

AGENDA
REGULAR COUNCIL MEETING OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday April 21, 2026
At the Longview Community Hall at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATION

- 3.1 Dave Marshall. Requirement for Committee of the Whole meetings and the timely response to question period questions as per Bylaw 444-22, Council Procedures.
- 3.2 Ashley Grady. Provincial Tobacco, Smoking and Vaping Reduction Act along with Longviews bylaw 414-18 Smoking and Vaping.
- 3.3 Marj Bird. Questions submitted not adequately answered.

4.0 CORRESPONDENCE FROM RESIDENTS

Correspondence to Council may be published in the agenda package. The correspondence may have the name of the person(s) that send the correspondence, as well as the comments and opinions of the submitter included for public interest.

- 4.1 Kathie Selbee.
- 4.2 Sabrina Baker. Campground concerns.

5.0 MINUTES

- 5.1 Minutes of the Regular Council meeting, March 17, 2026.

6.0 ACTION ITEM LIST

- 6.1 CAO Report on Action items to March 11, 2026.

7.0 REPORTS

- 7.1 Diamond Valley – March 2026 Policing Report.
- 7.2 CAO Report, March 2026.
- 7.3 Council Reports March 2026.
- 7.4 Foothills County March 2026 Water Management Report.

8.0 FINANCIAL REPORTING

- 8.1 March 2026 Bank Reconciliation.
- 8.2 March 2026 Accounts Payable Cheque Register.
- 8.3 March 2026 YTD Budget versus Actual Revenue and Expenses.

9.0 QUESTION PERIOD – temporarily suspended – review of Council Procedure Bylaw in Progress.

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

10.0 BYLAWS

- 10. Council Procedure Bylaw 444-22 amendment.

11.0 BUSINESS

- 11.1 RFD Council Procedure Bylaw.
- 11.2 RFD Joint Use Planning Agreement.
- 11.3 RFD Infrastructure Engineering Specifications.
- 11.4 LNYD usage of Village equipment.
- 11.5 RFD Longview and Area Recreation Board donations request.
- 11.6 RFD School request for contributions.
- 11.7 RFD Gopher Policy.

12.0 EXTERNAL CORRESPONDENCE

None.

13.0 ADJOURNMENT

**VILLAGE OF LONGVIEW
BYLAW NO. 444-22
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 Councilors 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 Councilors 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.

Length of Council Meetings

8. Council meetings shall be no longer than 3.5 hours. If the Council meeting is to proceed longer, then unanimous consent is required to extend the meeting for an additional 30 minutes.

Meeting through Electronic Communications

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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

16. 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.

17. 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

18. Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.
19. 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.
20. The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 19.
21. 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.
22. The presiding officer may expel from a meeting any member, delegate, or any person from the public, who disturbs the proceedings of that meeting.
23. The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.
24. 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

25. A resolution may be withdrawn at any time before voting, subject to no objection from any member.
26. 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.
27. 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;
28. 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.
29. 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
30. 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.
31. 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,

32. 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 anyone 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.
33. 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.
34. 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.
35. 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.
36. A motion to proceed to a vote will not require a seconder.
37. If any member wishes to have a recorded vote, the request for the recorded vote must be made prior to the vote being taken.
38. 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

39. 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
40. 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.
41. When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be put to the question.
42. Proposed bylaws may be referred to administration, committees or special task forces at any time prior to third reading.

Public Question Period

43. Prior to the Bylaw and Business Discussion of a Council Meeting a Question Period as approved by Council.
44. 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. and b. done alternately to provide opportunities for others to ask questions.
45. Online meetings – participants must unmute their microphone, raise their hand or turn their video on to be acknowledged by the chairperson prior to starting any question.
46. AT NO TIME shall a questioner, Council member, delegation or administration enter into a debate during the question period of the agenda.
47. 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.
48. 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 55 of this bylaw.

Public Hearings

49. 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.
50. 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.

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

Delegations

56. 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.
57. 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.
58. 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.
59. Council will entertain public questions addressed to the delegation(s) with a 15 minutes deadline.

60. 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.
61. 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

62. 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.
63. Where the deadline in Section 62. is not met, only time sensitive, action items will be allowed to be added to the current agenda.
64. The CAO shall place at the disposal of each member of Council, a copy of the agenda and all supporting material no later than 4:30 p.m. three (3) weekdays before the meeting, inclusive of the holidays. The agenda package will be posted on the Village website.
65. Where the deadline in Section 64 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
66. The order of business at a meeting is the order of the items on the agenda except:
 - a. when the same subject matter appears in more than one place on the agenda and Council decides to deal with all items related to the matter at the same time.
67. 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, email addresses, and names if requested will be redacted from the agenda package that is published. According to FOIP guidance, letters written to Mayor or Council should have no expectation of privacy regardless of disclaimers at the end of letters.
68. Accounts Payable Cheque listing shall be published with names of payees.
69. Council shall receive a copy of the Summary YTD comparison of Budget to Actual by department.

Committee of the Whole

70. A committee is hereby established called the "Committee of the Whole" with membership comprised of all members of Council and the CAO.



71. 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.
72. Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.
73. 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

74. 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.
75. Bylaws or resolutions adopted pursuant to Section 74 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.
76. 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.
77. 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 and adhere to Policy 5-01-21 Council Roles on Committees.
78. 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.
79. 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
80. 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.
81. 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.
82. 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.
83. All committee meetings shall be open to the public.

Administrative Inquiry

84. All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.
85. All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.
86. 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

87. 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

88. 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.
89. 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.

Minutes

90. Administration attempts to have the UNADOPTED COUNCIL MINUTES sent to Council for review within 48 hours of a Council meeting. The public must note that these unadopted minutes in the agenda are subject to error correction at the time of adoption, and as such, should only be used for general information purposes. To verify the correct minutes, please be sure to use the final signed adopted Council Minutes. These are posted following the next available council meeting, where Council will review and make any necessary corrections prior to adopting the Minutes.
91. The Minutes posted on the website are archived without any attachments. Any attachments that you may wish to see might be in the Council Meeting Agenda Package for the meeting in question. If the attachment was not included in that agenda package, it may have been severed in accordance with the FOIP ACT or submitted late. If this situation applies to the document you are looking for, please contact the Village office to find out if the document is available for public viewing, as some documents do become available to the public following the Council meeting.

Amendment

92. Any provision of this bylaw may be repealed, amended or varied and additions made by a majority vote of Council.
93. Notwithstanding Section 92 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

94. 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

95. Bylaw 433-20 is hereby rescinded.

Effect

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

READ for all 3 Readings this day of January 2022.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

**VILLAGE OF LONGVIEW
BYLAW 414-18**

**A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA
TO REGULATE SMOKING AND VAPING**

WHEREAS pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, people activities and things in, on or near a designated public place or place that is open to the public, and persons engaged in business, business activities and businesses in the municipality; and

WHEREAS the smoke or vapour produced by the smoking and vaping of tobacco, cannabis and other substances in public premises is a nuisance for persons in those premises;

WHEREAS Council deems it expedient and desirable for the health, safety and welfare of the inhabitants to regulate smoking and vaping of tobacco, cannabis and other substances in the Village of Longview .

NOW THEREFORE the Council of the Village of Longview enacts as follows:

1. **SHORT TITLE** this Bylaw may be known as the "Smoking & Vaping Bylaw".
2. **DEFINITIONS** in this Bylaw, unless the context otherwise requires:
 - 2.1. **"business"** means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes any activity carried on by an educational institutions, municipality, or charitable organization;
 - 2.2. **"cannabis"** has the meaning given to it in the *Cannabis Act*
 - 2.3. **"Cannabis Act"** means Bill-45, an Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal code and other Acts, 1st Sess., 42nd Part, 2017;
 - 2.4. **"Chief Administrative Officer"** (CAO) means the person appointed to the position of chief administrative officer for the Village of Longview, by Council, within the meaning of the *MGA*;
 - 2.5. **"common area"** means any areas forming part of a private residence, building or structure that are deemed to be a public building and include but are not limited to:
 - a. washrooms;
 - b. corridors;
 - c. reception areas;
 - d. elevators;
 - e. escalators;
 - f. foyers;
 - g. hallways;
 - h. stairways;
 - i. lobbies;

KW [Signature]

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- j. laundry rooms; or
 - k. enclosed parking garages;
- 2.6. **“Council”** means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;
- 2.7. **“employee”** means any person who performs work for or supplies any services to any employer;
- 2.8. **“employer”** means any person who, as the owner, proprietor, manager, superintendent or overseer of an activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for, the employment of a person therein;
- 2.9. **“electronic smoking device”** means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo;
- 2.10. **“outdoor pool”** means a structure that contains water which is designed and intended for recreational use, and includes a wading pool;
- 2.11. **“special event”** means any outdoor event requiring a municipal permit to which the public is invited or permitted to attend;
- 2.12. **“outdoor skating rink”** means an outdoor ice surface that is designed for recreational skating or playing hockey;
- 2.13. **“pathway”** means a multi-purpose thoroughfare accessible to the public which is improved by asphalt, concrete, brick, stone, shale, gravel or any other surface treatment whether it is located in an open space, and which may include any bridge or structure with which it is contiguous;
- 2.14. **“Peace Officer”** means any member of the Royal Canadian Mounted Police, a Peace Officer of the Village of Longview, or any other peace officer sworn in by the Province of Alberta.
- 2.15. **“person”** means a natural person or any business entity, including but not limited to:
- i. an association;
 - ii. a corporation;
 - iii. a firm;
 - iv. a partnership;
 - v. a society; or
 - vi. a legal entity.
- 2.16. **“playground”** means an outdoor area upon which apparatus such as swings, and slides are placed;
- 2.17. **“private residence”** means any self-contained living premise, or part thereof, for domestic use with a separate private entrance from the exterior of the building or from a common

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hall, lobby or stairway, except:

