

AGENDA
REGULAR COUNCIL MEETING OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday May 19, 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. Contract Services Proposal.

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.

5.0 MINUTES

- 5.1 Minutes of the Regular Council meeting, April 21, 2026 and Special Council meeting April 29, 2026.

6.0 ACTION ITEM LIST

- 6.1 CAO Report on Action items to May 13, 2026.

7.0 REPORTS

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

8.0 FINANCIAL REPORTING

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

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

10.0 BYLAWS

- 10.1 Council Procedure Bylaw 444-22 amendment, further discussion.

11.0 BUSINESS

- 11.1 Community Hall Not for Profit use request.
11.2 BA Tribute Sign Proposal.
11.3 Meet your neighbor gathering.

12.0 EXTERNAL CORRESPONDENCE

12.1 2026 NG9-1-1 Status Update LGA and PSAP Progressing Well.

13.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, April 21, 2026
Held at Longview Council Chambers at 6:30 p.m.

PRESENT

Mayor Rose Klassen
Deputy Mayor Brenda McIntosh
Councilor John Wagenaar

Chief Administrative Officer Roy Tutschek

PUBLIC IN ATTENDANCE

40 public in attendance.

CALL TO ORDER

Mayor Klassen called the meeting to order at 6:33 p.m.

AGENDA

Resolution 049-26

MOVED by Deputy Mayor McIntosh, that the agenda be amended to bring Question Period back.
Deputy Mayor McIntosh requested a recorded vote.
In favor of bringing back Question Period?:
Deputy Mayor McIntosh: 'Yes'.
Councilor Wagenaar: "No".
Mayor Klassen: 'No'.

NOT CARRIED

Note:

**Per Municipal Affairs review and assessment:
minutes record only the decisions of Council.**

DELEGATIONS

Dave Marshall. Presented regarding requirement for Committee of the Whole meetings and the timely response to question period questions as per Bylaw 444-22, Council Procedures.

Ashley Grady. Presented regarding Provincial Tobacco, Smoking and Vaping Reduction Act along with Longview bylaw 414-18 Smoking and Vaping.

Marj Bird. Presented regarding Submitted Questions not answered.

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**CORRESPONDENCE
FROM RESIDENT**

Kathie Selbee correspondence.
Clarified to:
Focused primarily on a maintenance program for all village owned buildings and identification of issues and subsequent repairs.
Council directed towards an ATIA submission.

Sabrina Baker correspondence.
Council directed CAO to continue the follow ups already in progress.

**MINUTES OF
PREVIOUS
MEETINGS**

Resolution 050-26

MOVED by Mayor Klassen that Minutes of March 17, 2026, Regular Council meeting, be adopted as presented.

CARRIED

ACTION ITEMS

CAO presented Action Items.

REPORTS

CAO Report

CAO Tutschek presented the March 2026 CAO report.

Council Reports

Mayor Rose Klassen

Council Report to April 17, 2026

>March 24, 2026, Recreation Committee meeting and allocation of funds.

>March 26, FRESC meeting cancelled.

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Deputy Mayor Brenda McIntosh

Council Report to April 17, 2026

>March 24, 2026, Westwinds meeting.

Councilor John Wagenaar

Council Report to April 17, 2026

Resolution 051-26

>Library Board meeting April 21, 2026.

MOVED by Councilor Wagenaar
that the reports be accepted as presented.

CARRIED

**FINANCIAL
REPORTS**

March 2026 Bank Reconciliation.

March 2026 Accounts Payable Cheque Register.

March 2026 YTD Revenue and Expense report.

MOVED by Deputy Mayor McIntosh that the March 2026
Financial Reports be accepted as presented.

Resolution 052-26

CARRIED

QUESTION PERIOD

Question Period is temporarily suspended. Review of Council
Procedure Bylaw is in progress.

MINUTES OF THE REGULAR MEETING
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BYLAWS

Resolution 053-26

MOVED by Mayor Klassen that **BYLAW NO. 488-26 COUNCIL PROCEDURES Amended from Bylaw 444-22**, 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
receive 1st Reading.
Deputy Mayor McIntosh requested a recorded vote.

