

## **AGENDA**

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

In the Province of Alberta, held on Tuesday, June 19, 2018 at  
Village of Longview Community Hall Commencing at 7:00 p.m.

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

#### **2.0 AGENDA**

#### **3.0 DELEGATIONS**

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

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

#### **5.0 MINUTES**

- 5.1 Regular Council Meeting – May 15, 2018
- 5.2 Special Meeting – June 6, 2018

#### **6.0 REPORTS**

- 6.1 CAO Report –
- 6.2 Peace Officer Report
- 6.3 Public Works Report
- 6.4 Campground Report
- 6.5 Council Reports

#### **7.0 FINANCIAL REPORTING**

- 7.1 Bank Reconciliation May 2018
- 7.2 Accounts Payable Cheque Register – May, 2018
- 7.3 Statement of Revenue & Expenses
- 7.4 2018 MSI Funding Announcement

#### **8.0 PUBLIC DISCUSSION**

#### **9.0 BYLAWS**

- 9.1 Bylaw 400-17 Land Use Bylaw – 3<sup>rd</sup> Reading
- 9.2 Bylaw 410-18 Public Notification Bylaw – 2<sup>nd</sup> 7 3<sup>rd</sup> Reading
- 9.3 Bylaw 412-18 Council Code of Conduct – 3<sup>rd</sup> Reading

#### **10.0 BUSINESS**

- 10.1 RFD Assessment Services
- 10.2 RFD Artwalk Hall Donation
- 10.3 Public Participation Policy
- 10.4 RFD Arc – Tent in Park
- 10.5 RFD Hall Cleaning
- 10.6 RFD Campground Attendant
- 10.7 RFD Hall Ramp Deck Resurfacing
- 10.8 RFP 2-18 Hall Floor

#### **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 REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, May 15, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

**PRESENT**

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

14 people in the gallery

**CALL TO ORDER**

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

**AGENDA**

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

Resolution 088-18

**CARRIED**

**DELEGATIONS**

Walter Fox, – Economic Development Committee Audubon  
Sustainable Communities – Grow Population  
Sustainable Communities Program

- Solar Power
- Recycling
- Affordable Housing
- Infrastructure Sustainability
- Annexation

**CORRESPONDENCE  
FROM RESIDENTS**

none

**MINUTES OF  
PREVIOUS MEETINGS**

Apr 17, 2018 Regular Council Meeting  
May 1, 2018 Special Meeting of Council Budget

**MOVED** by Mayor Wight that Meeting Minutes of Apr 17<sup>th</sup> Regular  
Council Meeting, and May 1<sup>st</sup> Special Meeting of Council, Budget be  
adopted as presented

Resolution 089-18

**CARRIED**

**REPORTS**

CAO Report

CAO Harrison summarized the report submitted to Council.  
Highlighted,

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from April, 2018

Public Works Report

Public Works Reports as submitted previously to Council.

Council Reports

Deputy Mayor Weir –

- Meet with Council – no residents with concerns
- DARE – no meeting
- EDC – no response regarding feasibility study Solar
  - Branding Committee Open House June 14
- School – Stories
  - Clean Up day

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, May 15, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

Mayor Wight

- Longview School – Interview by students
  - Indigenous Games
- Westwinds – Board meetings at Lodges
  - Inspections & maintenance
  - Proposed BD utilities - \$10,000 increase
  - Looking for lots for new construction
  - Long Term Service Awards
- Library – Easter program well received
  - Mount Kilimanjaro
  - Bingo
  - Highway Clean-up
- Mayor & Reeves – Waterton Park is open for business
  - Pat Steir – MLA retiring
  - Alberta Invasive Species - \$1 billion – Zebra Mussels
  - Hwy 2 Border Crossing working to Open 24 hours
  - Transport Can – 88 Heliports closed – big impact to STARS

Councillor Kirk

- Nothing to report

Resolution 090-18 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

**FINANCIAL REPORTS**

Bank Reconciliation – April, 2018  
Accounts Payable Cheque Register April, 2018  
Variance Report – Income & Expense YTD

Resolution 091-18 **MOVED** by Councillor Kirk that the Financial Reports be accepted as presented. **CARRIED**

**PUBLIC DISCUSSION**

Carole MacLeod – Councillor remuneration  
- Audubon Volunteers from community  
- FCSS Conference – Seminar in fall for Committee Members  
Michelle – Audubon – Sustainability Plan  
- Active Community Plan – Feb 2015  
- Volunteer Policy –  
Chey – Cheq for Services are they to be reimbursed  
Michelle – Insurance for volunteers  
Ivor – FCSS Open House for filling out forms  
- Signage no Parking around hall  
- Wheel Chair Accessible Bus – Thank You  
Joan – FCSS –  
Michelle – FCSS Measure Bank  
- Signs - No Motorized Vehicles on the Ridge  
Carole Fox - Off leash Signs & Enforcement

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, May 15, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

**BYLAWS**

**Bylaw 408-18 2018 Tax  
Bylaw**

Resolution 092-18

**MOVED** by Mayor Wight that the Bylaw 408-18 receive 1<sup>st</sup> Reading. **CARRIED**

Resolution 093-18

**MOVED** by Councillor Kirk that the Bylaw 408-18 receive 2<sup>nd</sup> Reading. **CARRIED**

Resolution 094-18

**MOVED** by Deputy Mayor Weir that the Bylaw 408-18 proceed to 3<sup>rd</sup> Reading. **CARRIED**

Resolution 095-18

**MOVED** by Mayor Wight that the Bylaw 408-18 receive 3<sup>rd</sup> Reading. **CARRIED**

**Bylaw 409-18  
Subdivision  
Application**

Resolution 096-18

**MOVED** by Mayor Wight that the Bylaw 409-18 Subdivision Application be tabled to the Municipal Planning Commission Meeting Wed June 6<sup>th</sup>, 2018 6 p.m. **CARRIED**

**BUSINESS**

**10.1 – RFD EDC Audubon**  
Resolution 097-18

**MOVED** by Mayor Wight that the Audubon Membership be tabled to September Meeting to allow for more public input. **CARRIED**

**10.2 – RFD Minimum  
Property Tax**

Resolution 098-18

**MOVED** by Deputy Mayor Weir that Administration research what other communities have done in regards to minimum property taxes. To be presented in the fall **CARRIED**

**10.3 – RFD Appoint  
Assessor**

Resolution 099-18

**MOVED** by Mayor Wight that the Village appoint Chris Snelgrove of Benchmark Assessment as Assessor for the Village until an RFP can be sent out for Assessment Services. **CARRIED**

**10.4 – RFD Black  
Diamond Request for  
Donation of Tents**

Resolution 100-18

**MOVED** by Councillor Kirk that Council charge \$100 each for the 4 tents each day plus \$100 for a supervisor for set-up and take down \$900 total **CARRIED**

**10.5 – Utility Fee  
Increase**

Resolution 101-18

**MOVED** by Mayor Wight that the fee for Street Lights included in each bi-monthly Utility Bill be increased from \$19 to \$20 effective on the July Utility bill. **CARRIED**

**10.6 – RFD Deferred  
Revenue to Reserves**

Resolution 102-18

**MOVED** by Deputy Mayor Weir that the amounts identified in the 2017 Financial Statements as Seniors Hall Grant and Hall Lighting be transfer to the Community Hall Reserve Fund **CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, May 15, 2018 in  
Longview Community Hall commencing at 7:00 p.m.

