Aug 8 – good turn out – will do again next summer Municipal Role in Reconciliation webinar – Library 2 meetings – Linda – Grand Opening Marigold, Cereal their closed library, EDC – food truck licensing recommendation DARE – schools signing up – not Longview Rec Board – pea gravel, Camp Kitchen Plan, shed by horseshoe pit for pickle ball nets & misc. storage.  Deputy Mayor Kirk – <ul style="list-style-type: none"><li>• FRESC meeting – shortage of ambulances in rural areas</li></ul> Mayor Wight – Couple of Westwind meetings Municipal Leaders Summer Caucus – AUMA Code of Conduct, future funding planning, AMSC insurance, policing, RCMP retroactive 5 years Volunteer barbecue – great success. Thanks to groups that help put on
Resolution 179-21	<b>MOVED</b> by Mayor Wight that the reports be accepted as presented. <p style="text-align: right;"><b>CARRIED</b></p>
<b>FINANCIAL REPORTS</b>	Bank Reconciliation – June, July, August, 2021 Accounts Payable Cheque Register – June, July, August 2021 Variance Report – YTD
Resolution 180-21	<b>MOVED</b> by Deputy Mayor Kirk that the Financial Reports be accepted as presented. <p style="text-align: right;"><b>CARRIED</b></p>
<b>QUESTION PERIOD</b>	Lisa Penner – Malmberg Place sidewalks essential Services identified in other than definitions in Development Agreement. Ernie – question Scott Allan’s comments – said opposed. Gavina – why Council is willing to proceed when potential for damage is huge.
<b>BYLAWS</b>	5 minute recess 8:25 p.m.                      back in session 8:30 p.m.
<b>Bylaw 439-21 Subdivision Authority</b>	
Resolution 181-21	<b>MOVED</b> by Mayor Wight that Bylaw 439-21 Subdivision Authority receive 1 <sup>st</sup> Reading as amended. <p style="text-align: right;"><b>CARRIED</b></p>
Resolution 182-21	<b>MOVED</b> by Deputy Mayor Kirk that Bylaw 439-21 Subdivision Authority receive 2 <sup>nd</sup> Reading as amended. <p style="text-align: right;"><b>CARRIED</b></p>
Resolution 183-21	<b>MOVED</b> by Mayor Wight that Bylaw 439-21 Subdivision Authority proceed to 3 <sup>rd</sup> Reading. <p style="text-align: right;"><b>DEFEATED</b></p>

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**Bylaw 441-21**

**Subdivision Officer**

Resolution 184-21 **MOVED** by Mayor Wight that Bylaw 439-21 Subdivision Officer receive 1<sup>st</sup> Reading as amended. **CARRIED**

Resolution 185-21 **MOVED** by Deputy Mayor Kirk that Bylaw 440-21 Subdivision Officer receive 2<sup>nd</sup> Reading as amended. **CARRIED**

Resolution 186-21 **MOVED** by Mayor Wight that Bylaw 440-21 Subdivision Officer proceed to 3<sup>rd</sup> Reading. **DEFEATED**

**Bylaw 440-21 Joint Assessment Review Board**

Resolution 187-21 **MOVED** by Councilor Weir that Bylaw 440-21 Joint Assessment Review Board receive 1<sup>st</sup> Reading as presented. **CARRIED**

Resolution 188-21 **MOVED** by Mayor Wight that Bylaw 440-21 Joint Assessment Review Board receive 2<sup>nd</sup> Reading as presented. **CARRIED**

Resolution 189-21 **MOVED** by Mayor Wight that Bylaw 440-21 Joint Assessment Review Board proceed to 3<sup>rd</sup> Reading. **CARRIED UNANIMOUSLY**

Resolution 190-21 **MOVED** by Councillor Weir that Bylaw 440-21 Joint Assessment Review Board receive 3<sup>rd</sup> Reading as amended. **CARRIED**

**BUSINESS**

**11.1 – Sidewalk Malmberg Place**

Resolution 191-21 **MOVED** by Mayor Wight that the Village install a sidewalk on the east side of Malmberg Place and the funding come from the MSP Grant and unrestricted funds. Councilor Weir requested a recorded vote.  
 Deputy Mayor Kirk in favour                      Councillor Weir opposed  
 Mayor Wight in favour **CARRIED**

**11.2 – October Meeting Dates**

Resolution 192-21 **MOVED** by Mayor Wight that the October Organizational & Council Meeting be held on October 26, the 4<sup>th</sup> Tuesday of October starting at 6:00 p.m. All Village property and keys to be returned to the Village office by noon Oct 22, 2021. **CARRIED**

**11.3 – Election Update**

Resolution 193-21 **MOVED** by Deputy Mayor Kirk the election update be accepted for information. **CARRIED**

**11.4 – Truth & Reconciliation Day**

Resolution 194-21 **MOVED** by Councilor Weir that September 30<sup>th</sup> be recognized as Truth & Reconciliation Day but that Village does not recognize it as a paid holiday for staff. Recognition events - ribbons on fence, Councillor Weir request post on Village website \$100 budget. Donation to Go Fund me regalia \$200 Post on the Hall sign. **CARRIED**