In favor of proceeding to First Reading:
Mayor Klassen: 'Yes'.
Councilor Wagenaar: "Yes".
Deputy Mayor McIntosh: 'No'.
CARRIED

BUSINESS

11.1 RFD Council Procedure Bylaw.

See above First Reading.

11.2 RFD Joint Use Planning Agreement.

Resolution 054-26

MOVED by Councilor Wagenaar that CAO is approved to sign the Joint Use Planning Agreement.
CARRIED

MINUTES OF THE REGULAR MEETING
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**11.3 RFD
Infrastructure
Engineering
Specifications**

Resolution 055-26

MOVED by Councilor Wagenaar that Council approves adopting adopt the **City of Calgary 2025 Consulting Engineers Field Service Guidelines** as the Village of Longview municipal engineering design standards.
CARRIED

**11.4 LNYD usage of
Village
equipment.**

Resolution 056-26

MOVED by Mayor Klassen that Council approves LNYD use of Centennial Park and to utilize the village tents, tables, and chairs.
CARRIED

**11.5 RFD Longview
and Area
Recreation
Board
donations
request.**

Resolution 057-26

MOVED by Councilor Wagenaar that Council approves Recreation Committee contributions.
CARRIED

**11.6 RFD School
request for
contributions.**

Resolution 058-26

MOVED by Councilor Wagenaar that Council approves \$250 contribution to the Outdoor School project.
CARRIED

Resolution 059-26

MOVED by Councilor Wagenaar that Council approves \$250 contribution to the 4H Beef Club.
Unanimously CARRIED inclusion of 4H Beef Club contribution.

**11.7 RFD Gopher
Policy.**

Resolution 060-26

MOVED by Mayor Klassen that Council approves the gopher control policy as presented.
CARRIED

Expenditures to be discussed during budget deliberations.

CORRESPONDENCE

None.

**ADJOURNMENT
Resolution 061-26**

MOVED by Mayor Klassen to adjourn the meeting at 8:15 p.m.
CARRIED

MINUTES OF THE REGULAR MEETING
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|

Mayor

CAO

UNAPPROVED

MINUTES OF THE SPECIAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday April 29, 2026
Held at the Community Hall at 6:30 p.m.

PRESENT

Mayor Klassen
Deputy Mayor McIntosh
Councilor Wagenaar

Chief Administrative Officer Roy
Tutschek

**PUBLIC IN
ATTENDANCE**

8 public in attendance.

CALL TO ORDER

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

AGENDA

Resolution 062-26

MOVED by Councilor Wagenaar that the agenda be accepted as amended, add to Closed meeting, Auditor's request, closed meeting, discussion of preliminary information, ATIA Section 29(1)(b). Advice from Officials, Consultations or Deliberations.

CARRIED

**Campground
Washroom Repair**

MOVED by Councilor Wagenaar that Council approves campground washroom repair, approximately \$30,000. Government Grant monies planned to be used.

CARRIED

Big Truck Repair

Update, parts not available. Searching for replacement. Planning to obtain salvage proceeds.

**Website next
Steps.**

To be discussed during budget.

FCSS Carryover

Resolution 063-26

MOVED by Councilor Wagenaar that Council approves try FCSS approval of FCSS monies for Youth Program.

CARRIED

Closed Meeting

Resolution 064-24

MOVED by Mayor Klassen to go into closed meeting at 6:43 p.m. **ATIA Section 19(1)**, Disclosure harmful to the business interests of a third party, infrastructure contract follow-up and Audit preliminary information, ATIA Section 29(1)(b), Advice from Officials, Consultations or Deliberations

CARRIED

MINUTES OF THE SPECIAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
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Resolution 065-24 **MOVED** by Mayor Klassen to come out of closed meeting at 8:12 p.m. **CARRIED**

No residents waiting to re-enter the meeting

Resolution 066-24 **MOVED** by Deputy Mayor McIntosh that Council approves the 2025 Audit Report and Financial statements. **CARRIED**

