

AGENDA
ORGANIZATIONAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, October 22, 2026
At Longview Community Hall at 6:30 p.m.

1. **CALL TO ORDER**
2. **COUNCIL APPOINTMENTS**
 - 2.1 Nomination for and Appointment of Mayor
 - 2.2 Nomination for and Appointment of Deputy Mayor
3. **MUNICIPAL OFFICE IDENTIFIED**
4. **MEETING DATES**
 - 4.1 Regular Council Meetings
 - 4.2 Committee of the Whole Meetings
 - 4.3 Meet with Council Dates
5. **COUNCIL REMUNERATION**
 - 5.1 Meeting Remuneration
 - 5.2 Mileage Rate
6. **COMMITTEE APPOINTMENTS**
 - 6.1 **Committee Appointments for Council**
 - Mayors and Reeves Mayor & Alternate Deputy
 - Longview Library Council
 - Fire Department Council
 - Westwinds Communities (Foothills Foundation) Council & Alternate
 - FRESC Council & Alternate
 - Economic Development Committee Council
 - ISDAB Secretary Staff member
 - Longview School Council & Alternate
 - Sheep River Regional Utility Corp – governance Council & Alternate
 - FCSS Council & Alternate
 - Emergency Management Advisory Committee – made up of all Council
 - Recreation Board Council & Alternate
 - Municipal Planning Commission All Council
7. **ADJOURNMENT**

AGENDA

REGULAR COUNCIL MEETING OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Thursday October 22, 2026

At Longview Community Hall at 7:00 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATION/QUESTION PERIOD

No delegations or questions were submitted for this Council meeting.

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, September 15, 2026.

6.0 ACTION ITEM LIST

6.1 CAO Report on Action items October 2026.

7.0 REPORTS

7.1 Diamond Valley, September 2026 Policing Reports.

7.2 CAO Report, October 2026.

7.3 Council Reports, October 2026.

7.4 Foothills County, September 2026 Water Management Reports.

8.0 FINANCIAL REPORTING

8.1 September 2026 Bank Reconciliations.

8.2 September 2026 Accounts Payable Cheque Registers.

8.3 September 2026 YTD Budget versus Actual Revenue and Expenses.

9.0 BYLAWS

9.1 Fees and Fines Bylaw update draft 493-26.

10.0 BUSINESS

10.1 RFD Library Board request to approve Lisa Penner for financial review.

10.2 RFD Library Board request to approve Christina Weir as Library Board member.

10.3 RFD Draft Fees and Fines Bylaw 493-26, update travel rates.

10.4 Date of 2026 Village Christmas Dinner.

11.0 EXTERNAL CORRESPONDENCE

12.0 CLOSED MEETING, ATIA Section 29(1)(a), Advice from Officials, bylaw enforcement, policies. A legal services and D.V. municipal enforcement representative will be in attendance.

13.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 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**

5 public in attendance.

CALL TO ORDER

Mayor Klassen called the meeting to order at
6:34 p.m.

AGENDA

MOVED by Councilor Wagenaar that the agenda be accepted as amended, add RFD Recreation Committee request approval for donation to the Longview and Area Senior's Club. Update July, August 2026 Bank Reconciliations were also added.

Resolution 113-26

CARRIED

**DELEGATIONS,
QUESTION PERIOD**

As per new Council Procedure Bylaw 488-26,
No questions, nor delegation submissions were received in advance, no submissions were received up to the posting of this agenda on the Village of Longview website, as required in order to have a Question Period, or Delegation in this meeting.

**CORRESPONDENCE
FROM RESIDENT**

None.

**MINUTES OF
PREVIOUS
MEETINGS**

Resolution 114-26

MOVED by Deputy Mayor McIntosh that Minutes of the Regular Council meeting June 16, 2026, Special Council meetings June 23 and August 27, 2026, be adopted as presented.

CARRIED

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 2026
Held at Longview Council Chambers at 6:30 p.m.

ACTION ITEMS

CAO presented Action Items.

REPORTS

CAO Report

CAO Tutschek presented the September 2026 CAO report.

Council Reports

Mayor Rose Klassen

Council Report – September 2026

-Tour of Village Facilities, Lagoon, Lift Station.

Water Treatment Plant - August 5, 2026.

-Council meetings, Regular June 16, 2026.

Special June 23 and August 27.

-LNYD parade July 18.

-Recreation Committee meeting September 2, 2026.

Deputy Mayor Brenda McIntosh

Council Report September 2026

-LNYD parade July 18.

-meeting with Minister of Municipal Affairs Dan Williams July 27, 2026. Topics, property tax limits, LGFF funding extend beyond 5

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 2026
Held at Longview Council Chambers at 6:30 p.m.

years, school zone times – will reach out to Minister of Alberta Transportation.

- Tour of Village Facilities, Lagoon, Lift Station.

Water Treatment Plant - August 5, 2026.

-Westwind's strategic planning meeting, September 11, 12.

-Council meetings, Regular June 16, 2026.

Special June 23 and August 27.

-Council meetings, Regular June 16, 2026.

Special June 23 and August 27.

Councilor John Wagenaar

Council Report September 2026

- LNYD parade July 18.

- Tour of Village Facilities, Lagoon, Lift Station.

Water Treatment Plant - August 5, 2026.

-Council meetings, Regular June 16, 2026.

Special June 23 and August 27.

-Schoolboard meeting September 2, 2026.

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 2026
Held at Longview Council Chambers at 6:30 p.m.

Resolution 115-26	MOVED by Mayor Klassen that the reports be accepted as presented. CARRIED
FINANCIAL REPORTS	June, July, August 2026 Bank Reconciliations. June, July, August 2026 Accounts Payable Cheque Registers. June, July, August 2026 YTD Revenue and Expense reports.
Resolution 116-26	MOVED by Councilor Wagenaar that the June, July August 2026 Financial Reports be accepted as presented. CARRIED
BYLAWS	
BUSINESS	
10.1 Pregnancy Infant Loss Awareness week.	Mayor Klassen, on behalf of the Village Council gave public notice of the Village of Longview Proclamation of October 15, 2026, as Pregnancy and Infant Loss Awareness Day and October as the Awareness month. Notices to be published closer to the days of.
10.2 date of October 2026 Regular Council meeting. Resolution 117-26	MOVED by Councilor Wagenaar that the next Regular Council meeting will be held on Thursday October 22, 2026, to accommodate provincial election activities on the 3 rd Tuesday of October. CARRIED

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 2026
Held at Longview Council Chambers at 6:30 p.m.

10.3 Lift Station maintenance.

Resolution 118-26

MOVED by Deputy Mayor McIntosh that Council approves reserve spending of approximately \$25,000 for Lift Station preventive maintenance.

CARRIED

10.4 Utilities write-offs.

Resolution 119-26

MOVED by Councilor Wagenaar that Council approves Utility write-offs (total under \$500.00).

CARRIED

10.5 Brush Pile controlled burn.

Resolution 120-26

MOVED by Mayor Klassen that Council approves of Chief Marshall's recommendations – CAO to coordinate with the Chief and Fire Department representative Aaron Lyons and Public Works, multiple, free, winter, annual brush pile burns. Thanks to Chief Marshall – multiple free burns, Is much appreciated!