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Break for 5 minutes	Recess 9:55 p.m. – 9:59 p.m. back in session
<b>11.5 – Road Closure</b> Resolution 195-21	<b>MOVED</b> by Deputy Mayor Kirk that this be table the for the new Council to address. <b>CARRIED</b>
<b>11.6 – Removal of Chain Link Fence Centennial Park</b> Resolution 196-21	<b>MOVED</b> by Deputy Mayor Kirk that the chain link fence by the shed in Centennial Park be removed. <b>CARRIED</b>
<b>11.7 – Longview Seniors Request for Covid Funding</b> Resolution 197-21	<b>MOVED</b> by Councillor Weir that the Longview Seniors be given \$1,000 for masks, hand sanitizer, and antiseptic wipes for the bus only if available from the CSS Covid funds. <b>CARRIED</b>
<b>11.8 – Purchase of PW Truck</b> Resolution 198-21	<b>MOVED</b> by Mayor Wight that administration attempt to purchase a used 1.5 ton truck at auction for snow removal & hauling garbage to a maximum of \$30,000 and favorable mechanics inspection. <b>CARRIED</b>
<b>CORRESPONDENCE</b> <b>RCMP Retroactive Pay.</b>	Two letters from municipalities in opposition to Alberta municipalities paying for RCMP retroactive pay.
Resolution 199-21	<b>MOVED</b> by Mayor Wight the Mayor write a letter to Premier Kenny stating the Village is opposed to Alberta municipalities paying for RCMP retroactive pay raises. <b>CARRIED</b>
<b>CLOSE MEETING</b>	
Resolution 200-21	<b>MOVED</b> by Mayor Wight to close meeting at 10:44 p.m. under FOIP 18(1)(d) Labour relations. <b>CARRIED</b>
Resolution 201-21	<b>MOVED</b> by Mayor Wight to come out of close meeting at 10:59 p.m. <b>CARRIED</b>
<b>ADJOURNMENT</b> Resolution 202-21	<b>MOVED</b> by Mayor Wight to adjourn the meeting at 11:00 p.m. <b>CARRIED</b>

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Mayor

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CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Twin Cities lease	Dale	16-Feb		Awaiting lease from Twin Cities - emailed twice
2	Research Food truck licensing		20-Apr		Check Free legal - about targeting specific industries
3	Pea Gravel at Centennial	Christina	18-May		Done - bill received and paid
4	Parking in Lane		21-Sep		Send letters to Businesses to move bins onto own property.
5	Fire Chief - burning gully brush pile		01-Sep		Contact Fire Chief again about gully plan - left message
6	Foothills - WTP & Contract		01-Sep		Contacted Supervisor & MPE to coordinate meeting
7	Contact CCRF grant		21-Sep		They may have 1st review of all application by end of November.
8	Contact Midoram Concrete for Malmberg sidewalk		21-Sep		Alberta One Call - schedule
9	Mechanic check out trucks at auction		21-Sep		Done - vehicles went too high at auction
10	Remove old backstop from Centennial Park	Justin	21-Sep		
11					
12					
13					
14					
15					





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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Dale Harrison  
SUBJECT: CAO Report from Sept 16 – October 21, 2021  
DATE: October 21, 2021

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**Development**

- Development Permit for Garage
- Meet with owner wanting to build a new house
- 4 Compliance Certificates – RPR
- Enroachment of shed on setback – request moving
- Contact lawyers for possible sale of view lot
- Owner & engineer servicing plan property north of 541
- Environmental Assessment on property in Village
- Attempt to retrieve Environmental Assessment file – on Challoner

**Office**

- Request quote for electrical from local contractor
- Prep banking – signing authority & credit cards
- Contact several possible IT providers (AUMA, Okotoks, Calgary & High River) several meetings
- Prepare and cement the foundation for electronic sign
- Letters to property owner adjacent to sidewalk
- Trench sign for power cable and back fill
- Easement agreement from lawyer – road closure
- Bears in the village – F&W officer trap
- Order micro toner for cheques
- Pickup bolts for sign
- Foothills County documents for land transfer
- Surveyors ROW easement registration
- Website updates – Mountie moments x 3
- Grant writer for Light Up
- VFIS Council insurance
- Tax & Assessment audit
- Locksmith for lock repairs and install
- Training on new sign

**Election**

- Prep Nomination papers
- Work with Returning Officer on finalization of detail
- Order Ballots
- Candidates forum
- Post Candidate profiles on website
- Posting Results & notifying Candidates
- Coach candidate on using zoom
- Upload forum zoom meeting to u-tube
- Assist candidates with some answers to forum questions

- Information on new resident voting requirement
- Open hall for election

### **Finance**

- Met with ratepayer to arrange payment plan on overdue amounts
- Prep expense report for barbecue
- Provide Financial Statements to Rec Board
- Develop two payment plans for tax arrears

### **Council**

- Election – Council Orientation packages
- Agenda prep for Sept Council
- Roberts Rules of order for new Council

### **Public Works**

- Grading lanes
- Pick up grate for lanes south of campground
- Install & repair sidewalks
- Test grinding of curbs with various pieces of equipment
- Review purchase of 1 ton PW dump truck
- Participate in auction for truck
- Curbstop damage at construction sites
- Uncovering water valve before new sidewalk poured – relevel manhole cover for sidewalk
- Water leak under building – contractor involvement
- Organize repair of water leak
- Talk with owners of property with new sidewalk
- Grate covering for drain outlet
- Arrange hydrovac for water valve by sidewalk
- Research flush cut concrete saw for trimming curbs
- Asphalt repair on Foothills Drive – from 2020 construction
- Research cost of scarifier for curb and trip hazard repair
- WTP pump repair approved
- Emergency locates for water line repair

### **FCSS**

- Prov FCSS about current surplus
- Handle return of ipad & hub from FCSS covid fund
- 2020 Funding Report to province
- Review FCSS Needs Study

### **Peace Officer**

- Review and summarize September Ticket information
- Prices for CPO computer
- Prep PO Reports for Council

### **Solar - net Zero**

- Confirm contract with chain link contractor
- Coordination installation dates for chain link fence

### **Light-Up**

- Prep fundraising letter

**Campground**

- MPE servicing costs
- No parking signs for light up

**Meetings**

- Sidewalk Contractor – Morrison Road
- 2 IT providers
- Council

Sept 16

Daily routine, Check noisy water meter in Malmborg Pl, Tidy-up shop yard and compost area, Check over truck and dump trailer.

Sept 17

Daily routine, Garbage pick-up, Pick-up supplies for WTP.

Sept 20

Daily routine, Pick-up garbage at Info center and Campground, Cement and set sign post base's at community hall, Start cleaning compost area,

Sept 21

Daily routine, Clean-up compost and tree branch area.

Sept 22

Daily routine, Clean-up unwanted cement and gravel from sign post base at Community hall and use gravel to fill pot holes in allyway on Highwood Dr.

Sept 23

Daily routine, Check damaged CC in Malmborg Pl, Clean-up garbage in compost area, Check over truck and dump trailer.

Sept 24

Daily routine, Garbage pick-up.