Resolution 067-24 **MOVED** by Mayor Klassen that Council approves the MPE Engineers, recommended contractor to complete the Westview Place project, having done previous above average infrastructure work in the community. **CARRIED**

ADJOURNMENT
Resolution 068-26 **MOVED** by Mayor Klassen to adjourn the meeting at 8:14 p.m. **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

May 4, 2026

RE: **Longview April Municipal Enforcement Monthly Report**

Dear Mayor and Council,

April was a month of fluctuating weather, with both warm and cold days, along with the surprise of several late-season snow events. As seasonal activity increased, officers observed a rise in traffic-related concerns including speeding, aggressive driving behaviours, and distracted driving. Several high-visibility laser traffic enforcement operations were conducted during the month. Speeding within active school zones continues to be an area of concern.

Throughout the month, officers issued 40 offence tickets, with a total face value of \$13,238.

Work with Alberta Transportation remains ongoing regarding previously identified concerns within the community. Municipal Enforcement continues to engage with provincial representatives to advocate for roadway safety improvements and to address matters affecting residents and pedestrians.

Officers also responded to several bylaw-related complaints involving property standards, as well as general bylaw concerns and inquiries. In addition, several backyard hen coop inspections were completed.

Municipal Enforcement provided guidance to Administration on several bylaw related administrative inquiries, ensuring consistent interpretation and application of municipal bylaws.

Time was also spent managing tickets proceeding through the court process. May currently has 11 trials scheduled, with 17 trials scheduled to date for June.

As spring progresses, enforcement priorities will continue to adapt to changing community needs, increasing traffic volumes, and higher levels of outdoor activity throughout the municipality.

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	86.67	40	\$ 13,238.00	\$7,942.80	\$8,667.00	-\$724.20
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
	346.68	182	\$60,245.00	\$36,147.00	\$34,668.00	\$1,479.00

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

**Reported data is at face value of tickets issued; during the judicial process tickets may be reduced, withdrawn, or quashed.*

***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.*



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Roy Tutschek
SUBJECT: CAO Report
DATE: May 14, 2026

1. Land developments ongoing.
2. Audit complete. Finalizing paperwork.
3. A contractor is reviewing the campground sani dump.
4. Campground washrooms repair planned to start after government grant reporting cycle.
5. Joint Use Planning Agreement (JUPA) completed and dually signed.
6. Follow ups Westview Place contractor.
7. Community Hall Renovation Committee meeting.
8. Emergency Management Training.

Councilor John Wagenaar

Council Report to May 12, 2026

>Attended School Board meeting, May 7, 2026.

Longview Monthly Report

Month: April 2026

Water flow 2247 m3

Normal Work performed Under contract:

Work performed at Longview in addition to standard rounds during Sept (Sun, Mon, Tues and Thurs)

- Monthly facility inspection

- Weekly housekeeping, sweep, mop, bathroom. Increased disinfection in lab due to mice.

- Pest control due to flies and mice, typical for this time of year. Mouse traps and fly strips installed and checked.

- Acti- Zyme lagoon treatments

Additional Work Completed:

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
April 30, 2026**

General Ledger ATB

Balance at	General account	\$1,461,327.89	
	CCBF account	\$272,039.37	
	Recreation account	\$29,047.18	
	Memorial Garden account	\$6,556.34	
	Total Bank in GL		\$1,768,970.78
	charges outstanding in GL	\$0.00	
	deposit outstanding in GL	\$163.00	\$163.00

Adjusted Balance April 30, 2026 **\$1,769,133.78**

ATB General Bank Account

	General account	\$1,516,188.38	
	CCBF account	\$272,039.37	
Balance	April 30, 2026		\$1,788,227.75
Less:	Outstanding Cheques	(\$21,108.39)	
Plus:	Outstanding Deposit in Bank	\$2,014.42	
			(\$19,093.97)

Balance at April 30, 2026 **\$1,769,133.78**

difference **\$0.00**

	Total on Deposit		\$1,769,133.78
Less:	MSI Grant	\$126,458.82	
	CCBF Grant (with interest)	\$272,039.37	
	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	
	Reserves	\$993,299.83	
	held for recreation	\$29,047.18	
	held for memorial garden	\$6,556.34	
	Donations to Community Hall		
	Renovation Project	\$1,000.00	
	Restricted Funds		\$1,429,702.54
	Balance for Operations		\$339,431.24