- a. when a business is operated within a private residence then a private residence is considered a workplace during all hours of operation; and
 - b. when a private residence contains two or more private residences and includes common areas, then the common areas are considered a public premises;
- 2.18. **“proprietor”** means the owner, or his agent or representative, of a designated public place, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, and where applicable includes:
- a. a person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;
 - b. a regional health authority board appointed pursuant to the provisions of the *Regional Health Authorities Act*, R.S.A. 2000, R-10, or a hospital board appointed pursuant to the *Hospitals Act*, R.S.A. 2000, C. H-12; and
 - c. a board of trustees elected pursuant to the provisions of the *School Act*, R.S.A. 2000, c. S-3 or a board of governors established pursuant to the *Post-Secondary Learning Act*, S.A. 2003, c. P-19.5.
- 2.19. **“public”** means any person other than the owner, lessee, proprietor or employer of a building, structure or place;
- 2.20. **“public sidewalk”** means that part of a highway or open space especially adapted to the use of or ordinarily used by pedestrians;
- 2.21. **“public premises”** means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation;
- 2.22. **“public vehicle”** means a bus, taxi or other vehicle that is used to transport members of the public for a fee;
- 2.23. **“skate park”** means an outdoor area which is designed and intended specifically for the use of skateboards, in-line skates, or other similar devices;
- 2.24. **“smoke” or “smoking”** means:
- a. the inhalation or exhaling the smoke produced by burning of tobacco or cannabis or;
 - b. the holding or otherwise having control of any device or thing containing lit tobacco or cannabis;
- 2.25. **“sports field”** means an outdoor area which is set apart and used for the playing of sporting activities;

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**VILLAGE OF LONGVIEW
BYLAW 414-18**

- 2.26. **"taxi"** means any taxi, limousine or private for hire vehicle.
- 2.27. **"tobacco"** means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;
- 2.28. **"vape" or "vaping"** means:
- a. the inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device containing tobacco, cannabis or any other substance; or
 - b. having or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from tobacco or cannabis;
- 2.29. **"Village"** means the Village of Longview, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries, thereof;
- 2.30. **"violation tag"** means a notice or tag in a form as approved by the CAO, issued by the Village, allowing a voluntary payment option of a fine established under this Bylaw;
- 2.31. **"violation ticket"** means a ticket issued pursuant to the *Provincial Offences Procedure Act*, and any amendments or regulations thereto;
- 2.32. **"spray park"** means a structure or collection of structures designed and intended for recreational use by children that sprays or releases water;
- 2.33. **"workplace"** means the whole or any part of a building, structure, vehicle or passenger conveyance in which a business is carried on but excludes:
- a. any part which constitutes public premises; and
 - b. private residences.

3. APPLICATION

- 3.1. No person shall smoke or vape:
- a. in a public premises, a workplace or a public vehicle;
 - b. in, on or within 10 metres of a:
 - i. childcare facility;
 - ii. community hall;
 - iii. library;
 - iv. outdoor pool;
 - v. outdoor skating rink;
 - vi. playground;
 - vii. school;

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- viii. sports field; or
- ix. spray park.

to which the public has access as of right or by express or implied invitation; or

c. within 5 metres of an entrance or exit to a public premises.

- 3.2. An employer, operator or proprietor shall not permit a person to smoke or vape on premises controlled or owned by them where doing so is prohibited by this Bylaw.
- 3.3. No person shall smoke or vape within the Village of Longview while in a motor vehicle when any minor is present in the vehicle regardless of whether the vehicle's windows or doors are open; or where it is moving or stationary, while on public property.
- 3.4. This Bylaw does not apply to a building, structure, vehicle, or portion thereof which is used as a private residence.
- 3.5. This Bylaw does not apply to a temporary residence as defined in the *Act to Control and Regulate Cannabis*, R.S.A. 2017, c-17.

4. EXEMPTION FOR SPECIAL EVENTS

- 4.1. Notwithstanding Section 3.1, a person may smoke or vape at an event for which a permit has been granted by the Village.
- 4.2. The CAO, or delegate may impose conditions on any permit pursuant to Section 4.1.
- 4.3. The CAO, or delegate may suspend or revoke any permit issued pursuant to Section 4.1 if the CAO determines that a permit holder or any person at an event for which a permit has been issued has contravened any federal or provincial legislation or any other municipal bylaw.
- 4.4. The holder of the permit issued pursuant to Section 4.1 must ensure that:
 - a. the smoking and vaping is only permitted in a designated area, separate and fenced off from the remainder of the event;
 - b. alcohol is not to be consumed in the area designated for the smoking and vaping;
 - c. the sale of tobaccos or cannabis is not permitted in the area designated for the smoking and vaping; and
 - d. there is no advertising or other materials relating to the promotion of tobacco or cannabis within the designated area.

5. MEDICAL CANNABIS

- 5.1. Notwithstanding this Bylaw, the smoking, vaping of cannabis for medicinal purposes

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BYLAW 414-18**

pursuant to a medical document issued pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 is subject to this Bylaw.

- 5.2. A person referred to in Section 5.1 must, on demand of a Peace Officer, produce a copy of the person's medical document. A person who cannot produce such a document upon demand by a Peace Officer is guilty of an offence under this Bylaw.

6. PENALTIES AND ENFORCEMENT

- 6.1. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000) Dollars or in default of payment one (1) year imprisonment, or to both fine and imprisonment in such amounts.

- 6.2. Where a Peace Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a violation ticket in accordance with the *Provincial Offences Procedures Act*.

- 6.3. Where there is a minimum penalty listing for an offence in Schedule "A" to this Bylaw, that amount is the minimum penalty for the offence.

- 6.4. Where there is a specified penalty listing for an offence in Schedule "A" to this Bylaw, that amount is the specified penalty for the offence.

- a. Notwithstanding Sections 6.3 and 6.4 of this Bylaw, the minimum and specified penalties for a second offence against this Bylaw within a one (1) year period shall be double the amounts listed in Schedule "A" for the offence, and the minimum and specified penalties for a third or subsequent offence against this Bylaw within a one year period shall be triple the amounts listed in Schedule "A" for the offence.

- 6.5. Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:

- a. a violation tag allowing a payment of the specified penalty to the Village; or
b. a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34 and amendments thereto.

- 6.6. Service of a violation tag will be sufficient if it is:

- a. personally served; or
b. served by regular mail to the person's last known mailing address.

- 6.7. If a violation ticket is issued in respect to an offence, the violation ticket may:

- a. specify the fine amount established by this Bylaw for the offence; or
b. require a person to appear in Court without the alternative of making a voluntary payment.

- 6.8. A person who commits an offence may:

- a. if a violation ticket is issued in respect of the offence; and
b. if the violation ticket specified the fine amount established by this Bylaw for the

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**VILLAGE OF LONGVIEW
BYLAW 414-18**

offence;
make a voluntary payment equal to the specified fine by delivering the violation ticket
and the specified fine to the Provincial Courthouse specified on the violation ticket.

7. SEVERABILITY

7.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

8. GENERAL

8.1. It is the intention of Council that all offences created pursuant to this Bylaw be considered and construed as being "strict liability" offences.

8.2. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.

8.3. Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended by Council.

8.4. No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Village from pursuing any other remedy in relation to a premise as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

THIS BYLAW comes into full force and effect on the date of its third and final reading.

READ A FIRST TIME 16th day of October, 2018

READ A SECOND TIME 16th day of October, 2018

READ A THIRD TIME 16th day of October, 2018

Kathie Wight
MAYOR

Sue Harwood
CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF LONGVIEW
BYLAW 414-18

Schedule "A"

Specified Penalties

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



Delegation to be presented at the April 21, 2026 regular Council Meeting:

To be presented by Marj Bird, [REDACTED]

Subject: Questions submitted by not adequately answered

Questions:

>Please provide an itemized list of all expenses incurred by the village for each councillor and administration to attend any and all conventions and association meetings during the year 2025. These expenses would include but not be limited to: registration fees, hotel room expense, travel expense, meals, etc.

>Responsible Pet Ownership Bylaw 480-25 section 6.3 (a) to (e) and (g) to (k) (copy attached)

-the question is regarding a person or animal entering on to private property "**uninvited**", key word being "**uninvited**"...IE: someone comes on to my property **uninvited**, my dog bites him/her...this bylaw deems my dog to be at fault as defined in section 6.3 (a) to (d). How does council justify this?

Section 6.3 (e) concludes as follows "unless the Person chased or threatened is a Trespasser on the Owner's property". Should not all sections the conclude with this verbiage? How does council intend to police all of the above noted sections of this bylaw?

>Responsible Pet Ownership Bylaw 480-25 section 15.1 Communicable diseases – when I previously asked why this bylaw pertains only to dogs and not cats, council responded that the village does not have the resources to control cats. Does that mean then that if cats have a communicable disease, they will be allowed the roam the village?

> Correspondence received by the village which is to be included on the meeting agenda – would it not be appropriate for the correspondence to be read at the meeting for anyone who is not able to access the agenda package?

>Councillor Reports – should these not all be in a written format as opposed to a verbal report given at meetings?

Thank you

**VILLAGE OF LONGVIEW
RESPONSIBLE PET OWNERSHIP BYLAW 480-25**

- (a) not being driven or was not parked by the vehicle's Owner; and
- (b) that the Person driving or parking the vehicle at the time of the offence did so without the vehicle Owner's express or implied consent.

