

## **AGENDA**

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

In the Province of Alberta, held on Tuesday, January 16, 2018 at  
Village of Longview Community Hall Commencing at 7:00 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **DELEGATIONS**

3.1 Kathie Selby - LUB

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

4.0 **PUBLIC DISCUSSION**

5.0 **CORRESPONDENCE FROM RESIDENTS**

6.0 **MINUTES**

- 6.1 Organizational Meeting – Dec 19, 2017
- 6.2 Regular Council Meeting – Dec 19, 2017
- 6.3 Special Meeting – ARC - Jan 2, 2018
- 6.4 Committee Of the Whole – Jan 3, 2018

7.0 **REPORTS**

- 7.1 CAO Report –
- 7.2 Peace Officer Report
- 7.3 Public Works Report
- 7.4 Council Reports

8.0 **FINANCIAL REPORTING**

- 8.1 Bank Reconciliation
- 8.2 Accounts Payable Cheque Register – Dec, 2017
- 8.3 Statement of Revenue & Expenses

9.0 **BYLAWS**

10.0 **BUSINESS**

- 10.1 RFD Black Diamond Turner Valley – ACP Application Support
- 10.2 RFD Purchasing & Credit Card Policy
- 10.3 MPE Report on Westview Place Issues
- 10.4 RFD Sale of Washer & Dryer from Campground

11.0 **CORRESPONDENCE**

12.0 **IN-CAMERA**

*Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.*

13.0 **ADJOURNMENT**

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, December 19, 2017, in  
Longview Community Hall Commencing at 6:30 p.m.

**IN ATTENDANCE**

Mayor Kathie Wight  
Deputy Mayor Christina Weir  
Councillor Len Kirk 10 residents in gallery  
CAO Harrison

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**1. CALL TO ORDER**

1.1 Mayor Wight called the meeting to order at 6.30 p.m.

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**2. COUNCIL OATHS**

2.1 Councilor Len Kirk swore oath of office, commissioned by Mayor Wight.

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**3. MEETING DATES**

4.1 Regular Council Meetings

MOVED by Deputy Mayor Weir that the Regular Council Meetings be held on the third Tuesday of each month at 7 p.m. in the Longview Community Hall. CARRIED

4.2 Committee of the Whole Meetings

MOVED by Mayor Wight that the Committee of the Whole Meetings be held on the 1st Wednesday of each month at 7 p.m. in the Longview Village Office. CARRIED

Resolution 189-17

4.3 Meet with Council

MOVED by Mayor Wight that the Meet with Council be held on the 2nd Wednesday of each month at 6:30 p.m. in the Longview Village Office. CARRIED

Resolution 190-17

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**4. COMMITTEE APPOINTMENTS**

**Moved by** Mayor Wight that the following committee appointments and Director of Disaster and Emergency Management Appointment for the until the next Organizational Meeting of the Village of Longview shall be as follows;

**Committee Appointments**

Mayor & Reeves	Mayor
Longview Library – Mayor Wight	Alternate – Deputy Mayor Weir
Fire Department – Councillor Kirk	Alternate – Deputy Mayor Wight
Westwinds Communities – Mayor Wight	Alternate – Councillor Kirk
FRESC – Councillor Kirk	Alternate – Mayor Wight
Economic Development Committee – Deputy Mayor Weir	Alternate – Councillor Kirk
EDC Citizen appointees	
Carole MacLeod, Walter Fox, Rick Smith - Tabled for further recommendation from EDC	
ISDAB Secretary – Dale Harrison	
D.A.R.E. – Deputy Mayor Weir	Alternate – Councillor Kirk
Longview School – Deputy Mayor Weir	Alternate – Councillor Kirk
Sheep River Regional Utility Corp. – governance – Mayor Wight	Alternate – Councillor Kirk

MINUTES OF THE ORGANIZATIONAL MEETING  
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Sheep River Regional Utility Corp. – technical –

Councillor Kirk

FCSS – Deputy Mayor Weir

Emergency Management (formerly Disaster Services)

Crescent Point Community Foundation – Mayor Wight

Recreation Board – Deputy Mayor Weir

Municipal Planning Commission – All of Council

Alternate – Mayor Wight

Alternate – Councillor Kirk

DDEM Appointment –

Councillor Kirk

Alternate – Deputy Mayor Weir

Alternate – Councillor Kirk

**Moved** by Mayor Wight that the Committee appointments be approved.

Resolution 191-17

CARRIED

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5. **ADJOURNMENT:**

**Moved** by Mayor Wight that the Organizational Meeting be adjourned.

Resolution 192-17

CARRIED

**Meeting adjourned at 6:43 p.m.**

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Mayor

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CAO

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, Dec 19, 2017 in  
Longview Community Hall commencing at 7:00 p.m.

**PRESENT**

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

15 ratepayers in the gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 7:00 p.m.