CARRIED

10.6 new 4H Club – free use of community hall.

Resolution 121-26

MOVED by Mayor Klassen that Council approves the new 4H Club request, as non-profit, for free use of the community hall for meetings.

CARRIED

10.7 Recreation Committee request approval – donation

\$2000 to Longview and Area Senior's Club.

Resolution 122-26

MOVED by Councilor Wagenaar that Council approves Recreation Committee donation of \$2,000.00 to the Longview and Area Senior's Club.

CARRIED

CORRESPONDENCE

None.

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 15, 2026
Held at Longview Council Chambers at 6:30 p.m.

ADJOURNMENT
Resolution 123-26

MOVED by Mayor Klassen to adjourn the meeting at 7:29 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	TBA	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

October 7, 2026

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

Dear Mayor and Council,

September marked the transition into fall, with Municipal Enforcement continuing to focus on traffic safety and enforcement throughout the Village.

During the month, Municipal Enforcement issued **53 Provincial Offence Tickets**, with a total face value of **\$17,544**. This brings the 2026 year-to-date total to **418 tickets**, with a combined face value of **\$148,870**.

Traffic enforcement continued to focus on common concerns such as speeding, distracted driving, vehicle registration and insurance requirements. Officers also continued to monitor traffic conditions throughout the community and address concerns as they arose.

With students back in school, particular attention was given to driver awareness around areas with increased pedestrian and school-related activity. Motorists are reminded to watch their speed, remain attentive and use additional caution around children and pedestrians.

Municipal Enforcement continues to address bylaw-related concerns through investigation, public education and voluntary compliance where appropriate.

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	86.67	46	\$14,935.00	\$8,961.00	\$8,667.00	\$294.00
June	86.67	43	\$17,721.00	\$10,632.60	\$8,667.00	\$1,965.60
July	86.67	51	\$21,354.00	\$12,812.40	\$8,667.00	\$4,145.40
August	86.67	43	\$17,071.00	\$10,242.60	\$8,667.00	\$1,575.60
September	86.67	53	\$17,544.00	\$10,526.40	\$8,667.00	\$1,859.40
October				\$0.00	\$0.00	\$0.00
November				\$0.00	\$0.00	\$0.00
December				\$0.00	\$0.00	\$0.00
Totals	780.03	418	\$148,870.00	\$89,322.00	\$78,003.00	\$11,319.00

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: October 22, 2026

1. Land developments ongoing.
2. Sani dump upgrade complete. LGFF Funding received August 2026.
3. Community Hall Renovation Committee – fund raising planning continuing.
4. Working on Municipal enforcement with Diamond Value Policing.
5. Westview Place water and sewer line replacement completed. Following up on next steps with MPE and legal services.
6. Update: planning to maintain ATCO and Fortis, Franchise Fees at this point, not increase costs to ratepayers. Further, planning to sign into the Abmuni natural Gas Aggregation Agreement as this will lock in the positive rates already in place, not be subject to market dynamics.

Longview Monthly Report

Month: Sept 2026

Water flow 4385 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:

- Order parts for lift station repairs
- Flushed hydrants
- Exercised valves

BANK RECONCILIATION**September 30, 2026****General Ledger ATB**

Balance a General account	\$1,819,442.73	
CCBF account	\$176,932.42	
Recreation account	\$14,479.86	
Memorial Garden account	\$6,922.44	
Total Bank in GL		\$2,017,777.45
charges outstanding in GL	\$0.00	
deposit outstanding in GL		\$1,867.86

Adjusted BANK RECONCILIATION**\$2,019,645.31****ATB General Bank Account**

General account	\$1,841,372.09	
CCBF account	\$176,932.42	
Balance BANK RECONCILIATION		
		\$2,018,304.51
Less: Outstanding Cheques	(\$165.00)	
Plus: Outstanding Deposit in Bank	\$1,505.80	
		\$1,340.80

Balance BANK RECONCILIATION**\$2,019,645.31****difference****\$0.00****Total on Deposit****\$2,019,645.31**

Less: MSI Grant	\$0.00
CCBF Grant (with interest)	\$176,932.42
LGFF Grant	\$159,406.52
FGTF Grant	\$1,301.00

Farm Credit Canada Grant \$25,000.00

Westview Place Project \$0.00

Reserves \$993,299.83

held for recreation \$14,479.86

Village - held for Community hall reno \$50,000.00

held for memorial garden \$6,922.44

Donations to Community Hall Renovation

Project \$11,000.00

Restricted Funds**\$1,438,342.07****Balance for Operations****\$581,303.24**

Note: July 2026 deposit processed Sept 2026

Revised per below

July 2026 GL Bank:	\$1,460,385.46
--------------------	----------------

July 2026 GL deposit outstanding:	\$1,508.24
-----------------------------------	------------

August 2026 GL Bank:	\$1,770,429.60
----------------------	----------------

August 2026 GL Deposit outstanding:	\$33,320.36
-------------------------------------	-------------



Village of Longview

Page 1 of 1

Cheque Listing For Council

2026-Oct-15
10:40:25AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
1330	2026-09-02	ABC Waste Potties Ltd.	48611	FOR REC BOARD	210.00	210.00
1331	2026-09-02	AMSC Insurance Services Ltd.	1830-2026-09	PREMIUM FOR SEPT.	1,467.08	1,467.08
1332	2026-09-02	Government of Alberta, Land Titles	2026-08-01	AUGUST STATEMENT	10.00	10.00
1333	2026-09-02	Iron Mountain Canada Operations ULC	LNJW531	AUGUST STATEMENT	463.55	463.55
1334	2026-09-02	Longview Fas Gas	2026-001	PW FUEL	160.01	160.01
1335	2026-09-02	McCarthy, Lorrie	2026-08-25	COMPUTER AND PW SCALE	87.46	87.46
1336	2026-09-02	T & T Disposal Services	113074	STATMENT AUGUST	266.03	266.03
1337	2026-09-02	Telus Mobility	2026-08-27	ROY AND HUB OFFICE	146.57	146.57
1338	2026-09-02	Town of Diamond Valley	20260484	POLICING	8,666.67	8,666.67
1339	2026-09-02	WJW Mechanical Ltd.	746	SERVICE IRRIGATION MEMORIA	333.90	333.90
1340	2026-09-09	Brownlee LLP	610971	PROF SERVICES	5,696.73	5,696.73
1341	2026-09-09	Catalis Technologies Canada Ltd.	308378648	SUPPORT SERVICES	567.00	567.00
1342	2026-09-09	Caumartin, Justin	20260915	CELL PHONE AUG-SEPT	65.00	65.00
1343	2026-09-09	Eastlink	20260901	INFOBOOTH AUG-SEPT	124.90	124.90
1344	2026-09-09	FCSS Association of Alberta	2317	ANNUAL FEE 2026-2027	114.00	114.00
1345	2026-09-09	Foothills Regional Service Commission	33774	SOLID WASTE AUGUST	426.00	426.00
1346	2026-09-09	Longview Fas Gas	202606030	JUNE PW GAS	464.28	500.28
1346			20260701	JULY PW GAS	36.00	
1347	2026-09-09	Majchrowski, Nicki	20260901	CLEANING SEPT	650.00	650.00
1348	2026-09-09	Nucleus	269064	SEPT 26-SEPT 27 CONTRACT	141.75	141.75
1349	2026-09-09	Shawne Excavating & Trucking Ltd.	10127	INFOBOOTH REPAIRS	15,911.70	15,911.70
1350	2026-09-09	Superior Safety Codes Inc	22641	PERMIT FEES JULY	241.92	241.92
1351	2026-09-16	Alberta Municipal Services Corporation	26-1067378	GAS STATEMENT SEPT 08	495.82	495.82
1352	2026-09-16	Alberta Treasury Branch	20260904	MC AUG-SEPT 04	1,529.58	1,529.58
1353	2026-09-16	Christ the Redeemer Catholic School Division	00570	Q3 TAX JULY-AUG	1,247.43	1,871.14
1353			00591	Q3 TAX SEPT.	623.71	
1354	2026-09-16	ACE, Alberta Co-Operative Energy	328742	ELECT. SEPT 14	4,086.36	4,086.36
1355	2026-09-16	Eastlink	20261001	OFFICE INTERNET	177.33	177.33
1356	2026-09-16	Longview and Area Seniors' Association	20260915	REC COMMITTEE DONATION	2,000.00	2,000.00
1357	2026-09-23	ABC Waste Potties Ltd.	48888	REC COMMITTEE	52.50	52.50
1358	2026-09-23	McCarthy, Lorrie	20260908	LOCK BOX CAMPGROUND	137.57	137.57
1359	2026-09-23	Telus Communications	20260920	OFFICE AUG-SEPT	281.94	281.94
1360	2026-09-23	Telus Mobility	20260917	ADMIN CELL AUG-SEPT	59.80	59.80