**10.7 – RFD – Westwinds  
Ministerial Order**

Resolution 103-18

**MOVED** by Mayor Wight that the Village support the amendments to the Westwinds Communities Ministerial Order by writing a letter to the Minister of Seniors and Housing **CARRIED**

**10.8 FYI – Longview Rec  
Board 2018 Budget**

Resolution 104-18

**MOVED** by Councillor Kirk that the Rec Board proposed budget be approved as presented. **CARRIED**

**10.9 – RFD – Longview  
Artwalk**

Resolution 105-18

**MOVED** by Deputy Mayor Weir that the Village donate the use of the Community Hall for the June 9 & 10 and Oct 27 & 28 Artwalk events. **CARRIED**

**10.10 Insurance**

Resolution 106-18

**MOVED** by Mayor Wight to Request a meeting with insurance company to deal with volunteer. **CARRIED**

**10.11 BD Water Rates**

Resolution 107-18

**MOVED** by Mayor Wight to have administration review water utility rate for June Council Meeting. **CARRIED**

**CORRESPONDENCE**

Animal Emergency Task Force

Resolution 106-18

**MOVED** by Mayor Wight that the Village receive for information. **CARRIED**

**ADJOURNMENT**

Resolution 107-18

Mayor Wight adjourned the meeting at 9:05 p.m.

---

Mayor

---

CAO

MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, June 6, 2018 in  
Longview Community Hall commencing at 6:00 p.m.

**PRESENT**

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

1 person in the gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 6:24 p.m.

**AGENDA**

**MOVED** by Councillor Kirk that the agenda be adopted as amended. **CARRIED**

Resolution 108-18

**SUBDIVISION 212  
ROYALTIES  
CRESCENT**

Application has been made to subdivide 212 Royalties Crescent.  
Current zoning is RR1 Restricted Single Family Residential.  
Intended use of property remains Single Family after Subdivision.

**CIRCULATION**

Notice of Application was sent to 11 agencies – no opposition filed

**CORRESPONDENCE  
FROM RESIDENTS**

Letters were sent to adjacent landowners. There were three responses in favour, none opposed to subdivision.

**DECISION**

Resolution 109-18

**MOVED** by Mayor Wight that the MPC approved subdivision of 212 Royalties Crescent.

**CARRIED**

**ADJOURNMENT**

Resolution 110-18

Mayor Wight adjourned the meeting at 6:31 p.m.

---

Mayor

---

CAO

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, June 6, 2018 at  
Village of Longview Council Chambers Commencing at 6:45 p.m.

**PRESENT**

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

1 person in the gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 6:45 p.m.

**AGENDA**

Additions  
3.7 Discussion several topics  
3.8 Street Light bill on July Utility  
3.9 Insurance

Resolution 111-18

**MOVED** by Councillor Kirk that the agenda be adopted as amended.  
**CARRIED**

**BUSINESS**

**3.1 – Public Participation Policy**

Resolution 112-18

**MOVED** by Deputy Mayor Weir that the Public Participation Policy as amended be brought to June 19, Council Meeting. **CARRIED**

**3.2 – Bylaw 410-18 Public Notification**

Resolution 113-18

**MOVED** by Mayor Wight that Council approve 1<sup>st</sup> Reading of 410-18 Public Notification Bylaw as amended and that a Public Hearing be scheduled for June 19, 2018. **CARRIED**

**3.3 – Bylaw 412-18 Council Code of Conduct**

Resolution 114-18

**MOVED** by Councillor Kirk that Council pass 1<sup>st</sup> Reading of Bylaw 412-18 Council Code of Conduct as amended. **CARRIED**

Resolution 115-18

**MOVED** by Mayor Wight that Council pass 2<sup>nd</sup> Reading of Bylaw 412-18 Council Code of Conduct. **CARRIED**

Resolution 116-18

**MOVED** by Mayor Wight that Council move Third Reading of Bylaw 412-18 Council Code of Conduct to the June 19<sup>th</sup>. Council Meeting. **CARRIED**

**3.4 – Bylaw 411-18 Tax Installment Payment Plan**

Resolution 117-18

**MOVED** by Deputy Mayor Weir that Council pass 1<sup>st</sup> Reading of Bylaw 411-18 Tax Installment Payment Plan as amended. **CARRIED**

Resolution 118-18

**MOVED** by Councillor Kirk that Council pass 2<sup>nd</sup> Reading of Bylaw 411-18 Tax Installment Payment Plan as amended. **CARRIED**

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, June 6, 2018 at  
Village of Longview Council Chambers Commencing at 6:45 p.m.

Resolution 119-18	<b>MOVED</b> by Mayor Wight that Council proceed to Third Reading of Bylaw 411-18 Tax Installment Payment Plan as amended. <b>CARRIED</b>
Resolution 120-18	<b>MOVED</b> by Mayor Wight that Council pass 3 <sup>rd</sup> Reading of Bylaw 411-18 Tax Installment Payment Plan as amended. <b>CARRIED</b>
<b>3.5 – Bylaw 405-17 Community Standards</b> Resolution 121-18	<b>MOVED</b> by Councillor Kirk that Council table Bylaw 405-17 Community Standards Bylaw to add a section on Cannabis Use in Village and bring back to September Council Meeting. <b>CARRIED</b>
<b>3.6 – Cannabis Legislation &amp; Policy</b> Resolution 122-18	<b>MOVED</b> Mayor Wight that Administration contact Municipal Affairs about deadline and develop recommended changes to the LUB, Business License Bylaw, Community Standards Bylaw to bring back to June Council Meeting. <b>CARRIED</b>
<b>3.7 Discussion</b>	Complaints Peace Officer speeding through town chasing speeders. Administration to address with Peace Officer.  Pathway – What is happen with cracking.. Councillor Kirk to check with Arc.  Dept of Transportation – pave right of way when paving street. Administration to make request.  Hall Cleaning Policy – Build / buy outdoor garbage bin for hall garbage.  No Idling Policy – Vehicles parked at school and and at residences during the winter. Need to review policy or Bylaw.  Enforcement of Alcohol consumption outside the hall. CAO will discuss with Peace Officer  Christmas light cord hanging down at school -  Community Hall Ramp Repair.- Deputy Mayor Weir will look into getting some volunteers to determine how to do the project.  Fire Dept burning brush pile – Conversation recently with Fire Dept about gully burn in fall and brush pile in spring?
<b>3.8 Utility Fee increase from May</b> Resolution 123-18	<b>MOVED</b> Deputy Mayor Wight that rescind motion from May 15 <sup>th</sup> <b>CARRIED</b>

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, June 6, 2018 at  
Village of Longview Council Chambers Commencing at 6:45 p.m.