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

Cheque Listing For Council

2026-May-14
12:55:37PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
1146	2026-04-01	Benchmark Assessment Consultants Inc.	3842	APRIL-JUNE 2026 ASSESSMENT	1,764.00	1,764.00
1147	2026-04-01	Eastlink	2026-03-10	INTERNET OFFICE MARCH STAT	169.00	169.00
1148	2026-04-01	Folkard, June	2026-03-24	COMPUTER HARDWARE MONITC	45.14	45.14
1149	2026-04-01	Iron Mountain Canada Operations ULC	LDHL993	MARCH STATEMENT 2026	455.89	455.89
1151	2026-04-01	Telus Communications	2026-03-20	MARCH STATEMENT2026	280.26	280.26
1152	2026-04-01	Telus Mobility	2026-03-17	JUNE CELL MARCH 2026	54.55	54.55
1153	2026-04-01	Wight, David	2026-03-31	ZAMBONI REPAIRS	91.82	91.82
1154	2026-04-10	AMSC Insurance Services Ltd.	1830-2026-04	APRIL 01-31, 2026	1,964.92	1,964.92
1155	2026-04-10	Canon Canada Inc.	4030865373	STATEMENT MARCH 2026	353.62	353.62
1156	2026-04-10	Caumartin, Justin	2026-04-01	CELL PHONE APRIL	65.00	65.00
1157	2026-04-10	E.S.Williams & Associates Inc.	341970	INVOICE MARCH 31, 2026	553.61	553.61
1158	2026-04-10	Folkard, June	2026-04-08	OFFICE SUPPLIES COFFEE	15.49	15.49
1159	2026-04-10	Foothills County	00033335	STATEMENT MARCH 31, 2026	374.00	374.00
1160	2026-04-10	Fountain Tire (High River) Ltd.	89382	DODGE TRUCK REPAIRS	1,362.98	1,362.98
1161	2026-04-10	Majchrowski, Nicki	2026-04-01	CLEANING APRIL 2026	650.00	650.00
1162	2026-04-10	McIntosh, Brenda	2026-03-31	MILEAGE MARCH 2026	33.79	33.79
1163	2026-04-10	Superior Safety Codes Inc	22317	INVOICE FOR FEB 2026	86.18	86.18
1164	2026-04-10	Town of Diamond Valley	20260285	CONTRACT MARCH 2026	8,666.67	8,666.67
1165	2026-04-22	Brownlee LLP	602664	CONTRACT FOLLOWUP	19,071.26	19,071.26
1166	2026-04-22	E.S.Williams & Associates Inc.	342749	MARCH STATEMENT	42.00	42.00
1167	2026-04-22	Eastlink	25174297	APRIL 10 STATEMENT	342.22	342.22
1168	2026-04-22	Folkard, June	2026-04-16	SPLASHTOP LICENSE	140.48	165.47
1168			2026-04-18	PUBLIC RELATIONS	24.99	
1169	2026-04-22	Foothills County	37546	FIRE COST SHARE	9,964.35	9,964.35
1170	2026-04-22	Government of Alberta - RCM	1800029514	POLICE FUNDING	20,307.00	20,307.00
1171	2026-04-22	Government of Alberta, Land Titles	2026-03-31	MARCH STATEMENT 2026	30.30	30.30
1172	2026-04-22	Jansen Plumbing Ltd.	36339	PLUMBING FOR CAMPGROUND	1,095.15	1,095.15
1173	2026-04-22	McCarthy, Lorrie	2026-04-08	SPLASHTOP COM[UTER ACCESS	187.99	187.99
1174	2026-04-22	MPE Engineering Ltd	2530-020-00-16	WESTVIEW PLACE PROF. SERVI	2,395.05	2,395.05
1175	2026-04-22	Red Rescue , Towing	26-02257	VEHICLE EQUIPMENT	355.95	355.95
1176	2026-04-22	Telus Communications	2026-04-20	TELUS VILLAGE OFFICE	283.20	283.20
1177	2026-04-22	Telus Mobility	2026-04-17	TELUS CELL JUNE	54.55	204.64
1177			March 27, 2026	MARCH 2026 STATEMENT	150.09	
1178	2026-04-24	Alberta Municipal Services Corporation	26-1064960	MARCH STATEMENT 2026	1,412.21	1,412.21
1179	2026-04-24	Klassen, Rose	2026-04-23	MILEAGE	38.90	38.90
1180	2026-04-24	Tutschek, Roy	500161	SPLASHTOP RENEWAL	102.19	102.19
1181	2026-04-28	ACE, Alberta Co-Operative Energy	296562	APRIL STATEMENT	3,635.00	3,635.00
1182	2026-04-28	ATB Financial Mastercard	2026-04-07	MARCH STATEMENT	3,085.49	3,085.49
1183	2026-04-28	Brownlee LLP	603304	COMMERCIAL DEVELOPMENTS	1,878.77	1,878.77