Total 46,942.59

*** End of Report ***



Village of Longview

YTD Council Summary

Page 1 of 2
2026-Oct-15
10:38:17AM

General Ledger	Description	2025 YTD Actual	September 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
TOTAL General Revenue		(711,848.30)	(13,847.92)	(746,922.36)	(784,048.00)	(37,125.64)	4.74
TOTAL Legislative Revenue		(4,068.00)	0.00	(2,350.00)	0.00	2,350.00	0.00
TOTAL Administrative Revenue		(11,496.52)	(400.00)	(9,145.66)	(44,520.00)	(35,374.34)	79.46
TOTAL Protective Services Reve		(37,234.50)	(7,098.00)	(46,302.76)	(49,600.00)	(3,297.24)	6.65
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		(13,681.06)	(3,432.73)	(13,736.07)	(20,500.00)	(6,763.93)	32.99
TOTAL Water Services Revenue		(96,793.13)	(20,140.10)	(106,716.41)	(131,800.00)	(25,083.59)	19.03
TOTAL Wastewater Services Reve		(73,925.02)	(10,538.46)	(73,606.18)	(32,600.00)	41,006.18	(125.79)
TOTAL Solid Waste Services Rev		(13,712.50)	(3,495.21)	(13,875.24)	(20,480.00)	(6,604.76)	32.25
TOTAL FCSS Revenue		(10,272.27)	0.00	(7,707.00)	(10,276.00)	(2,569.00)	25.00
TOTAL Plan & Dev Revenue		(103,809.35)	(1,423.60)	(18,085.14)	(139,000.00)	(120,914.86)	86.99
TOTAL Parks / Rec Revenue		0.00	0.00	0.00	(200.00)	(200.00)	100.00
TOTAL Camp Info Centre Revenue		(52,370.73)	(11,365.00)	(66,593.24)	(64,200.00)	2,393.24	(3.73)
TOTAL Community Hall Revenue		(4,265.00)	(1,900.00)	(11,980.00)	(3,300.00)	8,680.00	(263.03)
TOTAL REVENUE		(1,133,476.38)	(73,641.02)	(1,117,020.06)	(1,300,524.00)	(183,503.94)	14.11
TOTAL Rec Board Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Solar Revenue		(33,613.68)	(5,605.60)	(32,483.16)	(46,000.00)	(13,516.84)	29.38
TOTAL SUB-ACCOUNTS REVENUE		(33,613.68)	(5,605.60)	(32,483.16)	(46,000.00)	(13,516.84)	29.38



Village of Longview

YTD Council Summary

Page 2 of 2
2026-Oct-15
10:38:17AM

General Ledger	Description	2025 YTD Actual	September 2026 Actual	2026 YTD Actual	2026 Budget	2026 Budget Remaining \$	2026 Budget Remaining %
	TOTAL General Expenses	185,842.47	75,952.84	208,319.26	271,402.00	63,082.74	23.24
	TOTAL Legislative Expenses	11,826.57	302.03	12,465.79	18,205.00	5,739.21	31.53
	TOTAL Administration Expenses	249,750.69	29,414.73	277,968.99	224,824.00	(53,144.99)	(23.64)
	TOTAL Protective Services Expe	61,166.69	8,666.67	69,333.36	108,500.00	39,166.64	36.10
	TOTAL Emergency Services Expen	3,547.21	0.00	11,691.22	9,100.00	(2,591.22)	(28.47)
	TOTAL Public Works Expenses	81,593.56	7,720.92	67,418.89	42,050.00	(25,368.89)	(60.33)
	TOTAL Roads & Street Lights Ex	15,025.79	1,937.63	15,085.41	25,000.00	9,914.59	39.66
	TOTAL Water Services Expenses	100,692.10	2,334.03	60,968.40	147,748.00	86,779.60	58.73
	TOTAL Wastewater Services Expe	69,883.78	924.62	41,648.39	108,870.00	67,221.61	61.74
	TOTAL Solid Waste Expenses	5,527.52	679.36	5,514.55	8,150.00	2,635.45	32.34
	TOTAL FCSS Expenses	9,962.00	114.00	11,437.49	12,845.00	1,407.51	10.96
	TOTAL Planning and Development	141,006.70	230.40	3,195.10	126,300.00	123,104.90	97.47
	TOTAL Parks / Rec Expense	852.96	366.24	1,550.45	1,600.00	49.55	3.10
	TOTAL Campground Info Centre E	45,839.95	21,490.58	85,263.37	24,820.00	(60,443.37)	(243.53)
	TOTAL Community Hall Expenses	24,166.49	812.75	7,850.06	21,000.00	13,149.94	62.62
	TOTAL Library Expenses	6,565.39	420.82	4,433.07	8,050.00	3,616.93	44.93
	TOTAL EXPENSES	1,013,249.87	151,367.62	884,143.80	1,158,464.00	274,320.20	23.68
P	NET DEFICIT (Surplus)	(153,840.19)	72,121.00	(265,359.42)	(188,060.00)	77,299.42	(41.10)
	TOTAL Rec Board Expenses	0.00	2,000.00	15,342.62	0.00	(15,342.62)	0.00
	TOTAL Solar Project	2,500.00	0.00	0.00	1,250.00	1,250.00	100.00
	NET SURPLUS (Deficit) SUB-ACCO	2,500.00	2,000.00	15,342.62	1,250.00	(14,092.62)	(1,127.41)

*** End of Report ***



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.1

Date: October 22, 2026

Title: Library Board – Request approval – Lisa Penner for financial review

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
Library Board – Request approval – Lisa Penner for financial review.