**AGENDA**

Addition: 10.14 Christmas Spirit -  
11.1 Letter from the Minister of Municipal Affairs

Resolution 193-17

**MOVED** by Mayor Wight that the agenda be adopted as amended.

**CARRIED**

**DELEGATIONS**

Longview & Area Seniors – Ivor McCorquindale  
9 Board, 100 members  
Plan to raise \$100,000 for Senior Bus, Population 30% of census  
Risk of losing driver licenses  
List of potential Funders  
Approaching – Gaming for Casino for Operations  
Mayor Wight will attend next Sub-committee

**PUBLIC DISCUSSION**

Carole MacLeod – Thank you, request letter of support for LNYD  
Valentine Dance.

**CORRESPONDENCE  
FROM RESIDENTS**

**MINUTES OF  
PREVIOUS MEETINGS**

November 21, 2017 Special Meeting of Council  
December 6, 2017 Committee of the Whole

Resolution 194-17

**MOVED** by Mayor Wight Meeting Minutes of Nov 19<sup>th</sup> Regular Council  
and Dec 6<sup>th</sup> Committee of the Whole be adopted as amended.

**CARRIED**

**REPORTS**

CAO Report

CAO Dale Harrison summarized the report submitted to Council.  
Highlighted the Sewer Gas odour remediation, Westview Place  
wastewater blockage, Axia Broadband

Peace Officer Report

CAO Dale Harrison reviewed traffic fine statistics from November

Public Works Report

Public Works Reports as submitted previously to Council.

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, Dec 19, 2017 in  
Longview Community Hall commencing at 7:00 p.m.

Council Reports

Mayor Wight reported

- AUMA – interesting courses
- Westwind Meeting – election of officer
  - Grand open Medicine Manor in January
- Elected Officials Education Program
- Committee of the Whole – LUB resolutions, MGA requirements
- School – PTA New SD appointee, renovation, Christmas play
- SRRUC – Barry resigned, Harry from MD interim Chair
- Joint Steering – New Staff Sargent, Village doing 2018 Christmas Party
- Library – did not attend

Deputy Mayor Weir –

- AUMA – new Councillor orientation, aboriginal collaboration
- Village Christmas Party
- Elected Official Training Program -
- FCSS – Outcomes, Seniors survey, ARC survey
- Rec Board – ice in next few day, skating events, skateboard park location

Resolution 196-17

**MOVED** by Deputy Mayor Weir that the reports be accepted as presented.

**CARRIED**

**FINANCIAL REPORTS**

Bank Reconciliation – not available  
Accounts Payable Cheque Register November, 2017  
Variance Report – Income & Expense YTD

Resolution 197-17

**MOVED** by Mayor Wight that the Financial Reports be accepted as presented.

**CARRIED**

**BYLAWS**

Land Use, Animal Control, Water Use & Conservation, and Community Standards Bylaws be reviewed at Committee of the Whole Meetings tabled until reviewed by Committee of the Whole

**BUSINESS**

**10.1 – RFD Hall Rental Waiver LNYD**

Resolution 198-17

**MOVED** by Deputy Mayor Weir that Council waive the Community Hall Rental Fees for the LNYD Valentines Dance. Administration to do up a letter of support.

**CARRIED**

**10.2 – RFD Hall Rental Waiver Senior's Club Pancake Supper**

Resolution 199-17

**MOVED** by Mayor Wight that Council waive the Community Hall Rental Fees for the Senior's Pancake Supper

**CARRIED**

**10.3 – RFD Hall Rental Waiver Longview Youth – Gran Prix**

Resolution 200-17

**MOVED** by Mayor Wight that Council waive the Community Hall Rental Fees for the Longview Youth Grand Prix

**CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, Dec 19, 2017 in  
Longview Community Hall commencing at 7:00 p.m.

**10.4 – RFD Hall Rental  
Waiver ARC Line  
Dancing**

Resolution 201-17

**MOVED** by Deputy Mayor Weir that Council waive the Community Hall Rental Fees for the ARC Line Dancing in lieu of Wednesday night. **CARRIED**

**10.5 – RFD Hall Rental  
Waiver ARC Volunteer  
Appreciation Dance**

Resolution 202-17

**MOVED** by Councillor Kirk that Council waive the Community Hall Rental Fees for the ARC Volunteer Appreciation Dance and that the committee provide proof of insurance. **CARRIED**

**10.6 – RFD Interim  
Budget**

Resolution 203-17

**MOVED** by Mayor Wight that Council approve the 2018 Interim Budget based on 2017 Budget **CARRIED**

**10.7 – RFD Christmas  
Office Hours**

Resolution 204-17

**MOVED** by Deputy Mayor Weir that the Village Office be closed from Dec 25-29 and the staff will be paid for the time off. **CARRIED**

**10.8 – Municipal Service  
Rate Survey**

Resolution 205-17

**MOVED** by Mayor Wight that the Council receives for Information. **CARRIED**

**10.9 – Light Up Longview  
Update**

Resolution 206-17

**MOVED** by Deputy Mayor Weir that decision be tabled for next Council meeting in January **CARRIED**

**10.10 – RFD Redistricting  
Lagoon Quarter**

Resolution 207-17

**MOVED** by Deputy Mayor Weir that administration start the process of redistricting the lagoon quarter to Public Utility. **CARRIED**