Village of Longview

Cheque Listing For Council

2026-May-14
12:55:37PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
1184	2026-04-28	Foothills County	37545	1ST QTR WATER SERVICE	28,083.94	28,083.94
1185	2026-04-28	Walker, Kirby	4292232	RECREATION - RINK EXPENSE	30.44	30.44

Total 109,698.44

*** End of Report ***



Village of Longview

YTD Council Summary

General Ledger	Description	2025 YTD Actual	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
	TOTAL General Revenue	(50,717.72)	(11,775.70)	(52,314.98)	0.00	52,314.98	0.00
	TOTAL Legislative Revenue	(1,000.00)	0.00	0.00	0.00	0.00	0.00
	TOTAL Administrative Revenue	(3,719.27)	(550.00)	(3,825.00)	0.00	3,825.00	0.00
	TOTAL Protective Services Reve	(11,143.50)	(5,972.00)	(20,639.00)	0.00	20,639.00	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)	0.00	(3,432.00)	0.00	3,432.00	0.00
	TOTAL Water Services Revenue	(22,955.48)	(2,017.21)	(23,430.20)	0.00	23,430.20	0.00
	TOTAL Wastewater Services Reve	(3,000.12)	(2,100.00)	(5,142.20)	0.00	5,142.20	0.00
	TOTAL Solid Waste Services Rev	(3,431.00)	0.00	(3,443.00)	0.00	3,443.00	0.00
	TOTAL FCSS Revenue	(5,136.19)	(2,569.00)	(5,138.00)	0.00	5,138.00	0.00
	TOTAL Plan & Dev Revenue	(100,190.40)	(600.00)	(14,511.54)	0.00	14,511.54	0.00
	TOTAL Parks / Rec Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Camp Info Centre Revenue	(4,845.00)	(5,665.00)	(16,400.00)	0.00	16,400.00	0.00
	TOTAL Community Hall Revenue	(165.00)	0.00	(450.00)	0.00	450.00	0.00
	TOTAL REVENUE	(209,735.68)	(31,248.91)	(148,725.92)	0.00	148,725.92	0.00
	TOTAL Rec Board Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Solar Revenue	(2,124.07)	(1,838.30)	(3,894.71)	0.00	3,894.71	0.00
	TOTAL SUB-ACCOUNTS REVENUE	(2,124.07)	(1,838.30)	(3,894.71)	0.00	3,894.71	0.00