Sept 27

Daily routine, Pick-up garbage at Info center and Campground, Replace CC raiser and locate fire Hdyrant shut off valve in Malmborg Pl, Meet with contractor for sidewalk repair and new install.

Sept 28

Daily routine, Dig out fire hdyrant valve and atemp to pull-up, Meet with sidewalk/Cement contractors, Pump out holding tank at WTP.

Sept 29

Daily routine, Meet with contractor and Hdy vac fire hdyrant valve in Malmborg Pl and raise to sidewalk grade.

Sept 30


Daily routine, Pick-up and drop off rental in OK, Trenching for power to sign board at Community Hall, Check over truck and dump trailer.

Truck 502 Km

JD 2 Hrs

Kubota 2 Hrs

Skid steer 1 Hr



Oct 1  
Daily routine, Garbage pick-up, Clean-up from power line trenching at community hall.

Oct 4  
Daily routine, Pick-up garbage from Info center, Campground, Skate board park, Centennial park, Morrison rd north, Kee dr, Alleyway behind Fire hall and multiple area's around village from bear activey.

Oct 5  
Daily routine, Walk and mark trip hazards on sidewalks, Service and check over equipment for sidewalk grinding.

Oct 6  
Pick-up Cement grinding equipment in Calgary, Grind trip hazards.

Oct 7  
Side walk grinding, return rental equipment to Calgary, Check over truck and dump trailer.

Oct 8  
Daily routine, Garbage pick-up.

Oct 11  
STAT

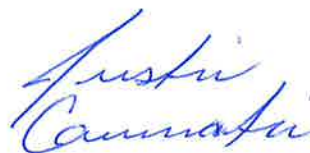
Oct 12  
Daily routine, Pick-up garbage from Info center and campground, Meet with FHC on Alleyway gradeing and gravel, Check lagoon quarter, Pump out hydrant at 25 Kananaskis Rd, Put-up no parking signs in campground.

Oct 13  
Daily routine, Meet with FHC on Alleyway gradeing and gravel, Clean-up and paint sign mounting post at community hall, Clean-up equipment from sidewalk grinding.

Oct 14  
Daily routine, Meet with FHC on alleyway gradeing and gravel, Dig out and cut and place storm drain grate in alleyway behind Royalties Pl, Meet with business owner on Morrison Rd for water service line leak.

Oct 15  
Daily routine, Garbage pick-up, Meet with Shawnee Excavating for service line pull and replacement on Morrison Rd.

Truck 693 Km

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

Village of Longview Municipal Enforcement

**Report to Council September 2021**

Stats are compiled from the month of September 2021.

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
29	6,348			3,809 Plus one court appearance

**July Events**

Shifts on patrol in August –  $15 \times 4 = 60$  hours cost & 1 Stat Holiday \$4,828.00 = deficit revenue over expense of \$1,109

YTD

	Tickets	Income	Contract	Surplus/De ficit
June	50	6141	4544	1597
July	56	7687	5396	2291
August	44	6696	4544	2152
September	29	3809	4828	-1019
October				
November				
December				
	<hr/> 179	<hr/> 24,333	<hr/> 19,312	<hr/> 5,021

**VILLAGE OF LONGVIEW  
BANK RECONCILIATION  
September 30, 2021**

**General Ledger ATB**

Balance at	General account	\$1,340,696.73	
	RecBoard account	\$25,885.96	
	Light Up account	\$1,022.95	
	Memorial Garden account	\$9,185.40	
	Total Bank in GL		\$1,376,791.04
	charges outstanding in GL		
	deposit outstanding in GL	\$ 9,644.20	\$ 9,644.20
<b>Adjusted Balance</b>	<b>September 30, 2021</b>		<b><u>\$1,386,435.24</u></b>

**ATB General Bank Account**

Balance	September 30, 2021		<u>\$1,399,436.71</u>
Less:	Outstanding Cheques	(\$13,001.47)	
Plus:	Outstanding Deposit in Bank		(\$13,001.47)
<b>Balance at difference</b>	<b>September 30, 2021</b>		<b><u>\$1,386,435.24</u></b>
			<b>\$0.00</b>

	<b>Total on Deposit</b>		<b><u>\$1,386,435.24</u></b>
Less:	MSI Grant	\$127,130.77	
	FGTF Grant	\$1,301.00	
	MSP - Covid Capital	\$50,000.00	
	WTP additions project	(\$2,583.75)	
	WTP instruments	(\$33,201.38)	
	Solar Project	(\$4,354.07)	
	Solar Project - Net Zero	(\$18,684.00)	
	CSS Covid 19 (community)	\$7,833.02	
	Reserves	\$481,685.83	
	held for rec board	\$25,885.96	
	held for lightup	\$1,022.95	
	held for memorial garden	\$9,185.40	
	<b>Restricted Funds</b>		<b><u>\$645,221.73</u></b>
	<b>Balance for Operations</b>		<b><u>\$741,213.51</u></b>