6.0 PROHIBITED BEHAVIOURS

- 6.1 When off the property of the Owner, the Owner of a Dog must always keep the Dog Under Control by means of a Permitted Leash, subject to Sections 6.9.
- 6.2 The Owner of a Dog may walk their Dog in a Public Space, on a pathway, or on a municipal sidewalk, provided the Owner is conscientious of others on the pathway or sidewalk, moves their Dog out of the way of others as needed, and does not interfere with or obstruct any others using the pathway or sidewalk.
- 6.3 The Owner of a Dog shall ensure that such Dog does not:
- (a) Bite a Person, whether on the property of the Owner or not;
 - (b) Attack or do any other act that causes injury to a Person, whether on the property of the Owner or not;
 - (c) Attack or do any other act that causes Severe Injury to a Person, whether on the property of the Owner or not;
 - (d) Attack or Cause Death to a Person, whether on the property of the Owner or not;
 - (e) Growl, lunge, snarl, chase or otherwise threaten a Person, whether on the Owner's Property or not, unless the Person chased or threatened is a Trespasser on the Owner's Property;
 - (f) Bite or bark at or chase Livestock, Wildlife, bicycles, skateboards, scooters, or any other type of recreational or fitness-related wheeled device, automobiles or other vehicles or mobility aide;
 - (g) Bite or cause damage to personal property, whether on the Owner's Property or not;
 - (h) Bite an Animal, whether on the Owner's Property or not;
 - (i) Attack or do any other act that causes injury to an Animal, whether on the Owner's Property or not;
 - (j) Attack or do any other act that causes Severe Injury to an Animal, whether on Owner's Property or not;
 - (k) Attack or Cause Death to an Animal, whether on the Owner's Property or not.
- 6.4 An Animal Control Officer investigating a complaint involving the behaviors of a Dog listed in Section 6.3 will classify the behaviour by means of reference to the Dr. Ian Dunbar's Aggression Scale, which is set out in Schedule "C" of this Bylaw.
- 6.5 The Owner of a Dog must ensure that the Dog does not excessively bark, howl, or otherwise make or cause excessive noise(s) which disturbs any Person and unreasonably interferes with that Person's peaceful enjoyment of their property, which may be determined by an Animal Control Officer or by a Court hearing a prosecution pursuant to this Section of the Bylaw.
- 6.6 The Owner of a Dog must ensure that the Dog does not upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about Premises not belonging to or in the possession of the Owner of the Dog.

MINUTES OF THE REGULAR MEETING
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In the Province of Alberta, held on Tuesday, April 15, 2025
Held at the Longview Community Hall at 5:30 p.m.

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I am a journeyman carpenter. I have many years in Construction business. I did the renovation on this hall 9 years ago. New siding, windows. I went through your website - the list of what they were pricing on. A lot of it is maintenance. Which I think should be a regular ongoing thing. The big-ticket items - reinsulating, changing windows which are only 15 years old - nothing wrong with those windows. To spend that kind of money, taxpayer's money, on those kind of things that you will never see a return on. You will never save enough energy to make up for that. There are issues, furnace down the road, it is a pretty good furnace. High efficiency furnaces have issues - a lot of repairs and maintenance issues.

We also have 7 buildings in the Village, everyone of them needs maintenance [instead] to spend all that money on this building and to leave the other 7. We have an office building that has no access. We have a library with no access. These are things we should be looking at for making changes and adding things. Why spend them on insulation? That's not ever going to give you return.

We already changed the siding on this building, why would we tear it off again? There suggestion was 5 layers of styrofoam. That is absolutely insane. We have to think of the big picture of this Village.

I was hired probably 12 years ago to paint the front windows and trim on the office building. And that was because there was an event happening. I was hired to paint the front windows and the side. That was all that was in the budget. I said to the Mayor [at the time] , Ivor McCorquindale that you have to do the others. Its about 12 years ago it's never been done. Those windows are probably going to need to be replaced. Because they were not maintained. Even the ones I did are ready to be repainted. The shop has issues. I did work on that building as well. I put new overhead door in. When I was down there working on that I showed them there were rips in the insulation, in the vapor barrier. On a steel building water gets behind. We had to replace the gas line because it had rusted out. These issues need to have ongoing budget for each building. Need to have someone look at all the issues, otherwise you will have huge issues later.

Mayor Penner.

Thank you for your comments.

Is administration on top of Municipal Assets status, their structural integrity and keeping maintenance on them?

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CAO.

We had the insurance people out recently, inspect and report – to that extent we are monitoring.

The one staff that works there is in the know of what is going on. I am trusting that significant issues would be raised to the Village office and myself. There is always going to be room to do better. That is what Council meetings are for, we are listening. We are trying to be cognizant through many avenues internally, externally. We are also open to where we could prioritize differently, from sessions like this.

Mayor Penner.

Thank you for the work you have done for the Village over the years. Your knowledge definitely is something that could be useful and conversation with CAO. I appreciate you rectified issues at the time.

At this point, Council was approached with the idea of renovating and updating the hall to keep its longevity. I agree, all the municipal buildings need to be looked at and addressed. I do agree those could be future potential projects. For right now the Village is looking at the hall.

If with the APC process there will be pricing, funding will decide what we go forward with or not. I do not know if this Council is going to be able to look at funding for any other municipal buildings. But you can definitely bring those ideas and suggestions to the next Council.

Thank you.

Larry Kroeker.

Kathie Selbee.

For CAO. I wonder what our Maintenance gentleman has for construction experience and determining the degree of issues for example that he had discovered 12 years ago? Are you comfortable that you can rely on someone of that caliber to identify the same issues he identified? Is that part of his job description? And does he have the qualifications to do that?

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CAO.

Thank you Kathie. Certainly, the Public Works Lead will not have certain professional certifications. What I was referring to was day to day awareness of things not working and generally obvious if you are doing the job. I am not out there, I am counting on the Public Works Lead obvious things within experience and background. It needs to be a team effort from people who are professionals.

One part of the APC process, one of the quotes received was from someone who probably was not a professional engineer, but has a lot of work experience. There will be a range of professionalism – but it is key that the Village Council and Administration listen to as many areas as can be. I am not certainly not wanting to put any particular staff person in a down looking position, that is not what we want to do here. Everybody has their abilities and they are hired for a certain level for what they do. CAO needs to look to all levels of expertise not just one person who works out there. There was pro bono work done by an engineer, we got some drawings. You have a good point we cannot just rely on one person, if that was one of your points.

Kathie Selbee.

You said the insurance company has done an audit on the municipal assets. Are they journeymen carpenters? Are they able to look at the shop vapor barrier breach? Who has looked at that since? I know you can't have a person be an expert at everything, I know you rely on engineers and accountants. When you have someone worked on these with their skillset, where there are deficiencies that are pretty serious - we can have black mold and bigger issues because they have not been rectified from 12 years ago. Are you going to bring a plan together to have an actual inspection that is beyond a pencil pusher or this is your insurance, an actual journeyman carpenter, that has experience to look at that, to say this is where you are at, let's put a plan together to put a budget together to fix these.

CAO.

Thank you for that. I hope I can speak on behalf of the table here and administration across the street, that we would never want to exclude anyone with expertise.

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Kathie Selbee.

As far as I know these issues have not been fixed from 12 years ago, these are a priority, could cost more money down the road. You are focusing on this. You are looking at quotes, what about the other buildings, say looked at by a journeyman carpenter, saying this is what you need to do, then put forward a budget to figure out how to address these.

CAO.

We all want to do the best for the Village. Why don't we have meetings with those who have value to add. Thank you to both of you. Hopefully we can provide more information for Council to decide on priorities.

Mayor Penner.

Problems were identified, Public Works building not being fixed 12 years ago. I would like to lean on the trust those repairs were done, haven't been sitting. So, if CAO could follow up.









Good Afternoon,

I am writing in respect to the state of our campground and the use over the past few years. I have put in a few complaints to the village, however I truly don't believe they have been taken seriously or that the matters have been addressed. **I would like the discussion of the campground state and campground management to be added to the correspondence for the next meeting.**

I've heard domestic disputes, witnessed daytime public urination, and more over the past couple of years. Likely because no one is providing oversight. I feel as though the village should be protecting the peace of mind and safety of the residents vs prioritizing the visitors in the campground and I do not feel as though that is being done. There have been times that I have been uncomfortable walking outside my backyard. As a resident and taxpayer here, I should not have to regularly witness or put up with this, nor is it my job to 'manage' and constantly have to call bylaw and complain. If there was someone on site (a campground manager), these instances would likely not even occur, and the campground wouldn't be as unsightly as it is now.

I have also previously complained of the campground residents blasting music and running power tools all day, grinding and sanding. Although the village does not have a bylaw against this - I am not sure this is campground etiquette and not allowed in Alberta Parks.

I've seen people come and leave the campground, likely because of the state. I know individuals who tell me they choose not to come camp here right now because of how it appears.

If the campground is to be run like a business to generate revenue for the village, then it too should be treated as such and require a manager onsite. I truly think that if it was you who lived beside the campground and you had to listen to and witness what I have witnessed, perhaps you would take it more seriously.

Regards,

Sabrina and Jesse Baker

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, March 17, 2026
Held at Longview Council Chambers at 6:30 p.m.

PRESENT

Mayor Rose Klassen
Deputy Mayor Brenda McIntosh
Councillor John Wagenaar

Chief Administrative Officer Roy Tutschek

PUBLIC IN ATTENDANCE

9 public in attendance.

CALL TO ORDER

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

AGENDA

Resolution 038-26

MOVED by Councillor Wagenaar that the agenda be accepted as amended, add Business 11.4 revised Backyard Hen Program application deadline date. Add Question Period is temporarily Suspended while Council Procedure Bylaw amendment is reviewed.

CARRIED

DELEGATIONS

None.

CORRESPONDENCE FROM RESIDENT

CAO replied to Marj Bird email questions.
CAO discontinued the responses when Marj Bird left the Council meeting.

Recess: 6:37 p.m. – 6: 42 p.m.

MINUTES OF PREVIOUS MEETINGS

Resolution 039-26

MOVED by Councillor Wagenaar that Minutes of February 17, 2026, Regular Council meeting, Special Council Meeting, February 28, 2026, be adopted as presented.

CARRIED

ACTION ITEMS

CAO presented Action Items.

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REPORTS

CAO Report

CAO Tutschek presented the February 2026 CAO report. CAO welcomed new AP Clerk Lorrie McCarthy. Mayor/Council and CAO thanked Linda Miller for her contributions to financial matters of the Village as previous AP Clerk.