**10.11 – RFD Seniors Bus –  
Calgary Foundation**

Resolution 208-17

**MOVED** by Mayor Wight the administration process an application for grant from Calgary Foundation be make for Senior Club Bus. **CARRIED**

**10.12 – RFD Signing  
Authority ATB**

Resolution 209-17

**MOVED** by Mayor Wight that Councilor Kirk be added to the signing authorities at ATB. **CARRIED**

**10.13 – RFD Hotel Access  
to Hall Defibrillator**

Resolution 210-17

**MOVED** by Mayor Wight that the Twin Cities Hotel not be given a key to the Community Hall. **CARRIED**

**10.14 – RFD Secret Santa**

Resolution 211-17

**MOVED** by Deputy Mayor Weir that Village use some of the left over donation money from the Christmas Supper for a Secret Santa type effort. **CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, Dec 19, 2017 in  
Longview Community Hall commencing at 7:00 p.m.

**CORRESPONDENCE**

Letter from Minister of Municipal Affairs

**IN-CAMERA**

Resolution 212-17

**MOVED** by Mayor Wight that Council go In-Camera

**CARRIED**

Resolution 213-17

**MOVED** by Mayor Wight that Council come out of In-Camera

**CARRIED**

***Council to meet with ARC  
Committee***

Resolution 214-17

**MOVED** by Councillor that Administration arrange a meeting with the  
ARC Committee early in the New Year.

**CARRIED**

**ADJOURNMENT**

Resolution 215-17

Mayor Wight adjourned the meeting at 9:15 p.m.

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Mayor

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CAO

**MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW**  
In the Province of Alberta, held on Tuesday, January 2, 2018 in  
Longview Village Office commencing at 7:00 p.m.

**IN ATTENDANCE**

Mayor Kathie Wight  
Deputy Mayor Christina Weir  
Councillor Len Kirk  
CAO Harrison

ARC Organization  
Michelle & Tony Geistlinger  
Harry & Doris Lesick  
Rose Klassen

**1. CALL TO ORDER**

1.1 Mayor Wight called the meeting to order at 7:00 p.m.

**2. AGENDA TOPICS OF DISCUSSION**

- a) Resin Storage – movement from Public Works building to Change Road at rink to be done Saturday, January 6<sup>th</sup> starting at 10 am
- b) Calgary Foundation Grant – Information is ready to submit Final Report
- c) Plywood and Caution Tape on path
- d) Insurance for ARC volunteers – Administration to look into. Invite AMSC rep to discuss
- e) Relationship to Staff & Equipment
- f) Maintenance of Path and Green Space – ARC will not interfere with staff or contractors working on Greenspace. Admin to talk with weed contractor about notification prior to spraying

**3. ADJOURNMENT:**

**Moved** by Mayor Wight that the Special Meeting be adjourned.

CARRIED

Meeting adjourned at 8:30 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, Dec 6, 2017 in  
Longview Village Office commencing at 7:00 p.m.

**PRESENT**

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

10 people in gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 7:00 p.m.

**AGENDA**

2018 Budget

**2018 BUDGET**

Council was presented with a detailed Current Year-to-Date Budget worksheet with 2015, 2016, 2017 Actual Numbers and 2017 Budget.

CAO explained the Budget process to be followed for 2018 Budget preparation.

Council asked questions about specific line items and the variances

Council will review and present any questions arising to the CAO as well as consider any projects and priorities for 2018.

**ADJOURNMENT**

Meeting adjourned at 8:30 p.m.

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Mayor

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CAO



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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Dale Harrison, MBA  
SUBJECT: CAO Report for Dec-Jan  
DATE: Jan 16, 2017

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**Meetings**

- Meeting with ARC Committee
- Committee of the Whole Meeting – Budget
- Meeting with Residents of CB Land Use District
- MD Foothills – Annexation and Re-districting process
- Municipal Government Board – Annexation process

**Development:**

- Continue discussion with proposed commercial development
- Draft Concept Plan for the 2.5 acres that the Village owns near skating rink

**Financial:**

- Working out payroll procedures for new bank
- New signing authority documents to bank

**Public Works**

- Snow removal process and plan

**Light Up Longview**

- Installed new lights and extension cords purchased on sale after Christmas
- Conversations with two individuals about forming a group to look after Light-Up Longview
- Talked with electrician about getting empty wire spools to roll up lights when taken down

**Bylaws**

- Conversation with Municipal Planning Services about alterations to CB District in regards to residential properties

**Axia Broadband**

- No response from Axia yet on discarding MOU

**MSI Capital Grant**

- Peace Officer Vehicle now qualifies under MSI Capital so the Village will be able to transfer \$55,000 back into Operating Reserves

**Proposed NWWR Travel Dates**

- Tentatively scheduled for month of July, so won't impact Council meetings.

village daily tasks

Dec 18

Daily routine, Check on info center and camp ground buildings, Snow removal, Change sign board, Finish checking over skid steer, Move stuff around in shop and cold storage shed to make room for equipment, one call at Morrison rd and HWY 541.