# Village of Longview

## Cheque Listing For Council

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
202100229	2021-09-08	Alberta One-Call Corporation	in169936	PAYMENT AUGUST NOTIFICATIONS	33.08	33.08
202100230	2021-09-08	ATB Financial Mastercard	20210907	PAYMENT SEPT 7 STATEMENT	3,295.70	3,295.70
202100231	2021-09-08	Caumartin, Justin	20210915	PAYMENT SEPT 15 VOUCHER	65.00	65.00
202100232	2021-09-08	CK Fire and Safety Solutions Inc.	1556	PAYMENT FIRE EXTINGUISHER - COUNCIL CH/	56.82	56.82
202100233	2021-09-08	Contain-A-Way Services	230696	PAYMENT AUG GARBAGE REMOVAL	165.66	165.66
202100234	2021-09-08	Eastlink	17184469	PAYMENT RE SEPT 3 STATEMENT	82.90	82.90
202100235	2021-09-08	F.T. Welding Inc.	068606	PAYMENT ELECTRONIC SIGN	1,939.88	1,939.88
202100236	2021-09-08	Folkard, June	20210915	PAYMENT SEPT 15 VOUCHER	65.00	65.00
202100237	2021-09-08	Government of Alberta, Land Titles	20210831	PAYMENT AUGUST LAND TITLES	50.00	50.00
202100238	2021-09-08	Iron Mountain Canada Operations ULC	dwmt974	PAYMENT RE STATEMENT TO AUG 24	82.35	82.35
202100239	2021-09-08	Kel-Terra Inc.	925	PAYMENT PILES FOR ELECTRONIC SIGN	525.00	525.00
202100240	2021-09-08	Longview Fas Gas	20210901	PAYMENT AUGUST FUEL	266.01	266.01
202100241	2021-09-08	Longview Jerky Shop	497027	PAYMENT COMMUNITY EVENT	180.00	180.00
202100242	2021-09-08	Majchrowski, Nicki	20210915	PAYMENT SEPT 15 VOUCHER	650.00	650.00
202100243	2021-09-08	Telus Communications	20210820	PAYMENT RE STATEMENT TO AUG 20	280.05	280.05
202100244	2021-09-08	Telus Mobility	4645788203	PAYMENT RE STATEMENT TO AUG 27	242.01	242.01
202100245	2021-09-08	Town of Black Diamond	20210276	PAYMENT SERVICE TO	4,544.00	4,544.00
202100246	2021-09-14	Atkinson & Associates	20078048	PAYMENT ROAD CLOSURE	2,100.00	2,100.00
202100247	2021-09-14	Christ the Redeemer Catholic School Division	00061 00082	PAYMENT JULY AUG Q3 REQUISITION SEPT 2021 REQUISITION	571.21 285.60	856.81
202100248	2021-09-14	Duty Calls Portables Ltd.	4870	PAYMENT TOILET RENTAL TO OCT 1	325.50	325.50
202100249	2021-09-14	Eastlink	17262304	PAYMENT RE SEPT 10 STATEMENT	141.70	141.70
202100250	2021-09-14	Foothills Regional Service Commission	00028658	PAYMENT AUG DUMP RUNS	340.00	340.00
202100251	2021-09-14	R&R Fencing, 2239751 Alberta Ltd.	317 318	PAYMENT PATH WAY/SOLAR-NET ZERO ELECTRONIC SIGN	2,047.50 1,027.19	3,074.69
202100252	2021-09-14	SexSmith Surveys	11937	PAYMENT TOPO FIELDWORK	724.50	1,547.44

# Village of Longview

## Cheque Listing For Council

2021-Oct-21  
4:13:59PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
202100252	2021-09-14	SexSmith Surveys	11941	BOUNDRY LOCATE PLAN 011 1092	822.94	1,547.44
202100253	2021-09-14	Shawne Excavating & Trucking Ltd.	7888	PAYMENT ELECTRONIC SIGN	677.25	677.25
202100254	2021-09-14	The Municipal Services (TMS) Group Inc	21-019	PAYMENT FCSS NEEDS ASSESSMENT	3,182.81	3,182.81
202100255	2021-09-21	Alberta Municipal Services Corporation	21-1040110	PAYMENT RE SEPT 8 STATEMENT	5,034.48	5,034.48
202100256	2021-09-21	AMSC Insurance Services Ltd.	0168-45,553	PAYMENT OCTOBER COVAERAGE	673.33	673.33
202100257	2021-09-21	Foothills County	ivc0000028977	PAYMENT 2ND QTR SERVICE COSTS	26,560.43	26,560.43
202100258	2021-09-21	Gregory, Harriman & Associates LLP	243694	PAYMENT RE 2020 YEAR END BOOKKEEPING /	1,863.75	1,863.75
202100259	2021-09-21	Lethbridge County	115981	PAYMENT 2020/2021 MAYOR & REEVES MEMBI	300.00	300.00
202100260	2021-09-21	MUNIWARE Municipal Info Systems	20211415	PAYMENT OCT SUPPORT	191.89	191.89
202100261	2021-09-21	Nucleus	155831,09/18/21	PAYMENT HOSTING SEPT 18 TO SEPT 18/22	141.75	141.75
202100262	2021-09-21	Telus Mobility	20210914	PAYMENT RE SEPT 14 STATEMENT	188.00	188.00
202100263	2021-09-29	First Class Fencing Inc	20210909a	PAYMENT FENCING SOLAR PROJECT	9,572.85	9,572.85
202100264	2021-09-29	Great West Media	wwdi180631	PAYMENT ATCO NOTICE OF APPLICATION	325.20	325.20
202100265	2021-09-29	Iron Mountain Canada Operations ULC	dxzr104	PAYMENT SERVICE TO SEPT 21	80.88	80.88
202100266	2021-09-29	Matrix Solutions Inc.	251636	PAYMENT AUGUST WATER TESTING	607.48	607.48
202100267	2021-09-29	Rona Building Supply	29355/1	PAYMENT PAINTING SUPPLIES	84.75	84.75
202100268	2021-09-29	Telus Communications	20210920	PAYMENT RE STATEMENT TO SEPT 20	279.69	279.69
202100269	2021-09-29	Weir, Christina	20210928	PAYMENT MUNICIPALITIES RECONCILIATION C	26.25	26.25
202100270	2021-09-29	Wight, Karen	20210915	PAYMENT FALL CLEAN UP	58.97	58.97
202100271	2021-09-29	WJW Mechanical Ltd.	393	PAYMENT WINTERIZE MEM GARDEN FOUNTAI	236.25	236.25