**3.9 Insurance**

Administration to contact AMSC to meet face-to-face with Council as soon as possible, preferably before June 19<sup>th</sup>.

**ADJOURNMENT**

Resolution 124-18

Mayor Wight adjourned the meeting at 9:45 p.m.

---

Mayor

---

CAO



---

VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

---

TO: Council  
FROM: Dale Harrison, MBA  
SUBJECT: CAO Report for May  
DATE: June 19, 2017

---

**Meetings**

- EDC Committee
- Special Council Meeting
- ATCO Electric – Electrification of Transportation
- Volunteer Barbecue
- Benchmark Assessment
- ATCO Gas – Micro Grid Project
- Emergency Management

**Development:**

- Subdivision of Property
- Hotel Patio
- Approve Communication Tower
- Husky site remediation

**Financial:**

- Arrange Council Credit Cards
- Setup the Auto Debit system for taxes and utilities
- Calgary Foundation Grant for Senior Bus

**Public Works / Infrastructure**

- Completed Annual Performance review
- Working with engineers to get tender for Phase 2 WTP Upgrade
- Contractor identification for Smoke Testing & Burr Removal
- Sewer Lift Station – Backup Generator failure
- AB Environment – Water License Extension
- Village Barbecue purchase & installation

**Peace Officer / Bylaw Enforcement**

- Research speed reader board
- Ankle injury WCB claim

**Office**

- Working to develop staff Performance Evaluation form
- Website – updates
- Answering phones & forwarding campground reservation info
- Vacant lot maintenance - notifications
- Draft Public Participation Policy, Public Notification Bylaw, Council Code of Conduct
- Review Cannabis legislation requirements

Village of Longview Municipal Enforcement

**Report to Council – May 2018**

Stats are compiled from the month of May 2018 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
18	\$8245	<b>30 Zone</b> 59 km/hr-30 54 km/hr-30 45km/hr  <b>50 Zone</b> 110 km/hr-50 98 km/hr-50 x2 84 km/hr-50 80 km/hr-50x  <b>70 Zone-</b> 131 km/hr-70 100 km/hr-70 90- km/hr-70x	Operate unregistered motor vehicle on highwayx5  <b>2 Mandatory court appearances</b>  NO insurance-	\$4947.00

2 Mandatory Court appearances

2 School Visits

No May long JFO due to RCMP shortage

Ankle injury sustained 2018/05/20- 3 days(30 Hours) in office time Admin duties

## Village daily tasks

May 1

Daily routine,Utility readings,Start checking over lawn equipment,Brake up ice pile at 117 Morrison rd from water service line leak,Move more sand stone to campground,Install pro jector screen in council chamber chambers.

May 2

Daily routine,Pump water from crawl space at WTP,Finish checking over lawn equipment,Meet with plumber at campground to set up outside water line to site 11 for John,Pickup garbage from info center,Change sign board.Sweep last of gravel from grass at campground.

May 3

Daily routine,Brake up ice pile at 117 Morrison Rd,Put up signs and flags and set up info center for opening up,Pump water from crawl space in WTP,Move more sand stone to campground,Check over truck and dump trailer.

May 4

Daily routine,Garbage pick up,Pick up parts in HR,Check over and service campground lawn equipment.

May 7

Daily routine,Pick up garbage from community hall/Camp ground/info center,Sweep gravel from grass at 117 Morrison Rd and level off gravel,Move sand stone and place around entrance signs to village.

May 8

Daily routine,Sweep and clean up gravel from pump jack lot,Take kubota to shop and remove broom and mount and walk back to town,Move large chunk of sand stone to center of flag poles at info center,Pick up garbage around info center parking lot/MR/behind community hall,Push up compost pile and tree branch pile.

May 9

Daily routine,Weed whip and cut grass,Cut out black knot from bushes in MR and campground,Check over kubota and tidy up shop,Meet with MD of Foothills grader operator about grading of gravel at water service line repair on Morrison Rd.

May 10

Daily routine,Check water meter at 107b Morrison Rd,Put mower deck on kubota,Push up compost pile,Pick up garbage along Morrison Rd/campground/Info center,Check over truck and dump trailer.

May 11

Daily routine,Garbage pick up,Meet with Cresent Point and move skate board equipment into rink,Pick up fuel for campground equipment,Meter reading at 107b Morrison Rd.

May 14

Daily routine,Pick up garbage from community hall/info center/campground,Meter reading at 107b Morrison Rd,walk to shop and bring kubota to town,weed whip and cut grass.

May 15

Village daily tasks

Daily routine, Spray weeds on parking pads in campground, Spray round planters along Morrison Rd and entrance signs, Weed whip and cut grass, Spring clean-up, Meet with Cummins Canada at SLS (genset not running)

*Justin Cummins*

## Village daily tasks

May 16

Daily routine,weed whip and cut grass,Admin,Spring clean-up and dump run,Repair brake-away cable on dump trailer.

May 17

Daily routine,weed whip and cut grass,Meet with Cummins at SLS for gen-set repair,Spring clean-up and dump run,Pick up garbage from campground.

May 18

Daily routine,Garbage pick up,Check over and service push mower,Meet with Acto gas at WTP for gas meter re-placment,Change sign board.

May 22

STAT

May 23

Daily routine,Pick up garbage from Info center and campground,weed whip and cut grass.

May 24

Daily routine,weed whip and cut grass.

May 25

Daily routine,Load water tank and pump out holding tank at WTP and water planter boxes and spruce trees in park and campground,check over truck and dump trailer.

May 26

Daily routine,Garbage pick-up,Meet with MD of Foothills for crack sealing,Go door to door and have people to more there cars from streets to be crack sealed,Meet with Gran Lee at WTP,Meet with Cuminns Canada at SLS,Change sign board.

May 28

Daily routine,weed whip and cut grass,Pick-up garbage from info center,Meet with Cuminns Canada and Acto gas at SLS,Meet with Gran Lee,Meet with MD of Foothills about grading of alley-ways.

May 29

Daily routine,Move kubota and newholland tractors to shop,Replace burnt out lights in community hall,Remove bush in SW corner of campground to make room to get tractor by fence,Take two tires off dump trailer and take them to BD for replacement and pick-up supplys,Move soccer nets to park.