Pleased to report County contracted election expense where under the budgeted amount.

Council Reports

Mayor Rose Klassen

Council Report to March 14, 2026

- Strategic planning Feb 28,
- Special meeting Feb 28 for truck repair.

Deputy Mayor Brenda McIntosh

Council Report to March 14, 2026

- Strategic planning Feb 28,
- Special meeting Feb 28 for truck repair.

Councilor John Wagenaar

Council Report to March 14, 2026

- Strategic planning Feb 28,
- Special meeting Feb 28 for truck repair,
- Attended school board meeting March 12,

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- Helped set up for Saint Patrick's Day March 13,
- Attended dinner and dance March 14.

Resolution 040-26

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

**FINANCIAL
REPORTS**

February 2026 Bank Reconciliation.

February 2026 Accounts Payable Cheque Register.

February 2026 YTD Revenue and Expense report.

Questions were asked on some cheques and some of the balances on the summary.

Resolution 041-26

MOVED by Mayor Klassen that the February 2026 Financial Reports be accepted as presented.

CARRIED

QUESTION PERIOD

BYLAWS

BUSINESS

**11.1 RFD Mutual
Aid Agreement.**

Resolution 042-26

MOVED by Councilor Wagenaar moved that there are not edits to the proposed new Mutual Aid agreement, that Director of Emergency Management Kathie Wight and Deputy Director of Emergency Management Lisa Penner are the Village of Longview Mutual Aid designated contacts and digital signing is authorized.

CARRIED

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**11.2 RFD Strawberry
Tea donation
request.**

Resolution 043-26

MOVED by Councilor John Wagenaar that the Village of Longview will contribute the requested \$250 to the upcoming June 3, 2026, Strawberry Tea.

CARRIED

**11.3 RFD Electronic
Sign.**

Resolution 044-26

MOVED by Mayor Klassen that the CAO to obtain further cost quote information regarding a new electronic sign and confirm whether or not government grants will also fund website redesign.

CARRIED

**11.4 Backyard Hen
Program application
deadline revision.**

Resolution 045-26

MOVED by Mayor Klassen that per Responsible Pet Ownership Bylaw 480-25 section 2.6 the Backyard Hen application deadline date is March 31, 2026.

CARRIED

CORRESPONDENCE

RCMP federal government support news update.

Recess: 7:13 – 7:28

CLOSED MEETING

Resolution 046-26

MOVED by Mayor Klassen to go into a closed meeting at 7:28 p.m., **ATIA section 19(1),(a),(c)**, commercial third-party business interests, **section 29(1),(a),(b)**, **Advice from officials** re: policies, bylaws. May be speaking inCamera with legal Services.

CARRIED

**COME OUT OF THE
CLOSED MEETING**

Resolution 047-26

MOVED by Mayor Klassen to come out of closed meeting at 8:13 p.m.

CARRIED

No residents waiting to re-enter the meeting.

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ADJOURNMENT
Resolution 048-26

MOVED by Mayor Klassen to adjourn the meeting at 8:13 pm.
CARRIED

Mayor

CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Annexation lagoon quarter	CAO/Council	February 15, 2022	Ongoing	CAO met with LPRT.As per Strategic Planning Annexation is not a priority right now.
2	Update/Amend Land Use Bylaw	CAO	July 15, 2023	Q3 2026	CAO working on LUB amendments (other than the April 29, 2025 proposed Land Use Bylaw amendment). Discussions have restarted with CAO and Municipal Planners.



Mayor & Council
c/o CAO. Roy Tutschek,
Village of Longview
128 Morrison Road
Longview AB T0L 1H0

April 1, 2026

RE: Longview March Municipal Enforcement Monthly Report

Dear Mayor and Council,

Municipal Enforcement activity in March reflected the seasonal transition into early spring. Changing weather and roadway conditions contributed to a range of traffic-related concerns, including speeding, aggressive driving behaviours, and distracted driving. Notably, officers have issued 16 distracted driving tickets year-to-date, highlighting continued concerns related to cellphone use while driving. For comparison, a total of 34 distracted driving tickets were issued throughout all of 2025, indicating that this remains a significant area of enforcement focus in 2026.

Throughout the month, officers issued 43 offence tickets, with a total face value of \$21,671. Council should note that, effective March 13, 2026, the Province of Alberta implemented increased penalties for several traffic-related offences. Under this change, fines for many common offences increased by 30%, while high-risk driving offences increased by 50%. As a result, total ticket values may appear elevated in future reporting periods, even where enforcement activity remains relatively consistent.

Municipal Enforcement also conducted several LiDAR speed enforcement operations during the month. Officers participated in a joint check stop alongside the Diamond Valley RCMP and Alberta Sheriffs Highway Patrol, supporting a collaborative approach to traffic safety.

Correspondence was sent to Alberta Transportation and Economic Corridors regarding concerns associated with recent changes to speed signage within the village, particularly as they relate to pedestrian safety. This communication was intended to highlight identified concerns and advocate for a review of traffic calming measures.

As spring progresses, enforcement priorities will continue to evolve in response to seasonal trends, increased traffic volumes, and greater community use.

Residents are reminded that enforcement concerns can be reported through the 24/7 Complaint Line at 403-933-0334.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Hogan".

Sgt. Matt Hogan
Manager of Municipal Enforcement



2026 Municipal Enforcement Services Report

Month	Hours	Tickets Issued	Total Face Value of Tickets	Village 60% Potential Revenue Portion	Monthly Diamond Valley Contract Total	Village Potential Net Profit
January	86.67	40	\$ 10,019.00	\$6,011.40	\$8,667.00	-\$2,655.60
February	86.67	59	\$ 15,317.00	\$9,190.20	\$8,667.00	\$523.20
March	86.67	43	\$ 21,671.00	\$13,002.60	\$8,667.00	\$4,335.60
April				\$0.00	\$0.00	\$0.00
May				\$0.00	\$0.00	\$0.00
June				\$0.00	\$0.00	\$0.00
July				\$0.00	\$0.00	\$0.00
August				\$0.00	\$0.00	\$0.00
September				\$0.00	\$0.00	\$0.00
October				\$0.00	\$0.00	\$0.00
November				\$0.00	\$0.00	\$0.00
December				\$0.00	\$0.00	\$0.00
	260.01	142	\$47,007.00	\$28,204.20	\$26,001.00	\$2,203.20

Term	Definition	Formula
Total Face Value of Tickets	Total dollar value of all tickets issued in the month	Sum of all ticket amounts
Village 60% Potential Revenue Portion	Village's share of ticket revenue	Total Face Value – Province 40%
Monthly Diamond Valley Contract Total	Fixed monthly cost for enforcement	Flat fee (usually \$8,667)
Village Potential Net Profit	Village revenue minus contract cost	(Village 60% Potential Revenue Portion) – Monthly Contract Cost
<p><i>*Reported data is at face value of tickets issued; during the judicial process tickets may be reduced, withdrawn, or quashed.</i></p> <p><i>**It may take up to 3 years to receive income from tickets issued. Non-payment of a ticket has the potential to delay registry services.</i></p>		



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Roy Tutschek
SUBJECT: CAO Report
DATE: April 16, 2026

1. Land developments ongoing.
2. Audit in progress.
3. A contractor is reviewing the campground sani dump.
4. Assess campground washrooms with plumber.
5. Review Joint Use Planning Agreement – in process with School and Municipal Planning Services.
6. Follow ups Westview Place contractor.
7. Community Hall Renovation Committee meetings.
8. First Aid Course.
9. Planning attend Local Government Administration Association conference, June 2026, as per performance reviews and is budgeted.

CERTIFICATE OF CALIBRATION

THIS CERTIFIES THAT

MODEL: Swan Trides Amperometric Cl2 Analyzer w/pH (CTI Service)

SERIAL NUMBER: 3187

HAS BEEN VERIFIED AND/OR CALIBRATED, FOLLOWING FACTORY SPECIFICATIONS AND STANDARDS.

CLEARTECH®

**SERVICED BY: Tyson Folkins
CALIBRATED/VERIFIED: 10/15/2025
EXPIRES: 10/15/2026**

CERTIFICATE OF CALIBRATION

THIS CERTIFIES THAT

**MODEL: TU5300 Series, Turb Sensor (CTI Service)
SERIAL NUMBER: 1846681**

**HAS BEEN VERIFIED AND/OR CALIBRATED, FOLLOWING FACTORY
SPECIFICATIONS AND STANDARDS.**

CLEARTECH®

**SERVICED BY: Tyson Folkins
CALIBRATED/VERIFIED: 10/15/2025
EXPIRES: 10/15/2026**

CERTIFICATE OF CALIBRATION

THIS CERTIFIES THAT

**MODEL: TU5300 Series, Turb Sensor (CTI Service)
SERIAL NUMBER: 1846526**

**HAS BEEN VERIFIED AND/OR CALIBRATED, FOLLOWING FACTORY
SPECIFICATIONS AND STANDARDS.**

CLEARTECH®

**SERVICED BY: Tyson Folkins
CALIBRATED/VERIFIED: 10/15/2025
EXPIRES: 10/15/2026**

CERTIFICATE OF CALIBRATION

THIS CERTIFIES THAT

MODEL: Pocket Colorimeter II (CTI Service)

SERIAL NUMBER: 14120E263873

**HAS BEEN VERIFIED AND/OR CALIBRATED, FOLLOWING FACTORY
SPECIFICATIONS AND STANDARDS.**

CLEARTECH[®]

SERVICED BY: Tyson Folkins

CALIBRATED/VERIFIED: 10/15/2025

EXPIRES: 10/15/2026

CERTIFICATE OF CALIBRATION

THIS CERTIFIES THAT

MODEL: 1720E Turb Sensor (CTI Service)

SERIAL NUMBER: 080700076411

**HAS BEEN VERIFIED AND/OR CALIBRATED, FOLLOWING FACTORY
SPECIFICATIONS AND STANDARDS.**

CLEARTECH[®]