Village of Longview

YTD Council Summary

General Ledger	Description	2025 YTD Actual	April 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
	TOTAL General Expenses	71,741.45	20,307.00	80,006.22	0.00	(80,006.22)	0.00
	TOTAL Legislative Expenses	3,905.48	1,049.75	6,253.38	0.00	(6,253.38)	0.00
	TOTAL Administration Expenses	128,773.59	48,172.81	139,080.91	0.00	(139,080.91)	0.00
	TOTAL Protective Services Expe	26,000.01	8,666.67	26,000.01	0.00	(26,000.01)	0.00
	TOTAL Emergency Services Expen	0.00	9,964.35	9,964.35	0.00	(9,964.35)	0.00
	TOTAL Public Works Expenses	24,637.79	8,926.47	31,422.53	0.00	(31,422.53)	0.00
	TOTAL Roads & Street Lights Ex	5,631.18	1,846.63	5,479.24	0.00	(5,479.24)	0.00
	TOTAL Water Services Expenses	24,441.02	23,347.13	27,875.27	0.00	(27,875.27)	0.00
	TOTAL Wastewater Services Expe	8,768.83	5,892.97	7,450.05	0.00	(7,450.05)	0.00
	TOTAL Solid Waste Expenses	1,979.57	374.00	1,816.74	0.00	(1,816.74)	0.00
	TOTAL FCSS Expenses	680.00	0.00	0.00	0.00	0.00	0.00
	TOTAL Planning and Development	2,912.50	82.08	261.88	0.00	(261.88)	0.00
	TOTAL Parks / Rec Expense	261.97	0.00	148.23	0.00	(148.23)	0.00
	TOTAL Campground Info Centre E	8,565.86	2,547.81	6,805.85	0.00	(6,805.85)	0.00
	TOTAL Community Hall Expenses	13,624.28	430.78	2,773.35	0.00	(2,773.35)	0.00
	TOTAL Library Expenses	2,839.18	231.95	2,723.51	0.00	(2,723.51)	0.00
	TOTAL EXPENSES	324,762.71	131,840.40	348,061.52	0.00	(348,061.52)	0.00
P	NET DEFICIT (Surplus)	112,902.96	98,753.19	195,440.89	0.00	(195,440.89)	0.00
	TOTAL Rec Board Expenses	0.00	116.44	1,866.44	0.00	(1,866.44)	0.00
	TOTAL Solar Project	0.00	0.00	0.00	0.00	0.00	0.00
	NET SURPLUS (Deficit) SUB-ACCO	0.00	116.44	1,866.44	0.00	(1,866.44)	0.00

*** End of Report ***



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 Village of Longview at 403-558-3922.

Village of Longview

COUNCIL POLICY

TITLE:	Council Meeting Delegations, Questions and Correspondence Policy
POLICY NUMBER:	2026- NNN
EFFECTIVE DATE:	_____ , 2026

PURPOSE:

To establish a clear, fair, and consistent framework for public delegations, questions and correspondence at meetings of Council. This Policy is intended to:

- Support fair and equitable access to Council while ensuring meetings are conducted efficiently and respectfully;
- Support transparent and orderly Council proceedings;
- Clarify when and how members of the public may address Council;
- Set out objective criteria for approving, deferring, or refusing Delegation Requests; and
- Complement the delegation provisions set out in the Council Procedure Bylaw.

DEFINITIONS:

"Agenda" means the official order of business for a Council meeting.

"Chair" means the Mayor or other person authorized to preside over a Council meeting.

"Delegation" means any person or group that has received permission to formally present information to Council and is scheduled on the meeting agenda.

"Delegation Request" means a written request submitted in accordance with this Policy seeking permission to address Council.

"Public Hearing" means a statutory hearing held by Council under the Municipal Government Act which is governed by separate legislative and procedural requirements.

STANDARDS:

- 1) Members of the public are entitled to attend all public Council meetings as observers.

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 COUNCIL PROCEDURES**

Amended from Bylaw 444-22

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 #: 11.1

Date: May 19, 2026

Title: Not for Profit Request to Use Community Hall – ‘Our Solid Roots Association’
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: Request Council decision regarding not for profit use of Community Hall – ‘Our Solid Roots Association’, to do with social wellbeing.