May 30

Daily routine,Remove mower deck from kubota and service and replace mower blades,Pick-up parts in HR,Unload and check over used BBQ Dale picked up for community hall,Cut grass,Push up compost pile and tree branch pile.

May 31

Daily routine,Take out recycling from office and info center,Pick-up gargage from

Village daily tasks

campground, Install two new tires on dump trailer, Meet with Volker Stevin for Morrison Rd street sweeping, Check over/service/sharpen blades on New Holland, Check over truck and dump trailer, Start re-pairing BBQ for community hall.

*Justin  
Carmaiti*

## Village daily tasks

June 1

Daily routine, Garbage pick-up, Repair community hall BBQ, Remove flat tire from truck.

June 4

Daily routine, Pick-up garbage from info center and campground, Weed whip and cut grass, Meet with Gran Lee at SLS.

June 5

Daily routine, Weed whip and cut grass.

June 6

Daily routine, Unplug toilet in mens washroom at campground, Weed whip and cut grass, Change sign board, Clean-up and wash and rebuild BBQ for community Hall, Wash truck.

June 7

Daily routine, Weed whip and cut grass, Pick-up garbage from campground.

June 8

Daily routine, Garbage pick-up, Pick-up garbage from community hall, Change sign board, Change tire on truck, Push-up compost pile.

June 11

Daily routine, Change sign board, Weed whip and cut grass, Check over and service mower deck, Pick-up garbage from community hall and campground.

June 12

Daily routine, Weed whip and cut grass, Install warning signs at community hall wheelchair ramp, Check out broken tree top that fell on Office building roof, Cut coroplast for signs, Install speed bumps on Morrison Rd north of school and south of Foot Hills Dr.

June 13

Daily routine, Remove broken tree tops from office building roof and clean-up, Change sign board, pick-up campground tractor and check over and service, Drop off supplies at info center and campground and community hall.

June 14

Daily routine, Weed whip and cut grass, Clean out storm drain grates, Meet with Gran Lee at SLS, In office meeting, Check over truck and dump trailer.

June 15

Daily routine, Garbage pick-up, Change sign board, Tidy up shop and clean cab of truck, Pick-up garbage from park.

June 17

Clean-up sani-dump at Info center after unloading mishap (no time charged)



# May Campground Report

We have added a Campground Attendant this year. John has a full time job at the Bar U. He spends evening in the campground. He cuts the grass, does the weed whipping, and sells firewood to anyone that wants it at night. He is also going to paint the picnic tables and the floor in the washrooms. It is not a paid position; he stays in the campground free of charge in exchange for his services.

The campground is much busier this year.

2017 revenue between Jan 1<sup>st</sup> and May 31 (including reservations) \$1949

2018 revenue between Jan 1<sup>st</sup> and May 31 (including reservations) \$5075

2017 nights stayed in the campground in the month of May 24

2018 nights stayed in the campground in the month of May 69

We already have 13 reservations for the July long weekend; in 2017 we only had 11 units in the campground that weekend (including reservations and pull-ins).

We have several cycling/hiking groups staying with us this year.

**2018 Village of Longview  
Accounts Payable Cheque List**

From: 2018/05/01 To: 2018/05/31

Vendor Name	Purpose	Cheque	Date	Amount
A R C Society	Grant	635	2018/05/17	\$750.00
Humpty Dumpty Playtime	Grant	636	2018/05/17	\$250.00
Little New York Daze	Grant	637	2018/05/17	\$1750.00
Longview 4-H Beef Club	Grant	638	2018/05/17	\$250.00
Longview and Area Seniors'...	Grant	639	2018/05/17	\$1000.00
Longview Library	Grant	640	2018/05/17	\$1000.00
Longview Youth Group	Grant	641	2018/05/17	\$3500.00
AMSC Insurance Services...	Benefits	9652	2018/05/03	\$895.71
Flagworks	Longview flags	9653	2018/05/03	\$1283.52
Harrison, Dale	Search for register	9654	2018/05/03	\$78.75
Kirk, Lenard	March/April meetings	9655	2018/05/03	\$555.00
Little New York Daze	2018 donation	9656	2018/05/03	\$1000.00
Longview and Area Seniors'...	Strawberry Tea	9657	2018/05/03	\$300.00
Longview Library	2018 donation	9658	2018/05/03	\$2000.00
Longview Recreation Board	2018 grant	9659	2018/05/03	\$4500.00
MacDonald, Kathleen	Cancelled	9660	2018/05/03	\$22749.63 *
Receiver General		9661	2018/05/03	\$5522.96
Telus Communications	3743,3922,2248	9662	2018/05/03	\$284.22
Weir, Christina	Meetings, mileage	9663	2018/05/03	\$824.52
Wight, Kathie	Meetings	9664	2018/05/03	\$795.00
M.D. of Foothills		9665	2018/05/03	\$22749.63
AMSC	Supplies, cutter, plywood	9666	2018/05/10	\$1493.14
Brownlee LLP	Auditor service	9667	2018/05/10	\$334.53
Caumartin, Justin	Maintenance	9668	2018/05/10	\$622.60
Coate, Ed	Salt for drainage	9669	2018/05/10	\$148.28
Contain-A-Way Services	Waste bin	9670	2018/05/10	\$155.07
Foothills Regional Service...	Waste disposal	9671	2018/05/10	\$380.00
Gregory, Harriman &...	Audit adjustments	9672	2018/05/10	\$19110.00
Iron Mountain Canada...	Shredding	9673	2018/05/10	\$50.09
Longview Fas Gas	Fuel	9674	2018/05/10	\$733.09
MLT Aikins	Auditor report	9675	2018/05/10	\$237.03
Rona Building Supply	Supplies	9676	2018/05/10	\$303.51
Telus Mobility	Cells	9677	2018/05/10	\$240.82
Alberta One-Call Corporation	Locates	9678	2018/05/17	\$6.30
Bryan Erdman	Light removal	9679	2018/05/17	\$204.75
Digitex Canada Inc.	Photocopies	9680	2018/05/17	\$172.68
Eastlink	Internet	9681	2018/05/17	\$265.55
Matrix Solutions Inc.	Testing	9682	2018/05/17	\$441.42
MPE Engineering Ltd (billing)	Flow control	9683	2018/05/17	\$4450.43
Telus Communications	Controls	9684	2018/05/17	\$438.60
Alberta Municipal Services...		9685	2018/05/17	\$4781.80
Caumartin, Justin	Cell	9686	2018/05/31	\$65.00
Fired Up Automotive		9687	2018/05/31	\$261.74
Folkard, June	Cell	9688	2018/05/31	\$65.00
Harrison, Dale	BBQ	9689	2018/05/31	\$50.00
High River Tractorland. Ltd.	Kubota blades	9690	2018/05/31	\$95.85
Postmedia Network Inc.	Regional Sp., fb	9691	2018/05/31	\$321.31
Receiver General		9692	2018/05/31	\$6783.05
Telus Communications	2248,3743,3922	9693	2018/05/31	\$281.89