Dec 19

Daily routine, Set hall for council meeting, Put snow plow on truck, Snow removal.

Dec 20

Daily routine, Snow removal.

Dec 21

Daily routine, Snow removal, Change sign board, Check over truck and dump trailer.

Dec 22

Daily routine, Garbage pick-up, snow removal.

Dec 25

STAT

Dec 26

STAT

Dec 27

Christmas vacation.

Dec 28

Christmas vacation.

Dec 29

Christmas vacation, Garbage pick-up and snow removal at office.

Dec 30

Extreme cold (check all furnaces are running) no time charged.

Dec 31

Extreme cold (check all furnaces are running) no time charged.





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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.1**

**Date:** January 16, 2017  
**Title:** Black Diamond Turner Valley ACP Application  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council supports the Alberta Community Partnership grant application for Governance & Management Framework for Regional Utilities.

**Alternatives:**

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

**Background:** Black Diamond, Turner Valley has made application for an ACP grant to look at Governance & Management Framework for Regional Utilities. The Village of Longview is involved in Sheep River Regional Utility Corporation (SRRUC) which is part of this application. The application requires a resolution of support from each Council that is involved to consider the grant funding.

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

*Financial:* N/A

**Communications:** Notices posted at Council meetings

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

1. ACP Application

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

**Applicant Information**

Legal Name of Entity:

Town of Black Diamond

Contact Name, Title:

Sharlene Brown, CAO

Mailing Address (street address, city, province, postal code):

301 Centre Avenue West, Black Diamond, Alberta T0L 0W0

E-mail Address:

sharleneb@town.blackdiamond.ab.ca

Phone Number:

+1 (403) 933-4348

**Grant Component**

Select *one* program component for your project application. Refer to the ACP Guidelines for eligibility details.

**Regional Collaboration**

- Intermunicipal Collaboration
- Municipal Restructuring

**Capacity Building**

- Mediation and Cooperative Processes
- Municipal Internship

**Project Title**

Choose a concise title for your project.

(maximum 100 characters)

Governance & Management Framework for Regional Utilities

**Project Time Line**

Project Start Date:

[Empty text box]

or  Project will commence upon receipt of ACP funds.

Project Completion Date:

December 2019

For Intermunicipal Collaboration applications, a default Project Completion Date of December 31, 2020 will be used unless a later date is specified.

**Intermunicipal Collaboration**

**\* Note: The evaluation of your grant application will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

**Partners**

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project prior to applying for funds. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
Town of Black Diamond
Project Partner(s)
MD of Foothills
Town of Turner Valley
Village of Longview

**I certify, as the managing partner, that all participating municipalities have passed motions or resolutions supporting participation in the project.\***

\* An IC grant application may still be submitted by the deadline of January 2, 2018 if council resolutions are not yet in place. In this case, the partnership has until February 2, 2018 to obtain resolutions and send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) in order for the grant application to be considered for funding.

**Project Overview**

1. This project produces:

- A regional service agreement, plan, framework or model
- A new Intermunicipal Development Plan
- A study (e.g. shared service feasibility study, etc).
- An amended Intermunicipal Development Plan

Other. Specify (Limit 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

Purpose:

The purpose of the project is to investigate and implement the preferred framework for governance of the two currently separate water and wastewater utilities. - The Westend Regional Sewage Services Commission (Wastewater) and the Sheep River Regional Utility Corporation (Water).

Activities:

The Sheep River Regional Utility Corporation, Westend Regional Sewage Services Commission and the Councils of the Town of Turner Valley and Black Diamond have already undertaken an initial review of the opportunity and believe there is significant value in moving forward with a combined governance and management model. The following are the activities to be undertaken by the partnership to move this forward:

1. Confirm the preferred governance/management/administration structure and undertake financial analysis to confirm financial impact of future capital needs.
2. Undertake stakeholder engagement to confirm support of preferred governance/management and administration models.
3. Undertake necessary legal and documentation steps. For example: Disestablishment of Commission, Restructure of Utility Corporation and/or policy development
4. Transfer assets and prepare revised agreements including servicing agreements, unanimous shareholder agreements, management and administration agreements

Results:

The result of this work will see the water and wastewater utilities combined under one governance framework. This framework could include a corporate restructure with a dissolution of the Commission. However, the framework could alternatively include a combined governance, management and administrative philosophy that will achieve efficiencies in governance, management and administration through agreements and operating philosophies.

**Project Priority**

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap for the communities within the partnership? If so, please explain.