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

Communications: Notices posted at Council meetings

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

May12th, 2026

To: Council of Longview, AB

Re: Request for using the Community Hall for the not-for-profit

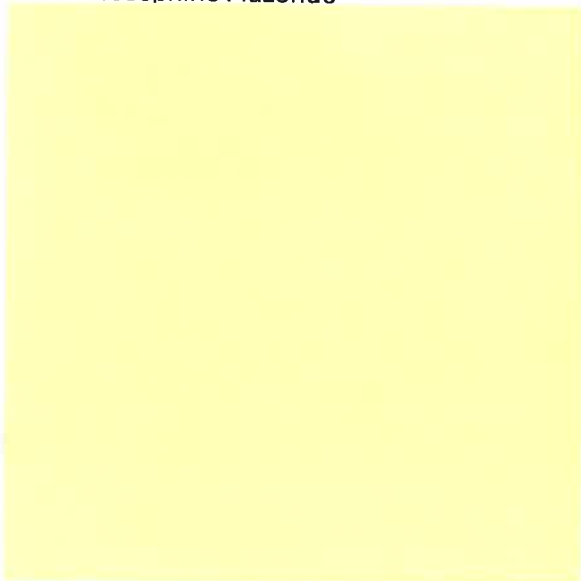
Hi

I would like to request your permission to use the community hall when needed and available for our not-for-profit organization called Our Solid Roots Association. This organization is based in Longview.

Thank you for your kind support.

Sincerely,

Josephine Mazonde





VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.2

Date: May 19, 2026
Title: BA Tribute Sign
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: Request Council decision regarding proposal to install BA Tribute sign.
Background attached.

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

Communications: Notices posted at Council meetings

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

2026-05-07: **To: Village of Longview**

From: Murray Feddema

Re: Proposal – To install a BA Tribute Sign in the Village of Longview yard.

Details:

- a) **The new sign, worded as in Part 1, would take the place of a 1980's sign.** The Village would be able to abandon the 1980's structure.
- b) **The wording of the old 1980's sign**, is provided for information in Part 2.
- c) **The BA Plant picture**, circa 1930's, from the Provincial Archives of Alberta- would be part of the sign. (I'll provide the picture to the Village rep for use at Council session)
- d) **The cost and administration**, to finalize the new sign, and deliver it to the Village representative-would be borne by the Donor.
- e) **Fabricating /material and installing the sign**, in the Village yard, would be undertaken by the Village. Donor would cover a reasonable share of the cost of fabricating and material.
- f) **Donor's request** –is that, to the extent possible, naming of the donor in any respect is to be avoided. The Donor resided at Longview prior to 1956 and hopes that a tribute to the BA era will live on.

Going Forward Notes:

- a) **Note for clarity**- this current 2026 proposal to the Village does not include any activity regarding a second (also obsolete) BA Marker sign # 23 existing at Coal Trail & 144 St. W. where 144th and a gravel road leads to where the BA Plant was located about one km north of Coal Trail. The wording is; *TURNER VALLEY OILFIELD SOCIETY, BRITISH AMERICAN OIL COMPANY-NATURAL GAS EXTRACTION PLANT, BUILT 1936 CAN BE SEEN TO THE NORH OF THIS LOCATION.*
- b) **FOOTHILLS SIGNS**, High River, will most likely supply the proposed sign –if the proposal proceeds. FOOTHILLS recently provided the Museum of the High Wood with new placards (on Dibond material) at the Little Chicago Cairn and would be the Donor's choice to work with on the BA sign and imposed picture.
- c) **The picture, from the Provincial Archives of Alberta**, was obtained by Donor a year ago and comes with authorization from Archives of Alberta that it may be reproduced for public use. Donor would inform Archives of the intended reproduction, onto a sign surface, (public use) if the proposal proceeds.
- d) **The existing 1980's sign wording** references to; *TURNER VALLEY OILFIELD SOCIETY* – I discussed this with Al Lambden (August 2025) and if the proposal proceed I suggest

there be a minimum formality to ensure that the Society is on record as agreeing with the old sign coming down. Also- the wording in the; *Turner Valley District Driving Tour Booklet... for markers # 22 and #23*; I understand that the *Tour Booklet* has not been available through the Society or Information Centres for many years. The Society should have no problem with that reference disappearing. *And also-* the wording; *THIS SIGN PARTLY FUNDED BY ALBERTA HISTORICAL RESOURCES FOUNDATION and THE CANADA MILLENNIUM PARTNERSHIP PROGRAM*; I can't imagine any risks by those references disappearing.

end

Part 1. Proposed wording for a replacement marker /BA sign

LITTLE NEW YORK LONGVIEW

The settlement of Longview (Little New York) emerged as a result of the Turner Valley Oilfields great boom and the British American Oil Company, 1936, Natural Gas Processing Plant which was located about 2 km (verify) East of this sign.