**2018 Village of Longview  
Accounts Payable Cheque List**

From: 2018/05/01 To: 2018/05/31

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Wiebe, Judy	Supplies	9694	2018/05/31	\$42.58
Wight, Kathie	Meetings, mileage	9695	2018/05/31	\$667.73
			<b>51 cheques for</b>	<b>92493.15</b>

**VILLAGE OF LONGVIEW  
BANK RECONCILIATION  
May 31, 2018**

**General Ledger RBC**

Balance at	April 30, 2018	<u>\$2,476.02</u>
Plus:	Revenue	\$2.95
Less:	Expenses	
<b>Balance at</b>	<b>May 31, 2018</b>	<u><b>\$2,478.97</b></u>

**RBC General Bank Account**

Balance		<u>\$2,478.97</u>
Less:	Outstanding Cheques	
Plus:	Outstanding Deposit	\$0.00
<b>Balance at</b>	<b>May 31, 2018</b>	<u><b>\$2,478.97</b></u>

**General Ledger ATB**

Balance at	April 30, 2018	\$1,089,870.43
Plus:	Revenue	44,888.97
Less:	Expenses	\$ (104,049.15)
<b>Balance at</b>	<b>May 31, 2018</b>	<u><b>\$1,030,710.25</b></u>

**ATB General Bank Account**

Balance		<u>\$1,036,451.52</u>
Less:	Outstanding Cheques	(\$2,788.84)
	June deposit	(\$4,082.89)
	Mon- June income	\$1,130.46
<b>Balance at</b>	<b>May 31, 2018</b>	<u><b>\$1,030,710.25</b></u>

**Total on Deposit**

		<u><b>\$1,033,189.22</b></u>
Less: amount held for grants	(\$502,062.00)	
amount held in reserves	(\$417,977.00)	
	<b>Balance for operation</b>	<b>\$113,150.22</b>

**Other Accounts**

RBC Recreation Committee Account		\$9,501.11
RBC GIC - Development Deposit		\$0.00
<b>Total Cash on Deposit as of</b>	<b>May 31, 2018</b>	<u><b>\$1,042,690.33</b></u>

Operating - Budget Variance

Village of Longview

	2018 Interim Budget	2017 Actual	2018 Actual	Total Number of Trx Posted	Last Trx Post Date	2018 Budget Minus Actual Variance Amount	2018 Percent % Variance
<b>Summary</b>							
Total General Revenue	\$ (563,313.00)	\$ (549,324.42)	\$ (43,800.68)	22		\$ (519,512.32)	8%
Total Legislative Revenue	\$ -	\$ (4,607.23)	\$ (5,000.00)	1		\$ 5,000.00	100%
Total Administration Revenue	\$ (34,180.00)	\$ (54,044.98)	\$ (7,414.08)	77		\$ (26,765.92)	22%
Total Protective Services Revenue	\$ (66,800.00)	\$ (63,830.59)	\$ (24,639.00)	62		\$ (42,161.00)	37%
Total Emergency Services Revenue	\$ -	\$ (8,210.40)	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ (98,131.88)	\$ (220.00)	0		\$ 220.00	100%
Total Roads & Sidewalks Revenue	\$ (17,000.00)	\$ (13,651.14)	\$ (4,519.87)	2		\$ (12,480.13)	27%
Total Utility Service Revenues	\$ (207,050.00)	\$ (126,396.11)	\$ (53,372.11)	50		\$ (153,677.89)	26%
Total Planning & Development Revenue	\$ (4,000.00)	\$ (5,441.20)	\$ (5,078.44)	1		\$ 1,078.44	127%
Total Community Services Revenue	\$ (61,720.00)	\$ (42,050.95)	\$ (25,006.71)	72		\$ (36,713.29)	41%
<b>Revenue</b>	<b>\$ (954,063.00)</b>	<b>\$ (965,688.90)</b>	<b>\$ (169,050.89)</b>			<b>\$ (785,012.11)</b>	
Total General Expenditures	\$ 149,314.00	\$ 139,457.29	\$ 40,227.35	3		\$ 109,086.65	27%
Total Legislative Expenditures	\$ 33,300.00	\$ 35,015.42	\$ 10,497.30	25		\$ 22,802.70	32%
Total Administration Expenditures	\$ 177,805.00	\$ 233,862.75	\$ 126,198.95	169		\$ 51,606.05	71%
Total Protective Services Expenditures	\$ 28,700.00	\$ 80,129.55	\$ 29,720.93	72		\$ (1,020.93)	104%
Total Emergency Services Expenditures	\$ 50.00	\$ 610.55	\$ 295.30	1		\$ (245.30)	591%
Total Common Services Expenditures	\$ 32,850.00	\$ 82,569.27	\$ 30,512.17	80		\$ 2,337.83	93%
Total Roads & Sidewalks Expenditures	\$ 17,600.00	\$ 17,990.27	\$ 5,753.80	6		\$ 11,846.20	33%
Total Utility Service Expenditures	\$ 251,701.00	\$ 240,076.96	\$ 85,807.41	103		\$ 165,893.59	34%
Total Planning & Development Expenditures	\$ 4,480.00	\$ 3,723.64	\$ 4,151.18	4		\$ 328.82	93%
Total Community Services Expenditures	\$ 80,405.00	\$ 70,426.85	\$ 30,638.24	74		\$ 49,766.76	38%
<b>Expenditures</b>	<b>\$ 776,205.00</b>	<b>\$ 903,862.57</b>	<b>\$ 363,802.63</b>			<b>\$ 412,402.37</b>	
Net General	\$ (413,999.00)	\$ (409,867.13)	\$ (3,573.33)	25		\$ (410,425.67)	1%
Net Legislative	\$ 33,300.00	\$ 30,408.19	\$ 5,497.30	26		\$ 27,802.70	17%
Net Administration	\$ 143,625.00	\$ 179,817.77	\$ 118,784.87	246		\$ 24,840.13	83%
Net Protective Services	\$ (38,100.00)	\$ 16,298.96	\$ 5,081.93	134		\$ (43,181.93)	-13%
Net Emergency Services	\$ 50.00	\$ (7,599.85)	\$ 295.30	1		\$ (245.30)	591%
Net Common Services	\$ 32,850.00	\$ (15,562.59)	\$ 30,292.17	80		\$ 2,557.83	92%
Net Roads & Sidewalks	\$ 600.00	\$ 4,339.13	\$ 1,233.93	8		\$ (633.93)	206%
Net Utility Service	\$ 44,651.00	\$ 113,680.85	\$ 32,435.30	153		\$ 12,215.70	0%
Net Planning & Development	\$ 480.00	\$ (1,717.56)	\$ (927.26)	5		\$ 1,407.26	-193%
Net Community Services	\$ 18,685.00	\$ 28,375.90	\$ 5,631.53	146		\$ 13,053.47	30%
Total Annual Amortization Expenditures	\$ -	\$ 562,135.92	\$ -	0		\$ -	100%
<b>Net Deficit (Surplus)</b>	<b>\$ (177,858.00)</b>	<b>\$ 500,309.59</b>	<b>\$ 194,751.74</b>			<b>\$ (372,609.74)</b>	
Revenue from Balance Sheet	\$ -	\$ (965,688.90)	\$ (169,050.89)			\$ -	
Expenditure from Balance Sheet	\$ -	\$ 1,460,506.85	\$ 363,802.63			\$ -	
<b>Net Deficit (Surplus)</b>	<b>\$ -</b>	<b>\$ 494,817.95</b>	<b>\$ 194,751.74</b>			<b>\$ -</b>	
Checksum Difference	\$ -	\$ 5,491.64	\$ 0.00			\$ -	