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

Communications: Notices posted at Council meetings

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

1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.2

Date: October 22, 2026

Title: Library Board requests approval – Christina Weir added as Library Board member
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
Library Board requests approval – Christina Weir added as Library Board member.

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

Communications: Notices posted at Council meetings

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

1. none

October 13, 2026

Longview Village Council

Dear Council:

Please accept and confirm Christina Weir as a member of the Longview Municipal Library Board.

Thank you,

Erika Smith – Board Chair



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.3

Date: October 22, 2026

Title: Draft Fees and Fines bylaw 493-26, travel rates update

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: Draft Fees and Fines Bylaw 493-26,
Precedent in past has been travel rates typically follow Federal rates.

The municipal affairs advisor was contacted on this topic, referred to AB Muni.
AB Muni advised following Provincial rates.

Examples of Federal and Provincial rates are attached.

CAO recommends the overall and underlying principle to follow is that employees
and Council neither make profit nor lose money when carrying out travel required
for business purposes.

A few middle price range restaurants menu costs were reviewed.

Following is recommended for the Fees and Fines update based on the follow up
carried out:

Mileage	AB Muni rate	\$0.57 / km
Breakfast		\$25
Lunch		\$30
Dinner		\$40
Accommodation private residence		\$25 per night
Daily incidentals		\$10 per day

Implications:

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

Communications: Notices posted at Council meetings

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

1. none

BYLAW 484-25
2026 FEES and FINES BYLAW

A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FEES AND FINES FOR VARIOUS BYLAWS.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, providing for the establishment of Rates and Fees for Goods and Services as Delivered in the Municipality; and

WHEREAS it is desirable to have such Rates and Fees be included in one Bylaw for benefit of amendment on an annual basis and/or as required;

NOW THEREFORE, the Council of the Village of Longview, in the Province of Alberta, establishes the following rates and fees for goods and services as delivered in the Municipality and, enacts as follows:

TITLE AND PURPOSE

- 1) This Bylaw may be cited as "Fees and Fines Bylaw"

REVOKE PREVIOUS RATES AND FEES

- 2) All previous rates for Goods and Services as Delivered to the Municipality and as noted in this bylaw will be revoked and replaced by the following rates for Goods and Services in Schedule "A" attached.
- 3) All previous rates for Goods and Services as Delivered to the Municipality and NOT noted in this bylaw, shall be deemed not changed or adjusted by Council and shall remain intact for those Good and Services as Delivered to the Municipality.
- 4) In November of each year, Council shall review and amend the various Rates and Fees levied for Goods and Services delivered to the Municipality and shall maintain these various Rates and Fees in Schedule "A" attached.

REVOKE FEES SCHEDULES A to H IN HIGHWAY BYLAW 148-83

- 5) Revoke Schedules A to H and any fees mention in the Highways Bylaw 148 from 1983 and replaced by the following rates for Goods and Services in Schedule "A" attached.

EFFECT

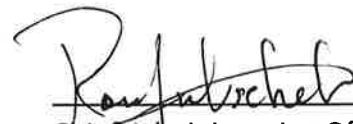
- 6) This bylaw shall come into force and effect on the third and final reading.

READ A FIRST AND SECOND TIME this 18th day of November 2025.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, Council of the Village of Longview will proceed to 3rd Reading.

UPON MOTION DULY MADE AND CARRIED, READ a third this 18th day of November 2025.


Mayor


Chief Administrative Officer

Schedule "A"

RATES AND FEES SCHEDULE

ASSESSMENT AND TAXATION

Assessment and Review Board:

Assessment Complaint Filing Fee \$ 50

Tax Information:

Tax Certificate \$ 50

ADMINISTRATIVE SERVICES

Photocopying.....\$0.25 /page

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

Faxing.....\$1.00 /page

TENT RENTALS

Ratepayer Rental \$100 day

BUSINESS LICENSES:

- **Business license**

A business license is required for most businesses in Canada to operate legally. It ensures that businesses follow safety and zoning regulations, and that taxes are collected. Business licenses are required annually.

- **Market license**

Every business is required to obtain a license. A market license is a type of business license that allows a vendor to rent space, stalls, or tables at a public market to sell goods to the public. Public market vendors who sell food, beverages, or artisan goods (including live music bands) do not need a business license.

All market events require a market license (whether inside or outside a building or home).

A market event requires a host, who will coordinate all the vendors and arrange for the market license fee payment – see fees list below. There must be insurance coverage for all market participants/vendors. Sometimes the market host will require each vendor to arrange for appropriate insurance coverage.

Non-profit organizations wanting to carry out a market event require approval from Village admin however there is no license or fee requirement.

To be granted a business license the applicant:

1. Must ensure all provincial and federal licensing requirements are met.
2. Must ensure all Land Use Bylaw requirements are complied with including permits of compliance with building codes and fire safety inspections.
3. Cannot transfer the business license to other persons or businesses.
4. Is deemed to be carrying on a business if the activity or event or undertaking is advertised.
5. Based on reasonable grounds is believed to be a person of good character and not have a criminal record.

Fees:

Home Occupation – without employees	\$25
Home Occupation – with employees	\$50
Commercial	Ratepayer Non-Ratepayer
Annual	\$100 \$200
Half year after June 30.....	\$50 \$100
Monthly	\$37.50 \$75
Vendor or temporary (1 week)	\$25
Contractors Site License:	\$750
(includes all sub-trades/ subcontractors on job site)	
Business license to cover supplier and contractors.....	\$500

Markets:

1. Up to 4 market events per year (for example a weekend market) \$25
2. Five or more market events per year.....\$75

Fine for Operating without a Business License,	not less than \$50 not more than \$500
Late Penalty (4 weeks)	50% of renewal fee
Late Penalty (8 weeks)	(50% + 50%) 100% of renewal fee

DOG LICENSING

In accordance with: Bylaw 480-25 Responsible Pet Ownership Bylaw:

	Prior to January 31	After January 31
Each Dog / Residence Neutered/Spayed up to 3 dogs.....	\$20	\$40
Unneutered/Unspayed.....	\$40	\$80
Service Dog Tag	\$0	\$0
Temporary Dog Tag, (for visiting dogs only)	\$5	\$5
Replacement Dog Tag.....	\$10	\$10
Impound Fees (per day or portion of).....	\$75	\$75
Vicious Dog Licence (per year or portion of).....	\$750	\$750
Impound Fee – (dangerous, vicious, aggressive dogs) (per day or portion of).....	\$300	\$300
Veterinary Fees	As incurred	
Backyard Hen Program Licence Fee	\$15	\$15

UTILITY CHARGES

Metered Water Service Rates

The following water service charge shall be levied and collected bi-monthly from all residences, commercial and industrial buildings, community service enterprises, schools or any other building connected to the Village of Longview water works system:

Fixed Charge:	\$79.25, plus
Usage Rate 20.01 to 40 m ³ :	\$1.30/ m ³
Usage Rate 40.01 to 60 m ³ :	\$1.43/ m ³
Usage Rate 60.01 to 80 m ³ :	\$1.52/ m ³
Usage Rate 80.01 to 100 m ³ :	\$1.63/ m ³
Any amount greater than 100 m ³	\$1.74/ m ³
Replacement of Water Meter (damaged by occupant)	\$600.00
Refusal to install or replace water meter will result in a billing of 3x the fixed rate charge until meter is replaced. Bylaw 431-20 Water Meter Installation	