The Plant operated from 1936 to 1956 (verify). This sign is a tribute to the BA lineage of employees and all others who made the BA era a proud chapter in Alberta's History.

For more History related to the British American Oil Company, 1936, Natural Gas Processing Plant go to info@village.longview.ab.ca

Photo source: PROVINCIAL ARCHIVES of ALBERTA

Part 2.

The **existing** 1980's sign wording.

TURNER VALLEY OILFIELD SOCIETY

LITTLE NEWYORK LONGVIEW

The settlement of Longview (Little New York) emerged as a result of the Turner Valley Oilfields great boom and the British American Oil Company Natural Gas Processing Plant which was located to the East.

22 in the Turner Valley District Driving Tour Booklet available at local Information Centres.

THIS SIGN PARTLY FUNDED BY ALBERTA HISTORICAL RESOURCES FOUNDATION and THE CANADA MILLENNIUM PARTNERSHIP PROGRAM



VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 11.3

Date: May 19, 2026
Title: use of Longview Park June 13, 2026, for Meet Your Neighbor Gathering
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: Request Council decision regarding use of Longview Park June 13, 2026, for Meet Your Neighbor Gathering. Background attached.

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

Communications: Notices posted at Council meetings

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

June Folkard

From: Tom Kirk [REDACTED]
Sent: May 13, 2026 12:46 PM
To: June Folkard
Cc: Roy Tutschek; Laura Van Betuw
Subject: Meet your neighbour gathering

Good morning, June.

I hope your day is well 😊

- As per our conversation yesterday I am requesting use of the Longview park area host an “Meet your neighbour” gathering on June 13th 2026 from 12pm-4pm.
- This gathering will provide free BBQ food and fun games to the residents of Longview with the intention of creating a place where families can come have a lot fun and foster a community spirit.
- I have confirmed with my insurance company 2m in liability with the Village of Longview named as benefactor. I will provide the certificate ASAP.
- This gathering is a non alcoholic and is being hosted by Rural Mental Health of which I am a part of the action team.
- Access to electricity is requested but may not be required.
- We will have more info to follow shortly.
- Please let me know if you require any other information.

I thank you for time and consideration of this event.

Truly,

Thomas D. Kirk
President & CEO

[REDACTED]

To Local Government Authorities (LGAs) whose PSAPs are on track for NG9-1-1 migration and their PSAPs:

Your PSAP Migration is Progressing Well

We are pleased to inform you that your PSAP has demonstrated solid progress toward NG9-1-1 migration and is currently on track to complete the transition within the next 2–6 months, well ahead of the CRTC's March 31, 2027 decommissioning deadline.

What This Means for You

Your PSAP's Call Handling System (CHS) vendor, procurement and technical advancements are aligned with the NG9-1-1 Contingency Planning Framework milestones. This positions your LGA and PSAP(s) favourably for a smooth transition onto the NG9-1-1 network.

For additional context, please review the CRTC Emergency Services Working Group Contingency Planning Framework document.

<https://www.crtc.gc.ca/public/cisc/es/ESCO0831.pdf>

Continue to Monitor Progress

Your PSAP's migration is currently progressing well ahead of schedule. However, we strongly advise you to consult with your PSAP leadership regularly to monitor readiness milestones. Any unforeseen delays past the March 31, 2027, deadline will result in a loss of 9-1-1 service in your community.

Important Reminder

The critical deadline for migration remains **March 31, 2027**. If circumstances change and your PSAP experiences delays in final-stage implementation, we recommend monitoring progress closely to ensure timely completion.

Thank you for your proactive approach to this critical infrastructure upgrade. We look forward to your successful NG9-1-1 transition.

For questions or concerns, please contact NG911OpsSupport@TELUS.com.

If you are not the correct contact, please forward this as required or advise TELUS.