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR93652

May 29, 2018

Her Worship Kathleen Wight  
Mayor  
Village of Longview  
PO Box 147  
Longview AB T0L 1H0

Dear Mayor Wight,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF) and \$17 million under the federal Small Communities Fund (SCF) as the fourth funding installment for projects approved in 2015.

Your municipality's 2018 MSI, GTF and SCF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: [municipalaffairs.alberta.ca/municipal-grants](http://municipalaffairs.alberta.ca/municipal-grants).

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment

cc: Dale Harrison, Chief Administrative Officer, Village of Longview

Appendix A

Village of Longview

Program	Components	2018 Funding		
Municipal Sustainability Initiative (MSI)	Capital Funding	173,674	\$144,652	(29,022)
	MSI Capital Component		\$126,232	
	BMTG Component		\$18,420	
	Operating Funding	16,830	\$20,412	3,582
	<b>Total MSI</b>		<b>\$165,064</b>	
<b>Gas Tax Fund (GTF)</b>			<b>\$50,000</b>	
<b>Small Communities Fund (SCF)</b>	Water Treatment Plant Upgrades Phase 2		<b>\$82,728</b>	(25,440)

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
  - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
  - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
  - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
  - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.
- SCF funding represents the combined federal and provincial funding contribution.
- Staging and financial management of SCF projects are the responsibility of the municipality and must be managed in a manner which recognizes the cash flow available under the SCF.

decrease in 2018 funds

VILLAGE OF LONGVIEW

## **BYLAW 410-18 – PUBLIC NOTIFICATION BYLAW**

### **A BYLAW TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES**

**WHEREAS**, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

**AND WHEREAS**, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

**AND WHEREAS** Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

#### **Title**

1. This Bylaw may be referred to as the Public Notification Bylaw.

#### **Advertising Method**

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606,

a) electronically by posting the notice prominently on the Village of Longview's official website.

and

b) by posting the notice prominently on the bulletin board provided for that purpose in the hall of the Village Office.

or

c) by posting the notice prominently on roadside signage located at the Longview Community Hall.

or

d) by posting the notice in the bi-monthly utility bill as a separate notice.

or

e) hand delivery of notice door to door

\_\_\_\_\_ Mayor      \_\_\_\_\_ CAO

VILLAGE OF LONGVIEW

**BYLAW 410-18 – PUBLIC NOTIFICATION BYLAW**

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

**READ** a First time this 6th day of June A.D. 2018.

**PUBLIC HEARING** held on this 19th day of June A.D. 2018

**READ** a Second time this 19th day of June A.D. 2018.

**UPON MOTION DULY MADE AND CARRIED, READ** a Third time this 19th day of June A.D. 2018

\_\_\_\_\_  
MAYOR

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

VILLAGE OF LONGVIEW

**Bylaw 412-18 - Council Code of Conduct**

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL and COUNCIL COMMITTEE MEMBERS.**

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councilors;

**AND WHEREAS**, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councilors; [

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, councilors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Longview;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councilors;

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

**TITLE**

1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**DEFINITIONS**

2. In this Bylaw, words have the meanings set out in the Act, except that:
  - (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
  - (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
  - (c) CAO means the chief administrative officer of the Municipality, or their delegate;

- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councilor or Mayor and includes members of council committees or other bodies established by Council who are not councilors or the Mayor;
- (g) "Municipality" means the municipal corporation of the Village of Longview.

### **PURPOSE AND APPLICATION**

- 3. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **REPRESENTING THE MUNICIPALITY**

- 4. Members shall:
  - (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
  - (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
  - (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

- 5. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 6. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor/Reeve it is the Deputy Mayor/Deputy Reeve. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 7. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 8. No Member shall make a statement when they know that statement is false.

9. No Member shall make a statement with the intent to mislead Council or members of the public.

### **RESPECTING THE DECISION-MAKING PROCESS**

10. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
11. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
12. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

### **ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS**

13. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
14. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
15. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

### **RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS**

16. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
17. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
18. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

19. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
20. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
21. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

#### **CONFIDENTIAL INFORMATION**

22. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
23. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
24. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
25. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
  - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

26. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

### **CONFLICTS OF INTEREST**

27. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

28. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, or family.

29. Members shall approach decision-making with an open mind that is capable of persuasion.

30. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

### **IMPROPER USE OF INFLUENCE**

31. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

32. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
33. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
34. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any paid position with the Municipality while they hold their elected position.

#### **USE OF MUNICIPAL ASSETS AND SERVICES**

35. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

#### **ORIENTATION AND OTHER TRAINING ATTENDANCE**

36. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
37. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

#### **REMUNERATION AND EXPENSES**

38. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
39. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

## **GIFTS AND HOSPITALITY**

40. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
41. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.00
42. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

## **ELECTION CAMPAIGNS**

43. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

## **INFORMAL COMPLAINT PROCESS**

44. Any person who has identified or witnessed conduct by a Member that person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
45. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **FORMAL COMPLAINT PROCESS**

46. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
  - (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;

- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **COMPLIANCE AND ENFORCEMENT**

- 47. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 48. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 49. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 50. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councilor and the sanction is not contrary to the Act.