SERVICED BY: Tyson Folkins

CALIBRATED/VERIFIED: 10/15/2025

EXPIRES: 10/15/2026

Operation & Maintenance

2025

Jan 2/25 Calibrated on line pH GD

Jan30/25 Annual service on Filter 2 Chem pump GD

Jan30/25 Cl2 injector leaking. Cracked ferrule. Replaced cap, ferrule and injector valve. Cleaned UVT cuvette GD

Jan 30/25 Changed out Cl2 injector, cap and ferrule. Leaking GD

Feb 10/25 Cleaned Filter 2 Turb analyzer GD

Feb 13/25 Replaced suction valve on Cl2 pump. Residual had dropped. GD

Ridgeline to be out Feb 20 for Reactor 1 O/C valve switch

Feb 19/25 Ridgeline on site for UV Valve... Valve needs replacing date TBD

March 2nd CL2 dose turned down 1.6- 1.4

March 6/25 New outlet valve on UV 1 works good GD

Mar 31/25 - serviced coagulant pumps on train one and two/replaced lines and injectors - JS/JP

April 29/25 THM and HAA to Kaizen GD

Ridgeline on site to replace switch in UV 1

July 10/25 THM and HAA done

August 07/2025 - service maintenance on chlorine pump (changed diaphragm, changed suction and discharge lines, changed chlorine injector), schedule 4 (done), set chlorine dosage to 2.0 mg/L -GD/JP

Sched 4 to Kaizen GD

August 7, 2025 Longview Sched 4 **NEW UPDATED TESTS DONE Aug 25/25

August 26/25 MCPA Part of Sched 4 (2x 1 liter brown bottles) Only has 1 from Corey

September 9/25 Microcystin to Kaizen

Sept 23/2025 - Longview - replaced vial in turbidimeter on train #2 – JP

OCTOBER 4-6

New services going in Westview Place.

Main Break during replacement...

Shut valves to isolate SE Corner Foothills Drive including Kee Drive.

Called in contravention. Supplied affected customers with water.

Glacier called to top up reservoir 6 loads

Shawnee called in to take over repair as hired contractors not equipped or qualified

Once repairs complete Bac T samples taken from 142, 144, 146 Westview Place and

Beer Store

Nov 20/25 Call out Cl2 0.01 No flow to analyzer. Adjusted OK

Cleaned Turb analyzers GD

Dec18/25 Sced 4 Longview includes THM HAA Kaizen

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
March 31, 2026**

General Ledger ATB

Balance at	General account	\$1,515,230.65	
	CCBF account	\$271,470.40	
	Recreation account	\$29,047.18	
	Memorial Garden account	\$6,556.34	
	Total Bank in GL		\$1,822,304.57
	charges outstanding in GL	(\$10.00)	
	deposit outstanding in GL	\$ 21,173.77	\$ 21,163.77

Adjusted Balance	March 31, 2026		<u>\$1,843,468.34</u>
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ATB General Bank Account

	General account	\$1,584,172.51	
	CCBF account	\$271,470.40	
Balance	March 31, 2026		<u>\$1,855,642.91</u>
Less:	Outstanding Cheques	(\$12,174.57)	
Plus:	Outstanding Deposit in Bank	\$0.00	

		(\$12,174.57)	
Balance at difference	March 31, 2026		<u>\$1,843,468.34</u>
			\$0.00

	Total on Deposit		<u>\$1,843,468.34</u>
Less:	MSI Grant	\$126,458.82	
	CCBF Grant (with interest)	\$272,773.64	
	LGFF Grant	\$0.00	
	FGTF Grant	\$1,301.00	

			bill credits	
1. see below	Solar Project - Net Zero	\$0.00	\$6,435.94	2025
			\$48,213.87	2024
			\$41,354.32	2023
			\$47,787.34	2022
	Westview Place Project	\$0.00		
2. see below	Reserves	\$993,299.83		
	held for recreation	\$29,047.18		
	held for memorial garden	\$6,556.34		
	Restricted Funds		<u>\$1,429,436.81</u>	
	Balance for Operations		<u>\$414,031.53</u>	

1 Non grant portion of net zero project was recouped over time with generation credits on our electrical bill. The total non grant portion was \$143,791.47



Village of Longview

Page 1 of 1

Cheque Listing For Council

2026-Apr-20
1:37:46PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
1122	2026-03-11	AMSC Insurance Services Ltd.	2026032026	BENEFIT PREMIUM MARCH 2026	1,457.36	1,457.36
1123	2026-03-11	ATB Financial Mastercard	20260305	RE MARCH 05 STATEMENT	786.65	786.65
1124	2026-03-11	Caumartin, Justin	20260315	MONTHLY CELL PHONE ALLOWA	65.00	65.00
1125	2026-03-11	Contain-A-Way Services	83027	FEBRUARY GARBAGE	252.39	252.39
1126 1126	2026-03-11	E.S.Williams & Associates Inc.	340930 341372	ROY'S COMPUTER CSP LICENSE	134.40 42.00	176.40
1127	2026-03-11	Eastlink	25000584	INFOBOOTH INTERNET	31.50	31.50
1128	2026-03-11	Fired Up Automotive	20260303	DIAGNOSE REPAIRS FORD TRUC	151.67	151.67
1129	2026-03-11	Foothills Regional Service Commission	00033268	SOLID WASTE FEBRUARY	403.00	403.00
1130	2026-03-11	Great West Media	GWM604861	ADVERTISEMENT PAYABLES CL	264.60	264.60
1131	2026-03-11	Iron Mountain Canada Operations ULC	LBGTG653	INVOICE FEBRUARY 28 2026	450.95	450.95
1132	2026-03-11	Longview Bible Fellowship	20260310	DONATION FOR STRATEGIC PLA	100.00	100.00
1133	2026-03-11	Majchrowski, Nicki	20260315	MONTHLY CLEANING CONTRAC	650.00	650.00
1134	2026-03-11	Superior Safety Codes Inc	22275	PERMIT FEES JANUARY 2026	68.04	68.04
1135	2026-03-11	Telus Mobility	20260227	TELUS MOBILITY ROY AND HUB	148.85	148.85
1136	2026-03-11	Town of Diamond Valley	20260206	CPO CONTRACT FEB 2026	8,666.67	8,666.67
1137	2026-03-20	ACE, Alberta Co-Operative Energy	March 290240	MARCH 14 STATEMENT	5,480.99	5,480.99
1138	2026-03-20	AMSC Insurance Services Ltd.	Jan 2026VFIS-8	MISC210	364.00	364.00
1139	2026-03-20	Alberta Municipal Services Corporation	26-1064444	MARCH 06 2026 STATEMENT	1,232.05	1,232.05
1140	2026-03-20	Bison, Machining	March 260314	REPAIR AND WELD BLADE SKID	420.00	420.00
1141	2026-03-20	Christ the Redeemer Catholic School Division	Q1 00529	Q1 TAX REQUISITION	1,180.43	1,180.43
1142	2026-03-20	Eastlink	March 25000584	MARCH INFOBOOTH INTERNET	31.50	31.50
1143	2026-03-20	Longview and Area Seniors' Association	March 18, 2026	STRAWBERRY TEA DONATION	250.00	250.00
1144 1144	2026-03-20	Longview Fas Gas	Feb 28 2026 Jan 2026	FEBRUARY 2026 STATEMENT STATEMENT JAN 2026	180.48 55.00	235.48
1145	2026-03-20	MPE Engineering Ltd	F2530-020-00-1:	PROF SERVICES WESTVIEW PL/	1,767.15	1,767.15

Total 24,634.68

*** End of Report ***



Village of Longview

YTD Council Summary

General Ledger	Description	2025 YTD Actual	March 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
TOTAL General Revenue		(38,648.70)	(10,860.98)	(40,539.28)	0.00	40,539.28	0.00
TOTAL Legislative Revenue		(1,000.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Administrative Revenue		(2,569.27)	(1,250.00)	(3,275.00)	0.00	3,275.00	0.00
TOTAL Protective Services Reve		(7,135.50)	(6,317.00)	(14,667.00)	0.00	14,667.00	0.00
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	0.00	0.00	0.00
TOTAL Roads & Street Lights Re		(3,432.00)	(3,432.00)	(3,432.00)	0.00	3,432.00	0.00
TOTAL Water Services Revenue		(19,725.77)	(16,658.77)	(21,412.99)	0.00	21,412.99	0.00
TOTAL Wastewater Services Reve		(3,000.12)	(3,042.20)	(3,042.20)	0.00	3,042.20	0.00
TOTAL Solid Waste Services Rev		(3,419.00)	(3,397.00)	(3,443.00)	0.00	3,443.00	0.00
TOTAL FCSS Revenue		(2,568.11)	0.00	(2,569.00)	0.00	2,569.00	0.00
TOTAL Plan & Dev Revenue		(7,291.20)	(12,508.74)	(13,911.54)	0.00	13,911.54	0.00
TOTAL Parks / Rec Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Camp Info Centre Revenue		(3,220.00)	(2,000.00)	(10,735.00)	0.00	10,735.00	0.00
TOTAL Community Hall Revenue		(60.00)	0.00	(450.00)	0.00	450.00	0.00
TOTAL REVENUE		(92,069.67)	(59,466.69)	(117,477.01)	0.00	117,477.01	0.00
TOTAL Rec Board Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Solar Revenue		(1,516.92)	(1,223.04)	(2,056.41)	0.00	2,056.41	0.00
TOTAL SUB-ACCOUNTS REVENUE		(1,516.92)	(1,223.04)	(2,056.41)	0.00	2,056.41	0.00