Sewer Service Rates

The following sewer service charge shall be levied and collected bi-monthly from all residences, commercial and industrial buildings, schools or any other building connected to the Village of Longview sewer system:

Fixed Charge: up to 20 m ³ Residential	\$15.25, plus
Fixed Charge: up to 20 m ³ Commercial.....	\$17.25, plus
Usage Rate greater than 20 m ³ :	0.56/ m ³
Residential accounts shall only be charges on 80% of water consumed for any quantity over and above 20 m ³	
Sewer Lagoon Local Improvement Annual:	\$242.18

All commercial food establishments in the Village of Longview will be required to install a grease capture device in order to qualify for the standard sewage rate. Should a commercial food establishment be found to not have properly emptied or maintained their grease capture device, that establishment will be responsible for a fine of not less than \$5,000 Bylaw 340-11a

Garbage Collection and Disposal Rates:

Commercial and industrial buildings are required to arrange for private removal and disposal. The following rates shall be levied and collected bi-monthly from all residences.

Fixed charge per Residential Garbage Service	\$21.50
--	---------

Utility Account Fees

Street Light Fee	\$ 20
Connection and/or Disconnection – During Business Hours	\$ 50
Connection and/or Disconnection – After Business Hours	\$100

WATER AND SEWER CONNECTION SERVICES: Bylaw 399-17

Water and Sewer Connection (user pay) or	cost plus \$5000
Water Meter (New)	\$600
Temporary Water Service.....	\$150

PLANNING & DEVELOPMENT

1. DEVELOPMENT PERMITS:

CHANGE IN USE:

Permitted Use:	\$50
Discretionary Uses	\$270
Existing structure or bay use change, intensification of use permits, interior or exterior renovation permits - (includes Sign with Change of Use)	

RESIDENTIAL:

Single Family Dwellings:	\$500
Semi-Detached Dwellings:	\$600
Multi Family Dwellings: plus \$30 for each unit	\$600
Residential Renovation – Major	\$250
Minor Renovations	\$50

COMMERCIAL AND INDUSTRIAL

NEW CONSTRUCTION: (less than 2500 sq. ft.)	\$600
For each additional 1000 sq. ft. or portion thereof	\$50
(Includes additions over 250 sq. ft.) or for minor commercial renovations	

ACCESSORY BUILDINGS

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

SIGNS:

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

RELAXATIONS OR VARIANCE OF A BYLAW PROVISION:

(Applied as a surcharge to application fee)	\$100
---	-------

EXCAVATION, STOCK PILING, GRADING:

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

RELOCATION OF HOUSE	\$500
---------------------	-------

(Plus, performance security deposit \$5,000)

DEMOLITION:	\$100
-------------	-------

(Plus, performance security deposit \$5,000)

2. CERTIFICATE OF COMPLIANCE:	\$50
-------------------------------	------

3. LAND USE BYLAW AND STATUTORY PLAN (MDP & ASP) AMENDMENT:	\$600
---	-------

(fee for each document to be amended and includes advertising)
Preparation of Area Structure Plan (terms of reference and budget)
(engineering fees invoiced at cost)

4. MUNICIPAL PLANNING COMMISSION SPECIAL MEETING FEE	\$600
--	-------

5. SUBDIVISION APPEAL: - Fees for Committee members, advertising, etc.	\$1,200
--	---------

6. ENCROACHMENT or RIGHT-OF-WAY AGREEMENTS:

Preparation of encroachment agreements or amendments to utility right of way agreements (includes registration)	\$200
Preparation of servicing agreements for development permits (includes registration)	\$300
Preparation of a development agreement for subdivision registration or servicing construction	\$2500

7. DEVELOPMENT APPEALS: \$1200
(Refunded if appeal is withdrawn prior to notice)**8. PERFORMANCE SECURITY DEPOSIT:**

(Performance Security must be in the form of cash cheque, certified cheque or letter of credit as per Land Use Bylaw. The Performance Security is to be collected on all construction that involves a change in use or occupancy and considered forfeited if occupied prior to authorization to do so by the Safety Codes Officer.)

Dwellings (each single family)	\$3000
Residential exterior renovations and additions and accessory buildings over 250 sq. ft., and balconies	\$500
Industrial and Commercial intensification of use (Exterior renovations, landscaping, parking, screening)	\$1500
Multi - Family, Industrial and Commercial (new construction)	\$1500/each Multi Living unit
Move in Buildings or Move out Buildings (to cover any damage to streets, sidewalk s, curbs)	\$5000
Building demolition using cartage and heavy equipment (to cover any damage to streets, sidewalks, curbs)	\$5000

9. SUBDIVISION PROCESSING:

Application Fee:	\$1000
for two (2) lots or less and boundary adjustments. (Real Property Report Required)	
per lot for third and subsequent lots.	\$100

Endorsement Fee:	
for instruments registering two (2) lots or less;	\$150
per lot for three (3) or more lots	\$50

Outline Plans:	\$1000 plus \$75/hectare
-----------------------	--------------------------

Fees are non-refundable once circulation has commenced, and if a site inspection or research has been undertaken, expenses will be deducted from the fee.

Municipal Reserve (MR), Environmental Reserve (ER) and Public Utility (PUL) lots are exempt. Consultant, Solicitor and other professional fees required to prepare special documents will be invoiced at cost. Engineering drawing reviews invoiced at cost.

10. LUB VIOLATION TICKETS

Persons contravening any provision of this Bylaw to whom violation tickets are issued shall be liable for a penalty of one hundred (\$100.00) dollars for the first offence and two hundred (\$200.00) dollars for second and subsequent offences, such fine to be paid to the Village of Longview. Each day that a breach of the Bylaw has occurred may be considered to be a separate offence.

(moved from LUB 400-17 Sept 2022)

RECREATION

Campground

Full-Service (Water, Sewer, Electricity (Power) Sites Nightly Fee	\$40
Monthly Fee	\$800
Water and Electricity Nightly Fee	\$35
Water and Electricity (Power) Monthly.....	\$750
Tents	\$20

Campground Cookhouse: \$50 for 4 hours use. \$100 for Full day use.

REMUNERATION FOR ELECTED OFFICIALS & STAFF

The rate of remuneration for the performance of regular and usual duties of Elected Officials as identified shall be as follows:

- Council/Special Meeting \$60.00 per meeting under 2 hours
- Up to 4 hours \$110.00 per meeting
- Conventions, conferences, seminars, public hearings \$200.00 per day
(any meeting over four (4) hours)

ELECTED AND APPOINTED MUNICIPAL OFFICIALS AND EMPLOYEES

- Accommodation (no receipt required) \$50.00 per day
- Accommodation (receipt required) \$200.00 per day

MEALS Per Diem for Meals

Incidentals: \$10, Breakfast \$15, Lunch \$20, Dinner \$36 Max Daily Total \$81

KILOMETRE RATE FOR TRAVEL

\$0.545 per kilometre

Community Hall

	Longview & Area Non-Profit	Community Residents	Non- Residents	Licensed Businesses	Comments	
Rental Fee 3 Hours or Less.	Free	\$30.00	\$75.00	\$30.00	Kitchen rental not included. If kitchen is required rental is additional \$70.00. Exceptions: approved non-profit.	