## **REVIEW**

51. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

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

**READ** a first and second time this 19th day of June A.D. 2018.

**UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED**, a third reading of this bylaw shall be held at the regular meeting of Council of the Village of Longview this 19th day of June A.D. 2018

**UPON MOTION DULY MADE AND CARRIED, READ** a third time this 19th day of June A.D. 2018

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER



---

---

VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION

---

---

**Agenda Item #: 10.1**

**Date:** June 19, 2018  
**Title:** Assessment Services Contract  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the Village accept the Proposal for Assessment Services from Benchmark Assessment from July 2019 to June 2023

- Alternatives:**
2. Defeat above motion.
  3. That Administration issue a Request for Proposal to draw alternative assessors to the table for consideration.
  4. That discussion be tabled \_\_\_\_\_  
*(for further information or future date).*

**Background:** Benchmark Assessment Consultants Inc. have provided assessment services for the past 6 months including preparation of the Assessment Roll for the 2018 tax year. Benchmark has submitted a proposal for a five year contract to provide Assessment Services for the Village. The Proposal has established an escalating fee structure that is lower than the recently completed 5 year contract. This fee structure would bring the Village back to the current rate in the fifth and final year. The services supplied by Chris Snelgrove over the past six months have met all the needs of the Village. If successful in securing the five year contract Benchmark is going to do a complete review of each property in the Village to create a baseline for future assessment.

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

*Financial:* Initial saving of \$650 each of the 1<sup>st</sup> two years, followed by \$225 savings for each of the following two years. These savings amount to \$1,750 over the existing contract.

**Communications:**

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



---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

**Agenda Item #: 10.2**

**Date:** June 19, 2018  
**Title:** Longview Art & Culture Connection Ltd.  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the Longview Art & Culture Connection Ltd. Be permitted to use the Community Hall at no cost for the July 21 & 22 Art walks including Friday evening setup

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

**Background:**

The Longview Art & Culture Connection Ltd. would like to book the community hall for July 21 & 22 to hold an art walk in conjunction with Little New York Daze. The art walk is to promote the galleries and restaurants that want to participate.

Request council to allow us the use of the community center at no cost to the society.

**Implications:**

*Policy, Statutory Plans, Legislative:* Hall Rental policy.- requires proof of insurance

*Financial:* The Village would forgo the \$100 per day charge normally charged local businesses.

**Communications:**

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



# VILLAGE OF LONGVIEW POLICY

## Draft

<b>Department: Council</b>		<b>Policy No: 5-01-18</b>
<b>Title: REGARDING PUBLIC PARTICIPATION</b>		
<b>Effective Date:</b> June 19, 2018	<b>Approval Date:</b> June 19, 2018	<b>Amendment Date(s):</b>
<b>Reference:</b>	<b>Bylaw No:</b>  <b>Section:</b>	<b>R.S.A. Statute:</b>  <b>Chapter:           Section:</b>
<b>Purpose:</b>  <b>To establish a policy for public participation within the Village of Longview.</b>		

### PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

### GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councilors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

## **DEFINITIONS**

- 1) “CAO” means the chief administrative officer of the Municipality or their delegate.
- 2) “Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “Municipality” means the Village of Longview
- 4) “Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

## **POLICY RESPONSIBILITIES**

### **1) Council Responsibilities**

- a) Council shall:
  - i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - ii. consider input obtained through Public Participation; and
  - iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
  - iv. promote and support Public Participation;
  - v. request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

## **2) Administration Responsibilities**

- a) CAO shall:
  - i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
  - ii. implement approved Public Participation Plans; and
  - iii. report the findings of the Public Participation to Council.
  - iv. consider timing, resources and engagement when developing and modifying Public Participation Plans;
  - v. develop the necessary procedures to implement this Policy;
  - vi. assess this Policy and make recommendations to Council about the Public Participation and resourcing;

### **PUBLIC PARTICIPATION OPPORTUNITIES**

- 1) CAO shall develop and implement a Public Participation Plan in the following circumstances:
  - a) when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
  - b) as otherwise directed by Council.

### **POLICY EXPECTATIONS**

#### **1) Legislative and Policy Implications**

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
  - i. All Public Participation will be undertaken in accordance with all existing municipal policies.
  - ii. This Policy shall be available for public inspection and may be posted to the Municipality's website.
  - iii. This Policy will be reviewed at least once every four years.

#### **2) Public Participation Standards**

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.

- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

### **PUBLIC PARTICIPATION PLANS**

- 1) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - a) the nature of the matter for which Public Participation is being sought;
  - b) the impact of the matter on Municipal Stakeholders;
  - c) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - d) the timing of the decision and time required to gather input;
  - e) what information is required, if any, to participate; and
  - f) available resources and reasonable costs.
- 2) Public Participation Plans will, at minimum, include the following:
  - a) a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - b) identification of which Public Participation Tools will be utilized;
  - c) timelines for participation;
  - d) information about how input will be used;
  - e) the location of information required, if any, to inform the specific Public Participation.

### **REPORTING AND EVALUATION**

- 1) Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.

- 2) The report shall include, at minimum, the following:
  - a) an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - b) a summary of the input obtained; and
  - c) may include recommendations for future Public Participation Plans.

**Schedule A**

**Application for Municipal (non-financial) Resources Assistance:**

Date of Application: June 7<sup>th</sup>, 2018

Name of Organization: Longview A R C Society

Mailing Address: Box 41 Longview AB

Contact Person: Michele Geistlinger

Phone: 403-558-2158 Fax: \_\_\_\_\_

Email: michelegeistlinger@gmail.com

**Event Information**

For Profit:  Not-for-Profit:

Event Name: GO ME!! Program

Event Date(s): June 1<sup>st</sup> to September 30<sup>th</sup> 2018

Event Description: Requesting use of tent in Centennial Park to accommodate exercise program in Park during the warmer months. It provides both shade and if a sudden sprinkle comes along during class

**List of Municipal resources, staff or equipment being requested:**

Community Hall	<input type="checkbox"/>	Hall Tables & Chairs	<input type="checkbox"/>	Tents	<input type="checkbox" value="1"/>
Centennial Park	<input checked="" type="checkbox"/>	Park Power	<input type="checkbox"/>	Washrooms	<input type="checkbox"/>
Rink	<input type="checkbox"/>	Change Rooms	<input type="checkbox"/>		
Traffic signs	<input type="checkbox"/>	Barricades	<input type="checkbox"/>		

Other: \_\_\_\_\_

*For Office Use Only:*

Decision: Approved:  Declined:

Conditions: \_\_\_\_\_

Decision made by: \_\_\_\_\_

Decision Date: \_\_\_\_\_



---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

<b>Date:</b>	June 19, 2018	<b>Agenda Item #:</b> 10.5
<b>Title:</b>	Longview Community Hall Cleaning	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that the Administration purchase a rubber maid bin for garbage at the Community Hall.	
<b>Alternatives:</b>	2. Defeat above motion.	
	3. That discussion be tabled _____ (for further information or future date).	

<b>Background:</b>	<p>The custodian for the Community Hall will no longer provide cleaning services after August 30, 2018. The Village will advertise a Request For Proposal for Custodial Services starting in September.</p> <p>As part of the ongoing Hall Cleaning issues Administration is proposing the purchase on a garbage receptacle for the deposit of garbage bags outside the hall. All users will be required to empty the garage from the after each use. This receptacle will have a lock on it to discourage outside people from filling the bin.</p>
--------------------	---

<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>  <i>Financial:</i>
---

<b>Communications:</b>
------------------------

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





---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

**Agenda Item #: 10.6**

**Date:** June 19, 2018  
**Title:** Campground Attendant  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the campground attendant be allowed to build a dog run behind his RV in the campground. They be allowed to store the trailer in the campground over the winter.