Village of Longview

YTD Council Summary

General Ledger	Description	2025 YTD Actual	March 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
TOTAL	General Expenses	53,068.45	52,360.22	59,699.22	0.00	(59,699.22)	0.00
TOTAL	Legislative Expenses	2,068.96	811.82	5,203.63	0.00	(5,203.63)	0.00
TOTAL	Administration Expenses	81,608.03	25,305.23	90,908.10	0.00	(90,908.10)	0.00
TOTAL	Protective Services Expe	17,333.34	8,666.67	17,333.34	0.00	(17,333.34)	0.00
TOTAL	Emergency Services Expen	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	Public Works Expenses	18,039.82	7,382.00	22,496.06	0.00	(22,496.06)	0.00
TOTAL	Roads & Street Lights Ex	3,871.73	1,661.02	3,632.61	0.00	(3,632.61)	0.00
TOTAL	Water Services Expenses	19,121.02	1,496.98	4,528.14	0.00	(4,528.14)	0.00
TOTAL	Wastewater Services Expe	2,073.79	767.42	1,557.08	0.00	(1,557.08)	0.00
TOTAL	Solid Waste Expenses	1,364.38	643.37	1,442.74	0.00	(1,442.74)	0.00
TOTAL	FCSS Expenses	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	Planning and Development	262.50	64.80	179.80	0.00	(179.80)	0.00
TOTAL	Parks / Rec Expense	181.04	166.65	148.23	0.00	(148.23)	0.00
TOTAL	Campground Info Centre E	4,972.52	1,684.90	4,258.04	0.00	(4,258.04)	0.00
TOTAL	Community Hall Expenses	12,704.61	1,138.27	2,342.57	0.00	(2,342.57)	0.00
TOTAL	Library Expenses	614.35	237.49	2,491.56	0.00	(2,491.56)	0.00
TOTAL EXPENSES		217,284.54	102,386.84	216,221.12	0.00	(216,221.12)	0.00
P	NET DEFICIT (Surplus)	123,697.95	41,697.11	96,687.70	0.00	(96,687.70)	0.00
TOTAL	Rec Board Expenses	0.00	0.00	1,750.00	0.00	(1,750.00)	0.00
TOTAL	Solar Project	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS (Deficit) SUB-ACCO		0.00	0.00	1,750.00	0.00	(1,750.00)	0.00

*** End of Report ***



VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.1

Date: April 21, 2026
Title: Council Procedure Bylaw 444-22 Amendment
Submitted by: Roy Tutschek, Village CAO

Recommendation: **MOVED** by _____ that.

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

Background: CAO was directed to present Procedure Bylaw amendments. Topics noted were: respect in the Council meeting hall/Chamber, deadlines for presentation submissions, presentation formats and content/scope. Other Municipalities' Council Procedure Bylaws were considered.

CAO understands that Council wishes to make effective, efficient use of time. Knowing the the questions and perspectives, background information in advance facilitates preparation. Presenters will want to minimize prepare time as they have other matters to attend to in their lives. Looking for the balance.

Implications:
Policy,
Statutory Plans,
Legislative:
Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA :
1. none



DELEGATION OR QUESTION PERIOD REQUEST Application Form

Preferred Council Meeting Date: _____

Subject Matter: _____

Name of Person(s) Making the Presentation: _____

Address: _____

Email: _____

Phone: _____

Please provide a summary of all topics and all questions below.

Please provide details of your presentation:

This Policy refers to all requests of Council for Council meetings, whether it is a request for a Delegation or a Question Request or Request for correspondence to be included in the Council meeting.

Requests for Correspondence will be reviewed for consideration if appropriate to include in a Council meeting (for example considering administrative versus Council related). If approved to be included in a Council meeting correspondence requests should be submitted as a delegation request.

Anonymous correspondence requests will not be considered – all requests to be considered must include the personal contact information displayed at the beginning of this document.

In Advance sufficient information requirement:

When submitting your form, the following must be attached:

- A copy of your *complete* presentation to Council, whether it is to be presented verbally or in written form.
- A copy of all relevant materials, documents, etc. that will be referenced during your presentation. (Please note that Village of Longview documents, such as bylaws or policies, must be noted but do not have to be produced. Administration will provide those documents if deemed necessary.)

Please note:

- Information that is not included with this application will not be considered by Council should your application be approved.**
- Incomplete applications will be refused.**
- This form and its contents will become part of the public record, with the exclusion of personal contact information.
- The completed form must be submitted by 12:00 pm (noon) 8 calendar days before the Council meeting.
- Delegations, Questions, Correspondence presentations are limited to a maximum of 10 minutes.

All Requests for Delegation, Question and correspondence to be included on Council agenda will be evaluated and approved based on the criteria set out in this Council Meeting Delegations Policy and the Council Procedure Bylaw.

Submit completed form to:
cao@village.longview.ab.ca

or hardcopy to the Village of Longview office.

Collection and use of personal information:

This personal information is collected under the authority of Section 4(c) of the Protection of Privacy Act for the purposes of applicant correspondence and the administration of Council agenda and minute preparation. If you have any questions about this collection or use of the information, contact the Town of Innisfail at 403-227-3376.

COUNCIL POLICY

- 2) Speaking at a Council meeting is not an automatic right and is subject to approval through the Delegation process set out in this policy.
- 3) Delegations, Questions, Correspondance requests for inclusion of Council meetings are intended to provide information to Council and seek Council consideration.
- 4) Delegations, Questions, Correspondance/presenters are not to engage in debate, advertising, or decision-making at the meeting.
- 5) Council members are open to hearing from Delegations, Questions and Correspondence where the matter is relevant to Council's role and where sufficient information has been provided in advance.
- 6) This Policy does not apply to statutory Public Hearings held under the Municipal Government Act.

Request to Appear as a Delegation, submit Questions or submit correspondence for inclusion in a Council meeting

- 7) Any individual or group wishing to address Council must submit a written request to the Chief Administrative Officer (CAO).
- 8) Requests must be received no later than noon on eight (8) calendar days preceding the Council meeting.
- 9) Delegation, Question or Correspondence to be included Requests must include:
 - a) The name of the individual or group;
 - b) Identification of a primary spokesperson;
 - c) Contact information;
 - d) The topic to be presented;
 - e) The desired outcome or purpose of the presentation; and
 - f) Any supporting written

materials. Screening and Approval

Criteria

- 10) In accordance with the Village of Longview's Council Procedure Bylaw Delegation, Question and Correspondence to be included in Council meeting requests will be reviewed and screened by the CAO who may approve, defer, or refuse a request based on the following criteria:
 - a) The CAO may approve a Delegation Request where:
 - i) The matter falls within Council's jurisdiction;
 - ii) The topic is relevant to municipal governance, policy, or Council decision-making;
 - iii) The matter is not administrative, operational, or enforcement related;
 - iv) The matter is not solely for the purpose of advertising an event, service, or

- v) business;and
- vi) The request is complete and submitted on time.

- b) The CAO may refuse or defer a Delegation Request where:
 - i) The matter is outside Council's authority;
 - ii) Another statutory, quasi-judicial, or appeal process applies;
 - iii) The matter is operational or administrative and more appropriately addressed by Administration;
 - iv) The issue has been recently addressed by Council with no new information provided;
 - v) The request is repetitive, frivolous, or vexatious;
 - vi) The request is incomplete or late; or
 - vii) There are reasonable concerns regarding decorum, safety, or meeting disruption.

11) Decisions regarding Delegation Requests will be communicated to Council by the CAO.

12) Decisions regarding Delegation Requests are final and are not subject to appeal.

Scheduling and Time Limits

13) Approved Delegations will be scheduled under the Delegations heading of the Council agenda.

14) In accordance with the Council Procedure Bylaw Delegations are limited to a maximum of ten (10) minutes, unless additional time is approved by the Chair.

15) Council will generally not make a decision at the meeting unless sufficient information has been provided in advance and Administration has had an opportunity to review the matter.

Conduct and Decorum

16) Upon arrival Delegation members are encouraged to identify themselves to Administration and take a seat in the gallery until called forward by the Chair.

17) All remarks by a Delegation must be addressed through the Chair who shall be addressed as "Mayor."

18) In accordance with the Council Procedure Bylaw, Council members may ask questions of clarification only and shall avoid debate or repetition.

19) Delegations, Question presenters, Correspondence presenters must conduct themselves in a manner that supports orderly Council proceedings and shall:

- a) use respectful, civil, and non-abusive language;

- b) refrain from personal attacks, harassment, or discriminatory remarks toward Council members, Administration, other Delegations, or members of the public;
- c) confine their remarks to the approved topic as stated in the Delegation Request;
- d) comply with the directions of the Chair at all times;
- e) avoid repetitive or disruptive behaviour; and
- f) respect the dignity and authority of Council and Administration.

20) The Chair may interrupt or terminate a Delegation at any time where, in the opinion of the Chair, the Delegation's conduct or remarks are inconsistent with this Policy, the Council Procedure Bylaw, or the orderly conduct of the meeting.

RESPONSIBILITIES:

21) Council

- a) Presides over Delegation, Question and correspondence presentations;
- b) Enforces time limits and decorum;
- c) May terminate a delegation, Question presentation, Correspondence presentation where necessary.

22) Chief Administrative Officer

- a) Receives and screens Delegation Requests;
- b) Prepares the Council agenda;
- c) Advises Council on procedural compliance.

REVIEW:

This Policy shall be reviewed as needed to ensure alignment with legislation, bylaws, and best practices.

Mayor

Chief Administrative Officer

VILLAGE OF LONGVIEW
BYLAW NO. 488-26 Amended from Bylaw 444-22
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 Councilors 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;

Note: ATIA/POPA (Freedom of Information and Protection of Privacy Act) has been replaced by the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

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 Councilors 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.