Full Day Rental.	Free	\$100.00	\$300.00	\$100.00	Includes use of kitchen.	
Funerals/Celebrations of Life.	Free	Free	\$75.00 per 3-hour event or less	Free	Community Resident. Includes residents identified in Community Hall Policy Appendix A.	
Proof of Insurance with Village of Longview as added party covered. Required before event. Copy of Liquor License, before event.	YES	YES	YES	YES		

BYLAW FINES

Section 5 - Enforcement Part 13 of Municipal Government Act

5.0 In addition to any penalty which may be imposed under this Bylaw, the Village may seek a court order granting relief in the nature of an injunction or any other order necessary to enforce compliance (including pursuant to Part 13 of the Municipal Government Act).

SMOKING AND VAPING VIOLATION

Bylaw 414-18

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

SOLID WASTE VIOLATION

Bylaw 413-18

	PENALTY IN DOLLARS
First Offence	\$125.00
Second Offence	\$250.00

COMMUNITY STANDARDS VIOLATION

Bylaw 405-17

Violation Fines under this Bylaw	First Offence	\$250.00
	Second Offence	\$500.00
	Third & Subsequent Offences	\$1,000.00

FAIL TO COMPLY WITH REMEDIAL ORDER

First Offence, \$500 per day for Vicious Dog Provincial Court Order non-compliance	\$500.00
Second Offence	\$1,000.00
Third & Subsequent Offences \$	1,500.00

WATER USE & CONSERVATION VIOLATION

Bylaw 404-17

LEVEL	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
1	N/A	N/A	N/A
2	\$ 100.00	\$ 250.00	\$ 800.00
3	\$ 250.00	\$ 800.00	\$1,500.00

TAMPERING WITH A WATER METER

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

TRAVEL, MEAL AND HOSPITALITY EXPENSES POLICY

July 3, 2025

1. Purpose and Principles

- (1) This policy provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meal, hospitality, and other expenses and allowances not addressed by regulations under the Public Service Act. This policy is intended to ensure fair and reasonable practices, and to ensure that individuals are properly reimbursed for expenses incurred on Government Business.
- (2) Both Claimants and Approvers shall take the following principles into account in determining whether to make claims for and authorize reimbursements and allowances:
 - (a) taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency;
 - (b) travel, meal, hospitality and other expenses must support Government Business objectives;
 - (c) travel, meal, hospitality and other expenses must be demonstrated to be necessary and economical with due regard for health, safety and security;
 - (d) only legitimate and approved expenses incurred in relation to Government Business may be reimbursed;
 - (e) prior approval to incur expenses is obtained where appropriate;
 - (f) accommodation and vehicle providers available under standing offers are presumed to provide the greatest overall value; and
 - (g) claims should be:
 - (i) able to withstand scrutiny by the Auditor General of Alberta and members of the public;
 - (ii) properly explained and documented;
 - (iii) reasonable; and
 - (iv) appropriate.

2. Interpretation

In this policy:

- (a) “Approver” means, with respect to a Claimant, an individual with the authority to approve reimbursements or allowances under this policy;
- (b) “Claimant” means any individual described in section 3(1) who seeks reimbursement of an expense or payment of an allowance under this policy;
- (c) “Deputy Head” has the meaning set out in the *Financial Administration Act*;
- (d) “Government Business” means activities intended to promote and achieve the goals and objectives of the Government of Alberta;
- (e) “Hospitality Expenses” means any expenses incurred in respect of hospitality provided to guests of the government or individuals otherwise not engaged in work for the government as a matter of courtesy or to facilitate Government Business, to the extent such expenses are not recovered from the attendees, including, without limitation, activities such as:
 - (i) engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - (A) representatives from other governments;
 - (B) publicly funded organizations;
 - (C) business and industry;
 - (D) public interest groups; or
 - (E) labour groups;
 - and
 - (ii) engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - (A) honouring distinguished people for exceptional public service in Alberta; and
 - (B) conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
- (f) “Regulations” means regulations dealing with expenses and made under the *Public Service Act*;
- (g) “Work Area” means, with respect to a Claimant:
 - (i) any point within and up to 25 kilometres outside of the municipality in which the Claimant’s office or primary place of work is located;

- (ii) if the terms of their employment require the Claimant to work daily or near daily more than 25 kilometres outside of the municipality referred to in subparagraph (i), any point within that assigned area; or
- (iii) for any Claimant who does not have an office or primary place of work, the geographic area in which the employee is required by the terms of their employment to carry out their assigned duties;

and

- (h) “Working Session Expenses” means any expenses incurred in respect of food or non-alcoholic beverages provided to individuals described in section 3(1) and to any third parties attending meetings held to facilitate Government Business.

3. Application and Scope

- (1) This policy applies to all expenses sought to be reimbursed and allowances claimed in relation to Government Business, by or on behalf of:
 - (a) the Premier, Ministers, Associate Ministers, and Parliamentary Secretaries,
 - (b) employees within the offices of the Premier, Ministers and Associate Ministers,
 - (c) “Senior Officials” whose exclusion from the Government of Alberta classification plan is approved by Order in Council and who are paid directly by the Government of Alberta,
 - (d) Deputy Ministers, and
 - (e) all other employees as defined under the *Public Service Act*,unless otherwise addressed in the Regulations.
- (2) Notwithstanding subsection (1), this policy does not apply with respect to any fee for service or individual employment contractual obligations to make reimbursements or allowances.
- (3) This policy applies regardless of how an expense has been paid for or is being reimbursed (e.g. Government Procurement Card, credit card billed directly to the Government, the Government Expense Claims System, etc.).

4. Exemption

The Treasury Board may grant an exemption from all or part of this policy.

5. General Requirements and Authority

- (1) Notwithstanding any other provision of this policy, except section 3(2):
 - (a) no expense may be reimbursed or allowance paid except under this policy or under the Regulations;
 - (b) reimbursement and allowance may only be made in respect of expenses, or the portion of expenses, incurred in relation to Government Business, unless otherwise expressly stated in this policy;
 - (c) a Claimant shall not claim and an Approver shall not approve reimbursement and an allowance in respect of the same expense or the same portion of an expense; and
 - (d) a Claimant shall not claim and an Approver shall not approve reimbursement of alcohol as part of a travel or meal expense.
- (2) Individuals incurring Hospitality Expenses, Working Session Expenses, travel, meal, accommodation, or related incidental expenses, and other expenses expressly described in this policy with a Government Procurement Card or a credit card billed directly to the Government shall adhere to the requirements governing reimbursements and allowances insofar as possible.
- (3) Individuals incurring expenses other than expenses described in subsection (2) with a Government Procurement Card or a credit card billed directly to the Government shall adhere to the requirements and principles set out in section 1(2).
- (4) Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those Expenses were incurred.
- (5) The Controller may issue interpretive bulletins or guidelines in respect of this policy.
- (6) Approvers and Claimants must use any form prescribed by the President of Treasury Board, and Minister of Finance for the purposes of this policy.
- (7) All claims and approvals must be explained and documented having regard to the principles set out in section 1(2).
- (8) A claim for reimbursement or allowance must be made within a reasonable time after the expense or occasion giving rise to the claim. However, in no event may reimbursement or allowance be approved more than two years after that time, unless approved by an Approver referenced in section 6(2)(a) or (b), other than a designate.