**Total 70,995.61**

\*\*\* End of Report \*\*\*

**Village of Longview**  
YTD Council Summary September

General Ledger	Description	2020 YTD Actual	September 2021 Actual	2021 YTD Actual	2021 Budget	2021 Budget Remaining \$	2021 Budget Remaining %
TOTAL General Revenue		(508,185.64)	(7,371.46)	(559,856.41)	(577,151.00)	(17,294.59)	3.00
TOTAL Legislative Reveue		(3,000.00)	(273.26)	(1,593.30)	0.00	1,593.30	0.00
TOTAL Administrative Revenue		(47,703.40)	(1,317.50)	(32,671.62)	(62,545.00)	(29,873.38)	47.76
TOTAL Protective Services Reve		(24,092.89)	(3,598.00)	(10,738.00)	(44,758.00)	(34,020.00)	76.01
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Public Works Revenue		0.00	(1,350.00)	(1,350.00)	(1,200.00)	150.00	(12.50)
TOTAL Roads & Street Lights Re		(11,594.98)	(2,922.01)	(11,703.34)	(17,500.00)	(5,796.66)	33.12
TOTAL Water Services Revenue		(72,602.28)	(20,327.14)	(82,181.01)	(110,700.00)	(28,518.99)	25.76
TOTAL Wastewater Services Reve		(71,472.49)	(3,648.78)	(68,049.47)	(76,194.00)	(8,144.53)	10.69
TOTAL Solid Waste Services Rev		(12,752.30)	(3,162.66)	(12,771.09)	(19,750.00)	(6,978.91)	35.34
TOTAL FCSS Revenue		(19,815.00)	0.00	(11,554.00)	(20,080.00)	(8,526.00)	42.46
TOTAL Plan & Dev Revenue		(2,033.25)	(420.80)	(19,129.09)	(16,200.00)	2,929.09	(18.08)
TOTAL Parks / Rec Revenue		(100.00)	0.00	(300.00)	(100.00)	200.00	(200.00)
TOTAL Camp Info Centre Revenue		(30,238.00)	(6,975.00)	(25,476.50)	(44,600.00)	(19,123.50)	42.88
TOTAL Community Hall Revenue		(500.00)	0.00	(60.00)	(500.00)	(440.00)	88.00
TOTAL Rec Board Revenue		(36,000.00)	0.00	0.00	(12,500.00)	(12,500.00)	100.00
<b>TOTAL REVENUE</b>		<b>(840,090.23)</b>	<b>(51,366.61)</b>	<b>(837,433.83)</b>	<b>(1,003,778.00)</b>	<b>(166,344.17)</b>	<b>16.57</b>

# Village of Longview

## YTD Council Summary September

General Ledger	Description	2020 YTD Actual	September 2021 Actual	2021 YTD Actual	2021 Budget	2021 Budget Remaining \$	2021 Budget Remaining %
	TOTAL General Expenses	89,854.18	856.81	82,840.49	156,273.00	73,432.51	46.99
	TOTAL Legislative Expenses	12,679.90	2,959.35	13,344.92	23,276.00	9,931.08	42.67
	TOTAL Administration Expenses	217,518.58	25,120.42	201,019.85	296,015.00	94,995.15	32.09
	TOTAL Protective Services Expe	10,665.46	4,561.94	14,911.50	45,211.00	30,299.50	67.02
	TOTAL Emergency Services Expen	0.00	0.00	6,097.76	11,000.00	4,902.24	44.57
	TOTAL Public Works Expenses	50,277.08	6,771.95	58,267.53	88,650.00	30,382.47	34.27
	TOTAL Roads & Street Lights Ex	12,185.05	1,569.62	12,903.14	20,800.00	7,896.86	37.97
	TOTAL Water Services Expenses	44,461.71	22,273.71	77,686.76	135,700.00	58,013.24	42.75
	TOTAL Wastewater Services Expe	38,552.70	4,806.86	36,393.92	105,551.00	69,157.08	65.52
	TOTAL Solid Waste Expenses	4,312.84	497.77	4,313.39	7,400.00	3,086.61	41.71
	TOTAL FCSS Expenses	4,293.29	3,886.20	5,298.71	15,102.00	9,803.29	64.91
	TOTAL Planning and Developmmt	1,143.96	0.00	3,222.14	17,500.00	14,277.86	81.59
	TOTAL Parks / Rec Expense	803.26	104.01	819.37	2,700.00	1,880.63	69.65
	TOTAL Campground Info Centre E	26,708.95	4,273.56	25,352.15	39,385.00	14,032.85	35.63
	TOTAL Community Hall Expenses	6,256.17	1,498.25	5,762.49	16,900.00	11,137.51	65.90
	TOTAL Library Expenses	5,347.15	205.44	7,439.06	8,316.00	876.94	10.55
	TOTAL Rec Board Expenses	36,844.06	316.00	6,593.39	8,500.00	1,906.61	22.43
	<b>TOTAL EXPENSES</b>	<b>561,904.34</b>	<b>79,701.89</b>	<b>562,266.57</b>	<b>998,279.00</b>	<b>436,012.43</b>	<b>43.68</b>
P	<b>NET DEFICIT (Surplus)</b>	<b>(278,185.89)</b>	<b>28,335.28</b>	<b>(275,167.26)</b>	<b>(5,499.00)</b>	<b>269,668.26</b>	<b>(4,903.95)</b>

\*\*\* End of Report \*\*\*

## VILLAGE OF LONGVIEW

### **BYLAW 439-21 ESTABLISH SUBDIVISION AUTHORITY**

#### **Being a Bylaw of the Village of Longview to establish a Subdivision Authority.**

**WHEREAS** the Municipal Government Act, Chapter M-26.1, 1994 as amended, must establish a Subdivision Authority to perform such functions relating to the subdivision of land as Council may delegate;

**WHEREAS** the Village of Longview must pass a by-law to establish a Subdivision Approval Authority;

**NOW THEREFORE** the Council of the Village of Longview in the Province of Alberta enacts as follows:

1. This By-law may be cited as the Village of Longview Subdivision Authority By-law.
2. In this By-law:
  - (a) "Act" means the Municipal Government Act, Chapter M-26 Sept 2020 as amended.
  - (b) "Chief Administrative Officer" means the person appointed by by-law as the Chief Administrative Officer for the Municipality.
  - (c) "Council" means the Council of the Village of Longview.
  - (d) "Development Officer" means the person, agency or authority authorized to exercise power and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use Bylaw No. 400-17 as amended.
  - (e) "Subdivision Officer" means the person or firm designated and authorized to act on behalf of the Municipality in those matters delegated to that person or firm in the performance of processing applications for subdivision approval.
  - (f) "Municipality" means:
    - (i) the Corporation of the Village of Longview;
    - (ii) where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits.
3. That an authority known as the Village of Longview Subdivision Committee (*hereinafter called the Committee*) is hereby established and shall consist of the following:
  - (a) The Subdivision Committee will be made up of the Municipal Planning Commission (MPC) of the Village of Longview.
  - (b) Elections of the Chairman and Vice-Chairman shall occur at the first meeting of the Committee if the MPC is made up of more members than Council only. If MPC is only Council then the Mayor will act as Chairperson of the Subdivision Committee and the Deputy Mayor will act as the Vice-Chairperson.
  - (c) In the event of absence or inability of the Chairman to preside at a meeting the Vice-Chairman shall preside.