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

**Background:** A fellow who lives in Revelstoke, BC has been hired to work at the Bar-U Ranch for the summer. He approached the Village and offered to work around the campground in exchange for free rent. He has been mowing the grass and weed wacking, handling firewood sales after hours, and will paint the picnic tables on his days off from the Bar U and in the evenings.  
This fellow is interested in keeping this arrange for the next ten years if his health is okay.  
He has asked if it would be okay to create a fenced dog run in behind his trailer for his dog while he is at work. He has also requested if he is asked to return to the Bar U next year if he could leave his trailer in the campground over the winter.

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

**Communications:**

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



---

---

**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

---

---

**Agenda Item #: 10.7**

**Date:** June 19, 2018  
**Title:** Longview Community Hall Ramp Repair  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the Administration have staff apply an overlay to the Community Hall wheelchair ramp. The funds for the repair of the ramp are to come out of the Community Hall Reserve Fund.

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

**Background:** The plywood decking on the ramp for the Community Hall is starting to delaminate. Administration is proposing to put an overlay on top of the existing plywood to create a flat surface.

Once the new wood surface is in place, either a paint with sand or a vinyl anti-slip material will be applied over the plywood to protect the wood and create a nonslip surface. The second option may require a contractor to apply.

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

*Financial:* The repairs would be paid from the Hall Reserve account.

**Communications:**

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

# REQUEST FOR PROPOSALS (RFP)

## FOR

### Refinishing the Hardwood Floors in the Longview Hall

RFP# 2-2018

Issued by:

### **Village of Longview**

Contracting Agency

#### KEY PROPONENT INFORMATION

**DATE OF RFP ISSUE:** June 25, 2018

- Closing Date for Submission: July 25, 2018 by (no later than) 2:00 p.m. local time.
- Proposals are to be submitted in (x) copies.
- Contact:

Name: Dale Harrison, CAO

Address: Box 147, 128 Morrison Road

Telephone No: (403) 558-3922

Fax No: (403) 558-3743

Email: cao@village.longview.ab.ca

1. Please use the above RFP description and number on all related correspondence.

**Specific RFP instructions and format, including language, terms, conditions and contract clauses are provided here as examples only.**

**Please confirm with legal counsel prior to use**

## 1. General

### ◆ Objective / Purpose:

Refinish the upstairs hardwood floor. Cleaning and filling the cracks in the hardwood and sealing the whole floor

### ◆ Key Dates:

The desired date for completion of work under the contract is the end of August 2018.

## 2. Background

### ◆ History

The hardwood floors have crack between them that accumulation dirt even when the floors are sweep. floors need to be sealed in order to create a smooth surface that can be swept and mopped. The hall is used very little during the summer months and is the most opportune time to do the work.

## 3. Service / Work Requirements

### ◆ Expectations:

- The cracks need to be cleaned and filled
- The floors need to be sealed in order to create a smooth surface that is impervious to dirt.

### • Mandatory Requirements

- Experience with hardwood floor repair and maintenance.
- References from previous customer

### ◆ Pricing

- ◆ The proponent should state their price proposal (e.g. fixed price, price per hour / day, usually with a specific ceiling, including or excluding 'out of pocket' expenses, time and materials, etc.).

#### 4. Submission Guidelines

◆ **Proponent Organization / Profile / Technical Skills / Experience**

Proponents shall identify relevant technical and necessary skills, qualifications and experience that they consider appropriate to the evaluation of their ability to successfully undertake the proposed contract and meet all RFP objectives.

◆ **Submission / Proposal Format**

Proponents should submit their proposed response in the following preferred format:

**Letter of Introduction:** Including: RFP title, Contractor name, address, telephone number, and contact person. One page introducing the Proponent's company, signed by the person(s) authorized to bind the proponent to their proposed offer (RFP response).

**Proposal / Project Requirements / Scope:** Full details of the proponent's proposal including: general approach, work plan, schedule, methods, procedures, quality control, safety, project management, supervision, reporting structure and explanations of how all RFP/Project results/specifications will be achieved.

**Pricing:** Indicate the proposal pricing as requested.

**Appendices:** References

**Certification:** Proposals could include the following signed Certification (or similar version):

“The statements made in this proposal are correct and truthful representations. If selected, I / we shall negotiate in good faith with the Village of Longview.”

## 5. RFP Conditions

### ◆ Evaluation Criteria

Evaluation criteria used to evaluate proposals fall into the following categories and sub-categories:

#### **Proposal**

- Methodology / concept innovation / functionality
- Construction plan / schedule
- Key staff

#### **Proposal Cost**

- Contractor's price proposal and budget including costing estimates / rationale

### ◆ Negotiation

Negotiation sessions may be held to work out contract details and other expectations of the parties applicable to the services / work, based on the RFP and the proposal(s) submitted.

### ◆ Acceptance of Proposal

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

### ◆ Proposal Revisions

Proposal revisions must be received prior to the RFP submission / closing date and time.

### ◆ Disclosure

All documents submitted by proponents shall become the property of the Contracting Agency. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the Contracting Agency obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Contracting Agency.

May 29, 2018

RECEIVED JUN - 5 2018

Dale Harrison  
Village of Longview  
BOX 147  
128 MORRISON RD  
LONGVIEW, AB T0L 1H0

Dear Mr. Harrison:

**Re: Longview Waterworks System  
Application No. 10-939**

Enclosed please find an extension to Approval No. 939-02-04, issued under the Environmental Protection and Enhancement Act (EPEA) as Approval No. 939-02-04

In accordance with section 74 of the Act, at the applicant's expense, public notice of the issuance of a second extension

If you have any questions, please contact me at (780) 644-4419.

Yours truly,



Tanya Berube,  
Applications Coordinator

Enclosures

cc: Frank Lotz – South Saskatchewan Region - Calgary  
Sarah Fratpietro - MPE Engineering Ltd.

AMENDING APPROVAL

PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT
R.S.A. 2000, c.E-12, as amended

APPROVAL NO.: 939-02-04

APPLICATION NO.: 010-939

EFFECTIVE DATE: June 1, 2018

EXPIRY DATE: June 1, 2019

APPROVAL HOLDER: Village of Longview

Pursuant to Division 2, of Part 2, of the Environmental Protection and Enhancement Act, R.S.A. 2000, c.E-12, as amended, the expiry date of Approval No. 939-02-00 is extended to June 1, 2019.

Designated Director under the Act [Signature] Brock Rush, M.Eng., P.Eng.

Date Signed May 25, 2018