6. Approval of Reimbursements and Allowances

- (1) Subject to the other requirements set out in this policy, Approvers shall approve the reimbursement of expenses and payment of allowances incurred in relation to Government Business.

- (2) The following individuals may approve reimbursements or allowances as follows:
 - (a) deputy heads or their designates, for any “Senior Officials” under section 3(1)(c) and within their ministry, and for employees under their administration;
 - (b) the Premier, Ministers and Associate Ministers, or their designates, for deputy heads under their administration; and
 - (c) for all other Claimants, other than the Premier, Ministers and Associate Ministers, any individual to whom they immediately report or whom otherwise have been designated by the Premier, a Minister, Associate Minister or deputy head, as the case may be.
- (3) Unless otherwise expressly set out in this policy, a Claimant seeking reimbursement of an expense or payment of an allowance must:
 - (a) in the case of reimbursement or allowance, submit a written statement signed by the Claimant and the Approver and attesting by the Claimant that the expense
 - (i) was incurred in relation to Government Business, and
 - (ii) has not been claimed previously; and
 - (b) additionally, in the case of reimbursement, submit
 - (i) a detailed itemized receipt or,
 - (ii) if no receipt is available, a written statement signed by the Claimant and the Approver and attesting by the Claimant as to why a receipt cannot be provided.
- (4) Approvers and Claimants are accountable for their decisions, which must be:
 - (a) subject to good judgment and informed knowledge of the situation;
 - (b) exercised in appropriate circumstances; and
 - (c) compliant with the principles and requirements set out in this policy.
- (5) Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- (6) It is the responsibility of both the Approver and the Claimant to work out appropriate arrangements that would meet the test of being fair and equitable.
- (7) A Claimant may elect to personally incur expenses exceeding those permitted or approved under this policy. A Claimant must clearly distinguish between business and personal expenses.

- (8) When a Claimant receives a discount, credit or bonus for travel that reduces the original travel cost at the time the expense is incurred, the Claimant may only claim reimbursement of the net expense.
- (9) When a Claimant is charged GST on an expense reimbursable under this Policy, the Claimant shall be reimbursed either the total amount shown on the receipt, including the GST, or the maximum reimbursable amount, whichever is less. GST and other taxes cannot be claimed on allowances.
- (10) A Claimant must repay a reimbursement to the extent the related expense is credited or refunded.

6.1 Oversight of Premier's, Ministers' and Associate Ministers' Expenses

- (1) The Premier, Ministers and Associate Ministers are responsible for ensuring that reimbursements and allowances in respect of their own expenses are consistent with the principles and limitations set out in this policy.
- (2) The Premier, Ministers and Associate Ministers shall ensure that reports of their expenses reimbursed or allowances paid are reported to the Chair of the Treasury Board, in the form and at the frequency determined by the Treasury Board.

7. Reimbursement of Travel Expenses and Allowances

Claimable Expenses With a Receipt

- (1) Subject to any requirements set out in sections 8, 9 and 10, a Claimant may claim reimbursement of the following expenses incurred by travelling for Government Business, attending a government sponsored seminar, pre-retirement seminar, or interview selection panel:
 - (a) air fare;
 - (b) automobile rental;
 - (c) rail fare;
 - (d) excess baggage charges where extra equipment is required because of duties being performed;
 - (e) charges for electronic communication related to government business;
 - (f) charges for business related phone calls;
 - (g) inter-municipal bus fares, including airport bus; and
 - (h) internet connectivity in hotels, airplanes or other public places.

Claimable Expenses Without a Receipt

- (2) A Claimant may claim reimbursement for the following expenses incurred by travelling for Government Business, attending a government sponsored seminar, pre-retirement seminar, or interview selection panel, to the maximum amount set out in Appendix "A":
 - (a) intra-municipal public transportation;
 - (b) taxi or town car, limousine or similar vehicle fares; and
 - (c) parking charges.

8. Expenses and Allowances While Travelling on Government Business

Travel by Air

- (1) An Approver shall only approve economy class air travel, unless otherwise permitted under this section.
- (2) An Approver referenced in section 6(2)(a) or (b) may approve business class air travel:
 - (a) if a medical condition necessitates an upgraded travel class and a supporting physician's note is provided prior to booking; or
 - (b) for a demonstrated business reason.
- (3) An Approver may only approve business class air travel under subsection (2) in advance of the travel.

Other Travel Routes or Modes of Transportation

- (4) If an Approver has authorized transportation by a Claimant that is not the most direct, practical or cost-effective in the circumstances, the Claimant may claim the lesser of:
 - (a) the actual expense of the transportation; or
 - (b) an allowance equivalent to the expense of the most direct, practical or cost-effective route and mode of transportation.

Travel Outside of Canada

- (5) When travelling outside of Canada, a Claimant may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the Claimant does not hold one.
- (6) A Claimant shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses incurred in a foreign currency and supported by receipts.

- (7) A Claimant shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
- (8) A Claimant may claim the expense of travel medical insurance purchased for travel outside of Canada.
- (9) If a Claimant becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the Claimant may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- (10) A Claimant may claim the expense of travel immunizations.

Travel by Third Party Vehicle

- (11) A Claimant may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice plus a gratuity of up to 20 percent.
- (12) A Claimant may claim the expense of hiring a taxi and may only claim the expense of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
- (13) A Claimant may claim the expense of renting a vehicle if there is a valid business purpose and if the size and type of the vehicle is appropriate for the number of passengers, road conditions, and nature of the need. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.

Travel by Claimant Vehicle

- (14) Subject to subsection (16), an Approver may authorize one of the following allowances for a given day:
 - (a) a vehicle mileage allowance at the rate set out in Appendix "A" if a Claimant uses their private vehicle to travel for Government Business or to attend a pre-retirement seminar;
 - (b) a daily vehicle allowance at the rate set out in Appendix "A" for each day a Claimant's private vehicle is used for Government Business in a given week,
 - (c) an adverse driving condition allowance at the rate set out in Appendix "A" for each day the Claimant's private vehicle is used for Government Business, plus the vehicle mileage allowance under clause (a), when:
 - (i) travel of 10 kilometres or more is on unpaved roads; or
 - (ii) travel is over terrain without roads; or
 - (iii) the vehicle must be frequently stopped and parked (normally 5 or more times), during a single trip in urban areas; or

- (d) a vehicle mileage allowance at the rate set out in Appendix "A", having regard to the principles set out in section 1(2), if a Claimant uses their private vehicle for Government Business where another means of transport is more appropriate.
- (15) An Approver may approve the travel expenses of a Claimant or an external applicant requested to appear before a selection panel in accordance with this Policy, except with respect to mileage expenses incurred in the use of a private vehicle, in which case the rate is as set out in Appendix "A".
- (16) An Approver must not authorize an allowance or a portion of an allowance under subsection (14)(a) or (d) to the extent it relates to travel between the Claimant's residence and office or primary place of work.