## VILLAGE OF LONGVIEW

### **BYLAW 439-21 ESTABLISH SUBDIVISION AUTHORITY**

- (d) Council, by resolution, shall appoint a Secretary to the Committee, who shall not have a vote.
- (e) Two (2) members of the Committee present shall constitute a quorum.
- (f) Members present at any meeting of the Committee, including the Chairman, shall vote on every matter before it:
  - (i) unless, in a specific case, the Chairman or Member is excused by resolution of the Committee from voting;
  - (ii) unless disqualified from voting by reason of pecuniary interest.
- (g) A Member abstaining from voting, for reasons other than specified in (f), his vote shall be counted as a negative vote.
- (h) The Chief Administrative Officer, Subdivision Officer, and the Development Officer shall be advisors to the Committee and shall be invited to attend at all meetings but shall not have a vote.
- (i) When the Committee deems it desirable it may request a person or persons to attend its meetings in an advisory capacity, but such person or persons shall not be members of the Committee and shall not have a vote.
- (j) Meetings of the Committee shall be at the call of the Chairman but must be held within the time prescribed in MGA Division 7, 653.1(1) for an application received and deemed to be in its complete and final form.
- (k) The remuneration, travelling and living expenses of the Chairman and other members of the Committee shall be established by resolution of Council.
- (l) The setting of fees for the matter coming before the Committee shall be established by resolution of Council as it considers necessary.

#### **DUTIES AND RESPONSIBILITIES**

- 4. The Committee:
  - (a) shall receive, consider and decide on applications for subdivision within the limits of the Act, Subdivision and Development Regulation, Municipal Development Plan, Land Use Bylaw No. 400-17 as amended, and other statutory documents and regulations;
  - (b) must consider any written submissions of those persons and local authorities to whom an application for subdivision approval or notice of application was given but is not bound by the submissions unless required by the Municipal Government Act Division 7;
  - (c) must decide on all applications properly submitted to it and, in making its decision, may refuse the application and give reasons for the refusal, or approve it with or without conditions.
  - (d) shall impose a condition of approval that an applicant enter into an agreement with the Council in accordance with Section 655(1)(b);

## VILLAGE OF LONGVIEW

### **BYLAW 439-21 ESTABLISH SUBDIVISION AUTHORITY**

- (e) shall impose such conditions of approval as may be necessary to ensure compliance with the Act, the Subdivision and Development Regulation, Municipal Development Plan, Land Use Bylaw No. 400-17 as amended, or land use regulations affecting the land proposed to be subdivided;
- (f) is authorized to decide on land to be provided for roads, public utilities, and environmental reserves in accordance with the Act;
- (g) must determine the location and allocation of municipal and school reserves in accordance with the Act.
- (h) may request the applicable Government department to grant a waiver of any MGA Division 7 provision prior to making a decision on a proposed subdivision;
- (i) may meet as frequently as necessary, but it shall meet within the time period set out in MGA Division 7, 653.1(1) from receipt of an application for subdivision deemed to be in its complete and final form;
- (j) must meet in public and members of the public may attend as observers;
- (k) Members through the Chair may pose questions to the subdivision applicant;
- (l) is delegated the authority to consider and comment on subdivision applications referred to the municipality by other subdivision approving authorities and agencies.

#### **ADMINISTRATION**

- 5. The Secretary shall:
  - (a) Notify all applicants, members and advisors of the Committee of the arrangements for the holding of regular and special meetings of the Committee.
  - (b) Notify such persons as the Committee may designate of the decisions of the Committee and the reasons therefore.
  - (c) Keep and maintain on file for the inspection by the public during all reasonable hours the following official records:
    - (i) a register of all applications for subdivision including the decisions thereon and the reasons therefore;
    - (ii) records of all decisions and the reasons therefore, written minutes of all meetings and business transacted by the Committee.
  - (d) Carry out such other administrative duties as the Committee may specify.
- 6. Decisions of the Committee come into effect when:
  - a) it is recorded in adopted minutes or unadopted minutes signed by a designated officer to sign on behalf of the Committee; or
  - b) it is given by letter, signed by a designated officer to sign on behalf of the Committee.

**VILLAGE OF LONGVIEW**

**BYLAW 439-21 ESTABLISH SUBDIVISION AUTHORITY**

**THIS BYLAW** comes into full force and effect upon third and final reading.

**READ** a first time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a second time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a third and final time this 26<sup>th</sup> day of October 2021 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT



## VILLAGE OF LONGVIEW

### **BYLAW 439-21 ESTABLISH SUBDIVISION OFFICER**

**Being a Bylaw of the Village of Longview to establish a Subdivision Officer.**

**WHEREAS** the Municipal Government Act, Chapter M-26 Sept 2020 as amended, Council may by bylaw establish one or more positions to carry out the powers , duties and functions of a Designated Officer.

**WHEREAS** the Village of Longview deems it desirable to designate a Subdivision Officer

**NOW THEREFORE** the Council of the Village of Longview in the Province of Alberta enacts as follows:

1. This By-law may be cited as the Village of Longview Subdivision Officer By-law.
2. In this By-law:
  - (a) "Act" means the Municipal Government Act, Chapter M-26 Sept 2020 as amended.
  - (b) "Chief Administrative Officer" means the person appointed by by-law as the Chief Administrative Officer for the Municipality.
  - (c) "Council" means the Council of the Village of Longview.
  - (d) "Development Officer" means the person, agency or authority authorized to exercise power and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use Bylaw No. 400.
  - (e) "Subdivision Officer" means the person or firm designated and authorized to act on behalf of the Municipality as the Development Officer for the of processing applications for subdivision approval.
  - (f) "Municipality" means:
    - (i) the Corporation of the Village of Longview;
    - (ii) where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits.
  - (g) "Subdivision Committee" means the authority authorized to exercise power and duties on behalf of the Municipality in the approval or refusal of applications for subdivision.
  - (h) "Subdivision and Development Appeal Board" means the authority authorized to

## VILLAGE OF LONGVIEW

### **BYLAW 439-21 ESTABLISH SUBDIVISION OFFICER**

hear appeals on decisions from the Subdivision Committee on applications for subdivision approval.