*(Limit 3000 characters)*

Currently, the two utilities for water supply/treatment and wastewater treatment/ disposal function entirely as two separate entities:

- a) Sheep River Regional Utility Corporation (SRRUC) - Wholesale Water Supply to the Town of Black Diamond, The Town of Turner Valley, the MD of Foothills and potentially to the Village of Longview
- b) Westend Regional Sewage Services Commission (WRSSC) - Wholesale Wastewater Disposal to the Town of Black Diamond and the Town of Turner Valley

To separate governance bodies meet to make utility decisions on management, operations, finances, capital planning, capital upgrades, levels of service, communications, and long range planning. The decisions facing utilities are similar in nature however understanding the complex utility management and operations can require some time to learn. With Council members sitting at the governance table of both organizations it can take some time for new council members to get up to speed on making decisions for the utilities.

Both the SRRUC and WRSSC are struggling to provide efficient management and financial administration of their utilities. Independently the responsibilities are small only requiring part-time support. The SRRUC is relatively new and still working through how to best deliver management, administration of operations of it services. The WRRSC is increasing in its complexity of issues due to regulatory requirements requiring additional capacity from its current management and administration. To add to this, succession is not far in the future for WRSSC staff. The timing is ideal to set a new course for the most efficient framework for service delivery of the two entities.

As a combined utility, the management and administrative duties could be consolidated to full-time support attract a greater selection of candidates. The skill set required to manage and administer both utilities in terms of financial management, approvals, organizational, cost of service and rate setting are similar. It will be valuable to have one set of resources trained to deliver this for both utilities.

In addition to the above the complete list of benefits of working together are as follows:

- Reduced need for elected officials to sit on two separate “boards”
- Only one group of councilors to be educated on the operations and governance of utilities especially after election turn-over
- Better management and administration of utilities as a combined entity
- Can attract better candidates for management positions under a combined entity
- Efficiency of service providers when services provided jointly
- Follows political mandate to consolidate/collaborate on regional services
- Improved Capacity to make decisions on technical issues and to deliver on major projects
- Better way to deal with current succession challenge at the WRSSC

b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

*(Limit 3000 Characters)*

**Barrier #1: Limits to In-House Capacity - Resources**

In-house, the Commission only has part-time management and administrative support that does not have the capacity to deliver on this type of exercise or special initiative. The Corporation also has only part-time interim municipal staff allocating a portion of their time to administration and management of the SRRUC. This “off the side of the desk” approach does not provide any surplus capacity to deliver on special initiatives. Currently, the SRRUC is dealing with expanded regional “operational” services and the implementation of major projects and does not have additional capacity to lead this initiative even though it will provide value and it will allow the combined, larger utility the resources to attract the staff that it needs to operate effectively.

**Barrier #2: Limits to In-House Capacity - Expertise**

In addition to not having the time to deliver on this initiative, current in-house resources do not have the expertise to deliver. With several entities involved, external facilitation is key, to ensure that all partners feel that they are receiving objective leadership. The financial and legal requirements need the support of external services to facilitate and deliver.

**Barrier #3: Revenues from Utilities not Sufficient to Undertake Major Re-Organization**

The ACP grant will allow the partnership to retain the facilitation, project management, financial and legal support to advance this initiative. The consulting partners are already involved and have provide scope of work budgets to undertake the work. The cost of undertaking this significant restructure to the governance and management of the utilities is over and above the normal operations and cost of providing the utility services. As a result, this work could not be paid for by a simple rate increase to customers.

The window of opportunity to make a significant change is now. With the WRSSC facing succession and capacity issues and the SRRUC still finalizing a long-term approach to management and operations, the timing is ideal to set a new course for the most efficient framework for service delivery of the two entities to gain future efficiencies. However, current funds do not provide any surplus to allow for restructure and re-organizational work. In order to attract the best people to participate in municipal government and their subsidiary utility organizations and to further attract the best staff to work for these utilities,

they need to be structured in the most efficient way possible. Redundant duties and duplication of roles between entities does not create these efficiencies.

Barrier #3: Common Initiative & Understanding:

The ACP grant will bring the Councils, the Commission and the Corporation together to work on this initiative to provide better resolve and unified efforts in the same direction.

## Partnership and Project Readiness

- 4a. How will each participating municipality be involved in the project planning and administration?  
Provide a brief description of the project roles and responsibilities for each partner.

*(Limit 2000 characters)*

This partnership of municipalities works together on a regular basis to deliver on regional collaborative initiatives. Working together is not new to our group. Historically, as the Quad Regional Water, and currently as the Commission and Corporation, we have worked well together and there is a high degree of trust between the organizations. All entities have been currently involved in the planning of the project. Input from each Council has been received from the Councils, the WRSSC and the SRRUC and the project has been shaped in accordance with the input received.

The Town of Black Diamond has agreed to be the Managing Partner for this grant as they are the major stakeholders for the both the WRSSC and the SRRUC. They will provide project management leadership for the project. The SRRUC will be the venue to initially vet the progress of the project which will follow closely with engagement of the WRSSC and the Councils. The SRRUC involves all members of the Corporation and has already been discussing the options for regional collaboration of the utilities moving forward.