Length of Council Meetings

8. Council meetings shall be no longer than 3.5 hours. If the Council meeting is to proceed longer, then unanimous consent is required to extend the meeting for ~~an additional 30 minutes.~~ **Additional increments of 60 minutes or less.**

Meeting through Electronic Communications

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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

16. 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.
17. 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

18. Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.
19. When addressing Council a member, delegate or the public shall:
 - a. not address Council without permission **of the Council meeting Chairperson;**
 - 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.
20. The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 19.
21. 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.
22. The presiding officer may expel from a meeting any member, delegate, or any person from the public, who disturbs the proceedings of that meeting.
23. The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.
24. 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

25. A resolution may be withdrawn at any time before voting, subject to no objection from any member.
26. 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.
27. 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;
28. 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.
29. 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
30. 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.
31. 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,
32. 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 anyone 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.
33. 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.
34. 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.
35. 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.
36. A motion to proceed to a vote will not require a seconder.
37. If any member wishes to have a recorded vote, the request for the recorded vote must be made prior to the vote being taken.
38. 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

39. 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
40. 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.
41. When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be put to the question.
42. Proposed bylaws may be referred to administration, committees or special task forces at any time prior to third reading.

Public Question Period

- ~~43. Prior to the Bylaw and Business Discussion of a Council Meeting a Question Period as approved by Council.~~
- ~~44. 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. and b. done alternately to provide opportunities for others to ask questions.~~
- ~~45. Online meetings — participants must unmute their microphone, raise their hand or turn their video on to be acknowledged by the chairperson prior to starting any question.~~
- ~~46. AT NO TIME shall a questioner, Council member, delegation or administration enter into a debate during the question period of the agenda.~~
- ~~47. 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.~~
- ~~48. 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 55 of this bylaw.~~

Public Hearings

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

Delegations

56. A person, group of persons, or their representative, who wishes to bring any matter to the attention of Council (delegation, questions and correspondence), or wishes to have any matter considered by Council, shall submit a *Delegation or Question Period Request* application in accordance with **the Village of Longview Council Meeting Delegation Policy nn-~~nnn~~**.

~~56. 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.~~

~~57. 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.~~

~~58. 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.~~

~~59. Council will entertain public questions addressed to the delegation(s) with a 15 minutes deadline.~~

~~60. 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.~~

~~61. 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

62. 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.

63. Where the deadline in Section 62. is not met, only time sensitive, action items will be allowed to be added to the current agenda.

64. The CAO shall place at the disposal of each member of Council, a copy of the agenda and all supporting material no later than 4:30 p.m. three (3) weekdays before the meeting, inclusive of the holidays. The agenda package will be posted on the Village website.

65. Where the deadline in Section 64 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

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

- a. when the same subject matter appears in more than one place on the agenda and Council decides to deal with all items related to the matter at the same time.

67. 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 **ATIA/POPA** 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, email addresses, and names if requested will be redacted from the agenda package that is published. According to **ATIA/POPA** guidance, letters written to Mayor

or Council should have no expectation of privacy regardless of disclaimers at the end of letters.

68. Accounts Payable Cheque listing shall be published with names of payees.

69. Council shall receive a copy of the Summary YTD comparison of Budget to Actual by department.

Committee of the Whole

70. A committee is hereby established called the "Committee of the Whole" with membership comprised of all members of Council and the CAO.

71. 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.

~~72. Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.~~

Committee of the Whole meetings will occur if and at the discretion of Council, on a date and at a time as agreed upon by all those members of the committee. The date and time of Committee of the Whole meetings will be set by resolution of Council.

73. 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

74. 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.

75. Bylaws or resolutions adopted pursuant to Section 74 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.

Council may appoint Members to Committees, by resolution, in accordance with approved Terms Reference. Only members of the existing Committee can be sub-committee members.

76. 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.

77. 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 and adhere to Policy 5-01-21 Council Roles on Committees.

78. 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.
79. 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
80. 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.
81. 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.
82. 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.
83. All committee meetings shall be open to the public.

Administrative Inquiry

- ~~84. All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.~~
- ~~85. All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.~~
- ~~86. 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.~~

84. A Council member or member of Committee of Council wishing to make an Administrative Inquiry at a Regular Meeting shall submit the Administrative Inquiry, in writing, to the CAO by 1:00 pm eight (8) days prior to the Council Meeting. All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.

No Council or committee member shall have the power to direct or interfere with the performance of any work for the Village of Longview. 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

86a. Unless an inquiry specifies that the Council or Committee member wishes the answer to appear on a subsequent Council Agenda, the CAO may give the answer directly to the person.

86b. When an inquiry involves a written answer to be given at a future meeting, and it appears to the CAO that the Village would incur a cost of over \$500.00 by reason of:

- a) time of Village of Longview employees who must be taken from the performance of their regular duties or overtime that will be required; or
- b) the need to hire additional resources or to obtain information from external sources; or
- c) no appropriation has been included in the budget for such expenditures the CAO shall report the anticipated cost to Council before undertaking such an inquiry.

86c. When the CAO has reported the cost of an inquiry, Council may:

- a) direct Administration, by resolution of Council, to proceed with the investigation necessary to answer the inquiry, and make provision for payment of the costs; or
- b) by two-thirds (2/3) vote direct Administration to abandon the inquiry.

86d. Council or Committee member who requested an Administrative Inquiry may, at a Regular Meeting, instruct Administration to abandon the inquiry.

86e. The subject matter of an Administrative Inquiry is not debatable until the reply to the inquiry has been made or presented to Council.

General

87. 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

88. 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.

89. 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.

Minutes

90. Administration attempts to have the UNADOPTED COUNCIL MINUTES sent to Council for review within 48 hours of a Council meeting. The public must note that these unadopted minutes in the agenda are subject to error correction at the time of adoption, and as such, should only be used for general information purposes. To verify the correct minutes, please be sure to use the final signed adopted Council Minutes. These are posted following the next available council meeting, where Council will review and make any necessary corrections prior to adopting the Minutes.

91. The Minutes posted on the website are archived without any attachments. Any attachments that you may wish to see might be in the Council Meeting Agenda Package for the meeting in question. If the attachment was not included in that agenda package, it may have been severed in accordance with **ATIA/POPA** or submitted late. If this situation applies to the document you are looking for, please contact the Village office to find out if the document is available for public viewing, as some documents do become available to the public following the Council meeting.

Amendment

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

93. Notwithstanding Section 92 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

94. 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

95. **Bylaw 444-22 is** hereby rescinded.

Effect

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

READ A FIRST TIME on the _____ day of _____ 2026

READ A SECOND TIME on the _____ day of _____ 2026

READ A THIRD AND FINAL TIME on the _____ day of _____ 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.2

Date: April 21, 2026

Title: Joint Use Planning Agreement (JUPA) with Foothills School Division

Submitted by: Roy Tutschek, Village CAO

Recommendation: **MOVED** by _____ that.

Alternatives:

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

Background:

Alberta Legislation requires land development agreements between municipalities and School divisions. The attached Joint Use Planning Agreement (JUPA) with Foothills School Division has been reviewed by the Foothills School Division and Village Municipal Planning Consultants. Deadline is early June 2026.

Recommend Council approval of the JUPA agreement.

Implications:

**Policy,
Statutory Plans,**

Legislative:

Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA:

1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.3

Date: April 21, 2026
Title: Commercial Developments Engineering Spec.
Submitted by: Roy Tutschek, Village CAO

Recommendation: Adopt the engineer and Municipal Planning recommended City of Calgary Specs.

MOVED by _____ that.

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

Background: Municipalities adopt and utilize engineering design standards to ensure that all municipal infrastructure systems—including roads, water systems, wastewater systems and stormwater systems—are built to a consistent level of quality and safety in order to manage and mitigate costs associated with new development and redevelopment.

Applying consistent infrastructure standards protects the municipality’s long-term financial and operational interests. This is important to the ongoing fiscal viability of municipalities because, even though developers are normally responsible for the upfront cost of constructing infrastructure required to service their proposed development, municipalities eventually inherit the responsibility for operating and maintaining these assets after developers finish construction. Adopting standards minimizes costs to the municipality associated with new development and redevelopment and it minimizes costs to the municipality for the ongoing maintenance of replacement of municipal infrastructure over the long term.

Primary Reasons for Standards

Municipal engineering design standards support public safety and the reliability of municipal infrastructure. Standards establish minimum requirements for materials and design to ensure infrastructure is safe for the community and functions reliably over its lifespan. Design standards, when implemented consistently over time, improve the consistency of municipal infrastructure systems. They support the development of a uniform framework so that systems (like municipal water systems and municipal the municipal transportation network) are compatible throughout the entire municipality, regardless of which contractor or developer built them.

Additional benefits of adopting and applying Municipal Engineering design standards include:

- **Maintenance and Cost Efficiency:** By requiring durable materials and proven design methods, municipalities can minimize future repair costs and long-term maintenance burdens.
- **Streamlined Approvals:** Standards offer clear guidelines for developers and consultants, which speeds up the technical review and approval process for new projects.

- **Regulatory Compliance:** They help municipalities meet provincial, federal, and environmental regulations, such as proper stormwater management and lot grading to prevent flooding.

Typical Infrastructure Covered

Municipal engineering design standards usually detail requirements for:

- **Transportation:** Road widths, sidewalk specifications, and traffic signage.
- **Utilities:** Design and installation of wastewater infrastructure, water mains, and storm drainage systems.
- **Landscaping and Grading: Requirements:** for lot grading to direct water away from buildings and direct the placement of trees and/or park and public amenities.

The Village of Longview Council has not formally adopted Municipal Engineering Design Standards. Over the last 16 months the in the absence of formal adopted standards, the Village’s planners and engineers have been referring developers to the *City of Calgary 2025 Consulting Engineers Field Service Guidelines* and, utilizing these standards to review infrastructure requirements for new development and subdivision.

Going forward we recommend that Council by resolution adopt the **City of Calgary 2025 Consulting Engineers Field Service Guidelines** as the Village of Longview municipal engineering design standards. Adoption of these guidelines will support greater consistency in engineering design throughout the region and provide both the Village and the development community with a clear and transparent process and requirements for undertaking development within the Village.

Options:

1. THAT Council adopt the **City of Calgary 2025 Consulting Engineers Field Service Guidelines** as the Village of Longview municipal engineering design standards.
2. THAT Council refuse to adopt the **City of Calgary 2025 Consulting Engineers Field Service Guidelines** as the Village of Longview municipal engineering design standards and direct administration to require developers to design new municipal infrastructure to the same standard as existing municipal infrastructure currently adjacent to the development area.