3. The position of Subdivision Officer known as the Village of Longview Subdivision Officer (*hereinafter referred to as the Subdivision Officer*) is hereby established and shall perform the following powers and duties:
- (a) meet with and review subdivision proposals with the applicant;
  - (b) may assist applicant as directed by Council, in preparing the application for subdivision;
  - (c) shall process and circulate subdivision applications to authorities in accordance with the Subdivision and Development Regulations;
  - (d) shall prepare a report and recommendation to the Subdivision Approval Committee (MPC);
  - (e) shall prepare and transmit notice of decision;
  - (f) shall prepare and place formal notices in the newspaper;
  - (g) shall review land titles instruments for conformity with the municipality's decision on the subdivision application;
  - (h) shall endorse land title instruments on behalf of the municipality in order to effect the registration at Land Titles office.
  - (i) in conjunction with the subdivision approval process, and if required, may prepare the necessary land use by-law redesignations or other statutory plan amending bylaws on behalf of the municipality.
  - (j) shall advise the Council, Chief administrative Officer, Subdivision Committee, and the Subdivision and Development Appeal Board on matters relating to applications for the subdivision of land.
  - (k) shall appear before and represent the Subdivision Committee at appeal hearings of the Subdivision and Development Appeal Board on decisions on applications for subdivision that have been appealed.

**THIS BYLAW** comes into full force and effect upon third and final reading.

**VILLAGE OF LONGVIEW**

**BYLAW 439-21 ESTABLISH SUBDIVISION OFFICER**

**THIS BYLAW** comes into full force and effect upon third and final reading.

**READ** a first time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a second time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a third and final time this 26<sup>th</sup> day of October 2021 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	October 26, 2021	<b>Agenda Item #:</b> 11.1
<b>Title:</b>	Signing Authority ATB	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that Council authorize the change of signing authorities to the new Council at ATB.	
<b>Alternatives:</b>	2. Defeat above motion. 3. That discussion be tabled _____ <i>(for further information or future date).</i>	

<b>Background:</b>	Currently have all Village cheques require two signatures, typically the CAO and one member of Council. If the CAO is unavailable then two Councilor's signatures are required. The new signing authorities must be established for the new Council.
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<b>Implications:</b>	
<i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

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



FIND YOUR TRUE WEST

Box 147, Longview  
Alberta, T0L 1H0  
403-558-3922  
Info@village.longview.ab.ca

October 26, 2021

To The Manager  
Alberta Treasury Branch Black Diamond Branch

Subject: Bank Account Signatory(s)

Ref: Village of Longview Bank Account(s)

At the October 26, 2021 Council meeting, the Village of Longview passed a resolution to authorize signatories who would operate our account in your branch. Please find below the list of authorized signatories, which will be effective from October 26, 2021.

No.	Name	Title
1	Dale Harrison	Chief Administrative Officer (CAO)
2		Mayor
3		Deputy Mayor
4		Councillor

Any negotiables must be signed by any 2 (two) of the above signatories.

The CAO is authorized to receive information regarding the account(s) of the Village of Longview.

Thanking You

For Village of Longview,

\_\_\_\_\_ CAO

\_\_\_\_\_ Mayor

\_\_\_\_\_ Deputy Mayor

\_\_\_\_\_ Councillor





VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION

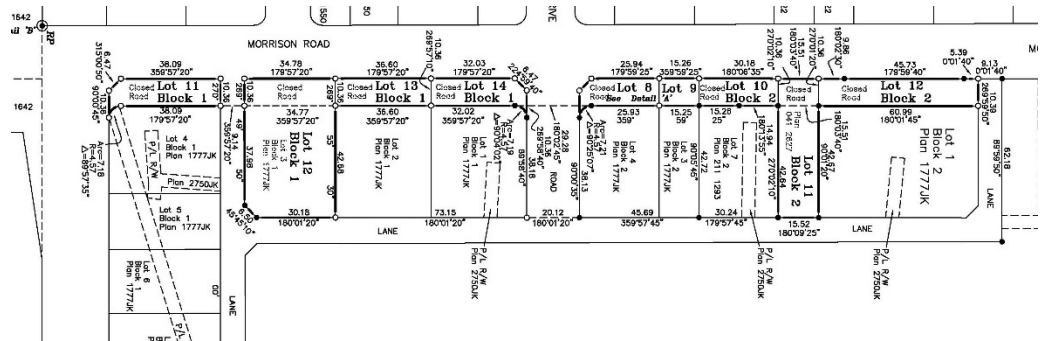
**Agenda Item #11.2**

**Date:** Oct 26, 2021  
**Title:** Road Closure Land Disbursements.  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the Administration contact the adjacent property owners to notify them that \_\_\_\_\_ will be the process to transfer the land responsibility to they owner.

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

**Background:** The surveyors have created a survey plan for the subdivision of the road closure.



Administration has sent documents to Foothills County to allow the incorporation of the parcel in front of the Fire Hall and the Community Hall will also incorporate the road closure. The surveyors will pin the lots in the next few days.

Administration has Utility Agreement to incorporate when the properties are registered. This will ensure that the Village will always have access to the infrastructure beneath the new parcels for future repairs or expansion.

Administration had a appraisal completed to determine the fair market value of the land as the MGA does not allow municipalities to dispose of land below market value without advertising.

**Disposal of land**

**70(1)** If a municipality proposes to transfer or grant an estate or interest in

- land for less than its market value, or
  - a public park or recreation or exhibition grounds,
- the proposal must be advertised.

Council needs to determine how to transfer the remaining parcels to adjacent property owners. Sale at **appraised** value, bids on the property, or lease at fair market value.



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 11.3**

**Date:** October 26, 2021  
**Title:** Peace Officer Contract  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that administration negotiate a contract with Black Diamond for Peace Officer coverage for all of 2022 and that administration start the process of selling the current Village Peace Officer vehicle.