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?  
Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

*(Limit 2000 characters)*

The partnership has been working together for a number of years. They have established MOUs to facilitate decision making. With the SRRUC Board of Directors leading the process, it can refer to its Unanimous Shareholder Agreement for any dispute resolution requirements. Ultimately, the decision on the way forward will need to be unanimously agreed to by all parties where it involves a legal restructure of the Commission or Corporation. However, it is understood that support of Councils is imperative to the successful implementation of any reorganization of governance, management and administration.

- 5a. Provide a concise overview of the project workplan and timeline, and of any project risk mitigation strategies that are in place.

*(Limit 3800 characters)*

The project work plan involves six tasks:

**Phase 1: Project Management & Communication**

This phase of the work will be on-going throughout the project and will provide budget for project management and communications as it is important to keep all partners and stakeholders aware of the work as it proceeds. This is intended to mitigate the risks of public issues with the preferred plan and ensure that public and end-users fully understand the implications of the changes. As always, the customers are concerned with implications to level of service and cost of service.

**Phase 2: Financial Implications Review**

The partners have already reviewed at a high level the risk and benefits of proceeding with a combined governance and management structure of the utilities. However, in order to fully understand the financial implications of a potential change in legal entities a financial review is required. This financial review is intended to inform the partners of the potential impacts to:

- Debt limits
- Borrowing Capacity
- Cost of Borrowing
- Sourcing Capital

**Phase 3: Options Identification, Preferred Framework Identification & Stakeholder Engagement**

This phase will build on the work completed previously on developing frameworks and will incorporate the financial information developed in Phase 2. This work will be led under direction of the SRRUC board of directors and then will be reviewed with the WRSSC and the member Councils.

**Phase 4: Legal Requirements Implementation**

This phase will include implementing all the legal requirements associated with the desired framework identified by the shareholders. This could include Commission dissolution and Corporate restructure as required.

**Phase 5: Asset Transfers**

This phase will included the asset transfer and asset transfer agreements required in accordance with above preferred framework.

**Phase 6: Agreements**

The preferred framework will likely include a number of agreements for services including services, management, administration and operating agreements. This phase will facilitate and develop those agreements between the partners.

**Schedule:**

The anticipated time-line for this project will be 24 months. This allows time for dissolution of the Commission if this is the preferred framework selected by the stakeholders.

5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

*Limit 2800 characters*

The budgets provided are based on previous similar work completed to date for the partners. The Consultants providing governance and facilitation advisory work are Urban Systems Ltd. and Brownlee LLP. The auditors/accountants already engaged by the partnership will be used to provide the financial advisory services. The following is a breakdown of the budgets estimated and the Contractors to be sourced to undertake the work.

Phase	Urban Systems	Brownlee	Finance	Totals
1.0 Project Management & Communication	\$7,700			\$7,700
2.0 Financial Implications Review	\$1,400		\$10,000	\$11,400
3.0 Options & Preferred Model Identification & Stakeholder Engagement	\$20,100	\$5,000		\$25,100
4.0 Legal Requirements Implementation	\$4,000	\$15,000		\$19,000
5.0 Asset Transfers	\$4,000	\$10,000		\$14,000
6.0 Agreements	\$4,000	\$10,000		\$14,000
<b>TOTAL FEES - ALL TASKS (excluding GST)</b>	<b>\$41,200</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$91,200</b>

**Intermunicipal Collaboration - Budget**

6. List all estimated project costs in the table below. If you are applying for funds for a distinct phase of a long-term project, then only list the project cost information associated with the scope of work under this grant request. Refer to the ACP program guidelines for information on eligible and ineligible expenditures.

Note: Capital expenditures are not eligible under the 2017/18 Intermunicipal Collaboration component.

Item Description	Estimated Item Cost
Project Management & Communication	\$7,700
Financial Implications Review	\$11,400
Options & Preferred Model Identification & Stakeholder Engagement	\$25,100
Legal Requirements Implementation	\$19,000
Asset Transfers	\$14,000
Agreements	\$14,000
<b>Total Project Costs</b>	
	<b>\$91,200</b>

a)

b) Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)

c) ACP eligible costs (a - b)

d) Total funds from other grant programs applied towards eligible costs  
(identify grant program name(s) below)

e) Municipal cash contribution towards eligible costs

f) \*Total ACP grant request [c - (d + e)]

Total
\$0
\$91,200
\$0
\$0
<b>\$91,200</b>

\*The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.

**Application Certification**

I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Sharlene Brown

Print Name, Title  
Duly-Authorized Signing Officer

Signature  
Duly-Authorized Signing Officer

Date

**Application Checklist**

I confirm that I have:

- Provided all partnership information and certified in the Partners section that all council resolutions or motions supporting the project are in place. If resolutions are not yet passed but are obtained by February 2, 2018, I will send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).
- Provided responses to all questions on the application form; and
- Provided a certification signature from a duly-authorized signing officer.