Business Insurance for Private Vehicles

- (17) If an insurer requires the Claimant's private vehicle to be insured for use when travelling for Government Business, the Claimant may claim the incremental expense of the business premium to the maximum set out in Appendix "A", pro-rated if the insurance is for less than a year.

9. Other Expenses and Allowances While Travelling on Government Business

- (1) Except with respect to allowances claimed under subsections (5) and (6), no Claimant shall be eligible for reimbursement of expenses and allowances under this section unless:
 - (a) the Claimant has been authorized by the deputy head or designate to travel outside of their Work Area for Government Business purposes; and
 - (b) the claim for reimbursement or allowance is solely for those expenses incurred outside the Claimant's Work Area.

Meal Allowances

- (2) When travelling on Government Business, a Claimant may claim the applicable meal allowance set out in Appendix "A".
- (3) When a Claimant is travelling on Government Business for part of a day, the Claimant may claim the meal allowance:
 - (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

- (4) A Claimant must not claim a meal allowance if a meal is provided at no cost, unless the Claimant declines the meal because of a demonstrated:
 - (a) dietary restriction; or
 - (b) business reason.
- (5) If a meal is included in the expense of airfare, a Claimant cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal allowance may be claimed in accordance with subsections (1) and (2).
- (6) If a Claimant and spouse or benefit partner attends a government sponsored pre-retirement seminar, the Claimant may claim the spouse's or benefit partner's meals in accordance with this policy.

Accommodation Expenses

- (7) When a Claimant is travelling on Government Business or attending a government sponsored pre-retirement seminar, and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in Appendix "A" per night may be claimed.

Personal Expenses

- (8) For each consecutive twenty-four hour period spent travelling on Government Business, a Claimant may claim an allowance for personal expenses at the rate set out in Appendix "A".

Personal Long Distance Telephone Expenses

- (9) A Claimant may claim for the expense of one personal long distance call each twenty-four hour period.

Laundry Expenses

- (10) A Claimant may claim for laundry and dry cleaning expenses incurred after four consecutive nights while travelling.

10. Expenses and Allowances While Not Travelling

- (1) If a Claimant is entitled to be paid overtime, then the Claimant may claim up to the amount set out in Appendix "A" with a receipt for the purchase of a meal during a break in an authorized overtime period or immediately following completion of an authorized overtime period, where the overtime period exceeds two consecutive hours beyond normal daily working hours.
- (2) An Approver referenced in section 6(2)(a) or (b) may authorize a Claimant under their administration who is not travelling to claim, in the amounts set out in Appendix "A",
 - (a) an allowance for meal expense covered in this policy; or
 - (b) a reimbursement or an allowance for accommodation expenses covered in this policy.

11. Working Sessions

- (1) A Claimant may claim reimbursement of Working Session Expenses.
- (2) An Approver shall pre-approve in writing any Working Session Expenses of \$1,500 or over before any arrangements are made. Such approvals may not be given by a deputy head's designate.
- (3) An Approver, other than a deputy head's designate, may delegate the approval of Working Session Expenses below \$1,500.

12. Professional Memberships

Claimants may claim for reimbursement of the expense of professional memberships where appropriate for the performance of the Claimant's job (e.g. Law Society of Alberta, College of Physicians and Surgeons, The Association of Professional Engineers and Geoscientists of Alberta, professional accounting organizations, trade organizations, etc.).

13. Hospitality Events

- (1) A Claimant may claim Hospitality Expenses if the hospitality:
 - (a) is provided in an economical and consistent manner;
 - (b) facilitates Government Business; and
 - (c) is considered desirable as a matter of courtesy or protocol.
- (2) A Claimant may only claim Hospitality Expenses if the event involves one or more participants who are not described in section 3(1).
- (3) Hospitality Expenses:
 - (a) involving the serving of alcohol, or
 - (b) of \$600 or more,require prior written approval.
- (4) Approvals under subsection (3) shall only be given:
 - (a) by the Premier, a Minister, an Associate Minister or a deputy head;
 - (b) before any arrangements are made; and
 - (c) in cases where alcohol is provided, where the arrangements ensure the alcohol is provided in a responsible manner (e.g. food must always be served).

- (5) Claimants and Approvers shall strive to minimize Hospitality Expenses where possible, having due regard for the nature, size and intended business purpose of the hospitality event.
- (6) A Claimant shall ensure that:
 - (a) the attendance of each host or government representative is documented and justified;
 - (b) the number of host or government representatives attending the event is minimized and limited to those who have the most direct involvement with the business purpose of the event; and
 - (c) partners of host or government representatives attend only when required by protocol.
- (7) All claims for reimbursement of Hospitality Expenses shall include the following details:
 - (a) purpose;
 - (b) date(s);
 - (c) location; and
 - (d) type of hospitality event (e.g. breakfast, lunch, dinner, reception, refreshments, etc.).

See also:

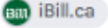
- [Travel, Meal and Hospitality Expenses Policy – Interpretation Bulletins](#)

See next page for Appendix A – Travel and Meal Reimbursement and Allowance Rates.

APPENDIX A

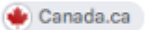
Travel and Meal Reimbursement and Allowance Rates Effective June 1, 2025

Expense Type	Section Reference	Reimbursement with Receipt	Allowance without Receipt
Claimable Travel Expenses Without a Receipt	7(2)	N/A	\$12.75
Private Vehicle Mileage Allowance	8(14)(a)	N/A	\$0.570 per kilometre travelled
Daily Vehicle Allowance	8(14)(b)	N/A	\$10.25 per day
Adverse Driving Condition Allowance	8(14)(c)	N/A	\$8.55 per day
Other Use of Private Vehicle	8(14)(d)	N/A	\$0.165 per kilometre
Travel to Selection Panels	8(15)	Per general rules of reimbursement	\$0.165 per kilometre
Business Insurance	8(17)	\$500 per year Maximum	N/A
Meals in Canada			
Breakfast	9(2)	N/A	\$13.00
Lunch	9(2)	N/A	\$18.00
Dinner	9(2)	N/A	\$28.00
Meals Outside of Canada	9(2)	N/A	Per Appendices C and D of the National Joint Council Travel Policy, as amended from time to time
Accommodation	9(7)	Actual expense	\$20.15
Personal	9(8)	N/A	\$7.35 in Canada \$14.65 outside of Canada
Overtime Meals	10(1)	Actual expense up to \$10.35	N/A

The current 2026 Canada Revenue Agency (CRA) mileage rates for business travel in Alberta are **\$0.73 per kilometre for the first 5,000 kilometres driven, and \$0.67 per kilometre for each additional kilometre thereafter.** 

1. Federal / CRA & National Joint Council (NJC) Rates

For travel within Canada (including all provinces like Alberta) under the [Directive on Travel: Appendix B – Canada.ca](#):

- **Effective April 1, 2026 (Canada / USA - all provinces):**
 - **Breakfast:** \$29.50 CAD
 - **Lunch:** \$30.05 CAD
 - **Dinner:** \$61.70 CAD
 - **Incidental Allowance:** \$25.00 CAD
 - **Private Non-Commercial Accommodation:** \$50.00 per night 
- *Note on Long-Term Stays:* Allowances reduce to **75%** on the 31st consecutive day and **50%** on the 121st consecutive day at the same location for private or furnished/corporate accommodations. 