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

**Background:** The Village has contracted the Peace Officer service to Black Diamond for 16 hour per week, as a pilot project until the end of 2021. The contract has been for 16 hours per week. Using just the ticketing data shows the following:

	Tickets written	Ticket income	Contract	Surplus (Deficit)
June	50	\$6,141	\$4,544	\$1,597
July	56	7,687	5,396	2,291
August	44	6,696	4,544	2,152
<u>Sept</u>	<u>29</u>	<u>3,809</u>	<u>4,828</u>	<u>(1,019)</u>
	179	24,333	19,312	5,021

From 2019 Financial Statements 11 months with PO  
Protective Services                      \$72,972                      \$88,749                      (15,777)

Does Council want Administration to pursue a contract extension for 2022 or longer with Black Diamond for Peace Officer coverage. If that is the case then it is recommended that the Village sell the existing Peace Officer vehicle before it loses another model year in value.

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

*Financial:*                      N/A

**Communications:**      Council Agendas

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



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 11.5**

**Date:** Oct 26, 2021  
**Title:** Credit Card Policy  
**Submitted by:** Dale Harrison

**Recommendation:** The Administration arrange for new credit cards to be issued for \$3,000 for Mayor \_\_\_\_\_, and \$500 each for Deputy Mayor \_\_\_\_\_ and Councilor \_\_\_\_\_

- Alternatives:**
- 1.
  2. Defeat above motion.
  3. That discussion be tabled \_\_\_\_\_ (for further information or future date).

**Background:** Review the existing Credit Card Policy and approve the issuance of credit cards for the new Council.

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

Operating: _____	Capital: _____
Budget Available: _____	Budget Available: _____
Unbudgeted: _____	Unbudgeted: _____
Source of Funds: _____	Source of Funds: _____

**Communications:**

**Attachments:** 1. Is the documentation severed by FOIP: **NO**



Hello, Village of Longview.

We have recently purchased a little house in Longview. 133 Kee Dr. Beside us is an open piece of allowance property.

Would the village grant us permission to use this property for our needs (with respect) in return for us keeping this piece cared for.

We are horse & family people. Our uses are related to those values. And parking trailers etc.

Any event will be held with respect and cleaned up so that it is always respectable.

Thank-you.  
Cristen and Justin Short



AB.

TUL 140



Sincerely  
C. J. Short



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 11.5**

**Date:** Oct 26, 2021  
**Title:** Credit Card Policy  
**Submitted by:** Dale Harrison

**Recommendation:** The Administration arrange for new credit cards to be issued for \$3,000 for Mayor \_\_\_\_\_, and \$500 each for Deputy Mayor \_\_\_\_\_ and Councilor \_\_\_\_\_

- Alternatives:**
- 1.
  2. Defeat above motion.
  3. That discussion be tabled \_\_\_\_\_ (for further information or future date).

**Background:** Review the existing Credit Card Policy and approve the issuance of credit cards for the new Council.

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

*Financial:* For the purchase of multiple items from multiple accounts as required throughout the year. Expenses cover by the various department budgets.

Operating: _____	Capital: _____
Budget Available: _____	Budget Available: _____
Unbudgeted: _____	Unbudgeted: _____
Source of Funds: _____	Source of Funds: _____

**Communications:**

**Attachments:** 1. Is the documentation severed by FOIP: **NO**



## Village of Longview Policy

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### Credit Card Use Policy

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Policy Number: **12-2018-02** revised Feb 2019

Approved: January 16, 2018 Resolution 006-18 Approved Credit Card Use

Amended:

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**Purpose:** To establish a credit limits and consistent practice of Credit Card use for Council and staff.

**Policy:** Village of Longview Credit Cards shall be issued to:  
The Mayor with a credit limit of \$3,000  
Each member of Council with a credit limit of \$500  
The Administrative Assistant with a limit of \$1,000  
Public Works with a limit of \$1,000  
The Chief Administrative Officer (CAO) with a credit limit of \$4,000

#### Cardholder Responsibilities:

- a) The Village of Longview credit card is to be used only for purchase of goods or services for official use of the Village of Longview. The Credit Card may not be used for cash advances or personal use.
- b) The person using the credit card must submit receipts, documents detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.
- c) The above said receipts must be submitted to the office in a timely manner to reconcile against monthly credit cards statements.
- d) The person issued the credit card is responsible for its protection and custody and shall immediately notify the Village office if the card is lost or stolen.
- e) Employees must immediately surrender the card upon termination of employment. The Village reserves the right to withhold final payroll payments until the card is surrendered.
- f) Council will surrender the card immediately upon ceasing to be on the Village of Longview Council.
- g) Anyone found to have inappropriately used the credit card will be required to reimburse the Village of Longview for all costs associated with such improper use through direct payment or payroll deduction.
- h) Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties under the law and/or disciplinary action by the Village of Longview up to and including termination.



## Village of Longview Policy

### Control Procedures:

1. The total combined authorized credit limit of all credit cards issued by the Village of Longview shall not exceed \$10,000.

Kathie Wight  
Mayor

Kyle Harris  
CAO



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 11.6**

**Date:** Oct 26, 2021  
**Title:** Village Facebook Page  
**Submitted by:** Dale Harrison

**Recommendation:**

The Village Facebook page be administrated by administration as a communication tool of the Village and the local association.

- Alternatives:**
1. EDC maintain the facebook page and be responsible for updates according to a revised communication policy.
  2. Defeat above motion.
  3. That discussion be tabled \_\_\_\_\_ (*for further information or future date*).

**Background:**

The previous Economic Development Committee Chairman created the Village Facebook page and is the administrator of the page. He was approached about having this page administered and updated by administration as part of the communication of the Village office news and Longview Clubs and Association events which is also available on the website and now on the new electronic sign for those who are not connected through technology.

**Implications:**

*Policy, Statutory  
Plans, Legislative:*

*Financial:*

Operating: _____	Capital: _____
Budget Available: _____	Budget Available: _____
Unbudgeted: _____	Unbudgeted: _____
Source of Funds: _____	Source of Funds: _____