*Incomplete Intermunicipal Collaboration applications will not be reviewed.*

**Submission**

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

**Mailing Address:**

Municipal Affairs  
Grants and Education Property Tax  
Grant Program Delivery Unit  
15th Floor, 10155 - 102 Street  
Edmonton AB T5J 4L4

**Fax:**

780-422-9133

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

**Useful Resources**

Alberta Community Partnership guidelines and application form:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

Municipal Internship:

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

Collaborative Governance Initiative:

[http://www.municipalaffairs.alberta.ca/mdrs\\_collaboration](http://www.municipalaffairs.alberta.ca/mdrs_collaboration)

Mediation Services for Municipalities:

<http://www.municipalaffairs.alberta.ca/mdrs>

Municipal Grants Web Portal:

<http://www.municipalaffairs.alberta.ca/municipalgrants>

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

**Contact Phone:**

For Intermunicipal Collaboration component inquiries:  
780-422-7125 (dial 310-0000 first for toll-free calling).



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.2**

**Date:** January 16, 2017  
**Title:** Purchasing and Credit Card Policy  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council approves credit cards for each member of Council as well as a CC for the administration.

**Alternatives:**

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

**Background:** The former Council had credit cards issued to two Councillors. The CAO has a Credit Card through AMSC this card is used for online purchases and travel related expenses. The office could use a card to purchase postage, office supplies, vehicle repairs. The Village CC can be used to eliminate personal purchase with reimbursement cheques. CC can be set with spending limits. Council can decide how many cards are issued and what the spending limits.

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

*Financial:* N/A

**Communications:** Notices posted at Council meetings

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

1. ACP Application

Village of Longview  
Box 147  
Longview, AB  
T0L 1H0

December 22, 2017  
File: N:\2530\009-02\L01-1.0

**Attention: Dale Harrison, CAO**

Dear Dale:

**Re: Village of Longview  
Westview Place Sanitary Sewer Issues**

As discussed, the Village has concerns regarding the existing sanitary sewer system from Westview Place to the Lift Station. The two main concerns are summarized below:

1. Sewage odour complaints.
2. Blockage in sewage line from Westview Place to back alley.

The following provides a brief history and recommendations for each issue:

**Sewage Odour Complaints:**

The sewage odour complaints around Westview Place were first brought to MPE's attention in October 2014. MPE met with the homeowners who voiced the concern (144 and 142 Westview Place) to review the manhole that appeared to be the source of the odour (MH52), as well as a concern with a clean-out sticking out of the ground too high. It was recommended after this meeting that a Parson Odoreater Insert be installed in this manhole, which was completed by the Village. At the time of the meeting MPE did not notice any excess air blowing through the manhole from the lift station. The email that summarized this meeting with the homeowners and our recommendations is attached for your information.

The next communication on this odour issue was an email sent from the Village to MPE on September 28, 2017 that indicated the Village was once again receiving complaints of sewer odour in Westview Place. After some discussions, MPE was informed that the lift station's Dexon blower heater is blowing quite strongly and air pressure can be felt through the manhole lids up to MH52. It was suspected that this excess air may be the main cause of the odour issues.

On December 7, 2017, John Lapinskie from our office was at the lift station to inspect the blower and determine if it was over-pressurizing the system. It was discovered that the blower was not operating properly. The blower fan speed was ramping up to a higher rate than normal rate on its own, which correlated to increased odour. John called the technical support for the Dexon blower heater (Will Dumonceaux) who confirmed that the blower should not be ramping up on its own. While onsite, John implemented some revisions to the blower program allowing it to operate intermittently, and allowing the operator to control the frequency and length of run time (as requested).

On December 15, 2017, Will from Dexon went out to site to complete a service inspection on the blower. While onsite he replaced the flow switch and the panel controller. The blower heater is now operating correctly and is not ramping up to the high speed that was causing the excess odour issue.

If there are still any odour issues, the Parson's Odoreater inserts can be installed within the manhole lids. These Odoreaters will be more effective now that the issue with the blower has been resolved.

No further recommendation is made at this time regarding the blower heater.

### **Blockage in Sewage Line:**

The sewage from Longview is collected in two main branches. One branch is from the west at Highwood Drive and the other along the east at Morrison Road. Previously, these two trunks joined within the coulee between Westview Place and Riverview Place and directed wastewater along the bottom of the coulee to the old wastewater treatment plant. However, the wastewater pipeline at the bottom of the coulee was in very poor condition and the wastewater treatment plant was replaced with the current stabilization ponds to the NW of the Village. As part of the stabilization pond project, the sanitary sewage collection system was re-routed in late 2011 to direct the wastewater to the new lift station.

Due to very limited options, the sewer line in Westview Place was directed north through an existing utility easement that is very narrow (3.75m wide) and contains existing gas and power lines. As well, there is a garage on one side and a fence on the other. As the sewer pipeline is 4-4.5m deep, it was installed by horizontal directional drill (HDD). At this time, HDD was the most readily available and cost-effective technology to install pipelines using trenchless methods in restricted areas such as this. In order to be installed by HDD, the pipeline material is 200mm HDPE with fused joints located between MH52 and MH51 (45m).