If Council refuses to adopt the City's design guidelines the Village engineer will have to tell developers to match whatever is in the ground adjacent to site. Our planning consultant’s do not recommend Option 2. They recognize that this may be a more cost-effective option for developers, but it may also result in a less consistent approach to new infrastructure development in the Village that does not last as long and may not address the Village's growth needs over the long term. Infrastructure costs to the Village are funded by government grants eg, MSI, LGFF, CCBF.

3. THAT Council direct Administration to take any other action deemed appropriate.

Implications:

**Policy,
Statutory Plans,
Legislative:
Financial:** N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA:
1. none

Little New York Daze is scheduled for the weekend of July 18–19 this year.

As with last year, we plan to hold the parade on Saturday morning along the same route, and the afternoon events — beer garden, BBQ, and children’s games — will take place in Centennial Park.

On Sunday we will host the Show and Shine, as well as a Battle of the Bands, also in Centennial Park.

We are seeking your approval/support to use Centennial Park and to utilize the village tents, tables, and chairs.

Hope to hear from you soon.

Belinda MacKenzie

President

Little New York Daze



VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.5

Date: April 21, 2026

Title: Longview and Area Recreation Board Donation Requests

Submitted by: Roy Tutschek, Village CAO

Recommendation: **MOVED** by _____ that.

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

Background: The Longview and Area Recreation Board are seeking Council approval for donation request

Longview Youth Group	\$ 2500.00
Little New York Daze	\$ 2000,00
Light up Longview	\$ 3500,00
Longview School and Eagles Fundraiser	\$ 2000.00
Total	\$ 10,000

Implications:
Policy,
Statutory Plans,
Legislative:
Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA:

1. none

Village Of Longview and Area Recreation Committee .

Village of Lonbgview
Box 147, 128 Morrison Rd.
Longview Alberta T0L 1H0

Attn. Rose Klassen Mayor.

Mayor Klassen, this letter is submitted on behalf of the Village and Area Recreation Committee.

We have completed our review of each application.

The following Applications and the amounts indicated are recommended for approval by the Village of Longview Council.

Longview Youth Group	\$ 2500.00
Little New York Daze	\$ 2000,00
Light up Longview	\$ 3500,00
Longview School and Eagles Fundraiser	\$ 2000.00

Total Funds Recommended for approval . \$ 10,000.00

Hoping these recommendations meet with Council approval.

Ken Rogers, Chair 
Village of Longview and Area Recreation Committee. 2026



VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.6

Date: April 21, 2026
Title: Longview School - Outdoor School Program Donation Request
Submitted by: Roy Tutschek, Village CAO

Recommendation: **MOVED** by _____ that.

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

Background: The Longview has requested donations for the Outdoor School project. Please see attached from the Longview School.

Implications:
Policy,
Statutory Plans,
Legislative:
Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA:
1. none

To: Village of Longview

From: Longview School and Longview School Parent Council ("Eagles Fundraising Association")

Date: March 18, 2026

Re: Request for Financial Support

We are reaching out with an exciting opportunity to make a lasting impact on the lives of our community and Longview students. As the only school in Longview, we are a pillar in the community. We may be small, but our ambition is high! We want to create a nourishing, fun, safe and engaging environment that encourages lifelong learning, friendships and community values. To achieve this, we are launching a fundraising campaign with a goal of \$30,000, and we are respectfully asking for your financial support.

We are asking for a donation of at least \$2,000 CDN to help us reach this important goal. Every dollar your Council gives will directly benefit our communities' students and enhance their educational experience.

Your generous contribution will help us build a Grainbin Gazebo and outdoor classroom that promotes nature-based learning.

How to Donate:

- Cheque payable to: Eagles Fundraising Association, Box 220, Longview, AB T0L 1H0
- E-transfer: 

If you have questions, please reach out to Rob Gallacher, Principal, Longview School.

Together, we can continue creating a vibrant learning environment for our children and ensure they have the tools and experiences they deserve.

Thank you for your continued support and commitment to Longview School.

Sponsorship Tiers

Recognition	Bronze Eagle \$500-599	SILVER EAGLE \$1,000-\$4,999	GOLD EAGLE \$5,000+
School website	Yes	Yes	Yes
School newsletter	Yes	Yes	Yes
Social media	NA	Yes	Yes
Outdoor Classroom plaque on Grain Bin Gazebo	NA	Yes	Yes – title sponsor
School assembly cheque presentation	NA	Yes	Yes – title sponsor

* Excludes raffle



LONGVIEW SCHOOL

101 MORRISON RD LONGVIEW, AB TOL 1H0

March 18, 2026

Dear Village of Longview Council Members,

On behalf of the Parent Council at Longview School, I am writing to express our enthusiastic support for the school's grant application to fund the development of an Outdoor Classroom.

This initiative represents a transformative opportunity for our students to engage in hands-on, experiential learning that complements traditional classroom instruction. The Outdoor Classroom will serve as a dynamic space for interdisciplinary education, while incorporating the culture of the Foothills!

We are especially proud that this project reflects the values of our community. The space will be available for community use during non-school hours, strengthening our ties with local groups such as the Longview Youth Group.

The Parent Council is committed to supporting this project through volunteer efforts, fundraising, and community engagement. We believe this Outdoor Classroom will not only enrich student learning but also serve as a visible symbol of innovation and collaboration in the Foothills region.

We respectfully request your support in helping bring this vision to life. Your contribution would directly fund essential components such as seating for the children, ensuring the space is functional.

Sincerely,

Barb Musgrove

Chair, Longview School Parent Council



LONGVIEW SCHOOL

101 MORRISON RD LONGVIEW, AB TOL 1H0

March 18, 2026

Dear Village of Longview Council Members,

On behalf of Longview School, I am respectfully requesting funding support for the development of an Outdoor Classroom. As the Principal of a school committed to exploring new ways to engage and teach the next generation, I believe this initiative will significantly enhance our students' learning experiences and strengthen our connection to the Foothills community.

The proposed Outdoor Classroom will serve as a dynamic learning space where students can engage in hands-on, experiential activities that complement traditional instruction. It will support curriculum areas such as science, ecology, mathematics, and art, while also promoting mental well-being and teamwork. Our vision is to showcase the beauty of agriculture, education and nature in a space that is fun, innovative, inclusive and reflective of our diverse student population, including Indigenous perspectives.

We are particularly excited about the opportunity to integrate the Outdoor Classroom into our school's broader goals of nature-based learning and community engagement. This space will be used not only by students during school hours but also by families and community members during special events, youth groups, community gatherings and volunteer days. It will be an accessible classroom that nurtures curiosity, responsibility, and a lifelong appreciation for nature.

To bring this vision to life, we are seeking funding to support the purchase of materials such as a Gazebo tabletop, outdoor seating, storage unit, sensory elements, and educational signage. We also hope to include features like a weatherproof chalkboard wall and native plantings to ensure the space is welcoming and usable throughout the seasons.

We would be grateful to partner with the Village of Longview in making this project a reality. Your support would help expand how and where we teach and be a showcase for the community and visitors passing by our school.

Thank you for considering our request. I would be happy to provide additional information or host a site visit to discuss the project further.

Sincerely,

Rob Gallacher, Principal, Longview School



March 18, 2026

To: Village of Longview Council Members

Subject: Letter of Support – Outdoor Classroom at Longview School

On behalf of the Longview Youth Group, I am writing to express our support for the Outdoor Classroom project proposed by Longview School.

This initiative **will not only benefit students during school hours but also serve as a valuable resource for the broader community.** With permission from the school, the Longview Youth Group plans to use the Outdoor Classroom during non-school hours for a variety of youth-centered and community-building activities. These include:

- Providing a **gathering space** for picnics, games, and informal play. As well as serving as a meeting location for community events such as bike rides around town.
- Hosting **certification courses** such as babysitting.

We believe this space will foster a stronger sense of community, encourage outdoor engagement, and provide a safe, fun environment for youth to learn and connect. The Outdoor Classroom aligns with our mission to support the development and well-being of young people in Longview, Alberta.

We are excited about the potential of this project and are committed to collaborating with Longview School to ensure its success.

Thank you for considering this important initiative.

Sincerely,

Lindsey Beal, President, Longview Youth Group





VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.7

Date: April 21, 2026
Title: Gopher Control Policy
Submitted by: Roy Tutschek, Village CAO

Recommendation: **MOVED** by _____ that.

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

Background:

A draft Village of Longview gopher control policy is attached. Implementation is affected by cost. The estimate for this year is \$5000 plus. Addressing the situation with firearms has been suggested. Practically and humanely speaking to do this would require a firearm strong enough – such firearm would likely not be safe for discharge in the Village area.

The effective time to implement the program is this month month, April. Budget finalization is still some weeks away.

Implications:

Policy,
Statutory Plans,
Legislative:
Financial: N/A

Communications: Notices posted at Council meetings

Attachments: Is the documentation severed by **NO**
ATIA/POPA:

1. none



April 21, 2026

Policy Number NNNNNNNN

Council Resolution RRRRRR

GOPHER CONTROL POLICY

Purpose:

Pest control for the Village of Longview with respect to the Richardson Ground Squirrel/Pocket Gopher.

Policy

- 1 Gophers create holes in public spaces or recreational areas that cause safety issues for people and pets.
- 2 This is a Village within an agricultural region, the impacts of gophers as pests can only be temporarily mitigated.
- 3 The Village does not conduct gopher control on private property.
- 4 The extent to which this matter can be addressed will be in the context of budget available.
- 5 If budget is available the Village will utilize licensed or

certified pest control contracted service providers, using appropriate products approved by Health Canada.

- 6 The Town will endeavor to have Contractors undertake the applications in the applicable years during the months of April or May.
- 7 The Village will ask the pest controllers to advise if there is a need to give notice to residents regarding any products used. The Village prefers to not use such products.