It was discussed at the 2012 construction meetings with the Village (Meeting Minutes #15 and 16) that due to unforeseen construction issues, the pipe was installed at an average slope of 0.1% with a sag towards MH51. It was discussed at that time that this line should be flushed on a regular annual basis to prevent build-up of solids and plugging in the pipe (similar to other good practices implemented by the Village).

To MPE's knowledge, this segment of pipeline was flowing with no issues until November 13, 2017 when there was a blockage in this segment of pipe. The Village indicated that they had the pipeline flushed from MH52 and a blockage of what appeared to be built up fat/grease came loose in MH51 allowing the pipeline to flow freely once again. Our understanding is that the last time the pipeline was flushed was in July 2016 as part of the Infrastructure Study that MPE completed.

A flushing and video inspection was completed on December 12, 2017, and it was confirmed that the pipeline is in good condition except for the dip in the pipe and significant build-up of fats within this section of pipeline and around the pipeline joints. The dip appears to be approximately 8m long on the south side of this segment from MH51, and appears to be up to roughly 50% of the pipe diameter (90-100mm deep). A copy of the video inspection results will be forwarded via email for your records.

### **Recommendations:**

Upon review and based on the video inspection, the following recommendations and options are made to help prevent future blockages in the sanitary sewer between Westview Place and the back alley (MH51 to MH52). These options are listed in order of complexity and cost.

1. The Village has a grease trap bylaw that should be enforced for the restaurants along Morrison Road. If the concentration of fats and grease in the wastewater are reduced, it will significantly reduce the risk of the fat build-up within this section of pipeline.
2. The Village should undertake an annual or optimally, a semi-annual flushing plan for this segment of pipe (as recommended back in 2012 when the pipe was installed). Ballpark cost to complete a thorough flushing on this segment of pipe is \$750 each time.

3. The internal bead from the fused joint at 12m from MH51 can be removed to help reduce fats build-up on this ridge.
4. To further reduce risk at relatively low cost, the Village could have a level transmitter installed at MH51 in Westview Place. The manhole level transmitter would be a submersible static head pressure transmitter. The level signal would be transmitted to the lift station via a battery-powered radio similar to what is being implemented for the potable water reservoir. The manhole radio would transmit the signal to the lift station gateway radio which will be installed as part of the WTP minor upgrades. The gateway then relays the signal to the PLC/SCADA system so the level could be trended and alarmed. The manhole radio will go into 'sleep mode' when the radio is not transmitting. If the radio is configured to transmit a signal every 30 minutes, the battery could potentially last two years. The radio would need to be located in a cabinet mounted near the manhole. A mast would be required for the radio antenna. The mast height would have to be confirmed but would not be taller than 10 meters. A ballpark cost for this option is \$35,000 which includes transmitter, radio, enclosure, mast as well as design engineering and programming to add the signal to SCADA.
5. To eliminate the dip, the pipeline could be raised. The pipeline dip appears to be within 8m from MH51 within the road area of Westview Place. With this option, the dip could be removed; however, the pipeline will still be at only 0.1% slope. Typically, with a 200mm diameter sanitary sewer pipe a minimum slope of 0.4% is desired. However, eliminating the dip will make the slope more continuous and could help reduce the amount of fats that are accumulating on the top of the pipe. This option would help buy time if there is an issue between flushes. A ballpark cost for this option is \$45,000, however this assumes the work will be completed entirely within the Road area. Further investigation would be required prior to proceeding with this option to confirm if work would be required within the UROW.
6. To eliminate the pipeline dip and achieve better slope, the Village could re-route the pipeline, however this will be a costly option. One option is the pipeline could be re-routed from MH51 (within Westview Place) to the west 35m, then install the pipe 51m to the northwest across the Klassen's property to MH53. The pipeline across the Klassen's property can be installed by open cut method (but the large trees would need to be removed), or by the guided boring system which is a relatively new trenchless technology that can achieve more accurate grades. The guided boring system requires that a large entry pit be dug. It appears there is space within the Village ROW on the west side of Westview Place; however, this pit will extend into the property to the south as well. A ballpark cost for this option is \$185,000 which includes construction using the guided boring system. Note that a new utility right-of-way (UROW) would be required across the Klassen's property for this option, or the pipe could be installed beside the existing pipe within the existing UROW.

If you have any questions or if clarification is required, please contact me at (403) 219-6466.

Yours truly,

**MPE ENGINEERING LTD.**



Sarah Fratpietro, P.Eng.  
Project Manager

SF/sf

cc: Colin McNab, MPE Engineering Ltd.



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.4**

**Date:** January 16, 2017  
**Title:** Sale of Washer & Dryer  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council approves credit cards for each member of Council as well as a CC for the administration.

**Alternatives:**

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

**Background:** There is a washer and dryer located in the utility room of the washroom building at the campground. These were used by the former campground manager for doing person laundry. There is no current use for these machine and they could be sold. The utility room then could be used for storing cleaning supplies for the campground and information centre.

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

*Financial:* N/A

**Communications:** Notices posted at Council meetings

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

1. ACP Application